

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on May 14, 2013, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, Greg Hapgood, John McIntosh, Robert Anderson and John Bender were present. McComas called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Curt Huhndorf, Distribution Foreman and a Linn Mar student.

Minutes of the regular monthly board meeting held at 5:15 PM on April 16<sup>th</sup> 2013 were reviewed along with the April disbursements, and the April 2013 fund balance report. Motion by Hapgood, seconded by McIntosh to approve same. Vote: all Ayes (5-0)

Motion by Anderson, seconded by Bender to receive and file letter from a resident at 3415 26<sup>th</sup> Avenue, Marion appealing the water department's policy on property owner's responsibility of the water stop box and repair costs. McComas asked if this incident was similar to past occasions where our staff comes across a broken box and/or the box is unable to operate upon our staff operating it. Steigerwaldt stated it was a similar case that the board has reviewed in the past. This individual however was gone on vacation and forgot to pay the water bill. If the resident had paid the bill ahead of leaving for vacation or called us to let staff know that she needed a payment extension the water shut off would have been avoided. She also had the opportunity to pay online or over the phone with a credit card. Unfortunately, she simply forgot about the outstanding bill. Anderson asked if she had the stop box replaced. Huhndorf recalled that she did. Steigerwaldt had also suggested to her that she could sign up for ACH bill payment where the amount due is taken directly out of her bank account so this issue would not be an issue in the future if she forgets to pay the bill again. Steigerwaldt told the board he would send her a letter with the board's response to her letter. The board agreed that the department's policy is that the owner is responsible for the water service line from the public main all the way into the dwelling. Our staff did not deliberately cause the stop box to fail with normal operations. The stop box probably failed due to its age. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by Anderson to receive and file a letter from the Marion Independent School district requesting a waiver of the \$6 daily hydrant meter charge. The school requested a hydrant meter set for watering down the infield at the youth diamond behind the high school. The school already paid the charge for the setting of the meter and the deposit. The school will pay for the volume of water used. They have intentions of installing a permanent irrigation meter setup and concession building for this diamond in the new future. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McIntosh approving payment to City of Marion for water main improvements in the South 11<sup>th</sup> Street Phase II project in the amount of \$77,280.93. Steigerwaldt told the board this project was substantially completed last year and the final numbers are in to reimburse the city for the new water main that was installed under the city's contract with Rathje Construction. Vote: all Ayes (5-0)

Motion by Anderson, seconded by Bender approving payment to the City of Marion for water main improvements in the Marion Central Corridor Project – Phase 1 (6<sup>th</sup> Avenue project) in the amount of \$21,999.42. Huhndorf asked if the looping cost line item was an extra. Steigerwaldt stated the contractor performed additional work on 6<sup>th</sup> Avenue and 11<sup>th</sup> Street. Steigerwaldt told the board a new water main was installed between 9<sup>th</sup>

and 10<sup>th</sup> Street along 6<sup>th</sup> Avenue where no main was before. This allowed several properties to eliminate old and long service lines from 5<sup>th</sup> Avenue. It also cleaned up one service serving to properties through the basement of the one building. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Hapgood to approve payment #4 to Northway Well and Pump Company for work completed on air surging Well #7 in the amount of \$43,198.30. 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. The new pump has not arrived yet. The air surging process should be completed by the end of May. Steigerwaldt told the board that people are calling in about the noise. He stated Channel 2 was doing a story on it today and the Marion Times was also running a story soon. Bender asked where the funds were coming from to pay for this additional work. Steigerwaldt stated the funds are coming from the capital expense fund under plant improvements. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McIntosh to increase the renter deposit limit from \$75 to \$100 starting July 1, 2013. Steigerwaldt told the board that due to the future increases in water, sewer and stormwater rates and fees that the minimum utility bill will be approaching the \$100 limit. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Bender to approve the renewal of the health insurance/third party administration for FY 13-14 with Wellmark Blue Cross and Blue Shield of Iowa. Steigerwaldt told the board the overall increase in the health insurance package was only 1.24% mainly because deductibles and out of pocket maximum costs for the employees were increased in previous years which offset the premium cost to the department. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by Bender approving the contract with NEC, Inc. dba Nelson Electric Co. regarding the Emergency Backup Generators for Well Sites #4 & #5 project in the amount of \$354,960.00. Steigerwaldt told the board the city council officially approved this contract on May 9, 2013 as they were the actual entity listed on contract per the grant program. He expected a preconstruction meeting to occur at the end of the month or in early June. Vote: (5-0)

Motion by Anderson, seconded by McIntosh to purchase a new concrete saw. Steigerwaldt shared with the board the three quotes that were received and also mentioned that Huhndorf performed additional research since the board packets went out. He would actually prefer the more expensive saw because of how the turning mechanism worked. The cost of the preferred saw was \$20,196.00. Anderson asked how long we expected this saw to last. Steigerwaldt stated at least as long as the last saw which was 23 years because the staff took good care of it. Anderson asked who generally operated the saw. Huhndorf stated he usually did. Bender asked if it would fit on the same trailer. Huhndorf stated it would. He also stated this saw can cut 12" deep versus the old saw that only cut 6" deep. Many of the older streets are thicker after they are overlaid with asphalt. Steigerwaldt told the board Huhndorf priced out hiring the saw cutting by a private company. Based on an average number of saw cuts a year the new saw would be paid for in approximately 4 years. Steigerwaldt stated we could seek additional quotes for the old saw from local contractors. Currently the vendor was offering \$1,399 for the old one. Steigerwaldt stated this expense would come out of

next year's budget and staff would delay the cost of purchasing a truck. Vote: all Ayes (5-0)

Motion by Bender, seconded by Anderson approving the City of Marion's open house and reception policy. Steigerwaldt stated the city's auditor who is also our auditor pointed out to the city that they needed a policy for addressing the occasional open house and receptions which use public funds and facilities for those events. With the adoption of this policy, the auditor would be satisfied. Vote: all Ayes (5-0)

Steigerwaldt updated the board on the field activities: Service Department: remote read meters installed on 22 accounts; 127 meter read orders; 73 straight meters to radio; 144 tag orders; 107 service calls; and 597 locations worked. Staff worked on valves, hydrants and leak holes. Sand removal continues at Well Site #7. Water service taps were done for a private developer. Water main inspections occurred on both private and city projects.

The annual fire hydrant flushing program started May 13<sup>th</sup>. Robert Hunt, the Linn Mar student who attended the meeting, mentioned that he saw a staff member flushing a fire hydrant on his way to the meeting. McComas asked Steigerwaldt to explain the purpose of the flushing program to him.

April gallons pumped: 75,486,000.

### **Secretary Report –**

Steigerwaldt shared with the board the monthly building permit report. There were 27 new permits last month. 22 residential permits, one 4-plex condo, 2 commercial and 2 commercial remodel permits were issued.

Steigerwaldt told the board the draft annexation agreement for the county subdivisions off of 10<sup>th</sup> Street north of Linn Mar School will be given to the local representatives that live there. There will be more information to come in the months ahead pertaining to this annexation.

Steigerwaldt shared two appreciation emails that came from citizens who thanked staff for their hard work.

Steigerwaldt told the board the department made \$180.50 on the city wide tag sale held at Thomas Park on May 3<sup>rd</sup> and 4<sup>th</sup>. We also sold five of our old radios for a total of \$250 through the vendor we used to purchase our new radios.

The consumer confidence reports were distributed via email this year by means of a notice on the utility bill. It is posted on our website for view and hard copies are available at City Hall and the Marion Library. The department saved a lot of money by not having to print and mail the reports to every account holder.

We now have nearly 750 accounts signed up for email bills. We no longer have to print and mail bills to these individuals. As demand increases from customers to pay their bill

on line we have to look at adding another module to our existing software to allow for this additional payment option for customers.

The next regular monthly meeting for the water board was set for 5:15 PM on Tuesday, June 18, 2013.

Chairman McComas adjourned the meeting at 6:20 PM.



Mary Ann McComas  
Chairman



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Todd Steigerwaldt, Secretary