



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: May 17, 2023

ITEM:

4. Consent Agenda
 - a. Motion – Approving Minutes of the Regular Meeting of April 19, 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: Clay Murphy

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

April 19, 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 4:04 PM on Wednesday, April 19, 2023. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Chair Scott Brennan joined at 4:12pm, and 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; Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President and Via GoTo Meetings online the City of West Des Moines' City Manager, Tom Hadden.

Other Attendees: via GoTo Meetings were Jamie Buelt of enQ Strategies and Nate Franje, Forge Solutions (representing South Branch Development)

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.

No one came forward during the Citizen Forum.

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

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

Chair Scott Brennan joined at 4:12 PM.

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 March 22, 2023
- b. Motion – Approving the Water Supply Service Agreement for The Pines at Glen Oaks
- c. Motion – Approving the Water Supply Service Agreement for Pavilion Park Plat 1
- d. Motion – Approving the Water Supply Service Agreement for Pavilion Park Plat 2
- e. Motion – Approving the Water Supply Service Agreement for Jordan Ridge Plat 2
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Stone Cross
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Pavilion Park

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

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of the Personnel and Compensation Committee and approve the motions titled “Ratifying the Job Description for Civil Engineer I and Ratifying the Job Description for Civil Engineer II”

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 Budget Amendment No. 2 for 2023 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 Tegeler to concur with the recommendation of the Finance and Audit committee and approve the Resolution titled “Adopting Budget Amendment No. 2 for 2023”.

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the Planning and Regionalization Committee and approve the resolution titled “Authorizing the Acquisition of Property and Property Interests for the Maffitt Lake Road Water Main Project”.

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Sheriff to concur with the recommendation from staff and approve the motion titled “Accepting a Price Quotation and Authorizing Purchase and Installation of Air Compressors for the Lime Press Building”.

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 Ashworth Road Water Main Replacement – Segment 3 (Water Works Project No. 00800-170-23006) 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 resolutions titled “Adopting Plans, Specifications, Addenda, Form of Contract and Estimate of Costs” and “Making Award of Contract”

Roll call: All yes. Resolutions adopted.

Moved by Smith, seconded by Tegeler to approve 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 10, 2023; Public Hearing: 4:05 P.M., May 17, 2023)” for 2023 Water Main Replacement – Contract 2

Roll call: All yes. Resolutions approved.

Moved by Thomsen, seconded by Tegeler to approve 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 10, 2023; Public Hearing: 4:05 P.M., May 17, 2023)” for Maffitt Lake Road Water Main Extension

Roll call: All yes. Resolutions approved.

Moved by Thomsen, seconded by Tegeler to pay the bills in the amount of \$679,925.29 including non-construction bills in the amount of \$342,258.49 and construction bills in the amount of \$337,666.80.

Roll call: All yes. Motion approved.

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

- | | | |
|----|-------------------------|----------------|
| a. | Project Progress Report | April 19, 2023 |
| b. | Water Quality Report | March 2023 |
| c. | Check Register | March 2023 |
| d. | Change Order Report | April 19, 2023 |

Roll call: All yes. Motion approved.

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

The Planning / Regionalization Committee gave an update that they have met with almost all the suburban cities that are planning to join CIWW. Trustee Smith also reported he met with Van Meter Mayor and City Administrator to gain thoughts and options about potentially joining the CIWW in the future.

The General Manager (GM) shared that the GMs with regionalization are meeting weekly to work on appendix items. The GM shared the Des Moines University reached out and wanted assurance given the developer relocating Booneville Road water main has walked away. Staff are reviewing legal options on how to move forward. The GM shared the discussion with the Fox Creek Benefited Water District who participated in a meeting with all parties and asked WDMWW to put together a more formal proposal. Lastly shared by the GM is a funding proposal to address the overages for the Throttling Valve project and how those costs will be shared or offset by West Des Moines Water Works, the City of West Des Moines and Des Moines Works. A more formal action to approve WDMWW's portion will be brought back to the Board.

The Finance Manager and Treasurer reported that a draft copy of the Audit should be completed by the end of week.

The Water Production Manager shared that the painting as started and the parking lot at the Plant building will be closed.

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

The Business Relations Manager shared that there is a social media policy in review in regard to Water Works starting a social media account.

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

Moved by Thomsen, seconded by Sheriff to adjourn at 5:12 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 17, 2023 meeting.