

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

December 20, 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 4:05 PM on Monday, December 20, 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 and the City of West Des Moines' City Manager, Tom Hadden attended the meeting via online. Ted Ohmart, incoming WDMWW Trustee was also present.

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.

The Chair announced that this is the time and place for a public hearing on the matter of adopting Conditional Consideration of Inclusion of WDMWW as a Founding Agency of CIWW and Conditional Authorization of the Execution of the CIWW 28E/F Agreement by WDMWW as found in your meeting packet. No oral objections were offered, and the Secretary reported that one written comment thereto to be filed.

Larry Anderson, 3109 Meadow Lane, WDM

As you know, I've talked at your meetings in the past about the agreement that sets up Central Iowa Water Works. I recognize that most of my comments were unfavorable to the idea, including two months ago when they were about the windfall DMWW will receive from this. They've already said they'd use it to replace old water mains, which I still find problematic. However, I recognize that you do not have the power to tell them how to invest that revenue. Maybe the CIWW Board will have that power. If not, so be it.

The more I've delved into this, it has become very apparent that DMWW is the strongest player, due to their holding the earliest water withdrawal permits. Thus, every other potential party to the agreement, including WDMWW, has had to work diligently to develop the best possible deal, given DMWW's veto power. I believe you have done just that.

Since there's still some unhappiness on the parts of several of the people I've talked with, it seems that the best deal has probably been reached and should be supported. One of the biggest negotiated successes, from my point of view, is that all WDMWW employees, regardless of their job descriptions, will remain WDMWW employees rather than becoming CIWW employees. CIWW will pay the bill for their work, but will not have other parts to play.

Further negotiations would not provide significantly better results. Therefore, I support

your approval of the CIWW Agreement, believing that while it is not perfect, it is best for WDMWW's future. The choice of not joining now would be a big mistake. The two area cities which have opted out of the agreement will rue the days on which those decisions were made.

Hearing no further comments, the Chair declared the public hearing closed.

Moved by Tegeler, seconded by Sheriff to approve the following resolution titled "Approving Conditional Consideration of Inclusion of WDMWW as a Founding Agency of CIWW and Conditional Authorization of the Execution of the CIWW 28E/F Agreement by WDMWW."

Roll call: All yes. Resolution adopted.

The Chair announced that this is the time and place for a public hearing on the matter of adopting Conditional Transfer of Interest in Real Property as part of Conditional Authorization of the Execution of the CIWW 28E/F Agreement by WDMWW 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 Tegeler, seconded by Sheriff to approve the following resolution titled "Approving Conditional Transfer of Interest in Real Property as part of Conditional Authorization of the Execution of the CIWW 28E/F Agreement by WDMWW."

Roll call: All yes. Resolution adopted.

Board member Tegeler commented that she appreciated the effort and the long road to get to this point. Trustee Smith mentioned he appreciated the summary of citizen comments from various public.

The Chair announced that this is the time and place for a public hearing on the matter of the adoption of Budget for Calendar Year 2024 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 Thomsen to approve the following resolution titled "Adopting a Budget for Calendar Year 2024."

Roll call: All yes. Resolution adopted.

Moved by Smith, seconded by Tegeler to receive and file the Monthly Financial Report for November 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 Board Meeting of November 15, 2023
- b. Motion – Approving Minutes of the Special Board Meeting of December 4, 2023
- c. Motion – Approving the Customer Service Schedule for 2024
- d. Resolution – Approving the Water Supply Service Agreement for High Gate Plat 1

- e. Resolution – Accepting Completed City Improvements – SE County Line Road – Veterans Parkway to SE Soteria Avenue (City of West Des Moines Project #0510-015-2021)
- f. Resolution – Accepting Completed City Improvements – SE County Line Road – Veterans Parkway to SE Orilla Road (City of West Des Moines Project #0510-077-2021)
- g. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – DEGH, LLC
- h. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – SBBP JV21, LLC
- i. Resolution – Accepting Amended, Restated and Substituted Permanent Public Easement and Right-of-Way for Water Main – West Bank
- j. Resolution – Accepting Amended, Restated and Substituted Permanent Public Easement and Right-of-Way for Water Main – West Bank
- k. Resolution – Accepting Completed Improvements: Adams Street Elevated Water Storage Tank (Water Works Project No. 00800-170-21021)

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

Moved by Tegeler, seconded by Sheriff to concur with the recommendation from the Personnel and Compensation committee and approve Resolution titles “A Resolution Establishing Compensation for Calendar Year 2024 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 from the Personnel and Compensation committee and approve Motion titled “Ratifying the Job Description for Principal Engineer – Water Distribution and Development and Ratifying the Job Description for Principal Engineer – Water Production.”

Roll call: All yes. Motions Approved.

Moved by Smith, seconded by Sheriff to concur with the recommendation from Staff and approve the titled “Revising Miscellaneous Fees, Charges and Rates.”

Roll call: All yes. Resolution Adopted.

Moved by Sheriff, seconded by Thomsen to concur with the recommendation from Staff and approve the motion titled “Approving Purchase of a GNSS Surveying System”.

Roll call: All yes. Motion Approved.

Moved by Tegeler, seconded by Sheriff to concur with the recommendation from Staff and approve the motion titled “Approving Northway Well and Pump Company as the Well Service Provider for 2024”.

Roll call: All yes. Motion Approved.

Moved by Tegeler, seconded by Sheriff to concur with the recommendation from Staff and approve the motion titled “Accepting Price Quotation and Authorizing Upgrade of Three (3) SCADA Workstations and One (1) Server Workstation”.

Roll call: All yes. Motion Approved.

Moved by Smith, seconded by Tegeler to concur with the recommendation from Staff and approve the motion titled "Authorizing Purchase and Installation of the Third Tower Meter Reading Equipment".

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 Professional Services Agreement with NewCom Technologies, Inc. for GIS Professional Services".

Roll call: All yes. Motion Approved.

Moved by Sheriff, seconded by Tegeler to concur with the recommendation from Staff and approve the motion titled "Approving Request to Purchase Replacement Service Truck and Equipment".

Roll call: All yes. Motion Approved.

Item 8h. Public Hearing for an Application for a State Revolving Fund (SRF) Loan -
Withdrawn

Moved by Smith, seconded by Tegeler to concur with the recommendation from Staff and approve the titled "Fixing 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. (Public Hearing to be held at 4:00 PM, February 21, 2024, at 1505 Railroad Avenue, in West Des Moines, Iowa)"

Roll call: All yes. Resolution Adopted.

Moved by Thomsen, seconded by Sheriff to pay the bills in the amount of \$972,290.99 including non-construction bills in the amount of \$575,963.62 and construction bills in the amount of \$396,327.37.

Roll call: All yes. Motion approved.

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

- | | | |
|----|-------------------------|-------------------|
| a. | Project Progress Report | December 20, 2023 |
| b. | Water Quality Report | November 2023 |
| c. | Check Register | November 2023 |
| d. | Change Order Report | December 20, 2023 |

Roll call: All yes. Motion approved.

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

The Planning / Regionalization Committee reported on a meeting with the Altoona mayor and provided an update on micro group discussion of the transition once the 28E/F is approved.

The General Manager (GM) gave no additional report.

The Finance Manager and Treasurer reported year end reports are in the works and audit

prep has begun.

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

The Business Relations Manager gave an update on the recruitment for the administrative assistant – office.

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

The Liaison to the City of West Des Moines, City Manager Tom Hadden congratulated and thanked the board for their dedication and due diligence regarding regionalization.

Moved by Smith, seconded by Tegeler to nominate Trustee Brennan as Chair of the Board of Trustees for the calendar year 2024 and until their successor is elected to serve as Chair in 2025.

Roll call: All yes, Brennan - abstained. Motion approved.

Moved by Smith, seconded by Sheriff to nominate Trustee Tegeler as Vice Chair of the Board of Trustees for the calendar year 2024 and until their successor is elected to serve as Vice-Chair in 2025.

Roll call: All yes. Tegeler – abstained. Motion approved.

Moved by Sheriff, seconded by Tegeler to assign the appointments to standing committees for 2024 as seen in the following chart.

Roll call: All yes. Motion approved.

| <u>Committee</u> | <u>Chairperson</u> | <u>Member</u> |
|----------------------------------|--------------------|---------------|
| Customer and Community Relations | Ohmart | Sheriff |
| Finance and Audit | Tegeler | Smith |
| Operations | Tegeler | Ohmart |
| Personnel and Compensation | Brennan | Sheriff |
| Planning/Regionalization | Smith | Brennan |

Moved by Sheriff, seconded by Tegeler to appoint Trustee Smith as the representative to the CIWW Board and Chair Brennan as the alternate.

Roll call: All yes. Motion approved.

Moved by Thomsen, seconded by Tegeler to adjourn at 4:53 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 January 17, 2024 meeting.