

**Des Moines Metropolitan Wastewater Reclamation Authority Finance
Committee
Tuesday, December 21, 2021 @ 2:00 P.M.**

**MEETING LOCATION:
BURNHAM CONFERENCE ROOM
DES MOINES METROPOLITAN PLANNING ORGANIZATION
420 WATSON POWELL JR. WAY, SUITE #200
DES MOINES, IOWA**

MINUTES

Members in Attendance

Vern Willey, Altoona
Matt McQuillen, Clive*
Nickolas Schaul, Des Moines
Jim Sanders, Johnston
Dena Spooner, Pleasant Hill*
Tim Moerman, Waukee
Jody Smith, West Des Moines

Others in Attendance

Scott Hutchens, Operating Contractor
James Beck, Operating Contractor
Roxane Vaughan, Operating Contractor
Kathy Vanderpool, Operating Contractor
Eric Boehlert, Ahlers & Cooney
Elizabeth Burnett, Ahlers & Cooney
Matt Stoffel, PFM
Stephen Wewers, PFM
Jon Burmeister, PFM
Elizabeth Hanson, Clive

* Participated in the meeting via telephone due to the fact that it was impractical or impossible to participate in the meeting in person.

Jody Smith called the meeting to order at 2:00 p.m.

ITEM 1: Information on RNG Sales Short Term & Long Term - Information and possible recommendation

Scott Hutchens started the discussion with the memo about the expected revenues from both short-term and long-term agreements. The committee discussed the revenues received and what debt service would be best to apply the revenues toward other than the actual project debt incurred. Consensus to repay the project costs and project loan 2018D-2 with the first revenues received.

ITEM 2: Budget Information - Information and possible recommendation

Scott Hutchens gave an overview of the Organizational Chart and the individual specifics for each department. He noted there are 98 filled positions and several positions that are

vacant due to retirements or for other various reasons. Staff clarified that funds collected for staffing but not used due to vacant positions are included in the credit back to communities/districts. He went on to discuss the new positions that were added to the Organizational Chart and the needs for those positions at this time.

Nick Schaul made a motion to recommend adoption of the staffing plan and Tim Moerman seconded the motion. The motion passed unanimously.

Scott Hutchens gave an overview of the injury report provided by the workers compensation insurance company and noted that lost-time injuries have continued on the downward trend. He attributed this to the fact that the WRA has its own Safety Manager and some of the efforts to improve safety at the WRA facilities.

Scott Hutchens then gave a brief overview of the flows that were approved by the WRA Technical Committee in December 2021 and noted the changes from 2020 to 2021. Matt Stoffel commented on the budget comparison sheet that was provided for the item and he noted the changes that are made in the allocations for communities based upon their flow changes.

ITEM 3: Certificates Timing Information - Information and possible recommendation

Roxane Vaughan noted that Staff has been working on the CIP and that there will be a few several projects bidding in the Spring of 2022. There is still \$20,000,000 available in certificate capacity. She noted the need for new certificates on July 1, 2022 that includes Grimes as an official member of the WRA; PFM will begin the process in April.

ITEM 4: Finance Committee Membership - Discussion and possible recommendation

Jody Smith gave an overview of the committee and its membership and potential changes that will happen in the next year. After a brief discussion it was determined that Staff would bring a new resolution to the WRA Board in one of the first few months of 2022 to make the changes discussed.

ITEM 5: Other Business

Jody Smith asked that Des Moines legal provide a cost summary for each of the projects that require outside legal consultation so that the total direct costs are documented.

Scott Hutchens noted the audit was delayed this year but it will be coming at a later date.

Meeting adjourned at 2:39 PM