



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

ITEM:

4. Consent Agenda
a. Motion

DATE: July 16, 2018

– Approving Minutes of the Regular Meeting of
June 18, 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:

Justin Daniel Woodruff

Approved for Content by:

J. Wilson

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

June 18, 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 4:01 p.m. on Monday, June 18, 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 Mabuce, 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. Deputy City Manager Jamie Letzring attended on behalf of the West Des Moines City Council as liaison to the Board.

Moved by Thomsen, seconded by Brennan 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 May 2018.
Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Smith to approve the motion entitled "Approving Minutes of the Regular Meeting of May 21, 2018."
Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan to approve the motion entitled "Approving Water Supply Service Agreement for Covenant Cove."
Roll call: All yes. Motion carried.

Moved by Smith, seconded by Brennan to approve the resolution entitled "Accepting Permanent Access Easement for Water Main and Appurtenances."
Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Brennan that the resolution entitled "Accepting Completed Improvements: 2017 Sodium Hypochlorite Tank Replacement – AC Ward Treatment Plant (West Des Moines Water Works Project No. 00800-120-17004)" be adopted.
Roll call: All yes. Resolution adopted.

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

Moved by Tegeler, seconded by Brennan that the resolution entitled "Accepting Completed Improvements: Quail Park Woods" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Smith that the resolution entitled "Accepting Completed Improvements: Woodland Hills of West Des Moines Plat 3" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Smith that the resolution entitled "Accepting Completed Improvements: Mill Ridge Plat 1" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Thomsen that the resolution entitled "Accepting Completed Improvements: Michaels Landing Plat 3" be adopted.

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Thomsen to concur with the recommendation of the Ad Hoc – Contract Bargaining Committee that the motion entitled "Ratifying the WDMWW Salary Schedule Side Letter to the AFSCME 2018 Contract" 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 "Taking from the Table the Motion from the May 2018 Board of Trustees Meeting Entitled 'Denying Applicant Request for Surety Reduction for Maple Grove Church Site Plan (City of WDM #PC-003491-2017)'" be approved.

Roll call: All yes. Motion carried.

Mr. Ron Sweeney addressed the Board as a representative of Maple Grove Church. Mr. Sweeney provided information regarding budget issues encountered during the church's construction project. Mr. Sweeney disagreed with Maple Grove Church being considered a developer and therefore subject to the requirement to install or provide surety for sixteen inch water main along the property's frontage along Ashworth Road. William Mabuice, Engineering Project Manager, explained what material and labor were included within the request for surety quote. Maple Grove Church provided a quote for the complete project of a sixteen inch main and for pipe only on an eight inch main. The estimated costs of both water main sizes and associated surety were similar and neither cost appeared unreasonable or excessive.

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

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of staff that the motion entitled "Approving the Contract with Team Services for Materials and Testing through July 1, 2019" 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 and Authorizing Execution of Professional Services Agreement with Civil Engineering Consultants, Inc. for Professional Services for the 88th Street Fee District Water Main Extension" be approved.

Roll call: All yes. Motion carried.

The General Manager provided a correction to the amount identified in the memo entitled "Receive and File the Listing of Monthly Health and Dental Insurance Premiums, Effective July 1, 2018 through June 30, 2019" on the cost of Employee + Child(ren) tier of the Standard Plan, changing the "Paid by Water Works" amount from \$994.75 to \$944.75.

Moved by Smith, seconded by Tegeler to concur with the recommendation of staff that the motion entitled "Receive and File the Listing of Monthly Health and Dental Insurance Premiums, Effective July 1, 2018 through June 30, 2019" be approved.

Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Tegeler to concur with the recommendation of staff that the motion entitled "Approving and Authorizing Execution of Professional Services Agreement with HDR Engineering, Inc. for Design of WDMWW Portion of Joint Pump Station" be approved.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan that the motion entitled "Approving Change Order #9 for the Deep Well No. 26 Project" be approved.

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Brennan that the motion entitled "Approving Award of Contract for the Extension of Fee District Water Main at the Intersection of 88th Street and Ashworth Road and Primo Lane" be approved.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Thomsen to pay the non-construction bills in the amount of \$391,608.62.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Thomsen to pay the construction bills in the amount of \$32,028.35.

Roll call: All yes. Motion carried.

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

- a. Project Progress Report - June 15, 2018
- b. Water Quality Report - May 2018
- c. Check Register - May 2018

Roll call: All yes. Motion carried.

During the Information Report, the General Manager reported she would be attending Regionalization Committee meetings this week to discuss asset transfer and managerial, technical, and service area issues. The Engineering Project Manager reported performing due diligence on the potential elevated water storage tower site, which will require additional historic review. The Business Relations Manager reported that adding the Water Excise Tax (WET) into our billing software has been completed and recent testing of bill calculation has shown the tax being correctly calculated and added to water bills.

Moved by Thomsen, seconded by Brennan to adjourn at 5:25 p.m.

Roll call: All yes. Motion carried.

Attest:

Brian Rickert
Chair

Diana Wilson
Secretary

These Minutes are a draft. If corrections or additions are made the corrected minutes will be published after approval at the July 16, 2018 meeting.