

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on September 12, 2017, in the executive conference room of City Hall, Marion, Iowa. Trustees John McIntosh, John Bender, Maryann McComas, William Kling and Greg Hapgood were present. Chairman Bender called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary.

Minutes of the regular monthly board meeting held at 5:15 PM on August 8<sup>th</sup>, 2017 were reviewed along with the August disbursements and the August 2017 fund balance report. Steigerwaldt mentioned the month end closing was off the same amount as last month. This means the \$1,549.51 difference is a conversion issue from the old system to the new software. He stated our ledger balances with the bank. The amount we are off is a result of the software conversion. Staff will reconcile this amount so that future months balance with the new software. Hapgood asked about the purchase of clothes with John Deere Financial institution. Steigerwaldt stated the clothes were purchased at Theisen's. They use John Deere Financial for their corporate accounts, which the Water Department has on file with Theisen's. Hapgood also asked about the payment to Creekside Gardens for Merrill Gardens and how much we spend maintaining this park. Steigerwaldt stated he has budgeted \$7,500 per season, which falls into two fiscal years. We contract with the Marion Parks department who have a contract with Creekside Gardens to maintain multiple flowerbeds and city medians around town. He expects one or two more invoices from them for the fall cleanup at Merrill Gardens. Motion by McComas, seconded by Hapgood to approve the above items. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling to approve water main application for the Linn County Business Park Lot 1, Phase 3 to the city of Marion. Steigerwaldt explained the location of this proposed development, which is north of REC Drive and east of Highway 13. Hapgood had a question about the type of building being constructed here. Steigerwaldt stated the developer, Bob Burger, was building contractor sheds where a small contractor can have an office and store their commercial vehicles or do some assembling of products or storage of products in these commercial buildings. Steigerwaldt mentioned these buildings are adjacent to the new First United Methodist Church which is currently under construction. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McComas approving water main application for the Seventh Avenue Commercial 1<sup>st</sup> Addition to the city of Marion. Steigerwaldt stated this is the location of the former Prince Agra site where the new Marriott Hotel will be constructed. The board asked how many stories the hotel was and if there would be adequate pressure to serve it. Steigerwaldt stated it is a four-story building and they would have an internal booster pump to increase water pressure to the top floor. He expects them to start footings later this month. Vote: all Ayes (5-0)

Motion by Kling, seconded by McComas renewing annual membership to the Marion Chamber for \$577.50. Bender stated the Chamber works hard at retaining and recruiting new businesses to Marion equating to more water accounts for the department. Vote: 4 Ayes, 1 Nay

Motion by McIntosh, seconded by Kling approving the Certificate of Completion for the Silurian Well #10. Steigerwaldt stated all the water tests are completed and the project was ready to accept. Drilling the well was the first phase of this project. The engineer has started the design for phase two of the project where we put the well into service at the existing Well #7 plant. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling approving partial payment No. 3 (Final) to Northway Well and Pump Company for \$8,468.77. The contract stated the final 5% retainage would be paid 31 days after the project was accepted. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McComas approving payment to Veenstra and Kimm, Inc. for \$91.48 per the existing contract for the design of Well #10. Steigerwaldt told the board the engineer was under budget for the design work on the well so Steigerwaldt told him to proceed with phase two of the project where Well #10 is tied into our existing plant at 450 Echo Hill Road. Steigerwaldt stated a new contract for services would be shared with the board at the next meeting. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by Kling to accepting the resignation letter from Phil Long. McComas asked how long he has worked for the department. Steigerwaldt stated 27 years. The board recalled Phil was hired from Marion Iron, as he was very talented at fabricating items. Steigerwaldt stated there would be an open house for Phil on his last day at work, which is October 27<sup>th</sup>. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling amending personnel policy No. 2.17 regarding when an employee is eligible for a pay increase upon successfully passing a DNR certification. It was also revised to so that an employee could receive more than one pay increase in a fiscal year upon passing multiple certifications. McComas asked if we reimbursed the employee for the exam costs. Steigerwaldt stated we do once they have successfully passed the exam. Vote: all Ayes (5-0)

Steigerwaldt led the discussion on phase two of the Silurian Well #10. He stated V&K has started on the plans and permitting. He showed the board the draft plan set that he had just received. McIntosh asked about the capacity of the existing aerator unit at this site. Steigerwaldt stated it could handle 2000 gal/minute, which cannot handle both wells running at full capacity. He stated they would be looking at installing a VFD drive to control the rate of water on one of the wells depending on the cost. He thought they might install it on the Jordan well as the water quality from the new Silurian was excellent. He hopes that staff can do the underground piping to connect the new well to the existing piping. Staff will need some assistance from Northway Pump setting the pit less unit and installing the new pump. An electrical contractor will also need to install the power to the new well. He would like to see this work completed before winter.

Steigerwaldt updated the board on the booster station project. Our engineer is working with a design company to get the specification for the unit so that we can get some quotes on the new booster station unit. He stated the department would order the unit and work with a contractor to get electricity and backup generation to the site. He thinks our staff can do some of the underground pipe work for this project. He anticipates this unit to be running before winter.

Steigerwaldt updated the board on the field activities: Service Department: radio read meters installed on 21 new accounts; 2,839 meter reads; 151 straight meters to radio; 127 tag orders; 121 service calls; and 870 utility locations were located.

Steigerwaldt stated the distribution crew finished the water main relay project on South 14<sup>th</sup> Street and B Avenue and they did a very nice job. The crew also relocated a fire hydrant on the corner of 1<sup>st</sup> Avenue and 31<sup>st</sup> Street and on 6<sup>th</sup> Avenue and 6<sup>th</sup> Street. There was one water main break last month on 18<sup>th</sup> Avenue and 27<sup>th</sup> Street and crews were busy with new subdivision inspections and taps on the new water mains.

Steigerwaldt also stated Joe Kruser installed approximately 500 feet of new 8" water main along Rolling Glen Drive for four residents who wanted water service. Two residents will connect to our water main right away. The other two have the ability to connect to the new main in the future. These lots were formally in the county and recently annexed to the city.

August gallons pumped: 105,315,000

#### **Secretary Report –**


Steigerwaldt informed the board there were 37 building permits issued in August. There were 24 residential single-family homes, 7 commercial, 3 commercial remodels, 1 swimming pool and 2 townhome/condominium-building permits issued.

He shared information about the \$1,000 grant the department received for safety equipment and he noted the website for the board to purchase department dress shirts if they desired.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, October 10<sup>th</sup>, 2017.

The meeting was adjourned at 6:15 PM.

  
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Todd Steigerwaldt  
Secretary

  
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John C. Bender  
Chairman