

**Des Moines Metropolitan Wastewater Reclamation Authority Board
Tuesday, January 21, 2020 @ 1:30 P.M.
Meeting Minutes**

**MEETING LOCATION:
METROPOLITAN PLANNING ORGANIZATION
BURNHAM CONFERENCE ROOM
420 WATSON POWELL JR. WAY, SUITE 200
DES MOINES, IOWA**

ITEM 1: Call to Order

Tim Moerman, Chair, called the January 21, 2020, WRA Board meeting to order at 1:30 p.m.

ITEM 2: Roll Call

Vern Willey, Altoona
Paul Moritz, Ankeny
Jeff Perry, Ankeny
Joe Gatto, Des Moines
Malcolm Hankins, Des Moines
David Selby, Greenfield Plaza
Jim Sanders, Johnston
Sara Kurovski, Pleasant Hill
Chelsea Huisman, Polk City
E.J. Giovannetti, Polk County
Joe Sassatelli, USSD
Joe Garvey, UWHSD
Tim Moerman, Waukee
Tim Stiles, West Des Moines
Tom Hadden, West Des Moines

Others in Attendance

Scott Hutchens, Operating Contractor
Kathy Vanderpool, Operating Contractor
James Beck, Operating Contractor
Tina Grove, Operating Contractor
Nickolas Schaul, Operating
Roxane Vaughan, Operating Contractor
Joyce Hendrix, Greenfield Plaza
John Garvey, UWHSD
Paul Drey, Brick Gentry, P.C.
Larry Hare, Operating Contractor
Shay Willis, Operating Contractor
Matthew Stoffel, PFM
Eric Boehlert, Ahlers & Cooney
Clifford Leonard, Polk City Resident

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

Tim Moerman, Chair, announced that the agenda had been revised by the addition of an extra item, Item No. EX 1.

Moved by Gatto to approve the agenda as Amended. Motion carried 15-0. The following members voted yea on Item No. 3: Moerman, Willey, Perry, Mortiz, Gatto, Hankins, Selby, J. Sanders, Kurovski, Huisman, Giovannetti, Sassatelli, Garvey, Hadden, Stiles. The following members voted nay: None. Absent: Oliver, McCoy, Goode, Cownie, Schwartz.

ITEM 4: Public Comment

None.

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Note: These are routine items and will be enacted by one roll call vote without separate discussion unless someone, Board or public, requests an item be removed to be considered separately.

ITEM 5: APPROVING CONSENT AGENDA – Items 5 through 17:

Moved by Mortiz to approve the Consent Agenda, Item Nos. 5 through 17. Motion carried 15-0. The following members voted yea on Item No. 5: Moerman, Willey, Perry, Mortiz, Gatto, Hankins, Selby, J. Sanders, Kurovski, Huisman, Giovannetti, Sassatelli, Garvey, Hadden, Stiles. The following members voted nay: None. Absent: Oliver, McCoy, Goode, Cownie, Schwartz.

ITEM 6: Consideration of the Minutes of the December 17, 2019, meeting of the WRA Board - Action for Approval

ITEM 7: Receipt of the Minutes of the December 10, 2019, meeting of the WRA Technical Committee - Action/Receive & File

ITEM 8: Receipt of the Minutes of the January 8, 2020, meeting of the WRA Finance Committee - Action/Receive & File

ITEM 9: Receipt of the Draft Minutes of the January 14, 2020, meeting of the WRA Technical Committee - Action/Receive & File

APPROVING

20-01 ITEM 10: Resolution Approving WRA Schedule of Bills for December 2019

20-02 ITEM 11: Resolution Approving WRA Communities’ 2019 Populations and Population Weighted Voting Proportional Assignments

20-03 ITEM 12: Resolution Approving and Accepting the Bid from Hawkeye Truck Equipment for Two (2) End Dump Trailers at a Total Cost of \$163,900.00

PUBLIC IMPROVEMENT

20-04 ITEM 13: Resolution Approving and Authorizing Execution of Supplemental Agreement No. 2 to the Professional Services Agreement with Snyder & Associates, Inc. for Additional Design Phase Services Associated with the WRA Fourmile Creek Streambank Stabilization Sponsored Project Improvements in an Amount not to Exceed \$40,400.00

20-05 ITEM 14: Resolution Accepting Completed Construction and Approving Final Payment for the WRA Flow Monitoring Site Repairs, Minturn, Inc.

- 20-06 ITEM 15: Resolution Accepting Completed Construction and Approving Final Payment for the WRF Building 75 and 91 Roof Replacement, Brazos Urethane, Inc.
- 20-07 ITEM 16: Resolution Approving Change Order No. 1 for the WRA West Des Moines Outfall Sheetpile Repair Project in the Amount of \$142,950.00

WRA DIRECTOR COMMUNICATIONS & REPORTS

- 20-08 ITEM 17: 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. Construction Related Claim Settlements Report
 - D. Industrial Waste Ordinance Update
 - E. WRA Contract Status Update
 - F. Treasurer’s Report as of September 30, 2019
 - G. Bank Qualification Allocations Calendar Year 2020

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

HEARINGS

- 20-09 ITEM 18: WRA Sugar Creek Sponsored Project Improvements - Phase 1
 - A. Public Hearing, Approving Plans, Specifications, Form of Contract Documents, and Engineer’s Estimate on WRA Sugar Creek Sponsored Project Improvements – Phase 1; Receive and File Bids

Hearing Opened at: 1:35 p.m.

Scott Hutchens explained that the Operating Contractor’s Staff is presently working with the City of West Des Moines regarding an easement that must be acquired for the project. The easement is necessary for requirements of the Sponsored Project Program and condemnation is not an option under the Sponsored Project Program. The easement acquisition was not resolved prior to the January 2020 WRA Board meeting, so bids must be received and filed at this time. If the easement acquisition is not completed prior to the February 2020 WRA Board meeting, the Operating Contractor’s Staff would recommend rejecting bids due to tree removal requirements so that the endangered Indiana bat is not encountered.

Joe Gatto asked if there was any concern about the difference in the bids, Scott replied that staff did not have any concerns. Joe Sassatelli asked if any cost would be associated with the easement. Scott informed the Board that there would not be a cost with the easement.

Hearing Closed at: 1:39 p.m.

Moved by Willey to approve Item No.18. Motion carried 15-0. The following members voted yea on Item No. 18: Moerman, Willey, Perry, Mortiz, Gatto, Hankins, Selby, J. Sanders, Kurovski, Huisman, Giovannetti, Sassatelli, Garvey, Hadden, Stiles. The following members voted nay: None. Absent: Oliver, McCoy, Goode, Cownie, Schwartz.

APPROVING

- 20-10 ITEM 19: Resolution to Elect WRA Board Officers, Designate WRA Executive Committee Members and Elect a WRA Executive Committee Member

Moved by Gatto to approve Item No. 19 naming the following persons as officers of the WRA Board to serve from January 2020 to January 2021. Paul Moritz for Chair, Sara Kurovski for Vice Chair, and Michael McCoy for Secretary. Motion carried 15-0. The following members voted yea on Item No. 19: Moerman, Willey, Perry, Mortiz, Gatto, Hankins, Selby, J. Sanders, Kurovski, Huisman, Giovannetti, Sassatelli, Garvey, Hadden, Stiles. The following members voted nay: None. Absent: Oliver, McCoy, Goode, Cownie, Schwartz.

20-11 ITEM 20: Resolution Setting Date of Public Hearing on the Proposed WRA Budget for Fiscal Year 2021 and the Amended Budget for Fiscal Year 2020 for 1:30 PM, February 18, 2020 at the Metropolitan Planning Organization, 420 Watson Powell Jr. Way, Suite 200, Des Moines, Iowa

Scott Hutchens informed the group that this item was being presented as a requirement of the 28E agreement.

Moved by Willey to approve Item No. 20. Motion carried 15-0. The following members voted yea on Item No. 20: Moerman, Willey, Perry, Mortiz, Gatto, Hankins, Selby, J. Sanders, Kurovski, Huisman, Giovannetti, Sassatelli, Garvey, Hadden, Stiles. The following members voted nay: None. Absent: Oliver, McCoy, Goode, Cownie, Schwartz.

20-12 ITEM 21: Resolution Approving the Form of Supplement to WRA Agreement Admitting the City of Grimes as a Participating Community of the WRA, and Directing its submission to the City of Grimes for Consideration

Scott Hutchens reported that the City of Grimes has expressed interest in joining the WRA as a Participating Community and has submitted a formal request with an application fee in the amount of \$67,500.00.

The WRA Finance Committee reviewed the Supplement to WRA Agreement Admitting the City of Grimes as a Participating Community of the WRA Effective July 1, 2022. The WRA Technical Committee reviewed the agreement as well. The WRA Technical Committee recommended the amount of the capital contribution or surcharge payments and the extent of the interests to be acquired as detailed in the agreement. At this time, the agreement is being presented to the Board for its preliminary approval of the form and terms of the proposed Supplement to WRA Agreement. WRA Board approval is requested prior to submitting the agreement to the City of Grimes for formal approval and execution by the City of Grimes.

After a small discussion, **moved by Willey to approve Item No. 21. Motion carried 15-0. The following members voted yea on Item No. 21: Moerman, Willey, Perry, Mortiz, Gatto, Hankins, Selby, J. Sanders, Kurovski, Huisman, Giovannetti, Sassatelli, Garvey, Hadden, Stiles. The following members voted nay: None. Absent: Oliver, McCoy, Goode, Cownie, Schwartz.**

20-13 **ITEM EX 1:** Resolution Authorizing the Execution of a Mutual Non-Disclosure, and Confidentiality Agreement with The Energy Authority, Inc. and a Consultant and Sub-Consultant Non-Disclosure and Confidentiality Addendum with TPR Enterprises DBA EcoEngineers

Scott Hutchens explained that due to certain information that may be considered confidential during contract negotiation, the WRA and The Energy Authority, Inc. negotiated an agreement (Mutual Non-Disclosure and Confidentiality Agreement) to address how that information will be handled.

Joe Sassatelli asked the status of the WRA Biogas Conditioning & Injection Improvement project. Scott notified the Board that MidAmerican is still working on the pipeline construction. EJ Giovannetti questioned as to why a disclosure was needed.

After a Discussion it was moved by Gatto to approve Item No. EX 1. Motion carried 14-1. The following members voted yea on Item No. EX 1: Moerman, Willey, Perry, Mortiz, Gatto, Hankins, Selby, J. Sanders, Kurovski, Huisman, Sassatelli, Garvey, Hadden, Stiles. The following members voted nay: Giovannetti. Absent: Oliver, McCoy, Goode, Cownie, Schwartz.

OTHER ITEMS

ITEM 22: Preliminary Information on WRA Budget for Fiscal Year 2020-2021

Roxane Vaughan gave an overview of the preliminary budget and the CIP that was reviewed by the Technical Committee last week with their recommendation planned for the February meeting. The CIP has been posted to the current website. The new website will be available in February.

ITEM 23: Other Business

Scott Hutchens informed the Board that the new WRA website update is now scheduled for mid-February to make sure that everything is done and updated.

Scott Hutchens welcomed the new Board representatives and announced that staff will work on setting up a new board orientation for the new representatives and any others that would like to attend.

Scott Hutchens thanked Tim Moerman, outgoing Chairperson, for his service as Chair of the Board and welcomed Paul Mortiz as the new Chair for the WRA Board.

ITEM 24: Adjourn

Meeting Adjourned at 2:14 p.m.