

## Urbandale Water Board Minutes

Chairman, John McCune, called the regular meeting of the Urbandale Water Board of Trustees to order at 4:51 p.m. at the Water Utility office on January 21, 2021.

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

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

The Chairman recognized Becky DeVries and thanked her for her service to the Water Board of Trustees for the past 6 ½ years. On behalf of the Board and Staff he wished her the best in her retirement. Becky stated she was pleased to serve and appreciated her appointment to the Water Board of Trustees by the Mayor.

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

Noah moved, seconded by McCune to approve the December 10, 2020 Water Board Minutes as written. Ayes: McCune, Noah. Nays: none. Motion carried.

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

Des Moines Water Works – water	298,877.06
Urbandale Sanitary District – sewer	318,984.57
City of Urbandale – storm water	195,209.50
City of Urbandale – solid waste	188,751.48
Des Moines Water Works – debt service	89,595.24
Treasurer, State of Iowa – WET/sales taxes	43,204.00
West Des Moines Water Works – McClure Study	39,093.49
IPERS – contributions	26,263.87
First American Bank – sinking Payments	26,835.71
Urbandale W/H Sanitary Sewer District	20,888.32
City of Urbandale – FY20 audit fee	20,474.55
Networks, Inc. – IT services	18,172.51
Engineering Resource Group, Inc. – 2021-1 WSI	5,195.00
Ketzner Strategies – consulting services	5,000.00
Municipal Supply – repair supplies	1,126.95
Boot Barn – clothing allowances	1,084.94
Mail Services – mail processing	960.60
Discount Tire – tires	712.00
Hallett Materials – repair supplies	703.89
Des Moines Water Works – lab analysis	660.00
Des Moines Commercial Cleaning – janitor	640.00
City of Urbandale - fuel	630.40
Hach Company – sampling supplies	585.28
Urbandale Chamber of Commerce – dues	551.00
State Hygienic Laboratory – lab analysis	520.00
CenturyLink – fiber optic	519.23
Core & Main – repair supplies, hydrant parts	495.16
Card Services – phone, office supplies	476.15
Pitney Bowes – meter lease	462.57

Construction & Aggregate Products Inc. – hoses	457.50
Sheakley UniService, Inc. – TPA services	450.06
The Home Depot Pro – sanitary supplies	377.01
Rapids Reproductions – 2021-1 WSI	239.85
Premier Office Equipment – printer contract	231.27
Des Moines Water Works – leak detection	211.00
Xerox Financial Services – copier lease	177.50
Arnold Motor Supply – auto supplies	127.38
Webspec Design – web services	120.00
CenturyLink – DSL	117.98
The Home Depot – tools	115.47
Triplett Companies – office supplies	110.81
Menards – misc. supplies	109.39
CenturyLink – communication	102.06
AWWA – dues	90.00
Cintas – mat service	70.00
Urbandale Sanitary District – exemptions	50.00
Premier Pest Services – pest control	39.00
U.S. Cellular – GPS	23.81
Premier Office Equipment – Xerox images	21.07
Batteries Plus Bulbs – batteries	13.05
Sheakley UniService, Inc. – December payroll	148,124.40
Sheakley UniService, Inc. – December processing	903.49
Vantage Transfer Agents – December contributions	23,684.35
IPERS – November contributions	17,461.00
Deposit refunds/overpayments	370.63
Tristar Benefit Administrators – premium	144.50
City of Urbandale – fuel	271.03
Mail Services – processing	426.60
Sheakley Workforce Mgmt. Services – admin. fee	60.00
Sun Life & Health Insurance – premium	752.74
Clothing allowances	107.99
Downing Construction – hydrant meter refund	244.19
U.S. Cellular – communication	93.57
Verizon – communication	160.04
Dental/vision	141.28
Wellmark Blue Cross Blue Shield – premium	32,885.68

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

McCune moved, seconded by Noah to open the public hearing to consider the 2021-1 Water System Improvements Project (67<sup>th</sup> Street – Madison Ave. to Aurora Ave.). Ayes: McCune, Noah. Nays: none. Motion carried.

The Distribution Manager reviewed the bids received in connection with the project.

The General Manager stated there were no written or oral objections received.

Noah moved, seconded by McCune to close the public hearing. Ayes: McCune, Noah. Nays: none. Motion carried.

Noah moved, seconded by McCune approving the Plans, Specifications, Form of Contract and Estimate of Cost for the 2021-1 Water System Improvements Project (67<sup>th</sup> Street – Madison Ave. to Aurora Ave.). Ayes: McCune, Noah. Nays: none. Motion carried.

Noah moved, seconded by McCune to accept the lowest responsible bid received for the 2021-1 Water System Improvements Project (67<sup>th</sup> Street – Madison Ave. to Aurora Ave.) from J & K Contracting of Urbandale, Iowa in the amount of \$394,394.00. Ayes: McCune, Noah. Nays: none. Motion carried.

The General Manager reviewed an Engagement Letter from PFM Financial Services that would provide continued financial services relating to regionalization. The contract would provide an additional 40 hours of services billed at an hourly rate, as needed, not to exceed \$7,500.00. Following discussion, McCune moved, seconded by Noah approving the contract. Ayes: McCune, Noah. Nays: none. Motion carried.

Following discussion, McCune moved, seconded by Noah approving the low bid from Truck Equipment for the purchase of a flatbed with hoist in the amount of \$8,600.00. Ayes: McCune, Noah. Nays: none. Motion carried.

The General Manager reviewed the Schedule of Delinquent Accounts with the Board. Following discussion, Noah moved, seconded by McCune to pass Resolution 2021-01 for Assessment Schedule 2021-01 for Water Account Charges that are delinquent and certified to be filed with the County Treasurer for Polk County, Iowa. Ayes: McCune, Noah. Nays: none. Motion carried.

The Chairman and General Manager provided an update on weekly meetings they are attending with Des Moines Water Works and West Des Moines Water Works with regard to regionalization.

The next regular meeting was set for February 11, 2021 at 12:00 p.m.

There being no further business, Noah moved, seconded by McCune to adjourn at 5:25 p.m. Ayes: McCune, Noah. Nays: none. Motion carried.

Attest: Lisa Duede

John McCune: Chairman