

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

March 15, 2010

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, March 15, 2010. Trustees William B. Spencer, Philip J. Dorweiler, and Brian P. Rickert were present; Trustee Gwen A. Swanger was absent; also present were staff members Jerald W. Stevens, General Manager; William H. Garrett, Assistant General Manager; John R. Luther, Superintendent; Paula R. Meyer, Accountant/Treasurer and Councilman Charles Schneider.

Moved by Rickert, 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 Rickert, seconded by Dorweiler that the Resolution entitled "A Resolution Ordering Construction of Certain Public Improvements and Fixing a Date, Time and Place for a Public Hearing Thereon and Taking of Bids Therefor," for the 2010 Water Main Replacement Program Contract 1, attached to and hereby made a part of these minutes, be adopted.
Roll call: All yes. Motion carried.

This Resolution orders construction of certain public improvements described in general as the 2010 Water Main Replacement Program Contract 1 (Water Works Project 00800-170-10002). Bids will be received until 2:00 P.M. on Wednesday, April 14, 2010, and a public hearing on the plans, specifications, form of contract and estimate of costs will be held at 4:05 P.M. on Monday, April 19, 2010.

Moved by Rickert, seconded by Spencer to approve the following consent agenda item:
a. The Minutes of the Regular Meeting of the Board of Trustees of
February 25, 2010

Roll call: All yes. Motion carried.

Moved by Spencer, seconded by Rickert to concur with the recommendation of staff and approve the purchase of consulting, installation and programming hours for completion of accounting software upgrade at a cost not to exceed \$20,000.
Roll call: All yes. Motion carried.

Moved by Rickert, seconded by Spencer to receive and file the Monthly Operations and Financial Report for February, 2010.
Roll call: All yes. Motion carried.

Moved by Rickert, seconded by Spencer to receive and file the Project Progress Report through February, 2010.

Roll call: All yes. Motion carried

Moved by Rickert, seconded by Spencer to receive and file the Water Quality Report for February, 2010.

Roll call: All yes. Motion carried.

Moved by Rickert, seconded by Spencer to receive and file the Check Register for February, 2010.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to pay the non-construction bills in the amount of \$238,842.05.

Roll call: All yes. Motion carried.

Chair Novak Swalwell reviewed the purpose, goals and reason for the Board to hold a retreat. The tentative date for the retreat is April 16 & 17. The retreat would detail the roles and responsibilities of being a Board member, review Board/Staff relationships and duties and set strategies for the coming year. Two options were discussed for the retreat. Hold the retreat at a location outside of West Des Moines to focus on the material being discussed or hold the retreat at a site in West Des Moines to reduce costs and provide convenience. A local professional facilitator would customize the agenda to include items requested by the Board. Also discussed was to have a local attorney review and detail the legal aspects of being a member of a Utility Board and clarify ways to function most effectively as a Board. Additional discussions will be held with the potential facilitators to craft a more detailed and focused agenda.

Moved by Rickert, seconded by Spencer to adjourn at 5:29 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 April 19, 2010 meeting.