

Urbandale Water Board Minutes

Chairman, John McCune, called the regular meeting of the Urbandale Water Board of Trustees to order at 4:32 p.m. at the Water Utility office on October 9, 2018.

Board Members Present: John McCune and Becky DeVries. Also present were General Manager Dale Acheson, Distribution Manager Gail Palmer and Secretary Lisa Duede. Absent: Noah.

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

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

McCune, moved, seconded by DeVries to approve the September 13, 2018 Water Board Minutes as written. Ayes: McCune, DeVries. Nays: none. Motion carried.

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

Des Moines Water Works – water	240,996.27
Urbandale Sanitary District – sewer	372,957.99
City of Urbandale – storm water	186,630.15
City of Urbandale – solid waste	167,209.90
Treasurer, State of Iowa – WET/sales taxes	104,408.00
Des Moines Water Works – debt service	89,010.70
First American Bank – sinking funds	55,917.62
Urbandale W/H Sanitary District – sewer	26,966.69
IPERS – contributions	16,647.16
Core & Main – supplies	13,023.32
Innovyze Inc. – maintenance renewal	6,800.00
MidAmerican Energy – utilities	3,041.67
Networks, Inc. – IT services	3,258.02
E.H. Wachs – pump	3,153.00
City of Urbandale – fuel	2,254.21
Central Iowa Ready Mix – supplies	1,253.50
Hallett Materials – supplies	1,109.75
Mail Services – mail processing	1,095.09
Pingel Mudjacking	850.00
Des Moines Commercial Cleaning – janitor	640.00
Sassman Glass and Mirror – window replacement	633.00
G & L Clothing – allowances	614.51
Pitney Bowes – postage	600.00
Superior Printing & Promotions – printing	598.35
CenturyLink – fiber optic	502.00
Pitney Bowes – meter rent	462.57
SupplyWorks – supplies	420.95
Johanna Weber – reimburse conference registration	370.00
Dan's Overhead Doors – door maintenance	369.95
Triplett Companies – office supplies	323.87
ACME Tools – tools	294.08
ICMA Retirement Corporation – plan fee	250.00
Arnold Motor Supply – automotive supplies	225.24

Murphy Tractor – tractor supplies	218.44
Tompkins Industries Inc. – tractor part	175.03
Hach Companies – supplies	172.95
Xerox Financial Services – copier lease	166.31
Thomas Bus Sales – trailer maintenance	134.50
IDNR – 2019 water use fee	134.00
Fastenal – tools	118.10
Des Moines Register – publication	106.94
CenturyLink – DSL	100.97
Webspec Design – web hosting	100.00
Logan Contractors, Inc. – supplies	97.68
Cintas – mat service	70.00
Urbandale Sanitary District – sewer exemption	70.00
Shattuck Turf Farm – repair supplies	57.00
IDNR – operator application	40.00
Premier Pest Services – pest control	39.00
Menards – supplies	34.16
Premier Office Equipment – Xerox images	34.00
Praxair – supplies	20.49
Municipal Supply – parts	18.00
Sheakley UniService, Inc. – September payroll	95,426.63
Sheakley UniService, Inc. – September processing	334.74
Deposit refunds/overpayments	1,622.74
Dental/visual	24.30
Pezzetti – hydrant meter refund	862.04
IAAI – hydrant meter refund	246.63
Vantage Transfer Agents – September contributions	13,689.46
Des Moines Register – publication	106.61
Des Moines Water Works – FCS services	27,221.46
Des Moines Water Works – lab analysis	690.00
Hach Company – sampling supplies	520.62
Iowa One Call – August locates	786.60
IA-AWWA – training	480.00
Mail Services – mail processing	356.93
Sheakley Workforce Management Services – FSA fee	60.00
Sun Life & Health Insurance – premium	719.31
Treasurer, State of Iowa – unclaimed property	224.97
U.S. Cellular – communication	66.34
Wellmark Blue Cross Blue Shield – premium	32,675.48
Tristar Benefit Administrators	144.50

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

The General Manager reviewed a Credit Card Use Policy with the Board. The policy would allow the Utility to acquire a bank credit card to be used for conference travel and for purchases from vendors where payment by check is not an option. The General Manager and Distribution Manager would be the authorized users of the card. The credit limit would not exceed \$5,000.00.

Following discussion, DeVries moved, seconded by McCune approving the Credit Card Use Policy with an amendment raising the credit limit to \$10,000.00. Ayes: McCune, DeVries. Nays: none. Motion carried.

The General Manager reviewed a Credit Card Program Resolution 2018-4 with the Board. The Resolution would authorize the Utility to acquire a bank credit card from UMB Bank.

Following discussion, McCune moved, seconded DeVries approving Credit Card Program Resolution 2018-04 as presented. Ayes: McCune, DeVries. Nays: none. Motion carried.

The Chairman and General Manager provided an update on regionalization meetings and activities. FCS has presented its final report and it is now under review by the individual communities.

The General Manager reported the phone system upgrade is scheduled to go live October 24th.

The General Manager noted he and the Distribution Manager would be attending the Annual Iowa AWWA Conference during the week of October 15th.

The General Manager noted the IDNR would be conducting an inspection on the Utility's water towers, system and facilities October 10, 2018.

The next regular meeting was set for November 13, 2018.

There being no further business, DeVries moved, seconded by McCune to adjourn at 5:14 p.m. Ayes: McCune, DeVries. Nays: none. Motion carried.

Attest: Lisa Duede

John McCune: Chairman