

OSCEOLA WATER BOARD  
JUNE 1, 2023  
APPROVED

The Osceola Water Board met for the regularly scheduled meeting on Thursday, June 1, 2023. This being the time and place as legally posted, the meeting was called to order at 5:33 P.M. by Chairperson Alisha Kale, with the following Board Members present: Sara O'Hair, Larry Bishop, and Jim Kimball. Also present were Superintendent Brandon Patterson, Utility Business Director Patti Snyder.

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

Ayes: Kimball, Bishop, Kale, O'Hair

Nays: None

Motion Passed

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

Utility Business Director Patti Snyder opened the discussion regarding the transfer of uncollectible accounts to Bad Debt. Per auditing requirements, uncollectible accounts are to be transferred to Bad Debt after five years of age. When the water portion of the bad debts are approved for write-off, the list of uncollectible Sewer and Garbage accounts will be sent to the City Council for approval for transfer to Bad Debt. After discussion regarding the Bad Debt listing, board member Bishop made a motion and Kimball seconded to approve the transfer of the water portion of uncollectible accounts at 5 years of age to Bad Debt.

Ayes: Bishop, O'Hair, Kimball, Kale

Nays: None

Motion Passed

Utility Business Director Patti Snyder opened the discussion regarding a Resolution Authorizing Transfer of Funds from the Operating Account Fund to the Sinking Account Fund. Per the requirements of the Water Revenue Bond issued in 2017, monthly transfers of 1/6 of the installment of interest next due and 1/12 of the installment of principal next due shall be made to the Sinking Account Fund. Monies in this fund are to be used solely for the purpose of paying principal and interest on the bonds. After discussion regarding the Transfer of Funds, board member Kimball made a motion and board member Bishop seconded the motion to approve a Resolution Authorizing the Transfer of Funds from the Operating Account Fund to the Sinking Account Fund. Roll call of the vote was:

Ayes: Kimball, Bishop, O'Hair, Kale

Nays: None

Motion Passed

Resolution: 2023-16

Water Superintendent Brandon Patterson opened the discussion regarding a Contract with Veenstra & Kimm, Inc. for Engineering and Design services for the United Farmers Cooperative Water Main Relocation not to exceed \$25,400. After discussion regarding the contract, board member Kimball motioned and board member Bishop seconded the motion to enter into an agreement with Veenstra & Kimm, Inc for Engineering and Design services for the United Farmers Cooperative Water Main Relocation Project.

Ayes: Kimball, Bishop, O'Hair, Kale

Nays: None

Motion Passed

Board member Kimball motioned to open the public hearing regarding the FY 2023-2024 water rates at 5:40 p.m. and board member Bishop seconded the motion. Roll call of the vote was:

Ayes: Kimball, Bishop, O'Hair, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson updated the board that no written or oral comments had been received.

Board members discussed Osceola Water Works current and future water rate structure and minimum billing, operating costs, and the impact on revenue and customers at different rate options.

There being no further comments, board member Kimball motioned to go out of public hearing at 6:15 p.m. and board member Bishop seconded the motion. Roll call of the vote was:

Ayes: Kimball, Bishop, O'Hair, Kale

Nays: None

Motion Passed

Board member Kimball motioned to approve the following water rates to be effective July 1, 2023, to be billed on the August 1, 2023 utility billing.

Residential \$11.18/thousand

Commercial

(0-50,000 gallons) \$11.18/thousand

(over 50,000 gallons) \$10.56/thousand

Industrial \$7.04/thousand

Bulk \$14.50/thousand

Board member Bishop seconded the motion. Roll call of the vote was:

Ayes: Kimball, Bishop, O'Hair, Kale

Nays: None

Motion Passed

Resolution #: 2023-17

Water Superintendent Brandon Patterson opened the discussion regarding Employee Evaluations by presenting a reformatted Employee Performance Appraisal form and Overall Rating method of calculating increases. Board Member Bishop approved and board member Kimball seconded the motion to accept the Employee Performance Appraisal form as presented.

Ayes: Kimball, Bishop, O'Hair, Kale

Nays: None

Motion Passed

Water Superintendent Brandon Patterson opened the discussion regarding Employee Compensation for FY 2023-2024 by stating all evaluations have been completed. Mr. Patterson presented employee compensation increases based off of evaluation results. Mr. Patterson asked for approval on employee rates and office staff after probationary period. After discussion, board member Kimball motioned to approve the employee evaluation increase as presented of 5% per evaluation results. Board member Bishop seconded the motion.

Ayes: Bishop, Kimball, O'Hair, Kale

Nays: None

Motion Passed

Water Superintendent Report: Water Superintendent Brandon Patterson updated the board regarding water main breaks. Work on the Center Water Tower has been completed and passed inspection. The Gustin Street water main project is in process and ductile piping was required due to contaminated soil. An update was given on the North Main Water main project. Osceola Water Works staff will participate at Meet Your Merchant on Tuesday, June 6<sup>th</sup>, 2023. Mr. Patterson updated the Board on West Lake water levels and stated the Divers will be returning to work on the Lower Intake. The position of Utility Office Associate has been posted.

Board Chairperson Kale presented the consent agenda. Board member Kimball motioned and board member Bishop seconded the motion to approve the consent agenda as presented. The consent agenda included minutes from the regular board meeting held on May 4, 2023, Aging Report, YTD Revenue & Expenses, and the following Bills and Claims:

|                               |                        |              |
|-------------------------------|------------------------|--------------|
| ADVANTAGE GROUP               | PAYROLL                | \$872.78     |
| AGSOURCE LABORATORIES         | LAB TESTING            | \$100.00     |
| AIR FILTER SALES & SERVICE    | SERVICES               | \$402.84     |
| ALLIANT ENERGY                | UTILITY                | \$6,392.93   |
| BADGER METER                  | METERING SERVICES      | \$139.72     |
| BOB'S AUTO SUPPLY             | REPAIRS                | \$20.95      |
| BRETT STREET POWER WASHING    | SERVICES               | \$37.45      |
| CAMPBELL SUPPLY               | SERVICES               | \$159.70     |
| CARD MEMBER SERVICE           | SERVICES               | \$4,211.31   |
| CASEY'S GENERAL STORES        | FUEL                   | \$1,261.82   |
| CENTERPOINT ENERGY SERVICES   | NATURAL GAS            | \$1,355.68   |
| CHEM-SULT INC.                | CHEMICALS              | \$26,988.05  |
| CINTAS FIRST AID & SAFETY     | SERVICES               | \$47.29      |
| CITY OF OSCEOLA               | MONTHLY COLLECTIONS    | \$201,257.11 |
| CITY OF OSCEOLA – HEALTH      | HEALTH INSURANCE       | \$1,397.57   |
| CLARKE COUNTY SHERIFF         | SERVICES               | \$729.98     |
| CORE & MAIN LP                | MAIN BREAK REPAIRS     | \$4,510.53   |
| CRESTON PUBLISHING            | PUBLICATIONS           | \$405.98     |
| DIXON ENGINEERING, INC.       | SERVICES               | \$2,150.00   |
| EARLEY, DONALD                | REIMBURSEMENT          | \$30.00      |
| ELECTRIP PUMP                 | REPAIRS                | \$776.00     |
| CGS FORTE PAYMENTS, INC.      | SERVICES               | \$335.75     |
| FP MAILING SOLUTIONS          | SERVICES               | \$110.85     |
| FRIDAY INSURANCE AGENCY       | SERVICES               | \$1,240.00   |
| GWORKS                        | SOFTWARE               | \$212.00     |
| GILBERT HOME COMFORT          | SERVICES               | \$215.00     |
| GILBERTS TRUE VALUE           | SERVICES               | \$159.40     |
| HAWKINS                       | SERVICES               | \$1,855.00   |
| HIGHWAY LUMBER                | SERVICES               | \$218.12     |
| IA DEPT OF HUMAN SERVICES     | PAYROLL                | \$1,263.05   |
| IDEAL READY MIX CO            | SERVICES               | \$807.75     |
| IMWCA                         | INSURANCE              | \$5,936.00   |
| INTERNAL REVENUE SERVICE      | PAYROLL                | \$10,918.92  |
| IOWA DEPT OF REVENUE          | PAYROLL                | \$1,171.78   |
| IOWA ONE CALL                 | SERVICES               | \$107.20     |
| IPERS                         | PAYROLL                | \$6,119.00   |
| KD TIRES, LLC                 | SERVICES               | \$20.00      |
| MENARDS                       | MINOR TOOLS            | \$139.96     |
| MET LIFE                      | DENTAL INSURANCE       | \$659.52     |
| METERING & TECHNOLOGY SOL     | METER PIT/SERVICE LINE | \$15,335.12  |
| MIDWEST OFFICE TECHNOLOGY     | OFFICE OPERATIONS      | \$134.84     |
| MUNICIPAL H2O                 | SERVICES               | \$4,200.00   |
| MUNICIPAL MANAGEMENT CORP     | SERVICES               | \$2,600.00   |
| MUNICIPAL SUPPLY INC.         | MAIN BREAK REPAIRS     | \$2,509.13   |
| MUTUAL OF OMAHA               | LIFE INSURANCE         | \$90.92      |
| ONSITE SERVICE SOLUTIONS, LLC | SERVICES               | \$1,915.00   |
| O'REILLY AUTO PARTS           | SERVICES               | \$156.28     |
| OSCEOLA FARM & HOME           | SUPPLIES               | \$256.92     |
| POLLARDWATER                  | SERVICES               | \$357.32     |
| SHAZAM                        | MONTHLY FEE            | \$25.00      |
| SOLUTIONS                     | OFFICE OPERATIONS      | \$69.35      |
| SPOKE COMMUNICATIONS LLC      | COMMUNICATIONS         | \$550.00     |
| STATE HYGENIC LABORATORY      | LAB TESTING            | \$406.00     |
| TRAVIS MECHANICAL             | SERVICES               | \$1,004.66   |
| UMB BANK NA                   | PRINCIPAL & INTEREST   | \$216,056.25 |
| USA BLUE BOOK                 | SERVICES               | \$1,381.87   |
| VEENSTRA & KIMM, INC.         | ENGINEERING SVCS       | \$11,961.33  |

|                    |               |          |
|--------------------|---------------|----------|
| VERONICA HULLINGER | SERVICES      | \$639.79 |
| WILD BLUE          | COMMUNICATION | \$175.00 |
| WINDSTREAM         | COMMUNICATION | \$311.28 |

TOTAL ACCOUNTS PAYABLE \$544,873.05

|                        |                |          |
|------------------------|----------------|----------|
| KARSON EDGAR           | UTILITY REFUND | \$71.60  |
| XOCHITL G. BURBOA FING | UTILITY REFUND | \$32.53  |
| JOVANI FUENTES         | UTILITY REFUND | \$30.30  |
| MARISSA GIESKEN        | UTILITY REFUND | \$136.82 |
| DUSTIN LANE            | UTILITY REFUND | \$91.64  |
| ALEX MALECHA           | UTILITY REFUND | \$139.23 |
| ASHLEY MYERS           | UTILITY REFUND | \$86.57  |
| OLP CONSTRUCTION       | UTILITY REFUND | \$133.30 |
| JOSE MELO SEVILLA      | UTILITY REFUND | \$34.05  |
| AMANDA STEVENSON       | UTILITY REFUND | \$61.66  |
| YUSMILA GONGORA TORREZ | UTILITY REFUND | \$95.21  |

|               |              |
|---------------|--------------|
| TOTAL REFUNDS | \$912.91     |
| TOTAL PAYROLL | \$32,976.92  |
| TOTAL PAID    | \$578,762.88 |

Roll call of the vote was:

Ayes: Kimball, Bishop, Kale, O’Hair

Nays: None

Motion Passed

Utility Business Director, Patti Snyder updated the board on the number of shut-offs on May 30<sup>th</sup>, the progress of Month-end reporting and adding an Income Statement to the month-end binders and the top 10 expense account balances .

Board members Kimball and O’Hair had nothing to report. Board member’s Bishop and Kale will be absent from the regular November meeting so will move the November 2, 2023 meeting to be held on November 9<sup>th</sup>, 2023. Board Chairperson Kale reminded that there is a Board member position open on the Water Board and we are seeking candidates to fill.

Board member Bishop motioned to enter into closed session at 7:06 p.m. and O’Hair seconded the motion. Closed session is pursuant to chapter 21.5.1.i to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session. Roll call of the vote was:

Ayes: Bishop, Kimball, O’Hair, Kale

Nays: None

Motion Passed

Board member Kimball motioned to exit the closed session at 7:13 p.m. and board member Bishop seconded the motion. Roll call of the vote was:

Ayes: Kimball, Bishop, O’Hair, Kale

Nays: None

Motion Passed

Board member Kimball motioned to accept the Water Superintendent’s evaluation as written and increase the Water Superintendent’s pay by 5% effective July 1, 2023 and board member Bishop seconded the motion.

Ayes: Kimball, Bishop, O’Hair, Kale

Nays: None

Motion Passed

There being no further business to discuss, board member Kimball motioned and board member Bishop seconded the motion for adjournment at 7:15 p.m.

Ayes: Bishop, Kimball, Kale, O'Hair

Nays: None

Absent: Rivera

Motion Passed



Alisha Kale, Chairperson

Attest:



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Patti Snyder, Utility Business Director