

OSCEOLA WATER BOARD
MEETING MINUTES
MAY 9, 2024
(UNAPPROVED)

The Osceola Water Works Board of Trustees met for the regularly scheduled meeting on Thursday, May 9, 2024. This being the time and place as legally posted, the meeting was called to order at 5:30 P.M. by Chairperson Alisha Kale. The following Board Members were present: Larry Bishop, Sandra Ramos, Jim Kimball, and Sarah O’Hair. Also present from Osceola Water Works were Superintendent Brandon Patterson, Utility Business Director Patti Snyder, Distribution Foreman Deena Snyder, as well as Andrew Clarke of Spoke Communications, LLC, Randy Johnson and Mike Shoup of Veenstra & Kimm, Inc., and Osceola City Council Member Tom Bahls.

Board Member Bishop motioned to approve the Agenda and Board Member Kimball seconded the motion to approve the Agenda. Roll Call of the vote:

Ayes: Kale, Bishop, Kimball, O’Hair, Ramos
Nays: None
Motion Passed

Chairperson Kale opened the opportunity for Citizens to Address the Board. Time was allowed for members of the community to comment; Osceola City Council Ward 2 Representative Tom Bahls addressed the board advocating for the reduction of the premium rates due to finding a leak at a commercial property. Mr. Bahls exited the meeting at 5:56 p.m.

Chairperson Kale opened the discussion regarding the July, 2024 meeting date. Board Member Bishop motioned to move the date of the meeting to July 11, 2024 and board member Kimball seconded the motion. Roll Call of the vote:

Ayes: Bishop, Ramos, Kimball, O’Hair, Kale.
Nays: None
Motion Passed

Water Superintendent Brandon Patterson introduced Randy Johnson and Mike Shoup from Veenstra & Kimm, Inc. who gave a report regarding expansion and upgrades to the existing Water Treatment Plant and for applying for a State Revolving Fund Loan to Finance the Water Treatment Plant Improvements. Board Member Bishop motioned to approve and adopt the preliminary engineering report and to continue with the application for a SRF loan to finance the necessary improvements. Board member Kimball seconded the motion. Roll call of the vote:

Ayes: Bishop, Ramos, Kimball, O’Hair, Kale.
Nays: None
Motion Passed
Resolution No.: 2024-9

Water Superintendent Brandon Patterson introduced Randy Johnson and Mike Shoup from Veenstra & Kimm, Inc. who presented to the board an agreement for professional services for developing a Water Distribution System Hydraulic Model. The Water Distribution System Hydraulic Model would be used to determine efficiencies and deficiencies in the existing Osceola Water Works distribution system and for the future. The Model could be completed by the Fall of 2024. Board Member Kimball motioned and board member Bishop seconded the motion to approve the agreement with Veenstra & Kimm, Inc. for the Water Model Project. Roll call of the vote:

Ayes: Bishop, Ramos, Kimball, O’Hair, Kale.
Nays: None
Motion Passed
Agreement No.: 2024-10

Water Superintendent Brandon Patterson introduced Randy Johnson from Veenstra & Kimm, Inc. for an update on the Lead Line Inventory Project. Osceola Water Works Distribution Foreman Deena Snyder has completed the water line inventory report and turned the information over to Veenstra & Kimm, Inc. Veenstra & Kimm, Inc.’s staff is developing a GIS map as required and due to the State of Iowa by June 15th, 2024 to help in determining the costs associated with Lead Line replacement and the amount of a partially forgivable SRF Loan. Board Member Bishop would like to thank

Deena for all her hard work in gathering and submitting the needed information. Water Superintendent Brandon Patterson would like to thank Veenstra & Kimm, Inc for all their hard work and help with the Lead Line Inventory reporting project. Randy Johnson and Mike Shoup exited the meeting at 6:21 p.m.

Water Superintendent Brandon Patterson gave a summary of the Drought conditions beginning in August, 2020 thru the present date. West Lake level, when measured today, was at 1068.68 ft. above Mean Sea Level (MSL) or 3.32 ft. below full pool of 1072 ft. above MSL; West Lake level on 5/30/2023 was at 1068.75 ft. above MSL. Water withdrawal rates from West Lake are self-sustaining at 700,000 – 800,000 gallons/day. A recent peak withdrawal rate has been at 1.8 Million gallons/day. After discussion, Board Member O’Hair motioned to End the Implementation of Section 3: Water Emergency – Restrictions of the Water Conservation Ordinance. Board Member Ramos seconded the motion. Roll call of the vote:

Ayes: Kale, Bishop, Ramos, Kimball, O’Hair
Nays: None
Motion Passed
Resolution No.: 2024-11

Chairperson Kale would like to say “Thank you” to all the Residents, Households and Businesses for their conservation efforts and to remind everyone to continue. Board Member O’Hair motioned to Enter into Section 2: Water Warning – Restrictions of the Water Conservation Ordinance. Board Member Ramos seconded the motion. Roll call of the vote:

Ayes: Kale, Ramos, Bishop, Kimball, O’Hair
Nays: None
Motion Passed
Resolution No.: 2024-12

Utility Business Director Patti Snyder opened the discussion regarding Rule #2 of the Osceola Water Works Rules & Regulations, Customer Deposit. After discussion, Board Member Bishop made the motion to increase the Customer Deposit amount to \$200 effective June 1, 2024. Board Member O’Hair seconded the motion. Roll call of the vote:

Ayes: Kale, Ramos, Bishop, Kimball, O’Hair
Nays: None
Motion Passed
Resolution No.: 2024-13

Utility Business Director Patti Snyder opened the discussion regarding Water Rule #3 of the Osceola Water Works Rules & Regulations, Water Rates. No action was taken.

Utility Business Director Patti Snyder opened the discussion regarding Setting a Public Hearing for Water Rates. Board Member Bishop motioned and Board Member Ramos seconded the motion for a Public Hearing to be set for June 6, 2024, to be held at 5:30 p.m. at the location of the Osceola Water Works, 208 W Jefferson St., Osceola, IA 50213. Roll call of the vote:

Ayes: Kale, Kimball, O’Hair, Bishop, Ramos
Nays: None
Motion Passed
Resolution No.: 2024-14

Utility Business Director Patti Snyder opened the discussion regarding Osceola Water Works Rule #3 Definitions. After discussion, no action was taken.

Water Superintendent Brandon Patterson opened the discussion regarding Staffing and Compensation by presenting a job description for a Lead Operator that would be support staff for the Water Distribution and the Water Plant and to oversee projects, etc. Annual evaluations as well as a 33 City Average Market Analysis study have been completed as well. After discussion, Board Member Bishop motioned and Board Member Kimball seconded the motion to approve the job description as presented and compensation as presented effective July 1, 2024. Roll call of the vote:

Ayes: Kale, Kimball, Bishop, O’Hair, Ramos
Nays: None

Motion Passed

Water Superintendent Report: Water Superintendent Brandon Patterson reported that this is National Drinking Water Week and an article has been written by Andrew Clarke of Spoke Communications showcasing the Bottled Water Giveaway that was held on Tuesday, May 7th, 2024. Mr. Patterson would like to recognize the entire staff at Osceola Water Works for all their hard work. Approximately 4 pallets of bottled water were distributed on Tuesday and there will be another handout scheduled. Kudo's to Cory Gallup, Water Plant Foreman, for achieving an Associate in Applied Science - Water Technology degree.

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 April 4, 2024, Aging Report, YTD Revenue & Expenses, and the following Bills and Claims:

Advantage Group	Payroll	\$872.92
Agsources Laboratories	Lab Testing	\$87.00
Alliant Energy	Utilities	\$6,740.33
Baker Group	Services	\$2,669.96
Bud Jones Construction	Repairs	\$2,354.12
Card Member Services	Services	\$1,938.60
Casey's General Stores	Fuel	\$529.44
Centerpoint Energy Services	Utilities	\$1,387.93
Chem-sult, Inc.	Chemicals	\$16,068.73
Cintas First Aid & Safety	Services	\$91.13
City of Osceola	Monthly Collections	\$220,346.07
City of Osceola-Health	Health Insurance	\$14,408.75
Core & Main, LP	Lab Testing	\$3,204.06
Creston Publishing Co	Communications	\$197.46
D & D Pest Control	Services	\$45.00
D & R Feed, Inc.	Services	\$139.25
Fleetside Ford	Services	\$47,259.20
CSG Forte Payments, Inc.	Services	\$398.75
FP Mailing Solutions	Postage	\$536.71
Friday Ins Agency	Services	\$80,238.00
Gilberts True Value	Services	\$40.01
Grainger	Services	\$52.30
Hawkins	Chemicals	\$3,675.00
Heffron Services, Inc.	Services	\$1,815.00
IA Dept of Human Services	Payroll	\$1,200.75
Ideal Ready Mix	Services	\$5,116.50
Internal Revenue Service	Taxes	\$11,309.08
IA Dept of Revenue	Taxes	\$1,292.56
IPERS	Payroll	\$6,468.59
JP Auto Supply	Repairs	\$20.97
Met Life	Insurance	\$831.74
Metering & Technology Solution	Services	\$14,062.59
Midwest Office Technology	Office Operations	\$208.08
Municipal Supply, Inc.	Repairs	\$130.00
Mutual of Omaha	Insurance	\$76.77
O'Reilly Auto Parts	Repairs	\$70.98
Onsite Service Solutions, LLC	Services	\$1,902.50
Osceola Chamber Mainstreet	Services	\$175.00
Osceola Farm & Home	Services	\$106.50
Osceola Sentinel Tribune	Services	\$51.00
Shazam	Services	\$25.00

Snyder Plumbing, LLC	Services	\$320.40
Solutions	Office Supplies	\$1,241.75
Spoke Communications, LLC	Communications	\$2,250.00
State Hygienic Laboratory	Lab Testing	\$1,862.50
US Cellular	Communications	\$471.46
United States Plastic Corp	Services	\$126.84
Veenstra & Kimm, Inc	Services	\$3,043.90
Wild Blue	Communications	\$175.53
Windstream	Communications	\$474.55
Total Accounts Payable		\$458,111.26
Yasmani Hernandez Aleaga	UB Refund	\$46.57
Timothy Davis	UB Refund	\$59.33
Andrade Garcia	UB Refund	\$55.22
Iverson Hallers	UB Refund	\$12.48
Alfredo Jimenez	UB Refund	\$47.14
Dunior Reyes Rodriguez	UB Refund	\$30.05
Ro Hlawn Sang	UB Refund	\$85.79
Alaira Tyus	UB Refund	\$121.02
Total Refunds		\$457.60
Total Payroll		\$35,888.08
Total Paid		\$494,456.94

Roll call of the vote was:

Ayes: Kimball, Bishop, Kale, O’Hair, Ramos

Nays: None

Motion Passed

Utility Office Manager Report: Utility Business Director, Patti Snyder reported receiving a check from CCDC for \$50,000 grant for ½ of the SIRWA Emergency Water Connection Costs, scrap metal was taken to the recyclers for a total of \$768.50, the EMC Payroll audit information due on 5/10/24 has been submitted, received notification that the Bond Principal and Interest payment will be deducted on May 31, 2024 as scheduled, Interest rates on interest earning accounts at American State Bank have been increased to 3%, and the Residential Garbage rates are increasing to \$23.21/month effective May 1, 2024 – on the June 1, 2024 billing statement.

Board Member Reports: Board Member O’Hair would like to say “Thanks” to all the staff of Water Works. Board Member Kimball would say Thank you to the staff. Board Member Ramos had nothing to report. Board Member Bishop would like to say thank you. Board Member Kale wrote a Thank you to CCDC for granting the \$50,000 for the SIRWA connection and would like to Thank Deena and the Distribution Staff, and Patti and the Office staff for all their hard work, as well as Andrew Patterson for helping with the Water Bottle Giveaway. Governor’s Staff continues to receive updates on Clarke County Reservoir; working thru Archeological reports; the Historical dwelling should not be an issue. Ms. Kale would like to “Thank the community for continuing to be vigilant in conservation efforts.

There being no further business to discuss, Board Member Bishop motioned and Board Member Ramos seconded the motion for adjournment at 7:22 p.m.

Ayes: Kimball, Ramos, Bishop, O’Hair and Kale

Nays: None

Motion Passed

The next Osceola Water Works Board Meeting will be held Thursday, June 6th, 2024, at 5:30 P.M. at the Osceola Water Works, 208 W Jefferson, Osceola, IA 50213.

Alisha Kale, Chairperson

Attest: _____
Patti Snyder, Utility Business Director