

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on February 12, 2013, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, Greg Hapgood, John McIntosh, and John Bender were present. Robert Anderson was absent. McComas called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, and Curt Huhndorf, Distribution Foreman.

Minutes of the regular monthly board meeting held at 5:15 PM on January 8th 2013 were reviewed along with the January disbursements, and the January 2013 fund balance report. Motion by McIntosh, seconded by Hapgood to approve same. Vote: all Ayes (4-0)

McComas opened the public hearing on the proposed changes to the water rate structure from a declining rate structure to an inclining water rate block structure for both Public Water Supply permits as published in the Marion Times on January 17, 2013 and posted at various public buildings.

Mike Dricken of 1330 24th Street, Marion, attended the public hearing. Mike stated he lives in Marion and owns two 4-plex apartment buildings. He presented the board a prepared statement with his concerns on the proposed increase in the sewer service fee charge of \$8 per unit instead of per account.

Motion by Bender and seconded by McIntosh to receive and file Mr. Dricken's prepared statement. Vote: all Ayes (4-0)

Steigerwaldt explained to Mr. Dricken the separation of duties between the Marion Water Board and the City Council. The water board controls water rates, and the City Council determines rates and charges for the sanitary sewer fee, sewer rate, stormwater charge, garbage fee and urban forest fee. Mr. Dricken was unaware of the difference of which entity was in charge of setting the fees. Steigerwaldt explained the Marion Water Board could only change the water rates but performs the billing, collection and reimbursement of the above mentioned city charges for the city. The water department operates solely on the revenue of the water sales. Upon understanding this scenario, Mr. Dricken acknowledged that he agreed with the new water rate structure where the more water you use the higher the water rate charge. Steigerwaldt told him that he should bring his sewer service fee increase concerns before the City Council at their meeting on March 7th. Steigerwaldt stated he would submit Mr. Dricken's prepared statement to the city manager's office for the City Council to receive and file at their next meeting. With no further questions, McComas closed the public hearing.

Resolution 13-03, approving an inclining water rate block structure as published in the Marion Times on January 17th 2013. Motion by Hapgood, seconded by McIntosh. Steigerwaldt told the board he had received only a few phone calls about the rate increases but they were predominately concerned with the sanitary sewer service fee and not the water rate changing from a declining rate to an increasing rate structure. Steigerwaldt told the board he was very appreciative of the communication assistance and efforts that Amber Bisinger provided the department in getting the word to the Marion Times, city website, Facebook and some 500+ letters to the business owners

owners and landlords that would be most impacted by the water and sewer rates changing. Roll Call Vote: all Ayes (4-0)

Resolution 13-04, accepting water main extensions in the Bowman Woods Unit 34 Addition (Phase II) to the city of Marion, Iowa, in the amount of \$26,908.00. Steigerwaldt explained where this project was located and stated that everything was ready for acceptance. A question was asked if the side street would connect to Cedar Rapids. Steigerwaldt stated the streets are connected together. Motion by Bender, seconded by Hapgood. Roll Call Vote: all Ayes (4-0)

Resolution 13-05, accepting water main extensions in the Squaw Creek Meadows 4th Addition (Phase II) Extension of 31st Street to Highway 100 to the city of Marion, Iowa, in the amount of \$31,413.00. Steigerwaldt stated everything was ready for acceptance. Bender asked if the water main went under Highway 100. Huhndorf stated it did not extend under the highway at this time but it is installed up to the north side of the highway. Motion by Hapgood, seconded by McIntosh. Roll Call Vote: all Ayes (4-0)

Resolution 13-06, accepting water main extensions in the Commons of English Glen 2nd Addition to the city of Marion, Iowa, in the amount of \$39,468.00. Steigerwaldt explained where this addition was located and told the board the developer, Robson Homes, of Cedar Rapids had recently purchased another 80 acres of land immediately east of this addition for the future construction of more condos and single family homes. Steigerwaldt stated everything was installed and ready for acceptance. Motion by Hapgood, seconded by Bender. Roll Call Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Bender to approve the Meter Reader Service Contact for 2013-2014. Steigerwaldt told the board the current readers have agreed to read the water meters for another year at the same payment rate as last year. Bender asked how much was spent on meter reading last year. Steigerwaldt recalled approximately \$37,000 was paid to the meter readers. Staff will eventually perform all the water meter reads as we continue to change over the water meters to radio reads. Vote: All Ayes (4-0)

Motion by Bender, seconded by McIntosh to approve Meter Change Out Service contract for 2013-2014. Max Christensen has agreed to perform meter change outs to radio read units for the department during the evening and weekends at the same rate as last year. Steigerwaldt told the board he was very pleased with Max's performance and dedication. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Bender to approve changes to job description for the Water System Utility Worker. Steigerwaldt told the board that the unfilled position in the distribution crew will need to be filled due to all the additional water main breaks that have occurred this season and a busy construction season anticipated for this summer. This position has been unfilled since late fall 2008 and staff has been performing more duties with less manpower. Steigerwaldt anticipated filling this position by mid March. He has received one inquiry to date. Vote: All Ayes (4-0)

Steigerwaldt informed the board regarding an inquiry presented to him by ImOn Communications. They asked if the department would be interested in assisting them obtain customers for their new cable/phone/internet service that they were establishing

in Marion. They asked if the department would be willing to send them new customer referrals or sign up new customers for them when customers came in to establish a new water service. The board and Steigerwaldt agreed that the department should not enter into this venture and stick with our core business of selling water.

Steigerwaldt updated the board on his recent meeting with Cedar Rapids and Hiawatha regarding collaborating on a metro wide Drought Contingency Plan. Steigerwaldt shared the department's existing plan and stated he would review Cedar Rapids final plan once adopted and make minor changes to the department's plan so that public is less likely to be confused on the drought plan.

Hapgood inquired if there was any other method or means to use less water during the annual fire hydrant flushing program. Huhndorf and Steigerwaldt stated that staff does minimize the amount of water flushed from the hydrants but typically the older parts of town require more flushing than the newer areas. All hydrants need to be exercised to make sure they are operational. Staff realizes there is a lot of water used during the flushing period but trying to capture this water for another use would be a costly and timely task.

Steigerwaldt informed the board that the Emergency Backup Generator plans for Well Sites #4 and #5 were moving forward. Preliminary plans have been submitted and being reviewed by staff. The consultant has a meeting with staff on Thursday afternoon. Minor delays to date were mainly due to resolving what items the power company would be paying for, DNR approval, and grant office review and comments. Steigerwaldt anticipated a March letting with a fall 2013 construction period.

Motion by Bender, seconded by Hapgood to receive and file 2012 Field Activity Report.
Vote: All Ayes (4-0)

Steigerwaldt updated the board on the field activities: Service Department: remote read meters installed on 16 accounts; 130 meter read orders; 88 straight meters to radio; 192 tag orders; 113 service calls; and 100 locations worked. Staff worked on 12 water main breaks during the month of January. End of the year reports were completed and GIS map updates and as-built drawings also kept the staff busy. Sand removal continues at Well Site #7 and the new pump has been ordered.

January gallons pumped: 78,410,000.

Secretary Report –

Steigerwaldt shared with the board the monthly building permit report. There were only 2 new permits last month and one commercial remodel permit issued.

Thank you letters were received and shared with the board from the Marion Leadership in Action Class 2013 for the department's donation of \$500 and the Marion Park and Recreation Foundation for the department's donation of \$2000 towards the Lowe Park Amphitheater project.

Steigerwaldt told the board he met with Mike Carolan, the new Parks Director, and they had discussed the opportunity for the Parks department to take over the maintenance

and plantings at Merrill Gardens. Mike stated he would contract with Creekside Gardens to assist park staff in flower bed maintenance all around town. Mike estimated our cost would be \$8000 for the season. His goal was to eventually reduce the plant costs at Merrill Garden by installing more perennials and reducing the annual plants over the next 3 years. This appeared to be a good resolution to reduce costs for the water department. The board agreed.

Steigerwaldt shared the news that Marion was nominated as a Blue Zone Community. He also mentioned that the city was receiving proposals from institutions to possibly establish a city wide wellness program for employees and spouses. Steigerwaldt explained the wellness program's purpose but did not have estimated costs to share with the board. He will inform the board at a later date once more information is received.

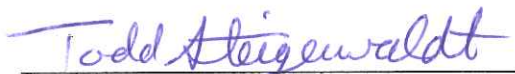
The Marion school's "One Day in May" community service project is looking for projects once again. The board decided against further painting on the ground storage tank along 5th Avenue but liked the idea of having the students assist staff in mulching at Merrill Gardens and at Well Site #7.

The next regular monthly meeting for the water board was set for 5:15 PM on Tuesday, March 12, 2013.

Chairman McComas adjourned the meeting at 6:43 PM.



Mary Ann McComas
Chairman



Todd Steigerwaldt, Secretary