WEST DES MOINES WATER WORKS
BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: November 16, 2026

ITEM:

5. Consent Agenda
   - a. Motion – Approving Minutes of the Regular Board Meeting of October 19, 2026
   - b. Motion – Approving Minutes of the Special Board Meeting of November 2, 2026

FINANCIAL IMPACT:
None

SUMMARY:
This action will officially approve the minutes from your previous meetings.

BACKGROUND:
Approving board minutes is a routine requirement which is generally completed at the first opportunity.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

To approve the above consent agenda item(s)

Prepared by: Katie Basler

Approved for Content by: Clint Murphy

PROCEEDINGS OF THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS
October 19, 2026

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, October 19, 2026. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Vice Chair Jody Smith and Trustees Erin Sheriff, Ted Ohmart and Heather Schebel were present in person. Also present were staff members Christina Murphy, General Manager; Matthew Probasco, Finance Manager and Treasurer; Lyle Hammes, Superintendent; Gary Eshelman, Water Production Manager; Mark Hanasz, Water Distribution Manager; William Mabuce, Principal Engineer – Water Distribution and Development; and Josh Heggen, Business Relations Manager.
Other Attendees: Brian Hemesath (online), City Engineer; Tim Whipple and Jason Craig, both from Ahlers & Cooney P.C.

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

No one came forward during the Citizen Forum.

Moved by Smith, seconded by Sheriff to receive and file the Monthly Financial Report for September 2026.
Roll call: All yes. Motion approved.

Trustee Smith requested to pull item 4E for an amendment.

Moved by Smith, seconded by Schebel to approve the following motions and resolutions on the Consent Agenda, excluding item 4E:

a. Motion – Approving Minutes of the Regular Board Meeting of September 16, 2026
b. Motion – Approving Water Supply Service Agreement for Grand Shores Plat 2
c. Resolution – Accepting Permanent Public Easement and Right-of-Way for Water Main – Grand Shores Plat 2
d. Resolution – Accepting Developer Constructed Water Main – Eagle Brook Plat 1
f. Resolution – Accepting Completed Improvements: 2026 50th Street Elevated Water Storage Tank Painting (Water Works Project No. 00800-170-26013)
g. Motion – Ratifying the Use of Available Cash Fund Reserves for WDMWW portion of CIWW Expansion Projects

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

Trustee Smith requested an amendment to item 4E Resolution Accepting Developer Constructed Water Main – Hidden Estates at the Preserve Plat 2. Smith requested to add a notation regarding “1,028 linear feet of 8-inch private water main across lots 11-14 will not be under WDMWW ownership”.

Moved by Smith, seconded by Sheriff to adopt the amended 4E Resolution.
Roll call: All yes. Resolution adopted.

The General Manager reviewed the 2027 Budget Highlights Memorandum and mentioned the preliminary budget does not yet include any rate increases. The GM also stated the hiring

of the Principal Engineer – Water Production has been added to the 2027 Budget, with staff deciding not to wait until 2028 due to the increased workload anticipated with the West Plant and AC Ward projects.

Moved by Sheriff, seconded by Schebel to concur with the recommendation from the Finance and Audit Committee to "Receive and Place on File for Preliminary Discussion the Draft Budget for 2027".
Roll call: All yes. Motion approved.

Moved by Smith, seconded by Sheriff to concur with the recommendations from the Personnel and Compensation Committee for "Approving Job Description for Water Distribution Manager" and "Approving Job Description for Principal Engineer – Water Production".
Roll call: All yes. Motions approved.

Moved by Sheriff, seconded by Schebel to concur with the recommendation from Staff and approve the Motion titled "Approving a Proposal from Dixon Engineering for Procurement and Installation of a Potable Water Tank Mixer at the 98th Street Elevated Water Storage Tank."
Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Schebel to concur with the recommendation from Staff and approve the Motion titled "Approving a Quote from Northway Well & Pump for the Rebuild of Well Pump No. 4."
Roll call: All yes. Motion approved.

Moved by Schebel, seconded by Sheriff to concur with the recommendation from Staff and approve the Motion titled "Approving the Reallocation of Remaining Funds from the 50th Street Water Tower Painting to other Distribution Improvements."
Roll call: All yes. Motion approved.

Moved by Sheriff, seconded by Schebel to pay the bills in the amount of $1,416,005.94, including non-construction bills in the amount of $1,304,421.73 and construction bills in the amount of $111,584.21.
Roll call: All yes. Motion approved.

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

a.	Project Progress Report	October 19, 2026
b.	Water Quality Report	September 2026
c.	Check Register	September 2026
d.	Change Order Report	October 19, 2026
e.	Central Iowa Water Works Board Meeting Highlights	September 2026

Roll call: All yes. Motion approved.

The Customer and Community Relations Committee and the Operations Committee did not provide reports.

The Finance and Audit Committee met to review the budget.

The Personnel and Compensation Committee met to review and approve the two job descriptions on today's agenda.

The Planning / CIWW Committee stated the CIWW will hold their budget workshop at their next board meeting. Smith stated the Technical Committee is reviewing multiple sites for the building for the West Plant.

Smith stated there are two current recruitments for CIWW. The position for Communications is ongoing and anticipated to have someone hired by December. A new recruitment for Administrative Assistant will begin soon to fill a vacancy. Smith mentioned an action item for CIWW legislative priorities, which the General Manager will discuss.

The General Manager (GM) briefly discussed the potential West Plant site locations and the ongoing test wells. The GM provided explanation of the process and timeline for the West Plant to answer questions from the board members.

The GM mentioned that Thorpe and WDMWW have reached a tentative agreement for the Southwest Polk Water System. Staff is working with legal on the purchase agreement language and easement review along with setting up meetings with Thorpe to coordinate the details for purchasing the system.

The GM informed the board of additional PFAS class action lawsuits. An action may be added to a future board meeting if it is determined that it would be beneficial for WDMWW to pursue that action.

The GM discussed Government Relations agreement with Eide Walton to represent WDMWW at the legislature for the next session.

The GM discussed the draft CIWW Legislative Priorities. CIWW sets those priorities and the member agencies then support those same priorities.

The GM updated the board on the Microsoft amendment, which is being reviewed by legal.

The Finance Manager and Treasurer mentioned some CD's have matured and moved to new CD's and a T-bill at various rates.

The Superintendent discussed the Saylorville plant expansion. Design completion is at about 90% and going to bid in early 2027. Hammes stated that the chemicals and brass bids will be reviewed next week. The safety training schedule is being finalized for the new year. Hammes also stated that the lead and copper testing is being wrapped up. This is completed every three years.

The Water Production Manager stated there may be a possible leak in the fill pipe at the Stillwell tower.

The Water Distribution Manager mentioned that fall flushing began and it will be happening mostly during the day, with some night flushing as needed.

The Principal Engineer – Distribution and Development provided updates on projects. The contractor for the Railroad Avenue project has begun to install the PVC pipe. The contractor will begin soon for the Pheasant Ridge project.

The Business Relations Manager stated that staff have participated in multiple demos for customer billing and accounting software. It is anticipated to have an agreement in place by December.

The AFL-CIO Local 3861 Union Liaison was not present.

The Liaison to the City of West Des Moines, Brian Hemesath, provided an update on the Ashworth Road reconstruction. With good weather in October, much work has been accomplished, anticipating to open 19th and 22nd after Thanksgiving. Bill Mabuce stated that the last water main tie over is scheduled to be completed this week.

Moved by Smith, seconded by Schebel to enter into Closed Session as permitted by *Section 21.5(c), Code of Iowa, allows a closed session to strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation and at the advice of legal counsel.*
Roll call: All yes. Motion carried.

Entered into closed session at 5:06 PM.

Moved by Smith, seconded by Sheriff to adjourn Closed Session.
Roll call: All yes. Motion carried.

Closed session was adjourned at 5:55 PM. The Board did not take any formal action in Closed session.

Moved by Schebel, seconded by Sheriff to adjourn the regularly scheduled board meeting at 5:56 PM.
Roll call: All yes. Motion approved.

_____
Jody E. Smith
Vice 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 16, 2026 meeting.

PROCEEDINGS OF THE BOARD OF TRUSTEES
OF THE WEST DES MOINES WATER WORKS
November 2, 2026

The special meeting of The Board of Trustees of the West Des Moines Water Works was called to order by Chair Scott Brennan at 4:06 PM on Monday, November 2, 2026. The meeting was held at the West Des Moines Water Works, 1505 Railroad Avenue, A.C. Ward Water Treatment Plant Conference Room. Vice Chair Jody Smith and Trustees Erin Sheriff, Ted Ohmart and Heather Schebel were present in person. Also present were staff members Christina Murphy, General Manager; Matthew Probasco, Finance Manager and Treasurer; Lyle Hammes, Superintendent; Gary Eshelman, Water Production Manager; Mark Hanasz, Water Distribution Manager; William Mabuce, Principal Engineer – Water Distribution and Development; and Josh Heggen, Business Relations Manager.
Other Attendees: Tim Whipple (online) of Ahlers & Cooney P.C. and Nick Babberl of PFM Financial Advisors.

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

No one came forward during the Citizen Forum.

Moved by Smith, seconded by Schebel to enter into Closed Session as permitted by *Section 21.5(c), Code of Iowa, allows a closed session to strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation and at the advice of legal counsel.*
Roll call: All yes. Motion carried

Entered into closed session at 4:07 PM.

Moved by Sheriff, seconded by Smith to adjourn Closed Session.
Roll call: All yes. Motion carried.

Closed session was adjourned at 4:40 PM. The Board did not take any formal action in Closed session.

Staff members joined the meeting at 4:41 following closed session.

Moved by Smith, seconded by Sheriff to defer action on the items 4a and 4b Resolutions until we receive a response from WB Realty regarding the delivery of Easement No. 2.
Roll call: All yes. Motion carried.

Moved by Schebel, seconded by Sheriff to concur with the recommendation from the Finance and Audit Committee and approve the Resolution titled “A Resolution Fixing The Date, Time, And Place For A Public Hearing On Water Rate And Water Basic Service Charge Adjustments at 4:00 PM, November 16, 2026 at 1505 Railroad Avenue, West Des Moines, Iowa”.
Roll call: All yes. Resolution adopted.

Nick Babberl, of PFM Financial Advisors gave a presentation on two rate increase scenarios of 5% to 6% and an increase for the monthly basic service charge for the board to consider for the 2027 budget. He noted that current rates in West Des Moines are among the lowest in the metro area. The discussion covered the impact of Central Iowa Water Works rate increases, the need for a new customer billing and finance software, and the potential for a fiber optic communication project estimated up to $3 million. The Board expressed a preference for a 6% rate increase to provide a larger cushion for rising costs and future capital and expansion projects.

A discussion of Draft Budget for Calendar Year 2027 occurred. Staff provided an overview of the Capital Improvement Plan anticipated and ongoing projects. Staff also reviewed the operating budget highlights.

Moved by Sheriff, seconded by Schebel to adjourn at 5:59 PM.
Roll call: All yes. Motion approved.

_____
Jody E. Smith
Vice Chair

Attest:

_____
Christina Murphy
Secretary

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