

CENTRAL IOWA WATER WORKS BOARD OF TRUSTEES

Wednesday, April 24, 2024 at 3:00 P.M.

MEETING LOCATION:

The MidAmerican Energy Company RecPlex, 6500 Grand Ave,  
West Des Moines, IA

MINUTES

ITEM 1: Call to Order

Mayor Courtney Clarke was selected as the Pro-Tem Presiding Officer by unanimous consent, and called the meeting to order at 3:00 p.m.

ITEM 2: Roll Call

Trustees in Attendance

David Jones, Ankeny\*  
Mayor John Edwards, Clive  
Diane Munns, Des Moines Water Works  
Susan Huppert, Des Moines Water Works Additional  
Tom Cope, Johnston  
Jake Anderson, Grimes  
Mayor Tom Phillips, Norwalk  
Chelsea Huisman (Alternate), Polk City  
John McCune, Urbandale Water Utility  
Carol Freeman, Warren Rural Water  
Mayor Courtney Clark, Waukee  
Jody Smith, West Des Moines Water Works  
Royce Hammitt (Alternate), Xenia Rural Water District  
\*Participated in the meeting via electronic means.

Such persons, being all Trustees, constituted a quorum.

Others in Attendance

Matt McQuillen, Clive  
Caitlin Caldwell, Des Moines Water Works  
Ted Corrigan, Des Moines Water Works  
Kyle Danley, Des Moines Water Works  
Amy Kahler, Des Moines Water Works  
Melissa Walker, Des Moines Water Works  
Lindsey Wanderscheid, Des Moines Water Works\*  
Donna Heckman, Des Moines Water Works\*  
Matt Greiner, Johnston  
Dale Acheson, Urbandale Water Utility  
Neil Weiss, Urbandale Water Utility  
Christina Murphy, West Des Moines Water Works

Lyle Hammes, West Des Moines Water Works\*  
Josh Heggen, West Des Moines Water Works\*  
Brett Kasal, West Des Moines Water Works\*  
Vincent White, West Des Moines Water Works\*  
Pat Mullenbach, West Des Moines Water Works\*  
Mitch Pinkerton, West Des Moines Water Works\*  
Andy Fish, Warren Water District  
Amy Beattie, Brick Gentry PC  
Rick Malm, Dickinson Bradshaw  
Matthew Stoffel, PFM  
Jamie Buelt, en Q strategies  
William Smith  
Carl Voss, Des Moines City Council  
Pat Boddy, Urbandale City Council  
E.J. Giovannetti  
Robert Riley  
Pepper Purpura, KCCI  
Zach Fisher, WHO 13 News  
Don Schmith, WOI-TV  
Addison Lathers, Des Moines Register  
Jared Strong, Iowa Capital Dispatch\*  
SD Brody\*  
\*Participated in the meeting via electronic means

ITEM 3: Approving Agenda, as Presented or as Amended

John Edwards made a motion to approve the agenda as presented. John McCune seconded that motion. The motion was adopted by unanimous vote.

ITEM 4: Public Comment Period

During the public comment period, Larry Anderson of 3109 Meadow Lane, West Des Moines, expressed his support for the formation of CIWW and Mr. William Smith to not only serve as the interim director but also as the permanent director of CIWW. Mr. Anderson praised Mr. Smith's education, background, and strong personal qualities, emphasizing his belief that Mr. Smith would be a valuable addition to the CIWW team.

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ITEM 5: Election of Officers and Establishment of Terms

5A. Board Chair – John Edwards made a motion to nominate Jody Smith as the Board Chair. The motion was seconded by Jake Anderson. The motion was adopted by unanimous vote. 5B. Board Vice-Chair – Tom Cope made a motion to nominate David Jones as the Board Vice-Chair. The motion was seconded by Chelsea Huisman. The motion was adopted by unanimous vote. 5C. Board Secretary – John McCune made a motion to nominate Diane Munns as the Board Secretary. The motion was seconded by John Edwards. The motion was adopted by unanimous vote. 5D. Designation of Interim Board Clerk(s) – John Edwards made the motion to appoint Ted Corrigan, Amy Kahler, and Christina Murphy as interim Board Clerks until an Executive Director is appointed. The motion was adopted by unanimous vote. 5E. Establishment of Staggered Terms of

Trustees Representing Funding Agencies – In accordance with Section 5 of Article VIII of the CIWW 28E-28F Agreement, the initial Trustees were assigned by lot, without objection, to staggered terms as follows:

Term ending 12/31/2024 – Tom Cope, Jake Anderson, Courtney Clarke, Dan Lovett, and Susan Huppert

Term ending 12/31/2025 – John Edwards, Jeff Walters, Tom Phillips, and David Jones

Term ending 12/31/2026 – Diane Munns, John McCune, Jody Smith, and Carol Freeman

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ITEM 6: Approving Consent Agenda – Items 6A – 6L

John Edwards made a motion to approve the following consent agenda items:

- A. Resolution: Designation Place of Posting Public Meeting Notices and Agendas
- B. Resolution: Designation of “Official Newspaper”
- C. Resolution: Authorize Officers of the Board to Apply for Tax Id Number
- D. Resolution: Authorize Officers of the Board to Open Initial Financial Accounts.
- E. Motion: Approval of 2024 CIWW Board Meeting Schedule
- F. Motion: Authorize Application for website url: ciww.gov
- G. Motion: Receive and File Minutes from January 29, 2024, Planning Group Work Session
- H. Motion: Receive and File Minutes from February 23, 2024, Planning Group Work Session
- I. Motion: Receive and File Minutes from April 3, 2024, Planning Group Work Session
- J. Motion: Receive and File Minutes from February 14, 2024, Technical Committee Meeting
- K. Motion: Receive and File Minutes from March 13, 2024, Technical Committee Meeting
- L. Motion: Receive and File Minutes from April 10, 2024, Technical Committee Meeting

The motion was seconded by Tom Cope. The motion to approve all such consent agenda items was adopted by unanimous vote, and the Resolutions, in the respective forms as presented in the meeting materials, and the Motions as stated in the materials, were thereby adopted. The full text of such resolutions is on file with Interim Board Clerk Christina Murphy.

ITEM 7: Priority Action Items

7A. John Edwards made a motion to approve the quote with Intact Specialty of \$10,654 for Directors and Officers Insurance Coverage and authorize reimbursement of the premium to West Des Moines Water Works. The motion was seconded by Tom Cope. The motion was adopted by unanimous vote. 7B. John Edwards made a motion to approve the resolution as presented in the meeting materials, approving preliminary Bylaws of the Board of Trustees of Central Iowa Water Works. The motion was seconded by Jake Anderson. The motion was adopted by unanimous vote and the

resolution as presented was thereby adopted. The full text of such resolution is on file with Interim Board Clerk Christina Murphy

7C. John Edwards made a motion to approve the motion authorizing Officers of the Board to negotiate an agreement with Amy Beattie, Brick Gentry, and Rick Malm, Dickinson Bradshaw, to provide Interim Legal Services to CIWW until general counsel is engaged including services since January 1, 2024, related to CIWW. The motion was seconded by Tom Cope. The motion was adopted by unanimous vote. 7D. John Edwards made a motion to authorize the Executive Committee and legal counsel to negotiate a contract with William Smith to engage him as Interim Executive Director. The motion was seconded by Tom Phillips. The motion was adopted by unanimous vote. 7E. 1. John Edwards made a motion authorizing the Executive Committee to negotiate an agreement with Public Finance Management (PFM) to provide interim financial advisory services to CIWW until a financial advisory consultant is engaged. The motion was seconded by Tom Cope. The motion was adopted by unanimous vote. 7E. 2. John Edwards made a motion authorizing the Executive Committee to negotiate an agreement with Des Moines Water Works to provide interim accounting related financial services to CIWW. The motion was seconded by Courtney Clarke. The motion was adopted by unanimous vote.

#### ITEM 8: Potential Action Items

8A. John Edwards made a motion to authorize the Executive Committee to begin the recruitment process for the Executive Director and authorize the Committee to engage and retain a recruitment firm. The motion was seconded by Jake Anderson. The motion was adopted by unanimous vote.

8B. Members of the CIWW Board discussed arrangement for administrative support for both the interim and permanent Executive Director positions. No definitive decision was reached during this discussion. The group agreed to revisit this matter and present further information at the next meeting.

8C. The initial Trustees to serve on the Executive Committee were considered and discussed. David Jones was proposed as the-at-large member of the Executive Committee. The CIWW 28E-28F Agreement also provides that "the most recently presiding Chair prior to the current Chair who remains a current Trustee" is also to serve on the Executive Committee. It was the consensus that Courtney Clarke, who acted as the initial Presiding Officer Pro Tem, should be considered as the immediate past chair to fill this role on the Executive Committee. John Edwards moved that the initial membership of the Executive Committee be as follows: Jody Smith (Chair and representing WDMWW), Diane Munns (representing DMWW) John McCune (representing UWU), David Jones (at-large) and Courtney Clarke (immediate past chair).The motion was seconded by Jake Anderson. The motion was adopted by unanimous vote. 8D. Members of the CIWW Board discussed the establishment of the Finance and Audit Committee. No definitive decision was reached during this discussion. The Chair asked Trustees willing to serve on the Finance and Audit Committee to communicate their interest to him prior to the next Board meeting. The Board agreed to revisit this matter and present further information at the next meeting.

Trustee Tom Cope departed the meeting at 3:50 PM.

8E. Melissa Walker, Communications and Outreach Manager for Des Moines Water Works, and Jamie Buelt, PR and media relations consultant for West Des Moines Water Works, presented an interim communications plan for CIWW. John Edwards made a motion to approve the interim communications plan for CIWW, and to authorize up to \$15,000 for implementation of a CIWW website and up to \$25,000 reimbursement to Des Moines Water Works and West Des Moines Water Works for use of their media personnel/consultant(s). This motion was seconded by Chelsea Huisman. The motion was adopted by unanimous vote. 8F. John Edwards made a motion to acknowledge the initial appointments of the Technical Committee Representatives. The motion was seconded by Tom Phillips. The motion was adopted by unanimous vote.

#### ITEM 9: Other Business

Jody Smith raised a point regarding the location for the May meeting. The group had not finalized the meeting location, deliberating between the RecPlex and the MPO. Suggestions from the group highlighted the accessibility of the RecPlex location. After discussion, the consensus was to schedule the May meeting at the RecPlex.

#### ITEM 10: Adjournment

Having no other business the meeting was adjourned by the Chair at 4:10 P.M.