

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on April 16, 2013, in the finance conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, Greg Hapgood, and John McIntosh were present. John Bender was absent. McComas called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Jerry Blazek, Operations Supervisor and Curt Huhndorf, Distribution Foreman. Two Linn Mar students also attended the meeting.

Minutes of the regular monthly board meeting held at 5:15 PM on March 12th 2013 were reviewed along with the March disbursements, and the March 2013 fund balance report. Motion by McIntosh, seconded by Hapgood to approve same. Vote: all Ayes (3-0)

Motion by Hapgood, seconded by McIntosh approving Resolution No. 13-07, revisions to sections 02500 (Water) and 01110 (Testing), specifications for water main projects in the Cedar Rapids Metropolitan area. The manual for standard specifications for public improvements was last revised in August 2011. Steigerwaldt explained that several revisions were made to the metro standards and the DNR required us to officially approve the revisions. Roll Call Vote: all Ayes (3-0)

Motion by Hapgood, seconded by Anderson to approve the water main installation in the Bowman Woods Unit 35 Addition to the City of Marion. Steigerwaldt described the subdivision location and stated development would occur this summer. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Hapgood to approve payment #3 to Northway Well and Pump Company for work completed on air surging Well #7 in the amount of \$51,031.44. Steigerwaldt told the board that staff decided to have Northway continue air surging on the well as they were seeing a decrease in the rate of sand entering the hole. Today, the contractor lost the baling tool down the hole. They should be able to retrieve the tool quickly. The new pump will arrive the first week in May. The air surging process should be completed by then. Steigerwaldt briefly updated the students regarding the new Well #7 project. Vote: all Ayes (4-0)

Motion by Anderson, seconded by McIntosh to receive, file and accept William Houser's resignation letter effective December 31, 2013 for water meter reading services. Steigerwaldt told the board he was expecting Mr. Houser's resignation as he had mentioned it to him before. Anderson noted he appreciated Mr. Houser's years of service to the department for reading the water meters.

Motion by Hapgood, seconded by McIntosh to receive, file and accept Jeremy Greene's resignation letter effective December 31, 2013 for water meter reading services. Steigerwaldt told the board he was not expecting Mr. Greene's letter but he did visit with him and found out Mr. Greene was going back to school and would not have adequate time to continue to read the meters. Steigerwaldt told the board Kurt Carlson was willing to take on additional routes for the department. Steigerwaldt hopes to utilize existing staff to collect the meter reads as this was the plan as they continue to change the routes to radio reads.

Motion by Anderson, seconded by Hapgood approving Resolution 13-08 a 28E Water Service Agreement between the City of Cedar Rapids, Iowa, the Marion Water Board, and the City of Marion regarding water service for the new subdivision in Marion called the "Residences at the Park Addition" to Marion. Steigerwaldt explained the reason for the 28E agreement between Cedar Rapids and the Marion Water Department. This particular addition has 6 lots at an elevation above where Marion could adequately serve them. Cedar Rapids also has water service in the area and has higher water pressure to serve these lots. Cedar Rapids will maintain, read, and install the water infrastructure in Marion and provide water readings to the Marion Water Department for billing of sewer, garbage, storm sewer charges. Hapgood asked if we were any closer to giving back Glenbrook Cove. Steigerwaldt stated not at this time but he will continue to pursue it. Roll Call Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Anderson approving staff to sell surplus equipment and miscellaneous tools and equipment. Steigerwaldt told the board the Parks Department was going to host a tag sale on May 3rd and 4th at Thomas Park. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Anderson approving the Marion Water Department Early Separation Option Agreement through December 31, 2013. Steigerwaldt informed the board that the city was clarifying their retirement agreement. City retirees would be paying the current employees monthly health insurance premiums which will be \$40/single and \$80/family effective July 1, 2013. Since the current retirement agreement was started, the water department had not required water department retirees to pay a monthly premium after they retired. Hapgood stated the employee's monthly premium was low and they were getting a very good deal. Steigerwaldt also pointed out the city's retirement plan pays 2% per year of service up to 25 years (max 50% or 6 months of the employee's last yearly salary). The water department agreement pays 3.5 months of the retiree's salary. The board talked about the plan some more. Vote: 3 ayes and 1 nay. Passed.

Motion by Hapgood, seconded by McIntosh approving revisions to Marion's Water conservation Plan. Steigerwaldt presented the revised plan to the board and stated our plan now matches Cedar Rapids plan so customers should have less confusion when conservation measures are declared. Vote: all Ayes (4-0)

Motion by Hapgood, seconded by McIntosh approving fire hydrant painter contract for summer of 2013. Steigerwaldt stated the same student is willing to paint the fire hydrants again and she did an excellent job for us last year. Vote: all Ayes (4-0)

Motion by Hapgood, seconded by McIntosh accepting bids and awarding contract to Nelson Electric Co. regarding the Emergency Backup Generators for Well Sites #4 and #5 in the amount of \$354,960.00. Steigerwaldt shared with the board the bids which were very close. Four companies submitted bids. If there are no change orders the overall project will cost the Water Department \$70,273.00 due to the grant the department was awarded. The City Council will also accept and award the contract at their next meeting because of the grant program requirements. Vote: all Ayes (4-0)

Blazek updated the board on the field activities: Service Department: remote read meters installed on 21 accounts; 110 meter read orders; 91 straight meters to radio; 160

tag orders; 105 service calls; and 212 locations worked. Staff worked on 6 water main breaks during the month of March of which 3 were during one night. GIS map updates continue. Staff worked on valves, hydrants and leak holes. Sand removal continues at Well Site #7. Water service taps were done for a private developer and subdivision inspections occurred.

Blazek told the board staff was looking into the use of plastic water service line from the stop box/manifold into the dwellings. The cost of the copper service line is very high compared to the use of plastic. A demonstration piece of pipe and corp unit was passed around. Several other major communities are now allowing the plastic service line to be used. Staff will bring back a specification for the board to review next month.

Consumer confidence report was completed and ready for electronic notice and distribution. Northway was hired to lower the pump at Well #1 30' to make sure enough water stayed above the pump as staff will utilize this well to blend with the Well #4 water.

March gallons pumped: 76,958,000.

Secretary Report –

Steigerwaldt shared with the board the monthly building permit report. There were 15 new permits last month. 13 residential permits and two condo permits were issued.

Steigerwaldt told the board about the department's newest employee David Besler of Marion. His first day of work was April 15th. Staff was pleased with the hiring of Mr. Besler.

Steigerwaldt shared with the board a draft annexation agreement the city was working on for the county subdivisions off of 10th Street north of Linn Mar School. There will be more information to come in the months ahead pertaining to this annexation.

Steigerwaldt told the board he was working on the employee's performance review program and that the Water Industry Leadership Institute program was cancelled this year but should be held again next year.

Steigerwaldt told the board about his plans to host a Water Department tent at the June 8th downtown farmer's market at the Marion Square Park. He lined up a Master Gardener for the event to assist him in communicating outside conservation measures to reduce irrigation water consumption. He will also remind customers that the water rate structure has changed and they should practice water conservation to keep their utility bill cost down.

Steigerwaldt showed the board 3 new developments in Marion that should start construction later this summer.

The next regular monthly meeting for the water board was set for 5:15 PM on Tuesday, May 14, 2013.

Chairman McComas adjourned the meeting at 6:20 PM.

Mary Ann McComas
Mary Ann McComas
Chairman

Todd Steigerwaldt
Todd Steigerwaldt, Secretary