



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

ITEM:

4. Consent Agenda
a. Motion

DATE: December 18, 2017

– Approving Minutes of the Regular Meeting of
November 20, 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:

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Approved for Content by:

Adilson

**PROCEEDINGS OF THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS**
November 20, 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 4:04 p.m. on Monday, November 20, 2017. Trustees Jody Smith, Brian Rickert and Gretchen Tegeler 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. Tom Hadden, West Des Moines City Manager, attended on behalf of the West Des Moines City Council as liaison to the Board.

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

No one came forward during the Citizen Forum.

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

The Chair announced that this is the time and place fixed for a public hearing on the matter of the 2018 Water and Basic Service Charge Rate Adjustments. The Secretary reported that the Notice of Public Hearing was published in the *Des Moines Register*, Saturday, November 11, 2017, and the affidavit of publication is available to file with The Board of Trustees. The Chair called for any oral objections to the water and basic service charge rate adjustments. No oral objections were offered and the Secretary reported that no written objections thereto had been filed. Hearing no further comments, the Chair declared the public hearing closed.

Trustee Brennan arrived at 4:06 p.m.

Moved by Smith, seconded by Tegeler to approve the Resolution entitled "Approving a Resolution Adjusting Water and Basic Service Charge Rates."
Roll call: All yes. Resolution adopted.

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

- a. Minutes of the Regular Meeting of October 16, 2017,
- b. Minutes of the Special Meeting of November 6, 2017,
- c. Concurring with Staff Approval of Change Order #1 for the 2016 Water Main Replacement – Jordan Creek, and
- d. Concurring with Staff Approval of Change Order #7 for the Deep Well No. 26 Project.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Rickert to adopt the resolution entitled "A Resolution Assessing Delinquent Water Service Charges."
Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Rickert to adopt the resolution entitled "Accepting Permanent Access Easement for Water Main and Appurtenances."

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Rickert to adopt the resolution entitled "Accepting Completed Improvements: 2017 Veterans Parkway Water Main Extension – Veterans Parkway from SE Willow Creek Street to 2,700 feet North (West Des Moines Water Works Project No. 00800-170-16005)."

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Rickert to adopt the resolution entitled "Accepting Completed Improvements: 2017 Pressure Sustaining Vault – 88th Street & Cody Drive (West Des Moines Water Works Project No. 00800-170-17001A)."

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Rickert to concur with the recommendation of the Finance and Audit Committee that the resolution entitled "A Resolution Fixing a Date for Consideration of a Budget for Calendar Year 2018 and Fixing a Date for Hearing Thereon." Pulbic Hearing to be held at 4:00 PM, December 7, 2017 at 1505 Railroad Avenue, in West Des Moines" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Brennan, seconded by Rickert to concur with the recommendation of the Finance and Audit Committee that the resolution entitled "A Resolution Designating the Certifying Officer for Delinquent Water Charges" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Brennan to concur with the recommendation of the Finance and Audit Committee that the resolution entitled "A Resolution Updating the West Des Moines Water Works Investment Policy" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Rickert, seconded by Brennan to concur with the recommendation of the Regionalization Committee that the motion entitled "Authorizing General Manager to Submit Application for Water Use Permit Modification" be approved.

Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Rickert to concur with the recommendation of staff that the motion entitled "Approving Professional Services Proposal and Authorizing Execution of Agreement with Construction Materials Testing for Geotechnical Borings along Ashworth Road from 8th Street to Valley West Drive" be approved.

Roll call: Swalwell, Tegeler, Brennan, and Rickert – Aye. Smith - Abstain. Motion carried.

Moved by Tegeler, seconded by Rickert to pay the non-construction bills in the amount of \$437,577.68.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Rickert to pay the construction bills in the amount of

\$246,214.29.

Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Smith to receive and file the following items:

- a. Project Progress Report - November 15, 2017
- b. Water Quality Report - October 2017
- c. Check Register - October 2017

Roll call: All yes. Motion carried.

During the Information Report, the Chair updated the Board on the status of regionalization discussions. Recently, the group has discussed the topic of equity contributed to the Des Moines Water Works production assets from regional partners and the amount and value of unsubscribed capacity. Future workshops will continue to address these topics in more detail.

Also, during the Information Report, Mary Brown, 1530 S. Willow Drive, joined the meeting. After the Report, Ms. Brown was invited to speak. Ms. Brown spoke about her difficulty in paying her water bill due to personal struggles. The Customer and Community Relations Committee will discuss her situation and respond.

Moved by Tegeler, seconded by Rickert to adjourn at 5:27 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 December 18, 2017 meeting.