

Board Minutes  
April 17, 2018

The Board of Trustees met in regular session with Chairperson Caitlin A. Beresford and Trustees Carl L. Heinrich, Martin L. Brooks, Maureen R. Kruse, and Michael J. Wallner. Staff Present: CEO & General Manager Drummey, Administrative Manager Wisniski, Staff Engineer Cady and Administrative Assistant Powell. Also present were Jared Olson, P.E., hgm Associates, Inc., Paul Hamilton, and Liz Larsen, Hamilton Associates, P.C., and John Hill.

I. The Chairperson called the meeting to order at 4:30 p.m.

II. Public Comments/Participation

John Hill, 128 Palmer Avenue.

III. Public Hearing

1. The Chairperson stated this is the time and place for a public hearing on the proposed plans, specifications, form of contract and estimated cost for the construction and installation of 1<sup>st</sup> Street Neighborhood Rehabilitation Phase 9, Division V Water Main Improvements. The Chairperson asked if any written protest or comments were received? The secretary advised there were no written protest or comments. The Chairperson asked if there was anyone present to speak for or against the project?

John Hill, 128 Palmer Avenue, addressed the Board concerning the 1<sup>st</sup> Street Neighborhood Rehabilitation project. Mr. Hill explained that he was interested in having his service line replaced from the meter to the shut off valve and asked if it would be possible to coordinate the service line replacement when the construction work begins in his area.

Staff Engineer Cady explained to Mr. Hill that before any type of construction work can begin on a project, there is a process that must be followed. That includes preparing plans & specifications, holding a public hearing, public bidding, followed by award of contract to the successful bidder.

After explaining the construction process of a project, Staff Engineer Cady mentioned to Mr. Hill that on his property it was discovered that the Council Bluffs Water Works has a stop box that was located in the middle of his retaining wall tiers and we would like to figure out a solution to replace and reroute the service line and the stop box without removing the retaining wall tiers installed on his property. Mr. Hill commented that when he had his retaining wall tiers installed his contractor at that time had buried the shut-off valve.

Staff Engineer Cady and General Manager, Drummey responded to and answered more questions from Mr. Hill regarding installing and rerouting his service line.

Mr. Hill asked if it would be possible to coordinate his project to have the service line replaced and rerouted when construction work begins in his area. Staff Engineer Cady responded that it would be possible to try to coordinate his service line replacement with the project.

The Board thanked Mr. Hill for attending the Public Hearing concerning the 1<sup>st</sup> Street Neighborhood project.

After hearing public comments on the project, the Chairperson closed the public hearing.

(1) Trustee Kruse moved to adopt resolution 04-08-18 on the proposed plans, specifications, form of contract and estimated cost for the construction and installation of 1<sup>st</sup> Street Neighborhood Rehabilitation Phase 9 Water Main Improvements. Trustee Heinrich seconded the motion. Following discussion, the Chairman called for a roll call vote. The roll call vote was as follows:

Aye: Trustee Heinrich, Trustee Brooks, Trustee Kruse, Trustee Wallner, and Trustee Beresford. The Chairperson announced the resolution duly adopted. A copy of the resolution follows these minutes and by reference is made a part thereof.

IV. General Manager's Report

1. Project Status Report.
2. Main Extension Status Report.
3. Operations.
4. 2018 Financials Update through March.

5. Revenue Bonds.
6. Human Resources.
7. Insurance Claims.

V. Consent Agenda

1. Approval of the minutes of the March 20, 2018 regular meeting.
2. Claims Register.
3. Monthly Report.

Trustee Heinrich motioned and Trustee Wallner seconded to approve the consent agenda. The motion carried unanimously.

VI. Action Items

Liz Larsen and Paul Hamilton reviewed the 2017 Annual Audit with the Board.

1. Trustee Heinrich moved to receive and file the Annual Audit and authorize its release as required. Trustee Wallner seconded the motion. Following discussion, the motion carried unanimously.

2. Trustee Brooks moved to adopt resolution 04-09-18 authorizing the Chairperson and Secretary to sign a Main Extension Agreement with HCC Investments, L.L.C., for the Hills of Cedar Creek East, Phase 2, Replat IV Water Main Extension and Authorizing Project Design. Trustee Kruse seconded the motion. Following discussion, the Chairperson called for a roll call vote. The roll call vote was as follows:

Aye: Trustee Heinrich, Trustee Brooks, Trustee Kruse, Trustee Wallner and Trustee Beresford. The Chairperson announced the resolution duly adopted. A copy of the resolution follows these minutes and by reference is made a part thereof.

3. Trustee Wallner moved to approve Task Order No. 18-006 for Engineering Services with hgm Associates, Inc. for Consulting Engineering Services on the Rivers Edge Phase II Water Main Improvements. Trustee Heinrich seconded the motion. Following discussion, the motion carried unanimously.

4. Trustee Kruse moved to approve the Medical, Dental, Life & Disability and Employee Contribution Insurance Renewals with Iowa Governmental Health Care Plan effective July 1, 2018 to June 30, 2019 as presented. Trustee Wallner seconded the motion. Following discussion, the motion carried unanimously.

(1) Trustee Wallner moved to approve the Employee Contribution Rate Option 2. Trustee Heinrich seconded the motion. Following discussion, the motion carried unanimously.

5. Trustee Kruse moved to authorize construction of 6<sup>th</sup> Street, 10<sup>th</sup> Avenue to 12<sup>th</sup> Avenue Reconstruction Water Main Relocation project. Trustee Brooks seconded the motion. Following discussion, the motion carried unanimously.

6. Trustee Brooks moved to authorize the general manager to execute the agreement with Oxen Technology for Information Technologies (IT) Support Services. Trustee Wallner seconded the motion. Following discussion, the motion carried unanimously.

7. Trustee Heinrich moved to purchase a Tapping Machine with Power Head from Municipal Supply, Inc. Trustee Kruse seconded the motion. Following discussion, the motion carried unanimously.

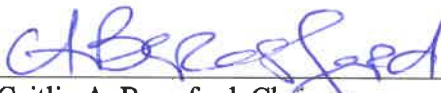
8. Trustee Kruse moved to approve the proposal from W.S. Bunch Company for CY 2018 Fire Hydrant Painting project. Trustee Wallner seconded the motion. Following discussion, the motion carried unanimously.


9. Trustee Heinrich moved to approve the Council Bluffs Water Works Employee Handbook. Trustee Brooks seconded the motion. Following discussion, the motion carried unanimously.

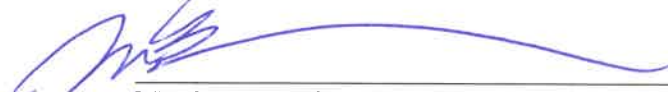
10. The Chairperson asked if there were other items to come before the Board.

11. The Board set the date of the next regular meeting as May 15, 2018 at 4:30 p.m.

VI. There being no further business the Chairperson adjourned the meeting at 6:00 p.m.

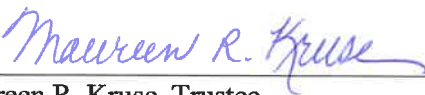
  
Caitlin A. Beresford, Chairperson

  
Douglas P. Drummey, General Manager

  
Martin L. Brooks, Vice-Chairperson

  
Celestine Powell, Recording Secretary

  
Carl L. Heinrich, Trustee

  
Maureen R. Kruse, Trustee

  
Michael J. Wallner, Trustee