



# AGENDA Water Board

4:00 PM - Tuesday, June 13, 2023  
Water Department, 3050 5th Avenue

Any item listed on the agenda may be open to discussion by the board. If you wish to address the board, please wait until the chair asks you to speak.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 853 1161 5633. A link is also provided at [www.cityofmarion.org](http://www.cityofmarion.org). Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Those who wish to comment must either attend the meeting in person or submit the comment to Todd Steigerwaldt by 1:00 p.m. on Tuesday, June 13, 2023 via phone at 319-743-6311 or email at [tsteigerwaldt@cityofmarion.org](mailto:tsteigerwaldt@cityofmarion.org).

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<b>CALL TO ORDER</b>	
1. <b>Motion to approve the May 9th 2023 minutes and May 2023 payable invoices for \$1,185,559.38.</b>	5 - 10
Copies are enclosed.	
<u>May Payables 2023</u>	
<u>Minutes 5 09 2023 Draft</u>	
2. <b>Motion to receive and file the May 2023 revenue, expense and financial reports.</b>	11 - 32
Copies enclosed. One month remaining in this fiscal year or 92% completed. Revenue is at 110% and expenses are only at 77% of anticipated budget.	
<u>Bank Stmt Recon-May 2023</u>	
<u>Expense Report-May 2023</u>	
<u>Fund Balance - May 2023</u>	
<u>Revenue Report-May 2023</u>	
3. <b>Motion to approve Resolution No. 23-13 approving the fiscal year 2023-2024 operating budget transfer of monthly funds.</b>	33
This resolution is required by state code. The SRF loan requires us to do monthly transfers for the loan repayment of the Well #7 project. I'm increasing our monthly health insurance transfer from \$15,000 per month to \$16,500 to maintain a healthy fund balance. We currently have \$178,918.76 in our health insurance account.	
<u>Resolution 23-13 Transfer of Budget Funds</u>	

4. **Motion to approve Resolution No. 23-14 approving the transfer of funds from the sinking fund to the capital projects fund.** 34

This resolution pertains to our FY22-23 SRF loan principal funds to transfer from the sinking fund to the capital projects fund where the loan money is kept.

Resolution 23-14 Transfer Funds from Sinking Fund to Capital Projects Fund

5. **Motion approving Change Order #1 with Utility Service Co. Inc. for work changes relating to the Well 4 GSR Repair & Recoating Project for a credit of \$16,800.00.** 35

There are three items being addressed in this change order with the contractor. First a credit of \$25,000 is being issued for a change in interior scope as determined after a field inspection with the contractor and our inspector. The second item is regarding a new roof vent for \$5,350.00. The last item is a modification to an existing exterior ladder at the top of the tank to improve climbing the tank and placing a safer platform for workers to access the top of the tank for \$2,850.00.

Marion, IA CO#1

6. **Motion approving the FY23-24 general insurance package with ICAP for \$56,212.00.** 36 - 59

Attached is the renewal package for property and fleet insurance coverage for the next fiscal year starting July 1, 2023.

FY24 Insurance invoice

7. **Motion approving renewal of our annual auditing service with Hogan Hansen for the FY23 fiscal year audit for \$17,500.00.** 60 - 71

Hogan Hansen performs our annual audit. We have one more year left on our services agreement letter for them to perform the annual audit. The fee was established back in 2018. In 2025 we will re-evaluate their fees for future audits.

FY22-23 Audit agreement

8. **Motion approving updates to the Marion Water Department personnel policy booklet.**

Attached are some edits/corrections and updates to our personnel policy handbook. A big thank you goes to Janice Lawrence for taking on this big task. Some federal law changes have required us to make the updates. Some outdated items and unnecessary information that can be viewed in other documents that did not need to be placed in the handbook have been updated and removed. All the edits can be viewed in the attachment. Several key items changed to note are as follows:

- Vacation - new employee gets two weeks of vacation the first year of employment and can start taking vacation after the 6 month probationary period passes.
- New - Use of sick time for family members who do not live in the employee's home. Staff is asking for the use of up to 5 days of sick time to be used per year for caring for family members who do not live with the employee. Examples of this include caring for elder parents, taking extended family members to hospital appointments, hospice visits etc. This item will be added underneath the sick leave section if board agrees with the concept and length of leave allowed per year.

Personnel Policy - Draft as of May 2 2023

9. **Motion approving two weeks of vacation to be retro active for Utility Services Office Assistant.**

I gave our Utility Services Office Assistant two weeks of vacation as part of her initial job offer and acceptance letter. Upon her successfully completing her 6 month probation period she she had two weeks of vacation. Per the current handbook policy she would only get one week of vacation after working here one year. Assuming the board approves the changes to the personnel policy handbook in the preceding item then she would now be eligible for receiving the two weeks of vacation. Her work anniversary date was April 4th and per the existing policy handbook at the time she only received one week of vacation until the handbook is updated. I am proposing that she is owed one more week of vacation assuming the board is ok with the new changes in the handbook for new employees receiving two weeks of vacation at the start of employment.

10. **Motion approving payment to Mueller Co. LLC for the purchase of 59 fire hydrants for \$211,035.48.** 170 - 172

Last fall we ordered 60 fire hydrants from Mueller. They finally arrived except one fire hydrant. We paid them early to receive the cash discount. Contractors have been notified that the price of the fire hydrants will be increasing after July 1, 2023. The new cost to the contractors will be \$4,702.48 including tax.

Mueller FH invoices

11. **Discussion regarding Field Operations Reports.** 173 - 176

Copies attached.

May 2023 Distribution Report

May Monthly Service Report

May Well & Booster Chart

May Pumping 2022-23

12. **Secretary Report**  
**May Building Permits**  
**Optional tour of the new Iron Removal Plant after the meeting.**

#### **ADJOURN**

The next Marion Water Board meeting will be held at 3050 5th Avenue on July 11, 2023 at 4:00 PM and on ZOOM.