

**MINUTES OF MEETING OF FINANCE AND AUDIT COMMITTEE  
OF THE BOARD OF WATER WORKS TRUSTEES  
PURSUANT TO NOTICE**

November 10, 2020

3:30 p.m.

The Meeting was conducted by video conference.

Present (by Video or Audio Conference Link):

Board Members: Mr. Joel Aschbrenner, Mr. Graham Gillette, Ms. Susan Huppert, and Ms. Diane Munns

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

Also in attendance: Melissa Walker (MW Media Consultants, LLC)

Meeting called to order at 3:30 p.m.

1. Professional Services Selection

Mr. McCurnin provided history on the guidelines that have governed staff's Professional Services Selection that were adopted in 2009. He proposed modifying the process for acquiring services that fall below the \$100,000 board approval threshold to streamline administrative efforts for both DMWW staff and potential respondents.

Ms. Munns joined the meeting in progress at 3:36 p.m.

Board members, listed above as present, were in favor of the proposed modifications and tasked staff with reporting acquired professional services at the regular monthly board meetings.

2. Departmental Budget Overview

The Directors shared an overview of their respective departments' budgets, highlighting variances from 2020 to 2021.

Ms. Huppert commended staff's work on the expense allocation overview recently given to West Des Moines and Urbandale as a part of the ongoing regionalization meetings.

3. CEO and General Manager's Comments

Mr. Corrigan shared that FCS Group's additional work on regionalization through the end of October has totaled \$35,700. He also reported that DMWW field staff is no longer going into customers' homes and employees have started taking company vehicles home again to limit congregating at the beginning and end of shifts in response to increasing prevalence of COVID-19 cases. There is no plan yet to close the office to the public or suspend service terminations at this time.

Mr. Gillette asked that staff be reminded to continue to disinfect shared equipment and workspaces.

4. Public Comments – There were no comments from the public.

Meeting adjourned at 4:45 p.m.