

## Urbandale Water Board Minutes

Board member, Phil Noah, called the regular meeting of the Urbandale Water Board of Trustees to order at 12:00 p.m. at the Water Utility office on January 11, 2018.

Board Members Present: John McCune via phone, Phil Noah and Becky DeVries. Also present were General Manager Dale Acheson, Distribution Manager Gail Palmer and Secretary Lisa Duede. Absent: none

DeVries moved, seconded by McCune to approve the Agenda as posted. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

There were no comments made during the Citizen's Forum.

McCune, moved, seconded by Noah to approve the December 11, 2017 Water Board Minutes as written. Ayes: McCune, Noah. Pass: DeVries. Nays: none. Motion carried.

McCune moved, seconded by DeVries to approve payment of the following bills from the General Fund. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Des Moines Water Works – water	177,951.36
Urbandale Sanitary District – sewer	289,841.56
City of Urbandale – storm water	185,922.99
City of Urbandale – solid waste	165,380.02
Des Moines Water Works – debt service	89,010.70
Treasurer, State of Iowa – sales tax	35,253.00
Municipal Supply – meters, repair supplies	30,067.65
First American Bank – sinking funds	41,630.88
Urbandale W/H Sanitary District – sewer	22,174.53
City of Urbandale – audit, flu shots	17,058.85
Des Moines Water Works – FCS Services, probe rods	16,925.10
IPERS – contributions	14,898.54
RLS Strategies, LLC – consulting	5,000.00
Networks, Inc. – IT services	4,703.55
City of Urbandale – mowing	4,513.93
MidAmerican Energy – utilities	2,792.52
Innovyze – training	1,300.00
Varidesk – office equipment	1,265.00
Mail Services – mail processing	1,098.78
City of Urbandale – fuel	750.46
Des Moines Commercial Cleaning – janitor	640.00
Pitney Bowes – postage	600.00
CenturyLink – fiber optic	502.00
State Hygienic Laboratory – lab analysis	500.00
Mikes Adel Power Equipment – tools	494.90
Pitney Bowes – meter rent	382.59
Quality Traffic Control – traffic signs	380.00
Tompkins Industries, Inc. – supplies	332.07
CenturyLink – T-1 line	329.34
Crescent Electric – lights	298.20
Triplett Companies – office supplies	245.52
Xerox Financial Services – copier lease	164.32
Clive Power Equipment – motor starter	146.45

Fessler Carbonic Gas – supplies	119.25
Batteries Plus Bulbs – batteries	105.98
G & L Clothing – allowances	105.38
Webspec Design – web hosting	100.00
The Des Moines Register – publication	86.01
U.S. Cellular – GPS communication	83.24
Charles Gabus Ford – truck part	81.16
Urbandale Sanitary District – sewer exemption	70.00
Plumb Supply – supplies	61.97
Arnold Motor Supply – supplies	49.38
Premier Office Equipment – Xerox images	47.34
Premier Pest Services – supplies	39.00
Menards – supplies	22.74
Logan Contractors Supply, Inc. – supplies	10.32
Sheakley Pay Systems – payroll	90,959.28
Sheakley Pay Systems – processing	496.40
Deposit refunds/overpayments	971.46
Dental/Visual	178.00
Jared Johnson – hydrant meter refund	1,075.71
Accurate Development – hydrant meter refund	37.56
Accurate Development – hydrant meter refund	158.49
Pressure Point Cleaners – hydrant meter refund	336.80
Nehring Construction – hydrant meter refund	1,107.50
CDB Utility Construction – hydrant meter refund	990.64
The Underground Company – hydrant meter refund	942.42
Vantage Transfer Agents – retirement contributions	12,724.71
Tristar Benefit Administrators – self fund	144.50
Des Moines Commercial Cleaning – janitor	640.00
Iowa One Call – locates	575.10
Mail Services – mail processing	9,075.12
Sun Life & Health Insurance – premium	694.27
U.S. Cellular – communication	66.38
Wellmark Blue Cross Blue Shield – premium	30,065.85

The Board reviewed bank reconciliations, income and disbursements, year to date budget percentages, cash flows, water purchased, and water sold.

The General Manager brought a request from the Distribution Manager to approve an Incentive Award to John Thomas for his efforts to improve the sampling techniques for taking bacteriological water samples. The modifications will reduce the risk of contamination during the sampling process. Following discussion, DeVries moved, seconded by Noah approving the Incentive Award in the amount of \$100.00. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager and Board Chair updated the Board on meetings they have attended along with a working Memorandum of Understanding Draft document that has been written with regard to regionalization.

The General Manager discussed a request from Tyler Snelson, 3908 74<sup>th</sup> St., that the Water Utility repair his stop box at no charge. The Utility had been to the property to disconnect water service due to non-payment and found the stop box to be inoperable. The General Manager explained to Mr. Snelson the Rules and Regulations state that the repair and maintenance of a property's stop box is the responsibility of the property owner. The Board affirmed the staff's position to follow the Utility's Rules and Regulations with regard to the stop box.

The General Manager noted the next CIRDWC meeting will be January 23, 2018.

A special meeting was set for January 30, 2018 at 4:30 p.m.

The next regular meeting was set for February 13, 2018 at 4:30 p.m.

The regular meeting in March was set for March 13, 2018 at 4:30 p.m.

There being no further business, McCune moved, seconded by DeVries to adjourn at 12:57 p.m. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Attest: Lisa Duede

Phil Noah: Board Member