

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

February 16, 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: 04 PM on Wednesday, February 16, 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 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; Lindsey Harding, Administrative Assistant, Office. Pat Mullenbach Finance Manager and Treasurer; William Mabuice, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager; all joined by phone. 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 joined by phone.

Other Attendees: Jamie Buelt, enQ Strategies

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

Roll call: All yes. Motion approved.

No one came forward during the Citizen Forum.

The GM shared that Financial Statements for January will be delayed until next month due to FMLA leave taken by the Finance Director to care for her spouse who had a medical emergency. Once they are complete, they will be shared with the Board and be received and filed in March.

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

- a. Motion – Approving Minutes of the Regular Meeting of January 19, 2022
- b. Motion – Approving Minutes of the Special Meeting of January 24, 2022
- c. Motion – Approving Minutes of the Special Meeting of January 26, 2022
- d. Resolution – Accepting Completed Improvements: SE 1st Street and SE Willow Creek Drive Water Main (City of West Des Moines Project No. 0510-057-2020)
- e. Resolution – Accepting Completed Improvements: Browns Woods Estates Plat 2
- f. Resolution – Accepting Completed Improvements: The Preserve Estates Plat 2
- g. Resolution – Accepting Completed Improvements: Willow Creek Villas Plat 1
- h. Resolution – Accepting Completed Improvements: Willow Creek Villas Plat 2
- i. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – 21WDM
- j. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Ashworth Road Water Main Replacement Project – Segment 2 – West Des Moines Water Works Project 00800-170-21021
 1. 1025 Ashworth – Guide One Mutual Insurance

2. 1100 Ashworth – WDM Open Bible Church
 3. 1111 Ashworth – Guide One Mutual Insurance
 4. 3025 Ashworth – Montognese
- k. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Village of Ponderosa Building I
 - l. Resolution – Accepting Completed Improvements: The Preserve Estates Plat 1
 - m. Resolution – Accepting Completed Improvements: Willow Creek Row Homes
- Roll call: All yes. Motions approved with correction to the January 26th Minutes, and Resolutions adopted.

The Chair announced that this was the time and place for a public hearing to consider adopting a Budget Amendment for 2022 in general found in your meeting packet. The Secretary reported that the Notice of Public Hearing was published in the *Des Moines Register, Monday, January 28, 2022*. The Chair called for any oral objections Amended budget. 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 Tegeler, seconded by Thomsen to concur with the recommendation of the Finance and Audit Committee and approve the resolution titled “Adopting a Budget Amendment for 2022”

Roll call: All yes. Resolution approved.

Moved by Sheriff, seconded by Tegeler to concur with the recommendation of the Operations Committee and approve the resolution titled “Authorizing Amendment No.2 to 50th Street Tower Lease with Option Agreement

Roll call: All yes. Resolution approved.

Moved by Thomsen, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled “Authorizing the MidAmerican Energy Company Underground Electrical Service Extension Proposal for the Adams Street Elevated Water Storage Tank.”

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 “Authorizing an Amendment to the Professional Services Proposal from Veenstra and Kimm for Design and Construction Services for the Adams Street Elevated Water Storage Tank”.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the staff and approve the motion titled “Approving Request to Purchase Vehicle”.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$408,938.71 including non-construction bills in the amount of \$392,040.15 and construction bills in the amount of \$16,898.56.

Roll call: All yes. Motion approved.

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

- | | | |
|----|-------------------------|------------------|
| a. | Project Progress Report | February 9, 2022 |
| b. | Water Quality Report | January 2022 |
| c. | Check Register | January 2022 |
| d. | Change Order Report | February 9, 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 gave no report, but the GM indicated that WDMWW is taking applications for a maintenance technician and will be in touch soon.

The Planning / Regionalization Committee deferred their update to the GM.

The General Manager (GM) shared an update on presentations made regarding regionalization, meetings with other communities, which communities has signed the resolution and a plan to work jointly to hire a firm with DMWW, Urbandale, and WDMWW to help handle outreach over what is and what isn't regionalization

The GM shared that DMWW anticipates sharing the draft 28E next week and has been coordinating with Brennan and Smith on how will handle legal review. Mr. Brennan mentioned finding attorney in the area that are qualified has been difficult, hoping to have someone by time draft is ready for review and would like to have Amy Beattie, our legal counsel, present during the review.

The GM also gave an update on PFAS and outreach to participate in a class action lawsuit.

The Finance Manager and Treasurer, The Water Production Manager, and The Water Distribution Manager gave no report.

The Engineering Project Manager gave an update that the construction has started for the Adams Street water tower.

The Business Relations Manager gave a reminder that the employee recognition dinner has been rescheduled to April 30th.

The AFL-CIO Local 3861 Chapter President gave no report.

The Liaison to the City of West Des Moines, City Manager Tom Hadden mentioned he was available to give the board a presentation on updates on the City and new projects the City has planned. The City Manager indicated he would work with the GM to schedule for the future

Chair Brennan wanted to address the comments regarding Trustee, Smith at a past public information meeting regarding, signing into the meetings remotely. Per the Iowa code and in consultation with our legal counsel, Amy Beattie, hybrid and online virtual meetings are allowed, if practical, and it is acceptable practice to join the Board meetings using those methods.

Moved by Thomsen, seconded by Tegeler to adjourn at 4:47 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 March 23, 2022 meeting.