

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

April 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, April 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, Trustees Jody Smith, 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; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President. The City of West Des Moines' City Manager, Tom Hadden, attended on behalf of the West Des Moines City Council as liaison to the Board.

Other Attendees: Lynne Twedt, City of West Des Moines

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.

City Update – Tom Hadden & Lynne Twedt provided a presentation on current and future projects and a review of the new draft comprehensive plan for the City of West Des Moines.

Moved by Tegeler, seconded by Thomsen to receive and file the Monthly Financial Report for March 2022.

Roll call: All yes. Motion approved.

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

- a. Motion – Approving Minutes of the Regular Meeting of March 23, 2022
- b. Resolution – Accepting Adams Street Elevated Water Storage Tower Sewer
- c. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Fountain Terrace Apartments
- d. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Hy-Vee (300 Grand) – Easement 1
- e. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Hy-Vee (300 Grand) – Easement 2
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Jordan West Kum & Go
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – South Branch Investment Group
- h. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Westown Crossing Senior Apartments
- i. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – 8925 Ashworth Road

- j. 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. 3301 Ashworth Road – LDS Church
- k. Motion – Approving the Water Supply Service Agreement for Ashworth Commercial – 8929 Ashworth Road
- l. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Fareway – Easement 1
- m. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Fareway – Easement 2

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

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of the Personal and Compensation committees and approve the motion titled “Ratifying the Hiring of Patrick O’Connell as Maintenance Worker”.

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 Finance Agreement Between the City of West Des Moines and the West Des Moines Water Works for Work Associated with Microsoft Project Ginger”.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the staff and approve that the motion titled “Accepting Price Quotation and Authorizing Purchase of a Lime Slurry Pump”.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to concur with the recommendation of the staff and approve the Motion titled “Approving a Master Agreement and Task Order No. 1 & 2 with FOX Strand & Associates for Professional Engineering Services for Relocating MCC No. 1, Automatic Transfer Switch Replacement and General Control Unit Replacement”.

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 Water Main Replacement Program – Briar Ridge and Valley Ridge Court East of S 35th Street (Water Works Project No. 00800-170-22001) 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 Sheriff that the resolution titled “Adopting Plans, Specifications, Addenda, Form of Contract & Estimate of Costs” be adopted for 2022 Water Main Replacement Program – Briar Ridge and Valley Ridge Court East of S 35th Street.

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Sheriff that the resolution titled "Rejecting All Bids" for 2022 Water Main Replacement Program – Briar Ridge and Valley Ridge Court East of S 35th Street be adopted.

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. May 5, 2022; Public Hearing: 4:05 P.M., May 18, 2022) be adopted for 2022 Pumping Station Pipe Gallery Painting, 39th Street Reservoir.

Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Sheriff to concur with and approve the Motion titled "Approving Change Order #3 – Adams Street Water Main Extension – Veterans Parkway to SE Orilla Road" for Adams Street Water Main/Tower Change Orders.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to concur with and approve the Motion titled "Approving Change Order #4 – Adams Street Water Main Extension – Veterans Parkway to SE Orilla Road" for Adams Street Water Main/Tower Change Orders.

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Tegeler to pay the bills in the amount of \$1,709,557.12 including non-construction bills in the amount of \$391,161.68 and construction bills in the amount of \$1,318,395.44.

Roll call: All yes. Motion approved.

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

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| 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 |

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee gave no report.

The Finance and Audit Committee reported that Jody returned call to auditor, Eide Bailly.

The Operations Committee and the Personnel and Compensation Committee gave no report.

The Chair shared a request had been made by the public to continue to make the board meetings available electronically. The full Board was supportive and expressed a desire to be transparent and allow as much participation as desired by the public. The Chair directed the General Manager to include an electronic method of participating in the board meetings for future board meetings. Trustee Smith requested staff consider an upgrade to the webcam to support this initiative.

The Planning / Regionalization Committee shared a brief update on communications with other potential founding members of the Central Iowa Water Works.

The General Manager (GM) gave a reminder about the employee recognition dinner and then gave updates on the 28E/Regionalization process. GM stated that an initial meeting with Dorsey and Whitney took place with many questions and they requested some additional documents.

The GM stated she had many questions during first review of 28E and sat down with DMWW to get better understanding. GM also stated that once Dorsey and Whitney finalizes their review, another meeting will take place and she is hopeful to have a redlined document to take to DMWW.

The GM met with Dale Acheson of Urbandale Water and Ted Corrigan of Des Moines Water Works to review the draft 28E at high level. The GM also had a meeting with the Iowa DNR and with DMWW to discuss permitting and how parts of our permit might look before asset transfer and after asset transfer should we proceed with regional water utility.

The GM continues to work on a public outreach plan with Wixted (the public relations firm hired by DMWW, Urbandale and WDMWW). Some of the board may be contacted to help participate in sharing your perspective on the outreach plan. Some staff will be participating as well.

The Finance Manager and Treasurer noted that it is audit week.

The Water Production Manager stated there is an opening in water production.

The Water Distribution Manager and the Engineering Project Manager gave no report.

The Business Relations Manager stated the back end of the website is being updated.

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

The Liaison to the City of West Des Moines, City Manager Tom Hadden gave no additional report but the presentation at the start of the meeting.

Moved by Thomsen, seconded by Sheriff to adjourn at 5:21 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 May 18, 2022 meeting.