



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: October 16, 2023

ITEM:

4. Consent Agenda
 - a. Motion – Approving Minutes of the Regular Meeting of September 20, 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**

September 20, 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 4:00 PM on Wednesday, September 20, 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, 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 the City of West Des Moines City Engineer, Brian Hemesath.

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.

Moved by Smith, seconded by Tegeler to receive and file the Monthly Financial Report for August 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 August 16, 2023
- b. Motion – Approving the Water Supply Service Agreement for High Pointe Plat 1
- c. Motion – Approving the Water Supply Service Agreement for Amare Vita at High Point Plat 1
- d. Motion – Approving the Water Supply Service Agreement for Browns Woods Estates Plat 3
- e. Motion – Approving the Water Supply Service Agreement for High Point Plat 2
- f. Motion – Approving the Water Supply Service Agreement for Lot 2, West Lakes Office Park Plat 15

Roll call: All yes. Motions approved.

Moved by Tegeler, seconded by Sheriff to concur with the recommendation from the finance and audit committee and approve the resolution titled “Fixing a Date for Consideration of a Budget Amendment No. 3 for Calendar Year 2023 and Fixing a Date for a Public Hearing Thereon (Public Hearing to be held at 4:00 PM, October 16, 2023, at 1505 Railroad Avenue, in West Des Moines, Iowa).”

Roll call: All yes. Resolution Adopted.

Moved by Smith, seconded by Tegeler to concur with the recommendation from staff and approve the motions titled “Approving the Assignment of Easement and Bill of Sale for the Warren Water District Territory Purchase.”

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Smith to concur with the recommendation from staff and

approve the motion titled “Approving Amendment No. 1 to the Professional Services Agreement with Shive-Hattery – SE 42nd Street and SE Maffitt Lake Road Water Main Extension.”

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Smith to concur with the recommendation from staff and approve the motion titled “Approving Amendment No. 2 to the Professional Services Agreement with Shive-Hattery – SE 42nd Street and SE Maffitt Lake Road Water Main Extension.”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Thomsen to approve the motion titled “Approving Change Order No. 2 for the Motor Control Center, Automatic Transfer Switch, and Generator Controls Improvements.”

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to approve the motion titled “Approving the Proposal by Absolute Group to Complete the Grand Avenue Booster Station Pipe Modifications.”

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to pay the bills in the amount of \$2,980,429.52 including non-construction bills in the amount of \$805,410.14 and construction bills in the amount of \$2,175,019.38.

Roll call: All yes. Motion approved.

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

- | | | |
|----|-------------------------|--------------------|
| a. | Project Progress Report | September 20, 2023 |
| b. | Water Quality Report | August 2023 |
| c. | Check Register | August 2023 |
| d. | Change Order Report | September 20, 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 report.

The Planning / Regionalization Committee reported on updates from discussions with the Trustees from Urbandale Water and Des Moines Water Works. It was also reported that Altoona has formally announced they would not be participating in CIWW at this time.

The General Manager (GM) shared that Mitch Pinkerton will receive an Harris Seidel Meritorious Operator award at the AWWA meeting next month. She also shared a picture of the bat signal with the fallen Algona police officer’s badge number shining on the 50th Street water tower. Staff were able to coordinate and help make this happen on short notice. The GM reported that Xenia’s board is supportive of the service territory transfer proposal and hopes to bring this back at the October meeting. The GM shared updates on the discussions with Van Meter regarding the west well field, the discussion with Napa Valley, and the final 28E/F document that has been released along with a list of changes from the 2nd final draft

to now the final draft. The GM reviewed the strategic communication plan with the board regarding informing our customers about regionalization.

The Finance Manager and Treasurer gave no report.

The Water Production Manager shared that the annual lead and copper testing was performed with no issues. He also reported that one of the underground pump stations flooded and staff are working with insurance to determine how it will be repaired.

The Water Distribution Manager gave no report.

The Engineering Project Manager reported that there are many construction projects happening and are moving along smoothly.

The Business Relations Manager shared that we have no radio read devices due to the shortage and the large meters are also low stock due to a shortage.

The Liaison to the City of West Des Moines, City Engineer Brian Hemesath reported that the Ginger East and West projects were completed and that 8th street from I235 to Office Park Road will be opening soon.

Moved by Thomsen, seconded by Tegeler to adjourn at 5:41 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 October 16, 2023 meeting.