



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

**ITEM:****DATE:** September 17, 2018

4. Consent Agenda  
a. Motion

– Approving Minutes of the Regular Meeting of  
August 20, 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 Dangel & Woodruff

Approved for Content by: [Signature]

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

August 20, 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, August 20, 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.

Moved by Brennan, seconded by Thomsen that the agenda be approved, with Agenda Item 6c, Recommendation from Staff to Deny Applicant Request for Surety Reduction to Westwood Baptist Church, moved up on the agenda to minimize the wait time for church representatives to address the Board of Trustees for discussion.

Roll call: All yes. Motion carried.

Pastor Pat Nath and Chairman of Deacons Mike Farrell addressed the Board with a request to defer fees associated with connecting the Westwood Baptist Church to the public water supply main on S. 60<sup>th</sup> Street. Currently the church obtains water from a private well but wishes to connect to municipal water. The church stated fees associated with the connection were prohibitive to the church obtaining the service connection and requested the fee be deferred. The water main on S. 60<sup>th</sup> Street was installed using connection fee district funds, with properties that benefit from the water main required by Resolution to pay the per acre fee at the time of connection or development action. The Resolution provides limited circumstances for a deferral of connections fees, which were not applicable for this request.

Moved by Smith, seconded by Tegeler to approve the motion entitled "Denying Applicant Request for Surety Reduction for Westwood Baptist Church."

Roll call: All yes. Motion carried.

No one came forward during the Citizen Forum.

Moved by Brennan, seconded by Thomsen to receive and file the Monthly Financial Report for July 2018.

Roll call: All yes. Motion carried.

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

- a. Minutes of the Regular Meeting of July 16, 2018,
- b. Water Supply Service Agreement for Dawsons Ridge Plat 1, and
- c. Water Supply Service Agreement for Browns Woods Estates Plat 1.

Roll call: All yes. Motion carried.



The Board of Trustees discussed the application to the Iowa Department of Natural Resources for a Water Use Permit for the first four of five water sources described in the Veenstra & Kimm, Inc. Joint Report on Source Water Availability. While the permit application is in the name of the West Des Moines Water Works, it includes the City of Waukee and City of Van Meter water demands in the allocation request. The Board then discussed that application for a permit was a prudent action in the event regionalization of water production was not successful. The Board expressed that they remain fully engaged and supportive of continued discussions and efforts towards regionalization. It was also discussed that Des Moines Water Works has indicated they may challenge a future permit based on concerns of impact to downstream flow on the Raccoon River and alluvial formation. Tasks 1 – 4 of the Veenstra & Kimm, Inc. studies will be submitted as part of the IDNR application, which includes electro resistivity testing in various locations in the alluvial formation and a 72-hour test pump of source water wellfield #1. These submittals will provide necessary data for use by IDNR in determining availability of source water for issuance of the permit.

Moved by Brennan, seconded by Thomsen to concur with the recommendation of the Planning and Regionalization Committee that the motion entitled "Directing Staff to Submit Application to the Iowa Department of Natural Resources for a New Water Use Permit" be approved.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Thomsen to receive and file the Summary of Shive Hattery Scope Refinement Discussions and Conclusions.

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the Planning and Regionalization Committee that the motion entitled "Approving Professional Service Agreement with Shive Hattery for Interim Design Services for a New Administrative Office Building" be approved pending legal review.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Smith to concur with the recommendation of the Finance and Audit Committee that the motion entitled "Receive, File and Approve the Independent Auditor's Report of Financial Statements for the Year Ended December 31, 2017" be approved.

Roll call: All yes. Motion carried.

Moved by Brennan, seconded by Thomsen to approve the motion entitled "Approving the Hire of PIP Construction Services, Inc. for Field Quality Control and Inspection on the Ground Storage Reservoir Painting Project."

Roll call: All yes. Motion carried.

Moved by Smith, seconded by Thomsen to approve the motion entitled "Approving the Contract Agreement with Kelderman Lime, Inc. for Disposal of Lime Residuals."

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

Moved by Thomsen, seconded by Brennan to approve the motion entitled “Approving Water Works City Hall Transition Timeline, Expenditures, Office Layout and Office Hours.”

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan to pay the non-construction bills in the amount of \$1,100,977.94.

Roll call: All yes. Motion carried.

Moved by Tegeler, seconded by Brennan to pay the construction bills in the amount of \$221,403.57.

Roll call: All yes. Motion carried.

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

- a. Project Progress Report - August 8, 2018
- b. Water Quality Report - July 2018
- c. Check Register - July 2018
- d. Memo for Preparation of 2019 Budget

Roll call: All yes. Motion carried.

During the Information Report, Trustee Smith provided the Board with information regarding the regionalization financial analysis discussions, including an overview of the FCS Group presentation from the July 30, 2018 Regionalization Steering Committee meeting.

Moved by Tegeler, seconded by Brennan to adjourn at 5:50 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 September 17, 2018 meeting.