

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:20 PM, on October 10, 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 September 12<sup>th</sup>, 2017 were reviewed along with the September disbursements and the September 2017 fund balance report. Steigerwaldt mentioned the month end closing was off the same amount as last month. This means the difference is a conversion issue from the old system to the new software. He stated staff has now adjusted our ledger balances with the bank. Bender had a question on the water revenue year to date report. It appeared to him that the water revenue was behind the water revenue sold this time last year. Steigerwaldt stated the last column of the revenue report was actually the entire past fiscal year total and not a July – September total amount. Motion by McComas, seconded by Hapgood to approve the above items. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling approving Resolution No. 17-13 accepting improvements and extensions of water mains in the Downing 2<sup>nd</sup> Addition to the city of Marion. Bender asked about the location of this addition. Steigerwaldt explained the location of this addition of the 20 new single-family lots was north of East Robins Road and west of the new senior housing living facility located off Alburnett Road. Bender asked if the water main was looped in this addition. Steigerwaldt stated the water mains are connected to the water mains in Alburnett Road and Newcastle Road and eventually up to Tower Terrace Road. Roll Call Vote: all Ayes (5-0)

Motion by Bender, seconded by Kling approving Resolution No. 17-14 accepting improvements and extensions of water mains in the Bridge Creek 4<sup>th</sup> Addition to the city of Marion. Hapgood asked about the location of this addition. Steigerwaldt showed the board on a map the location of the addition, which is off the new Winslow Road and north of the new Tower Terrace Road just east of the Linn Mar Excelsior Middle School. A comment was made that there were many new homes being built in this area. Roll Call Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling approving partial payment #1 to Rathje Construction for \$55,377.97 for work completed on the 2017 South 12<sup>th</sup> Street and A Avenue water main relay project. Steigerwaldt shared some construction photos of the job site with the board. He estimated the contractor was over 60% completed. He thought they could complete the project by the end of October assuming good weather and the new water main successfully passing the bacteria test requirements. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood renewing the water department's annual Identity Theft Prevention Program. Bender asked for clarification on this program. Steigerwaldt stated it was a policy the board adopted years ago to stay proactive and in compliance with the potential of identity theft of personal information from the water customer database. He was pleased to report there were no breaches or issues last

year and that the new utility software was even more secure than the older billing software. He also recognized the city's IT department and thanked them for their assistance in the installation of the new billing software. Vote: all Ayes (5-0)

Motion by McComas, seconded by Kling approving payment to Veenstra and Kimm, Inc. for \$1,173.62 per the existing contract for the design of Well #10. Steigerwaldt told the board the engineer was under budget for the design work on Well #10 so Steigerwaldt told him to proceed with phase two of the project where Well #10 is connected into our existing facility at 450 Echo Hill Road. Steigerwaldt stated the new contract for services for phase II was the next agenda item. Vote: all Ayes (5-0)

Motion by Bender, seconded by Hapgood, approving contract with Veenstra and Kimm, Inc. for professional services for the Silurian Well #10 Phase II – Pump and Controls. Steigerwaldt stated that this was mainly an hourly contract as a good portion of the work was completed under the phase I contract for Well #10. Vote: all Ayes (5-0)

Steigerwaldt led further discussion on phase two of the Silurian Well #10. He stated the existing aerator could handle 3200 gallons per minute with the change out of some spray heads inside the unit. This will allow both wells to run at the same time if demand called for it but it would also allow the Silurian water to blend with the Jordan water to reduce the radium concerns. A variable frequency drive would be installed to control the rate of water on Well #10 optimizing the water flow rate and save energy. He hopes to have the well connected to the system by December as long as there are no delays in receiving the pump and electrical drives after they are ordered. Bender asked about the budget for this project. Steigerwaldt stated the current budget has over \$1 million in it as he was prepared for a building and iron removal system. Since this is no longer needed, the project will be under budget. He anticipated spending another \$150,000 to complete this project.

Steigerwaldt also updated the board on the booster station project. Our engineer is nearly completed with the design. We will solicit quotes for the booster station unit and then hire a contractor to install the concrete pads and check valves in our existing water system. He anticipates this unit to be running before winter pending no backlogs on equipment and other electrical devices.

Steigerwaldt updated the board on the field activities: Service Department: radio read meters installed on 31 new accounts; 4,343 meter reads; 212 straight meters to radio; 192 tag orders; 96 service calls; and 817 utility locations were located.

Steigerwaldt stated they performed the one-year inspection on the 200,000 gallon ground storage tank at Site #5 and found a couple of touch up items that need to be addressed by the contractor. They also found a few small new areas that need attention as well from staff setting the restored aerator unit on top of the tank after the painter left. Staff will get a quote from the contractor to address these issues when they come back and perform the warranty touch up items.

Staff continued changing out water meter to radio read units and installed 31 new water service taps. Inspections on new water mains in new subdivisions and commercial sites also kept the staff busy.

September gallons pumped: 108,627,000

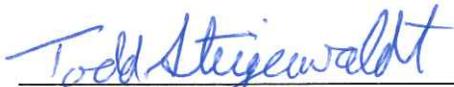
### Secretary Report –

Steigerwaldt informed the board there were 22 building permits issued in September. There were 16 residential single-family homes, 3 commercial and 3 townhome/condominium-building permits issued.

Steigerwaldt shared a thank you letter from the Marion Chamber for our annual financial support and a news article regarding the city of Marion being recognized as an All-Star Community at the League of Cities annual meeting.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, November 14<sup>th</sup>, 2017 which Bender noted he would not be able to attend.

The meeting was adjourned at 6:06 PM.

  
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Todd Steigerwaldt  
Secretary

  
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William A. Kling  
Chairman