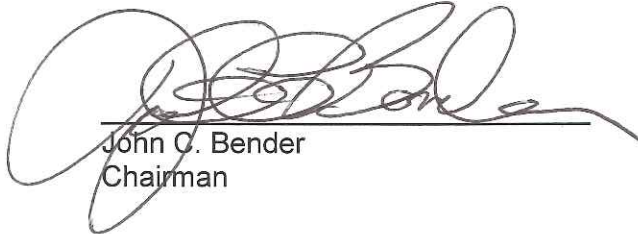


A special work session meeting was held by the Marion Water Department's Board of Trustees on December 11<sup>th</sup> 2018, at 4:30 PM in the executive conference room of City Hall, Marion, Iowa. Trustees William Kling, John Bender, John McIntosh, Mary Ann McComas and Greg Hapgood were present. Hapgood called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary.

The trustees discussed the employee wage request proposal for the 2019-2020 fiscal year budget. No action was taken during this meeting.

Chairman Hapgood adjourned the meeting at 5:07 PM.

  
\_\_\_\_\_  
Todd Steigerwaldt, Secretary

  
\_\_\_\_\_  
John C. Bender  
Chairman

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on December 11, 2018, in the executive conference room of City Hall, Marion, Iowa. Trustees Mary Ann McComas, John McIntosh, Greg Haggood, John Bender and William Kling were present. Chairman Haggood 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 November 13<sup>th</sup>, 2018 were reviewed along with the November disbursements and November 2018 fund balance report. Steigerwaldt stated there were no issues closing the end of the month book balances. Motion by McComas, seconded by Bender to approve. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling to approve employee wage request for fiscal year 2019-2020 as discussed at the 4:30 PM work session. Vote: all Ayes (5-0)

Motion by Kling, seconded by Bender approving partial payment #1 to Hogan Hansen for fiscal year 2017-2018 annual audit report for \$8,000.00. Steigerwaldt noted that this is the first time they have asked for a partial payment as they usually submit the final bill after we received the final audit report. We have not received the draft report to date but Steigerwaldt expects it any day. He mentioned the total contracted amount for the report is \$12,100.00. The board was fine with making the partial payment for \$8,000.00. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas accepting the Well 10 Pump and Controls Project. Steigerwaldt stated Northway Corporation has installed the well pump and controls and the well is now active. It is producing drinking water for the community. Vote: all Ayes (5-0)

Motion by McComas, seconded by McIntosh approving final (retainage) payment to Northway Corporation for the Well 10 Pump and Controls Project for \$3,296.17 thirty-one days after project acceptance. Vote: all Ayes (5-0)

Motion by Bender, seconded by Haggood accepting the 29<sup>th</sup> Avenue Booster Station Installation and Check Valve Stations Project. Steigerwaldt stated the contractor has recently completed the punch list items for the project. The board asked how the new system is operating. Steigerwaldt stated it is online and producing an additional 20 psi of water pressure on the east side of Marion. Steigerwaldt stated the unit is working as designed. Vote: all Ayes (5-0)

Motion by Kling, seconded by McComas approving final (retainage) payment for \$22,820.47 thirty-one days after acceptance to Boomerang Corp for work completed on the 29<sup>th</sup> Avenue Booster Station Installation and Check Valve Stations Project. Vote: all Ayes (5-0)

Motion by Haggood, seconded by Kling approving Change Order #1 for a deduct of \$1,878.60 for the Well 10 VFD Installation Project and partial payment #7 to Nelson Electric Company for \$11,299.28. Steigerwaldt told the board the new Silurian Well 10 is operational and we are selling water to the community. Vote: all Ayes (5-0)

Motion by McComas, seconded by McIntosh accepting the Well 10 VFD Installation Project and approving final (retainage) to Nelson Electric Company for \$6,402.57 thirty-one days after project acceptance. Steigerwaldt stated the punch list is done and the well is operational. Vote: all Ayes (5-0)

Motion by Kling, seconded by Bender approving payment to Veenstra and Kimm Inc. for \$351.64 for the 29<sup>th</sup> Avenue Booster Station Installation and Check Valve Stations, Well 10 VFD

Installation Phase 3, and pump and controls for design and inspection services per an approved contract. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling approving payment to Turfmaker Corp. for the purchase of a 390 Hydro-seeder unit for \$11,094.00. Steigerwaldt showed pictures of the new unit. He reminded the board that we would be purchasing a trailer for the unit to sit on in the future from a local trailer dealer. Vote: all Ayes (5-0)

Motion by Kling, seconded by McComas approving a two-year maintenance contract with Cummins Inc. for annual servicing of the new natural gas generator for the 29<sup>th</sup> Avenue Booster Station. Steigerwaldt stated the generator has a two-year warranty with the project but we need to do the annual maintenance and he recommended we use the Cummins technician, as the generator is a Cummins product. Vote: all Ayes (5-0)

Motion by Kling, seconded by Hapgood approving payment to Truck County of Cedar Rapids for a 2019 Freightliner dump truck for \$132,124.85. Steigerwaldt showed pictures of the new dump truck to the board members. McIntosh asked if it had a rattler in the box to assist in the removal of material. Huhndorf stated it did. Steigerwaldt stated the new dump truck has been used several times already on recent water main leaks. He thanked Huhndorf for doing all the research on the dump truck selection. Vote: all Ayes (5-0)

Motion by McComas, seconded by Kling to receive and file a letter from Linn Mar schools and approve a 5-year extension for an existing water main rebate agreement with Linn Mar for water main installed along Echo Hill Road and Alburnett Road. Bender asked if this is their second extension request. Steigerwaldt stated it was the second extension of the rebate agreement. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling approving final payment to Control Systems Integrators Inc. for SCADA software updates for \$3,665.15. Steigerwaldt stated the software upgrade is completed and everything is working without errors. McComas asked if everyone knows how to run the new software. Huhndorf stated Andy Smith has the most experience operating the software but several others are able to make it run as well. Vote: all Ayes (5-0)

Motion by Kling, seconded by Bender approving water main oversizing reimbursement to Morris Wood Enterprises, LLC for 12" water main along 35<sup>th</sup> Avenue associated with the Author's 5<sup>th</sup> Addition to the city of Marion for \$4,655.65. Steigerwaldt stated the board approved the water main improvements at the last board meeting and we are ready to reimburse the developer for the oversizing costs. Vote: all Ayes (5-0)

Motion by McComas, seconded by Kling approving a \$500 financial pledge to the Marion Leadership in Action Committee for the installation and replacement of street pole banners with the slogan "Reach Higher" on them. Steigerwaldt stated the board has supported this group at the \$500 giving level in past years. Vote: 4 Ayes, 1 Nay (McIntosh)

Steigerwaldt led a discussion on the front counter security measures. He told the board two city employees - Tom Treharne, Community Development Director and Gary Hansen with the building department are involved along with Janice Lawrence with the Water Department and himself. They toured several government buildings in Cedar Rapids and Hiawatha last month to gather ideas on how other cities are addressing employee safety issues. Steigerwaldt shared photos of these locations and discussed the pro and cons of the different front counters. He also shared an email survey sent out by IAMU where he asked other utilities and communities to send him their photos and front counter design layouts. He has obtained a lot of information so far and has a quote coming from CR Glass to install bulletproof glass at the existing front

counter at City Hall on the first floor. The employees mentioned above have also met with Kyle Martin with Martin Design to receive a proposal for architectural layouts and costs if they would expand the front counter into the open atrium area at city hall and raise the front counter so that the employees could stand and work at their desks. The board asked about costs and the city's participation. Steigerwaldt stated at this time the group is just collecting information and seeking quotes for different designs/safety measures. Once these are obtained then he will sit down with the city manager and explore cost-sharing options for these safety measures. Steigerwaldt stated he will share more information with the board as quotes and design concepts are submitted.

Motion by McIntosh, seconded by Bender nominated William Kling as the chairperson for the Marion Water Board of Trustees for the 2019 year. Vote: all Ayes (5-0)

Steigerwaldt updated the board on the field activities: Service Department: radio read meters installed on 17 new accounts; 7598 meter reads; 214 straight meters to radio; 192 tag orders; and 82 service calls.

Steigerwaldt shared photos of a recent water main break on Hy-Vee's water service line. He stated staff worked this leak from 3:30 AM to 5:00 PM yesterday and then had to fix another main break at Alpine Road until 10:30 PM. He stated Well #4 is down for maintenance and staff also continues to change out old water meters to radio read units.

November gallons pumped 72,713,000

#### **Secretary Report –**

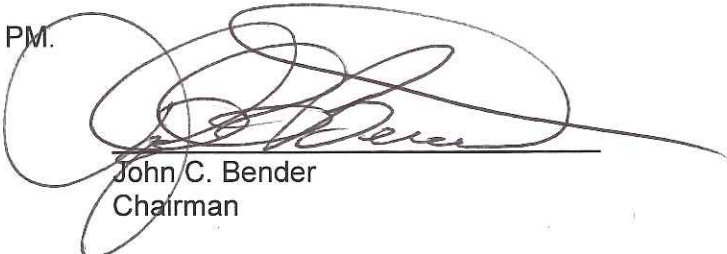
Steigerwaldt informed the board there were 19 building permits issued in November, which is down from 30 permits in October. Permits included 15 residential single-family homes, 1 single-family remodel, 2 commercial remodels and 1 commercial project just east of the new hotel going up by Hy-Vee Drug Store. This strip mall will have an Arby's and Domino's pizza restaurant and a nail salon.

Steigerwaldt shared a thank you letter from the Marion Chamber for the board's annual financial support. He also shared photos of 30+ Marion Independent school students taking a tour at our water department shop where Smith and Steigerwaldt educated the students about where our drinking water comes from and future career opportunities in the drinking water profession.

The next monthly board meeting will be at 5:15 PM on Tuesday, January 15<sup>th</sup>, 2019 at City Hall.

The meeting was adjourned at 6:20 PM.

  
\_\_\_\_\_  
Todd Steigerwaldt  
Secretary

  
\_\_\_\_\_  
John C. Bender  
Chairman