



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

ITEM:**DATE:** November 20, 2017

5. Consent Agenda
a. Motion

– Approving Minutes of the Regular Meeting of
October 16, 2017

FINANCIAL IMPACT:

None

SUMMARY:

This action will officially approve the minutes from your previous meetings.

BACKGROUND:

Approving board minutes is a routine requirement which is generally completed at the first opportunity.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

To approve the above consent agenda item(s)

Prepared by:

Justin Daniel Woodrime

Approved for Content by:

Wilson

**PROCEEDINGS OF THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS**
October 16, 2017

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 4:02 p.m. on Monday, October 16, 2017. Trustees Jody Smith, Brian Rickert and Scott Brennan were present; also present were staff members Diana Wilson, General Manager; Paula R. Meyer, Finance Manager and Treasurer; Becky Scott, Finance Manager and Treasurer; Mark Hanasz, Water Distribution Manager; William Mabuice, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; and Josh Heggen, Business Relations Manager. Jamie Letzring, Deputy City Manager, attended on behalf of the West Des Moines City Council as liaison to the Board.

Trustee Smith recommended removing item 5b1, the Resolution entitled "Adopting Resolution for Maintenance of Bridgewood Boulevard Medians between Jordan Creek Parkway and 81st Street and Authorizing Chair to Execute Agreement," to allow additional time to review the agreement.

Moved by Brennan, seconded by Rickert that the amended agenda be approved.
Roll call: All yes. Motion carried.

Trustee Tegeler arrived at 4:04 p.m.

During the Citizen Forum, Vincent White, 9414 Davis Drive, addressed the Board as an employee of West Des Moines Water Works on the critical nature and importance of work accomplished by the WDMWW staff. Trustee Rickert thanked employees on behalf of the Board of Trustees for their work.

Moved by Smith, seconded by Rickert to receive and file the Monthly Financial Report for September 2017.
Roll call: All yes. Motion carried.

Moved by Smith, seconded by Rickert to approve the following consent agenda items:

- a. Minutes of the Regular Meeting of September 18, 2017,
- b. Minutes of the Special Meeting of October 2, 2017,
- c. Water Supply Service Agreement for DM4 Data Center,
- d. Water Supply Service Agreement for IMT Corporate Headquarters, and
- e. Water Supply Service Agreement for Grand Valley Plat 2.

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Rickert to adopt the resolution entitled "Accepting Temporary and Permanent Easement and Right-of-Way for Water Main."
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Rickert to adopt the resolution entitled "Accepting Permanent Easement and Right-of-Way for Water Main."
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Rickert to adopt the resolution entitled "Accepting Permanent Easement and Right-of-Way for Water Main."

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Rickert to adopt the resolution entitled "Accepting Completed Improvements: 2016 SW Area Fee District Water Main Extension – Mills Civic Parkway from Wendover Road to Grand Prairie Parkway."

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Rickert to adopt the resolution entitled "Accepting Completed Improvements: 2017 Water Main Replacement – Woodland from 28th Street to 33rd Street."

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Rickert to adopt the resolution entitled "A Resolution Amending Signatories."

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Rickert to concur with the recommendation of the Finance and Audit Committee that the motion entitled "Receive and Place on File for Preliminary Discussions Draft Budget for 2018" be approved.

Roll call: All yes. Motion carried.

Moved by Rickert, seconded by Brennan to concur with the recommendation of staff that the motion entitled "Approving Replacement of Roof System on Center and West Filters" be approved.

Roll call: All yes. Motion carried.

Moved by Rickert, seconded by Brennan to concur with the recommendation of staff that the resolution entitled "Adopting Resolution and Entering a Professional Service Agreement between the City of West Des Moines, West Des Moines Water Works and KJW Diversified Services, Inc." be adopted.

Roll call: All yes. Resolution adopted.

Moved by Brennan, seconded by Tegeler to approve the motion entitled "Approving Change Order No. 2 for the 2017 Pressure Sustaining Vault – SW Corner of 88th Street and Cody Drive Project."

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler to approve the motion entitled "Approving Change Order No. 1 for the 2017 Veterans Parkway Water Main Extension – SE Willow Creek to 2,700 feet North Project."

Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Tegeler to approve the motion entitled "Approving Change Order No. 2 for the 2016 SW Area Fee District Water Main Extension – Mills Civic Parkway from Wendover Road to Grand Prairie Parkway Project."

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan to approve the motion entitled "Approving Change

Order No. 1 for the Sodium Hypochlorite Tank Replacement Project.”
Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Smith to pay the non-construction bills in the amount of \$464,988.12.
Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Smith to pay the construction bills in the amount of \$334,466.88.
Roll call: All yes. Motion carried.

Moved by Rickert, seconded by Tegeler to receive and file the following items:

a.	Project Progress Report	- October 11, 2017
b.	Water Quality Report	- September 2017
c.	Check Register	- September 2017

Roll call: All yes. Motion carried.

During the Information Report, the Customer and Community Relations Committee gave an overview of the agreement for maintenance of Bridgewood Boulevard Medians. The agreement is expected to be brought to the Board for consideration at a later date.

The Chair of the Regionalization Committee stated the next workshop on capitalization and determination of what type of agreement (28E/28F) will be developed will occur on Monday, October 23rd at 4:00 p.m.

Scott Brennan and Jamie Letzring left the meeting at 5:10 p.m.

Moved by Rickert, seconded by Smith to enter into Closed Session in accord with Iowa Code Chapter 20.17(3).
Roll call: All yes. Motion carried.

Entered into closed session at 5:12 p.m.

Moved by Rickert, seconded by Smith to adjourn Closed Session.
Roll call: All yes. Motion carried.

Closed session was adjourned at 6:36 p.m.

Moved by Smith, seconded by Rickert to adjourn at 6:37 p.m.
Roll call: All yes. Motion carried.

Attest:

Diana Wilson
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 November 20, 2017 meeting.