

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

March 23, 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, March 23, 2022. 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 and Erin Sheriff 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.

Moved by Sheriff, seconded by Smith that the agenda be approved.

Roll call: All yes. Motion approved.

No one came forward during the Citizen Forum.

Moved by Smith, seconded by Sheriff to receive and file the Monthly Financial Report for January 2022.

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Sheriff to receive and file the Monthly Financial Report for February 2022.

Roll call: All yes. Motion approved.

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

- a. Motion – Approving Minutes of the Regular Meeting of February 16, 2022
- b. Motion – Approving the Water Supply Service Agreement for The Tower
- c. Motion – Approving the Water Supply Service Agreement for City of WDM - Stagecoach Drive S Jordan Creek Parkway to S 78th Street
- d. Motion – Approving Water Supply Service Agreement for Valley View Park.
- e. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – The Tower – Easement 1
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – The Tower – Easement 2
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Ashworth Road Water Main Replacement Project – Segment 2 – West Des Moines Water Works Project 00800-170-21021
 1. 801 Ashworth – Davis
 2. 916 Ashworth – Crestview Terrace
 3. 3115 Ashworth – Vitteri
 4. 1004 32nd Street – Jung
 5. 1005 32nd Street – Karns

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

Recommendations from Committees: None

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 Civil Design Advantage, LLC for Engineering Design Services for the EP True Water Main Extension".

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Smith to concur with the recommendation of the staff and approve that the resolution titled "Granting Underground Electric Easement to MidAmerican Energy for the Adams Street Elevated Water Storage Tank".

Roll call: All yes. Resolution approved.

The following action pertains to the project known in general as the 2022 Water Main Replacement Program – Briar Ridge and Valley Ridge Court East of S 35th Street (Water Works Project No. 00800-170-22001)

Moved by Smith, 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. April 7, 2022; Public Hearing: 4:05 P.M., April 20, 2022)" be adopted.

Roll call: All yes. Resolutions adopted.

Moved by Sheriff, seconded by Smith to pay the bills in the amount of \$750,112.43 including non-construction bills in the amount of \$418,580.58 and construction bills in the amount of \$331,531.85.

Roll call: All yes. Motion approved.

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

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|----|-------------------------|----------------|
| a. | Project Progress Report | March 11, 2022 |
| b. | Water Quality Report | February 2022 |
| c. | Check Register | February 2022 |
| d. | Change Order Report | March 11, 2022 |

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee gave no report

The Finance and Audit Committee announced audit to start April 18th.

The Operations Committee gave no report

The Personnel and Compensation Committee announced that the maintenance worker position has been reposted.

The Planning / Regionalization Committee gave no report.

The General Manager (GM) shared we have engaged Dorsey and Whitney along with Urbandale Water Works to assist with the review of the draft 28E for Regionalization. The GM also shared that we have engaged Wixted along with Urbandale Water and Des Moines Water Works to assist with public relations related to regionalization. GM shared that the following entities have passed the resolution to work towards a 28E for CIWW: WDMWW, DMWW, Urbandale, Waukee, Clive, Ankeny, Altoona, Norwalk, Grimes and Xenia. Those still considering at this time are Bondurant, Polk City, and Warren Rural Water

The Finance Manager and Treasurer gave no report.

The Water Production Manager discussed the Stillwell Tower being painted in mid-April.

The Water Distribution Manager gave no report.

The Engineering Project Manager announced the Adams Street tower pour is to begin in next few weeks.

The Business Relations Manager and The AFL-CIO Local 3861 Chapter President gave no report.

The Liaison to the City of West Des Moines, City Manager Tom Hadden was not present to give any report.

Moved by Smith, seconded by Sheriff to adjourn at 4:33 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 April 20, 2022 meeting.