



CENTRAL IOWA REGIONAL DRINKING WATER COMMISSION

**Worksession
Clive City Hall
1900 NW 114th St.
Tuesday, April 1, 2008
4:00 p.m.**

1. Introductions

Commission Chairman Scott Cirksena welcomed those in attendance at the Central Iowa Regional Drinking Water Commission Worksession at 4:12 p.m. All attendees introduced themselves. Present were:

City Of Altoona –Karen Oppelt (Alt-EX-O)

City of Ankeny – Tom Strait (Rep)

City of Clive – Scott Cirksena (Rep), Bart Weller (EX-O)

City of Pleasant Hill – Gary Patterson (Alt-EX-O)

City of Waukee – Don Bailey (Rep)

City of Windsor Heights – Louise Moon (Rep)

Des Moines Water Works – Bob Riley (Rep), Randy Beavers (EX-O), Amy Kahler (Staff)

Urbandale Water Utility – Rich Foust (EX-O), Dale Acheson (Alt-EX-O)

Xenia Rural Water – Dorman Otte (Alt-EX-O)

1. Review of February 28, 2008 Worksession Minutes

Chair Scott Cirksena began the meeting by reviewing draft minutes of the last worksession meeting and summarizing discussion. Worksession minutes will be presented at the April 22, 2008 CIRDWC meeting for approval.

2. Review of Bylaws and 28E

Attendees participated in a discussion related to the Commission's bylaws and identified potential areas for revision and/or further consideration. Ideas offered included:

- a. Article III, Section 6 – A process should be developed to notify member communities for failure to attend three consecutively scheduled meetings. It was suggested that the Chair send a letter (attaching copies of the bylaws and the 28E Master Agreement) to all member communities affirming their wish to continue membership in CIRDWC. In addition, it was suggested that if a community is not represented by a primary or alternate representative for 3 consecutive meetings, the Chairperson will first give the representative a courtesy call. If absences continue, the Chair will call the Mayor and/or Council or Board, and finally, will send a letter to the Council or Board asking if the community wishes to withdraw from the Commission. Per the 28E, any terminations must be communicated to the Chairperson by January 1, with termination effective July 1. Terminations are not effective at any other time.

- b. Article IV, Section 3 – It was suggested that DMWW's legal counsel review this section, especially subsection 2, so it is written more succinctly. In addition, it was clarified that for all Commission meetings and worksessions, the hosting facility needs to post the agenda. The agenda is also posted at DMWW and on DMWW's website. DMWW will begin to send such notices to their media distribution list as well.
- c. Article 5, Section 5 – It was clarified that officers must be appointed from among primary representatives.
- d. There was discussion on quorum requirements at Commission meetings. With 23 members, it was clarified that 12 representatives must attend a meeting in order to meet quorum. If 12 members are not in attendance, the Commission can take no action on items. Special attention will be given in 2008 to try to increase attendance and participation in CIRDWC efforts.

3. 2008 Activities and Initiatives

Three key initiatives were identified and discussed:

- 1. Long Range Planning, especially resource planning
- 2. Saylorville storage
- 3. Water quality

Information on these three topics will be presented at the April 22 Commission meeting.

Meeting was adjourned at 5:50 p.m.