

**Des Moines Metropolitan Wastewater
Reclamation Authority Board**

**MEETING MINUTES
January 15, 2008**

**METRO WASTE AUTHORITY
300 EAST LOCUST STREET, SUITE 100
DES MOINES, IOWA**

AGENDA

ITEM 1: Call to Order

Jody Smith, Chair, called the January 15, 2008, WRA Board meeting to order at 1:32 p.m.

ITEM 2: Roll Call

WRA Board Representatives/Alternates in Attendance

Tom Hadden, Altoona
Dick Ash, Ankeny
Gary Lorenz, Ankeny
Mark Arentsen, Bondurant
Ronni Begleiter, Clive
Jim Gifford, Cumming
Merrill Stanley for Rick Clark, Des Moines
Larry Hulse, Des Moines
Tom Vlassis, Des Moines
Jon Kallen, Johnston
Mark Miller, Norwalk
Tom Hockensmith, Polk County
Joseph Garvey, Jr., UWHSD
Marvin Grace, Warren County
Jeff Kooistra, Waukee
Jody Smith, West Des Moines
Robert Parks, West Des Moines

Others in Attendance

Bill Stowe, Operating Contractor
Carl Elshire, Operating Contractor
Mike Hall, Operating Contractor
Roxane Vaughan, Operating Contractor
Kathy Vanderpool, Operating Contractor
Allen McKinley, Operating Contractor
Phil Koundakjian, Operating Contractor
David Miller, Operating Contractor
Royce Hammitt, Operating Contractor
Tim Davis, Operating Contractor
H. R. Veenstra, Veenstra & Kimm
Mr. and Mrs. Larry Woolis, Property Owners
Alan Hanke, Property Owner

Jody Forest, Property Owner
Mia Frommelt, McGaldrey & Pullen
Jon Burmeister, PFM
Al Munsterman, Snyder & Associates
Mary Carnock, Snyder & Associates
Adam Bullerman, Snyder & Associates

ITEM 3: Approving Agenda, as Presented and/or as Amended

Moved by Vlassis to approve the agenda as presented. Motion carried 14-0. The following members voted yea on Item No. 3: Hadden, Ash, Lorenz, Arentsen, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith. The following members voted nay: None. Absent: Begleiter, Johnson, Sassatelli, Sandor, Parks

ITEM 4: Public Comment

None

ITEM 5: APPROVING CONSENT AGENDA – Items 5 through 24:

Requested by Jody Smith to pull Item Nos. 18, 22, and 24 for discussion.

Moved by Hockensmith to approve the Consent Agenda, Items 5 through 24, with the exception of Item Nos. 18, 22, and 24. Motion carried 14-0. The following members voted yea on Item 5: Hadden, Ash, Lorenz, Arentsen, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith. The following members voted nay: None. Absent: Begleiter, Johnson, Sassatelli, Sandor, Parks

ITEM 6: Consideration of Minutes of the December 18, 2007, meeting of the WRA Board - Action for Approval

ITEM 7: Consideration of Minutes of the December 11, 2007, meeting of the WRA Technical Committee – Action/Receive & File

ITEM 8: Receipt of Draft Minutes of the January 8, 2008, meeting of the WRA Technical Committee – Action/Receive & File

PUBLIC IMPROVEMENTS

08-01 ITEM 9: Resolution Accepting Completed Construction and Approving Final Payment for the WRF Blended Sludge Piping Improvements Project, C.L. Carroll Company, Inc.

LAND/PROPERTY TRANSACTIONS

- 08-02** ITEM 10: Resolution approving payment of Administrative Settlement for the WRA Southwest Area Diversion Facility Phase 22, Segment 2 project. (Salmi/McCrea)
- 08-03** ITEM 11: Resolution approving payment of Administrative Settlement for the WRA Southwest Area Diversion Facility Phase 22, Segment 2 project. (Linden Farms)
- 08-04** ITEM 12: Resolution Establishing Fair Market Value of Property Interests for the West Des Moines Outfall, Phase 13, Segment 7 Project (Garcia)

APPROVING

- 08-05** ITEM 13: Resolution Setting Date of Public Hearing and Approving Publication of Notice of Hearing to Review Anticipated Environmental Impact of the WRA West Des Moines Outfall Extension Phase 18, Segment 5 Project
- 08-06** ITEM 14: Resolution Declaring an Official Intent Under Treasury Regulation 1.150-2 to Issue Debt to Reimburse the Des Moines Metropolitan Wastewater Reclamation Authority for Certain Original Expenditures Paid in Connection with Proposed Projects
- 08-07** ITEM 15: Resolution Approving and Accepting the Purchase of Repair Parts for Variable Frequency Drives From Siemens Energy & Automation
- 08-08** ITEM 16: Resolution Setting Date of Hearing on WRA Budget for Fiscal Year 2008 Amended and Fiscal Year 2009 for 1:30 P.M., February 19, 2008 at the Metro Waste Authority, 300 East Locust Street, Suite 100, Des Moines, IA.
- 08-09** ITEM 17: Resolution Setting Date of Special WRA Board Meeting for 1:30 P.M., February 5, 2008 at the Metro Waste Authority, 300 East Locust Street, Suite 100, Des Moines, IA.
- 08-10** ITEM 18: Resolution to Receive and File letter from the City of Des Moines Requesting Sewer Capacity in WRA Four Mile Interceptor
- Item 18 was pulled from the Consent Agenda to be considered later in the meeting.**
- 08-11** ITEM 19: Approving WRA Communities' 2008 Populations and Population Weighted Voting Proportional Assignments
- 08-12** ITEM 20: Resolution Approving WRA Transaction Register for December 2007
- 08-13** ITEM 21: Resolution Reappointing Members of the WRA Finance Committee

- 08-14** ITEM 22: Resolution Approving WRA/WRF Staff Travel Request & Update on WRA Travel Policy for Employees

Item 22 was pulled from the Consent Agenda to be considered later in the meeting.

WRA DIRECTOR COMMUNICATIONS & REPORTS

- 08-15** ITEM 23: Resolution to Receive and File the Following Reports from the WRA Director
A. Change Order Register Report
B. Consultant Contracts under \$100,000 Report
C. WRA Benchmark Report
D. Memo Concerning Emergency Electrical Repairs by Dymax

Begleiter entered the meeting at 1:34 p.m.

- 08-16** ITEM 24: Resolution to Receive and File Audit Related Reports for Fiscal Year 2007

Item 24 was pulled from the Consent Agenda for a presentation and consideration later in the meeting.

* * * * * END CONSENT AGENDA * * * * *

- 08-10** ITEM 18: Resolution to Receive and File letter from the City of Des Moines Requesting Sewer Capacity in WRA Four Mile Interceptor

Parks entered the meeting at 1:40 p.m.

After Bill Stowe spoke briefly about this item, it was **Moved by Vlassis to receive and file Item No. 18. Motion carried 16-0. The following members voted yea on Item 18: Hadden, Ash, Lorenz, Arentsen, Begleiter, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith, Parks. The following members voted nay: None. Absent: Johnson, Sassatelli, Sandor**

- 08-14** ITEM 22: Resolution Approving WRA/WRF Staff Travel Request & Update on WRA Travel Policy for Employees

Following a discussion regarding the WRA travel policy for employees, it was **Moved by Vlassis to approve Item No. 22. Motion carried 16-0. The following members voted yea on Item 22: Hadden, Ash, Lorenz, Arentsen, Begleiter, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith, Parks. The following members voted nay: None. Absent: Johnson, Sassatelli, Sandor**

08-16 ITEM 24: Resolution to Receive and File Audit Related Reports for Fiscal Year 2007

Mia Frommelt of McGladrey and Pullen gave a summary presentation to the Board regarding the Fiscal Year 2007 audit recently completed. The opinion is unqualified and there were no findings.

A short question and answer session followed. Jody Smith thanked Mia, the Audit Committee, and McGladrey and Pullen for their work on behalf of the WRA.

Moved by Ash to receive and file the Fiscal Year 2007 Audit Report. Motion carried 16-0. The following members voted yea on Item 24: Hadden, Ash, Lorenz, Arentsen, Begleiter, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith, Parks. The following members voted nay: None. Absent: Johnson, Sassatelli, Sandor

HEARINGS

08-17 ITEM 25: Public Hearing and Approving and Authorizing a Public Improvement Project to Construct WRA Southwest Area Diversion Facility, Phase 22, Segment 6 Project, To Acquire Agricultural Land for the Project, and to Authorize the Use and Acquisition of Property by Eminent Domain for the Project

Hearing opened at 1:48 p.m.

Bob Veenstra of Veenstra and Kimm, Inc. gave an overview of the project.

Hearing closed at 1:50 p.m.

Moved by Ash to approve Item 25. Motion carried 16-0. The following members voted yea on Item 25: Hadden, Ash, Lorenz, Arentsen, Begleiter, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith, Parks. The following members voted nay: None. Absent: Johnson, Sassatelli, Sandor

08-18 ITEM 26: Public Hearing and Approving and Authorizing a Public Improvement Project to Construct WRA Four Mile Interceptor, Phase 23, Segment 1 Project, To Acquire Agricultural Land for the Project, and to Authorize the Use and Acquisition of Property by Eminent Domain for the Project

Hearing opened at 1:51 p.m.

Al Munsterman of Snyder & Associates introduced himself and others from his firm and gave an overview of the project.

Hearing closed at 1:53 p.m.

Moved by Miller to approve Item 26. Motion carried 16-0. The following members voted yea on Item 26: Hadden, Ash, Lorenz, Arentsen, Begleiter, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith, Parks. The following members voted nay: None. Absent: Johnson, Sassatelli, Sandor

ITEM 27: WRA Southwest Outfall Sewer Televising

Hearing opened at 1:54 p.m.

Hearing closed at 1:54 p.m.

08-19 A. Resolution Approving Plans, Specifications, Form of Contract Documents, and Engineer's Estimate on WRA Southwest Outfall Sewer Televising Submission of Bids, and Designation of Lowest Responsible, Responsive Bidder as American Hydro Services Inc., Greg Oberhofier, President, \$86,923.00.

08-20 B. Resolution approving contract and bond, WRA Southwest Outfall Sewer Televising, \$86,923.00.

Moved by Hadden to approve Item Nos. 27A and 27 B. Motion carried 16-0. The following members voted yea on Item Nos. 27A and 27B: Hadden, Ash, Lorenz, Arentsen, Begleiter, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith, Parks. The following members voted nay: None. Absent: Johnson, Sassatelli, Sandor

APPROVING

08-21 ITEM 28: Resolution to Elect WRA Board Officers

Moved by Vlassis to approve the Nominating Committee's recommendation for WRA Board Officers for the term of January 2008 to January 2009. Motion carried 16-0. The following members voted yea on Item No 28: Hadden, Ash, Lorenz, Arentsen, Begleiter, Gifford, Stanley, Vlassis, Hulse, Kallen, Miller, Hockensmith, Garvey, Kooistra, Smith, Parks. The following members voted nay: None. Absent: Johnson, Sassatelli, Sandor

OTHER ITEMS

ITEM 29: Preliminary WRA Budget for Fiscal Year 2008 Amended and Fiscal Year 2009 – Discussion.

Roxane Vaughan reminded the group that updates will be available on the WRA website. Mike Hall reported that December flow information will be available within the next two weeks. A brief discussion followed.

APPROVING

None

OTHER ITEMS

ITEM 30: Other Business

Bill Stowe led a discussion about the changed site conditions policy brought up at last month's meeting. Bob Veenstra also spoke and answered several questions. The Technical Committee continues to be involved and will discuss it further; the Board will continue to be updated.

ITEM 31: Adjourn

Meeting adjourned at 2:08 p.m.

vdg