

WARREN WATER DISTRICT
Minutes of the meeting of the Board of Directors
November 17, 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 17th day of November, 2025, at the Warren Water District Conference Room, 1206 E. 2nd Ave., Indianola, Iowa.

SECTION 1-2. Director Nevins 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, __ Heemstra, X Freeman, X Smith, __ Rankin, X Nevins, X Benshoof, and __ Brant.** The Chairperson declared that a quorum existed for the conduct of business. Also present for at least a part of the meeting were: **Andy Fish, Matt Van Wyk and Lisa Coffman**

APPROVAL OF AGENDA

SECTION 2-1 Upon motion duly made by **Director Freeman**, seconded by **Director Swedberg**, and carried, the November agenda was approved as presented.

APPROVAL OF PRIOR MEETING MINUTES

SECTION 3-1. Minutes of the meeting of the Board of Directors held on October 20th, 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 3-2. Upon motion duly made by **Director Bussanmas**, seconded by **Director Smith**, and carried, the aforesaid minutes of which meeting were approved as presented (or as corrected if noted above).

MANAGER'S REPORT

SECTION 4-1. Matt Van Wyk 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 4-2. 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 4-3. New truck for manager was purchased last month.

SECTION 4-4. Sarah Hansen to put together a notice for Facebook on to how to keep your meter from freezing.

SECTION 4-5. Matt and Director Nevis will attend the tour of the Fleur Dr. water treatment facility on November 18th.

SECTION 4-6. Contractor/Engineer for Warren County shop contacted Matt about why a 3/4" meter was installed. Our response was that the size of the meter is requested by the developer/customer not by Warren Water.

Senate File 592

SECTION 5-1. Matt has proposed a revised policy based on the recently passed Senate File 592 and submitted it for legal review.

SECTION 5-2. Matt is also working with Warren County to determine a notification process so we can know when an ADU is being constructed and when a parcel is split and may need to be separated.

MOTIONS MADE / RESOLUTIONS ADOPTED

SECTION 6. The following resolutions were presented upon motion made and either adopted or defeated as shown below:

Motion by **Director Swedberg:** 2nd by **Director Bussanmas**
AYES 6: NAYS: 0
X Carried / ____ Failed
Resolution Number 111725-A

BE IT RESOLVED THAT: The Warren Water District Board of Directors approve the 2026 water budget.

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Motion by **Director Smith:** 2nd by **Director Bussanmas**
AYES 6: NAYS: 0
X Carried / ____ Failed
Resolution Number 111725-B

BE IT RESOLVED THAT: The Warren Water District Board of Directors approve the 2026 Bevington sewer budget.

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Motion by **Director Smith:** 2nd by **Director Bussanmas**
AYES 6: NAYS: 0
X Carried / ____ Failed
Resolution Number 111725-C

BE IT RESOLVED THAT: The Warren Water District Board of Directors approve the 2026 East Peru sewer budget.

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Motion by **Director Swedberg:** 2nd by **Director Bussanmas**
AYES 6: NAYS: 0
X Carried / ____ Failed
Resolution Number 111725-D

BE IT RESOLVED THAT: The Warren Water District Board of Directors approved taking \$30,000 from the Peru Sewer Beginning Unrestricted Cash Balance to be invested per the investment policy and reviewed annually with the invested amount designated for future dredging of the Peru lagoon.

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

AYES 6: NAYS: 0

X Carried / ____ Failed

Resolution Number 111725-E

BE IT RESOLVED THAT: **The Warren Water District Board of Directors provisionally approves the revising the Auxiliary Dwelling Unit policy as follows pending legal review.**

Section 6.A The following sentences to be added at the end of the first paragraph of this section: “An Exception is made for Iowa Code Section 331.301 subsection 27, in regards for Accessory Dwelling Units (ADU), whereas construction of an ADU will not be considered a separate water user. If the ADU no longer meets Iowa Code Section 331.301 subsection 27 description of an ADU then a separate pit shall be set, and the dwelling will be considered a separate water user.

and

Section 8.B. The following sentence to be added at the end of this paragraph: “An exception is made to this section to comply with Iowa Code regarding ADUs. (See section 6.A)”

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

AYES 6: NAYS: 0

X Carried / ____ Failed

Resolution Number 111725-F

BE IT RESOLVED THAT: **The Warren Water District Board of Directors approve a 4.5% pay increase for Systems Manager Matt Van Wyk, the system manager.**

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CIWW

SECTION 7-1. All member agencies need to sign the budget certificate.

OTHER MATTERS REVIEWED AND DISCUSSED

SECTION 8-1. In addition to those items shown on any attached meeting agenda or under resolutions noted above, the following other matters of business were reviewed/discussed at the meeting.

SECTION 8-2. **Director Nevins** would like to have a board meeting in August to make September meeting shorter. Discussion was to keep September shorter through pre-planning.

SECTION 8-3 After discussion it would be helpful to prebook Matt Stoffel to come in July to discuss CIWW budget planning.

Manager Review

SECTION 9-1. The board provided Systems Manager Matt Van Wyk with his annual review.

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 would be held at the Warren Water District Conference Room, **January 19, 6:00 PM.**

ADJOURNMENT: There being no further business, and upon motion duly made by **Director Smith**, seconded by **Director Benshoof**. The meeting was adjourned at **8:35 pm.**

Respectfully submitted:

Carol Butler Freeman

Carol Freeman, Secretary of the Meeting