



MINUTES Water Board

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

The Water Board of the City of Marion, Linn County, Iowa met on Tuesday, June 13, 2023, at 4:00 PM, at Water Department, 3050 5th Avenue, with the following members present:

PRESENT: John Bender, William Kling, John McIntosh, and Terry Chew

ABSENT: Amy Olson

STAFF PRESENT: Todd Steigerwaldt and Curt Huhndorf

CALL TO ORDER

Motion to approve the May 9th 2023 minutes and May 2023 payable invoices for \$1,185,559.38.

Moved by McIntosh, seconded by Chew, to approve items referenced above. Bender noted the Mueller invoices added up to a higher amount than what was paid to them. Steigerwaldt stated that was because we receive a discount if we pay early. McIntosh asked about the repair bill for the new hydro-vac unit. Huhndorf stated it was four years old now and explained the issue it was having thus the needed repair.

Approved unanimously

Motion to receive and file the May 2023 revenue, expense and financial reports.

Moved by Kling, seconded by Bender, to approve items referenced above. Steigerwaldt noted that there was only one month left in the fiscal year. Revenue was up 110% and expenses were only at 77% for the year.

Approved unanimously

Motion to approve Resolution No. 23-13 approving the fiscal year 2023-2024 operating budget transfer of monthly funds.

Moved by McIntosh, seconded by Kling, to approve item referenced above. Steigerwaldt informed the board that this resolution is required by state code. He also noted that he was increasing the monthly health insurance amount from \$15,000 to \$16,500 per month to build up the health insurance fund balance which is currently at \$178,918.76.

Approved by the following votes:

Ayes: Bender, Kling, McIntosh, and Chew

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

Moved by Chew, seconded by Bender, to approve item referenced above. Steigerwaldt again stated this a state code requirement for transparency to show the transfer of funds for the SRF loan. The board asked how many more years are left on the loan. Steigerwaldt recalled nine years are left to pay it off. Bender asked how much was being transferred. Steigerwaldt stated \$148,000.00.

Approved by the following votes:

Ayes: Bender, Kling, McIntosh, and Chew

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.

Moved by Bender, seconded by McIntosh, to approve above referenced change order. Steigerwaldt stated there were 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. The board members agreed with the change order improvements.

Approved unanimously

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

Moved by Kling, seconded by Chew, to approve above referenced item. Steigerwaldt shared the attached insurance renewal package for property and fleet insurance coverage for the next fiscal year starting July 1, 2023. He noted the premium increased 13.6% or \$6,749 from last year. He noted there were 6 claims last year that were handled smoothly and effectively by ICAP. There was one new claim for the Well #4 pump and motor that is currently being reviewed which may almost cover the cost of next year's premium if approved. He also shared that the insurance industry is going through some financial challenges as several carriers are not taking on new clients in Florida and California due to the number of high claims. He was told to budget for up to 15% increase for next year's premium. He did apply for the \$1000 safety grant offered by ICAP and they have acknowledged the receipt of this grant. The department has received this grant from ICAP in past years.

Approved unanimously

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

Moved by McIntosh, seconded by Chew, to approve the above referenced item. Steigerwaldt stated that 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.

Approved unanimously

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

Moved by Kling, seconded by McIntosh, to approve above referenced item. Steigerwaldt shared the edits/corrections and updates to our personnel policy handbook. He told the board a big thank you goes out 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. Several key items changed 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 asked 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.

Kling had some comments and questions on several items that were being edited. Steigerwaldt answered his questions and also pointed out that the updated policy document had most of these items addressed within the document if one clicked on the comment box but that was not very clear to everyone. The board reviewed the remaining updates to the handbook and approved of the changes.

Approved unanimously

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

Moved by McIntosh, seconded by Chew, to approve item referenced above. Steigerwaldt informed the board that he 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 had two weeks of vacation. Per the current handbook policy she would only get one week of vacation after working here one year. Since the board approved 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. Steigerwaldt proposed that she should receive one more week of vacation since the board was ok with the new changes in the handbook for new employees receiving two weeks of vacation at the start of employment. The board all agreed.

Approved unanimously

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

Moved by Chew, seconded by Kling, to approve above referenced item. Steigerwaldt told the board that last fall we ordered 60 fire hydrants from Mueller. All but one fire hydrant has arrived. Since we paid them early we receive the cash discount price break. 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.

Approved unanimously

Discussion regarding Field Operations Reports.

Steigerwaldt reviewed with the board the monthly service reports and field activities for May 2023. Crews worked on 27 fire hydrants that were determined to need maintenance from the annual fire hydrant flushing program. Staff delivered the annual CCR reports. He also told the board that the #5 well will be pulled sooner than the Well #4 pump as the pit less unit at well #4 needed to be replaced as well as the pump motor. Northway Well and

Pump has these items on scheduled to be completed for us soon. It was also noted that May had very high pumpage. Over 110 million gallons pumped in May. Staff did prepare Well #7 (Jordan well on standby) for operation in case we needed additional water. The DNR was notified of this potential well going back on line.

Secretary Report.

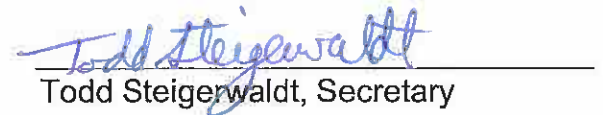
Steigerwaldt shared the May building report which included 15 building permits over \$50,000 in valuation that were pulled in May. Steigerwaldt noted there has generally been closer to 30 permits pulled in years past during this month.

ADJOURN at 5:05 PM

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



Amy Olson, Chairman



Todd Steigerwaldt, Secretary