

WARREN WATER DISTRICT
Minutes of the meeting of the Board of Directors
November 20, 2023

SECTION 1-1. A regular meeting of the Board of Directors of Warren Water District was held pursuant to notice thereof duly given or waived on the 20th day of November 2023, at the Warren Water District Conference Room, 1206 E. 2nd Ave., Indianola, Iowa.

SECTION 1-2. Chairman Heemstra called the meeting to order at 6:00PM and served as Chairperson.

SECTION 1-3. Director Freeman served as Secretary of the meeting and kept the minutes.

SECTION 1-4. The following members of the Board of Directors were present at the meeting: X Benshoof, X Bussanmas, X Freeman, X Heemstra, X Nevins, X Steenhoek, X Smith, X Swedberg, and X Rankin (phone). The Chairperson declared that a quorum existed for the conduct of business. Also present for at least a part of the meeting were: **Stan Ripperger, Lisa Coffman, Char Forsyth, Marietta Almendinger, Bob Almendinger, Chris Jordan, Tammy Vogel, Rich Gates, Sandy Gates, Cara Ingle, Lauri Heald, and Andy Fish (phone).**

APPROVAL OF PRIOR MEETING MINUTES

SECTION 2-1. Minutes of the meeting of the Board of Directors held on October 16 and 30, 2023, were reviewed and an opportunity for discussion was allowed. The following corrections, (if any be set forth immediately below) were made to the aforesaid minutes of such meeting:

None

SECTION 2-2. Upon motion duly made by **Director Swedberg**, seconded by **Director Freeman** and carried, the aforesaid minutes of which meeting were approved as presented (or as corrected if noted above).

CIWW

SECTION 3-1. Resolution indicating intent to participate and authorizing the inclusion of the Warren Water District in Final Draft Agreement establishing Central Iowa Water Works (CIWW). The resolution was discussed and questions were accepted from attendees before the board voted to sign the resolution.

2024 Water and Sewer Budgets

SECTION 4-1. Stan Ripperger and Andy Fish presented the proposed 2024 Water and Sewer Budgets. After discussion the board voted to approve both budgets.

Employee Handbook – Medical Leave

SECTION 5-1. Stan Ripperger proposed a modification to the employee handbook to provide clarification on how sick and vacation time must be applied before Long or Short Term Disability plans can become available. After discussion the board voted to approve the added text.

Emergency Plan

SECTION 6-1. Stan Ripperger presented a draft Emergency Plan. After discussion the board recommended revisions.

Manager Hiring

SECTION 7-1. Warren Water District Systems Manager Stan Ripperger intends to retire by December 2024. The board formed a Manager Search Committee consisting of Director Heemstra, Director Freeman, Director Bussanmas, and Director Smith.

SECTION 7-2. The Manager Search Committee will meet on January 4, 2024 at 5 PM.

MANAGER’S REPORT

SECTION 8-1. Stan Ripperger presented his written Financial Report relating to the recent activities of the District. The Chairperson directed the Secretary of the meeting to retain such written report of a business record and to incorporate such as part of these minutes. Such report was reviewed and an opportunity for discussion thereof was allowed.

SECTION 8-2. Upon motion duly made by **Director Swedberg**, seconded by **Director Freeman**, and carried, the prior activities portion of such Financial Report was approved, ratified and confirmed as being deemed the authorized acts and doings of the District to the extent expressly disclosed in such written report, EXCEPT: **None**

SECTION 8-3. Stan Ripperger received the signed buyout agreement with Des Moines Water Works.

MANAGER REVIEW

SECTION 9-1. At 8:17 PM **Director Freeman**, seconded by **Director Bussanmas** moved to enter into closed session to discuss the Manager’s Review.

Section 9-2. At 9:06 PM **Director Freeman**, seconded by **Director Swedberg**, moved to return to open session.

MOTIONS MADE / RESOLUTIONS ADOPTED

SECTION 10. The following resolutions were presented upon motion made and either adopted or defeated as shown below:

Motion by **Director Rankin**: 2nd by **Director Freeman**

AYES 7: NAYS: 2

X Carried / ____ Failed

Resolution Number **112023-A**

BE IT RESOLVED THAT: Warren Water District will sign the Resolution indicating intent to participate and authorizing the inclusion of the Warren Water District in Final Draft Agreement establishing Central Iowa Water Works.



Motion by **Director Freeman**: 2nd by **Director Bussanmas**

AYES 9: NAYS: 0

X Carried / ____ Failed

Resolution Number **112023-B**

BE IT RESOLVED THAT: The CD reaching maturity will be rolled into a new CD with City State Bank for 17 months at 5.25%.



Motion by **Director Swedberg**: 2nd by **Director Bussanmas**
AYES 9: NAYS: 0
X Carried / ____ Failed
Resolution Number **112023-C**

BE IT RESOLVED THAT: **The Warren Water District Board of Directors approve the 2024 water budget as presented.**

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Motion by **Director Swedberg**: 2nd by **Director Smith**
AYES 9: NAYS: 0
X Carried / ____ Failed
Resolution Number **112023-D**

BE IT RESOLVED THAT: **The Warren Water District Board of Directors approve the 2024 sewer budgets as presented during the October board meeting.**

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Motion by **Director Swedberg**: 2nd by **Director Bussanmas**
AYES 9: NAYS: 0
X Carried / ____ Failed
Resolution Number **112023-E**

BE IT RESOLVED THAT: **The fourth paragraph in Section 2-7 Insurance of the Employee Handbook will be modified to include the sentence “To become eligible all accrued sick time and vacation time must be used.” After the second sentence in the paragraph. The paragraph will read: “A Long and Short Term Disability Insurance Plan is in effect for full-time employees. This coverage is available after thirty days of continuous full-time employment. To become eligible all accrued sick time and vacation time must be used. Eligibility requirements, terms and conditions of the coverage and rate information are as set forth in the official plan documents, which are available from the Manager and which may be modified at any time.”**

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OTHER BUSINESS

Section 6-1. A Manager Search Committee was established: Director Freeman, Director Smith, Director Heemstra and Director Bussanmas.

NEXT MEETING OF THE BOARD OF DIRECTORS

Unless a special meeting be sooner called or notice of change sooner be given, the next regular meeting of the Board would be held at the Warren Water District Conference Room, **January 15, 2024 at 6:00 PM.**

ADJOURNMENT: There being no further business, and upon motion duly made by **Director Steenhoek**, seconded by **Director Bussanmas**. The meeting was adjourned at **9:19 PM**.

Respectfully submitted:

Carol Butler Freeman

Carol Freeman, Secretary of the Meeting