

OSCEOLA WATER BOARD  
MEETING MINUTES  
FEBRUARY 6, 2025  
(APPROVED)

The Osceola Water Works Board of Trustees met for the regularly scheduled meeting on Thursday, February 6, 2025. 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: Sara O'Hair and Larry Bishop. Board Member Sandra Ramos was absent. Also present from Osceola Water Works were Superintendent Brandon Patterson, and Business Director Patti Snyder. Also present were Randy Johnson of Veenstra & Kimm, Inc., Andrew Clark of Clarke County Development Corp., as well as Sharon Clark of Spoke Communications, LLC.

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

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

Chairperson Kale opened the opportunity for Citizens to Address the Board. No one was present to address the board.

At 5:31 p.m., Board Member Bishop motioned and Board Member O'Hair seconded the motion to enter into Public Hearing regarding FY 2025-2026 Budget. Roll Call of the Vote was:

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

No written or oral comments have been received from the public regarding the FY 2025-2026 Budget.

Utility Business Director Patti Snyder opened the discussion regarding the Osceola Water Works Fiscal Year 2025-2026 Budget Revenue and Expenditures. After discussion, Board member Bishop motioned and O'Hair seconded the motion to exit out of Public Hearing at 5:59 p.m. Roll call of the vote was:

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

Utility Business Director Patti Snyder opened the discussion regarding a Resolution to Approve and Submit the Osceola Water Works FY 2025-2026 Budget Revenue and Expenditures. Board member Bishop motioned and O'Hair seconded the motion to Approve the FY 2025-2026 Budget as presented. Roll call of the vote was:

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

**Resolution No: 2025-4**

Engineering Report: Randy Johnson of Veenstra & Kimm, Inc. gave a report on the following: Central Business Street Scape Project is proceeding as scheduled. Water Treatment Plant Project: Working with IDNR to approve the plan. Hydraulic Model Project: Pressure/Flow testing needs to be completed. Lead Line Project: A meeting was held regarding funding and requirements and the project is moving forward. Garfield Street Water Main Replacement Project is on hold until summer.

Superintendent Brandon Patterson presented an Agreement with Veenstra & Kimm, Inc. for Professional Engineering Services for the Lead Service Line Replacement Project. No action was taken at this time. Randy Johnson exited the meeting at 6:27 p.m.

Superintendent Brandon Patterson presented a Resolution to Fix a Date for a Public Hearing on a Proposal to Issue Waterworks System Utility Bonds Thereunder in an Aggregate Principal Amount not to Exceed \$450,000.00. After

discussion, a Public Hearing is set to be held on Thursday, March 6, 2025 at 5:30 p.m. at 208 W Jefferson St., Osceola, IA 50213. Board Member Bishop made a motion to approve the Resolution as presented and Board Member O'Hair seconded the motion. Roll Call of the vote was:

Ayes: O'Hair, Bishop, Kale

Nays: None

Absent: Ramos

Motion Passed

**Resolution No: 2025-5**

Business Director Patti Snyder opened the discussion regarding a letter received from the customer at 116 E Webster St., Osceola, IA 50213. After discussion, Board Member Bishop recommended to follow the leak adjustment policy and issue a credit of \$30.39 to the Water portion of the utility bill. Board Member O'Hair seconded the motion. Roll Call of the Vote was:

Ayes: Bishop, O'Hair, Kale

Nays: None

Absent: Ramos

Motion Passed

Business Director Patti Snyder opened the discussion regarding the annual donation of water usage to the Clarke County Historical Society. After discussion, Board Member Bishop motioned and Board Member O'Hair seconded the motion to donate the annual water usage in the amount of \$275.64. Roll Call of the Vote was:

Ayes: Bishop, O'Hair, Kale

Nays: None

Absent: Ramos

Motion Passed

Superintendent Brandon Patterson opened the discussion regarding Naming a Clarke County Reservoir Commission Alternate for the Osceola Water Board. A nomination was made for Royce Robertson to be named as the Alternate for the Osceola Water Board. After discussion, a Roll Call of the vote was:

Ayes: Bishop, O'Hair, Kale

Nays: None

Absent: Ramos

Motion Passed

Superintendent Brandon Patterson opened the discussion regarding (2) Quotes for the Carbon Filter Exchange at the Water Treatment Plant. After discussion, Board Member Bishop motioned to allow the water superintendent to proceed with the carbon changeout at a cost not to exceed \$185,000.00. Board member O'Hair seconded the motion. Roll Call of the Vote was:

Ayes: O'Hair, Bishop, Kale

Nays: None

Absent: Ramos

Motion Passed

Superintendent Brandon Patterson opened the discussion regarding a Resolution Approving Submission of a Grant to CCDC for Unbudgeted Engineering Expenses related to IDNR issued Revisions to Osceola Water Works Operation Permit. The Grant request is for reimbursement of \$35,500 of Engineering Expenses. After discussion, Board Member Bishop motioned to approve the submission of the Grant request as presented, Board member O'Hair seconded the motion. Motion Passed.

Ayes: Bishop, O'Hair, Kale

Nays: None

Absent: Ramos

Motion Passed

**Resolution No: 2025-6**

Utility Business Director Patti Snyder opened the discussion regarding an Ordering Document for gWorks CORE + FrontDesk for Utility Billing Software. After discussion, Board Member Bishop made a motion to approve the Ordering Document in the amount of \$24,000.00. Board Member O'Hair seconded the motion. Motion Passed.

Ayes: Bishop, O'Hair, Kale

Nays: None  
Absent: Ramos  
Motion Passed.

Superintendent Brandon Patterson opened the discussion regarding a Service Agreement with Onsite Service Solutions, LLC. for Calibration Services at the Water Treatment Plant. After discussion, Board Member Bishop motioned to approve the Service Agreement for a total annual cost of \$8,010.00 and Board Member O'Hair seconded the motion. Motion Passed.

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

Superintendent Brandon Patterson opened the discussion regarding a Site Hosting/Article Project Agreement with Spoke Communications, LLC. Spoke Communications, LLC was able to explain the agreement details. After discussion, Board Member Bishop motioned to approve the Agreement from Feb 2025 – Jan 2026 at a cost of \$15,600.00 and Board Member O'Hair seconded the motion. Motion Passed.

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

Utility Business Director Patti Snyder opened the discussion regarding a Resolution Amending Osceola Water Works Rules & Regulations Rule #5: Labor Rates. After discussion, Board Member Bishop made a motion to approve the Amendment to Rule #5 as presented and Board Member O'Hair seconded the motion. Roll Call of the Vote was:

Ayes: Bishop, O'Hair, Kale  
Nays: None  
Absent: Ramos  
Motion Passed.

**Resolution No: 2025-7**

Superintendent Brandon Patterson opened the discussion regarding a Resolution Amending Osceola Water Works Rules & Regulations Rule #8: Meter and Connection Fees. After discussion, Board Member Bishop made a motion to approve the Amendment to Rule #8 as presented and Board Member O'Hair seconded the motion. Roll Call of the Vote was:

Ayes: Bishop, O'Hair, Kale  
Nays: None  
Absent: Ramos  
Motion Passed.

**Resolution No: 2025-8**

Water Superintendent Report: Water Superintendent Brandon Patterson reported that John Kooiker will be filling the open Board Member position until 12/31/25. The Water Level of West Lake is at 1069.5, down 3.2 ft. Last year at this time, the Water Level of West Lake was down 7.4 ft. As a reminder, Section 1: Water Watch-Voluntary Conservation Measures is at 4 ft down. Please continue to remind your Congressional Leaders of the importance of the PL-566 Program to keep funding for the Clarke County Reservoir. There were (4) water main breaks in January and early February. Osceola Water Works staff was able to fix the breaks. Meetings were held with Engineers regarding the Water Treatment Plant Improvement Project. The Downtown Streetscape Project will be pressure testing the water lines next week. Also met with SIRWA regarding Water Conservation and Alternatives. Work on the FlexNet Meter project is happening and we are starting to change out some of the oldest meters. Staff is very busy and we are very proud of how well everyone is working together.

Board Chairperson Kale presented the consent agenda. Board Member Bishop motioned and Board Member O'Hair seconded the motion to approve the consent agenda as presented. The consent agenda included minutes from the regular board meeting held on January 9<sup>th</sup>, 2025, Aging Report, YTD Budget, and the following Bills and Claims:

1 Day CDL	Training	\$900.00
Advantage Group	Payroll	\$1,040.38
Agsourse Laboratories	Lab Testing	\$57.00
Ahlers Cooney Attorneys	Services	\$1,568.00

Air Filter Sales & Service	Services	\$346.42
Alliant Energy	Utilities	\$28.68
Assurity	Payroll	\$292.64
Badget Meter	Services	\$178.89
Baker Group	Services	\$4,746.47
Bud Jones Construction	Services	\$2,619.50
Card Member Services	Services	\$2,029.97
Casey's General Stores	Fuel	\$804.52
Centerpoint Energy Services	Utilities	\$356.72
Central Iowa Fasteners	Services	\$129.55
Chem-sult, Inc.	Chemicals	\$31,764.44
Cintas First Aid & Safety	Services	\$136.77
City of Osceola	Monthly Collections	\$249,571.34
City of Osceola-Health	Health Insurance	\$16,179.50
Clarke County Sheriff	Payroll	\$1,049.73
Communications Solutions	Services	\$170.00
Contractor Solutions	Services	\$475.00
Core & Main, LP	Lab Testing	\$1,676.13
Creston Publishing Co	Communications	\$265.60
D&D Pest Control	Services	\$85.00
Des Moines Water Works	Services	\$51.15
DSM Hoist, Inc.	Services	\$1,135.00
Electric Pump	Services	\$2,750.75
Fareway	Services	\$5.16
CSG Forte Payments, Inc.	Services	\$446.75
FP Finance	Services	\$181.10
Gilberts True Value	Services	\$435.78
Gworks	Services	\$144.00
Hawkins	Chemicals	\$10.00
Highway Lumber	Services	\$273.26
IA Dept of Human Services	Payroll	\$1,400.92
Illinois Mutual	Payroll	\$1,158.96
Internal Revenue Service	Taxes	\$12,347.84
IA Dept of Revenue	Taxes	\$1,933.91
IPERS	Payroll	\$11,315.46
JP Auto	Services	\$299.59
Martin's Auto Glass	Services	\$280.00
Mellen & Associates, Inc.	Services	\$8,189.70
Menards	Repairs	\$598.92
Midwest Office Technology	Office Operations	\$196.18
Municipal Supply, Inc.	Services	\$32,792.00
Mutual of Omaha	Insurance	\$119.31
Osceola Farm & Home	Services	\$919.23
Schildberg Construction Co	Services	\$171.90
Seiler Instrument & Mfg Co	Services	\$139.36
Shazam	Services	\$25.00
Solutions	Office Supplies	\$57.97
Spoke Communications, LLC	Communications	\$2,250.00
State Hygenic Laboratory	Services	\$2,260.50
Strange Electric & Performance	Services	\$2,787.67
U.S. Cellular	Services	\$431.38
USA Bluebook	Services	\$1,973.41
Veenstra & Kimm, Inc	Services	\$5,665.00
Vessco, Inc.	Services	\$6,991.67
Windstream	Services	\$393.49

Total Accounts Payable \$416,604.57

Will Brehm	UB Refund	\$83.73
Scott Collier	UB Refund	\$28.85
Alexa Paxtor De Leon	UB Refund	\$48.98
Douglas Pierce	UB Refund	\$55.34
Michael Schnitger	UB Refund	\$112.24
Cody Terrell	UB Refund	\$93.04

Total Refunds	\$422.18
Total Payroll	\$40,359.16
Total Paid	\$457,385.91

Roll call of the vote was:

Ayes: O'Hair, Bishop, Kale

Nays: None

Absent: Ramos

Motion Passed

Utility Business Director Report: Business Director Patti Snyder reported there were 21 shut-offs due to non-payment on January 27<sup>th</sup>, 2025, 1 still remains off. Reminders were mailed, emails were sent, phone calls were made to remind customers of the unpaid bills. Posts were also made on Facebook and Osceolawaterworks.com regarding shut-offs due to non-payment. By 12/31/25, our Utility Software will be transitioned completely to the Gworks Cloud, \$600.00 will be due in addition to have access to Historical Data. Osceola Water Works business office will be closed on Monday, February 17, 2025, in Observation of President's Day.

Board Member Reports: Board Member O'Hair would like to say Congratulations to Water Superintendent Brandon Patterson for 21 years of service to Osceola Water Works as well as thank you to the Osceola Water Works staff for all that they do. Also, a reminder that Communication is very important to keep everyone informed. Board Member Bishop had nothing to report. Chairperson Kale said thank you to Brandon for all his years of hard work and thanks to Patti and staff for all their hard work. We will continue to try to identify solutions and to complete the DNR reports as asked.

There being no further business to discuss, Board Member Bishop motioned to adjourn the meeting and Board Member O'Hair seconded the motion at 7:28 p.m.

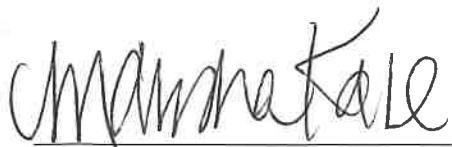
Ayes: O'Hair, Bishop, and Kale

Nays: None

Absent: Ramos

Motion Passed

The next regular meeting of the Osceola Water Board will be held on March 6<sup>th</sup>, 2025, at 5:30 p.m. at the Osceola Water Works office at 208 W Jefferson St., Osceola, IA 50213. Public attendance is welcome.



Alisha Kale, Chairperson

Attest: 

Patti Snyder, Utility Business Director