

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

October 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 Monday, October 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; Vincent White, Engineering Technician and AFL-CIO Local 3861 Chapter President.

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

Roll call: All yes. Motion approved.

During the Citizen Forum, Larry Anderson attended 3109 Meadow Lane, with concerns of the credit that Des Moines Water Works would receive when becoming CIWW, and how that would be spent. He also wanted to make sure WDMWW is being proactive on outreach to ensure the community is aware of what is happening. The Chair, Scott Brennan informed Mr. Anderson, in addition to news outlets reporting on this matter, that a mass email was sent to everyone in WDM that receives paperless billing.

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

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 20, 2023
- b. Resolution – Accepting Completed Developer Improvements: Fox Ridge Plat 3
- c. Resolution – Accepting Completed Developer Improvements: Mill Ridge Plat 6
- d. Resolution – Accepting Completed Improvements – 2022 Aerator Painting – A.C. Ward Treatment Plant (Water Works Project No. 00800-120-20004)
- e. Resolution – Accepting Completed Improvements – Ashworth Road Water Main Replacement – Segment 2 (Water Works Project No. 00800-170-21011)
- f. Motion – Accepting Amended, Restated and Substituted Permanent Public Easement and Right-of-Way for Water Main – Lot 33, Village of Ponderosa
- g. Motion – Approving the Water Supply Service Agreement for Picket Fence Communities Plat 1, S 85th Street Public Improvements
- h. Motion – Approving the Water Supply Service Agreement for Picket Fence Communities 2023
- i. Resolution - Accepting Completed Improvements: 88th Street Reconstruction Ashworth Rd to Abram Dr (City of WDM Project No. 0510-039-2020)

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

Moved by Smith, seconded by Thomsen to concur with the recommendation from the finance

and audit committee and approve Resolution titled "Adopt Budget Amendment No. 3 for 2023."

Roll call: All yes. Resolution Adopted.

Moved by Smith, seconded by Tegeler to concur with the recommendation from the finance and audit committee to "Receive and Place on File for Preliminary Discussion the Draft Budget for 2024."

Roll call: All yes. Motion Adopted.

Moved by Smith, seconded by Tegeler to concur with the recommendation from staff and approve the motion titled "Approving a Service Territory Transfer Agreement with Xenia and Related Assignment of Easements and Bill of Sale."

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to concur with the recommendation from staff and approve the motion titled "Approving a Professional Services Agreement with HDR for a Regional Treatment Plant Site Evaluation Study"

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to concur with the recommendation from staff and approve the motion titled "Approving a Wireless Antenna Tower Lease Amendment No. 1 with AT&T."

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$1,920,820.58 including non-construction bills in the amount of \$894,094.71 and construction bills in the amount of \$1,026,725.87.

Roll call: All yes. Motion approved.

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

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

Roll call: All yes. Motion approved.

Trustee Grethen Tegeler left meeting at 5:02

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

The Planning / Regionalization Committee shared that Ankeny is acting on their resolution of intent tonight and are the first ones. Also reported there are more discussions with the Trustees from Urbandale Water and Des Moines Water Works being planned.

The General Manager (GM) shared that the 28E/F is getting put into final form. A workshop with City Council is scheduled on November 6th. The GM reported that she is engaged in conversation with Microsoft about an MOU. Also shared that they had a meeting with Van Meter on the current MOU in place and what joining CIWW looks like.

The Finance Manager and Treasurer shared that the accountant has put their two weeks in and last day is 10/27/23. Also reported that the 2023 audit is scheduled for next year already.

The Water Production Manager, Water Distribution Manager, Engineering Project Manager, 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 Sheriff to adjourn at 5:30 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 November 15, 2023 meeting.