

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on June 18, 2013, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, Greg Hapgood, John McIntosh, and Robert Anderson were present. John Bender 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 May 14<sup>th</sup> 2013 were reviewed along with the May disbursements, and the May 2013 fund balance report. Motion by Hapgood, seconded by McIntosh to approve same. Vote: all Ayes (4-0)

Motion by Hapgood, seconded by Anderson to amend personnel policy No. 3.2 to include jean shorts for partial reimbursement to employees. Steigerwaldt told the board the policy needed to be updated to include shorts as part of the uniform reimbursement for employees to clarify what the past practice has been over the years. Vote: all Ayes (4-0)

Motion by Anderson, seconded by McIntosh to approve Hogan Hansen as the department's professional auditing services for the fiscal year ending June 30, 2013 in the amount of \$9,500.00. Steigerwaldt mentioned that this was starting the fourth year of our five year contract with Hogan Hansen. They have not changed their fee from their original contract but they did have some additional charges last year because of the additional time they did spend on the department's SRF loan review which was not anticipated in the original contract. He also mentioned that the city will continue to use this firm for their annual audit. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Hapgood to approve payment #5 to Northway Well and Pump Company for work completed on air surging Well #7 in the amount of \$58,843.81. Steigerwaldt told the board that Northway has finished air surging on the well. The new pump has been installed and the well was being disinfected. The total cost to date for this procedure was over \$265,000 with a few more invoices coming for setting the new pump and the last few days of air surging. Steigerwaldt mentioned that there have been some teenagers causing some mischief at this site at night. The police have been involved and a temporary surveillance camera has been installed. The kids were seen on the video but the police have been unable to identify culprits. Staff will be looking into installing a permanent surveillance system at this site. Vote: all Ayes (4-0)

Motion by McIntosh, seconded by Anderson to approve the department's general insurance premium with Bouslog Insurance Corp. for the coming fiscal year. Steigerwaldt shared with the board the minor increase in the various insurance categories. The only main increase from last year was the general liability cost mainly due to the addition of another field employee. He also received a quote for fidelity bond coverage which the department had not previously carried. The additional coverage was \$387.81 and the board agreed that for this amount the department should have this coverage. The new premium total would now be \$26,568.81. Vote 3 Ayes and 1 Nay. Passed

Motion by McIntosh, seconded by Hapgood approving plastic water services for multi-family unit buildings within the City of Marion. Steigerwaldt shared with the board a policy which would allow the use of plastic water service lines to be used after the stop box manifold for installation of multi-family dwelling units. The board asked several

questions to staff regarding the quality and cost difference between the plastic and copper service lines. One concern was the loss of ability to trace the private water service line from the building to the stop box manifold. The manifold will be installed fairly close to the building though and a GPS coordinate will be collected on it so the locating needs would be minimal. Staff is still requiring copper lines from the public main within the city right of way to the main stop box for the property. Steigerwaldt told the board that several other larger surrounding communities are allowing the plastic service lines to be installed. McIntosh believed that this is the future for water service lines. Vote: all Ayes (4-0)

Motion by Anderson, seconded by McIntosh approving water main application for water main installation along 35<sup>th</sup> Avenue adjacent to the Author's 1<sup>st</sup> Addition and the Water Department's 1 MG elevated storage tower. Steigerwaldt told the board this project would be installed by Morris Wood Enterprises, LLC of Cedar Rapids. The department will reimburse the developer for our portion of the cost for the new street and utilities being installed in front of our site. A 12" water main transmission line will also serve the future growth area east of the tower. The city previously paid for the street improvements on 35<sup>th</sup> Street immediately west of this site. Vote: all Ayes (4-0)

Motion by Hapgood, seconded by Anderson approving water main application for water main installation in the Author's Second Addition to the City of Marion. Steigerwaldt showed the board this addition's location and explained that it was the same developer, Morris Wood Enterprises, LLC. This addition had single family homes and duplex units planned for construction. McIntosh commented as to where everyone was coming from to buy all of these homes and condo units. Vote: all Ayes (4-0)

A discussion with the board occurred regarding future water main relay projects. The excessive number of water main breaks on 14<sup>th</sup> Street between Henderson Drive and 13<sup>th</sup> Street has prompted staff to relay this section of water main. Work is expected to begin soon and last through mid July. The next project will begin next spring along 7<sup>th</sup> Avenue between 26<sup>th</sup> Street to 31<sup>st</sup> Street. This project will be a city/developer joint project. We will reimburse the city when the project is completed. A round about intersection is being planned at the Marion Iron Site pending successful land acquisition.

Another potential project is the installation of new water main along 11<sup>th</sup> Street south of 8<sup>th</sup> Avenue to serve the future remodel of the Memorial Hall building which is under new ownership. This building currently has the water service line coming from 7<sup>th</sup> Avenue through the basement of the Martin Design building. The water main installation will be subject to the new owner providing fire sprinkler plans and installation of sprinklers in the remodeled building. The board agreed that this new water main extension is needed to serve and protect the existing downtown businesses.

Steigerwaldt updated the board on the field activities: Service Department: remote read meters installed on 12 accounts; 190 meter read orders; 39 straight meters to radio; 124 tag orders; 85 service calls; and 750 locations worked. Staff has basically finished the winter leak holes. The sand removal at Well Site #7 has been completed and the new pump has been set. Water service taps were done for developers and several water service line leaks were repaired. Water main inspections occurred on both private and city projects.

A boil order was issued for approximately 40 dwelling units and some homes at the intersection of 1<sup>st</sup> Avenue and South 11<sup>th</sup> Street. The city's contractor on the South 11<sup>th</sup> Street project accidentally broke a sewer line which was in close proximity to the existing water main that was being capped. The DNR and customers in the affected area were notified. Bacteria samples were taken and no contamination was found so the boil order was lifted.

May gallons pumped: 93,156,000.

### Secretary Report –

Steigerwaldt shared with the board the monthly building permit report. There were 32 new permits last month. 28 residential permits, two 3-plex condos, and three commercial permits issued.

Steigerwaldt told the board there was nothing new to report with the 10<sup>th</sup> Street county subdivision annexation.

Steigerwaldt shared another appreciation email that came from a citizen who thanked staff for their hard work.

Steigerwaldt told the board a private contractor bought our old cement saw for \$2013 which was more than the dealer trade was allowing for trade in.

Steigerwaldt asked the board if they would be in favor of allowing staff to utilize an automated voice answering system starting July 1 when the new city sewer rates go into effect. He told them the cost was reasonable for this setup but the board was not in favor of having customers listen to a computer answering system when they called in. They did acknowledge that staff will see an increased call volume due to the rate increases and the board does appreciate staff's hard work and professional courtesy.

Steigerwaldt shared some photos of the new flowers in Merrill Gardens and photos of the Marion City Information Booth which was at the June 8<sup>th</sup> Marion Farmer's Market. Steigerwaldt manned the both to promote and answer questions about the new water and sewer rates. He also had a master gardener there to give ideas to customers on how to reduce their outside irrigation needs.

He also mentioned to the board that our private contractor, Max Christensen, was resigning as he had found full time employment and would not be able to assist us in the water meter upgrade program.

The next regular monthly meeting for the water board was set for 5:15 PM on Monday, July 8, 2013.

Chairman McComas adjourned the meeting at 6:25 PM.



Mary Ann McComas  
Chairman



Todd Steigerwaldt, Secretary