

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

October 19, 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, October 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, 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 Mabuze, 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: Jamie Buelt of enQ Strategies

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

Roll call: All yes. Motion approved.

Citizen Forum – James Simpson, 4930 Fieldstone Dr. attended the meeting and presented the Board with a receipt from a plumber asking that WDMWW help pay this bill. He shared that his shower developed a leak while the water main break was being fixed that took place on 50<sup>th</sup> St. and Mills Civic Parkway. He believes that the loss and gain of pressure caused the mixing valve to fail and need replaced. The Board shared their sympathy in the matter but discussed per policy that is not something WDMWW reimburses for and making an exception would be difficult since there is no real way to tell what caused the leak and could start a trend of customers bringing plumbing bills in asking to be reimbursed in any situation.

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

Roll call: All yes. Motion approved.

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 September 21, 2022
- b. Motion – Approving Water Supply Service Agreement for Fox Ridge Plat 4
- c. Motion – Approving Water Supply Service Agreement for Fox Ridge Plat 5
- d. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Outlot “X” of Forest Pointe Plat 1
- e. Resolution - Accepting Permanent Public Easement and Right-of-Way for Water Main – Outlot “Y” of Forest Pointe Plat 2
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Kum & Go 0098
- g. Resolution - Accepting Permanent Public Easement and Right-of-Way for Water Main – Hy-Vee – 1725 Jordan Creek Pkwy
- h. Resolution - Accepting Permanent Public Easement and Right-of-Way for Water Main – CTI Ready Mix
- i. Resolution - Accepting Completed Improvements: 2021 Stilwell Elevated Water Storage Tank Painting Project (Water Works Project 00800-120-21004)

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

Moved by Smith, seconded by Sheriff to concur with the recommendation of the Finance and Audit committee and approve to “Receive and Place on File for Preliminary Discussion the Draft Budget for 2023

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the Personnel and Compensation committee and approve the motion titled “Ratifying the Hiring of Jessica Hoepker as Accountant”.

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation of the staff and approve the motion titled “Approving and Authorizing Execution of a Professional Services Agreement with Shive-Hattery for Engineering Design Services for the SE Maffitt like Road and SE 42<sup>nd</sup> Street Extension”.

Roll call: All yes. Motion approved.

The Chair announced that this is the time and place for a public hearing to consider the vacation of a public water main easement generally located in Lot 1, Ginger East Plat 1 as found in your meeting packet. 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 concur with the recommendation of the staff and approve the motion titled “Approving Bill of Sale for former Maffitt Lake Road Water Main between Veterans Parkway and SE Soteria Avenue.”.

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Thomsen to concur with the recommendation of the staff and approve the resolution titled “Vacating 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.

The Chair announced that this is the time and place for a public hearing to consider certain public improvements described in general as the EP True Water Main Extension – Napoli Avenue to Wendover Lane (Water Works Project No. 00800-170-22003) as found in your meeting packet. 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 Smith, seconded by Thomsen that the resolution titled “Adopting Plans, Specifications, Addenda, Form of Contract & Estimate of Costs” be adopted for EP True Water Main Extension – Napoli Avenue to Wendover Lane

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Thomsen that the resolution titled "Making Award of Contract" be adopted for EP True Water Main Extension – Napoli Avenue to Wendover Lane  
Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Sheriff that the Motion titled "Approving Change Order #2 –Ashworth Road Water Main Replacement – Segment 2".  
Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to pay the bills in the amount of \$1,478,048.52 including non-construction bills in the amount of \$587,062.04 and construction bills in the amount of \$890,986.48.  
Roll call: All yes. Motion approved.

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

- |    |                         |                  |
|----|-------------------------|------------------|
| a. | Project Progress Report | October 19, 2022 |
| b. | Water Quality Report    | September 2022   |
| c. | Check Register          | September 2022   |
| d. | Change Order Report     | October 19, 2022 |

Roll call: All yes. Motion approved.

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

The Planning / Regionalization Committee reported that meetings are still being held and going well. Concerns were shared that Ahlers firm sent out their comments to mutual clients that were not discussed with Dorsey & Whitney Firm. The GM shared that Urbandale and WDMWW met with Xenia water and the conversation went well but they had many reservations.

The General Manager (GM) shared that a meeting with Fox Creek Benefited Water District along with Fox Creek and Napa HOAs occurred on October 6<sup>th</sup> to discuss a preliminary proposal. The GM felt the proposal was well received besides the annexation proposal of Napa Valley. The GM plans to consult with PFM to perform a more detailed financial analysis.

The GM reported that a meeting between Ahlers and Dorsey & Whitney occurred, but had not heard how it went yet. This was prior to comments being sent out by Ahlers and Cooney.

An ongoing question did arise about how to handle wholesale water customers who do not join the regionalization and whether they will purchase from DMWW or CIWW.

The Finance Manager and Treasurer, the Water Production Manager, the Water Distribution Manager, the Engineering Project Manager, the Business Relations Manager, 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 5:56 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 November 16, 2022 meeting.