

CITY OF MARION

WATER DEPARTMENT

ACTION PLAN

February 2017



MISSION STATEMENT

The Marion Water Department is dedicated to providing its customers with a safe, high quality and reliable water supply that meets or exceeds all federal and state drinking water requirements. Our goal is to produce and distribute our product in the most efficient way, while maintaining and upgrading the system to meet future requirements. We are also committed to providing professional and courteous services to satisfy the diversified needs of our customers.

EXHIBIT A

On-Going Priorities	Completed By	Responsible
Annual Fire Hydrant and water valve exercising repair program	On going	Huhndorf
Water main repairs & replacement	On going	Huhndorf
GIS mapping and updates	On going	Covington
GIS map reviews	On going	Entire Staff
Update City Website	On going	Steigerwaldt/Lawrence
Maintain and provide excellent customer service and satisfaction with minimum staff – Efficient and effect department	On going	Entire Staff
Plant maintenance and repairs	On going	Smith
Effective communication with department and with other city departments	On going	Entire Staff
Subdivision and site plan reviews and field inspections	On going	Long/Steigerwaldt

High Priority Projects, Programs, Policies, and Initiatives	Completed By	Responsible
City Wide Radio Read Meter installation program	On going	Smith/Besler
Water main replacement 15 th Street between 5 th -6 th Ave (inspection)	Summer 2017	Long
Water main replacements A Avenue & South 12 th Street	December 2017	Long
Drill Well #10 Silurian at 450 Echo Hill Road	June 2017	Steigerwaldt/Smith
Explore Radium removal options for Well #7	December 2017	Steigerwaldt/Smith
Installation of new utility billing software	June 2017	Steigerwaldt/Lawrence
Relay water main on B Avenue – S. 12 th -S. 14 th Street	August 2017	Huhndorf
Maintenance Well #5 – pull pump replace booster pump	November 2017	Smith
Exercise and Replace valves and fire hydrants As-Needed	On going	Huhndorf
Relay water main on 10 th Avenue 24 th -25 th Street	November 2017	Huhndorf
Perform system wide leak detection survey on DIP and CI pipe and make leak repairs as needed.	April 2017	Huhndorf / Smith
Complete a city wide water pressure booster study to plan for future pressure issues in future growth area in town.	June 2017	Steigerwaldt

Medium Priority Projects, Programs, Policies, and Initiatives	Completed By	Responsible
40 Year water plan – Jordan & Silurian aquifer options	On going	Steigerwaldt/Smith
Purchase new inspector truck and Vactron	Fall 2017	Huhndorf/Steigerwaldt
Evaluate and budget for at least one vehicle replacement each year.	On going	Smith Huhndorf
Evaluate and budget for large equipment replacement items. Capital equipment replacement plan.	On going	Smith Huhndorf
Standard Operating Procedure (SOP) for each well site facility	December 2018	Smith
Review future opportunities with Well Site #3	December 2018	Smith Steigerwaldt
Evaluate and review EPA/DNR rule and regulation changes and their potential impact on the water department	On going	Steigerwaldt Smith
Disaster response planning and training	December 2017	Smith
Review personnel policy and update as needed	December 2017	Steigerwaldt
Review and upgrade job descriptions as needed	December 2017	Steigerwaldt
Review and implement energy efficiency applications and system operation strategies system wide	On going	Steigerwaldt Smith
Backflow Prevention program compliance	On going	Smith / Besler
Medium Priority Projects, Programs, Policies, and Initiatives	Completed By	Responsible
Cross training of duties for front office staff	On going	Steigerwaldt/Lawrence

Review material charges and fixed cost charges	December 2017	Steigerwaldt
Explore community wide educational opportunities for practicing and implementing water conservation practices	December 2016	Steigerwaldt