

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on April 11, 2017, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, William Kling, John McIntosh and Greg Hapgood were present. Board member John Bender was absent. Pro tem chairperson Kling called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Andy Smith, Operations Supervisor, Curt Huhndorf, Distribution Foreman, and resident Noreen Tonkin of Marion.

Minutes of the regular monthly board meeting held at 5:15 PM on March 7<sup>th</sup>, 2017 were reviewed along with the March disbursements and the March 2017 fund balance report. There were no questions from the members on the expenditure report or minutes. Motion by McComas, seconded by Hapgood to approve it. Vote: all Ayes (4-0)

Kling declared the public hearing open for the South 12<sup>th</sup> Street and A Avenue Water Main Relay Project at 5:18 pm. Steigerwaldt briefed the board on the project and stated that all affected property owners received a letter explaining the project and all but one resident has returned the temporary construction easement document. Steigerwaldt asked Mrs. Tonkin if she had any questions or concerns about the project. Mrs. Tonkin stated she did not have any concerns regarding the project but she did have questions about any future capital improvement projects that would improve the overall water quality for Marion. She explained that she recently killed a neighbor's fish she was watching and she was hoping there would be a future capital project to address the water quality. Steigerwaldt told her that the department was currently drilling a new Silurian well but that this would not address her water quality concerns as all of Marion's wells are at different locations around town and then blended in the elevated water towers. Kling asked if there were any further comments either for or against the South 12<sup>th</sup> Street and A Avenue Water Main Relay Project. Seeing none, he closed the public hearing at 5:23 pm.

Motion by McComas, seconded by McIntosh approving Resolution 17-06 accepting bids and awarding contract to Rathje Construction Company of Marion for the 2017 South 12<sup>th</sup> Street and A Avenue Water Main Relay Project. Steigerwaldt told the board the contractor was \$32,449.60 below the second lowest bidder. He anticipates the contractor starting later this summer or early fall. The board was surprised with the number of contractors that bid on the job. Steigerwaldt reminded the board that Rathje did the work on the 35<sup>th</sup> Street water main relay project last year and they did a good job. Roll Call Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Hapgood approving the water main application for the 13 & 151 Hwy 1<sup>st</sup> Addition to the city of Marion. Steigerwaldt had a concept layout for this development that he shared with the board. McIntosh asked if the developer is aware of the potential low water pressure for the third and fourth floors of the hotel. Steigerwaldt stated he has sent written comments and had conversations with the developer and his engineer regarding this potential problem. He has conveyed that the water department has a study under way to determine what, if any, future public booster station projects the department may construct to address the pressure issues. The developer will have a backup plan if the timing is such that they want to open the hotel before we have a public booster station in operation. Steigerwaldt expected the booster

system report to be complete and shared at the May board meeting. Vote: all Ayes (4-0)

Motion by McComas, seconded by Hapgood to approve payment to Municipal Management Corp. for the water leak detection services for \$6,500.00. Steigerwaldt shared the results of the survey with the board. The consultant only found three leaks. One was a main break on 10<sup>th</sup> Avenue and two other small leaks around the valve of the fire hydrants. Crews had addressed the 10<sup>th</sup> Avenue leak earlier in the day. Steigerwaldt mentioned that he was pleased there were no major leaks found. He stated we would have this study done in another four to five years. The department will continue the annual replacement of bad water mains around town to prevent future water main breaks. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by McComas approving payment to Veenstra and Kimm, Inc. for \$3,577.59 for three existing engineering services contract with Veenstra and Kimm. They are the booster pressure study, the inspection of SpeedConnect's contractor on the 31<sup>st</sup> Street elevated water tower and the Silurian Well #10 project. Vote: all Ayes (4-0)

Steigerwaldt led a discussion regarding the theft of city water at 299 West 8<sup>th</sup> Avenue. He had drafted a letter he was preparing to send to the resident who now lives in another community but is renting the house to a family member. In early March, staff checked this property's water service line to see if it was off or on as the property has an existing well. Staff determined this property was indeed on city water without a water meter when they operated the curb stop box and the water stopped flowing from the homes' outside spigot. Staff determined that this property had probably been stealing water for close to 20 years or even longer. Without having a meter in place, it is difficult to determine the volume of water used. Staff estimated the lost revenue plus a fine for theft of water to be \$2500 and the board was agreeable to this amount. Steigerwaldt would redraft the theft of water letter and send it to the owner.

The board reviewed and discussed two early retirement options for the next fiscal year. One board member had inquired about the differences between the city's and the Water Department's retirement packages. The city approved their new early retirement package in April 2017. He included both the city's new retirement package offer and Water's FY 16-17 offer from last year for the board to review. Steigerwaldt stated the two main differences between the city's and Water Department's packages were that the city offered 2% of the employee's present base salary for each year of service up to 25 years or 50% of their salary as a lump sum payout. The Water Department only offered 3.5 months of salary payout. Following the city's formula, employees who have served the department for a long time would benefit.

The other difference between the two packages is that the city requires the employee to pay the monthly health insurance premiums as current employees are paying for the health insurance option plan. The Water Department's past offer did not require the retiree to pay the monthly employee health insurance premium. Kling stated he spoke with Beth Little who works for the city and he was told the city's monthly health insurance premium amount for retirees would change based on the new insurance

annual renewal period. Steigerwaldt also spoke to Beth on this matter and understood this to be slightly different but he would follow up with her before the next meeting.

Steigerwaldt mentioned that since our potential retiree this fall is already 65 years old he would not be eligible for the health care benefit package upon retirement.

McIntosh was in favor of following the city's retirement package offer as the department typically follows what the city offers for health insurance, wellness program and other employee benefits. McComas and Kling also shared support for this change. Hapgood stated he was not in favor of changing the existing retirement plan for the Water Department. He felt the existing offer was sufficient. Steigerwaldt mentioned he received an email from Bender who was absent from this meeting but stated that he was in also in favor of following the city's early retirement package offer. Steigerwaldt would revise the Water Department's offer to mirror the city's retirement package offer and bring it before the board for a vote at the May meeting.

Smith updated the board on the field activities: Service Department: radio read meters installed on 28 new accounts; 4,162 meter reads; 92 straight meters to radio; 162 tag orders; 111 service calls; and 609 utility locations were located.

Smith talked about the Well #10 project a little more. He mentioned the distribution crew was prepping the leak holes for repair and they replaced some broken valves last month.

March gallons pumped: 73,392,000

### **Secretary Report –**

Steigerwaldt informed the board there were 24 building permits issued in March. There were 15 residential single-family homes, 2 new and 3 commercial remodel permits and 4 condominiums building permits issued.

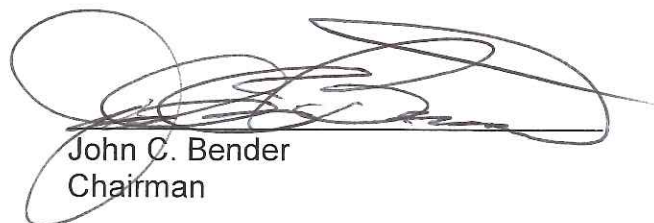
Steigerwaldt told the board the Go Live date for the new utility software was pushed back again. He stated Office Manager, Janice Lawrence, has been working very hard on the data conversion process, new bill formats, and the online e-suites payment options. There are a lot of back and forth issues to resolve with the utility software company staff that has taken staff time reviewing the data after each correction is updated. The new Go Live date has been set for the week of May 15<sup>th</sup>.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, May 9, 2017.

The meeting was adjourned at 6:19 PM.



Todd Steigerwaldt  
Secretary



John C. Bender  
Chairman