

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 November 12, 2019.

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

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

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

Noah, moved, seconded by McCune to approve the October 8, 2019 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	236,434.14
Urbandale Sanitary District – sewer	448,170.79
City of Urbandale – storm water	196,500.50
City of Urbandale – solid waste	189,537.64
Des Moines Water Works – debt service	88,910.01
Treasurer, State of Iowa – WET/sales taxes	73,874.00
Des Moines Water Works – O&M	42,489.63
Urbandale W/H Sanitary Sewer District	29,817.66
First American Bank – sinking Payments	27,738.89
IPERS – contributions	16,229.39
Don White Sodding – 2019-1, 2019-2 WSI	15,885.00
Municipal Supply – meters, supplies	14,589.30
Innovyze – InfoWater renewal, maintenance	14,293.45
Mail Services – mail processing	9,750.54
Core & Main – supplies, parts	5,341.38
E.H. Wachs – pump	3,601.00
Networks, Inc. – IT services	3,498.65
McClure Engineering – services	3,200.00
Midwest Computer Brokers, Inc. – meter recycling	2,360.50
IMWCA – premium adjustment	2,262.00
Tesdell Electric, Ltd. – services	2,242.00
Hallett Materials – supplies	2,150.22
MidAmerican Energy – utilities	2,022.09
Corrpro – tower service agreement	1,940.00
Des Moines Water Works – lab analysis	1,605.00
Discount Tire – tires	1,416.00
First American Bank – retirement escrow	873.60
AWWA – 2020 standards revisions	850.00
Central Iowa Ready Mix – supplies	819.00
Des Moines Commercial Cleaning – janitor	640.00
Pitney Bowes – postage	601.00
City of Urbandale – fuel	554.97
CenturyLink – fiber optic	519.05

The Home Depot Pro – supplies	471.69
Triplett Companies – office supplies	451.32
Boot Barn - allowances	426.50
Hach Company – supplies	251.93
Card Services – phone service	233.42
Premier Office Equipment – copier maintenance	230.27
Menards – supplies	224.45
Rapids Reproductions – supplies	212.22
Logan Contractors, Inc. – tools, supplies	190.79
Xerox Financial Services – copier lease	166.62
Arnold Motor Supply – supplies	154.38
Webspec Design – web services	120.00
City of Urbandale – safety training	115.31
CenturyLink - DSL	101.97
Plumb Supply – parts	101.48
CenturyLink – communicaton	96.44
Cintas – mat service	70.00
Sheakley Workforce Mgmt. Services – admin. fee	60.00
Urbandale Sanitary Sewer – sewer exemption	60.00
Murphy Tractor – part	41.64
Premier Pest Services – pest control	39.00
The Home Depot – supplies	33.25
The UPS Store – shipping	32.17
United Seeds, Inc. – supplies	25.25
U.S. Cellular - communication	22.97
Sean McCarthy – check reissue	215.66
ABL Laboratories – backflow re-certifications	675.00
Petty cash	110.36
Iowa Interstate Railroad – 100th & Douglas Project	750.00
Sheakley UniService, Inc. – October payroll	91,158.04
Sheakley UniService, Inc. – processing	361.26
Deposit refunds/overpayments	756.71
Dental/visual	60.00
Anderson Properties –hydrant meter refund	265.20
Aceterra Group – hydrant meter refund	1,773.12
Vantage Transfer Agents – October contributions	14,832.53
IA-AWWA – training	210.00
Tristar Benefit Administrators – November self-fund	136.00
CEC – equipment hook up	1,090.00
CenturyLink – DSL	101.97
CenturyLink – cable repair	3,175.16
The Des Moines Register – publication	121.19
FCS – equipment	355.00
The Home Depot – supplies	99.97
ICMA Retirement Corporation- plan fee	250.00
Larry’s Window Service – window cleaning	175.00
Mail Services – mail processing	10,058.11
McClure Engineering – services	6,045.00
Sun Life & Health Insurance – November premium	706.83
U.S. Cellular – communicaton	66.86
Verizon – communicaton	117.36
Wellmark Blue Cross Blue Shield – Nov. premium	33,165.64

Jamie Hatch – refund irrigation meter

286.00

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

Following discussion, Noah moved, seconded by McCune to receive and file the audited FY2019 Financial Statements and Auditor’s Report issued by Eide Bailly. Ayes: McCune, Noah. Nays: none. Motion carried.

Following discussion, McCune moved, seconded by Noah to hire Ketzner Strategies as lobbyist for the 2020 Legislative Session in the amount of \$10,000.00. Ayes: McCune, Noah. Nays: none. Motion carried.

The General Manager reviewed a proposal from PFM Financial Advisors to study the financial impacts for the Utility with regard to regionalization and other options. The quote would be billed at an hourly rate not to exceed \$25,000.00.

Following discussion, Noah moved, seconded by McCune approving the quote from PFM Financial Advisors not to exceed \$25,000.00. Ayes: McCune, Noah. Nays: none. Motion carried.

The General Manager reviewed proposed updates to the Water Utility Employee Handbook with the Board.

Following discussion, McCune moved, seconded by Noah approving the updates to the Employee Handbook. Ayes: McCune, Noah. Nays: none. Motion carried.

The Chairman and General Manager provided an update on regionalization activities and meetings they have attended.

There was discussion on the Des Moines Water Works rate increase which will be 10% effective April 1, 2020.

The next regular meeting was set for December 10, 2019 at 4:30 p.m.

There being no further business, Noah moved, seconded by McCune to adjourn at 5:01 p.m. Ayes: McCune, Noah. Nays: none. Motion carried.

Attest: Lisa Duede

John McCune: Chairman