

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

July 19, 2023

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, July 19, 2023. 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, Erin Sheriff, and Mary Thomsen were present in person. Also present were staff members Christina Murphy, General Manager; Josh Heggen, Business Relations Manager via GoTo Meetings; Pat Mullenbach, Finance Manager and Treasurer; William Mabuca, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager; Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President and the City of West Des Moines' City Manager, Tom Hadden via GoTo Meetings. Other Attendees: Jamie Buelt of enQ Strategies

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

Roll call: All yes. Motion approved.

No one came forward during the Citizen Forum.

Moved by Thomsen, seconded by Smith to receive and file the Monthly Financial Report for June 2023.

Roll call: All yes. Motion approved.

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

- a. Motion – Approving Minutes of the Regular Meeting of June 21, 2023
- b. Resolution – Accepting Permanent Public Easement and Right of Way for Water Main – Crisp and Green
  1. Off Site Easement – Bridgewood Plaza
  2. On Site Easement – Dingel Properties
- c. Resolution – Accepting Easements – SE Maffitt Lake Road Water Main Extension – West Des Moines Water Works Project 00800-170-23024 – General Manufacturing Company
- d. Resolution – Accepting Permanent Public Easement and Right of Way for Water Main – Legacy Bridge Private Family Offices
  1. Easement – Public Water Main
  2. Easement – Private Water Main
- e. Resolution – Accepting Completed Improvements: 2022 Pump Station Pipe Gallery Painting (Water Works Project 00800-120-22023)
- f. Resolution – Accepting Permanent Public Easement and Right of Way for Water Main – Della Vita Plat 5

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

Moved by Thomsen, seconded by Sheriff to concur with the recommendation from the Personnel and Compensation Committee and approve the motions titled “Ratifying the Hiring of Luke Andreasen as Civil Engineer II”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Thomsen to concur with the recommendation from staff and approve the motion titled "Approving a Not to Exceed Amount of \$75,000 with Northway Well and Pump Co. for a Test Well and Pump Testing for the New Alluvial Well Field".

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation from staff and approve the Resolution titled "Authorizing One-Time Payment on Debt Related to the Osmium Finance Agreement".

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Thomsen to concur with the recommendation from staff and approve the motion titled "Approving an Amendment to the Professional Services Agreement with Fox Strand & Associates for the Motor Control Center, Automatic Transfer Switch and Generator Controls Improvements".

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Sheriff to concur with the recommendation from staff and approve the motion titled "Approving a Professional Services Agreement with HR Green for the Replacement of High Service Pump No. 3 and Installation of a Variable Frequency Drive (VFD)".

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$1,410,235.84 including non-construction bills in the amount of \$813,996.51 and construction bills in the amount of \$586,239.33.

Roll call: All yes. Motion approved.

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

- |    |                         |               |
|----|-------------------------|---------------|
| a. | Project Progress Report | July 19, 2023 |
| b. | Water Quality Report    | June 2023     |
| c. | Check Register          | June 2023     |
| d. | Change Order Report     | July 19, 2023 |

Roll call: All yes. Motion approved.

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

The Planning / Regionalization Committee shared that Trustee Smith continues to meet and share information with the representatives from Urbandale Water and Des Moines Water Works. There has been interest in scheduling some public hearing meetings for the end of August, dates are being looked at, but will be dependent on third draft of the 28E/F being ready and released.

The General Manager (GM) shared that the 3<sup>rd</sup> final draft of the 28E/28F is almost complete, just a few items need settled and language finalized. The GM shared that Urbandale and West Des Moines Water met with Xenia about both service territory proposals and a tentative agreement among staff was made and will be shared with respective boards. The GM

provided an update on a meeting with Altoona and their water and regionalization concerns. The GM shared that a study will be commenced to determine the best plan for the next expansion after the 10 MGD Saylorville expansion, but the challenge will be how to fund the study since CIWW is not formed yet.

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

The Engineering Project Manager shared that a new engineer has been hired in the department, also shared the Adams St. tower did not make the substantial completion date and some remaining technical items are being addressed.

The Business Relations Manager shared he is working on driving up enrollment in auto pay and paperless billing.

The AFL-CIO Local 3861 Chapter President, and liaison to the City of West Des Moines, City Manager Tom Hadden gave no update.

Moved by Thomsen, seconded by Sheriff to adjourn at 5:05 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 August 16, 2023 meeting.