

OSCEOLA WATER BOARD

October 13, 2022

5:30 PM

The Osceola Water Board met for the regularly scheduled meeting on Thursday, October 13, 2022 at 5:30 P.M. This being the time and place as legally posted, the meeting was called to order by Chairman Alisha Kale with the following Board Members present: Sara O'Hair and Kevin Rivera. Board member Larry Bishop was absent. Board member Jim Kimball arrived at 5:43 p.m. Also present were Superintendent Brandon Patterson, Utility Billing Director Carrie Benda, Utility Business Manager Patti Snyder, Water Distribution Foreman Cory Gallup, Chris Cundiff and others not signed in.

Board member O'Hair motioned to approve the agenda as presented and board member Rivera seconded the motion.

Ayes: Rivera, O'Hair, Kale

Nays: None

Absent: Kimball, Bishop

Motion Passed

No one was present to address the board about items not on the agenda.

Water Superintendent Brandon Patterson opened the discussion regarding the meter pit requirement along Wildflower Drive in the Vesta Village project by reminding the board that Mark Lee on behalf of Kading Properties requested to be on the agenda. Mr. Patterson reported that Mr. Lee asked for reconsideration regarding the meter pit requirement. Carrie Woerdeman from Kading Properties arrived. She presented her concern regarding meter pits and a tenant accident that occurred. After discussion, the board decided to table the conversation as they wanted to have time to review the current process and view the Kading site. The item will be placed on the November board meeting.

Board member Kimball arrived at 5:43 p.m.

Water Superintendent Brandon Patterson opened the discussion regarding supplemental insurance by introducing Chris Cundiff of the Advantage Group to the board. Chris gave a presentation to the board and discussed options to meet with individuals and explain the services he can provide. After the presentation and discussion, board member O'Hair motioned to offer the supplemental insurance to Water Works employees and Rivera seconded the motion.

Ayes: Rivera, O'Hair, Kimball, Kale

Nays: None

Absent: Bishop

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding S.I.R.W.A.'s water rate by presenting plant expense data that was used to calculate the rate and gallons used. Mr. Patterson presented the 'true up' agreed process and recommended the approval of resolution to increase the water rate to \$3.08/thousand based off of the current contract terms. After discussion, board member Kimball motioned to approve the resolution to increase the rate for S.I.R.W.A.'s water rate from \$2.83/thousand to \$3.08/thousand and O'Hair seconded the motion. Roll call of the vote was:

Ayes: Rivera, O'Hair, Kimball, Kale

Nays: None

Absent: Bishop
Motion Passed
Resolution 2022-16

Water Superintendent Brandon Patterson opened the discussion regarding setting a public hearing for water rate increase. Mr. Patterson stated that based off the results of the rate study, a rate adjustment was likely needed to cover operations and future capital projects. Mr. Patterson presented some rate adjustment options to the board and recommended holding a public hearing at the November board meeting to discuss a possible a water rate increase. The board requested information from staff regarding actual expense amounts and information of utility bills to review in preparation of the public hearing. After discussion, board member Kimball motioned to approve the resolution to set a public hearing at the November 3, 2022 board meeting regarding water rate increase and Rivera seconded the motion. Roll call of the vote was:

Ayes: Rivera, O'Hair, Kimball, Kale
Nays: None
Absent: Bishop
Motion Passed
Resolution 2022-17

Utility Billing Director Carrie Benda opened the discussion regarding Front Desk with GWORKS for Water Works customers. There was discussion regarding changes of how bills will be available, payments, ACH payments and support. More information will be issued as we move through the process. Mrs. Benda gave the information regarding the Front Desk software cost of \$3,960, \$2,200 one-time implementation cost for a grand total of \$6,160.00 as this will be a required software change at the end of 2023. After discussion, board member Kimball motioned to approve the GWORKS Front Desk software and O'Hair seconded the motion.

Ayes: Rivera, O'Hair, Kimball, Kale
Nays: None
Absent: Bishop
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding an agreement with Dixon Engineering for tower inspection services by stating that he has been continuing to get the center tower completed. Mr. Patterson stated that there have been several issues with Maguire Iron's work that he has been working on. He has been working with Dixon Engineering, which is a third-party inspection company to ensure the work is completed correctly. By telephone, Tim with Dixon Engineering spoke to the board and explained the process and answered questions. Tim also walked the board through the contract. After discussion, board member Kimball motioned to enter into an agreement with Dixon Engineering for a service fee of \$13,900 contract cost regarding the center tower and Rivera seconded the motion. Roll call of the vote was:

Ayes: Rivera, O'Hair, Kimball, Kale
Nays: None
Absent: Bishop
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding professional services agreement with V & K for water main extension on Truman Road by stating that this project is needed to fix an outstanding issue. Mr. Patterson stated that there is approximately 1,100 feet to connect South Ridge Road and Truman Road adding a loop in different areas to feed better. Mr. Patterson introduced the engineer plan with V & K including the design work of \$15,800, construction work \$5,100 and surveying cost of \$2,400. Totaling \$23,300. After discussion, board member Kimball motioned to enter into an agreement with V & K and O'Hair seconded the motion. Roll call of the vote was:

Ayes: Rivera, O'Hair, Kimball, Kale

Nays: None
Absent: Bishop
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding water utility account at 401 Leann Drive by stating that there was a leak and a request was received in the office to review the billing for a possible credit of excessive gallons. After discussion, board member O'Hair moved to issue a credit to the customer's account at the production cost calculation of excessive gallons used and Rivera seconded the motion.

Ayes: Rivera, O'Hair, Kimball, Kale
Nays: None
Absent: Bishop
Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding newsletter processing through Quench Magazine by stating he has been working on a communication plan and was led to the Iowa Rural Water/Quench Magazine. Mr. Patterson gave the board tentative information for a newsletter in January 2023. After discussion, board member Kimball motioned to move forward with a bi-annual newsletter with Iowa Rural Water/Quench Magazine for an estimated cost of \$.91/newsletter and O'Hair seconded the motion.

Ayes: Rivera, O'Hair, Kimball, Kale
Nays: None
Absent: Bishop
Motion Passed

Board Chair Alisha Kale & Water Superintendent Brandon Patterson stated that they wished to table the building sign agenda item until the November board meeting.

Water Superintendent Brandon Patterson opened the discussion regarding the Osceola Water Works Conservation Plan by stating that he wanted to give an update as to the lake level of thirty-four inches below the spillway. Mr. Patterson stated that he wants to work on the resolution for the water warning -restrictions portion of the conservation plan and bring it back to the next board meeting. The board took no action on this agenda item.

Water Superintendent Report: Brandon Patterson shared with the board main breaks that were repaired by Water Works staff, service line leaks, west water tower repairs completed and training in process. Mr. Patterson completed his report by reporting on the KCCI coverage regarding voluntary water conservation and provided an update on the Clarke County Reservoir project.

Chairman Kale presented the consent agenda. Board member Kimball motioned to approve the consent agenda as presented and O'Hair seconded the motion. The consent agenda included the Aging Report reflecting an outstanding balance of \$21,147.12 on all utility services, YTD Budget Report, minutes from the meeting held on September 1, 2022 & September 20, 2022 as well as the following Bills and Claims:

AFLAC	PAYROLL	\$232.32
AGSOURCE LABORATORY	LAB TESTING	\$178.00
AHLERS COONEY ATTORNEYS	LEGAL FEES	\$26.00
AIR FILTER SALES & SERVICE	SERVICES	\$361.68
ALLIANT ENERGY	UTILITY	\$10,664.67
BADGER METER	SERVICES	\$138.30
VANESSA BAKLEY	DEPOSIT REFUND	\$88.08
VICTORIA BAUER	DEPOSIT REFUND	\$71.79
DIANE BLAND	DEPOSIT REFUND	\$20.73
RICK BRAMMER	DEPOSIT REFUND	\$80.08
BUD JONES CONSTRUCTION	SERVICES	\$5,602.56

CARD MEMBER SERVICE	SERVICES	\$871.23
CASEY'S GENERAL STORES	FUEL	\$1,036.45
CENTERPOINT ENERGY SERVICES	NATURAL GAS	\$101.70
CENTRAL IOWA FASTENERS	SERVICES	\$556.45
CHEM-SULT INC.	CHEMICALS	\$84,204.51
CINTAS FIRST AID & SAFETY	SERVICES	\$67.49
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$216,923.46
CITY OF OSCEOLA - HEALTH	HEALTH INSURANCE	\$12,371.11
CLARKE COUNTY HOSPITAL	SERVICES	\$92.00
CLARKE COUNTY SHERIFF	GARNISHMENT	\$851.05
COMMUNICATION SOLUTIONS OF	SERVICES	\$1,934.00
COUNTRY CONCRETE	SERVICES	\$1,294.00
CRESTON PUBLISHING COMP	SERVICES	\$207.54
ANNE KATHLEEN CROWLEY	DEPOSIT REFUND	\$150.00
PEDRO CUMPLIDO	DEPOSIT REFUND	\$7.53
D & D PEST CONTROL	SERVICES	\$90.00
DANNY HERNANDEZ DELEON	DEPOSIT REFUND	\$14.35
DENNEY CONSTRUCTION	SERVICES	\$25,750.00
FALLER, KINCHELOE & CO, PLC	SERVICES	\$3,375.00
FAREWAY STORES	LAB TESTING SUPPLIES	\$7.58
FP MAILING SOLUTIONS	SUPPLIES	\$314.56
GILBERTS TRUE VALUE	SERVICES	\$700.13
ALMA GUITERREZ	DEPOSIT REFUND	\$8.03
HACH COMPANY	LAB TESTING	\$1,533.55
HAWKINS	CHEMICALS	\$4,096.50
TIMOTHY HENTGES	DEPOSIT REFUND	\$150.00
HIGHWAY LUMBER	SERVICES	\$31.08
IA DEPT OF HUMAN SERVICES	PAYROLL	\$1,515.66
IA DEPT OF NATURAL RESOURCES	PERMIT	\$115.00
IDEAL READY MIX CO	SERVICES	\$2,927.70
INTERNAL REVENUE SERVICE	PAYROLL	\$14,014.13
IOWA DEPT OF REVENUE	STATE TAXES	\$1,934.00
IOWA DEPT OF REVENUE	SALES TAX	\$14,539.91
IOWA ONE CALL	SERVICES	\$95.80
IPERS	PAYROLL	\$7,884.02
J P AUTO	SERVICES	\$96.71
SHIRLEY JACKSON	DEPOSIT REFUND	\$194.70
DEBORAH JAEGER	DEPOSIT REFUND	\$100.00
JENSEN PROMOTIONS, LLC	CLOTHING	\$808.50
JETCO, INC.	SERVICES	\$640.50
KD TIRES, LLC	SERVICES	\$530.00
SEBASTIAN LOWE	DEPOSIT REFUND	\$9.52
ALAN & DEBORAH LUNDQUIST	DEPOSIT REFUND	\$150.00
MENARDS	SUPPLIES	\$439.60
MET LIFE	DENTAL INSURANCE	\$616.83
METERING & TECHNOLOGY	SERVICES	\$3,321.30
MIDWEST OFFICE TECHNOLOGY	SERVICES	\$458.45
MUNICIPAL MANAGEMENT CORP	SERVICES	\$2,600.00
MUNICIPAL SUPPLY INC.	SERVICES	\$834.16
MUTUAL OF OMAHA	LIFE INSURANCE	\$63.17
NATHAN NICOLINO	DEPOSIT REFUND	\$150.00
ISABEL NOVO	DEPOSIT REFUND	\$150.00
O'REILLY AUTO PARTS	SERVICES	\$31.98
ONSITE SERVICE SOLUTIONS, LLC	SERVICES	\$1,572.00
OSCEOLA FARM & HOME	SUPPLIES	\$233.75
OSCEOLA WATER WORKS	APPLY DEPOSITS	\$1,811.77
TANYA PASHEK	DEPOSIT REFUND	\$84.18
POLLARD WATER	SERVICES	\$4,110.01
ARNOLD RODRIGUEZ JR.	DEPOSIT REFUND	\$61.35
MARTHA SANCHEZ	DEPOSIT REFUND	\$140.58
SANDRA HERNANDEZ RUIZ	DEPOSIT REFUND	\$200.28
SHAZAM	MONTHLY FEE	\$25.00
SOLUTIONS	SERVICES	\$285.95
SOUTHERN IOWA SADDLE SHOP	CLOTHING	\$145.00
STATE HYGENIC LABORATORY	LAB TESTING	\$452.50
TOP NOTCH	TIRES	\$824.00
TANYA TRAEGER	DEPOSIT REFUND	\$52.01
U.S. CELLULAR	COMMUNICATION	\$589.14
U.S. POST OFFICE	POSTAGE	\$1,000.00
UNITED STATES PLASTIC CORP	SERVICES	\$318.85
USA BLUEBOOK	SERVICES	\$906.81
COLTON WESTERBECK	DEPOSIT REFUND	\$150.00
WILD BLUE	COMMUNICATION	\$175.00
WINDSTREAM	COMMUNICATION	\$390.17
CARLOS YANEZ	DEPOSIT REFUND	\$100.00

Absent: Bishop
Motion Passed

Utility Billing Director, Carrie Benda updated the board on office projects and training. Mrs. Benda completed her report by issuing her resignation from Osceola Water Works effective, October 31, 2022.

Board member Kimball wanted to discuss the option of a new water main on Lake Shore Drive in conjunction with a gas line and discussion on the Clarke County Reservoir project.

Board member Kale wished to inquire regarding Home Serve insurance. Board member O'Hair wished Mrs. Benda the best of wishes in her new career.

There being no further business to discuss, board member Kimball motioned and O'Hair seconded adjournment at 8:18 p.m.

Ayes: Rivera, O'Hair, Kimball, Kale

Nays: None

Absent: Bishop

Motion Passed


Alisha Kale, Chairman

Attest:



~~Carrie Benda, Utility Billing Director~~

~~Paul Snyder, Business Manager~~

Minutes were published in the Osceola Sentinel Tribune on 10-27-2022 for a cost of \$273.35.

