

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on November 10, 2014, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, Greg Hapgood, John Bender, Robert Anderson and John McIntosh were present. Chairman Bender called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary and Nick Glew from MEDCO (at 5:30 pm).

Motion by McComas, seconded by McIntosh to approve the meeting's printed agenda. Vote: all Ayes (5-0).

Minutes of the regular monthly board meeting held at 5:15 PM on October 14, 2014 were reviewed along with the October disbursements, and the October 2014 fund balance report. Motion by Anderson, seconded by Hapgood to approve same. Vote: all Ayes (5-0)

Motion by McComas, seconded by Bender to receive and file the Marion Water Department annual audit for the fiscal year ending June 30<sup>th</sup> 2014. Bender stated he was impressed with our overall growth percentage. Others commented that the department is in good financial shape. Steigerwaldt mentioned that the auditors still have placed their standards comments in the report regarding our checks and balances limitations. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Hapgood to approve payment to Hogan Hansen for auditing services for fiscal year 2013-2014 in the amount of \$10,000.00. McIntosh calculated that the auditors were making \$52.35 per hour. The board agreed that this rate seemed reasonable. Steigerwaldt mentioned that our five year contract was up with Hogan Hansen. He spoke with the city clerk who is reaching out to Hogan Hansen to see if they would submit a proposal for doing next year's audit. Vote: all Ayes (5-0)

Motion by McComas, seconded by Anderson to approve payment to the City of Marion for the installation of water main associated with the South 11<sup>th</sup> Street Reconstruction Project – Phase III in the amount of \$140,061.63. The board was pleased with the new road and how the project turned out. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Bender approving payment to Northway Well and Pump Company for work associated with removing the pump and motor from Well #4 in the amount of \$82,262.50. Steigerwaldt informed the board that there would be one more small payment to Northway for work done in October on the removal of the motor and pump. He also stated that he has been initially turned down by Travelers for the insurance claim but he hasn't heard from ICAP insurance company yet. He has told both parties that he plans to appeal their decision if ICAP also denies the insurance claim. He has located an electrical engineer who would be will to assist us in pursuing this claim if the cause is determined to be from electrolysis. Vote: all Ayes (5-0)

Nick Glew, President of MEDCO arrived at 5:30 PM.

Chairman Bender asked the board members if Mr. Glew could address the board now since his item was near the end of the agenda. The board members agreed. Mr. Glew thanked the board for allowing him to speak early and reviewed with them the Home Base Iowa Act which encourages communities and businesses to hire and

provide incentives to American veterans. Mr. Glew shared examples that other communities and cities were doing for veterans in Iowa. MEDCO has a goal to have 80 companies make a pledge to hire a veteran and or provide an incentive to veterans. The board agreed this was a good program and they discussed several options on how they could participate. They decided to forgo the \$100 deposit fee for veterans if they moved into Marion.

Motion by Hapgood, seconded by Anderson to not charge veterans who move into Marion the \$100 deposit when establishing city services. Mr. Glew stated the veterans would come to MEDCO first and they would determine if the individual met the military exemption status for the program. Mr. Glew would then let the Water Department know that the individual qualifies for the \$100 deposit waiver. Vote: all Ayes (5-0)

Motion by McComas, seconded by McIntosh to approve payment to Rugger Underground Construction Inc. for installing electrical conduit for Well #9 at Gill Park in the amount of \$4,008.24. Steigerwaldt explained this conduit was installed for the future electrical needs of Well #9. The contractor has the pump installed and we are now waiting on the electrician to hook it up. Staff hopes the high iron levels in this well will be reduced by running this well for an extended time like was done at Well #8. He also stated the Parks Department is paying for a portion of the bill as they ran a conduit to supply power to the future splash pad. Vote: all Ayes (5-0)

Motion by Bender, seconded by Anderson to approve payment to NEC for electrical work done at Well #8 in the amount of \$2,183.02. Steigerwaldt stated the iron level concentration went from 3.9 mg/l to 1.17 mg/l after running this well for several weeks. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood to renew rental agreement for \$600 per month to the current renter at the department's rental house at 788 2<sup>nd</sup> Street. Steigerwaldt stated the renter is keeping the place up and pays the rent on time most of the time. She communicates with him if she needs some additional time to pay rent. The rent is covering our costs plus additional revenue for the department. The board agreed to keep the rent the same. Bender asked if it was a yearly agreement. Steigerwaldt stated it was. Vote: all Ayes (5-0)

Motion by Anderson, seconded by McIntosh to approve cash rent with RJ Carson Farms of Marion for \$280 per acre. The board stated that it was a fair price since we only had 3 acres and it was what Linn Mar and the city of Marion were charging. Vote: all Ayes (5-0)

Motion by Bender, seconded by McIntosh to approve an employee years of service recognition policy for the Marion Water Department. Steigerwaldt explained to the board how the water department has participated in the city's program for many years. Recent auditor comments have caused the city to formally adopt an employee years of service policy. Steigerwaldt shared with the board the city's adopted policy which sets a financial payment amount for reaching a 5, 10, 15 year etc. milestone of employment. The board was agreeable to adopting the same policy. Vote: all Ayes (5-0)

Motion by McComas, seconded by McIntosh to approve a revised Water Service Department Worker job description. Steigerwaldt told the board the existing job description was very general and didn't completely define all of the duties and tasks routinely performed by the current Water Service worker. The one additional duty added to the job description was the requirement to obtain a backflow certification. The draft job description was given to the existing service worker employee and staff for feedback. No additional written comments besides adding the backflow certification requirement were received. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Hapgood, to approve the Office Manager job description. Steigerwaldt shared with the board the approved department employee structure layout. The office manager position has never been filled. He told the board he wanted to promote Janice Lawrence into this position as she has shown the abilities and desire to take on these new tasks. Again, staff received a draft copy of the description and there were no written comments received regarding the new position. Vote: all Ayes (5-0)

Motion by Anderson, seconded by McComas, to approve the promotion of Janice Lawrence to the Office Manager effective January 1, 2015. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Anderson, to approve the promotion of Andy Smith to Operation Supervisor effective January 1, 2015. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood to receive and file the employee's wage increase request for FY 15-16. Vote: all Ayes (5-0)

Steigerwaldt updated the board on the field activities: Service Department: remote read meters installed on 23 accounts; 1760 meter read orders; 29 straight meters to radio; 115 tag orders; 67 service calls; and 643 utility locations located. Subdivision activity was wrapping up for the winter. Staff was busy performing final inspections and creating punch list on each new subdivision. Crews were also completing winter prep work.

Northway Well and Pump set the new pump and motor at Well #4. The acidizing of the well and replacement of the pit less unit were completed. Staff also turned 18 fire hydrants. Bender asked what was involved when we turn a hydrant. McIntosh stated each hydrant needs to be turned so that large 6" steamer outlet is pointed in the correct location for the fire department. The 6" steamer typically faces the street.

October gallons pumped: 79,108,000

### **Secretary Report –**

Steigerwaldt informed the board there were 26 building permits issued last month.

Steigerwaldt shared with the board Mr. Anderson's resignation letter. After 30 years of service as a Water Board Trustee Mr. Anderson elected not to reapply. Steigerwaldt and the board thanked Mr. Anderson for his dedication and years of service to the department.

Steigerwaldt told the board there would be an open house retirement party for Jerry Blazek from 2-4 PM at the water department shop on December 5<sup>th</sup> 2014. The Mayor would be there to thank Mr. Blazek for his 39 years of service to the Water Department and also recognize Mr. Anderson for serving as a trustee for 30 years. Steigerwaldt told the board he would be traveling and would not be able to attend this event.

Steigerwaldt told the board that the Mayor had selected and the city council approved Mr. Anderson's replacement. He selected Bill Kling of 2790 Brandon Court, Marion. His term would start January 1, 2015.


Steigerwaldt mentioned that he would be heading back to Des Moines on November 19<sup>th</sup> to present the EO80 recommendations again before the Environmental Protection Commission along with the DNR. Steigerwaldt expected some media coverage regarding the future proposed rule changes to the Jordan Aquifer.

Hapgood and Bender suggested that Steigerwaldt reach out to our new Iowa House Representative Ken Rizer and share with him the future challenges facing Marion and the State of Iowa regarding the Jordan Aquifer declining water levels.

The next regular monthly meeting for the water board was set for 5:15 PM on Tuesday, December 9<sup>th</sup>, 2014. A special closed work session would be held the same day at 4:30 PM to discuss employee wage increases for FY 15-16.

The meeting was adjourned at 6:33 PM.

  
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Todd Steigerwaldt  
Secretary

  
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John Bender  
Chairman