

**PROCEEDINGS OF THE BOARD OF TRUSTEES  
OF THE WEST DES MOINES WATER WORKS**

September 21, 2022

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Chair Scott Brennan at 4:00 PM on Wednesday, September 21, 2022. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Trustees Jody Smith, Vice Chair Gretchen Tegeler, Trustees Erin Sheriff, and Mary Thomsen were present in person. Also present were staff members Christina Murphy, General Manager; Josh Heggen, Business Relations Manager; Pat Mullenbach, Finance Manager and Treasurer; William Mabuice, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager. The City of West Des Moines' City Manager, Tom Hadden, attended on behalf of the West Des Moines City Council as liaison to the Board.

Other Attendees: Nate Franje, Forge Solutions (representing South Branch Development)

Moved by Thomsen, seconded by Sheriff that the agenda be approved.

Roll call: All yes. Motion approved.

No one came forward during the Citizen Forum.

Moved by Tegeler, seconded by Smith to receive and file the Monthly Financial Report for August 2022.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to approve the following motions and resolutions on the Consent Agenda:

- a. Motion – Approving Minutes of the Regular Meeting of August 17, 2022
- b. Motion – Accepting Permanent Public Easement and Right-of-Way for Water Main – Polo Club
- c. Motion – Accepting Permanent Public Easement and Right-of-Way for Water Main – R2 Financial
- d. Motion – Accepting Permanent Public Easement and Right-of-Way for Water Main – West Glen Village North – Easement 1
- e. Motions - Accepting Permanent Public Easement and Right-of-Way for Water Main – West Glen Village North – Easement 2
- f. Motion – Accepting Permanent Public Easement and Right-of-Way for Water Main – Village of Ponderosa Building “F” – 545 Market Street.
- g. Motion - Accepting Permanent Public Easement and Right-of-Way for Water Main – Village of Ponderosa Bldg. “G” – 565 Market Street
  1. Easement 1&2 – LENL, LLC
  2. Easement 3 – Village of Ponderosa Master Owners.
- h. Motion - Accepting Permanent Public Easement and Right-of-Way for Water Main – West Bank (4 easements)

Roll call: All yes. Motions approved and Resolutions adopted.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the Finance and Audit committee and approve the resolution titled "Adopting a Budget Amendment No.2 for 2022 (Public Hearing to be held at 4:00 PM, September 21, 2022, at 1505 Railroad Avenue, in West Des Moines, Iowa)".

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Sheriff to concur with the recommendation of the Personnel and Compensation committee and approve the motion titled "Ratifying the Job Description for Accountant".

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the staff and approve the resolution titled "Setting a Notice of Public Hearing on the Proposal to Vacate Public Water Main Easement in Lot 1, Ginger East Plat 1, City of West Des Moines, Polk County, Iowa".

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Sheriff to concur with the recommendation of the staff and approve the resolution titled "Revising Miscellaneous Fees, Charges and Rates".

Roll call: All yes. Motion approved.

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of the staff and approve the motion titled "Accept Price Quotation and Authorize Replacement of Concrete Drive and Sidewalk".

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled "Approving a Professional Service Agreement with Dixon Engineering – 39<sup>th</sup> Pump Station".

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Smith to concur with the recommendation of the staff and approve the motion titled "Approving a Professional Service Agreement with Dixon Engineering – West Aerator".

Roll call: All yes. Motion approved.

Moved by Tegeler, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled "Approving Amendment No. 5 to the Professional Services Agreement with HR Green – Ashworth Road Water Main Replacement Project".

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the staff and approve the resolution titled "Approving a Release of Water Main Installation Obligation by Des Moines University Contingent on the Relocation of Booneville Road".

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff that the resolution titled “Ordering Construction of Certain Public Improvements and Fixing the Date, Time and Place for a Public Hearing Thereon and for Taking of Bids Therefore (Bids 2:00 P.M. October 6, 2022; Public Hearing: 4:05 P.M., October 19, 2022” be adopted for 2022 EP True Water Main Extension – Napoli Avenue to Wendover Lane

Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Tegeler to pay the bills in the amount of \$1,985,469.52 including non-construction bills in the amount of \$1,504,163.56 and construction bills in the amount of \$481,305.96.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to receive and file the following items:

- |    |                         |                    |
|----|-------------------------|--------------------|
| a. | Project Progress Report | September 14, 2022 |
| b. | Water Quality Report    | August 2022        |
| c. | Check Register          | August 2022        |
| d. | Change Order Report     | September 14, 2022 |

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee, The Finance and Audit Committee, The Operations Committee, The Personnel and Compensation Committee gave no reports.

The Planning / Regionalization Committee gave an update on the timeline for the next round of the draft 28E/28F and the current discussion on asset transfer timing and rural water service transfers.

The General Manager (GM) shared the 3 available options in the current discussion with South Branch Business Park new watermain proposal. The GM shared some pros and cons with the options and discussed another potential option with Tom Hadden, City Manager. Nate Franje shared that the developer is wanting to move forward and meet the July 2023 deadline. The Board discussed the options and shared the Army Post Road Water Main does not make financial sense for our ratepayers but could find support for the water main to be extended along Maffitt Lake Road and to the north along SE42nd to serve the site.

The GM updated the Board on the regionalization progress and the desire to hire a fiduciary to assist with fees and other items leading up to the 28E. There is a push from the public relations firm for a CIWW website. Costs as well as the appropriate timing are being considered. Also noted was the lawsuit for the PFAS has officially been filed.

The Finance Manager and Treasurer shared that investments were made in three certificate of deposits.

The Water Production Manager shared that water works had a few vehicles with hail damage but no damage to any buildings. Some tower antennas were also damaged during the hailstorm.

The Water Distribution Manager gave no report.

The Engineering Project Manager shared that the Adams Street water tower has started to be primed and that Ashworth 8<sup>th</sup> to 11<sup>th</sup> pipe is in service.

The Business Relations Manager shared that an employee is going active on military leave for a 6-month period.

The AFL-CIO Local 3861 Chapter President and The Liaison to the City of West Des Moines, City Manager Tom Hadden gave no report.

Moved by Thomsen, seconded by Tegeler to adjourn at 5:52 PM.  
Roll call: All yes. Motion approved.

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Scott Brennan  
Chair

Attest:

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Christina Murphy  
Secretary

These Minutes are a draft. If corrections or additions are made the corrected minutes will be published after approval at the October 19, 2022 meeting.