

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

August 16, 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, August 16, 2023. 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, 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; Pat Mullenbach, Finance Manager and Treasurer; William Mabuice, Engineering Project Manager; Mitch Pinkerton, Water Production Manager; Mark Hanasz, Water Distribution Manager Via online; and the City of West Des Moines' City Manager, Tom Hadden.

Moved by Thomsen, seconded by Tegeler that the agenda be approved.
Roll call: All yes. Motion approved.

During the Citizen Forum, MJ Hoag of 413 2nd Street attended to say thank you for putting in the bike rack that he suggested in a prior meeting.

Moved by Tegeler, seconded by Sheriff to receive and file the Monthly Financial Report for July 2023.
Roll call: All yes. Motion approved.

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

- a. Motion – Approving Minutes of the Regular Meeting of July 19, 2023
- b. Resolution – Accepting Permanent Public Easement and Right of Way for Water Main – West Lakes Office Park Plat 15, Lot 2
- c. Motion – Approving the Water Supply Service Agreement for Fox Ridge Plat
- d. Resolution – Accepting Completed Improvements: 11th Street Storm Sewer Work

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

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$1,376,107.33 including non-construction bills in the amount of \$661,012.07 and construction bills in the amount of \$715,095.26.
Roll call: All yes. Motion approved.

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

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| a. | Project Progress Report | August 16, 2023 |
| b. | Water Quality Report | July 2023 |
| c. | Check Register | July 2023 |
| d. | Change Order Report | August 16, 2023 |

Roll call: All yes. Motion approved.

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

The Operations Committee reported the approval of Scada software license for Water Production around \$23,000.

The Personnel and Compensation Committee gave no report.

The Planning / Regionalization Committee reported on updates from his discussions with the Trustees from Urbandale Water and Des Moines Water Works.

The General Manager (GM) shared an update on regionalization meetings with Polk City and Grimes and the status of the final draft. The GM discussed what options for public input after the third draft is released. The GM provided an update on negotiations with Xenia regarding service territory transfers and provided an update on discussion with the Iowa DNR regarding our water use permit.

The Finance Manager and Treasurer reported some research is being done for a customer credit card system in the office, along with electronic timecards for employees and budget is being worked on.

The Water Production Manager reported that the new water tower is operational, and the utility has started lead and copper sampling that occurs every three years.

The Water Distribution Manager gave no report.

The Engineering Project Manager shared that many CIP projects are very busy with construction right now.

The Business Relations Manager, AFL-CIO Local 3861 Chapter President and Liaison to the City of West Des Moines, City Manager Tom Hadden gave no report.

Moved by Thomsen, seconded by Tegeler to adjourn at 4:52 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 September 20, 2023 meeting.