

## Urbandale Water Board Minutes

Chairman, John McCune, called the regular meeting of the Urbandale Water Board of Trustees to order at 4:34 p.m. at the Water Utility office on June 14, 2016.

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

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

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

DeVries, moved, seconded by Noah to approve the May 10, 2016 Water Board Minutes as written. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

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

Des Moines Water Works – water	192,747.21
Urbandale Sanitary District – sewer	289,904.87
City of Urbandale – solid waste	165,398.05
City of Urbandale – storm water	124,769.09
Des Moines Water Works – debt service	140,963.73
First American Bank – sinking funds	41,909.41
J. R. Stelzer Company – 114 <sup>th</sup> tower project	39,463.43
Treasurer, State of Iowa – sales tax	39,948.00
Urbandale W/H Sanitary District – sewer	26,651.02
Des Moines Water Works – O&M	14,093.47
IPERS – March contributions	13,289.16
Mail Services – statement/notice processing	10,035.75
Greener Alternatives Lawn Care – 114 <sup>th</sup> tower project	5,469.00
IMWCA – liability insurance	3,664.00
City of Urbandale – phone, safety training	3,506.79
MidAmerican Energy – utilities	2,655.10
City of Urbandale – fuel	2,458.64
Networks, Inc. – IT services	1,890.00
ESRI – software maintenance	1,500.00
Des Moines Water Works – lab analysis	993.00
Iowa One Call – locates	988.20
West Side Mechanics – truck maintenance	947.04
G & L Clothing – allowances	710.25
Des Moines Commercial Cleaning – janitor	640.00
Rapids Reproductions – printing	547.00
Unplugged Wireless Communications – radio repair	540.00
CenturyLink – fiber optic	502.00
Bishop Engineering – survey	456.25
Titan Machinery – tractor maintenance	409.38
Bob Brown Chevrolet – truck maintenance	375.59
City of Urbandale – diesel fuel	345.66
CenturyLink – T-1 line	324.94
Municipal Supply – supplies	265.00

Menards – supplies	257.85
Blackburn Mfg. Co. – locate flags	252.63
Omark Safety – safety equipment	237.60
Des Moines Water Works – leak detection	236.00
Logan Contractor’s Supply – supplies	227.16
Hach Company – supplies	200.24
Triplett Companies – supplies	190.78
Wellmark Blue Cross Blue Shield – third party EOB fee	170.00
Xerox Financial Services – lease	162.50
Shattuck Turf Farms – main repair	161.50
The Home Depot – supplies	152.45
HD Supply Waterworks – supplies	126.20
Fenner Irrigation – irrigation system maintenance	122.60
The Des Moines Register – publication	104.94
Webspec Design – web hosting	100.00
Arnold Motor Supply – supplies	99.36
Thomas Bus Sales, Inc. – vacuum trailer maintenance	95.00
Interstate All Battery – batteries	79.65
The UPS Store – shipping	71.74
Premier Copiers – Xerox images	62.55
Methodist Occupational Health & Wellness – screening	48.00
One Source – background check	47.50
Premier Pest Services – pest control	39.00
G & K Services – mat service	23.20
Sheakley Pay Systems – payroll	89,101.15
Sheakley Pay Systems – processing	437.97
Deposit refunds/overpayments	273.21
Dental/visual	126.16
Iowa One Call – locates	856.80
MidAmerican Energy – utilities	2,325.43
Accurate Development – hydrant meter refund	200.98
Hydro Kleen – hydrant meter refund	1,032.50
Colonial Homes – hydrant meter refund	44.67
Vantage Transfer Agents – 401 contributions	9,261.73
American Administrators – self fund	127.50
Supplyworks – supplies	484.24
Mail Services – statement/notice printing	9,048.37
Petty cash	110.62
G. Palmer – meeting, water festival expenses	74.15
Pitney Bowes – lease	382.59
Sun Life & Health Insurance – premium	582.46
Wellmark Blue Cross Blue Shield – premium	26,075.76

Following discussion, McCune moved, seconded by Noah to pre-approve payment of incoming invoices that will be due prior to the June 30, 2016 year end. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

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. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The Distribution Manager reviewed bids received for the WSI 2016-1 Water System Improvements 71<sup>st</sup> Street – Prairie to Airline. The bids received were in excess of the engineer’s estimate and budgeted amount.

No comments were made in favor of, or opposing, the proposed project.

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

Following discussion, McCune moved, seconded by DeVries to reject all bids received and re-bid the project at a later date. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

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

The Distribution Manager reviewed bids received for the WSI 2016-2 Water System Improvements Oliver Smith – 70<sup>th</sup> Street to 72<sup>nd</sup> Street. The bids received were in excess of the engineer’s estimate and budgeted amount.

No comments were made in favor of, or opposing, the proposed project.

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

Following discussion, Noah moved, seconded by DeVries to reject all bids received and re-bid the project at a later date. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed a proposed Agreement from McClure Engineering for engineering services to design, inspect, coordinate, survey, secure ROW, manage bids, and construction administration for a water supply and treatment facility in the amount of \$3,973,500.

Following discussion, Noah moved, seconded by McCune approving the Agreement as presented. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed a proposed Agreement with Krishna Engineering for engineering services for a water supply and treatment facility in the amount of \$400,000. Services provided would include oversight for design, bidding and construction of the project.

Following discussion, McCune moved, seconded by DeVries approving the Agreement as presented. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed a proposed Agreement with Krishna Engineering for engineering services in the planning and design, bidding and construction phases of distribution facilities to insure a smooth transition to serve the existing distribution system from a water supply and treatment facility. Services would be billed on an hourly basis.

Following discussion, McCune moved, seconded by Noah approving the Agreement as presented. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed proposed adjustments to the Salary Schedule for FY2016-17 with the Board.

Following discussion, Noah moved, seconded by McCune approving adjustments to the Salary Schedule for the FY2016-17 as presented. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reported the Intended Use Plan Application has been submitted to the State Revolving Fund stating a total project cost of \$60,000,000 for construction of a water supply and treatment facility. The Planning and Design Loan Application requesting \$4,250,000 has also been submitted.

The next regular meeting was set for July 14, 2016 at 4:30 p.m.

There being no further business, Noah moved, seconded by DeVries to adjourn at 5:29 p.m. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Attest: Lisa Duede                      John McCune: Chairman