



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

**DATE:** March 22, 2023

**ITEM:**

4. Consent Agenda
  - a. Motion – Approving Minutes of the Regular Meeting of February 15, 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**

February 15, 2023

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, February 15, 2023. 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 attended via GoTo Meetings online, and 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; and Mitch Pinkerton, Water Production Manager. Mark Hanasz, Water Distribution Manager and the City of West Des Moines' City Manager, Tom Hadden, attended via GoTo Meetings online after the meeting was in progress. Jamie Buelt of enQ Strategies was also present.

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 Thomsen, seconded by Sheriff to receive and file the Monthly Financial Report for January 2023.

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 January 25, 2023
- b. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Ashworth Road Water Main Replacement Project – Segment 3 – West Des Moines Water Works Project 00800-170-21021
  1. 2809 Ashworth – Vassios
  2. 1012 28<sup>th</sup> Street – Matthes
  3. 1025 28<sup>th</sup> Street – Covenant Presbyterian

Roll call: All yes. Motion approved and Resolution adopted.

The Chair announced that this is the time and place for a public hearing on the matter of the adoption of adopting a budget amendment for 2023 for the West Des Moines Water Works 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 Sheriff, seconded by Thomsen to concur with the recommendation of the Finance and Audit committee and approve the resolution titled “Adopting a Budget Amendment for 2023”

Roll call: All yes. Resolution approved.

The General Manager gave a brief update on the outcome of meter testing which showed no malfunction and discussion with the Customer and Community Relations Committee. Mr. Del Ray Christenson of 932 32<sup>nd</sup> Street reiterated his and his wife's position that they should not be responsible for the high-water usage and associated costs.

Moved by Smith, seconded by Thomsen to concur with the recommendation of the Customer and Community Relations committee and approve the motion titled "Denying a Waiver of Water Usage and Associated Charges at 932 32<sup>nd</sup> Street."

Roll call: All yes. Motion approved.

Chair Brennan asked the General Manager to send a letter to the customer notifying them of the board's action.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the staff and approve the motion titled "Authorizing a Professional Services Agreement for Future Well Test Drilling Services".

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the staff and approve the motion titled "Approving a Professional Services Agreement with McClure Engineering Company for S. 11th Street Water Main 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 2023 Water Main Replacement – Briar Ridge and Valley Ridge Court East of S 35th Street (Water Works Project No. 00800-170-23001) 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 Thomsen, seconded by Sheriff to approve the resolution titled "Adopting Plans, Specifications, Addenda, Form of Contract & Estimate of Costs" for 2023 Water Main Replacement – Briar Ridge and Valley Ridge Court East of S 35th Street (Water Works Project No. 00800-170-23001).

Roll call: All yes. Resolution approved.

Moved by Thomsen, seconded by Sheriff that the resolution titled "Making Award of Contract" for 2023 Water Main Replacement – Briar Ridge and Valley Ridge Court East of S 35th Street (Water Works Project No. 00800-170-23001)

Roll call: All yes. Resolution approved.

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$674,260.21 including non-construction bills in the amount of \$435,700.20 and construction bills in the amount of \$238,560.01.

Roll call: All yes. Motion approved.

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

- |    |                         |                   |
|----|-------------------------|-------------------|
| a. | Project Progress Report | February 15, 2023 |
| b. | Water Quality Report    | January 2023      |
| c. | Check Register          | January 2023      |
| d. | Change Order Report     | February 15, 2023 |

Roll call: All yes. Motion approved.

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

The Planning / Regionalization Committee shared that some Zoom meetings have been happening among the board representatives for WDMWW, Urbandale Water and DMWW and looking forward to a joint letter out from the GM's (WDMWW, DMWW, and Urbandale Water) on the items that have not reached consensus.

The General Manager (GM) noted an error on the top vendors in the financial report with a description that has been corrected. The GM reported the Fox Creek Benefited Water District sent a letter that they have declined Water Works' proposal and are moving forward with plans of a water tower being constructed. The GM shared the significant remaining items with the 28E agreement for regionalization and provided an update on their status. Van Meter at one time expressed some interest in joining the CIWW but they are not included in the draft 28E, but the draft 28E does show how the process could happen when joining at a later date.

The Finance Manager and Treasurer reported 20% of the audit is completed.

The Water Production Manager, Water Distribution Manager, Engineering Project Manager, Business Relations Manager, AFL-CIO Local 3861 Chapter President, Liaison to the City of West Des Moines, City Manager Tom Hadden gave no report.

Moved by Thomsen, seconded by Sheriff to adjourn at 5:02 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 March 22, 2023 meeting.