

OSCEOLA WATER BOARD
MEETING MINUTES
SEPTEMBER 3, 2026
(UNAPPROVED)

The Osceola Water Works Board of Trustees met for the regularly scheduled meeting on Thursday, September 3, 2026. This being the time and place as legally posted; the meeting was called to order at 5:31 P.M. by Chairperson Alisha Kale. The following Board Members were present: Alisha Kale, Larry Bishop, Sandra Ramos, Sara O'Hair, and John Kooiker attended virtually. Also present were Superintendent Brandon Patterson, Utility Business Director Patti Snyder, Water Treatment Plant Foreman Cory Gallup, Katie Vandal of HDR, Inc., as well as Sharon Clark of Spoke Communications, LLC.

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

Ayes: Kale, Kooiker, O'Hair, Bishop, and Ramos

Nays: None

Motion Passed

Chairperson Kale opened the opportunity for Citizens to Address the Board. No one addressed the Board and no other correspondence was received.

Katie Vandal of HDR, Inc. presented a Content Calendar & Development of Options for Long-Term Planning for the Water Treatment Plant. Chairperson Kale requested additional information and individual meetings will be scheduled with each board member, Patti and Amanda Brandt of HDR to be sure all questions are answered. Ms. Vandal exited the meeting at 5:53 p.m.

Water Treatment Plant Foreman Cory Gallup presented information and a quote for the purchase of lab testing equipment to replace outdated equipment. The new equipment will also provide redundancy, and assist with future lab testing needs. Onsite Solutions will provide future maintenance and calibration services. SOP's for the data will be implemented and a monthly report will be provided. After discussion, Board Member Bishop made a motion to approve the purchase of a DR6000 in the amount of \$15,260.00 and Board Member Ramos seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Ramos, Bishop, Kale, and Kooiker

Nays: None

Motion Passed

Superintendent Brandon Patterson opened the discussion regarding an Agreement to Complete Task 1: Hydraulic Analysis with Garden & Associates, Ltd. The Hydraulic Analysis will help to identify flow rates throughout the distribution system and identify existing high/low flow areas and restrictions in the distribution system. This information will assist the utility when making decisions pertaining to capital improvements in the distribution system now and in the future. After discussion, Board Member Bishop made a motion to approve the Hydraulic Analysis not to exceed \$33,500 and Board Member Ramos seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Ramos, Bishop, Kale, and Kooiker

Nays: None

Motion Passed

Chairperson Kale presented a General Manager Job Description. The Board talked about the current structure of the Water Works and discussed what needs will best serve the utility long-term. After further discussion, Board Member O'Hair made a motion to approve the General Manager Job Description as presented and Board Member Bishop seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Ramos, Bishop, Kale, and Kooiker

Nays: None

Motion Passed

Further discussion was held regarding the role of a Superintendent vs a General Manager. After discussion, Board Member Bishop made a motion to strike the position of Water Superintendent, replace it with the newly approved position of General Manager and appoint Brandon Patterson as General Manager, effective immediately and Board Member Ramos seconded the motion. Roll call of the vote was:

Ayes: O'Hair, Ramos, Bishop, Kale, and Kooiker

Nays: None

Motion Passed

General Manager Brandon Patterson introduced a Resolution to Reestablish the Regular Meeting Dates and Time of the Osceola Water Board of Trustees from the first Thursday of each month to the second Thursday of each month to improve administrative efficiency at the end of the month. After discussion, no action was taken and discussion will continue at the next Board Meeting on October 8, 2026.

Water Superintendent Report: West Lake is currently at 1072.20 which is 6" from overflowing. In August, a peak demand and operations day exceeded 2,063,000 gallons with an average of 1,035,000 gallons/day for the month of August; reminder that the safe withdrawal rate is 800,000 gallons/day from West Lake. Lead line replacement project update: the Environmental Review has been completed and hope to have the IDOT permits approved by October, the list of impacted properties has been reduced to 100 and 15 are unknown that will be determined during the project due to being in concrete; more information will be provided as the project moves forward. We are hopeful that the project will be completed before Summer of 2027. CCRC update: The Plan EIS is at the National NRCS for approval. Several recent main breaks were discussed and training opportunities with the fire department were discussed. The average number of breaks is usually 18 for the year; we are at 22 so far. A Cyber Security Assessment has been successfully completed at the Water Treatment Plant. The Water meter change-out project continues with 840 of >2,400 water meters updated as of today.

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 August 5th, 2026, Wage increase for M. Hill to \$25.08/hr for obtaining Class A-CDL license, Aging Report, YTD Budget, the following Bills and Claims:

Advantage Group	Payroll	\$1,063.52
Agsources Laboratories	Lab Testing	\$91.50
Assurity	Payroll	\$365.80
Brett Street Power Washing Inc.	Services	\$30.00
Bud Jones Construction, Inc.	Services	\$3,590.00
Card Member Services	Services	\$1,585.21
Centerpoint Energy Services	Utilities	\$62.88
Central Iowa Fasteners	Services	\$64.00
Chem-sult, Inc.	Chemicals	\$57,823.40
Cintas First Aid & Safety	Services	\$127.00
City of Osceola	Monthly Collections	\$267,201.12
City of Osceola-Health	Health Insurance	\$19,935.38
Clarke County Treasurer	Taxes	\$704.00
Communications Solutions	Services	\$1,634.51
Country Concrete	Services	\$1,191.60
Creston Newspapers	Services	\$62.40
D & D Pest Control	Services	\$85.00
D & R Feed, Inc.	Services	\$-65.00
Des Moines Water Works	Services	\$-132.65
Electric Pump	Services	\$821.25
Fareway Stores	Services	\$16.75
CSG Forte Payments, Inc.	Services	\$495.25
Grainger	Services	\$556.70
Hach Company	Services	\$155.19

HDR Engineering, Inc.	Services	\$55,026.53
IA Dept of Human Services	Payroll	\$438.48
Ideal Ready Mix	Services	\$6,919.05
Illinois Mutual	Payroll	\$536.28
IMWCA	Services	\$1,679.00
Internal Revenue Service	Taxes	\$14,584.19
Interstate Power Systems	Services	\$30.62
IA Dept of Revenue	Taxes	\$1,626.81
Iowa One Call	Services	\$85.30
IPERS	Payroll	\$10,323.70
JP Auto	Services	\$121.70
Martin's Auto Glass, LLC	Services	\$320.00
Menards	Services	\$229.00
Midwest Office Technology	Office Operations	\$406.20
Municipal Supply, Inc.	Services	\$6,302.74
Mutual of Omaha	Insurance	\$135.56
Niemann Ace	Services	\$412.91
O'Reilly Auto Parts	Services	\$74.47
Onsite Service Solutions, LLC	Services	\$2,492.50
Osceola Farm & Home	Services	\$240.17
Schildberg Construction Co	Services	\$1,917.04
Shazam	Services	\$25.00
Solutions	Office Supplies	\$530.57
Spoke Communications, LLC	Communications	\$1,300.00
State Hygienic Laboratory	Services	\$802.50
U.S. Cellular	Services	\$340.64
USA Bluebook	Services	\$7,262.09
Veenstra & Kimm, Inc.	Services	\$29,940.00
Windstream	Services	\$645.98

Total Accounts Payable \$502,213.84

Stephanie Marie Anderson	UB Refund	\$32.68
Damna Diaz Sanchez	UB Refund	\$20.89
Joseph Dittmer	UB Refund	\$93.17
Juan Gutierrez	UB Refund	\$75.89
Damarys De Leon	UB Refund	\$70.91
Krystin Lingelbach	UB Refund	\$92.61
Rosa Mendoza	UB Refund	\$76.70
Eduardo Miranda Diaz	UB Refund	\$31.96
Angel Nunez	UB Refund	\$48.45
Liena Aldana Perez	UB Refund	\$74.84

Total Refunds	\$618.10
Total Payroll	\$47,379.35
Total Paid	\$550,211.29

Roll call of the vote was:

Ayes: O'Hair, Ramos, Kooiker, Bishop and Kale

Nays: None

Motion Passed

Utility Business Director Report: There were 24 shut-offs on August 31st with 6 still disconnected due to non-payment. There were some transmission issues when the September 1st online billing statements generated and the

process had to be repeated twice before all online customers could view their statements. Kelley received some additional Sensus Analytical training as well as training for posting on osceolawaterworks.com and facebook.

Board Member Reports: Board Member O'Hair would like to congratulate Michael for obtaining his CDL License. Board Member Kale also congratulated Michael for getting his CDL. Board Members Kooiker, Bishop and Ramos had nothing to report. Osceola Water Works continues to stay dedicated to our community and is aware of the aging infrastructure issues.

There being no further business to discuss, Board Member Bishop motioned to adjourn the meeting and Board Member Ramos seconded the motion at 7:27 p.m.

Ayes: Kooiker, Bishop, O'Hair, Ramos and Kale

Nays: None

Motion Passed

The next Osceola Water Works Board of Trustees Meeting will be held Thursday, October 8th, 2026, 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