

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

November 15, 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 4:01 PM on Monday, November 15, 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, and Erin Sheriff 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 Mabuce, 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 Tegeler, seconded by Sheriff that the agenda be approved.

Roll call: All yes. Motion approved.

No one came forward during the Citizen Forum or Regionalization Forum.

Moved by Smith, seconded by Tegeler to receive and file the Monthly Financial Report for October 2023. Roll call: 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 2024 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 Smith, seconded by Sheriff to approve the following resolution titled "Approving a Resolution Adjusting Water and Basic Service Charge Rates."

Roll call: All yes. Resolution adopted.

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

- a. Motion – Approving Minutes of the Regular Board Meeting of October 16, 2023
- b. Motion – Approving Minutes of the Special Board Meeting of November 1, 2023
- c. Resolution – Accepting Completed Improvements – 2023 Water Main Replacement – Briar Ridge and Valley Ridge Court (Water Works Project No. 00800-170-23001)
- d. Motion – Approving the Water Supply Service Agreement for High Gate Plat 1
- e. Motion – Approving the Water Supply Service Agreement for Stagecoach Drive – 78th to 81st
- f. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Kum & Go 0098 Plat 1
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Bridge Lot
- h. Resolution – Accepting Completed City Improvements – Booneville Road, South 100th Street to South 115th Street (City of West Des Moines Project #0510-005-2021)

- i. Resolution – Accepting Completed City Improvements – South Grand Prairie Parkway, Stagecoach to Mills Civic Parkway (City of West Des Moines Project #0510-030-2016)
- j. Resolution – Accepting Completed Developer Improvements: Woodland Estates Plat 2

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

Moved by Smith, seconded by Tegeler to concur with the recommendation from the finance and audit committee and approve Resolution titled “Fixing a Date for Consideration of a Budget for Calendar Year 2024 and Fixing a Date for a Public Hearing Thereon (Public Hearing to be held at 4:00 PM, December 4, 2023, at 1505 Railroad Avenue, in West Des Moines, Iowa)”

Roll call: All yes. Resolution Adopted.

Moved by Sheriff, seconded by Smith to concur with the recommendation from the Personnel and Compensation committee and approve Motion titled “Approving a Retention Proposal for West Des Moines Water Works Employees.”

Roll call: All yes. Motion Approved.

Moved by Tegeler, seconded by Smith to concur with the recommendation from the Personnel and Compensation committee and approve Motion titled “Ratifying the Hiring of Lindsey Harding as Accountant.”

Roll call: All yes. Motion Approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation from the Planning/Regionalization committee and approve Motion titled “Authorizing Staff to Prepare for the Board’s Consideration the Necessary Documents and Actions for Conditional Inclusion of WDMWW as a Founding Agency of Central Iowa Water Works (CIWW)”

Roll call: All yes. Motion Approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation from staff and approve the resolution titled “Fixing the Date, Time and Place for a Public Hearing on an Application for a State Revolving Fund (SRF) Loan and to Make Available to the Public the Contents of an Environmental Information Document and the Municipal’s Project Plan.”

Roll call: All yes. Resolution Adopted.

Moved by Smith, seconded by Tegeler to concur with the recommendation from staff and approve the motions titled “Approving a Task Order with Fox Strand for Engineering Services for the Fuller Road Booster Station”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation from staff and approve the motions titled “Receive and File Bids Received for Brass Goods & Awarding Contracts to Brass Goods Suppliers.”

Roll call: All yes. Motion approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation from staff and approve the motions titled "Receive and File Bids Received for Water Chemicals Suppliers West Des Moines Water Works & Approving Contracts to Water Treatment Chemicals Suppliers."

Roll call: All yes. Motion approved.

Moved by Smith seconded by Tegeler to concur with the recommendation from staff and approve the motions titled "Approving Letter Agreement with Urbandale Water Utility Regarding Funding Reimbursements for the CIWW HDR Study"

Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Tegeler to pay the bills in the amount of \$1,532,603.95 including non-construction bills in the amount of \$585,978.53 and construction bills in the amount of \$946,625.42.

Roll call: All yes. Motion approved.

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

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|----|-------------------------|-------------------|
| a. | Project Progress Report | November 15, 2023 |
| b. | Water Quality Report | October 2023 |
| c. | Check Register | October 2023 |
| d. | Change Order Report | November 15, 2023 |

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee shared discussion on the credit for the Wells Fargo Account.

Finance and Audit Committee, Operations Committee, and Personnel and Compensation Committee gave no report.

The Planning / Regionalization Committee shared discussion with the micro group trustees from Urbandale Water Utility and Des Moines Water Works.

The General Manager (GM) provided an update on discussions with Van Meter regarding the west well field. The GM shared that Xenia's board passed the service territory transfer agreement. The GM also shared an update on discussion with Microsoft and to anticipate a Memorandum of Understanding and Agreement to be before the board in the next couple of months. She shared that the intent to participate had been passed by Xenia and was planned to be considered by Waukee, Warren Rural Water and Johnston in the next week. Work continues on the final executable 28E/F for regionalization.

The Finance Manager and Treasurer gave no report.

The Water Production Manager gave an update on the status of the test well at the potential new site for shallow wells.

The Water Distribution Manager and Engineering Project Manager gave no report.

The Business Relations Manager LIWAP (low-income assistance) had ended and many had gone back to Human Services for assistance with utility bills.

The AFL-CIO Local 3861 Chapter President gave no report.

Moved by Smith, seconded by Tegeler to enter Closed Session pursuant to Iowa Code Chapter 388.9(1) and at the request of the general manager for the general manager's annual performance review.

Roll call: All yes. Motion approved.

Entered closed session at 4:55 PM.

Moved by Tegeler seconded by Sheriff to adjourn Closed Session.

Roll call: All yes. Motion approved.

Closed session was adjourned at 5:17 PM.

Moved by Smith, seconded by Tegeler to direct the Chair to confer with the treasurer and include in the draft budget compensation for 2024 for the General Manager.

Roll call: All yes. Motion approved.

Moved by Tegler, seconded by Sheriff to adjourn at 5:19 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 20, 2023 meeting.