

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on February 12, 2019, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, William Kling, and John Bender were present. John McIntosh and Greg Hapgood were absent. Chairman Kling called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary.

Motion by McComas, seconded by Kling to approve the minutes of the regular monthly board meeting held at 5:15 PM on January 15<sup>th</sup>, 2019 and the January disbursements and fund balance reports. Bender asked if any of the overtime last month was for snow removal. Steigerwaldt stated the overtime was main break related. Staff does snow removal during normal working hours. Vote: all Ayes (3-0)

Motion by McComas, seconded by Bender to receive and file the 2018 Marion Water Department Annual Report of Field Activities. The board was impressed on all of the accomplishments last year. Bender noted that the yearly pumping totals for the growing community really have not increased much since 2007. He wondered if water conservation practices by customers are the reason that pumpage has not increased. Steigerwaldt stated that could be one of the reasons, as the rate structure was changed in 2009 to have a higher rate for the more water you use. Bender asked if the overall leak percentage at 91.3% was a good percentage. Steigerwaldt stated it was good as years ago it was closer to 83-85%. He stated the crews do a great job finding and fixing main breaks right away. He also stated that we have replaced the large expensive water meters at the plants that can now more accurately measure the water pumped and consumed. Bender also asked what job duties were included in the service calls. Steigerwaldt explained the various jobs done by our service man in the field. Vote: all Ayes (3-0)

Motion by McComas, seconded by Bender approving Resolution 19-03 necessity regarding the 2019 10<sup>th</sup> Avenue & 22<sup>nd</sup> Street Water Main Relay Project. Steigerwaldt shared with the board the plan cover sheet showing the water main relay locations and the initial cost estimate of the project. He mentioned staff has repaired multiple main breaks in this area. Water Department staff will also be replacing some water main in this area but are working mainly on 24<sup>th</sup> Street where there is less traffic. It was preferred to hire a private contractor to work along 10<sup>th</sup> Avenue, which has multiple underground utility conflicts and heavier traffic. Roll Call Vote: all Ayes (3-0)

Motion by McComas, seconded by Bender approving Resolution 19-04, ordering preparation of detailed plans, specifications, notice of hearing and letting, notice to bidders, form of contract and estimate of cost regarding the 2019 10th Avenue & 22nd Street Water Main Relay Project. Steigerwaldt showed the board a draft copy of the project manual for the future project. Bender asked if this project would be similar to the last couple of lettings by the department. Steigerwaldt stated it would be the same. Roll Call Vote: all Ayes (3-0)

Motion by McComas, seconded by Bender approving final payment to Hogan Hansen for 2018 fiscal year annual audit report for \$6,100.00. Steigerwaldt noted he has contacted another actuary for the future GASB 75 audit as Hogan Hansen charged an additional \$2,000.00 for issues found with the GASB 75 audit report done by the current third party consultant. He noted that the GASB audit was needed every other year. Vote: all Ayes (3-0)

Motion by McComas, seconded by Bender approving payment to the City of Marion for water main relay in the 2017 Northview Drive Reconstruction Project for \$200,958.90. Steigerwaldt stated the project is completed except for some minor punch list items and seeding which will occur this spring. The water main is active and all tests have passed. Vote: all Ayes (3-0)

Steigerwaldt shared with the board that he has not heard back from the contractor on the two revised invoices for the Lindale and 31<sup>st</sup> Street water towers, which were completed in 2016. He will continue to reach out to the owner so they can schedule the spring inspections and pay a portion of the bill owed.

Steigerwaldt informed the board of several legislative bills that he is following at the state level. He stated he has met two of our local legislators and informed another of what his stance was regarding these proposed bills. He will keep the board informed as these bills move forward.

Steigerwaldt updated the board on the field activities: Service Department: remote read meters installed on 18 accounts; 9,265 meter reads; 135 straight meters to radio; 164 tag orders; 63 service calls; and 135 utility locations were located.

Steigerwaldt stated there were eight main breaks last month. Staff rebuilt the #2 booster pump at Site #7 and rebuilt the chlorine equipment at Sites #4 and #6.

January gallons pumped: 76,786,000

### **Secretary Report –**

Steigerwaldt informed the board there were only three building permits issued in January over a \$50,000 valuation. One single-family home, one commercial remodel and one remodel for a single-family home permit was issued.


Steigerwaldt shared with the board that the city has hired Martin Gardner Architect to perform the facility needs study for city hall future staff placement. The report should be completed by the end of March.

Steigerwaldt shared a couple of thank you notes that were received. One praising the work done by the distribution crew on a local water main break on Starry Drive and the other thank you was from the Marion Vernon School student thanking staff for the tour of the main water plant last fall.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, March 12<sup>th</sup>, 2019. Kling and Bender stated they would not be able to make this meeting. Bender stated he could possibly be reached by phone if Hapgood was unable to attend.

The meeting adjourned at 6:09 PM.

  
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Todd Steigerwaldt  
Secretary

  
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John D. McIntosh  
Chairman