

Urbandale Water Board Minutes

Board Member, Phil Noah, called the regular meeting of the Urbandale Water Board of Trustees to order at 12:00 p.m. at the Water Utility office on February 11, 2020.

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

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

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

McCune, moved, seconded by Noah to approve the January 14, 2020 Water Board Minutes as written. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

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

Des Moines Water Works – water	228,647.53
Urbandale Sanitary District – sewer	331,557.65
City of Urbandale – storm water	197,021.18
City of Urbandale – solid waste	190,618.89
Des Moines Water Works – debt service	89,378.17
Treasurer, State of Iowa – WET/sales taxes	41,546.00
First American Bank – sinking Payments	27,738.89
IPERS – contributions	24,652.33
Urbandale W/H Sanitary Sewer District	22,915.72
Municipal Supply – parts, supplies	16,986.35
Des Moines Water Works – system maintenance	6,921.52
MidAmerican Energy – utilities	3,037.76
Core & Main – supplies, tools	2,654.25
Corrpro – tower maintenance	1,890.00
Hallett Materials – repair supplies	1,402.44
Mail Services – mail processing	1,237.71
Quality Traffic Control, Inc. – traffic signage	996.00
Boot Barn – clothing allowances	791.17
Arnold Motor Supply – supplies, maintenance	751.14
Des Moines Commercial Cleaning – janitor	640.00
OPG-3, Inc. – Laserfiche support	533.00
CenturyLink – fiber optic	519.23
City of Urbandale – fuel	457.50
Central Iowa Ready Mix – repair supplies	432.00
Card Services – phone, clothing allowance	423.84
Pitney Bowes – postage	401.00
Rapids Reproductions – 2020-1 and 2020-2 WSI	376.05
AWWA – dues	335.00
Triplett Companies – office supplies	321.76
UPHDM Occupational Medicine – testing	236.00
Xerox Financial Services – copier lease	177.50
Menards – misc. supplies	164.78

Pollardwater – supplies	148.15
Webspec Design – web services	120.00
Premier Office Equipment – copier maintenance	105.24
One Source – background checks	103.50
CenturyLink – DSL	101.97
CenturyLink – communication	95.52
Cintas – mat service	70.00
Logan Contractors Supply – clothing allowance	67.15
Premier Office Equipment – Xerox images	40.20
Premier Pest Services – pest control	39.00
Urbandale Sanitary District – sewer exemption	30.00
U.S. Cellular – communication	23.49
Murphy Tractor – oil	14.90
Sheakley UniService, Inc. – January payroll	138,643.39
Sheakley UniService, Inc. – January processing	721.37
Vantage Transfer Agents – January contributions	23,107.37
Deposit Refunds/Overpayments	416.49
Dental/Vision	125.06
Edge Commercial – hydrant meter refund	159.72
Petty Cash	57.08
Clothing Allowances	37.44
Wellmark Blue Cross Blue Shield – premium	32,224.70
Tristar Benefit Administrators – premium	136.00
Mail Services – mail processing	9,913.32
R.D. McKinney Plumbing – hydrant replacement	1,337.50
Sheakley Workforce Mgmt. Services – plan fee	60.00
Sun Life & Health Insurance – premium	706.83
U.S. Cellular – communication	67.81
Verizon – communication	80.02

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

Noah moved, seconded by DeVries to open the public hearing to consider the 2020-1 Water System Improvements Project (68th Street – Airline Avenue to Prairie Avenue, Prairie Avenue – 68th Street to 67th Street). Ayes: McCune, Noah, DeVries. 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.

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

Noah moved, seconded by McCune approving the Plans, Specifications, Form of Contract and Estimate of Cost for the 2020-1 Water System Improvements Project (68th Street – Airline Avenue to Prairie Avenue, Prairie Avenue – 68th Street to 67th Street). Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Noah moved, seconded by DeVries to accept the lowest responsible bid received for the 2020-1 Water System Improvements Project (68th Street – Airline Avenue to Prairie Avenue, Prairie Avenue – 68th Street to 67th Street) from Holbrook Construction of Yale, Iowa in the amount of \$245,283.00. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

McCune moved, seconded by DeVries to open the public hearing to consider the 2020-2 Water System Improvements Project (Dennis Drive – 104th Street to 101st Street). Ayes: McCune, Noah, DeVries. 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.

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

Noah moved, seconded by DeVries approving the Plans, Specifications, Form of Contract and Estimate of Cost for the 2020-2 Water System Improvements Project (Dennis Drive – 104th Street to 101st Street). Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Noah moved, seconded by DeVries to accept the lowest responsible bid received for the 2020-2 Water System Improvements Project (Dennis Drive – 104th Street to 101st Street) from RD McKinney Plumbing and Excavating of Waukee, IA in the amount of \$155,571.60. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed proposed updates to the Appendix A Fee Schedule with the Board. Following Discussion, DeVries moved, seconded by McCune approving the updates. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Following discussion, Noah moved, seconded by McCune authorizing the hire of a part-time backflow position for the 2020 backflow season. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed proposals for electrical and lighting updates to the 170th Street tower with the Board. Following discussion, DeVries moved, seconded by McCune approving the proposal from Baker Electric in the amount of \$27,605.00. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager reviewed the proposed FY 2020-21 Budget with the Board. Following discussion, DeVries moved, seconded by McCune approving the proposed FY 2020-21 Budget as presented. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

The General Manager provided an update on regionalization activities and upcoming meetings. There was discussion on the various options Urbandale has to consider and the timeline in which studies will be received in order to make the decision that is best for the Citizens of Urbandale.

The next regular meeting was set for March 10, 2020 at 4:30 p.m.

There being no further business, DeVries moved, seconded by McCune to adjourn at 12:58 p.m. Ayes: McCune, Noah, DeVries. Nays: none. Motion carried.

Attest: Lisa Duede

Phil Noah: Board Member