

Urbandale Water Board Minutes

Chairman, John McCune, called the regular meeting of the Urbandale Water Board of Trustees to order at 12:06 p.m. at the Water Utility office on September 13, 2018.

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.

DeVries moved, seconded by Noah 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 August 14, 2018 Water Board Minutes as written. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

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

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| Des Moines Water Works – water                         | 466,025.71 |
| Urbandale Sanitary District – sewer                    | 339,828.25 |
| City of Urbandale – storm water                        | 191,571.92 |
| City of Urbandale – solid waste                        | 171,107.75 |
| Des Moines Water Works – debt service                  | 89,010.70  |
| Treasurer, State of Iowa – taxes                       | 71,691.00  |
| First American Bank – sinking funds                    | 41,840.28  |
| Urbandale W/H Sanitary District – sewer                | 25,755.21  |
| Municipal Supply – meters, supplies                    | 29,650.26  |
| IPERS – contributions                                  | 24,294.01  |
| J & K Contracting – 2018-1 WSI                         | 11,118.77  |
| Mail Services – mail processing                        | 10,158.05  |
| IDNR – water supply fee                                | 4,875.42   |
| MidAmerican Energy – utilities                         | 4,552.95   |
| Hach Company – sampling supplies                       | 3,668.68   |
| Liquid Engineering – tower cleaning                    | 3,325.00   |
| Mary Maloney, Polk County Treasurer – taxes            | 3,246.00   |
| Core & Main – hydrant supplies                         | 3,019.61   |
| Cogsdale – bill template change                        | 2,310.00   |
| Networks, Inc. – IT services                           | 2,099.50   |
| CenturyLink – T-1 line termination fee                 | 1,330.83   |
| Edwards Enterprises, Inc. – reimburse tapping expenses | 1,016.50   |
| City of Urbandale – fuel                               | 982.73     |
| G & L Clothing – allowances                            | 798.44     |
| All Forms & Supplies, Ltd. – printing                  | 677.75     |
| Des Moines Commercial Cleaning – janitor               | 640.00     |
| Mary Sloan – refund hook on fee                        | 517.00     |
| CenturyLink – fiber optic                              | 502.00     |
| State Hygienic Laboratory – lab analysis               | 500.00     |
| Team Services – 2018-1 WSI                             | 480.57     |
| Xerox Financial Services – copier lease                | 332.62     |
| Baker Electric – water salesman repair                 | 306.18     |
| Gail Palmer – travel reimburse                         | 301.59     |

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| Fastenal – supplies                              | 267.11     |
| Cogsdale – support                               | 182.60     |
| Logan Contractors, Inc. – supplies               | 168.00     |
| Des Moines Register – subscription               | 161.01     |
| ACME Tools – tool                                | 102.04     |
| CenturyLink – DSL                                | 100.97     |
| WebSpec Design – hosting                         | 100.00     |
| Arnold Motor Supply – vehicle maintenance        | 90.78      |
| Sprayer Specialties, Inc. – supplies             | 75.00      |
| Cintas – mat service                             | 70.00      |
| Urbandale Sanitary District – sewer exemption    | 60.00      |
| Menards – supplies                               | 50.45      |
| Premier Office Equipment – Xerox images          | 49.95      |
| Premier Pest Services – pest control             | 39.00      |
| The Home Depot – supplies                        | 16.58      |
| Batteries Plus Bulbs – light bulbs               | 14.95      |
| Sheakley UniService, Inc. – August payroll       | 143,548.52 |
| Sheakley UniService, Inc. – August processing    | 550.05     |
| Deposit refunds/overpayments                     | 495.40     |
| Petty cash                                       | 100.51     |
| Vantage Transfer Agents – August contributions   | 20,057.19  |
| Dental/visual                                    | 524.50     |
| Wellmark Blue Cross Blue Shield – premium        | 32,675.48  |
| Venter Spooner – hydrant meter refund            | 198.41     |
| L. Allen – conference expenses                   | 398.32     |
| Tristar Benefit Administrators – self fund       | 144.50     |
| Iowa One Call – July locates                     | 732.60     |
| IAMU – training                                  | 120.00     |
| Mail Services – mail processing                  | 454.36     |
| G. Palmer – reimburse supplies                   | 71.59      |
| Sheakley Workforce Management Services – FSA fee | 60.00      |
| SunLife & Health Insurance – premium             | 719.31     |
| New Point Church – hydrant meter refund          | 236.30     |

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

The General Manager reviewed the proposed 2019-2024 Capital Improvement Plan with the Board.

Following discussion, DeVries moved, seconded by Noah to adopt the 2019-2014 Capital Improvement Plan as presented. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed proposals for a new phone system with the Board.

Following discussion, DeVries moved, seconded by McCune to accept the proposal from Networks, Inc. for the equipment and installation of a Digium phone system at a bid price of \$11,530.00. In addition, Networks, Inc. shall set up and coordinate monthly SIP phone service trunking of which the Utility shall pay monthly as stated in the contract. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The Chairman and General Manager provided an update on regionalization meetings and activities. Upcoming meeting dates were discussed.

The next regular meeting was set for October 9, 2018.

There being no further business, Noah moved, seconded by DeVries to adjourn at 12:54 p.m. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Attest: Lisa Duede

John McCune: Chairman