

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on May 14, 2019, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, John Bender, William Kling, John McIntosh and Greg Hapgood were present. Chairman 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 Richard Berntsen of 580 Central Avenue, Marion.

Motion by McComas, seconded by Bender to approve the minutes of the April 9th 2019 monthly board meeting and the April disbursements and fund balance reports. Bender noted there was a line item expense for credit card fees that he had not seen before. Steigerwaldt stated this line item was added to the expense report to track the credit card fees last July. Steigerwaldt also informed the board that the large increase in revenue last month was because the City did not cash their utility reimbursement check by the end of the month. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas to discuss the ownership and financial responsibility of the old 2" water main in 6th Street north of 13th Avenue serving four residential properties. Steigerwaldt presented a brief overview of the water main situation and resolution that the board was agreeable to at the April meeting for the benefit of Hapgood who was not in attendance at the last board meeting. It was determined that the Water Department hire Quality Excavating to install four new private individual and private water services to the four affected properties to eliminate the confusion of the ownership of the 2" water main within 6th Street. Once the work was completed and bill finalized the board would determine what costs would be shared by the homeowners and the Water Department. Steigerwaldt had prepared a memo with six payment amounts based on lengths and final construction cost incurred for the board to consider. McIntosh recommended that homeowners pay for the materials costs totaling \$910.80 for all the individual lines. McComas agreed. Steigerwaldt inquired as to the plastic piping and tracer wire costs. Those prices were included with the labor costs from Quality Excavating. McIntosh amended the material list to include those material costs. The rest of the board members agreed in principle to this method of cost sharing on the replacement of the old 2" main with four new private individual service lines. Steigerwaldt stated he would tally up the individual owner's cost and have the board approve the amounts at the next meeting. The board requested a letter with the bill to the homeowners clearly stating that the surface restoration of 6th Street north of 13th Avenue would be the adjacent property owner's responsibility. The current motion will provide staff the direction on how the board would like to see the project costs shared among the homeowners and department. Vote: all Ayes (5-0)

Motion by Bender, seconded by Hapgood approving Resolution 19-10 accepting improvements and extensions of the water main for the Bowman Woods Unit #37 Addition to the City of Marion, Iowa. Steigerwaldt described the location of this addition, which is adjacent to the Cedar Rapids corporate limit and has 33 new single-family lots. The developer is Skogman Homes. Bender asked if the Marion streets are connecting to Cedar Rapids streets. Steigerwaldt stated there are two streets that now connect the two cities. Roll Call Vote: All Ayes (5-0)

Kling opened a public hearing for the 2019 proposed water rate increases at 5:45 pm. Steigerwaldt stated he only received one phone call from a citizen asking about the amount of the increase and the location of the meeting. After sharing this information with her, she told him she would probably not attend the meeting. No other public comments were received. Kling closed the public hearing at 5:46 pm.

Motion by McComas, seconded by Hapgood approving Resolution 19-11 water rate increases for both Public Water Supply permits ID #5751035 (Marion Customers) and ID #5751040 (Glenbrook Cove Subdivision Customers). Steigerwaldt stated the proposed rate increase was

a flat increase of \$1.00 per month for all customers and a 5% rate increase on the rates above the 400 CF usage for residential customers. The commercial/industrial customers had a similar rate increase but it was based on the meter size. Steigerwaldt also reviewed with the board the proposed material cost and labor charge increases as well as a 5% increase for the bulk water purchases. The board concurred with these increases. Roll Call Vote: All Ayes (5-0)

Motion by McIntosh, seconded by Bender approving Resolution 19-12 approving a contract with Rathje Construction for \$329,570.00 for the 2019 10th Avenue and 22nd Street Water Main Relay Project. Steigerwaldt stated the signed contracts and bonds were included in the board packet. Rathje plans to start later this summer. Bender asked about the completion date. Steigerwaldt stated it was October 25th, 2019. Roll Call Vote: All Ayes (5-0)

Motion by McIntosh, seconded by Hapgood approving 2019 summer help service contract for painting fire hydrants. Steigerwaldt stated this is the same individual that painted for us last summer. We supply the paint, materials and a location map of the hydrants to be painted. The board asked how many fire hydrants could be painted in one day. Steigerwaldt stated it depends on the condition of the fire hydrants. Some hydrants require more scraping than others do. Vote: All Ayes (5-0)

Motion by McIntosh, seconded by Kling approving the purchase of a 2019 Ford Super Duty F-350 from McGrath Auto of Cedar Rapids, Iowa for \$40,150.80. Steigerwaldt stated two bids were submitted. The second bid from Lynch Ford of Mount Vernon had a similar bid for the truck but the service box body bid was over \$5000 more for the identical box quoted from McGrath. The truck will be delivered after July 1, 2019 and was budgeted for the next fiscal year. The board asked about some of the truck specifications that Huhndorf answered. Vote: All Ayes (5-0)

Motion by McComas, seconded by Kling approving annual payment to the Uptown Marion Organization for \$500.00. Steigerwaldt stated he include a pamphlet in the board packet that highlighted all of the accomplishments for last year and goals for the coming year. Vote: 4 Ayes, 1 Nay, (McIntosh)

Motion by McIntosh, seconded by Bender approving two payments totaling \$1,684.72 to Veenstra and Kimm Inc for professional engineering service. One project was to investigate the extent of repairs needed on the 1 MG ground storage tank at Site #4. The other service was to begin the preliminary scope of services for the future iron removal treatment facility at Site #5 for Silurian Well #8. Staff and the consultant toured two other local iron removal plants to gather input from other operators on what they liked and disliked about their iron removal facilities. This preliminary fact gathering was needed for the consultant to draft a scope of services for the future design and layout of the new iron removal facility. Kling asked if by approving these invoices this commits the department to hiring V&K Inc. for the design work. Steigerwaldt stated he had just received a scope of service contract from them and will have the board review this contract at the June board meeting. It is Steigerwaldt's intention to have V&K Inc. do the engineering design and inspection on this project. They are very responsive, do quality work, are very familiar with our existing water system and have always come in under budget for the engineering services. Vote: All Ayes (5-0)

Motion by McComas, seconded by Hapgood approving proposed changes to the Rules and Regulation Governing Marion Water Department. Steigerwaldt stated there were some minor word changes that needed to be included within the policy booklet as our software allows for additional means of payment methods for customers. Vote: All Ayes (5-0)

Motion by Bender, seconded by McComas approving backflow records retention policy. Steigerwaldt stated the department has been following IAMU's records retention policy for backflow records, which stated to keep them forever. However, state code only requires they be kept for five years. He recommended only keeping these records for five years as devices change and are repaired so the older records no longer are relevant. Vote: All Ayes (5-0)

Steigerwaldt updated the board on the City Hall space needs study. He stated that Martin Gardner Architect completed the study. The City Manager met with Steigerwaldt and they reviewed the initial draft layout and the future department layout locations within City Hall. This draft layout still had water on the main floor but it also included moving the planning and building department to the first floor, as they tend to generate the most walk in traffic. It also had Medco and the Chamber taking over the City Manager's current office location. The City Manager's staff, finance, HR, and payroll would then move to second floor with the engineering department. A second draft layout is forthcoming as Medco and the Chamber would like to have an external access and offices facing 6th Avenue. This option could relocate Water to the City Manager's office area. Steigerwaldt will keep the board informed on the new draft layouts at City Hall.

Motion by Bender, seconded by McIntosh approving an initial design contract with Martin Gardner Architecture for preliminary office layouts at Site #3 for \$6,300.00. Steigerwaldt shared the quote for services agreement from Kyle Martin. This scope would provide three conceptual office floor plan layouts and renders along with preliminary costs for construction. Steigerwaldt stated three board members were able to meet him at this site to tour the facility last month. Steigerwaldt requested these rendering and cost estimates be started even though the city's space need study is still ongoing. He suggested that the department would have more options and cost opinions to consider along with the final draft(s) of the City Hall study to make a solid decision if the Water Department should move out of City Hall and utilize the existing building at Site #3 rather than wait for the City to decide on future renovations and relocations of departments within City Hall. The board like this strategy of proceeding with three concept drawings and estimates now which will give them more information to make final decision to stay within City Hall or to relocate. Vote: All Ayes (5-0)

Smith updated the board on the field activities: Service Department: remote read meters installed on 43 accounts; 4,437 meter reads; 190 straight meters to radio; 117 tag orders; 104 service calls; and 851 utility locations were located.

Smith stated Northway Well and Pump was bailing Well #4 after it was acidized. Initial pump test results show very promising results. Well #7 was started up and ran during fire hydrant flushing program this year and Huhndorf prepped and hydro-seeded Site #7. Staff continues to replace water meters around town.

Huhndorf and crew poured back 15 concrete patches in sidewalks, streets and driveway from winter leaks. 30 yards were also restored and hydro-seeded. CCR reports were all delivered, sites were mowed and demo work continued on the old iron filters at Site #3.

April gallons pumped: 85,715,000

Secretary Report –


Steigerwaldt informed the board there were 19 building permits issued in April over a \$50,000 valuation. 16 single-family homes and one commercial remodel, one antenna tower and one townhome permit was issued.

Steigerwaldt share a letter from ICAP stating we will be getting another rebate for \$3,209.60. This amount will be applied on the next year's annual insurance rate renewal.

Steigerwaldt announced that Bradley Rose passed his Grade 2 Water Distribution exam.

The next regular monthly board meeting was set for 5:15 PM on Monday, June 10th, 2019.

The meeting adjourned at 6:51 PM.



Todd Steigerwaldt
Secretary



William A. Kling
Chairman