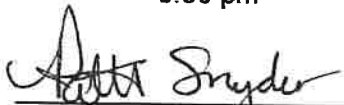


MEETING AGENDA
OSCEOLA WATERWORKS
March 2, 2023
5:30 P.M.

1. Meeting Called To Order.
2. Consideration & Possible Action Regarding Approval Of Agenda.
3. Opportunity For Citizens To Address The Board About Items Not On The Agenda.
4. Consideration & Possible Action Regarding Additional Insurance Coverage on Water Towers, Doug Miller, Friday Insurance.
5. Consideration & Possible Action Regarding Gustin Street Water Main Improvements Project
6. Consideration & Possible Action Regarding Modification of the Water Conservation Ordinance
7. Consideration Regarding Truman Road Water Main Extension
8. Water Superintendent Report
9. Consent Agenda
 - a. Aging Report; YTD Budget
 - b. Bills & Claims
 - c. Minutes From The Following Meeting: February 2, 2023
10. Utility Office Manager Report
11. Board Member Reports
12. Adjournment

This is an open meeting in compliance with House File 2074, Sixty-seventy General Assembly, Chapter 28A of the Code of Iowa. Public Attendance is welcome.

POSTED: Monday, February 27, 2023
3:50 pm



Patti Snyder, Business Manager

Memorandum

To: Water Board of Trustees

From: Water Superintendent

Subject: Additional Insurance on 300,000 gallon Water Tower and 500,000 gallon Water Tower

To: Water Board of Trustees

From: Water Superintendent

Re: Gustin Street Water Main Installation

The bid opening for the watermain extension on Gustin Street is today at 2:30. I will have information available to discuss at the board meeting and provide guidance on the next steps pertaining to this project.

RESOLUTION NO.

RESOLUTION AWARDING CONTRACT FOR THE GUSTIN STREET WATER MAIN IMPROVEMENTS PROJECT

WHEREAS, Osceola Water Works in the City of Osceola, Iowa, received formal quotations for (the "Project") on February 28, 2023 as required by law, and

WHEREAS, all of the said quotations have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE OSCEOLA WATER WORKS IN THE CITY OF OSCEOLA, IOWA AS FOLLOWS:

Section 1. The quotation for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, and is the lowest responsible quotation received, such quotation being as follows:

<u>Name and Address of Contractor</u>	<u>Amount of Bid</u>
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Section 2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the solicitation for quotation, the plans and specifications and the terms of the bidder's written quotation.

Section 3. The Chair of the Osceola Water Works Board is hereby authorized and ordered to enter into a written contract with said contractor for the Project, said contract not to be binding until approved by resolution of this Board.

Section 4. The amount of the contractor's performance, payment and maintenance bond is hereby fixed and determined to be 100% of the amount of the contract.

Section 5. All resolution or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 2nd day of March, 2023.

Alisha Kale, Chair

ATTEST:

Memorandum

To: Water Board of Trustees

From: Water Superintendent

Subject: Water Conservation Ordinance

Attached is the Water Conservation Ordinance.

Currently we are in Section 2, Water Warning - Restrictions.

Please be prepared to discuss Section 3 Water Emergency – Restrictions and Section 4 Water Crisis

To: Water Board of Trustees

From: Water Superintendent

Re: Truman Road Main Installation

With the addition of the new Kading units, we had planned to install and new main on Truman Road. This installation would create a looped water main on Truman to Southridge Road. It is roughly 1,100 feet of new water main. We placed \$40,000 in the budget for this project, but the engineers estimate of project costs is much higher. The current engineers estimate of construction cost is \$140,000. At the meeting we will discuss funding options for this project and then will need to decide if we want to continue forward. I will have the plans and a map available at the meeting.

	BEGINNING BALANCE	BILLED	BALANCE ADJUSTMENT	PENALTIES	APPLIED/ PAYMENTS	ENDING BALANCE
GRAND TOTAL	16,569.16					
BILLED						
SERVICE CHARGES		372,416.93				
FUEL ADJUSTMENT						
DEMAND						
MISC CHARGES		225.00				
TAXES		12,669.45				
DEPOSIT APPLIED					228.19-	
ASSISTANCE APPLIED						
PENALTIES				4,236.37		
ADJUSTMENTS						
CHARGES			30,570.10			
TAXES			65.49-			
PENALTIES			120.63-			
MISC CHARGES						
BAD DEBT ENTRIES						
PAYMENTS					419,903.61-	
CREDIT REFUNDS						
GRAND TOTAL	16,569.16	385,311.38	30,383.98	4,236.37	420,131.80-	16,369.09

BAD DEBT PAYMENTS

TOTAL PAYMENTS 420,131.80-

BAD DEBT WRITE OFFS

OSCEOLA WATER BOARD
FEBRUARY 2, 2023
(UNAPPROVED)

The Osceola Water Board met for the regularly scheduled meeting on Thursday, February 2, 2023 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: Larry Bishop, Jim Kimball. The following Board Members were absent: Sara O'Hair and Kevin Rivera. Also present were Superintendent Brandon Patterson, Utility Business Director Patti Snyder, Water Works Foreman, Cory Gallup, Utility Office Associate Sierra Mann, Water Work Maintenance Operator/GIS Specialist Deena Snyder, Doug Miller of Friday Insurance Agency.

Board member Kimball motioned to approve the agenda as presented and board member Bishop seconded the motion.

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

Doug Miller of Friday Insurance Agency was present to address the board about upcoming policy renewal changes for Osceola Water Works.

Doug Miller exited meeting at 5:47pm

Water Superintendent Brandon Patterson opened the discussion regarding the annual donation of water usage to the Clarke County Historical Society. After discussion, board member Kimball motioned and Bishop seconded the motion to donate the annual water usage of the Clarke County Historical Society.

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

Water Superintendent Brandon Patterson opened the discussion regarding Amending the Meter & Tap Fees of the Osceola Water Works Rules & Regulations, Rule #8. After discussion, board member Kimball motioned and Bishop seconded the motion to amend the Meter & Tap Fees of the Osceola Water Works Rules & Regulations, Rule #8. Roll call of the vote was:

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

Resolution 2023-04

Water Superintendent Brandon Patterson opened the discussion regarding the installation of a Permanganate Feed System at the Treatment Plant. After discussion, board member Bishop motioned and Kimball seconded the motion to proceed with the install of a Permanganate Feed System. Roll call of the vote was:

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

Water Superintendent Brandon Patterson opened the discussion regarding the engineering estimate for the Modification of the Water Intake. At this time we will try to get another estimate for the engineering services.

Water Superintendent Brandon Patterson opened the discussion regarding Osceola Water Works Staffing. Updated staffing job descriptions for: Utility Office Associate, Utility Billing/Collections Manager, Water Distribution Foreman and Utility Operations Manager were presented. After discussion a motion was made by Bishop and seconded by Kimball to approve the job descriptions. Roll call of the vote was not necessary.

Utility Business Manager Patti Snyder opened the discussion regarding the Osceola Water Works Fiscal Year 2023-2024 Budget Revenue and Expenditures. Detailed information for all line items of the Revenue and Expenditures Budget were presented. As part of the FY 2023-2024 Budget Expenditures, an Organizational chart was presented to coincide with the total payroll wage figures that were presented. After discussion, board member Bishop motioned and Kimball seconded the motion to approve the FY 2023-2024 Budgeted Revenue & Expenditures as presented. Roll call of the vote was:

Ayes: Bishop, Kimball, Kale

Nays: None

Absent: O'Hair and Rivera

Motion Passed

Resolution 2023-05

Board member Kale presented the consent agenda. Board member Kimball motioned and Bishop seconded the motion to approve the consent agenda as presented. The consent agenda included minutes from the meeting held on January 5, 2023, Aging Report, YTD/Budget Revenue and Expenses, as well as the following Bills and Claims:

ADVANTAGE GROUP	PAYROLL	\$410.84
AGSOURCE LABORATORIES	LAB TESTING	\$95.50
AHLERS COONEY ATTORNEYS	LEGAL	\$210.50
ALLIANT ENERGY	UTILITY	\$8,510.31
BADGER METER	METERING SERVICES	\$140.08
BUD JONES CONSTRUCTION	MAIN BREAK REPAIRS	\$6,438.00
CARD MEMBER SERVICE	SERVICES	\$2,776.05
CASEY'S GENERAL STORES	FUEL	\$614.53
CENTERPOINT ENERGY SERVICES	NATURAL GAS	\$2,245.11
CHEM-SUELT INC.	CHEMICALS	\$80,833.70
CINTAS FIRST AID & SAFETY	SUPPLIES	\$116.77
CITY OF OSCEOLA	MONTHLY COLLECTIONS	\$186,480.78
CITY OF OSCEOLA - HEALTH	HEALTH INSURANCE	\$5,460.11
COUNTRY CONCRETE	MAIN BREAK REPAIRS	\$3,122.45
CRESTON PUBLISHING	PUBLICATIONS	\$202.04
DES MOINES WATER WORKS	LAB TESTING	\$1.50
ESRI	GIS MAPPING	\$500.00
FLEETSIDE FORD	REPAIRS	\$683.13
FE MAILING SOLUTIONS	POSTAGE	\$61.84
GILBERTS TRUE VALUE	SERVICES	\$34.30
HACH COMPANY	LAB TESTING	\$1,508.21
HAINLINE, CHERRI	DEPOSIT REFUND	\$150.00
HAWKINS	CHEMICALS	\$1,763.00
HIGHWAY LUMBER	SERVICES	\$51.00
IA DEPT OF HUMAN SERVICES	PAYROLL	\$757.83
IDEAL READY MIX CO	MAIN BREAK REPAIRS	\$2,435.38
INTERNAL REVENUE SERVICE	PAYROLL	\$5,691.50
IOWA DEPT OF REVENUE	STATE TAXES	\$1173.97
IOWA DEPT OF REVENUE	STATE TAXES	\$13,032.25
IOWA ONE CALL	SERVICES	\$111.60
IPERS	PAYROLL	\$5,657.69
IXOM WATERCARE, INC.	SERVICES	\$6,850.00
JP AUTO	REPAIRS	\$133.12
KELSO, BIANCA	DEPOSIT REFUND	\$150.00
MET LIFE	DENTAL INSURANCE	\$504.15
METERING & TECH SOLUTIONS	MAIN BREAK REPAIRS	\$235.29
MIDWEST OFFICE TECHNOLOGY	OFFICE OPERATIONS	\$676.57

MUNICIPAL SUPPLY INC.	MAIN BREAK REPAIRS	\$3,039.51
MUTUAL OF OMAHA	LIFE INSURANCE	\$57.04
NELSON, JERRY	DEPOSIT REFUND	\$50.28
O'REILLY AUTO PARTS	REPAIRS	\$38.16
ONSITE SERVICE SOLUTIONS	SERVICES	\$150.00
OSCEOLA FARM & HOME	SUPPLIES	\$129.91
REYNOLDSON & VANWERDEN LLP	LEGAL	\$97.50
SHAZAM	MONTHLY FEE	\$25.00
SNYDER PLUMBING, LLC	MAIN BREAK REPAIRS	\$1,719.00
SOLUTIONS	OFFICE OPERATIONS	\$175.88
SPOKE COMMUNICATIONS LLC	COMMUNICATIONS	\$350.00
STATE HYBENIC LABORATORY	LAB TESTING	\$402.00
TRAVIS MECHANICAL	REPAIRS	\$1,350.00
US CELLULAR	TELEPHONE	\$581.67
VEENSTRA & KIMM, INC.	ENGINEERING SVCS	\$11,922.00
VESSCO, INC.	SERVICES	\$840.59
WILD BLUE	COMMUNICATION	\$175.00
WINDSTREAM	COMMUNICATION	\$388.29

TOTAL ACCOUNTS PAYABLE \$361,310.93

TOTAL PAYROLL \$17,671.33

TOTAL PAID \$378,982.26

Roll call of the vote was:

Ayes: Kimball, Bishop, Kale

Nays: None

Absent: Rivera, O'Hair

Motion Passed

Utility Business Manager, Patti Snyder updated the board on bank account balances, shut-off's, Front Desk project, and other reporting. The Fiscal Year 2022-2023 Audit report was distributed to board members and findings were discussed for future practices and implementation.

Board member Kimball would like information on recycling water from quantity to quality and costs. Board member Bishop would like to offer Silver Cord hours for helping with mailings. Board Chairperson Kale suggested posting open staffing positions in area high schools, job fairs, and giving back to the community.

There being no further business to discuss, board member Bishop motioned and Kimball seconded the motion for adjournment at 7:30 p.m. Roll call of the vote was:

Ayes: Bishop, Kimball, Kale

Nays: None

Absent: Rivera, O'Hair

Motion Passed

Alisha Kale, Chairman

Attest:

Patti Snyder, Utility Business Manager

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