



West Des Moines
Water Works
www.wdmww.com

MUNICIPAL WATER UTILITY –
BOARD OF TRUSTEES

GENERAL OFFICE
515.222.3510

CUSTOMER SERVICE
515.222.3460
515.222.3378 – FAX

WATER TREATMENT AND
DISTRIBUTION
515.222.3465
515.222.3469 – FAX

1505 Railroad Avenue
West Des Moines, Iowa 50265

TTD/TTY 515.222.3334

EMAIL:
waterworks@wdmww.com

WEST DES MOINES WATER WORKS THE BOARD OF TRUSTEES

Regular Meeting – January 19, 2022

A. C. Ward Municipal Water Treatment Plant
1505 Railroad Avenue – Conference Room
4:00 pm

Public access to this meeting will be available in person or through the below link and/or phone number due to the Coronavirus outbreak

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/701074709>

You can also dial in using your phone.

United States: +1 (312) 757-3121

Access Code: 701-074-709

AGENDA

- 1. Call to Order, Roll Call, Approval of Agenda**
 - a. Motion – Approving Agenda
- 2. Citizen Forum**
 - a. Citizen Forum (During this time, any citizen may discuss with The Board of Trustees, any matter not on the agenda for today's meeting.)
 - b. Future Water Supply Options for West Des Moines Water Works
- 3. Board of Trustees**
 - a. Motion – Electing a Chairperson
 - b. Motion – Electing a Vice Chairperson
 - c. Motion – Approving Appointments to Standing Committees
- 4. Financial Report**
- 5. Consent Agenda**
 - a. Motion – Approving Minutes of the Special Meeting of December 14, 2021
 - b. Motion – Approving Minutes of the Regular Meeting of December 15, 2021
- 6. Recommendations from Committees**
 - a. Personnel and Compensation
 1. Motion – Ratifying the Job Description for Maintenance Worker

2. Motion – Ratifying the Job Description for Utility Locator
3. Motion – Ratifying the Job Description for Administrative Assistant - Plant
4. Motion – Ratifying the Job Description for Administrative Assistant – Office
5. Motion – Ratifying the Hiring of Lindsey Harding for Administrative Assistant – Office
6. Resolution --Providing for Action on an Extension of Contract between West Des Moines Water Works and the American Federation of State, County and Municipal Employees, Local Union 3861 for Calendar Year 2023 and 2024.

b. Finance and Audit

1. Resolution – Fixing a Date for Consideration of a Budget Amendment for Calendar Year 2022 and Fixing a Date for a Public Hearing Thereon (Public Hearing to be held at 4:00 PM, February 16, 2022 at 1505 Railroad Avenue, in West Des Moines, Iowa)

7. Recommendations from Staff

- a. Motion – Approving Northway Well and Pump Co. as Well Service Provider for Calendar Year 2022
- b. Motion – Approving a Proposal from Occupational Safety Consultants for Lock-Out Tag-Out Services at Various Water Works Facilities
- c. Motion – Approving a Professional Services Proposal from HR Green for Shallow Well Siting Services

8. Construction Project Actions

- a. Adams Street Elevated Water Storage Tank (Water Works Project No. 00800-170-21021)
 1. Public Hearing – Plans, Specifications, Addenda, Form of Contract & Estimate of Costs
 2. Resolution – Adopting Plans, Specifications, Addenda, Form of Contract & Estimate of Costs
 3. Resolution – Making Award of Contract

9. Motions to Pay Bills

- | | |
|--------------------------------------------------------------|---------------------|
| a. Non-Construction Bills | \$710,488.82 |
| b. Construction Bills | \$485,530.25 |
| HR Green, Inc | \$224,958.57 |
| Ashworth Road Water Main 8 th to 35 th | \$ 15,215.86 |

Ashworth Road Water Main 8th to 35th \$ 22,177.79

Ontrack Construction, LLC
Adams Street Main Project -Veterans Pkwy to SE Orilla -
Pay Request #1 \$ 165,737.00

Veenstra & Kimm Inc
Adams Street Water Tower \$ 21,827.92

10. Motions to Receive, File and/or Refer

- | | | |
|----|-------------------------|------------------|
| a. | Project Progress Report | January 12, 2022 |
| b. | Water Quality Report | December 2021 |
| c. | Check Register | December 2021 |
| d. | Change Order Report | January 12, 2022 |

11. Information Report

- a. Board of Trustees Standing Committees
 - 1. Customer and Community Relations – Mary Thomsen, Chair; Erin Sheriff
 - 2. Finance and Audit – Gretchen Tegeler, Chair, Jody Smith
 - 3. Operations – Erin Sheriff, Chair; Mary Thomsen
 - 4. Personnel and Compensation – Scott Brennan, Chair; Gretchen Tegeler
 - 5. Planning/Regionalization – Jody Smith, Chair; Scott Brennan
- b. General Manager – Christina Murphy
- c. Finance Manager and Treasurer – Pat Mullenbach
- d. Water Production Manager – Mitch Pinkerton
- e. Water Distribution Manager – Mark Hanasz
- f. Engineering Project Manager – William Mabuice
- g. Business Relations Manager – Josh Heggen
- h. AFL-CIO Local 3861 Chapter President – Vincent White
- i. City of West Des Moines Liaison

12. Adjourn

If you have a disability and you would like accommodations so you can fully participate in this meeting of The Board of Trustees, we ask that you contact West Des Moines Water Works at 222-3465 at least 48 hours before the meeting. We are pleased to help you.
