

OSCEOLA WATER BOARD
MEETING MINUTES
MARCH 6, 2025
APPROVED

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

Chairperson Alisha Kale would like to welcome John Kooiker as the newest member of the Osceola Water Board. Mr. Kooiker is replacing Jim Kimball's term thru 12/31/2025.

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

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

Chairperson Kale opened the opportunity for Citizens to Address the Board. No one was present to address the board and no correspondence had been received.

Insurance Report: Doug Miller of Friday Insurance, gave a report on actual & cash values, replacement costs and policy limitations, deductibles, and coverage. Board Member Bishop made a motion for Brandon and Doug to work together on finding available options. Board Member Kooiker seconded the motion. Roll Call of the vote:

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

Doug Miller exited the meeting at 5:59 p.m.

Engineering Report: Randy Johnson of Veenstra & Kimm, Inc. gave a report on the following: Central Business Street Scape Project has had some delays with weather. Water Treatment Plant Project: IDNR approved the upgrades and the plan scope has been confirmed. Hydraulic Model Project: Waiting to do Pressure/Flow testing with warmer weather. Lead Line Project: Project is moving forward, a survey was sent to customers to verify information. Garfield Street Water Main Replacement Project is on hold until summer. Emergency Response Plan: Reported on SIRWA's ability to provide Osceola Water in an emergency, working on other alternatives, report is due July 1, 2025.

At 6:10 p.m., Board Member Bishop motioned and Board Member Ramos seconded the motion to enter into Public Hearing regarding a Proposal to Issue Waterworks System Utility Bonds Thereunder in an Aggregate Principal Amount not to Exceed \$450,000. Roll Call of the Vote was:

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

No written or oral comments have been received from the public regarding the Proposal to Issue Waterworks System Utility Bonds Thereunder in an Aggregate Principal Amount not to Exceed \$450,000.

Superintendent Brandon Patterson reported the \$450,000 will be for Engineering Planning & Design of the Lead Line Replacement Project. Osceola Water Works has sent Surveys to help solidify the Material Inventory and addresses.

After discussion, Board member Bishop motioned and Ramos seconded the motion to Exit out of Public Hearing at 6:19 p.m. Roll call of the vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Superintendent Brandon Patterson presented a Resolution to Issue Waterworks System Utility Bonds Thereunder in an Aggregate Principal Amount not to Exceed \$450,000. After discussion, Board member Bishop motioned to approve the Resolution as presented and Ramos seconded the motion. Roll call of the vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Resolution No: 2025-9

Superintendent Brandon Patterson presented an Agreement with Veenstra & Kimm, Inc. for Professional Engineering Services for the Lead Service Line Replacement Project not to exceed \$249,500.00. After discussion, Board Member Bishop made a motion to approve the agreement with Veenstra & Kimm and Board Member Ramos seconded the motion. Roll Call of the vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Randy Johnson exited the meeting at 6:23 p.m.

Business Director Patti Snyder opened the discussion regarding a Resolution Amending Osceola Water Works Rules & Regulations Rule #4: Billing and Penalties, regarding Returned Payments and acceptance of cash only after receiving 2 returned payments within any given 12-month timeframe. After discussion, Board Member Bishop recommended to accept the changes as presented and Board Member Ramos seconded the motion. Roll Call of the Vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Resolution No: 2025-10

Business Director Patti Snyder opened the discussion regarding a Resolution Amending Osceola Water Works Rules & Regulations Rule #5: Labor Rates, regarding Administration Fee for Contracted Stop Box Repair. The change is to remove the limitations to the type of repairs. After discussion, Board Member Bishop recommended to accept the changes as presented and Board Member Ramos seconded the motion. Roll Call of the Vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Resolution No: 2025-11

Business Director Patti Snyder opened the discussion regarding a Resolution Amending Osceola Water Works Rules & Regulations Rule #6: Customer Responsibility, Items A and G. Item A is in regard to the location of the drop boxes and Item G is in regard to repairs to be billed to the property owner, to include an Administration fee per Rule #5. After discussion, Board Member Bishop recommended to accept the changes as presented and Board Member Ramos seconded the motion. Roll Call of the Vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Resolution No: 2025-12

Business Director Patti Snyder opened the discussion regarding a Resolution Amending Osceola Water Works Rules & Regulations Rule #25: Service Line Requirements, Items A, E, and F. Item A is regarding service line connections: There will be no connection to existing service line made of lead, galvanized or black iron pipe. Item E is regarding leak repairs: The property owner shall engage a bonded and licensed contractor. Any service provided by Water Works shall be billed as stated in Rule #5. No changes were proposed to Item F. After discussion, Board Member Bishop recommended to accept the changes as presented and Board Member Ramos seconded the motion. Roll Call of the Vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Resolution No: 2025-13

Water Superintendent Report: Water Superintendent Brandon Patterson reported there was 1 water main break in February and Water Works staff was able to complete the repairs. The Water Level of West Lake is at 1070.2 ft. Last year the level was at 1065.08 ft. Customer Surveys have been sent asking customers to view and report the piping around the water meter for lead. FlexNet project water meter changeouts are continuing and equipment is being installed. The North side of the square water main passed inspection and meter changeouts will begin next week. Alisha and Brandon met with the DNR last week. Carbon filter exchange is scheduled for late April/early May. A meeting is planned for 3/10/25 for CCRC members and NRCS. 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 Ramos seconded the motion to approve the consent agenda as presented. The consent agenda included minutes from the regular board meeting held on February 6th, 2025, Aging Report, YTD Budget, and the following Bills and Claims:

Advantage Group	Payroll	\$1,071.44
Agsourse Laboratories	Lab Testing	\$130.50
Ahlers Cooney Attorneys	Services	\$171.00
Assurity	Payroll	\$365.80
Badget Meter	Services	\$1,355.20
Bud Jones Construction	Services	\$757.00
Card Member Services	Services	\$1,983.31
Casey's General Stores	Fuel	\$757.54
Centerpoint Energy Services	Utilities	\$4,561.07
Chem-sult, Inc.	Chemicals	\$15,277.79
Cintas First Aid & Safety	Services	\$107.50
City of Osceola	Monthly Collections	\$260,854.29
City of Osceola-Health	Health Insurance	\$19,562.42
Clarke County Sheriff	Payroll	\$756.53
Country Concrete	Services	\$1,554.00
Creston Publishing Co	Communications	\$346.09
D&D Pest Control	Services	\$85.00
Electric Pump	Services	\$1,430.00
Fareway	Services	\$56.83
CSG Forte Payments, Inc.	Services	\$451.50
FP Finance	Services	\$155.10
FP Mailing Solutions	Services	\$184.78
Granger	Services	\$248.07
Gworks	Services	\$104.00
Hawkins	Chemicals	\$10.00
Highway Lumber	Services	\$57.30
IA Dept of Human Services	Payroll	\$1,400.92
Ideal Ready Mix Co	Services	\$2,431.25
Illinois Mutual	Payroll	\$579.48
Internal Revenue Service	Taxes	\$12,367.15
IA Dept of Revenue	Taxes	\$1,384.29
IPERS	Payroll	\$9,010.67

JP Auto	Services	\$328.04
McMaster-Carr	Services	\$92.26
Metering & Technology Solution	Services	\$-10,870.40
Midwest Office Technology	Office Operations	\$282.93
Municipal Supply, Inc.	Services	\$75,027.99
Mutual of Omaha	Insurance	\$119.31
Niemann Ace	Services	\$441.04
O'Reilly Auto Parts	Repairs	\$37.90
Osceola Farm & Home	Services	\$480.57
Reynoldson & VanWerden LLP	Services	\$700.00
Roof, Gerdes, Erlbacher	Services	\$4,495.00
Schildberg Construction Co	Services	\$1,070.11
Shazam	Services	\$25.00
Solutions	Office Supplies	\$584.81
Spoke Communications, LLC	Communications	\$1,300.00
State Hygenic Laboratory	Services	\$505.00
Travis Mechanical & Controls	Services	\$3,650.00
U.S. Cellular	Services	\$386.37
U.S. Post Office	Services	\$154.00
USA Bluebook	Services	\$1,415.88
Veenstra & Kimm, Inc	Services	\$10,322.90
Windstream	Services	\$476.35
Ziegler, Inc.	Services	\$376.90

Total Accounts Payable \$430,969.78

CIAC	UB Refund	\$28.84
Antoinette Cunningham	UB Refund	\$10.79
Diego Rodriguez	UB Refund	\$131.46
Christina Zamora	UB Refund	\$72.38

Total Refunds	\$243.47
Total Payroll	\$40,154.69
Total Paid	\$471,367.94

Roll call of the vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Utility Business Director Report: Business Director Patti Snyder reported there were 8 shut-offs due to non-payment on February 28th, 2025. 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. The Audit report for FY 2023-2024 has been received and the News Release published. No matters were reported for Non-compliance. Patti will ask the Auditors if there are things that can be completed by Osceola Water Works to help with any of the Audit findings. Osceola Water Works received a Dividend Payment on Work Comp Insurance in February.

Board Member Reports: Board Member Kooiker is excited about being on the Water Board and would like to remind everyone that water is an important issue. Board Member Ramos had nothing to report. Board Member Bishop discussed the Survey that was sent to customers, specifically looking for lead or galvanized lines. Chairperson Kale would like to welcome and thank John Kooiker for volunteering and becoming part of the Osceola Water Board of Trustees. We will continue to reach out to the Governor and State and Federal members of Congress to remind them of the water crisis and our funding needs.

At 7:18 p.m., Board Member Bishop motioned and Board Member Ramos seconded the motion to go into Closed Session as requested to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the

governmental body would receive for that property. At 7:43 p.m., Board Member Bishop motioned and Board Member Ramos seconded to exit the closed session. Roll Call of the vote was:

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

Board Member Bishop motioned to direct the Water Superintendent to proceed with negotiations to acquire the property of 220 Cherry Dr., Osceola, IA 50213. Board Member Ramos seconded the motion. Roll Call of the vote was:

Ayes: Bishop, Ramos, Kooiker, Kale.

Nays: None

Absent: O'Hair

Motion Passed

There being no further business to discuss, Board Member Bishop motioned to adjourn the meeting and Board Member Ramos seconded the motion at 7:45 p.m.

Ayes: Bishop, Ramos, Kooiker, Kale

Nays: None

Absent: O'Hair

Motion Passed

The next regular meeting of the Osceola Water Board will be held on April 3rd, 2025, at 5:30 p.m. at the Osceola Water Works office at 208 W Jefferson St., Osceola, IA 50213. Public attendance is welcome.


Larry Bishop, Vice-Chairperson

Attest: 
Patti Snyder, Utility Business Director