

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

January 19, 2022

The regular meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Vice Chair Gretchen Tegeler at 4:03 PM on Wednesday, January 19, 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 joined by phone and Chair Scott Brennan, Trustees Erin Sheriff, and Mary Thomsen were present in person. Also present were staff members Christina Murphy, General Manager; Josh Heggen, Business Relations Manager (by phone); Pat Mullenbach, Finance Manager (by phone) and Treasurer; William Mabuca, Engineering Project Manager (by phone); Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager (by phone), and Lindsey Harding, Administrative Assistant - Office. The City of West Des Moines' City Manager, Tim Stiles, attended on behalf of the West Des Moines City Council as liaison to the Board. Other Attendees: By phone were Forrest Aldrich of V&K and Glenda Curry with Landmark Tank.

Moved by Thomsen, seconded by Tegeler that the agenda be approved.
Roll call: All yes. Motion approved.

Citizen Forum:

MJ Hoag of 413 2nd, had questions how these options are considered alternatives and should consider thinking about them separately, also why give up 70% control to 14% control.

Rita Luther of 509 18th St. wondered if other sources of water been considered. She also asked how the board thought Des Moines feels about WDM having an equal voice.

Brian Rickert of 4342 Oakwood Lane expressed his appreciation on moving the meeting due to the weather but wants to make sure all steps have been made to publicize the meeting that was rescheduled from Saturday's snowstorm. He also had questions whether we would be eligible for federal funds when considering alternatives. Mr. Rickert expressed making sure that all proposed alternatives brought forward by others are discussed.

Moved by Tegeler, seconded by Thomsen to nominate Trustee Brennan as Chair of the Board of Trustees for the calendar year 2022.
Roll call: All yes. Brennan – Abstain. Motion approved.

Moved by Thomsen, seconded by Sheriff to nominate Trustee Tegeler as Vice Chair of the Board of Trustees for the calendar year 2022.
Roll call: All yes. Tegeler – Abstain. Motion approved.

Moved by Thomsen, seconded by Tegeler to assign the appointments to standing committees for 2022 as seen in the following chart.
Roll call: All yes. Motions approved.

<u>Committee</u>	<u>Chair</u>	<u>Member</u>
Personnel and Compensation	Brennan	Tegeler
Planning / Regionalization	Smith	Brennan
Finance and Audit	Tegeler	Smith
Customer and Community Relations	Thomsen	Sheriff
Operations	Sheriff	Thomsen

Moved by Thomsen, seconded by Tegeler to receive and file the Monthly Financial Report for December 2021.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to approve the following motions on the Consent Agenda. Chair Brennan requested a correction to the December 14th minutes

- a. Motion – Approving Minutes of the Special Meeting of December 14, 2021
- b. Motion – Approving Minutes of the Special Meeting of December 15, 2021

Roll call: All yes. Motions approved with correction by Brennan

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 Maintenance Worker”.

Roll call: All yes. Motion approved.

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 Utility Locator”.

Roll call: All yes. Motion approved.

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 Administrative Assistant – Plant”.

Roll call: All yes. Motion approved.

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 Administrative – Office”.

Roll call: All yes. Motion approved.

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of the Personnel and Compensation Committee and approve the motion titled “Ratifying the Hiring

of Lindsey Harding for Administrative Assistant – Office”.
Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to concur with the recommendation of the Personnel and Compensation Committee and approve the resolution titled “Providing for Action on an Extension of Contract between West Des Moines Water Works and the American Federation of State, County and Municipal Employees, Local Union 3861 for Calendar Year 2023 and 2024”.
Roll call: All yes. Resolution approved.

Moved by Tegeler, seconded by Thomsen to concur with the recommendation of the Finance and Audit Committee and approve the resolution titled “Fixing a Date for Consideration of a Budget Amendment for Calendar Year 2022 and Fixing a Date for a Public Hearing Thereon (Public Hearing to be held at 4:00 PM, February 16, 2022 at 1505 Railroad Avenue, in West Des Moines, Iowa)”
Roll call: All yes. Resolution approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the staff and approve the motion titled “Approving Northway Well and Pump Co. as Well Service Provider for Calendar Year 2022.”
Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled “Approving a Proposal from Occupational Safety Consultants for Lock-Out Tag-Out Services at Various Water Works Facilities”.
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 a Professional Services Proposal from HR Green for Shallow Well Siting Services”.
Roll call: All yes. Motion approved.

The Chair announced that this was the time and place for a public hearing to consider certain public improvements described in general as the Adams Street Elevated Water Storage Tank Water Works Project No. 00800-170-21021) as found in your meeting packet. The Secretary reported that the Notice of Public Hearing was published in the *Des Moines Register*, *Wednesday, January 5, 2022*. The Chair called for any oral objections to the water and basic service charge rate adjustments. No oral objections were offered, and the Secretary reported that no written objections thereto had been filed. Hearing no further comments, the Chair declared the public hearing closed.

Moved by Thomsen, seconded by Sheriff to approve the Resolutions entitled “A Resolution Adopting Plans, Specifications, Addenda, Form of Contract and Estimate of Costs,” and “A Resolution Making Award of Contract,”
Roll call: All yes. Resolutions adopted.

Moved by Thomsen, seconded by Tegeler to pay the bills in the amount of \$710,488.82,

including non-construction bills in the amount of \$485,530.25 and construction bills in the amount of \$224,958.57.

Roll call: All yes. Motion approved.

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

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|----|-------------------------|------------------|
| a. | Project Progress Report | January 12, 2022 |
| b. | Water Quality Report | December 2021 |
| c. | Check Register | December 2021 |
| d. | Change Order Report | January 12, 2022 |

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee, the Finance and Audit Committee, and the Operations Committee gave no report.

The Personnel and Compensation Committee indicated that the Board took action on the items discussed.

The Planning / Regionalization Committee gave no report.

The General Manager (GM) gave an updated on PFAS and shared with the Board that staff are working on arranging testing for our other wells. Our new operating permit will require quarterly sampling of our finished water for PFOA and PFOS (two types of PFAS compounds that have health advisories).

The GM gave an update on an employee injury and ongoing safety evaluation and assessment.

The GM shared she had the following contacts regarding regionalization since the last time the board met:

Dorman Otte, 931 30th Street, stopped by the office to express his support for regionalization. Mr. Otte retired from USDA Rural Development and assisted with financing for water and wastewater projects. He intended to reach out to his councilperson, Mr. Trevillyan to express his support as well.

Brian Bales, 230 59th Ct, called to ask a few questions about how growth costs would be handled and expressed his concern that costs are allocated fairly to Des Moines. After answering his questions, he shared that he is supportive of regionalization.

On January 10th, Josh Heggen and the GM met with Wendy Lacina, 537 2nd Street, to review her concerns and help answer questions. She expressed concerns about expense packing, DMWW park allocation percentage to the region, that a 20-year operating contract seemed long and that the path after 20 years should be determined ahead of time, and that weighted voting should be capped or removed.

Rick Tollakson, 793 63rd street and president & CEO of Hubbell Realty shared via email that Hubbell Realty Company along with all 16 of our operating entities (including Hubbell Homes, Hubbell Development, Hubbell Land Development, Indigo Living, New Home Site Realty,

Hubbell Association Management, Hubbell Property Management, etc.) are 100% behind metro area regionalization. He believes this is the only way that we can provide cost effective water resources for our future. He requests that the Board vote to join the other metro water districts in supporting regionalization.

Rick also indicated he is a resident of West Des Moines, 793 63rd Street, and he also 100% support metro area regionalization.

The GM shared a draft of the resolution being considered the following week with the Board asked if there are any comments/edits proposed, the board should let her know.

The Finance Manager and Treasurer, the Water Production Manager, the Water Distribution Manager, the Engineering Project Manager, the Business Relations Manager gave no report.

The Liaison to the City of West Des Moines, City Manager Tim Stiles indicated the City has reached a settlement agreement with Mediacom and updated their agreement with Google Fiber optic completed.

Moved by Thomsen, seconded by Tegeler to adjourn at 5:23 PM.
Roll call: All yes. Motion approved.

Scott Brennan
Chair

Attest:

Christina Murphy
Secretary

These Minutes are a draft. If corrections or additions are made the corrected minutes will be published after approval at the February 16, 2022 meeting.