

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

June 21, 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 4:02 PM on Wednesday, June 21, 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 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 Mabuca, 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 the City of West Des Moines' City Manager, Tom Hadden via GoTo Meetings. Other Attendees: Jamie Buelt of enQ Strategies

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

Roll call: All yes. Motion approved.

During the Citizen Forum MJ Hoag at 413 2nd St came forward to recommend Water Works looks into getting a bike rack by our administration building, for those who come into the office on a bike to pay their bill.

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

Roll call: All yes. Motion approved.

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

- a. Motion – Approving Minutes of the Regular Meeting of May 17, 2023
- b. Motion – Approving Minutes of the Regular Meeting of June 5, 2023
- c. Motion – Approving Minutes of the Regular Meeting of June 12, 2023
- d. Resolution – Accepting Temporary Construction Easement – S. 11th Street Water Main Replacement – Motzco Properties, LLC
- e. Resolution – Accepting Temporary Construction Easement – S. 11th Street Water Main Replacement – Steer, LLC
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Galleria at Jordan Creek Plat 4
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – The Pines at Glen Oaks
- h. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Fox Ridge Townhomes Plat 2

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

Moved by Smith, seconded by Tegeler to concur with the recommendation from the finance and audit committee and approve the motion titled “Receive, File, and Distribute the Independent Auditor’s Report of Financial Statements for the Year Ended December 31, 2022”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Thomsen to concur with the recommendation from staff and approve the motion titled "Receive and File the Listing of Monthly Health and Dental Insurance Premiums, Effective July 1, 2023, through June 30, 2024".

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation from staff and approve the motion titled "Approving the Contract with Team Services for Materials Testing through July 1, 2024".

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Thomsen to concur with the recommendation from staff and approve the motion titled "Accepting Price Quotation and Authorizing Purchase and Installation of Permanent Safety Ladders".

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 S.11th Street Water Main Improvements (Water Works Projects No. 00800-170-23027) 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 Thomsen 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 Thomsen, seconded by Tegeler to pay the bills in the amount of \$867,283.75 including non-construction bills in the amount of \$524,966.71 and construction bills in the amount of \$342,317.04.

Roll call: All yes. Motion approved.

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

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| a. | Project Progress Report | June 21, 2023 |
| b. | Water Quality Report | May 2023 |
| c. | Check Register | May 2023 |
| d. | Change Order Report | June 21, 2023 |

Roll call: All yes. Motion approved.

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

The Personnel and Compensation Committee shared that an offer was accepted for the position open in the engineering department.

The Planning / Regionalization Committee gave no report.

The General Manager (GM) shared there is a meeting scheduled with Altoona regarding regionalization with the other GMs. The GM shared that the draft operational agreement should be out tomorrow. Urbandale and WDMWW have been in discussions with Xenia regarding service territory transfer and will make an initial proposal to Xenia. The goal is to get the matter resolved before the third draft of the 28E/28F is completed.

The Finance Manager and Treasurer, Water Production Manager, and Water Distribution Manager gave no report.

The Engineering Project Manager shared that construction has started back up on Ashworth Road.

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 Thomsen, seconded by Tegeler to adjourn at 4:38PM.
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 July 19, 2023 meeting.