

**PROCEEDINGS OF THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS**

November 21, 2011

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Chair Karen Novak Swalwell at 4:00 P.M., on Monday, November 21, 2011. Trustees William B. Spencer and Gwen A. Swanger were present; Trustees Brian P. Rickert and Philip J. Dorweiler were absent, also present were staff members Jerald W. Stevens, General Manager; William H. Garrett, Customer Service Manager; Paula R. Meyer, Accounting Manager and Treasurer; Diana Wilson, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; Mike Scott, Water Distribution Manager.

Moved by Swanger, seconded by Spencer that the agenda be approved as presented. Roll call: All yes. Motion carried.

No one came forward during the Citizen Forum.

Moved by Swanger, seconded by Spencer to receive and file the Monthly Operations and Financial Report for October, 2011.

Roll call: All yes. Motion carried.

Moved by Spencer, seconded by Swanger to adopt the Resolution entitled, "A Resolution Accepting the Water Main Construction in Silverwood Plat 2," attached to and made a part of these minutes. This is a new water main consisting of 1,935 linear feet of 8-inch PVC water main.

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to approve the following consent agenda items:

- a. The Minutes of the Regular Meeting of the Board of Trustees of October 24, 2011
- b. The Minutes of the Special Meeting of the Board of Trustees of November 9, 2011

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to concur with the recommendations of the Finance and Audit Committee approving hiring of independent auditing firm for the year ended December 31, 2011.

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to concur with the recommendation of the Finance and Audit Committee and adopt a resolution entitled "A Resolution Fixing the Date, Time and Place for a Public Hearing on Water Rate Adjustments," at 4:10 P.M. on December 5, 2011 at 1505 Railroad Avenue, in West Des Moines, attached to and made a part of these minutes, be adopted.

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to concur with the recommendations of staff and finalize the Budget Documentation for 2012.

Roll call: All yes. Motion carried.

Moved by Spencer, seconded by Swanger to concur with the recommendation from staff and adopt the resolution entitled "A Resolution Assessing Delinquent Water Service Charges," attached to and made a part of these minutes, be adopted.

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to receive and file the Project Progress Report through October, 2011.

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to receive and file the Water Quality Report for October, 2011.

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to receive and file the Check Register for October, 2011.

Roll call: All yes. Motion carried.

Moved by Spencer, seconded by Swanger to pay the non-construction bills in the amount of \$244,955.18.

Roll call: All yes. Motion carried.

Moved by Spencer, seconded by Swanger to pay the construction bills in the amount of \$68,658.87.

Moved by Swanger, seconded by Spencer to adjourn at 4:50 P.M.

Roll call: All yes. Motion carried.

Attest:

Jerald W. Stevens, P.E.
Secretary

Karen Novak Swalwell
Chair

These Minutes are a draft, if corrections or additions are made the corrected minutes will be published after approval at the December 5, 2011 meeting.