



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: July 21, 2021

ITEM:

- 4. Consent Agenda
 - a. Motion – Approving Minutes of the Regular Meeting of June 16, 2021

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: *Kristin Daniel Woodrime*

Approved for Content by: *Cliff Murphy*

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

June 16, 2021

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Chair Scott Brennan at 4:03 PM on Wednesday, June 16, 2021. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. All 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 (by phone); Pat Mullenbach, Finance Manager and Treasurer (by phone); William Mabuice, Engineering Project Manager (by phone); Mitch Pinkerton, Water Production Manager (by phone); and Mark Hanasz, Water Distribution Manager (by phone). The City of West Des Moines' City Manager, Tom Hadden, attended (by phone) on behalf of the West Des Moines City Council as liaison to the Board.

The Board Meeting was available via conference call and the web to members of the public.

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

No one came forward during the Citizen Forum.

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

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

- a. Motion – Approving Minutes of the Regular Meeting of May 19, 2021;
- b. Motion – Approving Minutes of the Special Meeting of May 12, 2021;
- c. Motion – Accepting Water Supply Service Agreement for Woodland Estates Plat 1;
- d. Resolution – Accepting Completed Improvements: 2020 Aerator Painting (Project No. 00800-120-20004);
- e. Resolution – Accepting Completed Improvements: 2020 EP True Water Main Replacement – 50th Street to 52nd Street (Project No. 00800-170-20009); and
- f. Resolution – Accepting Completed Improvements: Access Control and Surveillance Upgrades (Project No. 00800-120-20001).

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

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the Finance and Audit Committee and approve the motion titled “Receive, File, and Distribute the Independent Auditor’s Report of Financial Statements for the Year Ended December 31, 2020.”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Sheriff to concur with the recommendation of the Customer and Community Relations Committee and adopt the resolution titled "Approving a Resolution Revising the Billing and Collection Procedures."

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled "Approving and Authorizing Execution of a Professional Services Agreement with Dixon Engineering Inc. for Construction Services for the Stilwell Elevated Water Storage Tank Painting Project."

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the staff and approve the motion titled "Receive and File the Listing of Monthly Health and Dental Insurance Premiums, Effective July 1, 2021 through June 30, 2022."

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 a Professional Services Agreement with Bolton & Menk for Engineering Design and Construction Services for the SE Army Post Road Fee District Water Main Extension Project."

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the staff and adopt the resolution titled "Approving a Water Tower Agreement with Microsoft for the Construction of a 2 Million Gallon Elevated Tower at Adams Street."

Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled "Approving an Agreement Regarding Confidential Documents with Microsoft."

Roll call: All yes. Motion approved.

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 2021 Stilwell Elevated Water Storage Tank Painting Project (Water Works Project No. 00800-120-21004). The Secretary reported that the Notice of Public Hearing was published in the *Des Moines Register*, Friday, May 28, 2021, 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.

The following action pertains to the project known in general as the 2021 Stilwell Elevated

Water Storage Tank Painting Project (Water Works Project No. 00800-120-21004).

Moved by Smith, seconded by Tegeler that the resolution titled "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 resolution titled "Releasing G & L Tank Sandblasting & Coatings and Its Bid Bond on the 2021 Stilwell Elevated Water Storage Tank Painting Project" be adopted.
Roll call: All yes. Resolution adopted.

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

Moved by Tegeler, seconded by Thomsen to pay the bills in the amount of \$824,725.54, including non-construction bills in the amount of \$464,692.47 and construction bills in the amount of \$360,033.07.
Roll call: All yes. Motion approved.

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

a.	Project Progress Report	June 10, 2021
b.	Water Quality Report	May 2021
c.	Check Register	May 2021
d.	Change Order Report	June 10, 2021

Roll call: All yes. Motion approved.

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) provided an update on the drought and WDMWW current Stage 1 status.

The GM provided an update on supply chain issues that may have an impact on parts of our operation.

The Finance Manager and Treasurer, Water Distribution Manager, Engineering Project Manager, and Liaison to the City of West Des Moines, City Manager Tom Hadden, gave no report.

The Water Production Manager provided an update on the recent tests performed on the AC Ward Water Treatment Plant.

The Business Relations Manager reported the Water Shortage Plan has been added to the WDMWW website.

Moved by Smith, seconded by Tegeler to enter into 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 5:22 PM.

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

Roll call: All yes. Motion approved.

Closed session was adjourned at 5:48 PM.

Moved by Thomsen, seconded by Sheriff to adjourn at 5:49 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 July 21, 2021 meeting.