

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on November 13, 2018, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, John McIntosh, Greg Hapgood and William Kling were present. John Bender was absent. Chairman Hapgood called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Andy Smith, Operations Supervisor and Curt Huhndorf, Distribution Foreman.

Minutes of the regular monthly board meeting held at 5:15 PM on October 9<sup>th</sup>, 2018 were reviewed along with the October disbursements and the October 2018 fund balance report. Steigerwaldt stated there were no issues closing the end of the month book balances. Motion by McComas, seconded by Kling to approve. Vote: all Ayes (4-0)

Motion by Kling, seconded by McComas to approve 2019 cash rent amount with Carson Farms LLC in the amount of \$259.00 per acre. Steigerwaldt stated both the city and Linn Mar are using the same rate. Kling asked where this ground was located. Steigerwaldt showed him on an aerial map. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Kling approving payment #2 for \$1,106.75 to Brecke Mechanical Contractors and accepting the completion of the 2018 13<sup>th</sup> Street Water Main Relay Project with the partial retainage of 5% for \$3,627.80 to be paid out 31 days after acceptance. Steigerwaldt stated staff had some concerns releasing all the retainage now as the seeding took place past the normal fall seeding period. The contractor was willing to delay the remaining \$1000.00 retainage payment until next spring to make sure the seeding and yard restoration looks acceptable.

Motion by Kling, seconded by McIntosh approving partial payment #5 to Boomerang Corp for \$5,058.75 for the 29<sup>th</sup> Avenue Booster Station Project – Phase 2. Steigerwaldt stated staff has just a couple minor punch list items for the contractor to complete before final acceptance. He stated the pump station is operating at design pressure of 20-21 psi above normal system pressure. McIntosh asked if we have seen any breaks because of the new pressure. Smith stated a fire hydrant valve on East Kacena Avenue might have failed due to the higher pressure. Vote: all Ayes (4-0)

Motion by McComas, seconded by Kling approving partial payment #6 to Nelson Electric Company for work completed on the Well 10 VFD Installation Project for a total amount of \$6,788.84. Smith stated the well is up and running and filling the ground storage tank. Once the tank passes bacteria tests it will be placed in full service and supply water to the community. Vote: all Ayes (4-0)

Motion by Kling, seconded by McIntosh approving payment to Veenstra and Kimm Inc. for \$352.40 for the 29<sup>th</sup> Avenue Booster Station Installation and Check Valve Stations, Well 10 VFD Installation Phase 3, and pump and controls for design and inspection services per an approved contract. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by McComas approving the purchase of a Turfmaker 390 Hydro-seeder unit and a trailer for the machine for approximately \$14,000.00. The board members asked several questions about the components on the unit and how it is transported. Huhndorf explained how the unit works and stated it will be placed on a new trailer and then pulled to the work sites. Steigerwaldt mentioned we still have to purchase the hydro seed mix from a local supplier. Staff stated there is room to store the unit inside an existing building. Steigerwaldt stated on future projects done by private contractors, we could specify in the bid that we will take care of the hydro seeding so the contractor only has to compact the ditch and prep the ground for seeding. Vote: all Ayes (4-0)

Smith updated the board on the field activities: Service Department: radio read meters installed on 23 new accounts; 4075 meter reads; 151 straight meters to radio; 141 tag orders; and 99 service calls.

Smith told the board about the status of the ongoing construction projects. Steigerwaldt shared photos of the two recent water main breaks at East Kacena Avenue and the intersection of Lindale Drive and Blairs Ferry Road. He stated a citizen called in to compliment the staff on their speedy and efficient repair job on Valley View Drive. Smith stated staff pressure washed two ground storage tanks and it made a big difference. Staff also continues to change out old water meters to radio read units.

October gallons pumped 77,131,000

### Secretary Report –

Steigerwaldt informed the board there were 30 building permits issued in October, which is up from 27 permits in September. Permits included 24 residential single-family homes, 4 2-unit condominium buildings, 1 commercial remodel and 1 large commercial project for Timberline Manufacturing.

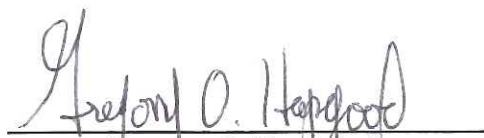
Steigerwaldt stated we sold Truck #5 for \$3,600.00 and a used ink plotter for \$55.00 that was no longer used.

Steigerwaldt share with the board an incident that occurred after a customer's water was shut off for non-payment. The customer threatened our service main in the field and then called and threatened the front counter staff. This prompted staff to request police presence as the customer stated he would be coming in to pay. Two police officers waited in the lobby of city hall for 20-30 minutes but finally left not knowing if or when the customer was coming for sure. Eventually the customer's Mom paid the outstanding bill and water was turned back on but this brought to light the lack of safety measures in place at City Hall. Steigerwaldt highly recommended to the board that measures be taken to increase security at the front counter to protect staff from unforeseen and irrational customers. The board agreed with Steigerwaldt and suggested he begin the process to improve security measures in the lobby of City Hall.

A water board work session will be held at 4:30 PM on Tuesday, December 11<sup>th</sup>, 2018 followed by the regular monthly board meeting will be at 5:15 PM on Tuesday, December 11<sup>th</sup>, 2018 at City Hall.

The meeting was adjourned at 6:22 PM.

  
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Todd Steigerwaldt  
Secretary

  
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Gregory O. Hapgood  
Chairman