



## WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

**ITEM:****DATE:** June 18, 2018

- 4. Consent Agenda
  - a. Motion

– Approving Minutes of the Regular Meeting of  
May 21, 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)
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Prepared by:

A handwritten signature in dark ink, reading 'Justin Daniel Woodwine', written over a horizontal line.

Approved for Content by:

A handwritten signature in dark ink, reading 'J. Wilson', written over a horizontal line.

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

May 21, 2018

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Chair Brian Rickert at 4:00 p.m. on Monday, May 21, 2018. Trustees Gretchen Tegeler, Jody Smith 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; and Mark Hanasz, Water Distribution Manager. Deputy City Manager Jamie Letzring attended on behalf of the West Des Moines City Council as liaison to the Board.

General Manager requested a change to Item 8 of the agenda, decreasing the non-construction bill payment total from \$418,616.90 to \$415,653.85 and adding a construction bill payment for Vanderpool Construction for the 2017 Mills Civic Parkway 81<sup>st</sup> to 88<sup>th</sup> project, Pay Request #4 in the amount \$2,963.05.

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

During the Citizen Forum Mr. Ron Sweeney and Pastor Bernie Colorado of Maple Grove Church provided background on improvements being made at their church site located on Ashworth Road. Mr. Sweeney described financial constraints that have been encountered and asked the Board to consider accepting surety for six-inch water main along Ashworth Road rather than 16-inch water main as required for continuity of water distribution grid sizing.

Item 6a of the agenda, Recommendations from Staff, Motion Denying Applicant Request for Surety Reduction for Maple Grove Church Site Plan (City of WDM #PC-003491-2017), addressed the issue brought up in the Citizen Forum. The Board of Trustees asked the Engineering Project Manager, General Manager and Operations Committee to work with Mr. Sweeney and Pastor Colorado to develop a recommendation for the Board of Trustees to consider at a future meeting.

Moved by Tegeler, seconded by Thomsen to table the motion entitled "Denying Applicant Request for Surety Reduction for Maple Grove Church Site Plan (City of WDM #PC-003491-2017)."

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler to approve the motion entitled "Approving Minutes of the Regular Meeting of April 16, 2018."

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler that the resolution entitled "Accepting Completed Improvements: Lime Slaker System Replacement (West Des Moines Water



Works Project No. 00800-120-17008)" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler that the resolution entitled "Accepting Completed Improvements: 2017 Process Pipe Cleaning – AC Ward Treatment Plant" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler that the resolution entitled "Accepting Completed Improvements: Kings Landing Plat 2" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler that the resolution entitled "Accepting Completed Improvements: Grand Valley Plat 2" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler that the resolution entitled "Accepting Completed Improvements: The Preserve on Grand" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Thomsen to receive and file the Monthly Financial Report for April 2018.  
Roll call: All yes. Motion carried.

Mr. H. Robert Veenstra Jr., P.E. of Veenstra & Kimm, Inc. presented information from the Report on Joint Waukee/WDMWW Source Water Availability Study Task 3 and Task 4, including a description of recommended source water locations, treatment alternatives, estimated timeline and costs of a joint production facility.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the Planning and Regionalization Committee that the motion entitled "Receive and File the Report on Joint Waukee/WDMWW Source Water Availability Study Task 3 and Task 4" be approved.  
Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the Finance and Audit Committee that the motion entitled "Approving and Authorizing Services of PFM Financial Advisors, LLC" be approved.  
Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of the Operations Committee that the motion entitled "Ratifying Exclusive Representation Agreement with Iowa Realty Commercial" be approved.  
Roll call: All yes. Motion carried.

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

that the motion entitled "Approving and Authorizing Execution of Professional Services Agreement with Bolton & Menk for Engineering Services" be approved.

Roll call: All yes. Motion carried.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of staff that the motion entitled "Approving Deferral of the Southwest Area Water Connection Fee District Fee for the WDM Public Service Plat 1" be approved.

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Thomsen to concur with the recommendation of staff that the motion entitled "Approving Request to Purchase and Build a Distribution Material Storage Cover" be approved.

Roll call: All yes. Motion carried.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of staff that the motion entitled "Approving a Real Estate Purchase Agreement" 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 "Approving a Professional Services Agreement with Impact7G, Inc. for Professional Services for the Environmental Assessment of Property" be approved.

Roll call: All yes. Motion carried.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of staff that the motion entitled "Receive and File the 2017 Annual Water Quality Report" be approved.

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Thomsen that the resolution entitled, "Approving Construction Contract and Bond" be adopted.

Roll call: All yes. Resolution adopted.

The previous action pertains to the project known in general as the 2018 Water Main Replacement – Grand Avenue from Delevan Drive to Wolf Way (West Des Moines Water Works Project No. 00800-120-18002).

The Chair announced that this is the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of costs for the construction of certain public improvements described in general as the 2018 Water Valve Insertion Project – Various Locations (West Des Moines Water Works Project No. 00800-120-18006). The Secretary reported that the Notice of Public Hearing was published in the *Des Moines Register*, Tuesday, May 1, 2018, and the affidavit of publication is available to file with The Board of Trustees. The Chair called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of costs. No oral objections were offered and the Secretary reported

that no written objections thereto had been filed. Hearing no further comments, the Chair declared that the public hearing is closed.

Moved by Smith, seconded by Tegeler that the resolution entitled "Adopting Plans, Specifications, Addenda, Form of Contract and Estimate of Costs" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler that the motion entitled "Receive and File Bids Received on May 9, 2018" be approved.  
Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler that the resolution entitled "Making Award of Contract" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler that the resolution entitled "Approving Construction Contract and Bond" be adopted.  
Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Tegeler that the motion entitled "Approving Change Order #1 for the 2018 Veterans Parkway Water Main Extension Project" be approved.  
Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Smith to pay the non-construction bills in the amount of \$415,653.85.  
Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Smith to pay the construction bills in the amount of \$34,991.40.  
Roll call: All yes. Motion carried.

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

- a. Project Progress Report - May 17, 2018
- b. Water Quality Report - April 2018
- c. Check Register - April 2018

Roll call: All yes. Motion carried.

During the Informational Report, Trustee Smith provided an update on the efforts of the Regionalization of Water Production Workgroup. Recent developments include the creation of a Regional Technical Committee and invitations to communities to appoint an appropriate representative to participate in future meetings. The General Manager updated the Board on the status of the Commercial Appraisers of Iowa valuation of City Hall and Water Works suite space. Alternative methods to value the suite space are currently being discussed by the City Manager, City Attorney and Water Works General Manager. The Business Relations Manager provided an update on the recent Water Excise Tax (WET) passed by the State of Iowa during the recent legislative session.

Staff is currently verifying the impacts that WET and Local Option Sales Tax (LOST) will have. LOST will apply to certain geographical areas within West Des Moines. Once the impacts are verified, programming efforts will commence to update billing software for completion and testing prior to July 1, 2018.

Moved by Thomsen, seconded by Tegeler to adjourn at 6:03 p.m.  
Roll call: All yes. Motion carried.

Attest:

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Brian Rickert  
Chair

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Diana Wilson  
Secretary

These Minutes are a draft. If corrections or additions are made the corrected minutes will be published after approval at the June 18, 2018 meeting.