

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

July 21, 2021

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Vice Chair Gretchen Tegeler at 4:01 PM on Wednesday, July 21, 2021. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Trustees Jody Smith, Erin Sheriff, Gretchen Tegeler, and Mary Thomsen were present. Also present were staff members Christina Murphy, General Manager; Josh Heggen, Business Relations Manager; Pat Mullenbach, Finance Manager and Treasurer; William Mabuice, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President. The City of West Des Moines' Finance Director, Tim Stiles, attended on behalf of the West Des Moines City Council as liaison to the Board. Lance Aldrich, Jenny Ruddy, and Matt Hawes with Fox Engineering also attended.

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

During the Citizen Forum, Brett Tierney, 1023 7th Street, spoke regarding his objection to the placement of a fire hydrant. The item was referred to staff.

Moved by Thomsen, seconded by Smith to receive and file the Monthly Financial Report for June 2021.
Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Smith to approve the following motions and resolutions on the Consent Agenda:

- a. Motion – Approving Minutes of the Regular Meeting of June 16, 2021;
- b. Motion – Approving the Water Supply Service Agreement for Fox Ridge Plat 1;
- c. Motion – Approving the Water Supply Service Agreement for West Glen Village North;
- d. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Jordan West Plat 3, Lot 4;
- e. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – The Oaks on Grand;
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – West Grand Industrial Acres Plat 2;
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – West Ginger Plat 1 – Easement 18906; and
- h. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – West Ginger Plat 1 – Easement 18905.

Roll call: All yes. Motions approved and Resolutions adopted.

Moved by Smith, seconded by Sheriff to concur with the recommendation of the

Personnel and Compensation Committee and approve the motion titled “Approving Changes to Section 9 of the Employee Handbook Regarding Parental Leave and Change to Bereavement Leave.”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Thomsen to concur with the recommendation of the staff and approve the motion titled “Approving and Authorizing Execution of Amendment No. 4 to the February 15, 2017, Professional Services Agreement with HR Green for Ashworth Road Water Main Replacement – Valley West Drive to 8th Street.”

Roll call: All yes. Motion approved.

Trustee Brennan arrived at 4:47 p.m.

Moved by Thomsen, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled “Approving a Memorandum of Understanding and Agreement, LP Moon Pumping Station, Addition of a 4th Pump to Clive-Waukee-WDMWW Side of the Station.”

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Thomsen to pay the bills in the amount of \$1,081,496.88, including non-construction bills in the amount of \$766,293.22 and construction bills in the amount of \$315,203.66.

Roll call: All yes. Motion approved.

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

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| a. | Project Progress Report | June 15, 2021 |
| b. | Water Quality Report | June 2021 |
| c. | Check Register | June 2021 |
| d. | Change Order Report | June 15, 2021 |

Roll call: All yes. Motion approved.

Fox Engineering presented the results of the A.C. Ward Needs Assessment and Facility Plan.

The Customer and Community Relations Committee, Finance and Audit Committee, Operations Committee, Personnel and Compensation Committee, and Planning / Regionalization Committee gave no report.

The General Manager (GM) reported on ongoing drought conditions and microcystins in the water. If the presence of microcystins in source water becomes problematic, Des Moines Water Works (DMWW) would be forced to move to Stage 3 of their Drought Management Plan which prohibits all irrigation.

The GM has been invited to a retreat with the City of West Des Moines at the end of September.

The GM stated that the Water Tower Agreement with Microsoft, which was approved by

the WW Board of Trustees' during the June 16, 2021 meeting, will now be executed.

The GM also provided an update on the Van Meter well issue.

The Finance Manager and Treasurer reported that Requests for Proposal for annual auditing services will be sought this year.

The Finance Manager and Treasurer also reported that multiple CDs are maturing in the near future.

The Water Production Manager reported that the Sanitary Survey is scheduled for this week.

The Water Distribution Manager and Business Relations Manager gave no report.

The Engineering Project Manager reported on the Memo regarding Iowa One Call – Locate Tickets found at the end of the Board Packet.

The Liaison to the City of West Des Moines, Finance Director Tim Stiles, gave no report.

Moved by Smith, seconded by Sheriff to enter Closed Session, at the advice of legal counsel, pursuant to Iowa Code Chapter 388.9(1).

Roll call: All yes. Motion approved.

Entered closed session at 6:13 PM.

Moved by Smith, seconded by Sheriff to adjourn Closed Session.

Roll call: All yes. Motion approved.

Closed session was adjourned at 6:39 PM.

Moved by Thomsen, seconded by Sheriff to adjourn at 6:49 PM.

Roll call: All yes. Motion approved.

Scott Brennan
Chair

Attest:

Christina Murphy
Secretary

These Minutes are a draft. If corrections or additions are made the corrected minutes will be published after approval at the August 18, 2021 meeting.