



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: August 17, 2022

ITEM:

4. Consent Agenda
 - a. Motion – Approving Minutes of the Regular Meeting of July 20, 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**

July 20, 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 4:01 PM on Wednesday, July 20, 2022. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Vice Chair Gretchen Tegeler, and Trustees Erin Sheriff, Jody Smith 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; Mitch Pinkerton, Water Production Manager. William Mabuice, Engineering Project Manager; Mark Hanasz, Water Distribution Manager; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President were present online via GoTo Meetings. The City of West Des Moines' City Engineer, Brian Hemesath, attended on behalf of the West Des Moines City Council as liaison to the Board.

Other Attendees: Amy Beattie of Brick Gentry Law Firm and Jamie Buelt of enQ Strategies

Moved by Thomsen, seconded by Sheriff 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 June 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 June 15, 2022
- b. Motion – Approving the Water Supply Service Agreement for Timber Knoll at the Preserve Plat 2
- c. Motion – Approving the Water Supply Service Agreement for Manchester Village Townhomes Plat 2
- d. Motion – Approving the Water Supply Service Agreement for Jordan Ridge Plat 1
- e. Resolution – Accepting Amended, Restated and Substituted Permanent Public Easement and Right-of-Way for Water Main – King's Grove Plat 1
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Des Moines University
- g. Resolution – Accepting Permanent Private Water Main Easement – WDM School District – Valley Southwoods Water Service
- h. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main
 1. Midtown Redevelopment Lot 1
 2. Midtown Redevelopment Lot 2
- i. Resolution – Accepting Completed Improvements: Ashworth Road Water Main Replacement Segment 1: 20th Street to 11th Street (Water Works Projects No. 00800-170-2101)

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

Moved by Tegeler, seconded by Smith to concur with the recommendation of the personal and compensation committee and approve the motion titled "Approving the Hiring of Cody Johnson as Distribution Specialist".

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Smith to concur with the recommendation of the staff and approve the motion titled "Approving a Proposal from Occupational Safety Consultants for Lock-Out Tag-Out Services at AC Ward".

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the staff and approve the motion titled "Approving the Contract with Team Services for Materials Testing through July 1, 2023".

Roll call: All yes. Motion approved.

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of the staff and approve that the motion titled "Approving a Legal Services Contract with Driscoll Firm, LLC and others to provide legal assistance regarding a PFAS class action lawsuit".

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 Ashworth Road Water Main Replacement – Segment 2: Valley West Drive (35th Street) to 31st Street and 11th Street to 8th Street (Water Works Project No. 00800-120-21011) 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 Smith, seconded by Tegeler that the resolution titled "Adopting Plans, Specifications, Addenda, Form of Contract & Estimate of Costs" be adopted for Ashworth Road Water Main Replacement

Roll call: All yes. Resolution adopted.

Scott Brennan, Chair, stated he would like to see Synergy sign some sort of form or agreement acknowledging additional costs and delays will result in liquidated damages. The GM indicated this would be advised heavily in the pre-construction meeting and reflected clearly in the minutes.

Moved by Smith, seconded by Tegeler that the resolution titled "Making Award of Contract" for Ashworth Road Water Main Replacement.

Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Tegeler to pay the bills in the amount of \$2,205,477.61 including non-construction bills in the amount of \$568,143.47 and construction bills in the amount of \$1,637,334.14.

Roll call: All yes. Motion approved.

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

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|----|-------------------------|---------------|
| a. | Project Progress Report | July 13, 2022 |
| b. | Water Quality Report | June 2022 |
| c. | Check Register | June 2022 |
| d. | Change Order Report | July 13, 2022 |

Roll call: All yes. Motion approved.

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

The General Manager (GM) reported that Microsoft visited last week and staff gave a tour of water tower under construction.

GM also reported the date for the Employee Recognition dinner next year is February 4th.

GW shared that meetings among the three board governed utilities about regionalization are still underway regarding discussions over budget timelines, water shortage plans and lost water and more. GM also shared there were meetings held for water works employees to help answer questions and give updates.

The GM reviewed the memo regarding the 28E summary of comments. The anticipated timeline for DMWW to receive the draft 28E redlines is next week. WMDWW, Urbandale Water and DMWW attorneys are conferring on a few items.

The Finance Manager and Treasurer, The Water Production Manager, The Water Distribution Manager gave no report.

The Engineering Project Manager shared progress pictures of Adams St. water tower.

The Business Relations Manager reported that we are low on water meters due to distributor having low stock, so staff are trying to use them wisely.

The AFL-CIO Local 3861 Chapter President and The Liaison to the City of West Des Moines, City Engineer Brian Hemesath gave no report.

Moved by Thomsen, seconded by Sheriff to adjourn at 5:04 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 17, 2022 meeting.