

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

November 19, 2012

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 19, 2012, Trustees Philip J. Dorweiler, and William B. Spencer were present; Trustees Gwen A. Swanger, Brian P. Rickert were absent; also present were staff members William H. Garrett, Acting General Manager; Paula R. Meyer, Accounting Manager and Treasurer; Diana J. Wilson, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; and Mark Hanasz, Water Distribution Manager.

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

No one came forward during the Citizen Forum.

The Chair announced that this is the time and place for a public hearing on the matter of an amendment to the budget for West Des Moines Water Works for the calendar year 2012. Notice of the time and place of the public hearing was published in *The Des Moines Register* on November 2, 2012; an affidavit of publication was available to file with The Board of Trustees.

The amendment was considered and comments from the public were as follows: None.

The Chair declared that the public hearing was closed.

Moved by Spencer, seconded by Dorweiler that the Resolution entitled "A Resolution Amending the Current Budget for the Calendar Year Ending December 31, 2012," attached to and made a part of these minutes, be adopted.
Roll call: All yes. Resolution adopted.

Moved by Dorweiler, seconded by Spencer to receive and file the Monthly Financial Report for October, 2012.
Roll call: All yes. Motion carried.

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

- a. Minutes of the Regular Meeting of the Board of Trustees of October 22, 2012
- b. Minutes of Special Meeting of November 5, 2012

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer that the Resolution entitled "A Resolution Fixing the Date, Time and Place for a Public Hearing on Water Basic Service Charge Rate Adjustments" be adopted. The Public Hearing will be at 4:05 PM on December 10, 2012 at 1505 Railroad Avenue, in West Des Moines.
Roll call: All yes. Resolution adopted.

Moved by Dorweiler, seconded by Spencer to concur with the recommendation of the Finance and Audit Committee and adopt the Resolution entitled "A Resolution Fixing a Date for Consideration of a Budget for Calendar 2013 and Fixing a Date For Hearing Thereon." The Public Hearing will be held at 4:10 PM, December 10, 2012 at 1505 Railroad Avenue, in West Des Moines.

Roll call: All yes. Resolution adopted

Moved by Spencer, seconded by Dorweiler to concur with the recommendation of the Personnel and Compensation Committee and ratify the hiring of Jennifer Cisar as an Administrative Assistant.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to concur with the recommendation of staff and accept Municipal Pipe Tool Company, LLC's price quotation of \$8,319.80 to clean the clear well and the CO² chamber.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to concur with the recommendation of staff and approve an Agreement for West Des Moines Water Works Connection to Des Moines Water Works Transmission main at Army Post Road and South 22nd Street.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to concur with the recommendations from staff and approve the MidAmerican Energy Refundable Advance for Construction Underground Electric Service Extension.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to concur with the recommendation of staff and approve the replacement of selected gas unit heaters in the filter building by Holt Plumbing and Heating, inc. at a cost of \$3,594.00.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to concur with the recommendations from staff and approve the Proposal for construction staking work on the S. 22nd Street 24-inch Feeder Main Project.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to concur with the recommendations from staff and approve the Temporary Assignment of Easement from the Warren Water District.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to receive and file the following items:

- a. Project Progress Report - through November, 2012
- b. Water Quality Report - October, 2012
- c. Check Register - October, 2012

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to pay the non-construction bills in the amount of \$275,610.28.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Spencer to adjourn at 4:55 P.M.

Roll call: All yes. Motion carried.

Attest:

W. H. Garrett
Secretary

Karen Novak Swalwell
Chair