

Urbandale Water Board Minutes

Chairman, John McCune, called the regular meeting of the Urbandale Water Board of Trustees to order at 3:30 p.m. at the Water Utility office on June 10, 2025.

Board Members Present: John McCune, Mark Wandro via video conference, and Ron Pogge. Staff present were General Manager Neil Weiss, Distribution Manager Matthew Jacob, and Finance/Office Manager Kathy Barger. Absent: none.

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

There were no comments made during the Citizens' Forum.

Pogge moved, seconded by Wandro to approve the May 13, 2025 Water Board Minutes as written. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

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

Central Iowa Water Works – water	556,334.52	Menards – tools, supplies	1,452.41
Urbandale Sanitary – sewer	412,342.50	City of Urbandale – fuel	1,309.01
City of Urbandale – storm water	252,468.19	Ahlers – legal fees	1,288.00
City of Urbandale – solid waste	230,898.73	Iowa One Call – locates	1,275.30
City of Urbandale – storm water	202,752.67	Stratus Building Solutions – janitor	1,139.20
City of Urbandale – solid waste	184,851.38	Delta Dental – insurance	1,074.84
Asure – payroll	170,245.01	Pollardwater – equipment	933.50
Municipal Supply – meters and parts	63,022.54	Sun Life – life insurance	857.80
IA Dept of Revenue – Sales/WET tax	56,865.12	Des Moines Water Works – lab analysis	850.00
City of Urbandale – storm water project	37,612.40	CIWW – Royalties	722.09
IPERS – contributions	29,361.85	Logoed Apparel – work clothing	548.18
I-80 Trailers – trailer	28,350.00	Asure – payroll processing	536.01
IMWCA - insurance	28,148.00	Amazon – supplies	523.72
Wellmark – premium	27,169.87	Bentley Ridge – garden items	519.86
Mail Services – statement processing	25,254.80	Summit Fire Protection – alarm inspection	516.40
Mission Square – contributions	24,216.54	Pitney Bowes – postage	502.25
Urbandale Windsor Heights – sewer	22,225.30	Hach – reagent set	489.10
Core & Main – parts, tools	17,956.81	Verizon – tower comm & hot spots	440.11
Subsurface Solutions – equipment	13,400.00	Access Systems – copier lease	378.87
GreenState Credit Union – sinking fund	7,113.33	CTI – repair	345.00
Snyder Associates – engineering	6,527.25		
Health Equity – HSA Contributions	4,000.00	US Cellular – phone, data, GPS	324.78
Refund/Overpayment	3,010.57	State Hygienic Lab – sampling	314.00
Networks -IT Services, servers	2,992.85	Bomgaars – supplies	265.97
EFR – employee assistance program	2,470.00	Paymentus – credit card fees	262.80
Klinger Paint – paint	2,246.35	Metronet – fiber	252.20
Card Services – phone, travel, training	1,977.52	Triplett – office supplies	216.83
DHS – child support	1,577.70	Logan – tools, parts	203.39
Home Depot – trailer supplies	1,561.86	Cintas – mat services	200.82

Urbandale Sanitary – sewer exemptions	190.00	CenturyLink – fiber	115.06
UPHDM – drug screens	162.87	Higgins Plaza Service – repair	101.02
Arnold Motor Supply – supplies	134.31	State of IA-license	100.00
Webspec – web services	130.00	Kathy Barger – supplies	46.49
Des Moines Register – publications	124.60	Premier Pest – pest control	39.00
CenturyLink – DSL	121.99	Russell Patton – supplies	19.96

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 Schedule of Delinquent Accounts with the Board. Following discussion, Pogge moved, seconded by Wandro to pass Resolution 2025-05 for Assessment Schedule 2025-05 for Water Account Charges that are delinquent and certified to be filed with the County Treasurer for Polk County, Iowa. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

The Chair indicated this was the time and place for a public hearing to authorize a loan and disbursement agreement and the issuance of notes to evidence the obligation of the city thereunder. He asked for the date the notice was published and the Secretary indicated the notice was published on May 27, 2025 in the Des Moines Register. The Chair asked if any written comments had been received. The Secretary stated none had been received. The Chair asked if there were any public comments; hearing none, he declared the public hearing closed.

It was moved by Pogge, seconded by Wandro to approve a resolution instituting proceedings to take additional action for the authorization of a loan and disbursement agreement and the issuance of not to exceed \$2,130,000 Water Revenue Capital Loan Notes. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

It was moved by Pogge, seconded by Wandro to approve Resolution 2025-07 approving and authorizing a form of interim loan and disbursement agreement by and between Urbandale Water Utility, Iowa, and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$2,130,000 Water Revenue Capital Loan Notes Anticipation Project Note, Series 2025, of Urbandale Water Utility, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said notes. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

The Chair indicated this was the time and place for a public hearing to review an application for a State Revolving Fund (SRF) Loan and to make available to the public the contents of an Environmental Information Document and the Urbandale Water Utility’s Project Plan. He asked for the date the notice was published and the Secretary indicated the notice was published on May 6, 2025 in the Des Moines Register. The Chair asked if any written comments had been received. The Secretary stated none had been received. The Chair asked if there were any public comments; hearing none, he declared the public hearing closed.

Following discussion, Pogge moved, seconded by Wandro to approve the Environmental Information Document as presented. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

Following discussion, Pogge moved, seconded by Wandro to approve the preliminary CIWW capacity expansion allocation as recommended by the General Manager. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

Following discussion, Pogge moved, seconded by Wandro to approve the purchase of a distribution maintenance vehicle service body at a price not to exceed \$70,000.00. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

Following discussion, Pogge moved, seconded by Wandro to approve adjustments to the Salary Schedule, including a salary increase for the General Manager, for FY2025-26 as presented. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

Following discussion, Pogge moved, seconded by Wandro to approve Amendment No. 1 to Dixon Engineering, Inc. Agreement. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

The General Manager explained the continuing concern CIWW has in their treatment of nitrates and the ongoing need for water conservation in regard to irrigating lawns.

The next regular meeting was set for July 15, 2025 at 3:30 p.m.

There being no further business, Pogge moved, seconded by Wandro to adjourn at 4:15 p.m. Ayes: McCune, Pogge, Wandro. Nays: none. Motion carried.

Attest: Neil Weiss

John McCune: Chairman