

## Minutes of Central Iowa Water Works Startup Planning Meeting

Date: Monday, January 29, 2024

Type: Planning Session

Attendees: Present (or Participating by Video or Audio Conference Link): Dale Acheson, Jake Anderson, Caitlin Caldwell, Tom Cope, Ted Corrigan, Brad Deets, John Edwards, Royce Hammitt, Kevin Hensley, Susan Huppert, David Jones, Amy Kahler, Addison Lathers, Richard (Dan) Lovett, John McCune, Matt McQuillen, Diane Munns, Christina Murphy, Luke Nelson, Lindsey Offenburger, Stan Ripperger, Jody Smith, Melissa Walker, and Neil Weiss.

### 1. Introduction:

- Christina Murphy facilitated the session.
- Participants were asked for introductions, including name, position, and whether they were a designee or alternate for the Central Iowa Water Works (CIWW) board.
  - Scott Cirksena -West Des Moines resident
  - Mike Pogge-Weaver – City of Johnston City Administrator
  - Jamie Buelt – West Des Moines Water Works Communications Consultant
  - Amy Kahler – Des Moines Water Works CFO – CIWW Board Alternate
  - Brad Deets – City of Waukee City Administrator
  - Caitlin Caldwell – Des Moines Water Works – Engineering
  - Dale Acheson – Urbandale Water Utility General Manager
  - David Jones – City of Ankeny City Manager
  - Jody Smith – West Des Moines Water Works CIWW Board Designee
  - John Edwards – Mayor for the City of Clive and CIWW Board Designee
  - Kevin Hensley – City of Grimes Public Works Director
  - Lindsey Offenburger – City of Norwalk City Clerk
  - Luke Nelson – City of Norwalk City Manager
  - Matt McQuillen – City of Clive City Manager and CIWW Board Alternate
  - Melissa Walker – Des Moines Water Works Communications and Outreach Manager
  - Neil Weiss – Urbandale Water Utility and CIWW Board Alternate
  - Dan Lovett – Xenia Rural Water Board Chair and CIWW Board Designee
  - Royce Hammitt - Xenia Rural Water CEO and General Manager and CIWW Board Alternate
  - Stan Ripperger – Warren Rural Water Systems Manager
  - Susan Huppert – Des Moines Board of Water Works Trustees Vice Chairperson and CIWW Designee
  - Ted Corrigan – Des Moines Water Works CEO and General Manager and CIWW Board Alternate
  - Tom Cope – City Of Johnston City Council Member and CIWW Board Designee
  - John McCune– Urbandale Water Utility Chairperson and CIWW Board Designee
  - Diane Munns – Des Moines Board of Water Works Trustee and CIWW Designee
  - Jake Anderson – City of Grimes City Administrator

2. Planning for Initial Board Meeting
  - Considerations for the first board meeting including date, time, and location.
  - Discussion on potential locations for the board meeting, with suggestions from the attendees.
  - Discussion of available spaces, such as Metro Waste Authority and Des Moines Area MPO.
3. Signature Page for 28E:
  - Amy Kahler is the organizer for all the signature pages of the 28E agreement.
  - Upon the final entity signing, the signature pages will be filed promptly with the state.
  - Highlight that the existence of Central Iowa Water Works (CIWW) as an entity is dependent on filing with the Iowa Secretary of State.
  - Clarified that CIWW is not recognized until the filing of a fully signed agreement is completed.
  - If not already completed, participants are urged to add this task of getting 28E page signed and to Amy on their to-do lists.
  - Two entities are still waiting for city or board approval. Those are scheduled for February 12<sup>th</sup> and 13<sup>th</sup>.
4. Formalizing Technical Committee Representative:
  - Initiate the formalization process for the Technical Committee (TC) representative.
  - Ensure that the designated individual is identified and officially appointed.
5. Website and Communication:
  - Discussion on the need for a dedicated website and communication platform.
  - Consideration of transparency and accessibility for the public and the board.
  - Mention of DMWW, Urbandale Water Utility, and WDMWW collaborating in taking the lead to initially develop the CIWW website.
6. Tasks and Priorities:
  - Identification of high-priority tasks, including legal and financial considerations.
  - Emphasis on the urgency of procuring insurance coverage and recognition that expense will arise almost immediately.
  - Financial discussion highlights the early planning stages for CIWW, with a focus on budgeting, start-up costs, and the logistical aspects of invoicing before the entity is officially established.
7. Interim Arrangements:
  - Consideration of interim arrangements in the absence of a CEO.
  - Discussion on responsibilities and tasks to be handled before the first board meeting.
  - Process for drafting a first agenda and board packet for the first board meeting.
8. Next Steps:
  - Identification of follow-up tasks.
  - Acknowledgement that staff members are available and prepared to assist during this crucial phase of CIWW's establishment while awaiting final signatures and appointment of board designees and alternates.
  - Intention to schedule a second planning meeting for the entire group involved in CIWW within the next few weeks. Acknowledgement of the challenge of coordinating with such

a large group. Christina Murphy will be utilizing a Doodle Poll to gather input from participants regarding their availability, aiming to identify the most suitable day and time for the meeting.

9. Closing Remarks:

- Appreciation for active participation.
- Doodle Poll will be distributed with the draft meeting minutes.