

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

November 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 4:01 PM on Wednesday, November 16, 2022. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Vice Chair Gretchen Tegeler was present via GoTo Meetings online, joining mid meeting, 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; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President. 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 via online.

Other Attendees: Jamie Buelt of enQ Strategies

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

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Motion approved.

No one came forward during the Citizen Forum.

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

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Motion approved.

The Chair announced that this is the time and place for a public hearing on the matter of the adoption of water rate adjustments for the West Des Moines Water Works for 2023 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 Sheriff, seconded by Thomsen to approve the following resolution titled "Approving a Resolution Adjusting Water and Basic Service Charge Rates"

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Resolution adopted.

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 October 19, 2022
- b. Motion – Approving Minutes of the Special Meeting of November 2, 2022
- c. Motion – Approving Water Supply Service Agreement for Banks Landing Plat 2
- d. Motion – Approving Water Supply Service Agreement for Village at Sugar Creek Apartments
- e. Motion - Approving Water Supply Service Agreement for Village at Sugar Creek Plat 1
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main

– Della Vita Plat 5

- g. Resolution - Accepting Permanent Public Easement and Right-of-Way for Water Main
– Mill Ridge Plat 6

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Motions approved and Resolutions adopted.

Moved by Sheriff, 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 for Calendar Year 2023 and Fixing a Date for a Public Hearing Thereon (Public Hearing to be held at 4:00 PM, December 5, 2022, at 1505 Railroad Avenue, in West Des Moines, Iowa)”

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Resolution approved.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the staff and approve the motion titled “Approving Quotation and Authorizing Repair to High Service Pump #2 at Water Treatment Plant”.

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. 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. December 8, 2022; Public Hearing: 4:05 P.M., December 21, 2022)”

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Resolution adopted.

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$1,063,562.80 including non-construction bills in the amount of \$518,949.60 and construction bills in the amount of \$544,613.20.

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Motion approved.

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

- | | | |
|----|---------------------------------------|-------------------|
| a. | Project Progress Report | November 16, 2022 |
| b. | Water Quality Report | October 2022 |
| c. | Check Register | October 2022 |
| d. | Change Order Report | November 16, 2022 |
| e. | 2022 WDM Customer Satisfaction Survey | |

Roll call: Thomsen – yes, Smith – absent, Sheriff – yes, Tegeler – absent, Brennan – yes. All yes. Motion approved.

Trustee Tegler joined the meeting at 4:27 pm.

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

The Personnel and Compensation Committee shared they met with the GM for her yearly review and will have a closed discussion with the Board on the December 5th meeting.

The Planning / Regionalization Committee gave no report.

The General Manager (GM) shared updates on regionalization first. A meeting took place with Van Meter City Administrator, and they are interested in joining regionalization. Trustee Smith met with Urbandale and DMWW board members to discuss ongoing items related to the bond attorneys' comments. GM has a meeting with the attorneys and Urbandale and DMWW to discuss total service and wholesale water purchasers.

The GM shared the PFM information has been received for Fox Creek Benefited water and hoping to meet with them Friday.

The GM shared that Trustee Jody Smith will be reappointed to the Board.

Tom Hadden requested the GM to share the real numbers on costs for WDMWW going with regionalization versus not, particularly if Waukee does not participate in a west plant so that customers and business owners can get a better perspective.

The Finance Manager and Treasurer shared that the new accountant has started.

The Water Production Manager shared that the reservoir paint project should be done Friday, November 17th.

The Water Distribution Manager gave no report.

The Engineering Project Manager gave an update on the Adams Street water tower, that visually, until it warms up again, will look like no work is being done, but work on the inside will continue, with water connections and running electrical and more.

The Business Relations Manager shared there are discussions happening about a potential Facebook page for Water Works.

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 Sheriff to adjourn at 4:57 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 December 21, 2022 meeting.