



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

**DATE:** April 19, 2023

**ITEM:**

4. Consent Agenda
  - a. Motion – Approving Minutes of the Regular Meeting of March 22, 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**

March 22, 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, March 22, 2023. 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 and Erin Sheriff 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 the City of West Des Moines' City Manager, Tom Hadden.

Moved by Tegeler, 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 Smith to receive and file the Monthly Financial Report for February 2023.

Roll call: All yes. Motion approved.

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

- a. Motion – Approving Minutes of the Regular Meeting of February 15, 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. 1024 28<sup>th</sup> Street – St. Timothy's Episcopal Church of West Des Moines, Iowa
  - c. Resolution – Accepting Temporary Construction Easement – SBBP JV21, LLC
  - d. Resolution – Accepting Temporary Construction Easement – PFC WDM, LLC
  - e. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – The Pines at Glen Oaks
    1. Easement 1 – Lot B (Public Main)
    2. Easement 2 – Outlot V (Public Main)
    3. Easement 3 – Outlot V (Private Main)
  - f. Resolution – Accepting Completed Developer Improvements: Fox Ridge Plat 1
  - g. Resolution – Accepting Completed Developer Improvements: Fox Ridge Plat 2
  - h. Resolution – Accepting Completed Developer Improvements: The Oaks on Grand
  - i. Resolution – Accepting Completed Developer Improvements: Timber Knoll at the Preserve Plat 2
  - j. Resolution – Accepting Completed Developer Improvements: Jordan Ridge Plat 1
- Roll call: All yes. Motions approved and Resolutions adopted.

Moved by Tegeler, seconded by Sheriff 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 No.2 for Calendar Year 2023 and Fixing a Date for a Public Hearing Thereon (Public Hearing to be held at 4:00 PM, April 19, 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 of the staff and approve the motion titled "Accepting Price Quotation and Authorizing Purchase and Installation of PLC and Touch Screen Operator Interface".

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 a Professional Services Agreement with Civil Engineering Consultants, Inc. for SE 35th Street Water Main".

Roll call: All yes. Motion approved.

Moved by Tegeler, seconded by Sheriff to approve 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 2:00 P.M. April 12, 2023; Public Hearing: 4:05 P.M., April 19, 2023)

Roll call: All yes. Resolution approved.

Moved by Sheriff, seconded by Tegeler to pay the bills in the amount of \$533,203.03 including non-construction bills in the amount of \$380,069.17 and construction bills in the amount of \$153,133.86.

Roll call: All yes. Motion approved.

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

- |    |                         |                |
|----|-------------------------|----------------|
| a. | Project Progress Report | March 22, 2023 |
| b. | Water Quality Report    | February 2023  |
| c. | Check Register          | February 2023  |
| d. | Change Order Report     | March 22, 2023 |

Roll call: All yes. Motion approved.

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

The Personnel and Compensation Committee reported that Vinny White, the Union Chapter President stepped down, but as no one else came forward to replace him, he has offered to remain in this position.

The Planning / Regionalization Committee gave no report.

The General Manager (GM) reported that WDMWW has finished their review of the 2<sup>nd</sup> Draft 28E/F and DMWW has made some additional edits. There are still two items remaining that continue to be discussed. The goal from the GM is to finalize and issue a joint press release from the GMs of WDMWW, DWWW and UWU. The GM noted the Maffitt Lake Road hit a hurdle with alignment under Hwy 5, but a meeting with the DOT took place and a compromise

was found. The GM gave a brief update on ongoing communication regarding Fox Creek Benefited Water District. The GM shared the throttling valve project related to the two new data centers being led by DMWW is now estimated at \$850,000, up from the estimate of \$600,000.

The Finance Manager and Treasurer reported that the audit is to start next week.

The Water Production Manager and Water Distribution Manager gave no report.

The Engineering Project Manager shared pictures and reported that the bowl for the Adams Street water tower had been lifted over the weekend.

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

Moved by Tegeler, seconded by Sheriff to adjourn at 4:49 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 April 19, 2023 meeting.