

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

May 17, 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, May 17, 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; Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President and the City of West Des Moines' City Manager, Tom Hadden. Other Attendees via GoTo Meetings were Jamie Buelt of enQ Strategies and Jenny Ruddy of Fox Strand.

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 Tegeler, seconded by Thomsen to receive and file the Monthly Financial Report for April 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 April 19, 2023
- b. Resolution – Accepting Temporary Construction Easement – Central Iowa Real Estate, LP
- c. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Jordan Creek Point Lot 2
- d. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – S. 11th Street Warehouse
- e. Motion – Approving the Water Supply Service Agreement for Jordan Ridge Plat 3
- f. Motion – Approving the Water Supply Service Agreement for Woodland Estates Plat 2
- g. Resolution – Accepting Completed Project – EP True Water Main Extension.

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

Moved by Sheriff, seconded by Smith to concur with the recommendation from staff and approve the motions titled “Approving a Finance Agreement with the City of West Des Moines for S.11th Street Water Main Improvements.”

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation from staff and approve the motions titled “Approving a New Phone System Agreement with Carrier Access.”

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to approve the motions titled "Approving a Settlement and Release Agreement." For Motor Control Center, Automatic Transfer Switch, and Generator Controls Improvements
Roll call: All yes. Motion approved.

Moved by Tegeler, seconded by Sheriff to approve the resolutions titled "Rescinding the Award Of Construction Contract to Kline Electric, Inc. for the Motor Control Center, Automatic Transfer Switch and Generator Controls Improvements Project" and "Making Award of Contract"
Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Tegeler to approve the motions titled "Approving Change Order No. 1."
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 – Contract 2 (Water Works Projects No. 00800-170-23003 and 00800-170-23009) 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 approve the resolutions titled "Adopting Plans, Specifications, Addenda, Form of Contract and Estimate of Costs" and "Making Award of Contract."
Roll call: All yes. Resolution adopted.

The Chair announced that this is the time and place for a public hearing to consider certain public improvements described in general as the Maffitt Lake Road Water Main Extension (Water Works Project No. 00800-170-23024) 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 approve the resolutions titled "Adopting Plans, Specifications, Addenda, Form of Contract and Estimate of Costs" and "Making Award of Contract."
Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Tegeler 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. June 14, 2023; Public Hearing: 4:05 P.M., June 21, 2023)" for S.11th Street Water Main Improvements.
Roll call: All yes. Resolution approved.

Moved by Tegeler, seconded by Sheriff to pay the bills in the amount of \$852,049.90 including non-construction bills in the amount of \$380,814.72 and construction bills in the amount of \$417,235.18.
Roll call: All yes. Motion approved.

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

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| a. | Project Progress Report | May 17, 2023 |
| b. | Water Quality Report | April 2023 |
| c. | Check Register | April 2023 |
| d. | Change Order Report | May 17, 2023 |

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee gave no report.

The Finance and Audit Committee shared the audit has been reviewed and plan to file in June.

The Operations Committee and Personnel and Compensation Committee gave no report.

The Planning / Regionalization Committee shared that meetings have continued to take place, and they would like to have a goal date of mid-June to have the final draft of the 28E/28F prepared.

The General Manager (GM) shared that we are still communicating with Xenia during discussions about regionalization regarding service territory transfers. The GM shared the three GMs from WDMWW, Urbandale and DMWW are meeting and addressing comments from communities and that the financials have been completed by PFM and are ready for review. The GM stated that she is working with legal to address the Des Moines University (DMU) concerns regarding the improvements that have not been completed by the development to the north of the campus and the impact on DMU. The GM gave a brief update on items related to Fox Creek Benefited Water District and the City's plans with annexation.

The Finance Manager and Treasurer shared that health insurance enrollment is coming up.

The Water Production Manager gave no update.

The Water Distribution Manager gave an update that the Center Street project was completing phase 1 & 2, but an unforeseen water main break occurred and has set the project back on time and budget.

The Engineering Project Manager, 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 Sheriff to adjourn at 4:59 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 June 21, 2023, meeting.