

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES  
PURSUANT TO NOTICE  
Tuesday, November 24, 2020**

The Meeting was conducted by video conference.

Present (by Video or Audio Conference Link):

Board Members: Chairperson Ms. Diane Munns, presiding; Mr. Joel Aschbrenner, Ms. Andrea Boulton, Mr. Graham Gillette, Ms. Susan Huppert

Staff members: Bill Blubaugh, Pat Bruner, Ted Corrigan, Kyle Danley, Peggy Freese, Doug Garnett, Amy Kahler, Mike McCurnin, Jenny Puffer, Jennifer Terry, and Michelle Watson

Also in attendance: John Lande (legal counsel), Rick Malm (legal counsel), Melissa Walker (MW Media Consultants, LLC)

Ms. Munns called the meeting to order at 3:30 p.m.

Consent Agenda –

A motion was made by Mr. Aschbrenner, seconded by Ms. Huppert, to approve Consent Items A, B, C, D, E, (Approval of Minutes, October 24, 2020, Board of Water Works Trustees Meeting; Minutes, November 3, 2020, Planning Committee Meeting; Minutes, November 3, 2020, Customer Relations Committee Meeting; Minutes, November 10, 2020, Finance and Audit Committee Meeting; Minutes, November 17, 2020, Customer Relations Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for October 2020; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of December 22, 2020, as the next meeting of the Board of Water Works Trustees). Upon roll-call vote, the motion was adopted with each member of the Board identified, except Mr. Gillette, as present voting in favor of the motion.

Mr. Gillette joined the meeting in progress at 3:33 p.m.

Public Comment Period

Bill Blubaugh expressed the Union's gratitude for the exemplary service of long-term employees who will be retiring in the near future.

Proposed 2021 Budget

The proposed budget for 2021 is based on an estimated total operating revenue of \$77.2 million, with budgeted operating and maintenance expenditures of approximately \$48.5 million on operations, and capital expenditures budget of approximately \$24.5 million.

Chairperson Munns opened a Public Hearing for comments from the public regarding the Proposed 2021 Budget. Receiving no oral or written comments, the Public Hearing was closed. A motion was made by Ms. Huppert and seconded by Mr. Aschbrenner to approve the 2021 Des Moines Water Works budget as presented. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

### 2021 Water Treatment Chemicals

The Board considered proposals for contract chemical purchases for 2021, as presented by Staff. Details for each purchase were provided to the Board in writing.

A motion was made by Ms. Boulton and seconded by Ms. Huppert to award 2021 contracts for water treatment chemical supplies to the recommended bidders as presented. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

### Proposed 2021 Schedule for Board of Water Works Trustees Meetings and Committee Meetings

A motion was made by Mr. Gillette, and seconded by Ms. Boulton, to adopt the proposed 2021 schedules for the Board of Water Works Trustees and Committee meetings, as presented and corrected as attached to these minutes. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

### Board Committee Reports

The following reports were provided:

- Planning Committee – A meeting was held on November 3, 2020. Ms. Boulton offered no additional comments.
- Finance and Audit Committee – A meeting was held on November 10, 2020. Mr. Gillette offered no additional comments.
- Customer Relations Committee – A meeting was held on November 3, 2020. Ms. Huppert offered no additional comments.
- Bill Stowe Memorial – Mr. Gillette offered no additional comments.
- Greater Des Moines Botanical Garden – Mr. Gillette offered no additional comments.
- Des Moines Water Works Park Foundation Board – Ms. Boulton referred to the minutes in the board packet and shared that the park foundation has hired the Renaissance Group to assist with its fundraising efforts.

### External Affairs Update

Ms. Terry shared the utility's areas of focus for external affairs management including government relations, coalition-building for water quality improvement, oversight of public relations and related communications and strategic initiatives in support of DMWW's goals. Discussion between Board members and staff followed.

### CEO and General Manager's Comments

- COVID-19 Response – Mr. Corrigan reminded the Board that in-home customer service has been suspended, company vehicles are being taken home once again by some staff, and the office is closed to walk-in customers. Service terminations have not been suspended, but enhancements have been made to payment options to assist customers in payment of delinquent balances. Work from home rotations have increased again in an effort to minimize the number of employees working in the offices. Mr. Corrigan provided COVID-19 statistics and quarantined staff information to the Board.
- Mr. Corrigan shared that the 2020 goal of 6 recordable injuries has been surpassed with a total of 9 injuries to date. He also shared that 9 employees have expressed their intention to retire by the end of January 2021.

- Graham Gillette and Joel Aschbrenner have been re-appointed to the Board of Water Works Trustees.
- Mr. Corrigan stated that the ICCI and Food and Water Watch lawsuit will be orally argued before the Iowa Supreme Court on December 16. DMWW is not a party to that suit but filed an amicus brief.

Adjournment – Meeting adjourned by unanimous consent.

4:33 p.m. adjourned