



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

**DATE:** February 15, 2023

**ITEM:**

4. Consent Agenda
  - a. Motion – Approving Minutes of the Regular Meeting of January 25, 2023

**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**

January 25, 2023

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Vice Chair Gretchen Tegeler at 4:06 PM on Wednesday, January 25, 2023. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Trustees Erin Sheriff and Mary Thomsen were present in person. Also present via GoTo Meetings via online was Trustee Jody Smith. 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; and Mark Hanasz, Water Distribution Manager. 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.

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

Roll call: Thomsen- yes, Sheriff – yes, Smith – yes, Tegeler – yes, Brennan - absent. Motion approved.

Chair Scott Brennan joined online via Go To Meetings at 4:08 PM.

Mr. and Mrs. Del Ray Christenson, 932 32<sup>nd</sup> Street, attend this meeting to discuss the amount of a water bill they received and are contesting amount. They do not believe the usage was due to a toilet or anything else in the house leaking. They don't understand how a leak like that could happen and end on its own and not hear a leak use this much water. Management and the Board responded that it is not policy for Water Works to waive the water bill or related sewer charges, as it was water used, and the amount being used does match up to what a potential running toilet may use. Trustee Smith suggested WDMWW inspects the water meter, and Mr. Christenson agreed to it this time after previously turning down a staff over to test it. The matter was referred to the Customer and Community Relations Committee.

Moved by Tegeler, seconded by Sheriff to nominate Trustee Brennan as Chair of the Board of Trustees for the calendar year 2023.

Roll call: All yes, Brennan - abstained. Motion approved.

Moved by Thomsen, seconded by Sheriff to nominate Trustee Tegeler as Vice Chair of the Board of Trustees for the calendar year 2023.

Roll call: All yes. Tegeler – abstained. Motion approved.

Moved by Thomsen, seconded by Tegeler to assign the appointments to standing committees for 2023 as seen in the following chart.

Roll call: All yes. Motion approved.

<b><u>Committee</u></b>	<b><u>Chair</u></b>	<b><u>Member</u></b>
Personnel and Compensation	Brennan	Tegeler
Planning / Regionalization	Smith	Brennan
Finance and Audit	Tegeler	Smith

Customer and Community Relations	Thomsen	Sheriff
Operations	Sheriff	Thomsen

Moved by Tegeler, seconded by Sheriff to receive and file the Monthly Financial Report for December 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 December 21, 2022
- b. Resolution – Accepting Completed Developer Improvements – Stonewood Plat 1
- c. Resolution – Accepting Completed Developer Improvements – Woodland Hills
- d. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Forest Pointe Plat 2
- e. Resolution - Accepting Permanent Public Easement and Right-of-Way or Water Main – Ashworth Road Water Main Replacement Project – Segment 3 – West Des Moines Water Works Project 00800-170-21021
  1. 3011 Ashworth – Luscombe
  2. 2901 Ashworth – Oldt

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

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the Finance and Audit committee and approve the Resolution titled “Fixing a Date for Consideration of a Budget Amendment for Calendar Year 2023 and Fixing a Date for a Public Hearing Thereon (Public Hearing to be held at 4:00 PM, February 15, 2023 at 1505 Railroad Avenue, in West Des Moines, Iowa)”

Roll call: All yes. Resolution approved.

Moved by Sheriff, seconded by Tegeler to concur with the recommendation from the Staff to approve the motion titled “Approving a Proposal from Occupational Safety Consultants for Lock-Out Tag-Out Services at Various Water Works Facilities.”

Roll call: All yes. Motion approved.

Moved by Tegeler, seconded by Sheriff to concur with the recommendation from the Staff to approve the motion titled “Approving Northway Well and Pump Co. as Well Service Provider for Calendar Year 2023”

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Tegeler to concur with the recommendation from the Staff to approve the motion titled “Accepting Price Quotation and Authorizing Purchase of Lime Slurry Pump”

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation from the Staff to approve the motion titled “Approving Request to Purchase Vehicle”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation from the Staff to approve the motion titled "Approving Task Order with Fox Strand for the Design and Construction Phase Services of the 88<sup>th</sup> Street Aquifer, Storage and Recovery (ASR) Well"  
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 Motor Control Center, Automatic Transfer Switch, and Generator Controls Improvements (Water Works Project No. 00800-120-22014) 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 Sheriff that the resolution titled "Adopting Plans, Specifications, Addenda, Form of Contract & Estimate of Costs".  
Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Sheriff that the resolution titled "Making Award of Contract" Water Works Project No. 00800-120-22014.  
Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Thomsen that the resolution 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 11:00 A.M. February 8, 2023; Public Hearing: 4:05 P.M., February 15, 2023), Water Works Project No. 00800-170-23001.  
Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Tegeler to pay the bills in the amount of \$799,289.46 including non-construction bills in the amount of \$379,068.97 and construction bills in the amount of \$420,220.49.  
Roll call: All yes. Motion approved.

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

a.	Project Progress Report	January 25, 2023
b.	Water Quality Report	December 2022
c.	Check Register	December 2022
d.	Change Order Report	January 25, 2023

Roll call: All yes. Motion approved.

Chair Scott Brennan left meeting at 5:00pm.

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

The Planning / Regionalization Committee shared that the City of Johnston and Xenia reached an agreement, and WDMWW has a copy of that. Smith shared that the second draft of the 28E/28F has been reviewed and he is pleased with the changes, there are just a few more outstanding items.

The General Manager (GM) announced the reminder of the Employee Recognition Dinner on February 4<sup>th</sup>. The GM shared that Fox Creek Benefited Water reached out saying they were getting close to a decision, and to confirm the WDMWW won't serve outside city limits without an annexation agreement whether immediately or in the future.

The GM shared that comments were submitted for the second draft of the 28E. There are a few general items that are still an area of concern, with one being wholesale customers with purchased capacity contracts who do not join and what options everyone would have in the futures. Second, being what are service territory transfer requirements. Third, is wheeling water requirements through communities and what terms and conditions would be applied, and lastly, reversionary interest and what happens to assets if CIWW were to fall apart in the future.

The Finance Manager and Treasurer shared she met with two banks to make sure WDMWW had the recommended amount of fraud protection and during that time reviewed fees. Also noted was that the audit has started.

The Water Distribution Manager gave no report.

The Engineering Project Manager gave update that work continues on the Adams St. water tower on the inside.

The Business Relations Manager wanted to make note of the memo that was added to the pack of the information packet.

The AFL-CIO Local 3861 Chapter President shared the appreciation by staff regarding the retention payment.

The Liaison to the City of West Des Moines, City Manager Tom Hadden just wanted to share his appreciation to us for working with them on some annexations.

Moved by Thomsen, seconded by Sheriff to adjourn at 5:34 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 February 15, 2023 meeting.