



# AGENDA

## Water Board

4:00 PM - Tuesday, August 12, 2025

Water Department, 3050 5th Avenue

Any item listed on the agenda may be open to discussion by the board. If you wish to address the board, please wait until the chair asks you to speak.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 824 6131 3220. A link is also provided at [www.cityofmarion.org](http://www.cityofmarion.org). Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Those who wish to comment must either attend the meeting in person or submit the comment to Todd Steigerwaldt by 1:00 p.m. on Tuesday, August 12, 2025 via phone at 319-743-6311 or email at [tsteigerwaldt@cityofmarion.org](mailto:tsteigerwaldt@cityofmarion.org).

Page

### CALL TO ORDER

### REGULAR AGENDA

1. **Motion to approve the July 8, 2025 minutes and July 2025 payable invoices in the amount of \$1,826,385.97.** 6 - 12

The July 8, 2025 minutes and July 2025 payable invoice report are attached.

July 2025 Payables

Minutes 07 08 2025 Draft

2. **Motion to receive and file the July 2025 revenue, expense and financial reports.** 13 - 33

Reports are attached. There is a note on the expense report from Janice Lawrence clarifying the vehicles expense line item for \$124,788.06. Of this total \$24,708.06 was for the CanAm and \$100,08.00 was for the skid steer. We only paid \$76,080.00 for the skid steer as we had a trade in credit of \$24,000.00 but we have to record the full value of the new skid steer for our asset accounting. Under the revenue report, Janice listed the \$24,000.00 trade in value under miscellaneous revenue.

Bank Recon-July 2025

Expense Report-July 2025

Fund Balances-July 2025

Revenue Report-July 2025

3. **Motion to receive and file the Financial/Utility Annual Comparisons report for FY 25.**

34 - 42

Janice Lawrence has prepared the attached report. It shows our last 5 fiscal year fund account balances and various account statistics and trends. Below are her key take aways from the report.

**Fund Balance Annual Comparison:**

General Fund is strong, gaining another \$1,479,000 during the past fiscal year. Health Fund also is strong, gaining \$114,536.

**MWD Account Stats:**

Average residential utility bill increased by 34.6%, largely due to the substantial fee increases for solid waste, sanitary sewer, and stormwater that became effective 7/1/2024.

Late fees assessed decreased by 17%. This is mainly due to having two months during the credit card processor migration where we didn't charge late fees.

Water consumption billed is down by 3.78% and irrigation is down by 22.58%.

The number of leak adjustments applied almost doubled from last year.

Credit card payments increased by 8%; payments by mail/drop-box/walk-in decreased by 5%.

**Annual Utility Revenue**

Water revenue decreased by 1.81% due to decreased consumption.

**Billing and Collection Revenue and Expense**

The percentage of city utilities billed to water billed continues to increase. 72% of the Marion utility bill are for city utilities.

Billing and collection expenses increased by 9% over last year.

**Credit/Debit Card Transaction and Fee Analysis**

Fees paid increased by 21%, partly due to larger dollar amounts paid via card, and partly due to higher processing costs by our new card processor.

Card payments make up 44% of all payments; and 88% of those card payments are made online.

**Health and Dental Insurance**

Total claims paid are lower: \$61k this fiscal year compared to \$100K the prior fiscal year.

The employees' cost share continues to increase, while the Water Dept cost share continues to decrease. The employee covers 29% of the total cost and MWD covers 71%, whereas 5 years ago, it was 12% and 88% respectively.

**Number of Accounts by Zone/Billing Month**

Month 2 billing contains 55% of all billing accounts while Month 1 billing contains 40% of the accounts, resulting in more bills generated and higher revenue collected one month over the next month.

**Annual Comparisons at fye 6-30-25**

4. **Motion accepting the 2024 Tama Street Water Main Relay Project and approving payment #2 to Rathje Construction Co. for \$50,185.18 and releasing final retainage in the amount of \$10,449.13.** 43 - 50

This project was mainly completed late last winter. The first payment was made to Rathje back in February 2025. Rathje has completed the minor punch list items and the hydroseeding has taken off with all the rain we have had this summer. I had to remind Rathje to submit the last payment request. I'm comfortable including the retainage amount with the last payment request.

2024 Tama St Watermain -Pay App No. 2

2024 Tama St Watermain - Retainage Request

5. **Motion approving retainage payment to Rathje Construction Co. for the East Robins Road Water Main Extension Project for \$3,650.51.** 51 - 52

The board accepted this project at the June 10, 2025 meeting. Hydroseeding had just taken place and the installation of the erosion control measures. The hydroseeding has taken root with all the summer rain events and looks good. It is time to release the retainage.

East Robins Road Watermain Ext - Retainage Invoice

6. **Motion approving update to the Marion Water Department Personnel Policy No. 3.7 regarding travel regulations to comply with federal regulations.** 53 - 56

Both the current travel policy and the proposed "draft" travel policy are attached. The IRS now wants to tax meals that normally would be reimbursed if the employee is traveling just for the day. The city has revised their overall travel/reimbursement policy last month which is now a 10 page document. Water staff has reviewed the draft policy and are fine with how we would handle a meal reimbursement on a day travel trip which rarely happens anyway. See the bold section 5 for the revision.

Travel Regulations - Section 3-7 - Current Policy

Travel Regulations - Section 3-7 - Draft 8-12-25

7. **Motion increasing 3/4" and 1" disc meters pricing on September 1, 2025 to \$331.31 and \$503.94 respectively.**

Our meter supplier has slightly increased the cost of our 3/4" and 1" meters. He also told us to expect more increases later this year. Staff will be placing another meter order soon at this new pricing. We should have enough inventory to last us until September 1st when I suggest the new pricing go into effect. The 3/4" meter increased by \$4.89 to \$331.31 plus tax and the 1" meter increase by \$20.87 to \$503.94 plus tax.

**8. Discussion on Smithland Drive Reconstruction Project. (Cont.)**

57

I met with city staff on July 31st to further discuss the above project. They will reduce the water main size from an 8" to 6" main. They are slightly modifying the plans and overall project cost estimate before they host another neighborhood meeting. They are planning on a 2027 construction timeline. Per our last discussion, I told the city staff the homeowners would be responsible for the cost of the water service line if they decided to have the contractor install the water service line during the construction project. (Assumed short side service line cost of \$1,250 and long service line side \$3,000) We would pay the contractor and then seek reimbursement from the homeowner. I also told them the board would establish a hookup fee due at the time they want the water service turned on for their home. This hookup fee would be similar in cost to the already established hookup fee along Echo Hill Road which is currently \$12.75 per LF of lot frontage along the street. I would suggest a hookup fee of \$15/LF of frontage. The west lots have 150' of frontage or  $15 \times 150 = \$2,250$  fee. The east lots are 196' and one lot has 203' of frontage or  $15 \times 203 = \$3,045.00$ . Bring your thoughts to the meeting to discuss further.

Smithland Drive

**9. Discussion regarding the Field Operations Report.**

58 - 64

Reports are attached and some pictures at some job sites.

July 2025 Monthly Service Report

July 2025 Distribution Report

July 2025 Well & Booster Chart

July Pumping 2025-2026

7th Ave & 19th Street valve removal

Grand Ave & Alexis Ct WM bore

Two 12 inch valves Tower project

**10. Discussion regarding the Secretary's Report.**

Attached is the July 2025 building permits issued over \$50,000 in valuation. I'm sharing the DNR 2025 Water Use Presentation for your information. Slides 12-14 show overall water consumption usage and slides 15-16 have information on the Jordan Aquifer consumption.

There are two revised draft concepts of future planned parks where we will have our new elevated water tower and Silurian Well #11.

I also enclosed our SRF loan annual statement and a picture of Smith who made the city's Facebook page assisting a child with a fishing reel line knot. Chew shared a picture of the wooden water main and Frank Sherman's son took a picture of our water tower with the full moon in the background.

July 2025 Building Permits

2025 Water Use Program Stakeholder Meeting Presentation

WaterLinn Park Concept

Lucore Road Park Concept

SRF Loan Statement Marion Water Dept

Mentor Facebook pic

Wooden Water Main

Full Moon and Water Tower pic

**ADJOURN**

The next Marion Water Board meeting will be held on September 9, 2025 at 4:00 PM at 3050 5th Avenue, Marion and on ZOOM.