

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on January 14<sup>th</sup>, 2014, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, Greg Hapgood, John Bender, John McIntosh and Robert Anderson were present. Chairman Bender called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Jerry Blazek, Operations Supervisor and Curt Huhndorf, Distribution Foreman.

Motion by McComas, seconded by McIntosh to approve the December 10<sup>th</sup> 2013 special work session minutes held at 4:30 PM in the executive conference room to discuss employees wage benefits for the next fiscal year. Vote: all Ayes (5-0)

Minutes of the regular monthly board meeting held at 5:15 PM on December 10<sup>th</sup> 2013 were reviewed along with the December disbursements, and the December 2013 fund balance report. Motion by McComas, seconded by Hapgood to approve same. Vote: all Ayes (5-0)

Resolution 14-01, for the adoption of the revised 2013-2014 budget for the Marion Municipal Water Department. Steigerwaldt explained to the board that the current fiscal expenditure budget for 2013-2014 needed to be revised as a result of the two new Silurian wells the department would be installing this winter that were not anticipated in the current budget. He estimated that an additional \$393,600 would be needed to be transferred from cash reserves for this project. He stated several city projects did come in under budget so that lessened the impact on the budget revision. Bender asked about the \$100,000 of insurance money collected for the Well #7 chlorine hose incident. Steigerwaldt told the board he did not revise the revenue side of the budget to show this amount. He stated the city and auditor only want to know the amount of our expenditures. Motion by McComas, seconded by Hapgood. Roll call vote. All Ayes (5-0).

Resolution 14-02, for the adoption of the proposed 2014-2015 budget for the Marion Municipal Water Department, Marion, Iowa. Steigerwaldt shared with the board the proposed budget spreadsheets and reviewed with them the proposed capital project water main project locations for next fiscal year. He anticipated using \$1,140,055 from the cash reserves to balance the proposed budget. He stated there were adequate cash reserves available to cover the capital improvement project expenses for the next year. He used a conservative estimate and did not anticipate needing the full amount. Steigerwaldt told the board the proposed budget did anticipate a small water rate increase to cover inflation and rising energy costs. He preferred that the board make annual small rate increases versus a large rate increase down the road. The board seemed agreeable to this procedure.

He reviewed the proposed capital work program with the board which included the completion of the two new Silurian Wells #8 and #9 and the painting of the 0.5 MG elevated Lindale water tower. He also highlighted the main increases and decreases in the proposed budget from last year. In particular, he informed the board that he would like to hire another clerk for the front counter. He stated that there currently was an unfilled budgeted position in the current budget and he planned on keeping this position funded. The three current positions are extremely busy which does not allow time for research and implementation of more cost efficient processes as this takes time to

develop and implement. He would bring to the board's next meeting a proposal to consider hiring another staff member either part-time or full time.

McIntosh suggested contacting the Marion Fire Department to see if there is a person willing to work the night and weekend meter change out program. Steigerwaldt stated he would check into this.

Motion by Hapgood, seconded by Anderson to approve Resolution 14-02. Roll call vote. All Ayes (5-0).

Resolution 14-03, accepting water main extensions in the Hunters Field 6<sup>th</sup> Addition to the City of Marion, Iowa, in the amount of \$32,539.60. Steigerwaldt told the board where this addition was located and that everything was ready to accept. Motion by Hapgood and seconded by McIntosh. Roll call vote. All Ayes (5-0).

Resolution 14-04, accepting water main extensions in the Bowman Woods Unit #35 Addition to the City of Marion, Iowa in the amount of \$37,800.00. Hapgood asked if we had some deep water main in this area. Steigerwaldt stated there was some deep water main installed under East Robins Road many years ago to serve the Mulberry Ridge Addition but installation was at normal depth in this particular subdivision. Motion by McComas, seconded by McIntosh. Roll call vote. All Ayes (5-0)

Motion by Hapgood, seconded by McComas approving payment #4 to Veenstra & Kimm, Inc for professional engineering services for Silurian Wells #8 & #9 in the amount of \$1,824.90. Steigerwaldt stated the consultant had met a DNR staff member at each proposed well site and was nearly completed with the new well permit completion. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Bender approving payment to Municipal Management Corporation for leak detection survey service in the amount of \$7,300.00. Steigerwaldt told the board the consultant found 9.5 leaks on the water system that has either existing cast iron or ductile pipe. The consultant could not test for leaks in the newer areas of town that had plastic water main installed. He told the board that all the leaks were already repaired. He was pleased with the low number of leaks overall. He plans on performing this leak detection service again in another 5 years. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McComas to adopt the 2014 standard mileage rate for employee travel reimbursement based on the IRS standard of 56 cents per mile. Steigerwaldt told the board this new rate was half a cent less than last year. Vote: all Ayes (5-0)

Motion by McComas, seconded by McIntosh to approve the 2014 cash rent amount for the 3 acre parcel off of Fernow Road in the amount of \$305 per acre. Steigerwaldt told the board the city and Linn Mar School has also agreed to this amount per acre for the farmer. Vote: all Ayes (5-0)

Motion by McComas, seconded by Bender to renew a one year rental lease to the tenant at the department's rental property at 788 2<sup>nd</sup> Street in the amount of \$600 per month. Steigerwaldt told the board the current renter for the past two years has been a good renter and was keeping the house in order. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas approving two 5 year maintenance agreements with 3E Electrical Engineering & Equipment for the two new generators at Well Sites #4 and #5 in the amount of \$10,810.00 per generator. Steigerwaldt told the board that of the three maintenance options available the gold package was the best deal and it would extend the same time period as the manufacturer's 5 year factory warranty period. After this contract expires, he would like to go out for bids on all four generators for yearly maintenance. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood approving payment to Justice Electric Company for repair work completed at the Well Site #7 in the amount of \$141,980.00. Steigerwaldt stated the electrician has removed and replaced the damaged electrical gear and components due to the broken chlorine hose incident. The contractor still has to perform minor start up procedures but this cannot be done until the outside storage tank thaws this spring and the electrical pumps are started. Vote: all Ayes (5-0)

Motion by Anderson, seconded by McComas approving payment to Janda Motor Services for repair work on three electrical motors at Well Site #7 in the amount of \$7,152.00. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood to approve contract with Veenstra and Kimm Inc. for professional engineering services for future Silurian Wells #8 and #9 in the amount of \$23,600.00. Steigerwaldt told the board the first contract with V&K Inc. was for the preparation and initial submittal of the well permits for the two new Silurian wells. This new contract is for the design, specifications and professional services to construct two new Silurian wells and connect them into each plant. Vote: all Ayes (5-0)

Motion by Hapgood and seconded by McIntosh to approve revised job description for Water Department Operations Supervisor. The revised description provided additional description and job duties performed by the operations supervisor. Vote: all Ayes (5-0)

Blazek updated the board on the field activities: Service Department: remote read meters installed on 27 accounts; 516 meter read orders; 42 straight meters to radio; 205 tag orders; 55 service calls; and 186 locations worked. Huhndorf prepared a detailed monthly report of the items and jobs completed by the distribution crew for the month. The distribution crew had 9 water main breaks during the month.

December gallons pumped: 72,314,000

### **Secretary Report –**

Steigerwaldt shared with the board the monthly building permit report. There were 12 new building permits issued last month. 6 single family homes, 1 duplex condo, 4 commercial remodels and 1 new 3-story commercial project permit issued.

Steigerwaldt told the board he was chosen to be on the EO80 stakeholder group which will review possible changes to the diversion, storage and withdrawal amount of water from the Jordan Aquifer. The steering committee is made up of seven stakeholders and will begin meeting in late February 2014.

Steigerwaldt shared with the board the initial report from the DNR that determined the age of the Jordan Aquifer water to be over 600,000 years old.

Steigerwaldt told the board he had lunch with Representative Daniel Lundby and informed him of the future concerns and issues facing Marion regarding utilizing the Jordan Aquifer as a long term drinking water source for the community.

Steigerwaldt showed the board several conceptual engineering plans and layouts for Tower Terrace Road alignment and the proposed roundabout intersection at 7<sup>th</sup> Street and 7<sup>th</sup> Avenue.

The next regular monthly meeting for the water board was set for 5:15 PM on Thursday, February 20, 2014.

Motion by McIntosh, seconded by Bender to adjourn the meeting at 6:47 PM.

---

John Bender  
Chairman

---

Todd Steigerwaldt  
Secretary