

Minutes
Central Iowa Water Works
Finance and Audit Committee
July 8, 2024
West Des Moines Water Works Board Room
1505 Railroad Avenue, WDM
3:00 p.m.

Committee Members Present:

Sue Huppert, Des Moines Water Works
Tom Cope, City of Johnston
Scott Brennan, West Des Moines Water Works
George Meinecke, City of Norwalk
John McCune, Urbandale Water Utility
Carol Butler Freeman

Others Present:

William Smith, Interim CIWW Executive Director
Amy Kahler, Des Moines Water Works
Ted Corrigan, Des Moines Water Works
Christina Murphy, West Des Moines Water Works
Pat Mullenbach, West Des Moines Water Works
Matt Stoffel, PFM

Item 1: Call to Order

Chair Brennan called the meeting to order 3:04 p.m.

Item 2: Roll Call

Item 3: Recommendation of PFM Agreement and Scope of Work

Carol Butler Freeman entered the meeting at 3:06 p.m.

Matt Stoffel of PFM provided an overview of the scope of services.

Moved by Huppert, seconded by Meinecke, to “Recommend Approval of the PFM Agreement to the CIWW Board.” All voted in favor.

Item 4: Recommendation of CIWW Financial Organizational Structure

1. *Meter-to-Cash Process after Operational Commencement
(presentation only, no materials)*

Amy Kahler presented an overview of the meter to cash process currently used and how it could function moving forward. She shared the benefits of designing a division of responsibilities between DMWW providing meter-to-cash services and a CPA firm providing general accounting operation services. A request was made to share the PowerPoint electronically to the committee after the meeting. The committee felt the information and overview were very helpful.

Moved by McCune, seconded by Cope to “Recommend Approval of the proposed division of responsibilities between DMWW providing meter to cash services and a CPA firm providing general accounting operation services.” All voted in favor.

2. Issuance of Request for Proposals (RFP) for Creation of Financial Records and Accounts and Financial Operation Services

Moved by Cope, seconded by Huppert to “Recommend Approval to the full CIWW board to Issue the RFP.” Upon discussion about the timing of the RFP and clarification that any recommendation for a contract would be brought forward to the Board, Cope requested to amend motion, seconded by Meinecke, to “Recommend the Committee issue the RFP.” All voted in favor.

Item 5: Recommendation of Draft CIWW Capital Improvement Plan

Cope left the meeting at 3:55 p.m.

Corrigan provided a brief overview of the DMWW CIP, Murphy provided an overview of the WDMWW CIP, and Stoffel provided an overview of Polk City and Grimes CIP. Given that a funding and financing program has not yet been established and presented to support the Draft CIP, the chair recommended the action be to receive and file.

Moved by Meinecke, seconded by McCune to “Receive and File the Draft Capital Improvement Plan.” All voted in favor.

Item 6: Recommendation of CIWW Interim Budget for FY24

Kahler presented the draft interim budget for 2024. A recommendation was suggested to modify the interim budget presented to include a placeholder for the costs for accounting services setup during the last three months and benefits for CIWW staff.

Moved by Meinecke, seconded by McCune to “Recommend Approval of the Interim CIWW budget for FY 24 with Additions.” All voted in favor.

Item 7: Other Business

A doodle poll will be sent to set the next committee meeting.

Item 8: Adjournment

Moved by McCune, seconded by Meinecke to adjourn the meeting. All voted in favor.

The meeting adjourned at 4:05 pm.