

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

December 17, 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, December 17, 2012. Trustees Philip J. Dorweiler, Gwen A. Swanger, and William B. Spencer were present; Trustee Brian P. Rickert was absent; also present were staff members William H. Garrett, Acting General Manager; Paula R. Meyer, Accounting Manager and Treasurer; Mitch Pinkerton, Water Production Manager; and Mark Hanasz, Water Distribution Manager.

William Garrett, Acting General Manager, requested an amendment to the agenda in the Board packets, adding item 5.c, Motion – Approval of Landlord Consent and Estoppel, as the information needed for this agenda item was not available until after the agenda had been officially posted and placed on the website.

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.

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

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

- a. Minutes of the Regular Meeting of the Board of Trustees of November 17, 2012
- b. Minutes of the Special Meeting of the Board of Trustees of December 10, 2012
- c. Approval of Landlord Consent and Estoppel

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Dorweiler to concur with the recommendation of the Ad-Hoc Committee of Cost Savings and approve the Resolution entitled “A Resolution Authorizing the Study of Methods to Increase Collaboration between West Des Moines Water Works and Des Moines Water Works”, provided that West Des Moines Water Works’ share of the study does not exceed \$4,800.
Roll call: All yes. Resolution adopted.

Moved by Dorweiler, seconded by Swanger to concur with the recommendation of the Personnel and Compensation Committee and ratify the hiring of Brad Mathis as a Water Distribution Specialist.
Roll Call: All yes. Motion carried.

Moved by Swanger, seconded by Dorweiler to concur with the recommendation from staff and adopt the Resolution entitled “A Resolution Assessing Delinquent Water Service Charges.
Roll Call: All yes. Resolution adopted.

Moved by Dorweiler, seconded by Swanger to receive and file the tabulation of bids received on December 12, 2012 for water treatment chemicals for 2013 and to award contracts to the low bidders, as marked on the tabulation of bids.

Roll Call: All yes. Motion carried.

Moved by Swanger, seconded by Dorweiler to receive and file the tabulation of bids received on December 12, 2012 for brass goods for 2013 and to award contracts to the low bidders, as marked on the tabulation of bids.

Roll Call: All yes. Motion carried.

Moved by Swanger, seconded by Dorweiler to concur with the recommendation of staff and approve the Customer Service Schedule for 2013.

Roll call: All yes. Motion carried.

Moved by Dorweiler, seconded by Swanger to concur with the recommendation from staff and approve the Resolution entitled "A Resolution Authorizing the Execution of an Assurance Agreement and Acknowledgement of Responsibility to Provide Water Service to Customers Purchased from Warren Water District in Compliance with USDA Requirements".

Roll call: All yes. Resolution adopted.

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

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

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to pay the non-construction bills in the amount of \$217,540.75

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to pay construction bills in the amount of \$938,888.15

Roll call: All yes. Motion carried.

Moved by Swanger, seconded by Spencer to adjourn at 4:43 P.M.

Roll call: All yes. Motion carried.

Attest:

Karen Novak Swalwell
Chair

W. H. Garrett
Secretary