



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

ITEM:**DATE:** January 22, 2018**5. Consent Agenda**

- a. Motion – Approving Minutes of the Regular Meeting of December 18, 2017
- b. Motion – Approving Minutes of the Special Meeting of January 2, 2018
- c. Motion – Approving Minutes of the Special Meeting of January 16, 2018

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:

A handwritten signature in dark ink, appearing to read 'Justin Daniel Woodruff', written over a horizontal line.

Approved for Content by:

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

December 18, 2017

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Vice Chair Brian Rickert at 4:03 p.m. on Monday, December 18, 2017. Trustees Jody Smith, Gretchen Tegeler, and Scott Brennan were present; Chair Karen Novak Swalwell was absent. Also present were staff members Diana Wilson, General Manager; Becky Scott, Finance Manager and Treasurer; Mark Hanasz, Water Distribution Manager; William Mabuice, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; Josh Heggen, Business Relations Manager; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President. Jim Sandager 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 Tegeler, seconded by Brennan to receive and file the Monthly Financial Report for November 2017.

Roll call: All yes. Motion carried.

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

- a. Minutes of the Regular Meeting of November 20, 2017,
- b. Minutes of the Special Meeting of December 7, 2017,
- c. Approving Water Supply Service Agreement for Chateau 88, and
- d. Approving Payment of \$50,000 to City of West Des Moines for Economic Development.

Roll call: All yes. Motion carried.

City Councilman Sandager thanked the Board of Trustees for continuing to support the city's economic development.

Moved by Tegeler, seconded by Brennan that the resolution entitled "A Resolution Naming Depositories" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Brennan that the resolution entitled "Adopting the West Des Moines Water Works General Supplemental Specifications to the Iowa Statewide Urban Standard Specifications for Public Improvements Manual" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Brennan that the resolution entitled "Accepting Permanent Access Easement for Water Main and Appurtenances" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Brennan that the resolution entitled "Accepting Completed Improvements: 2016 Water Main Replacement Remedial Work (West Des Moines Water Works Project No. 00800-170-16006)" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Brennan that the resolution entitled "Accepting Completed Improvements – Westport Plat 1" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Brennan that the resolution entitled "Accepting Completed Improvements – Della Vita" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Brennan that the resolution entitled "Accepting Completed Improvements – Della Vita 88th Street Public Improvements" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the Personnel and Compensation Committee that the resolution entitled "A Resolution Establishing Compensation for Calendar Year 2018 for Employees and Trustees of West Des Moines Water Works" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Smith to concur with the recommendation of the Personnel and Compensation Committee that the resolution entitled "Providing for Action on an Agreement between West Des Moines Water Works and the American Federation of State, County and Municipal Employees, Local Union 3861 for the Calendar Year 2018" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Smith to concur with the recommendation of the Personnel and Compensation Committee that the resolution entitled "Approving Updates to the West Des Moines Water Works Employee Handbook" be adopted.

Roll call: All yes. Resolution adopted.

Trustee Brennan commented on concerns with legislation passed regarding Iowa Code Chapter 20. He voted in favor of the previous three resolutions from the Personnel and Compensation Committee as the Board of Trustees worked hard to be fair and reasonable to employees and expects future decisions to be made in the same fair and reasonable manner.

Moved by Smith, seconded by Brennan to concur with the recommendation of staff that the motion entitled "Approving Customer Service Schedule for 2018" be approved.

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler to concur with the recommendation of staff that the motion entitled "Receive and File Bids Received for Water Treatment Chemicals" be approved.

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler to concur with the recommendation of staff that the

motion entitled "Awarding Contract to Water Treatment Chemical Suppliers" be approved.
Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan to concur with the recommendation of staff that the motion entitled "Receive and File Bids Received for Brass Goods" be approved.
Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan to concur with the recommendation of staff that the motion entitled "Awarding Contract to Brass Goods Suppliers" be approved.
Roll Call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan to concur with the recommendation of staff that the motion entitled "Approving Request to Purchase Replacement Vehicles" be approved.
Roll Call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler that the resolution entitled "Ordering Construction of Certain Public Improvements and Fixing the Date, Time and Place for a Public Hearing Thereon and for Taking of Bids Therefor (Bids: 2:00 P.M. January 17, 2018; Public Hearing: 4:05 P.M., January 22, 2018)" be adopted.
Roll call: All yes. Resolution adopted.

Moved by Brennan, seconded by Tegeler to pay the non-construction bills in the amount of \$357,797.19.
Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Tegeler to pay the construction bills in the amount of \$113,186.79.
Roll call: All yes. Motion carried.

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

a.	Project Progress Report	- December 13, 2017
b.	Water Quality Report	- November 2017
c.	Check Register	- November 2017

Roll call: All yes. Motion carried.

During the Information Report, Trustee Smith provided an update on regionalization meetings, including the direction of group discussions to include production assets of WDMWW, Altoona and Polk City with production assets of Des Moines Water Works. Recent discussions included trigger events for the inclusion of these facilities and the need for a comprehensive financial evaluation. An extension of the existing contract, or a supplemental contract, with FCS Group to perform the financial analysis is being discussed.

During the Information Report, the General Manager thanked Paula Meyer and Rebecca Scott for their work together as Paula has approached retirement. The GM also thanked Vincent White, Steven Sievert and the management staff of WDMWW for their work updating the Employee Handbook and during the Union Contract negotiations.

The Board members discussed keeping the current committee assignments for 2018.

Moved by Brennan, seconded by Tegeler to adjourn at 5:00 p.m.
Roll call: All yes. Motion carried.

Attest:

Diana Wilson
Secretary

Brian Rickert
Chair

These Minutes are a draft. If corrections or additions are made the corrected minutes will be published after approval at the January 22, 2018 meeting.

**PROCEEDINGS OF THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS**
January 2, 2018

The special meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Vice Chair Brian Rickert at 11:31 a.m. on Tuesday, January 2, 2018. Trustees Gretchen Tegeler, Jody Smith, Scott Brennan (via phone) and Mary Thomsen were present. Also present were staff members Diana Wilson, General Manager; Becky Scott, Finance Manager and Treasurer; William Mabuice, Engineering Project Manager; Josh Heggen, Business Relations Manager; Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President. City Manager Tom Hadden attended on behalf of the West Des Moines City Council as liaison to the Board.

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

Vice Chair Rickert welcomed Mary Thomsen to the West Des Moines Water Works Board of Trustees, introduced the Trustees and provided history on the Board and committee structure. Ms. Thomsen introduced herself to the Trustees and staff in attendance, provided information about her background and professional experience, and stated her excitement to begin her work with West Des Moines Water Works. Vice Chair Rickert suggested that until new committee members are appointed at the first regular Board meeting of 2018, Ms. Thomsen may wish to complete the committee appointments of the outgoing Board Chair, Karen Novak Swalwell. Ms. Thomsen agreed and stated her willingness to serve in whatever capacity would be most beneficial.

Discussion then began on various options for appointment as the Board of Trustee Chair for the upcoming year. Vice Chair Rickert and Trustee Smith both expressed an interest in the position. The Trustees discussed the strengths of both Trustees and concluded that a second special meeting would be beneficial to allow additional time for discussion and consideration of alternatives. The general manager will coordinate a date and time for a special meeting in advance of the regular scheduled Board meeting on January 22, 2018.

Trustee Brennan left the meeting at 11:50 a.m.

Moved by Rickert, seconded by Smith to adjourn at 12:20 p.m.
Roll call: All yes. Motion carried.

Attest:

Diana Wilson
Secretary

Brian Rickert
Chair

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**PROCEEDINGS OF THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS**
January 16, 2018

The special meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Vice Chair Brian Rickert at 4:01 p.m. on Tuesday, January 16, 2018. Trustees Gretchen Tegeler, Jody Smith, Scott Brennan and Mary Thomsen were present. Also present were staff members Diana Wilson, General Manager; Becky Scott, Finance Manager and Treasurer; William Mabuice, Engineering Project Manager; Josh Heggen, Business Relations Manager; Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President. City Manager Tom Hadden attended on behalf of the West Des Moines City Council as liaison to the Board.

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

Moved by Tegeler, seconded by Brennan to nominate Vice Chair Brian Rickert to be Chair of the Board of Trustees for the year 2018. Election of the Chair to take effect immediately.
Roll call: Thomsen, Smith, Tegeler, and Brennan – Aye. Rickert – Abstain.

The Board agreed that Vice Chair and Committee appointments will occur during the regular Board meeting of January 22, 2018.

The Board then discussed the draft Memorandum of Understanding (MOU) for Regionalization of Water Production and potential edits to the MOU. The General Manager and the Chair of the Regionalization Committee were requested to incorporate suggestions into a document for review and consideration at the upcoming regular meeting scheduled for January 22, 2018.

Moved by Smith, seconded by Brennan to adjourn at 5:36 p.m.
Roll call: All yes. Motion carried.

Attest:

Diana Wilson
Secretary

Brian Rickert
Chair

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