

**WARREN WATER DISTRICT**  
**Minutes of the meeting of the Board of Directors**  
**September 15, 2025**

**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 15th day of September 2025, at the Warren Water District Conference Room, 1206 E. 2<sup>nd</sup> Ave., Indianola, Iowa.

**SECTION 1-2.** Chairman Heemstra called the meeting to order at 6:00 p.m. 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 Bussanmas, X Swedberg, X Heemstra, X Freeman, X Smith, \_\_ Rankin, X Nevins, \_\_ Benshoof, and X Brant.** The Chairperson declared that a quorum existed for the conduct of business. Also present for at least a part of the meeting were: **Matt Van Wyk, Lisa Coffman and Matt Stoffel of PFM Financial.**

**Matt Stoffel gave a CIWW preliminary 2026 budget overview.**

**APPROVAL OF PRIOR MEETING MINUTES**

**SECTION 2-1.** Minutes of the meeting of the Board of Directors held on July 21, 2025, 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 Brant**, and carried, the aforesaid minutes of which meeting were approved as presented (or as corrected if noted above).

**MANAGER'S REPORT**

**SECTION 3-1.** Matt Van Wyk presented his written Financial Report relating to July and August 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.

**SECTION 3-2.** Upon motion duly made by **Director Freeman**, seconded by **Director Bussanmas**, 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 3-3.** Review of EPA Emergency Response Plan and Risk and Resilience Plans.

**SECTION 3-4.** Attended IAWA Conference.

**SECTION 3-5.** Insurance renewals review in progress.

**SECTION 3-6.** Chuck Tyler with SA3 Wealth was in the office to discuss individually with everyone their retirement plan.

**SECTION 3-7.** We have been interviewing for a new Customer Service Representative as one of the full-time office staff is leaving at the end of September.

**SECTION 3-8.** Warren County Shop asked about cost for upgrades needed to get them the water they desire. It would be very costly.

**SECTION 3-9.** Boiler repairs at the office were completed last week.

**SECTION 3-10.** Our Zoom contract is up in October. An option of using Teams was discussed. The board was ok with using Teams instead of Zoom.

**MOTIONS MADE / RESOLUTIONS ADOPTED**

**SECTION 4.** The following resolutions were presented upon motion made and either adopted or defeated as shown below:

Motion by **Director Smith:** 2nd by **Director Swedberg**  
AYES 7: NAYS: 0  
X Carried / \_\_\_\_ Failed  
Resolution Number 091525-A

**BE IT RESOLVED THAT: The Warren Water District Board of Directors approved to table rates and fees schedule discussion until the October board meeting.**

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**MOTIONS MADE / RESOLUTIONS ADOPTED**

**SECTION 4.** The following resolutions were presented upon motion made and either adopted or defeated as shown below:

Motion by **Director Swedberg:** 2nd by **Director Nevins**  
AYES 7: NAYS: 0  
X Carried / \_\_\_\_ Failed  
Resolution Number 091525-B

**BE IT RESOLVED THAT: The Warren Water District Board of Directors approves the purchase of four Badger pressure monitors not to exceed \$25,000.**

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**MOTIONS MADE / RESOLUTIONS ADOPTED**

**SECTION 4.** The following resolutions were presented upon motion made and either adopted or defeated as shown below:

Motion by **Director Nevins:** 2nd by **Director Swedberg**  
AYES 7: NAYS: 0  
X Carried / \_\_\_\_ Failed  
Resolution Number 091525-C

**BE IT RESOLVED THAT: The Warren Water District Board of Directors approves allowing Xenia to serve water to the Dexter Rail Park project in hand.**

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**MOTIONS MADE / RESOLUTIONS ADOPTED**

**SECTION 4.** The following resolutions were presented upon motion made and either adopted or defeated as shown below:

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

AYES 7: NAYS: 0

X Carried / \_\_\_\_ Failed

Resolution Number 091525-D

**BE IT RESOLVED THAT: The Warren Water District Board of Directors approve to table Senate file 592 until the October board meeting.**

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**MOTIONS MADE / RESOLUTIONS ADOPTED**

**SECTION 4.** The following resolutions were presented upon motion made and either adopted or defeated as shown below:

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

AYES 7: NAYS: 0

X Carried / \_\_\_\_ Failed

Resolution Number 091525-E

**BE IT RESOLVED THAT: The Warren Water District Board of Directors approve additions to the employee handbook:**

**Background check**

WWD requires that applicants offered employment pass a background check prior to commencing employment.

**Probationary Period and Residency Requirements**

Each new hire shall be “on probation” for Thirty (30) days. Employment during the probationary period is at the exclusive discretion of the employer. No explanation or justification for failing to continue employment need be given. Completion of a probationary period does not change an employee’s status as an at-will employee and does not restrict the WWD’s right to terminate employment.

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**MOTIONS MADE / RESOLUTIONS ADOPTED**

**SECTION 4.** The following resolutions were presented upon motion made and either adopted or defeated as shown below:

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

AYES 7: NAYS: 0

X Carried / \_\_\_\_ Failed

Resolution Number 091525-F

BE IT RESOLVED THAT: The Warren Water District Board of Directors retracts the motion 072125-B to purchase a new boardroom table.

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**NEXT MEETING OF THE BOARD OF DIRECTORS**

The chairperson declared that (unless a special meeting be sooner called or notice of change sooner be given), the next regular meeting of the Board will be held at the Warren Water District Conference Room, **October 20, 6:00 PM.**

**ADJOURNMENT:** There being no further business, and upon motion duly made by **Director Swedberg**, seconded by **Director Smith**. The meeting was adjourned at 8:36PM.

**Respectfully submitted:**

*Carol Butler Freeman*

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**Carol Freeman, Secretary of the Meeting**