

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

December 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, December 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; and Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President. The City of West Des Moines' City Engineer, Brian Hemesath, attended on behalf of the West Des Moines City Council as liaison to the Board.

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.

Moved by Thomsen, seconded by Tegeler to receive and file the Monthly Financial Report for November 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 November 16, 2022
- b. Motion – Approving Minutes of the Special Meeting of December 5, 2022
- c. Motion – Approving Customer Service Schedule 2023
- d. Resolution – Approving a Resolution Naming Depositories
- e. Motion - Approving Water Supply Service Agreement for Kum & Go 0098 Plat 1
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – South Branch Business Park Lot 1
- g. Resolution - Accepting Permanent Public Easement and Right-of-Way for Water Main – Regency Woods Building 5
- h. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – 1710 Grand Ave.
  1. On-Site Easement
  2. Off-Site Easement
- i. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Ashworth Road Water Main Replacement Project – Segment 3 – West Des Moines Water Works Project 00800-170-21021
  1. 2301 Ashworth Road
  2. 2925 Ashworth Road
  3. 3001 Ashworth Road
- j. Resolution – Accepting Completed Developer Improvements – Banks Landing Plat 1

k. Resolution - Accepting Completed Developer Improvements – Timber Knoll at the Preserve Plat 2

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

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the Personal and Compensation committee and approve the motion titled “Approving a Compensation Package for the General Manager”

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the Personal and Compensation committee and approve the motion titled “Approving a Retention Proposal for West Des Moines Water Works Employees”

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the Personal and Compensation committee and approve the resolution titled “A Resolution Establishing Compensation for Calendar Year 2023 for Employees and Trustees of West Des Moines Water Works”

Roll call: All yes. Resolution adopted.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation of the staff and approve the resolution titled “Amending the Underground Electric Easement to MidAmerican Energy for the Adams Street Elevated Water Storage Tank”.

Roll call: All yes. Resolution adopted.

Moved by Tegeler, seconded by Sheriff to concur with the recommendation of the staff and approve the motion titled “Receive and File Bids Received for Brass Goods”.

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 “Awarding Contracts to Brass Goods Suppliers”.

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 “Receive and File Bids Received for Water Chemicals Suppliers West Des Moines Water Works”.

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 Contracts to Water Treatment Chemicals Suppliers”.

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation of the staff and approve the motion titled “Approving Minor Updates to the Section 10 of the Employee Handbook – Personal Clothing and Safety Equipment”.

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to approve addendum to the delay of bids for project by two weeks, Public Hearing Date will be January 25, 2023.

Roll call: All yes. Approved.

Moved by Thomsen, seconded by Tegeler that the motion titled “Approving Change Order #3 –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 \$1,419,441.95 including non-construction bills in the amount of \$768,109.31 and construction bills in the amount of \$651,332.64.

Roll call: All yes. Motion approved.

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

- |    |                         |                   |
|----|-------------------------|-------------------|
| a. | Project Progress Report | December 21, 2022 |
| b. | Water Quality Report    | November 2022     |
| c. | Check Register          | November 2022     |
| d. | Change Order Report     | December 21, 2022 |

Roll call: All yes. Motion approved.

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

The Planning / Regionalization Committee shared updates that the City of Johnston administrator has indicated a likely settlement with Xenia over service territory. Trustee Smith indicated the review of the second draft of the 28E/28F is underway by WDMWW.

The General Manager (GM) shared that Water Works had a successful holiday potluck and that we participated in the holiday adopt-a-family that was also very successful due to employee donations. The GM reported that there are some disagreements with language in the 28E that are still being discussed including how to move wholesale purchased capacity customers that don't join. The GM shared that invites for employee recognition dinner have gone out and new dates for next years board meetings are ready.

The Finance Manager and Treasurer shared the audit will take place week of March 27<sup>th</sup>.

The Water Production Manager gave no update.

The Water Distribution Manager shared that year to date we have had 20 total water main breaks in 2022.

The Engineering Project Manager reported that the Ashworth Road contractors are going to try to work through the winter weather.

The Business Relations Manager shared that WDMWW will host the city-wide quarterly breakfast in February.

The AFL-CIO Local 3861 Chapter President gave no report but want to give a thank you to the Board members and management for the efforts in adjusting the boot allowances and consideration of a retention payment.

The Liaison to the City of West Des Moines, City Engineer, Brian Hemesath, shared there will be a workshop January 3<sup>rd</sup> to talk to the council regarding Ashworth Road. This project goal is to get a few different tasks completed all at once including water main and the road improvements. The plans are in the works and scheduled for 2024 but subject to further feedback from citizens. In addition, the extension of EP True is being evaluated with preliminary designs with willing participants.

Moved by Thomsen, seconded by Tegeler to adjourn at 4:50 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 January 25, 2023 meeting.