

Minutes of Central Iowa Water Works Startup Planning Meeting

Date: Friday, February 23, 2024

Type: Planning Session

Attendees: Present (or Participating by Video or Audio Conference Link): Dale Acheson, Jake Anderson, Jamie Buelt, Caitlin Caldwell, Tom Cope, Ted Corrigan, Brad Deets, John Edwards, Andy Fish, Carol Freeman, Royce Hammitt, Kevin Hensley, Chelsea Huisman, Susan Huppert, David Jones, Amy Kahler, Richard (Dan) Lovett, John McCune, Matt McQuillen, Diane Munns, Christina Murphy, Luke Nelson, Lindsey Offenburger, Stan Ripperger, Jody Smith, Mike Pogge-Weaver, 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.
- Andy Fish – Assistant Manager Warren Water District and CIWW Board Alternate
 - Carol Freeman – Warren Water District Board Member and CIWW Designee
 - Scott Cirksema -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 and CIWW Board Alternate
 - Brad Deets – City of Waukee City Administrator and CIWW Board Alternate
 - Caitlin Caldwell – Des Moines Water Works – Engineering
 - Chelsea Huisman – City of Polk City Manager – CIWW Board Alternate
 - Dale Acheson – Urbandale Water Utility General Manager
 - David Jones – City of Ankeny City Manager and CIWW Designee
 - 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 and CIWW Designee
- 2 Review of Minutes from 01-29-2024
 - Christina Murphy called for a review of the minutes from the previous meeting held on January 29, 2024. Attendees were given the opportunity to provide any additions or corrections to the minutes. Each member was invited to share their feedback to ensure accuracy and completeness.
 - Additionally, Christina Murphy assured attendees that information regarding the location of posted videos and minutes would be communicated to all members, ensuring easy access to relevant documentation, and promoting transparency.
 - No further adjustments or revisions were necessary for the minutes.
 - 3 Status of 28E/F Filing
 - The current status of filing for 28E/F demonstrates encouraging progress. However, it's essential to ensure the completeness of the documentation before proceeding further. All relevant pages must be collected and compiled to meet the filing requirements effectively. Requests have been made for any missing pages, and efforts are underway to collaborate with communities and districts to gather the necessary materials. It's imperative to have all documentation in hand before March to adhere to the filing timeline. A potential hold-up in the process is contingent upon receiving approval from the USDA.
 - 4 Update on Board Appointments
 - Discussion revolves around appointing representatives for the Technical Committee (TC) and Long Range Plan Committee.
 - Imperative to formalize appointments within the next month.
 - Deliberation includes consideration of representative, alternate, or another designated individual.
 - The agreement specifies appointee should be familiar with the organization's needs, regardless of role.
 - Terminology for representatives under consideration for clarity and consistency.
 - "Trustee" term applicable for 28E board representative, confirmation needed for committee's terminology.
 - Certain tasks depend on board being seated and operational, emphasizing urgency of appointment process.
 - 5 Proposed Meeting Time/Location
 - Discussion on appropriate time and location for meetings, preferably at MPO.
 - Narrowed down to 5-6 windows for scheduling.
 - Feedback on potential meeting times, considering availability of MPO board room.
 - Options: First Wednesday at 8:00 AM or 8:30 AM, or 4th Wednesday at 3:00 PM.
 - Concerns raised about downtown traffic for morning meetings.
 - Remote access will still be available for those unable to attend in person.
 - Acknowledgment of difficulties for individuals from the west due to morning meetings.

- Proposal for virtual option for meetings.
- Roll call vote conducted to determine preferred meeting times.
- The majority preference for Wednesday afternoon meetings.
- Suggestion to start with Wednesday afternoon meetings for the month of April.
- Recognition of challenges with November and December meetings due to holidays.
- Decision to schedule the first few meetings on the 4th Wednesday at 3:00 PM at MPO.

6 Discussion – Draft 1st Agenda

- Staff has created the first draft of the agenda for the upcoming meeting.
- The initial agenda is described as comprehensive, aimed at initiating organizational progress.
- Invitation for feedback on missing items or suggested inclusions in the agenda.
- Jody Smith to include preliminary discussion on bylaws in the draft agenda.
- Decision on where meeting minutes will be published, possibly on Des Moines Register.
- Action items include posting agendas and designation of minute publication.
- Sue Huppert proposes formation of a sub-group to review board policies in the absence of a March meeting.
- Consideration of drafting an interim board policy or creating a template with legal involvement.
- Importance stressed on having draft policies for discussion and approval by the board.
- Invitation for participation in drafting policies extended to members.
- Basic bylaws to be clarified by legal experts Rick Malm and Amy Beatie.
- Discussion on the composition and roles of the executive committee.
- Clarification is needed on the designation of executive committee members as per the 28E agreement.
- Proposal to disseminate committee information and responsibilities to all board members.
- Diane Munns volunteers to be part of the policy drafting group.
- Jody Smith was tasked with working on the bylaw side of the agenda.
- Discussion on additional items for the draft agenda.
- Deliberation on the need for an interim board and its functions.
- Consideration of workload and necessity for additional support.
- Tracking of staff time and expenses for the 28E setup process.
- Invitation for objections regarding staff involvement in legal matters.

7 Other Discussion

- Discussion on the necessity of appointing an interim CEO and defining their responsibilities.
- Assessment of workload and readiness of current members to handle tasks.
- Importance of taking action during the first meeting.
- Tracking of staff time and expenses related to the 28E setup process.
- Consideration of hiring an engineering firm to serve as the interim CEO.

- Clarification of the job description for both short-term and long-term CEO positions.
- Proposal for a small group discussion to outline the primary functions of the interim CEO role.
- Desire to involve a broader group in the discussion.
- Concerns about potential conflicts of interest for interim CEO candidates.
- Volunteers for assisting in the search process: Matt McQuillen, David Jones, and Andy Fish.
- Plan to further discuss agenda priorities and action items.
- Scheduling of another meeting for additional discussion.
- Consideration of forming subcommittees.
- Plan to update via email after committee discussion.

8 Adjournment

- Meeting adjourned at 9:09 am.