



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

**DATE:** June 15, 2022

**ITEM:**

4. Consent Agenda
  - a. Motion – Approving Minutes of the Regular Meeting of May 18, 2022

**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: Lindsay Harding

Approved for Content by: Clara Murphy

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

May 18, 2022

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Chair Scott Brennan at 4:02 PM on Wednesday, May 18, 2022. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Trustee Jody Smith joined virtually, and Vice Chair Gretchen Tegeler, Trustees Erin Sheriff, and Mary Thomsen were present in person. 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. For the City of West Des Moines, Tim Stiles, attended virtually on behalf of the West Des Moines City Council as liaison to the Board.

Other Attendees:

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 Sheriff to receive and file the Monthly Financial Report for April 2022.

Roll call: All yes. Motion approved.

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

- a. Motion – Approving Minutes of the Regular Meeting of April 20, 2022
- b. Motion – Approving the Water Supply Service Agreement for Mill Ridge Plat 6
- c. Motion – Approving the Water Supply Service Agreement for City of West Des Moines – SE County Line Road Project
- d. Resolution – Accepting Completed Improvements: 2021 Water Main Replacement: 7th Street – Ashworth Road to Clegg Road S 32nd Court – Fuller Road to the South (Water Works Projects No. 00800-170-21009 and 00800-170-21010)
- e. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Jordan Creek Point
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Platinum Pointe Townhomes
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Hy Vee Fast and Fresh 9150 University
- h. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – WDM School District – Stilwell Junior High School (Public Main Relocation)
- i. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – WDM School District – Stilwell Junior High School (New Water Service)
- j. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – WDM School District – Valley Southwoods (Various Easements)

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

Moved by Tegeler, seconded by Sheriff to concur with the recommendation of the Personal and Compensation committees and approve the motion titled "Ratifying the Transfer of Ernie Mueller to Water Treatment Plant Operator

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 "Ratifying the Conflict Waiver/Consent to Limited Joint Representation Agreement with Ahlers and Cooney".

Roll call: All yes. Motion approved.

The Chair announced that This is the time and place for a public hearing to consider certain public improvements described in general as the 2022 Pumping Station Pipe Gallery Painting – 39th Street Reservoir – West Des Moines Water Works (Water Works Project No. 00800-170-22023) as found in your meeting packet. No oral objections were offered, and the Secretary reported that no written objections thereto had been filed. Hearing no further comments, the Chair declared the public hearing closed.

Moved by Tegeler, seconded by Thomsen that the resolution titled "Adopting Plans, Specifications, Addenda, Form of Contract & Estimate of Costs" be adopted for 2022 Pumping Station Pipe Gallery Painting – 39th Street Reservoir.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Thomsen that the resolution titled "Making Award of Contract" for 2022 Pumping Station Pipe Gallery Painting – 39th Street Reservoir.

Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Sheriff that the resolutions titled "Ordering Construction of Certain Public Improvements and Fixing the Date, Time and Place for a Public Hearing Thereon and for Taking of Bids Therefore (Bids 2:00 P.M. June 2, 2022; Public Hearing: 4:05 P.M., June 15, 2022" be adopted for 2022 Aerator Painting – A.C. Ward Treatment Plant

Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$1,284,301.96 including non-construction bills in the amount of \$311,808.81 and construction bills in the amount of \$972,493.15.

Roll call: All yes. Motion approved.

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

- |    |                            |                |
|----|----------------------------|----------------|
| a. | Project Progress Report    | April 12, 2022 |
| b. | Water Quality Report       | March 2022     |
| c. | Check Register             | March 2022     |
| d. | Change Order Report        | April 12, 2022 |
| e. | Consumer Confidence Report | 2021 Report    |

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee shared that some requests came in regarding going from well water to hooking up to city water. Also shared was that St. Timothy's froze and broke a pipe that used a lot of water in their garden, so the committee recommended using the standard domestic rate for the bill instead of the irrigation rate.

The Finance and Audit Committee noted that we won't receive the draft audit as soon as hoped so the June 1<sup>st</sup> goal for review may not be met.

The Operations Committee, The Personnel and Compensation Committee, and The Planning / Regionalization Committee gave no report.

The General Manager (GM) shared that she attended the DSM partnership DC trip. WDMWW was represented also by our board chair who was there on other business but able to support one of the Partnerships priorities which is regional water.

The GM also shared that we are currently working on scheduling a meeting with our attorneys reviewing the 28E document. Additional meetings with DMWW regarding more administrative not legal questions are in the process of being scheduled.

The GM provided the Board an update on the letter sent to the Fox Creek Benefitted Water District and the Fox Creek and Napa Valley HOAs. A meeting is hoped to be scheduled in the next couple of weeks.

The Finance Manager and Treasurer shared that she will be moving some funds to South Story Bank to gain higher interest rate and shared that the check register will now contain more detail on credit card payments since they are starting to get used more.

The Water Production Manager shared that the Stillwell tower is almost done being painted and should be up and running soon.

The Water Distribution Manager stated with the ratification of Ernie that a vacant position will need to be filled and hiring process started.

The Engineering Project Manager gave note that progress is being made on Adams Street tower and shared some photos of the construction.

The Business Relations Manager indicated that the backend of the website has been updated with logins to prompt for phone or email updates.

The AFL-CIO Local 3861 Chapter President had no report.

The Liaison to the City of West Des Moines, City Manager Tim Stiles shared a proposed rate increase for stormwater fees and clarified there is no increase to sewer rates with effective goal of July 1. Reminded that open enrollment of benefits is currently effective, and the City has hired a company to do a dependent audit.

Moved by Thomsen, seconded by Tegeler to adjourn at 4:51 PM.  
Roll call: All yes. Motion approved.

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Scott Brennan  
Chair

Attest:

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Christina Murphy  
Secretary

These Minutes are a draft. If corrections or additions are made the corrected minutes will be published after approval at the June 15, 2022 meeting.