

****The February 23, 2021, Board of Water Works Trustees Meeting will be conducted online****

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MEETING

Board of Water Works Trustees

Des Moines Water Works

February 23, 2021

3:30 p.m.

Decision Agenda

I. Consent Agenda:

- A. Minutes, January 26, 2021, Board of Water Works Trustees Meeting
Minutes, February 2, 2021, Planning Committee Meeting
Minutes, February 2, 2021, Customer Relations Committee
- B. Financial Statements
- C. List of Payments for January 2021
- D. Summary of CEO-Approved Expenditures in Excess of \$20,000
- E. Next Meeting Date – March 23, 2021

II. Public Comment Period:

III. Action Items:

- A. Appeal of Leak Adjustment – 13286 NE 56th Street
- B. Authorize CEO and General Manager to Execute Professional Services Agreement with HDR Engineering, Inc., for Strategic Planning Facilitation
- C. Acceptance of Saylorville Water Treatment Plant RO Unit No. 4 Installation
- D. Request Authorization to Establish the Date of Public Hearing for MidAmerican Energy Company Electric Easement at Nollen Standpipe and Pump Station as the Date of the March 2021 Board Meeting
- E. Request Authorization to Solicit Bids for 2021 Des Moines Water Main Replacement Contract 1 – E. Pleasantview Drive and E. 17th Street and Establish the Date of the Public Hearing as the Date of the March 2021 Board Meeting
- F. Request Authorization to Reimburse the City of Des Moines for Water Main Relocations for Fleur Drive Reconstruction from George Flagg Parkway to Watrous Avenue, Phase 1 Northbound Lanes
- G. Request Authorization to Reimburse the City of Des Moines for Ingersoll Avenue Streetscape from 28th Street to 24th Street (North Side) - Phase 2

- H. Request Authorization to Reimburse the City of Des Moines for Ingersoll Avenue Reconstruction – Polk Boulevard to 42nd Street
- I. Request Authorization to Reimburse the City of Des Moines for Hamilton Drain Storm Water Improvements Phase 1
- J. Request Permission to Establish the Date of the Public Hearing for MidAmerican Energy Company Underground Electric Easement at NW 26th Street Booster Station as the Date of the March 2021 Board Meeting
- K. Regionalization Discussion – Possible Closed Session

The Board of Water Works Trustees may hold a closed session under Section 388.9(1), Code of Iowa, to discuss marketing and pricing strategies and proprietary information that may impact its competitive position by public disclosure not required of potential or actual competitors related to ongoing negotiations over creating an integrated regional water authority. Each of these topics should be discussed in closed session to avoid disclosure likely to prejudice or disadvantage the position of the Des Moines Water Works.

IV. Information Items:

- A. Board Committee Reports
 - Planning Committee
 - Finance and Audit Committee
 - Customer Relations Committee
 - Bill Stowe Memorial Committee
 - Greater Des Moines Botanical Garden Board
 - Des Moines Water Works Park Foundation Board
- B. Staff Updates:
 - External Affairs
- C. CEO and General Manager’s Comments
 - COVID-19 Update
- D. Contract Status and Professional Services Agreements

<p>OSHA Recordable Injuries YTD: 0</p>

V. Adjournment

Schedule of Board Activities – March and April

March

<u>Date and Time</u>	<u>Location</u>	<u>Meeting</u>
2 3:30 p.m.	Board Room	Planning Committee
2 Immediately Following Planning Meeting	Board Room	Customer Relations Committee
9 3:30 p.m.	Board Room	Finance and Audit Committee
23 3:30 p.m.	Board Room	Board of Water Works Trustees

April

<u>Date and Time</u>	<u>Location</u>	<u>Meeting</u>
6 3:30 p.m.	Board Room	Planning Committee
6 Immediately Following Planning Meeting	Board Room	Customer Relations Committee
13 3:30 p.m.	Board Room	Finance and Audit Committee
27 3:30 p.m.	Board Room	Board of Water Works Trustees

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES
PURSUANT TO NOTICE
Tuesday, January 26, 2021**

The Meeting was conducted by video conference.

Present (by Video or Audio Conference Link):

Board Members: Chairperson Mr. Graham Gillette, presiding; Mr. Joel Aschbrenner, Ms. Andrea Boulton, Ms. Susan Huppert and Ms. Diane Munns

Staff members: Theresa Braden, Pat Bruner, Nathan Casey, Ted Corrigan, Kyle Danley, Peggy Freese, Doug Garnett, Amy Kahler, Mike McCurnin, Jenny Puffer, Jennifer Terry, and Michelle Watson

Also in attendance: John Lande (legal counsel), Rick Malm (legal counsel), Melissa Walker (MW Media Consultants, LLC)

Mr. Gillette called the meeting to order at 3:30 p.m.

Consent Agenda –

A motion was made by Ms. Huppert, seconded by Ms. Munns, to approve Consent Items A, B, C, D, E, F, and G (Approval of Minutes, December 22, 2020, Board of Water Works Trustees Meeting; Minutes, January 5, 2021, Planning Committee Meeting; Minutes, January 5, 2021, Customer Relations Committee Meeting; Minutes, January 12, 2021, Finance and Audit Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for November 2021; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; Reserve Funds Investment Policy; Depositories for Des Moines Water Works Funds; and Approval of February 23, 2021, as the next meeting of the Board of Water Works Trustees). Upon roll-call vote, the motion was adopted with each member of the Board voting in favor of the motion.

Public Comment Period

No comments were received from the public.

Receive and File Cost of Service Report

In 2017, Raftelis was engaged to review the DMWW cost of service study to ensure the principles and methodologies used are consistent with generally accepted industry standards. At that time, Raftelis recommended several changes, including changing from a historical cost model to a forward-looking revenue requirements model, and the utility adopted that recommendation. Last fall, staff input the 2021 budget into the Raftelis cost of service model, and the results of that analysis informed 2021 rate setting discussions prior to rates being approved in October 2020.

Staff has now prepared an executive summary report of those cost of service results using the 2021 budget numbers. Figure 13, in particular, summarizes the results previously communicated during budget and rate discussions. The Raftelis model assigns the costs attributable to peaking based on the demands each customer places on the system and calculates costs for wholesale customers as a class, as well as by individual wholesale customer.

Staff will distribute the cost of service report to wholesale and Total Service customers once accepted by the Board of Trustees.

A motion was made by Mr. Aschbrenner, and seconded by Ms. Huppert, to receive and file the Cost of Service Study. Upon roll-call vote, the motion was adopted with each member of the Board voting in favor of the motion.

Request Authorization to Solicit Bids for 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe and Establish the Date of the Public Hearing as the Date of the January 2021 Board Meeting

A Public Hearing was opened by Chairperson Gillette for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe project. Receiving no oral or written comments, the Public Hearing was closed. The Board found no suitable alternative facility was available for rent or sharing.

A motion was made by Ms. Munns for adoption of the form of contract, plans and specifications, and estimated cost for the Project. The motion was seconded by Ms. Boulton. Upon roll-call vote, the motion was adopted with each member of the Board voting in favor of the motion.

After an analysis of the bids received was presented and considered, a motion was made by Ms. Boulton, seconded by Mr. Aschbrenner, to award the 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe Contract to J.R. Stelzer Co. for the Base Bids and Alternates combined, in the total amount of \$1,145,524, and authorize the Chairperson and the CEO and General Manager to execute the contract. Upon roll-call vote, the motion was adopted with each member of the Board voting in favor of the motion.

MidAmerican Energy Company Underground Gas Easement Amendment

A Public Hearing was opened by Chairperson Gillette for comments from the public regarding the execution of an easement amendment in favor of MidAmerican Energy Company (“MEC”) across DMWW real estate. Receiving no oral or written comments, the Public Hearing was closed.

In May of 1951, the Board of Water Works Trustees granted an easement, along a specific route, to Iowa Power and Light Company for the right and privilege to install a pipeline for the transportation of gas. The easement was modified in 1954. It appears the 1954 modification was done to better define the actual routing of the pipeline facility. The pipeline facility is currently installed in easement on DMWW property from a point south of George Flagg Parkway and west of SW 30th Street to the northwest under the Raccoon River and then nearly 1,400 more feet to the north on DMWW property. Recent observations indicate the pipeline facility has been exposed by erosion along the north bank of the Raccoon River. Such exposure puts the facility at risk. MEC recently approached DMWW staff about easement modifications to allow the original facility to be replaced. MEC intends to install a new gas line adjacent to existing gas line and then abandon the existing facility that is at risk.

A motion was made by Ms. Munns, seconded by Ms. Huppert to authorize the Chairperson and CEO and General Manager to execute the MidAmerican Energy Company Underground Gas Easement Amendment in the form as presented. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

Request Authorization to Reimburse the City of Des Moines for River Bend and King Irving Sewer Separation – Phase 2A Project

In December 2018, the Board of Water Works Trustees authorized staff to reimburse the City of Des Moines for Water Main Relocations for River Bend and King Irving Sewer Separation – Phase 2A in the amount of \$169,800.00. A detention pond located within the city project required the installation of an additional 114 feet of new 8-inch water main to route around the pond. Change Order Items 1.01 to 1.11 are items required for the new water main installation and total \$39,581.86. Final bid quantities used for the project were reconciled by the city engineer. Two additional alterations were required in areas where sewer conflicted with existing water main. Two additional hydrant relocations were required due to field conditions. No foundation rock or manufactured sand were required so these items were deducted. These quantity adjustments total \$63,961.00. The additional amount for the additional items described above is \$103,542.86.

The revised project reimbursement amount including these additional items is \$273,342.86.

A motion was made by Ms. Huppert, and seconded by Mr. Aschbrenner, to authorize staff to reimburse the City of Des Moines River Bend and King Irving Sewer Separation – Phase 2A Project in the revised amount of \$273,342.86. Upon roll-call vote, the motion was adopted with each member of the Board voting in favor of the motion.

Request Authorization to Solicit Bids for Nitrate Removal Facility Crawlspace Renovation and Establish the Date of the Public Hearing as the Date of the March 2021 Board Meeting

The Fleur Drive Water Treatment Plant (FDWTP) Nitrate Removal Facility is housed in a building that was constructed over the top of the clearwell structure in the early 1990's. The floor of this building is comprised of structural steel spanning above the clearwell roof which forms a gap between the two structures referred to as the Nitrate Removal Facility Crawlspace.

The purpose of this project is to restore and reconstruct the crawlspace using material systems that are better suited for the aggressive crawlspace environment including steel framing protection and adhered isolation barriers. The cost estimate for this project has been established at \$609,000.

A motion was made by Mr. Aschbrenner, and seconded by Ms. Boulton, to solicit bids for the Nitrate Removal Facility Crawlspace Renovation and Establish the Date of Public Hearing as the Date of the March 2021 Board Meeting. Upon roll-call vote, the motion was adopted with each member of the Board voting in favor of the motion.

Approval of Chair's Selection of Board Members' Representation on External Boards and Committees of the Board of Trustees

Chairperson Gillette reported that he has made appointments to the following external Boards:

Central Iowa Regional Drinking Water Commission – Mr. Graham Gillette;
Des Moines Water Works Park Foundation – Ms. Andrea Boulton, Mr. Joel Aschbrenner; and
Mr. Mike McCurnin (ex officio);
Greater Des Moines Botanical Garden – Mr. Graham Gillette.

Chairperson Gillette reported that he has also appointed Board members to the following committees of the Board of Trustees:

Customer Relations Committee – Ms. Susan Huppert (Chair) and Ms. Diane Munns;
Finance and Audit Committee – Mr. Joel Aschbrenner (Chair) and Ms. Susan Huppert;
Planning Committee – Ms. Andrea Boulton (Chair) and Ms. Diane Munns.

These appointments will be effective for the calendar year 2021. No action was required.

Appointment of Treasurer to the Board of Water Works Trustees

After 25 years of service, Peggy Freese, CFO and Treasurer to the Board of Water Works Trustees, will be retiring from Des Moines Water Works on February 1, 2021. Amy Kahler will fill the position of Chief Financial Officer for the utility and therefore it is proposed that she also be appointed by the Board to the office of Treasurer to the Board of Water Works Trustees effective January 31, 2021., in accordance with Section 208.4 of the Board Policy Manual, which states that "The Chief Financial Officer of the Des Moines Water Works shall be the Board of Trustees Treasurer."

A motion was made by Ms. Huppert, and seconded by Ms. Munns, to appoint Amy Kahler, CFO, as Treasurer to the Board of Water Works Trustees effective January 30, 2021. Upon roll-call vote, the motion was adopted with each member of the Board voting in favor of the motion.

Board Committee Reports

The following reports were provided:

- Planning Committee – A meeting was held on January 5, 2021 as reflected in the minutes thereof. Ms. Boulton offered no additional comments.
- Finance and Audit Committee – A meeting was held on January 12, 2021 as reflected in the minutes thereof. Mr. Gillette offered no additional comments.
- Customer Relations Committee – A meeting was held on January 5, 2021 as reflected in the minutes thereof. It was decided to discuss the decision-making process and governance at the February Customer Relations Committee, with the option of going into closed session.
- Bill Stowe Memorial – Mr. Gillette offered no additional comments.
- Greater Des Moines Botanical Garden – Mr. Gillette shared that a search committee has four candidates that they will interview for the Garden's CEO position.
- Des Moines Water Works Park Foundation Board – Ms. Boulton shared that the Renaissance Group has been hired to assist with fundraising campaign and a strategic planning retreat will be held in February.

Staff Updates

External Affairs - Ms. Terry provided a legislative update the board and staff.

CEO and General Manager's Comments

- COVID-19 Response – Mr. Corrigan shared that utility operations have remained unchanged over the last several months.
- 2021 Utility Goals - Mr. Corrigan presented the 2021 Utility Goals: Treatment Expansion Evaluation, Response Plan to Lead & Copper Rule Revisions, Compete a Five-Year Organizational Strategic Plan, and Safety.

Adjournment – Meeting adjourned by unanimous consent.

5:02 p.m. adjourned

**MINUTES OF MEETING OF PLANNING COMMITTEE
OF THE BOARD OF WATER WORKS TRUSTEES
PURSUANT TO NOTICE**

Tuesday, February 2, 2021

3:30 p.m.

The Meeting was conducted by video conference.

Present (by Video or Audio Conference Link):

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

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

Also in Attendance: John Lande (legal counsel), Rick Malm (legal counsel), Melissa Walker (MW Media Consultants, LLC)

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

1. Five-Year Water Quality Initiatives

Ms. Terry presented water quality priorities for 2021-2026, which include influencing land use change on farm ground in our watersheds, promoting and supporting drainage district modernization that benefits all watershed stakeholders, and promoting policies and practices that curb harmful algal blooms. Ms. Walker provided information on DMWW's Communications Strategy and Public Relations Campaign, outlining communication objectives, potential partners, and communication tactics.

Mr. Gillette joined the meeting in progress at 3:55 p.m.

2. Review and Discuss Planning Committee Duties

Formal consideration of this matter was deferred.

3. CEO and General Manager's Comments

There were no additional comments from Mr. Corrigan.

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

Meeting adjourned at 4:15 p.m.

**MINUTES OF MEETING OF CUSTOMER RELATIONS COMMITTEE
OF THE BOARD OF WATER WORKS TRUSTEES
PURSUANT TO NOTICE**

Tuesday, February 2, 2021

Immediately following the 3:30 p.m. Planning Committee Meeting

The Meeting was conducted by video conference.

Present (by Video or Audio Conference Link):

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

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

Also in Attendance: John Lande (legal counsel), Rick Malm (legal counsel), Melissa Walker (MW Media Consultants, LLC)

Meeting called to order at 4:15 p.m.

1. Regional Utility Governance – Update and Discussion
Mr. Corrigan led a discussion about the decision-making process for regionalization and how to bring it to conclusion in a reasonable amount of time. Ms. Kahler presented a review of possible parameters for weighted voting, including weighted consumption; weighted max day consumption; ; max day; and population served.
2. Possible Closed Session
After discussion, board members decided against going into closed session in view of the lack of a well-defined limited scope for such a session.
3. Review and Discuss Customer Relations Committee Duties
Formal consideration of this matter was deferred. CEO and General Manager's Comments
Mr. Corrigan stated that substantial ammonia is currently present in the Raccoon River, so the utility is using the Des Moines River instead. Twenty employees have tested positive for COVID-19 to date.
4. Public Comments – There were no comments from the public.

Meeting adjourned 5:15 p.m.

**DES MOINES WATER WORKS
FINANCIAL STATEMENT COMMENTS
FOR THE MONTH ENDED January 31, 2021**

STATEMENT OF NET POSITION

Below are summaries of financial position and activity for the month of January 2021:

Summary Net Position (in millions)

	Jan 31, 2021	Dec 31, 2020
Cash	\$17.9	\$18.6
Invested Cash	5.0	5.0
Accounts Receivable	11.0	12.2
Operating Reserves	12.3	12.3
Revenue Bond Reserves	5.2	4.9
Other Assets	5.1	5.2
Fixed Assets	547.7	547.7
Less: Accumulated Depreciation	<u>(211.6)</u>	<u>(210.8)</u>
Net Fixed Assets	336.0	336.9
Construction in Progress	<u>29.0</u>	<u>28.8</u>
Total Assets	<u>421.4</u>	<u>423.8</u>
Deferred Outflows of Resources	5.2	5.2
Total Assets & Deferred Outflows of Resources	<u>426.6</u>	<u>429.0</u>
Current Liabilities	15.9	17.9
Long-Term Liabilities	49.6	49.7
Other Liabilities	<u>2.4</u>	<u>2.4</u>
Total Liabilities	68.0	70.0
Deferred Inflows of Resources	7.0	7.0
Net Position	<u>351.6</u>	<u>352.0</u>
Total Liabilities, Deferred Inflows of Resources & Net Position	<u>426.6</u>	<u>429.0</u>

STATEMENT OF EARNINGS

Summary information from the Statement of Earnings is as follows:

	January	Year to date
Operating Revenue	\$ 5.6 million	\$ 5.6 million
Operating Expenses	\$ 5.9 million	\$ 5.9 million
Other Income (Expense)	\$ (0.0) million	\$ (0.0) million
Net Earnings	\$ (0.4) million	\$ (0.4) million

The table below summarizes expenses for the period-to-date ended January 2021 and 2020:

OPERATING EXPENSES

Year-to-Date Ending January 31, 2021 and 2020

	YTD Jan 2021	% of Total	YTD Jan 2020	% of Total
Labor	\$ 1,624,502	32%	\$ 798,952	21%
Benefits	734,599	15%	675,286	17%
Purchased Services	1,810,734	36%	1,576,705	41%
Materials and Equipment	226,237	4%	231,612	6%
Chemicals	465,880	9%	420,204	11%
Utilities/Telephone	19,361	0%	20,376	1%
Insurance	152,023	3%	88,026	2%
Postage	15,936	0%	15,329	0%
Other	12,287	0%	41,816	1%
	\$ 5,061,559	100%	\$ 3,868,306	100%

Labor variance due to the timing of payrolls and the retirement payouts.

CHANGES IN INVESTMENTS

	Change from Prior Month	Average Annual Return
Bond Reserves	\$265,899	0.13%
Operating Reserves	(\$10,483)	0.50%
Invested Operating Cash	(\$9,591)	2.37%

Comments

Pension fund investments decreased by \$0.7 million for the month of January 2021. The pension fund balance as of January 31, 2021, was \$60.3 million.

PROJECT EXPENSES

Total expenditures for operating projects through January 2021 were approximately \$5.1 million or 10% of the operating budget. Overall expenditures on capital projects were approximately \$0.2 million or 1% of the capital budget.

DES MOINES WATER WORKS
PRELIMINARY Statement of Net Position
For the Period Ending January 31, 2021 and December 31, 2020

	2021	2020	Change
ASSETS			
Cash			
Petty Cash	\$ 2,900	\$ 2,900	
Interest Bearing Cash	17,925,230	18,574,044	
Total	\$ 17,928,130	\$ 18,576,944	\$ (648,814)
Invested Cash			
Operating			
Cash on Hand	\$ 17,137	\$ 17,148	
U.S. Government Securities	4,937,813	4,947,393	
Total	\$ 4,954,950	\$ 4,964,541	\$ (9,592)
Accounts Receivable			
Accounts Receivable	\$ 8,691,717	\$ 9,941,358	
Accounts Receivable Unbilled	2,230,471	2,230,471	
Accrued Interest Receivable	60,520	44,966	
Total	\$ 10,982,708	\$ 12,216,796	\$ (1,234,088)
Reserves (Invested)			
Operating			
Cash On Hand	\$ 145,740	\$ 2,219,105	
U.S. Government Securities	12,112,630	10,049,749	
Total	\$ 12,258,371	\$ 12,268,854	\$ (10,483)
Revenue Bond Reserves (Invested)			
Cash on Hand	\$ 724,568	\$ 454,372	
U.S. Government Securities	4,437,702	4,441,998	
Total	\$ 5,162,269	\$ 4,896,370	\$ 265,899
Other Assets			
Materials in Stock Accounts	\$ 3,564,627	\$ 3,528,943	
Water Receivable Long-Term	293,231	327,217	
Prepaid Insurance	1,005,542	1,097,605	
Prepaid Expense	236,658	236,658	
Accum Unrealized Gain/(Loss) Invest	1,024	(2,213)	
Total	\$ 5,101,082	\$ 5,188,212	\$ (87,129)

DES MOINES WATER WORKS
PRELIMINARY Statement of Net Position
For the Period Ending January 31, 2021 and December 31, 2020

	2021	2020	Change
ASSETS-CONTINUED			
Fixed Assets			
Land & Right of Way	\$ 8,208,369	\$ 8,208,369	
Structures and Machinery	159,753,596	159,753,596	
Water Supply System	58,571,610	58,571,610	
Urbandale Booster System	509,687	509,687	
Pipelines	253,042,528	253,042,528	
Meters	30,633,556	30,633,556	
Laboratory Equipment	786,078	786,078	
Distribution Equipment	1,196,759	1,196,759	
Mobile Equipment	3,651,873	3,651,873	
Vehicles	2,832,245	2,832,245	
Office Equipment	1,329,203	1,329,203	
MIS Equipment	27,142,028	27,142,028	
Total	\$ 547,657,530	\$ 547,657,530	
Accumulated Depreciation	(211,620,756)	(210,784,527)	
Construction in Progress	\$ 28,969,001	28,788,463	
Total Fixed Assets	\$ 365,005,775	\$ 365,661,465	\$ (655,690)
TOTAL ASSETS	\$ 421,393,285	\$ 423,773,182	\$ (2,379,897)
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Charge on Bond Refunding	\$ 734,238	\$ 734,238	
Pension Related Amounts	4,505,237	4,505,237	
Total	\$ 5,239,475	\$ 5,239,475	\$ -
TOTAL ASSETS & DEFERRED OUTFLOWS OF RESOURCES	\$ 426,632,760	\$ 429,012,658	\$ (2,379,897)

DES MOINES WATER WORKS
PRELIMINARY Statement of Net Position
For the Period Ending January 31, 2021 and December 31, 2020

	2021	2020	Change
LIABILITIES			
Current Liabilities			
Accounts Payable	\$ 2,002,917	\$ 3,362,220	
Construction Payables	3,231,010	4,340,864	
Salaries and Wages Payable	1,423,989	1,252,019	
Accrued Leave	3,481,154	3,481,154	
State Tax Payable	158,712	178,017	
Work Comp Reserves	322,087	322,087	
Revenue Bond Interest Payable	82,393	41,196	
Revenue Bonds Payable Current	3,832,000	3,832,000	
Deferred Revenue - Current	(51,460)	8,755	
Billing Service Deposits	1,424,905	1,080,153	
Unclaimed Refunds	10,365	9,089	
Total	\$ 15,918,071	\$ 17,907,556	\$ (1,989,485)
Long Term Liabilities			
Revenue Bond Payable	\$ 13,840,640	\$ 13,840,640	
Deferred Revenue	3,216,181	3,216,181	
Pension Liability	17,017,214	17,017,214	
Other Post-Employment Benefit Liability	15,508,879	15,508,879	
Other Non-Current Liabilities	64,306	80,925	
Total	\$ 49,647,220	\$ 49,663,839	\$ (16,620)
Other Liabilities			
Deposits by Consumers	\$ 1,883,305	\$ 1,893,792	
Project H2O	2,020	2,020	
Miscellaneous Liabilities	551,664	552,212	
Total	\$ 2,436,988	\$ 2,448,025	\$ (11,037)
TOTAL LIABILITIES	\$ 68,002,279	\$ 70,019,420	\$ (2,017,141)
DEFERRED INFLOWS OF RESOURCES			
Pension Related Amounts	\$ 4,819,541	\$ 4,819,541	
Other Post-Employment Benefit Amounts	2,179,719	2,179,719	
Total	\$ 6,999,260	\$ 6,999,260	\$ -
NET POSITION	\$ 351,631,222	\$ 351,993,978	\$ (362,756)
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES & NET POSITION	\$ 426,632,760	\$ 429,012,658	\$ (2,379,897)

Des Moines Water Works
PRELIMINARY Statement of Earnings and Retained Earnings
For the Month Ended January 31, 2021, the One Month Ending January 31, 2021
and the One Month Ending January 31, 2020

	Current Month 2021	Year-To-Date 2021	Yearly Budget 2021	Actual vs. Budget Variance	Year-To-Date 2020	Year-To-Date Current vs. Prior Year
OPERATING REVENUE						
Water Sales	\$ 5,001,237	\$ 5,001,237	\$ 68,511,078	\$ (63,509,841)	\$ 4,636,814	\$ 364,423
Sewer Services - Runnells	6,609	6,609	87,400	(80,791)	8,035	(1,426)
Late Fees	16,876	16,876	320,000	(303,124)	35,140	(18,264)
Billed Debt Service	199,551	199,551	2,414,693	(2,215,142)	199,476	75
Other Sales and Services	102,684	102,684	2,974,184	(2,871,500)	190,510	(87,826)
Billing Services Revenue	174,768	174,768	1,887,383	(1,712,615)	1,948	172,820
Land Use Revenue	13,197	13,197	245,000	(231,803)	15,622	(2,425)
Connection Fees	7,083	7,083	600,000	(592,917)	19,225	(12,142)
Purchase Capacity	60,215	60,215	-	60,215	59,902	313
Cash Discount and Refunds	388	388	-	388	51	337
Total Operating Revenues	\$ 5,582,608	\$ 5,582,608	\$ 77,039,738	\$ (71,457,130)	\$ 5,166,723	\$ 415,885
OPERATING EXPENSES						
Labor	\$ 1,624,502	\$ 1,624,502	\$ 17,143,482	\$ 15,518,980	\$ 798,952	\$ (825,550)
Benefits	307,390	307,390	3,839,474	3,532,084	280,332	(27,058)
Retirement Benefits	427,209	427,209	5,104,162	4,676,953	394,954	(32,255)
Postage	15,936	15,936	490,900	474,964	15,329	(607)
Telephone	17,756	17,756	285,500	267,744	18,718	962
Insurance	152,023	152,023	1,440,000	1,287,977	88,026	(63,997)
Casualty Loss	143	143	100,000	99,857	-	(143)
Loss on Bad Accounts	(2,691)	(2,691)	150,000	152,691	14,870	17,561
Purchased Services	1,810,734	1,810,734	9,804,921	7,994,187	1,576,705	(234,029)
Training	-	-	162,390	162,390	4,340	4,340
Materials and Equipment	226,237	226,237	3,745,252	3,519,015	231,612	5,375
Chemicals	465,880	465,880	5,264,024	4,798,144	420,204	(45,676)
Utilities	1,605	1,605	2,972,976	2,971,371	1,658	53
Gasoline/Fuel	14,835	14,835	235,818	220,983	22,606	7,771
Total Operating Expense	\$ 5,061,559	\$ 5,061,559	\$ 50,738,899	\$ 45,677,340	\$ 3,868,306	\$ (1,193,253)
Depreciation Expense	\$ 836,229	836,229	10,034,748	9,198,519	883,118	46,889
Net Income from Operations	(315,180)	(315,180)	16,266,091	(16,581,271)	415,299	(730,479)
Other Income (Expense) :						
Capital Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions From Subdividers	-	-	-	-	-	-
Investment Income	335	335	174,290	(173,955)	18,730	(18,395)
Net Change - Investment Values	(6,715)	(6,715)	-	(6,715)	17,191	(23,906)
Interest Expense / Amortization	(41,196)	(41,196)	(493,583)	452,387	(49,960)	8,764
Gain/Loss on Fixed Assets	-	-	-	-	-	-
Other Income/Expense	-	-	-	-	-	-
Other Income (Expense), net	\$ (47,576)	\$ (47,576)	\$ (319,293)	\$ 271,717	\$ (14,039)	\$ (33,537)
Net Earnings	\$ (362,756)	\$ (362,756)	\$ 15,946,798	\$ (16,309,554)	\$ 401,260	\$ (764,016)
Retained Earnings, January 1		\$ 351,993,978			\$ 329,461,785	
Ending Retained Earnings		\$ 351,631,222			\$ 329,863,045	

**DES MOINES WATER WORKS
STATEMENT OF INVESTMENT CHANGES
FOR THE MONTH ENDED JANUARY 31, 2021**

BOND RESERVES

	Balance at 12/31/2020	Additions	Deductions	Balance at 1/31/2021
Cash on Hand	\$454,372	271,307	1,111	\$724,568
U.S. Government Securities	4,441,998	-	4,297	4,437,702
Total Bond Reserves	\$4,896,370	\$271,307	\$5,408	\$5,162,269

The average annual interest earned was 0.13%.

INVESTED RESERVES

	Balance at 12/31/2020	Additions	Deductions	Balance at 1/31/2021
Operating				
Cash on Hand	\$2,219,105	3	2,073,367	\$145,740
U.S. Government Securities	10,049,749	2,070,412	7,531	12,112,630
Total Invested Reserves	\$12,268,854	\$2,070,415	\$2,080,898	\$12,258,371

The average annual interest earned was 0.50%.

INVESTED OPERATING CASH

	Balance at 12/31/2020	Additions	Deductions	Balance at 1/31/2021
Operating				
Cash on Hand	\$17,148	19	30	\$17,137
U.S. Government Securities	4,947,393	-	9,580	4,937,813
Total Invested Reserves	\$4,964,541	\$19	\$9,611	\$4,954,950

The average annual interest earned was 2.37%.

**DES MOINES WATER WORKS
STATEMENT OF INVESTMENT CHANGES
YEAR TO DATE 2021**

PENSION FUND

	Balance 1/1/2021	Transfers, Expenses & Deposits	Benefit Payments	Investment Return	Balance at 1/31/2021	YTD % Return
<i>Fixed Income</i>						
Mellon Capital Mgmt - Bond Market Index	6,969,733		(275,977)	(54,527)	6,639,229	-0.82%
Neuberger Berman / Mellon / DDJ - High Yield I	2,434,418			7,609	2,442,026	0.32%
Principal Global Investors - Income	20,926,821		3,374	(144,569)	20,785,625	-0.69%
<i>Large U.S. Equity</i>						
Principal Global Investors - Equity Income	6,706,117			(95,187)	6,610,930	-1.42%
Principal Global Investors - Large Cap S&P 500 Index	4,049,150			(41,602)	4,007,548	-1.03%
T. Rowe Price / Brown Advisory - Large Cap Growth	6,696,765			(102,553)	6,594,212	-1.53%
<i>Small/Mid U.S. Equity</i>						
Robert Baird / Eagle Asset Mgmt - Mid Cap Growth III	991,613			(18,945)	972,668	-1.91%
DFA / Vaughan Nelson / LA Capital - Small Cap Value II	488,129			10,313	498,443	2.12%
AB / Brown / Emerald - Small Cap Growth I	494,522			11,793	506,315	2.39%
LA Capital Mgmt / Victory - Mid Cap Value I	979,917			(125)	979,792	-0.01%
<i>International Equity</i>						
Causeway / Barrow Hanley - Overseas	2,666,330			(47,294)	2,619,036	-1.77%
Principal Global Investors / DFA - International Small Cap	1,792,775			(6,272)	1,786,503	-0.35%
Principal Global Investors - Diversified International	4,069,158			(51,110)	4,018,049	-1.25%
Origin Asset Management LLP - Origin Emerging Markets	1,792,680			78,699	1,871,379	4.39%
Total Principal Financial	\$ 61,058,128	\$ -	\$ (272,603)	\$ (453,769)	\$ 60,331,756	-0.75%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

	YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating						
Office of the CEO/General Manager	\$101,772	\$1,455,957	\$0	\$1,455,957	\$1,354,185	7%
Customer Service	\$341,131	\$4,798,359	\$0	\$4,798,359	\$4,457,228	7%
Engineering	\$165,718	\$2,260,408	\$0	\$2,260,408	\$2,094,690	7%
Finance	\$372,733	\$4,549,037	\$0	\$4,549,037	\$4,176,304	8%
Human Resources	\$62,087	\$750,326	\$0	\$750,326	\$688,239	8%
Information Technology	\$399,315	\$3,062,908	\$0	\$3,062,908	\$2,663,593	13%
Office of the Chief Operating Officer	\$1,428,947	\$3,259,666	\$0	\$3,259,666	\$1,830,719	44%
Water Distribution	\$831,432	\$8,996,648	\$0	\$8,996,648	\$8,165,216	9%
Water Production	\$1,358,423	\$21,605,590	\$0	\$21,605,590	\$20,247,167	6%
Total Operating	\$5,061,559	\$50,738,899	\$0	\$50,738,899	\$45,677,340	10%
Capital						
Office of the CEO/General Manager	\$0	\$0	\$0	\$0	\$0	No Budget
Customer Service	\$32,443	\$1,361,003	\$0	\$1,361,003	\$1,328,560	2%
Engineering	\$86,192	\$19,924,726	\$0	\$19,924,726	\$19,838,534	0%
Finance	\$0	\$0	\$0	\$0	\$0	No Budget
Human Resources	\$0	\$0	\$0	\$0	\$0	No Budget
Information Technology	\$15,853	\$280,463	\$0	\$280,463	\$264,610	6%
Office of the Chief Operating Officer	\$0	\$0	\$0	\$0	\$0	No Budget
Water Distribution	\$15,705	\$1,162,040	\$0	\$1,162,040	\$1,146,335	1%
Water Production	\$30,526	\$1,779,342	\$0	\$1,779,342	\$1,748,816	2%
Total Capital	\$180,718	\$24,507,575	\$0	\$24,507,574	\$24,326,855	1%
Total Project Costs	\$5,242,277	\$75,246,474	\$0	\$75,246,473	\$70,004,195	7%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Office of the CEO/General Manager

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
950-200	New Business, Community & Economic Dev	\$335	\$78,289	\$0	\$78,289	\$77,954	0%
996-001	CEO Department Administration	\$67,650	\$342,684	\$0	\$342,684	\$275,034	20%
996-030	Board Activities	\$11,603	\$603,538	\$0	\$603,538	\$591,935	2%
996-200	Business Strategies	\$6,075	\$225,840	\$0	\$225,840	\$219,765	3%
996-210	Project Management	\$124	\$50,276	\$0	\$50,276	\$50,152	0%
995-010	Public Policy - WS Advocate	\$15,985	\$155,330	\$0	\$155,330	\$139,345	10%
Total Operating		\$101,772	\$1,455,957	\$0	\$1,455,957	\$1,354,185	7%
OCEO Capital							
Total Capital		\$0	\$0	\$0	\$0	\$0	\$0
Total Office of CEO/General Manager		\$101,772	\$1,455,957	\$0	\$1,455,957	\$1,354,185	7%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Customer Service

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
950-001	Cust Svc Dept Administration	\$157,664	\$2,048,002	\$0	\$2,048,002	\$1,890,338	8%
950-100	Contact Center Operations	\$87,176	\$1,176,578	\$0	\$1,176,578	\$1,089,402	7%
950-300	Communications/PR	\$3,841	\$202,081	\$0	\$202,081	\$198,240	2%
950-600	Field Customer Service	\$92,450	\$1,371,698	\$0	\$1,371,698	\$1,279,248	7%
	Total Operating	\$341,131	\$4,798,359	\$0	\$4,798,359	\$4,457,228	7%
Capital							
955-060	Field Cust Svc Capital	\$27,823	\$1,361,003	\$0	\$1,361,003	\$1,333,180	2%
925-160	Radio Frequency Project	\$4,620	\$0	\$0	\$0	(\$4,620)	No Budget
	Total Capital	\$32,443	\$1,361,003	\$0	\$1,361,003	\$1,328,560	2%
Total Customer Service		\$373,574	\$6,159,362	\$0	\$6,159,362	\$5,785,788	6%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Engineering

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
940-001	Engineering Dept Administration	\$162,333	\$1,558,508	\$0	\$1,558,508	\$1,396,175	10%
940-010	Engineering Studies	\$3,386	\$701,900	\$0	\$701,900	\$698,514	0%
	Total Operating	\$165,718	\$2,260,408	\$0	\$2,260,408	\$2,094,690	7%
Capital							
945-010	Facility Management	\$7,748	\$3,106,382	\$0	\$3,106,382	\$3,098,634	0%
945-080	WMR - Des Moines	\$23,858	\$5,575,711	\$0	\$5,575,711	\$5,551,853	0%
945-090	WMR - Polk County	\$426	\$3,263,490	\$0	\$3,263,490	\$3,263,064	0%
945-095	WMR - Windsor Heights	\$979	\$15,000	\$0	\$15,000	\$14,021	7%
945-100	WMR - Pleasant Hill	\$0	\$1,791,323	\$0	\$1,791,323	\$1,791,323	0%
945-180	Raw Water McMullen	\$3,502	\$745,373	\$0	\$745,373	\$741,871	0%
945-200	Development Plan Review & Inspection	\$17,771	\$364,007	\$0	\$364,007	\$346,236	5%
945-210	Core Network Feeder Mains	\$615	\$0	\$0	\$0	(\$615)	No Budget
945-220	Fleur Drive Treatment Plant	\$11,486	\$4,342,203	\$0	\$4,342,203	\$4,330,717	0%
945-228	Saylorville Water Treatment Plant	\$1,257	\$658,657	\$0	\$658,657	\$657,400	0%
945-230	Remote Facilities - Pumping & Storage	\$2,683	\$0	\$0	\$0	(\$2,683)	No Budget
945-235	Joint NW Storage, PS and Feeder Mains	\$4,681	\$33,162	\$0	\$33,162	\$28,481	14%
945-245	Joint SW Storage, PS and Feeder Mains	\$11,186	\$29,418	\$0	\$29,418	\$18,232	38%
	Total Capital	\$86,192	\$19,924,726	\$0	\$19,924,726	\$19,838,534	0%
Total Engineering		\$251,910	\$22,185,134	\$0	\$22,185,134	\$21,933,224	1%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Finance

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
930-001	Finance Dept Administration	\$106,911	\$1,153,596	\$0	\$1,153,596	\$1,046,685	9%
930-010	Financial Services	\$190,502	\$2,097,598	\$0	\$2,097,598	\$1,907,096	9%
930-090	Purchasing	\$8,723	\$83,661	\$0	\$83,661	\$74,938	10%
950-410	A/R Management	\$49,373	\$887,746	\$0	\$887,746	\$838,373	6%
970-010	Central Stores	\$8,949	\$126,437	\$0	\$126,437	\$117,488	7%
970-500	GDMBG Operations and Maintenance	\$8,275	\$199,999	\$0	\$199,999	\$191,724	4%
	Total Operating	\$372,733	\$4,549,037	\$0	\$4,549,037	\$4,176,304	8%
Capital							
955-090	Pmt/Mail Processing Capital	\$0	\$0	\$0	\$0	\$0	No Budget
	Total Capital	\$0	\$0	\$0	\$0	\$0	No Budget
Total Finance		\$372,733	\$4,549,037	\$0	\$4,549,037	\$4,176,304	8%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Human Resources

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
910-001	HR Dept Administration	\$20,251	\$274,771	\$0	\$274,771	\$254,520	7%
910-010	Employee Relations	\$20,163	\$237,733	\$0	\$237,733	\$217,570	8%
910-060	Employment	\$1,851	\$52,765	\$0	\$52,765	\$50,914	4%
910-110	Compensation/Benefits	\$19,669	\$126,168	\$0	\$126,168	\$106,499	16%
910-150	Employee Learning & Growth	\$152	\$58,889	\$0	\$58,889	\$58,737	0%
Total Operating		\$62,087	\$750,326	\$0	\$750,326	\$688,239	8%
Capital							
Total Capital		\$0	\$0	\$0	\$0	\$0	No Budget
Total Human Resources		\$62,087	\$750,326	\$0	\$750,326	\$688,239	8%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Information Technology

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
920-001	IT Dept Administration	\$51,988	\$727,515	\$0	\$727,515	\$675,527	7%
920-160	Technical Services	\$11,504	\$277,674	\$0	\$277,674	\$266,170	4%
920-240	IT Development & Application Svcs	\$1,388	\$67,756	\$0	\$67,756	\$66,368	2%
920-250	IT Services	\$295,792	\$1,218,308	\$0	\$1,218,308	\$922,516	24%
920-350	System Services	\$38,644	\$771,655	\$0	\$771,655	\$733,011	5%
Total Operating		\$399,315	\$3,062,908	\$0	\$3,062,908	\$2,663,593	13%
Capital							
925-010	Info Systems Capital	\$15,853	\$280,463	\$0	\$280,463	\$264,610	6%
Total Capital		\$15,853	\$280,463	\$0	\$280,463	\$264,610	6%
Total Information Technology		\$415,168	\$3,343,371	\$0	\$3,343,371	\$2,928,203	12%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Office of the Chief Operating Officer

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
993-000	OCOO Dept Administration	\$6,669	\$51,859	\$0	\$51,859	\$45,190	13%
960-510	Risk & Incident Management	\$10,897	\$846,150	\$0	\$846,150	\$835,253	1%
910-240	Safety	\$14,854	\$250,570	\$0	\$250,570	\$235,716	6%
970-060	Grounds Maintenance	\$37,446	\$752,006	\$0	\$752,006	\$714,560	5%
	Department Operating	\$69,866	\$1,900,585	\$0	\$1,900,585	\$1,830,719	4%
970-060	Grounds Maintenance - PILOT	\$1,359,081	\$1,359,081	\$0	\$1,359,081	\$0	100%
	Total Operating	\$1,428,947	\$3,259,666	\$0	\$3,259,666	\$1,830,719	44%
Capital							
	Total Capital	\$0	\$0	\$0	\$0	\$0	No Budget
Total Office of the COO		\$1,428,947	\$3,259,666	\$0	\$3,259,666	\$1,830,719	44%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Water Distribution

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
960-001	Water Dist Dept Administration	\$422,723	\$3,878,675	\$0	\$3,878,675	\$3,455,952	11%
960-010	Distribution Administration	\$10,657	\$109,662	\$0	\$109,662	\$99,005	10%
960-100	Dist System Maint/Repairs	\$249,982	\$2,881,596	\$0	\$2,881,596	\$2,631,614	9%
960-160	Water Distribution Support	\$33,769	\$540,292	\$0	\$540,292	\$506,523	6%
960-180	Leak Detection	\$53,798	\$679,311	\$0	\$679,311	\$625,513	8%
960-250	Distribution Billed Services	\$11,449	\$689,034	\$0	\$689,034	\$677,585	2%
960-500	Distribution Water Quality	\$49,054	\$218,078	\$0	\$218,078	\$169,024	22%
	Total Operating	\$831,432	\$8,996,648	\$0	\$8,996,648	\$8,165,216	9%
Capital							
965-010	Distribution System Improvements	\$15,705	\$1,134,340	\$0	\$1,134,340	\$1,118,635	1%
965-025	Dist Billed Services Capital	\$0	\$19,300	\$0	\$19,300	\$19,300	0%
965-200	Leak Detection Equipment	\$0	\$8,400	\$0	\$8,400	\$8,400	0%
	Total Capital	\$15,705	\$1,162,040	\$0	\$1,162,040	\$1,146,335	1%
Total Water Distribution		\$847,137	\$10,158,688	\$0	\$10,158,688	\$9,311,551	8%

DES MOINES WATER WORKS
Project Costs by Department - Summary
Year to Date ended January 31, 2021
8% of Year Completed

Water Production

		YTD Actual	Yearly Budget 2021	Budget Adjustment / Carry Over	Net Yearly 2021 Budget	Variance	% of Budget
Operating							
970-110	Facility Maintenance	\$22,042	\$579,077	\$0	\$579,077	\$557,035	4%
970-200	Vehicle Maintenance	\$53,810	\$1,031,156	\$0	\$1,031,156	\$977,346	5%
970-360	Communication Sys Maintenance	\$1,264	\$48,222	\$0	\$48,222	\$46,958	3%
970-450	HVAC Operations & Maintenance	\$11,667	\$136,347	\$0	\$136,347	\$124,680	9%
980-001	Water Production Dept Admin	\$359,874	\$3,837,608	\$0	\$3,837,608	\$3,477,734	9%
980-010	Water Production Operations	\$87,327	\$1,053,107	\$0	\$1,053,107	\$965,780	8%
980-020	Fleur Treatment Chem/Energy	\$374,255	\$5,771,359	\$0	\$5,771,359	\$5,397,104	6%
980-030	McMullen Treatment Chem/Energy	\$77,492	\$3,059,618	\$0	\$3,059,618	\$2,982,126	3%
980-040	Saylorville Treatment Chem/Energy	\$36,859	\$1,025,131	\$0	\$1,025,131	\$988,272	4%
980-200	Fleur Plant Maintenance	\$114,123	\$1,823,563	\$0	\$1,823,563	\$1,709,440	6%
980-250	McMullen Plant Maintenance	\$32,576	\$519,243	\$0	\$519,243	\$486,667	6%
980-300	Saylorville Plant Maintenance	\$48,882	\$519,067	\$0	\$519,067	\$470,185	9%
980-350	WP Maintenance Oversight	\$11,495	\$208,270	\$0	\$208,270	\$196,775	6%
980-410	Louise P. Moon Pumping & Maint.	\$27,550	\$512,756	\$0	\$512,756	\$485,206	5%
980-420	PC PS Maintenance	\$6,634	\$150,142	\$0	\$150,142	\$143,508	4%
980-430	DM Remote Storage & Pumping	\$45,703	\$631,990	\$0	\$631,990	\$586,287	7%
980-500	Routine Laboratory Monitoring	\$32,446	\$403,175	\$0	\$403,175	\$370,729	8%
980-520	Microbiology Program	\$11,486	\$165,370	\$0	\$165,370	\$153,884	7%
980-530	Pilot Plant/Research	\$1,792	\$50,621	\$0	\$50,621	\$48,829	4%
980-540	Source Water Quality Monitoring	\$1,144	\$79,768	\$0	\$79,768	\$78,624	1%
Total Operating		\$1,358,423	\$21,605,590	\$0	\$21,605,590	\$20,247,167	6%
Capital							
985-010	Water Production Reinvestment	\$30,526	\$964,427	\$0	\$964,427	\$933,901	3%
975-010	Vehicle Capital	\$0	\$814,915	\$0	\$814,915	\$814,915	0%
Total Capital		\$30,526	\$1,779,342	\$0	\$1,779,342	\$1,748,816	2%
Total Water Production		\$1,388,949	\$23,384,932	\$0	\$23,384,932	\$21,995,983	6%

**Consent Agenda
Item 1-C**

MONTHLY SCHEDULE FOR THE MONTH OF JANUARY 2021

BANKERS TRUST OPERATING FUND	Investment Purchased	1,055,536.21
BANKERS TRUST OPERATING FUND	Investment Purchased	1,015,263.51
ACCOUNTS PAYABLE MONTHLY SCHEDULE	Weekly Check Runs	7,454,893.04
EMPLOYEE PAYROLL	Bi Weekly Payrolls	<u>892,438.25</u>
TOTAL		<u><u>\$10,418,131.01</u></u>

PAYMENTS FOR JANUARY, 2021

PeopleSoft Financials

Report ID: DWAPR002.sqr

<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
1784	Treasurer State of Iowa	Iowa State Sales Tax Payable	\$67,984.00
1873	Treasurer State of Iowa	Iowa Water Excise Tax Payable	98,129.00
10821	Des Moines Water Works Credit Union	Credit Union Payable	39,234.00
12221	Des Moines Water Works Credit Union	Credit Union Payable	37,521.00
13121	Discovery Benefits	Flex Spending - Reimbursements	6,503.95
174700	Treasurer State of Iowa	Iowa State Sales Tax Payable	79,674.00
210108	Principal Life Insurance	Deferred Compensation Payable	60,047.93
210122	Principal Life Insurance	Deferred Compensation Payable	158,467.35
250497	Master Single Payment Vendor	Refunds	122.51
250498	Master Single Payment Vendor	Refunds	126.16
250499	AFSCME	Union Dues Payable	86.69
250500	AGRILAND FS, INC	Inventory	735.50
250501	Master Single Payment Vendor	Refunds	106.48
250502	Master Single Payment Vendor	Refunds	93.04
250503	Acme Tools	Inventory	300.45
250504	Airgas North Central	Inventory	210.26
250505	Alex Vizcarra	Safety Boots	54.02
250506	Allied Electronics	Materials & Supplies	133.00
250507	Amazon Capital Services Inc	Materials & Supplies	86.21
250508	Arthur J Gallagher Risk Mgmt Services	General Insurance Premiums	100.00
250509	Austin Westerman	Safety Boots	204.63
250510	Master Single Payment Vendor	Refunds	113.33
250511	Baldwin Supply Company	Inventory	290.17
250512	Bearing Headquarters Company	Materials & Supplies	196.57
250513	Bob Brown Chevrolet, Inc.	Vehicle Maintenance Materials	46.44
250514	Bryan Pollpeter	Safety Glasses	295.42
250515	Master Single Payment Vendor	Refunds	122.01
250516	Master Single Payment Vendor	Refunds	97.18
250517	Master Single Payment Vendor	Refunds	85.36
250518	Master Single Payment Vendor	Refunds	177.13
250519	Caleb Flickinger	Safety Boots & Safety Glasses	595.73
250520	Carquest	Vehicle Maintenance Materials	80.72
250521	Central Iowa Ready Mix	Concrete	1,417.00
250522	City Supply Corporation	Inventory	168.00
250523	City of Des Moines	Purchased Services	280.00
250524	City of Pleasant Hill	Contractors	120.00
250525	Combined Systems Technology, Inc.	Materials & Supplies	380.66
250526	Commonwealth Electric Company	Purchased Services	2,192.63
250527	Core and Main	Inventory	288.88
250528	Master Single Payment Vendor	Refunds	71.26
250529	Daniel Rule	Materials & Supplies	197.90
250530	Data Source Media	Inventory	45.65
250531	Douglas K. Oscarson	Consultants	2,397.60
250532	DMWW Employee	Refund of Garnishment	577.04
250533	Dwyer Instruments, Inc.	Inventory	54.10
250534	Voided Check		0.00
250535	Dylan Wingerson	Safety Boots	210.76
250536	EUROFINS Test America Sacramento	Purchased Services	2,267.50
250537	Ed Clark	Mileage	227.70
250538	Electric Pump	Inventory	894.29
250539	Electronic Engineering Company	Materials & Supplies	675.32
250540	Endress and Hauser	Inventory	327.83
250541	Environmental Resource Assoc.	Park Materials	172.39
250542	Master Single Payment Vendor	Refunds	35.72
250543	Fastenal Company	Materials & Supplies	870.50
250544	Ferrellgas, Inc.	Materials & Supplies	287.20
250545	Fidelity Security Life	Vision Withholding	1,207.46

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250546	Fisher Scientific	Materials & Supplies	135.93
250547	Control Process Systems	Inventory	24.91
250548	Master Single Payment Vendor	Refunds	18.96
250549	Grainger, Inc.	Inventory	1,435.44
250550	Graybar Electric Company	Inventory	525.15
250551	HQI Hydraulic	Vehicle Maintenance Materials	51.37
250552	Hach Chemical Company	Materials & Supplies	962.92
250553	Image Solutions	Materials & Supplies	1,516.80
250554	Indelco Plastics	Inventory	290.02
250555	Industrial Scientific Corporation	Dues and Memberships	2,315.03
250556	Ingersoll Rand	Inventory	872.56
250557	Interstate Power Systems, Inc	Purchased Services	173.00
250558	Iowa Prison Industries	Materials & Supplies	2,052.60
250559	Iowa Public Radio	Advertising	872.00
250560	Master Single Payment Vendor	Refunds	24.04
250561	Master Single Payment Vendor	Refunds	66.48
250562	Master Single Payment Vendor	Refunds	48.26
250563	Master Single Payment Vendor	Refunds	32.45
250564	Jennifer Terry	Dues and Memberships	250.00
250565	Jesse Fuller	Safety Glasses	391.56
250566	Joe Jones, JR	Safety Boots & Safety Glasses	548.10
250567	Jon DeJoode	Safety Boots	100.85
250568	Joseph Cook	Safety Glasses	333.84
250569	Joshua Rathje	Safety Glasses	163.71
250570	Master Single Payment Vendor	Refunds	44.31
250571	Master Single Payment Vendor	Refunds	29.72
250572	LabStrong	Materials & Supplies	257.45
250573	Logan Contractors Supply, Inc.	Materials & Supplies	329.95
250574	Master Single Payment Vendor	Refunds	55.10
250575	Master Single Payment Vendor	Refunds	27.32
250576	Master Single Payment Vendor	Refunds	37.88
250577	MSC Industrial Supply Company	Inventory	413.74
250578	Mathew Sanford	Safety Boots	192.55
250579	Mellen & Associates	Inventory	909.53
250580	Menard's	Materials & Supplies	209.18
250581	Metro Waste Authority	Contractors	246.82
250582	Michael Argenta	Safety Glasses	47.04
250583	Mid American Energy	Utilities - Electric & Natural Gas	1,175.91
250584	Motion Industries	Inventory	49.00
250585	Murphy Tractor & Equipment	Vehicle Maintenance Materials	274.68
250586	Master Single Payment Vendor	Refunds	34.92
250587	Northern Tool and Equipment	Materials & Supplies	159.05
250588	Novaspect	Inventory	1,221.48
250589	O'Keefe Elevator Company Inc.	Purchased Services	654.45
250590	Ottson Oil Company	Inventory	85.80
250591	Master Single Payment Vendor	Refunds	140.19
250592	Plumb Supply Company	Materials & Supplies	887.65
250593	Praxair Distribution Inc.	Tools	132.99
250594	Master Single Payment Vendor	Refunds	151.95
250595	Master Single Payment Vendor	Refunds	179.44
250596	Master Single Payment Vendor	Refunds	84.16
250597	Revenue Advantage	Purchased Services	950.00
250598	Master Single Payment Vendor	Refunds	98.70
250599	SHRM	Dues and Memberships	219.00
250600	Master Single Payment Vendor	Refunds	57.35
250601	Scott Manning	Materials & Supplies	95.38
250602	Servicemaster Commercial Carpet, Inc.	Purchased Services	541.00

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250603	Skarshaug Testing Laboratory	Contractors	193.89
250604	Springer Pest Solutions DSM	Purchased Services	131.95
250605	Steven Aikin	Safety Glasses	314.58
250606	Steven P. Graham	Safety Boots	143.09
250607	Storey-Kenworthy Company	Inventory	110.53
250608	Strauss Security Solutions	Vehicle Maintenance Materials	309.46
250609	Master Single Payment Vendor	Refunds	124.12
250610	Master Single Payment Vendor	Refunds	40.00
250611	Master Single Payment Vendor	Refunds	2,214.66
250612	Taylor Andrew	Safety Boots	44.92
250613	Team Services, Inc.	Contractors	315.50
250614	Telelanguage, Inc	Purchased Services	636.43
250615	Total Tool	Inventory	255.53
250616	Truck Center Companies	Vehicle Maintenance Materials	167.89
250617	Truck Equipment, Inc.	Vehicle Maintenance Materials	319.60
250618	ULINE	Inventory	28.50
250619	UPS	Delivery/Freight	4.10
250620	USA Safety Supply Corp	Inventory	90.37
250621	United Rental Trench Safety	Inventory	810.00
250622	United States Plastic Corporation	Inventory	106.81
250623	University of Southern California	Dues and Memberships	1,000.00
250624	Van Meter Industrial, Inc.	Inventory	463.78
250625	Veenstra & Kimm, Inc.	Contractors	715.00
250626	Vessco	Inventory	797.81
250627	Washer Systems of Iowa	Materials & Supplies	297.97
250628	Waste Management of Iowa Inc.	Purchased Services	1,088.10
250629	Waste Solutions of Iowa	Purchased Services	632.00
250630	West Des Moines Water Works	Sewer	51.43
250631	Master Single Payment Vendor	Refunds	196.97
250632	AFSCME Local 3861-3	Union Dues Payable	2,736.18
250633	Air Products	Inventory	13,510.24
250634	B & C Commercial Cleaning L.C.	Purchased Services	4,600.00
250635	Baker Group	Purchased Services	5,742.51
250636	Bonnie's Barricades	Contractors	2,937.90
250637	CTI Ready Mix	Concrete	7,817.50
250638	Cintas	Purchased Services	4,249.67
250639	City of Alleman	Alleman Payable	5,993.67
250640	City of Cumming	Billing Service Revenue	2,715.56
250641	City of Pleasant Hill	Billing Service Revenue	215,067.42
250642	City of Runnells	Billing Service Revenue	4,349.07
250643	City of Windsor Heights	Billing Service Revenue	50,301.16
250644	Cottingham & Butler	Purchased Services	3,500.00
250645	Deere Credit, Inc	Capital Lease Payable	17,168.25
250646	DuBois Chemicals, INC	Inventory	8,740.58
250647	Global Security Services	Purchased Services	34,762.96
250648	Greenfield Plaza Sanitary Sewer	Billing Service Revenue	21,297.20
250649	HomeServe USA	Billing Service Revenue	183,537.40
250650	Iowa One Call	Purchased Services	2,950.40
250651	Jive	Maintenance Contracts	59,125.42
250652	Keck, Energy	Inventory	10,647.81
250653	MW Media Consultants, LLC	Consultants	4,000.00
250654	Mail Services LLC	Postage	5,882.84
250655	McMaster-Carr Supply Company	Materials & Supplies	6,996.12
250656	Mississippi Lime Company	Inventory	58,341.18
250657	Municipal Supply, Inc.	Inventory	4,961.65
250658	Master Single Payment Vendor	Refunds	6,681.48
250659	Neptune Technology Group Inc	Inventory	4,908.39

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250660	On Track Construction, LLC	Contractors	167,043.52
250661	OnSolve	Maintenance Contracts	35,000.00
250662	Polk County	Billing Service Revenue	40,400.17
250663	Polk County Treasurer	Billing Service Revenue	19,368.20
250664	Pratum, Inc	Purchased Services	7,050.00
250665	Smartclean, LLC	Purchased Services	2,974.60
250666	Synagro Central, LLC	Contractors	104,105.02
250667	Urbandale/Windsor Heights Sanitary Dist	Billing Service Revenue	31,844.58
250668	Utility Equipment Company	Inventory	2,627.42
250669	Vertex Chemical Corporation	Inventory	6,685.99
250670	Waldinger Corporation	Contractors	17,198.00
250671	Warren Water District	Purchased Services	2,566.20
250672	Water Research Foundation	Subscriptions	16,739.00
250673	Woodland Lake Estate Association	Woodland Lakes Estates Payable	2,961.67
250674	Zenon Environmental Corporation	Materials & Supplies	713,684.20
250675	Master Single Payment Vendor	Refunds	238.50
250676	Master Single Payment Vendor	Refunds	161.99
250677	Master Single Payment Vendor	Refunds	121.88
250678	Master Single Payment Vendor	Refunds	24.96
250679	Master Single Payment Vendor	Refunds	21.24
250680	Master Single Payment Vendor	Refunds	141.61
250681	Master Single Payment Vendor	Refunds	94.13
250682	Master Single Payment Vendor	Refunds	79.85
250683	Master Single Payment Vendor	Refunds	166.79
250684	Master Single Payment Vendor	Refunds	37.91
250685	Master Single Payment Vendor	Refunds	67.87
250686	Master Single Payment Vendor	Refunds	75.24
250687	Master Single Payment Vendor	Refunds	103.88
250688	Master Single Payment Vendor	Refunds	85.83
250689	Master Single Payment Vendor	Refunds	40.21
250690	Master Single Payment Vendor	Refunds	145.30
250691	Master Single Payment Vendor	Refunds	140.52
250692	Master Single Payment Vendor	Refunds	40.21
250693	Master Single Payment Vendor	Refunds	42.71
250694	Master Single Payment Vendor	Refunds	114.59
250695	Master Single Payment Vendor	Refunds	40.96
250696	Master Single Payment Vendor	Refunds	65.82
250697	Master Single Payment Vendor	Refunds	147.08
250698	Master Single Payment Vendor	Refunds	119.41
250699	Master Single Payment Vendor	Refunds	165.46
250700	Master Single Payment Vendor	Refunds	94.91
250701	Master Single Payment Vendor	Refunds	28.74
250702	Master Single Payment Vendor	Refunds	188.33
250703	Master Single Payment Vendor	Refunds	123.44
250704	Master Single Payment Vendor	Refunds	97.91
250705	Master Single Payment Vendor	Refunds	24.33
250706	Master Single Payment Vendor	Refunds	81.69
250707	Master Single Payment Vendor	Refunds	126.01
250708	Master Single Payment Vendor	Refunds	15.53
250709	Master Single Payment Vendor	Refunds	9.59
250710	Master Single Payment Vendor	Refunds	69.66
250711	Master Single Payment Vendor	Refunds	13.58
250712	Master Single Payment Vendor	Refunds	293.41
250713	Master Single Payment Vendor	Refunds	136.28
250714	Master Single Payment Vendor	Refunds	47.66
250715	Master Single Payment Vendor	Refunds	31.13
250716	Master Single Payment Vendor	Refunds	116.31

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250717	Master Single Payment Vendor	Refunds	39.23
250718	Master Single Payment Vendor	Refunds	20.64
250719	Master Single Payment Vendor	Refunds	44.10
250720	Master Single Payment Vendor	Refunds	30.32
250721	Master Single Payment Vendor	Refunds	22.97
250722	Master Single Payment Vendor	Refunds	139.65
250723	Master Single Payment Vendor	Refunds	114.30
250724	Master Single Payment Vendor	Refunds	23.34
250725	Master Single Payment Vendor	Refunds	164.17
250726	Master Single Payment Vendor	Refunds	86.01
250727	Master Single Payment Vendor	Refunds	84.59
250728	Master Single Payment Vendor	Refunds	143.12
250729	Master Single Payment Vendor	Refunds	160.73
250730	Master Single Payment Vendor	Refunds	154.02
250731	Master Single Payment Vendor	Refunds	47.81
250732	Master Single Payment Vendor	Refunds	62.38
250733	Master Single Payment Vendor	Refunds	140.46
250734	Master Single Payment Vendor	Refunds	37.91
250735	Master Single Payment Vendor	Refunds	7.42
250736	Master Single Payment Vendor	Refunds	21.98
250737	Master Single Payment Vendor	Refunds	106.57
250738	Master Single Payment Vendor	Refunds	166.82
250739	Master Single Payment Vendor	Refunds	10.83
250740	Master Single Payment Vendor	Refunds	87.08
250741	Master Single Payment Vendor	Refunds	123.66
250742	Master Single Payment Vendor	Refunds	79.74
250743	Master Single Payment Vendor	Refunds	53.27
250744	Master Single Payment Vendor	Refunds	59.63
250745	Master Single Payment Vendor	Refunds	136.77
250746	Master Single Payment Vendor	Refunds	182.69
250747	Master Single Payment Vendor	Refunds	106.97
250748	Master Single Payment Vendor	Refunds	93.47
250749	Master Single Payment Vendor	Refunds	44.76
250750	Master Single Payment Vendor	Refunds	64.04
250751	Master Single Payment Vendor	Refunds	176.66
250752	Master Single Payment Vendor	Refunds	100.82
250753	Master Single Payment Vendor	Refunds	100.64
250754	Master Single Payment Vendor	Refunds	165.46
250755	Master Single Payment Vendor	Refunds	101.92
250756	Master Single Payment Vendor	Refunds	73.25
250757	Master Single Payment Vendor	Refunds	238.50
250758	Master Single Payment Vendor	Refunds	158.10
250759	Master Single Payment Vendor	Refunds	24.01
250760	Master Single Payment Vendor	Refunds	17.70
250761	Master Single Payment Vendor	Refunds	40.21
250762	Master Single Payment Vendor	Refunds	190.05
250763	Master Single Payment Vendor	Refunds	22.04
250764	Master Single Payment Vendor	Refunds	15.92
250765	Master Single Payment Vendor	Refunds	116.22
250766	Master Single Payment Vendor	Refunds	48.69
250767	Master Single Payment Vendor	Refunds	126.70
250768	Master Single Payment Vendor	Refunds	174.24
250769	Master Single Payment Vendor	Refunds	73.60
250770	Master Single Payment Vendor	Refunds	51.92
250771	Master Single Payment Vendor	Refunds	188.64
250772	Master Single Payment Vendor	Refunds	86.78
250773	Master Single Payment Vendor	Refunds	50.10

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250774	Master Single Payment Vendor	Refunds	373.97
250775	Master Single Payment Vendor	Refunds	5.14
250776	Master Single Payment Vendor	Refunds	150.44
250777	Master Single Payment Vendor	Refunds	120.41
250778	Master Single Payment Vendor	Refunds	57.92
250779	Master Single Payment Vendor	Refunds	108.66
250780	Master Single Payment Vendor	Refunds	59.37
250781	Master Single Payment Vendor	Refunds	59.83
250782	Master Single Payment Vendor	Refunds	65.00
250783	Master Single Payment Vendor	Refunds	92.35
250784	Master Single Payment Vendor	Refunds	126.24
250785	Master Single Payment Vendor	Refunds	70.68
250786	Master Single Payment Vendor	Refunds	168.34
250787	Master Single Payment Vendor	Refunds	144.49
250788	Master Single Payment Vendor	Refunds	66.34
250789	Master Single Payment Vendor	Refunds	122.89
250790	Master Single Payment Vendor	Refunds	178.06
250791	Master Single Payment Vendor	Refunds	134.94
250792	Master Single Payment Vendor	Refunds	306.04
250793	Master Single Payment Vendor	Refunds	92.25
250794	Master Single Payment Vendor	Refunds	143.40
250795	Master Single Payment Vendor	Refunds	116.35
250796	Master Single Payment Vendor	Refunds	43.01
250797	Master Single Payment Vendor	Refunds	127.20
250798	Master Single Payment Vendor	Refunds	84.96
250799	Master Single Payment Vendor	Refunds	137.29
250800	Master Single Payment Vendor	Refunds	126.84
250801	Master Single Payment Vendor	Refunds	26.71
250802	Master Single Payment Vendor	Refunds	17.65
250803	Master Single Payment Vendor	Refunds	1,481.88
250804	Master Single Payment Vendor	Refunds	143.90
250805	Master Single Payment Vendor	Refunds	12.98
250806	Master Single Payment Vendor	Refunds	74.89
250807	Master Single Payment Vendor	Refunds	37.62
250808	Master Single Payment Vendor	Refunds	10.96
250809	Master Single Payment Vendor	Refunds	166.28
250810	Master Single Payment Vendor	Refunds	73.76
250811	Master Single Payment Vendor	Refunds	90.61
250812	Master Single Payment Vendor	Refunds	168.50
250813	Master Single Payment Vendor	Refunds	25.53
250814	Master Single Payment Vendor	Refunds	77.60
250815	Master Single Payment Vendor	Refunds	33.27
250816	Master Single Payment Vendor	Refunds	62.22
250817	Master Single Payment Vendor	Refunds	81.45
250818	Master Single Payment Vendor	Refunds	68.10
250819	Master Single Payment Vendor	Refunds	76.24
250820	Master Single Payment Vendor	Refunds	99.22
250821	Master Single Payment Vendor	Refunds	66.59
250822	Master Single Payment Vendor	Refunds	109.22
250823	Master Single Payment Vendor	Refunds	345.95
250824	Master Single Payment Vendor	Refunds	123.57
250825	Master Single Payment Vendor	Refunds	293.95
250826	Master Single Payment Vendor	Refunds	42.32
250827	Master Single Payment Vendor	Refunds	70.57
250828	Master Single Payment Vendor	Refunds	158.50
250829	Master Single Payment Vendor	Refunds	143.38
250830	Master Single Payment Vendor	Refunds	79.19

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250831	Master Single Payment Vendor	Refunds	65.17
250832	Master Single Payment Vendor	Refunds	54.66
250833	Master Single Payment Vendor	Refunds	271.13
250834	Master Single Payment Vendor	Refunds	49.55
250835	Master Single Payment Vendor	Refunds	108.18
250836	Master Single Payment Vendor	Refunds	34.85
250837	Master Single Payment Vendor	Refunds	591.05
250838	Master Single Payment Vendor	Refunds	85.36
250839	Master Single Payment Vendor	Refunds	107.50
250840	Master Single Payment Vendor	Refunds	72.68
250841	Master Single Payment Vendor	Refunds	128.08
250842	Master Single Payment Vendor	Refunds	53.27
250843	Master Single Payment Vendor	Refunds	56.28
250844	Master Single Payment Vendor	Refunds	86.89
250845	Master Single Payment Vendor	Refunds	100.42
250846	Master Single Payment Vendor	Refunds	649.13
250847	Master Single Payment Vendor	Refunds	172.87
250848	Master Single Payment Vendor	Refunds	87.50
250849	Master Single Payment Vendor	Refunds	36.32
250850	Master Single Payment Vendor	Refunds	111.50
250851	Master Single Payment Vendor	Refunds	188.52
250852	Master Single Payment Vendor	Refunds	97.98
250853	Master Single Payment Vendor	Refunds	70.66
250854	Master Single Payment Vendor	Refunds	143.93
250855	Master Single Payment Vendor	Refunds	6.42
250856	Master Single Payment Vendor	Refunds	80.39
250857	Master Single Payment Vendor	Refunds	187.93
250858	Master Single Payment Vendor	Refunds	30.77
250859	Master Single Payment Vendor	Refunds	28.43
250860	Master Single Payment Vendor	Refunds	96.18
250861	Master Single Payment Vendor	Refunds	89.68
250862	Master Single Payment Vendor	Refunds	196.34
250863	Master Single Payment Vendor	Refunds	87.17
250864	Master Single Payment Vendor	Refunds	164.86
250865	Master Single Payment Vendor	Refunds	78.86
250866	Master Single Payment Vendor	Refunds	37.82
250867	Master Single Payment Vendor	Refunds	94.92
250868	Master Single Payment Vendor	Refunds	13.71
250869	Master Single Payment Vendor	Refunds	107.83
250870	Master Single Payment Vendor	Refunds	79.25
250871	Master Single Payment Vendor	Refunds	169.81
250872	Master Single Payment Vendor	Refunds	31.80
250873	Master Single Payment Vendor	Refunds	103.37
250874	Master Single Payment Vendor	Refunds	127.52
250875	Master Single Payment Vendor	Refunds	99.31
250876	Master Single Payment Vendor	Refunds	63.77
250877	Master Single Payment Vendor	Refunds	8.01
250878	Master Single Payment Vendor	Refunds	67.70
250879	Master Single Payment Vendor	Refunds	48.19
250880	Master Single Payment Vendor	Refunds	75.79
250881	Master Single Payment Vendor	Refunds	40.21
250882	Master Single Payment Vendor	Refunds	95.26
250883	Master Single Payment Vendor	Refunds	58.20
250884	Master Single Payment Vendor	Refunds	61.51
250885	Master Single Payment Vendor	Refunds	17.63
250886	Master Single Payment Vendor	Refunds	86.68
250887	Master Single Payment Vendor	Refunds	115.60

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250888	Master Single Payment Vendor	Refunds	127.49
250889	Master Single Payment Vendor	Refunds	114.71
250890	Master Single Payment Vendor	Refunds	64.68
250891	Master Single Payment Vendor	Refunds	96.95
250892	AT&T Mobility	Cell Phones	110.43
250893	Airgas North Central	Tools	2,025.48
250894	Alesa Pierce	Safety Glasses	375.00
250895	Amazon Capital Services Inc	Materials & Supplies	664.26
250896	Andrew Jeremiah Tietjens	Safety Boots	213.99
250897	Bob Brown Chevrolet, Inc.	Vehicle Maintenance Materials	313.26
250898	Business Furniture Warehouse	Office Equipment	1,665.00
250899	Canon Financial Services INC	Printing & Copies	982.53
250900	Capital Sanitary Supply	Inventory	150.27
250901	Carquest	Vehicle Maintenance Materials	677.79
250902	Central Iowa Ready Mix	Concrete	285.00
250903	Central Service & Supply, Inc.	Purchased Services	340.00
250904	CenturyLink	Telephone Services	336.82
250905	Cintas	Purchased Services	1,791.11
250906	City Supply Corporation	Materials & Supplies	80.71
250907	Cody Mikesell	Safety Boots	345.99
250908	Colin Lenihan	Safety Boots	54.24
250909	Commercial Bag & Supply Co	Inventory	66.22
250910	Copy Systems, Inc.	Printing & Copies	153.44
250911	Core and Main	Inventory	1,989.97
250912	DXP	Materials & Supplies	1,385.30
250913	Daniel Alvarado	Safety Boots	214.03
250914	Daniel Rule	Safety Glasses	375.00
250915	Data Source Media	Inventory	157.22
250916	Dex Media	Advertising	68.00
250917	Donald Miller	Licenses & Certifications	146.59
250918	Electrical Engineering & Equipment Co.	Inventory	665.51
250919	Factory Motor Parts Company	Vehicle Maintenance Materials	245.81
250920	Ferrellgas, Inc.	Materials & Supplies	178.83
250921	General Fire & Safety Equipment	Materials & Supplies	70.00
250922	Grainger, Inc.	Materials & Supplies	576.07
250923	Graybar Electric Company	Inventory	746.69
250924	Iowa Prison Industries	Printing & Copies	24.00
250925	JMT Trucking	Contractors	1,797.12
250926	Keltek Incorporated	Vehicle Maintenance Materials	718.20
250927	MSC Industrial Supply Company	Vehicle Maintenance Materials	34.32
250928	Matt Hoffman	Safety Boots	144.44
250929	Menard's	Inventory	404.98
250930	Metro Waste Authority	Contractors	458.74
250931	Midwest Office Technology, Inc.	Printing & Copies	1,114.48
250932	Murphy Tractor & Equipment	Vehicle Maintenance Materials	55.26
250933	Napa Auto Parts	Vehicle Maintenance Materials	2,354.87
250934	Nichols Control & Supply Co.	Materials & Supplies	835.40
250935	Nite Owl Printing	Printing & Copies	1,972.00
250936	Penn Credit	Purchased Services	164.49
250937	Plumb Supply Company	Inventory	1,143.74
250938	Praxair Distribution Inc.	Materials & Supplies	540.00
250939	Premier Safety	Inventory	81.64
250940	Protex Central, Inc.	Purchased Services	1,159.42
250941	Radwell International	Inventory	608.28
250942	Reliable Maintenance Company	Purchased Services	2,190.00
250943	Reppert Rigging & Hauling Co.	Contractors	400.00
250944	Richtman Printing	Inventory	183.75

PAYMENTS FOR JANUARY, 2021

PeopleSoft Financials

Report ID: DWAPR002.sqr

<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
250945	Smith's Sewer Service Inc.	Plumbing	85.00
250946	Standard Bearing Company	Inventory	93.62
250947	State Hygienic Laboratory	Purchased Services	325.50
250948	Stew Hansen's Dodge City Inc.	Vehicle Maintenance Materials	118.50
250949	Stivers	Vehicle Maintenance Materials	181.82
250950	Straub Corporation	Inventory	1,578.36
250951	Strauss Security Solutions	Vehicle Maintenance Materials	30.00
250952	Team Services, Inc.	Contractors	958.00
250953	Tierpoint	Consultants	1,211.50
250954	Total Tool	Inventory	745.50
250955	ULINE	Inventory	227.87
250956	UPHDM Occupational Medicine	Purchased Services	933.00
250957	UPS	Delivery/Freight	4.82
250958	USA Bluebook	Inventory	51.92
250959	USA Safety Supply Corp	Inventory	71.06
250960	Vern Rash	Materials & Supplies and Mileage	154.98
250961	Vibra Screw Inc.	Inventory	252.00
250962	Waste Solutions of Iowa	Purchased Services	1,087.50
250963	Bonnie's Barricades	Contractors	6,663.80
250964	CTI Ready Mix	Concrete	5,084.50
250965	CarbPure	Inventory	42,098.00
250966	City of Des Moines	Contractors	3,683.50
250967	Cleaveland Access Controls	Materials & Supplies	7,300.00
250968	Cottingham & Butler	Purchased Services	3,710.00
250969	DuBois Chemicals, INC	Inventory	9,170.91
250970	Hach Chemical Company	Materials & Supplies	7,482.16
250971	IP Pathways, LLC	Data Processing Equipment	7,569.46
250972	IXOM Watercare Inc	Contractors	12,350.00
250973	Image Solutions	Materials & Supplies	4,962.05
250974	Kemira Water Solutions, Inc	Inventory	25,174.32
250975	McMaster-Carr Supply Company	Materials & Supplies	4,250.42
250976	Mellissa Data Corporation	Data Processing Equipment	7,662.50
250977	Mid American Energy	Utilities - Electric & Natural Gas	164,701.81
250978	Mississippi Lime Company	Inventory	33,723.70
250979	Municipal Supply, Inc.	Inventory	9,522.75
250980	NMC/CAT Rental	Materials & Supplies	8,733.90
250981	S.D. Myers, Inc.	Contractors	5,415.82
250982	SM Hentges & Sons Inc	Contractors	17,515.52
250983	Shermco Industries	Contractors	23,400.67
250984	Star Equipment, Ltd.	Materials & Supplies	5,018.00
250985	Synagro Central, LLC	Contractors	144,031.66
250986	Tension Envelope Corporation	Materials & Supplies	6,235.50
250987	Veenstra & Kimm, Inc.	Contractors	6,581.00
250988	Verizon Wireless Messaging Service	Cell Phones	11,372.80
250989	Vertex Chemical Corporation	Inventory	3,190.58
250990	Vertiv	Maintenance Contracts	3,046.00
250991	Vessco	Materials & Supplies	3,379.39
250992	West Des Moines Water Works	Contractors	22,879.00
250993	Ziegler Inc.	Maintenance Contracts	75,589.63
250994	Master Single Payment Vendor	Refunds	619.72
250995	Master Single Payment Vendor	Refunds	87.69
250996	Master Single Payment Vendor	Refunds	113.92
250997	Master Single Payment Vendor	Refunds	184.32
250998	Master Single Payment Vendor	Refunds	825.90
250999	Master Single Payment Vendor	Refunds	94.36
251000	Master Single Payment Vendor	Refunds	46.39
251001	Master Single Payment Vendor	Refunds	118.52

PAYMENTS FOR JANUARY, 2021

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
251002	Master Single Payment Vendor	Refunds	49.63
251003	Master Single Payment Vendor	Refunds	8.07
251004	Master Single Payment Vendor	Refunds	115.06
251005	Master Single Payment Vendor	Refunds	238.50
251006	Master Single Payment Vendor	Refunds	137.39
251007	Master Single Payment Vendor	Refunds	84.98
251008	Master Single Payment Vendor	Refunds	80.09
251009	Master Single Payment Vendor	Refunds	1,508.85
251010	Master Single Payment Vendor	Refunds	35.11
251011	Master Single Payment Vendor	Refunds	75.88
251012	Master Single Payment Vendor	Refunds	7.38
251013	Master Single Payment Vendor	Refunds	42.45
251014	Master Single Payment Vendor	Refunds	69.42
251015	Master Single Payment Vendor	Refunds	137.93
251016	Master Single Payment Vendor	Refunds	107.83
251017	Master Single Payment Vendor	Refunds	81.47
251018	Master Single Payment Vendor	Refunds	146.81
251019	Master Single Payment Vendor	Refunds	778.68
251020	Master Single Payment Vendor	Refunds	1,521.41
251021	Master Single Payment Vendor	Refunds	50.00
251022	Master Single Payment Vendor	Refunds	1,394.13
251023	Master Single Payment Vendor	Refunds	143.37
251024	Master Single Payment Vendor	Refunds	64.22
251025	Master Single Payment Vendor	Refunds	10.28
251026	Master Single Payment Vendor	Refunds	51.88
251027	Master Single Payment Vendor	Refunds	32.14
251028	Master Single Payment Vendor	Refunds	1,226.09
251029	Master Single Payment Vendor	Refunds	1,064.98
251030	Master Single Payment Vendor	Refunds	125.40
251031	Master Single Payment Vendor	Refunds	96.11
251032	Master Single Payment Vendor	Refunds	721.99
251033	Master Single Payment Vendor	Refunds	1,330.66
251034	Master Single Payment Vendor	Refunds	763.89
251035	Master Single Payment Vendor	Refunds	60.02
251036	Master Single Payment Vendor	Refunds	3,189.49
251037	Master Single Payment Vendor	Refunds	4,343.32
251038	AFSCME	Union Dues Payable	76.28
251039	Acme Tools	Inventory	258.16
251040	Air Products	Inventory	1,903.33
251041	Airgas North Central	Inventory	136.45
251042	Amazon Capital Services Inc	Materials & Supplies	739.10
251043	Blackburn Manufacturing Company	Inventory	219.88
251044	CMI	Purchased Services	137.40
251045	CONVERGEONE, INC	Maintenance Contracts	1,562.80
251046	CTI Ready Mix	Concrete	764.50
251047	Capital Sanitary Supply	Inventory	567.94
251048	Carquest	Vehicle Maintenance Materials	809.02
251049	CenturyLink	Telephone Services	102.72
251050	Cody Mikesell	Safety Glasses	119.84
251051	Construction & Aggregate Products, Inc.	Materials & Supplies	424.80
251052	Consumer Energy	Electrical Power	504.17
251053	Core and Main	Inventory	553.82
251054	D.J. Gongol & Associates, Inc	Materials & Supplies	583.60
251055	Data Source Media	Inventory	45.15
251056	Dee Clarke	Safety Boots & Safety Glasses	529.06
251057	Des Moines Iron Company	Vehicle Maintenance Materials	563.97
251058	Fastenal Company	Inventory	94.91

PAYMENTS FOR JANUARY, 2021

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
251059	GNB Industrial Power div of Exide Techno	Materials & Supplies	2,007.64
251060	Grainger, Inc.	Inventory	898.31
251061	Graybar Electric Company	Inventory	269.89
251062	H & H Plumbing Inc	Casualty Losses	143.00
251063	HY-VEE	Food & Beverages	291.87
251064	Hach Chemical Company	Inventory	2,247.82
251065	Hydra Quip	Materials & Supplies	59.92
251066	I'll Do It	Contractors	1,390.00
251067	Indelco Plastics	Inventory	1,503.60
251068	Industrial Glassware	Materials & Supplies	1,474.56
251069	Iowa Department of Natural Resources	Licenses & Certifications	30.00
251070	Iowa One Call	Purchased Services	2,141.60
251071	Iowa Rural Water Association	Dues and Memberships	375.00
251072	J. A. King & Company LLC	Contractors	257.20
251073	Jeremy Banks	Safety Boots	97.94
251074	Jeremy Swain	Safety Boots	74.19
251075	Lawson Products, Inc.	Inventory	37.53
251076	MSC Industrial Supply Company	Inventory	180.11
251077	Majestic Truck	Purchased Services	532.04
251078	McMaster-Carr Supply Company	Inventory	1,302.50
251079	Menard's	Materials & Supplies	32.90
251080	Menard's	Vehicle Maintenance Materials	200.62
251081	Midwest Valve Services, Inc.	Purchased Services	655.08
251082	Neptune Technology Group Inc	Inventory	2,174.27
251083	O'Halloran International	Vehicle Maintenance Materials	656.12
251084	Premier Safety	Inventory	821.50
251085	SHRM Central Iowa	Dues and Memberships	99.17
251086	Semper Fi Fund	Charitable PR Deduction	128.00
251087	Star Equipment, Ltd.	Vehicle Maintenance Materials	158.84
251088	Stonkus Hydraulic, Inc.	Inventory	1,012.29
251089	Total Tool	Inventory	128.48
251090	Transcat, Inc	Materials & Supplies	262.35
251091	Truck Equipment, Inc.	Vehicle Maintenance Materials	375.30
251092	UPS	Delivery/Freight	22.80
251093	USA Bluebook	Inventory	54.11
251094	USA Safety Supply Corp	Inventory	690.26
251095	United States Plastic Corporation	Inventory	124.88
251096	United Way of Central Iowa	Charitable PR Deduction	140.00
251097	VWR International LLC	Inventory	978.92
251098	Van Meter Industrial, Inc.	Materials & Supplies	154.32
251099	Verizon Connect NWF, Inc	Vehicle Maintenance Materials	2,228.00
251100	Vesco	Inventory	170.39
251101	AFSCME Local 3861-3	Union Dues Payable	2,654.78
251102	Advanced Utility Systems Div N. Harris C	Maintenance Contracts	116,536.66
251103	Advocacy Strategies, LLC	Consultants	10,000.00
251104	American Water Works Association	Dues and Memberships	12,192.00
251105	Aureon Communications	Telephone Services	3,991.39
251106	Baker Electric, Inc.	Contractors	7,570.00
251107	Bonnie's Barricades	Contractors	3,502.00
251108	Chemtrade Chemicals US LLC	Inventory	15,171.40
251109	Cintas	Purchased Services	3,108.45
251110	City of Des Moines	Purchased Services	1,359,081.00
251111	City of Des Moines	Contracts Payable	509,806.50
251112	Dickinson, Mackaman, Tyler, & Hagen, PC	Legal Fees	3,819.00
251113	Dixie Petro-Chem, Inc.	Inventory	6,731.59
251114	Dixon Engineering, Inc	Contractors	11,500.00
251115	EST ANALYTICAL	Maintenance Contracts	4,570.00

PAYMENTS FOR JANUARY, 2021

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
251116	Global Security Services	Purchased Services	16,943.44
251117	GovernmentJobs.com, Inc.	Maintenance Contracts	10,017.00
251118	Henkel Construction Company	Contractors	363,912.44
251119	Infor Tech	Maintenance Contracts	125,759.39
251120	Inland Truck Parts Company	Purchased Services	3,205.41
251121	Kemira Water Solutions, Inc	Inventory	12,253.33
251122	Mail Services LLC	Postage	6,685.15
251123	Midco Diving & Marine Services, Inc	Contractors	14,596.00
251124	Mississippi Lime Company	Inventory	70,907.45
251125	Pratum, Inc	Purchased Services	4,720.00
251126	Solarwinds	Maintenance Contracts	2,880.00
251127	Strauss Security Solutions	Purchased Services	5,637.00
251128	Torgerson Excavating	Plumbing	36,203.80
251129	Valley Plumbing Company, Inc.	Contractors	3,250.30
251130	Wellmark Blue Cross & Blue Shield of IA	Group Insurance Premiums	23,428.40
251131	Master Single Payment Vendor	Refunds	243.36
251132	Master Single Payment Vendor	Refunds	85.20
251133	Master Single Payment Vendor	Refunds	15.23
251134	Master Single Payment Vendor	Refunds	49.41
251135	Master Single Payment Vendor	Refunds	135.41
251136	Master Single Payment Vendor	Refunds	62.66
251137	Master Single Payment Vendor	Refunds	819.33
251138	Master Single Payment Vendor	Refunds	164.07
251139	Master Single Payment Vendor	Refunds	77.20
251140	Master Single Payment Vendor	Refunds	144.10
251141	Master Single Payment Vendor	Refunds	148.03
251142	Master Single Payment Vendor	Refunds	63.31
251143	Master Single Payment Vendor	Refunds	38.37
251144	Master Single Payment Vendor	Refunds	89.85
251145	Master Single Payment Vendor	Refunds	130.84
251146	Master Single Payment Vendor	Refunds	155.29
251147	Master Single Payment Vendor	Refunds	67.09
251148	Master Single Payment Vendor	Refunds	124.39
251149	Master Single Payment Vendor	Refunds	175.74
251150	Master Single Payment Vendor	Refunds	1,897.75
251151	Master Single Payment Vendor	Refunds	46.77
251152	Master Single Payment Vendor	Refunds	32.82
251153	Master Single Payment Vendor	Refunds	17.83
251154	Master Single Payment Vendor	Refunds	534.24
251155	Master Single Payment Vendor	Refunds	44.84
251156	Master Single Payment Vendor	Refunds	33.71
251157	Master Single Payment Vendor	Refunds	190.40
251158	Master Single Payment Vendor	Refunds	192.15
251159	Master Single Payment Vendor	Refunds	1,333.46
251160	Master Single Payment Vendor	Refunds	1,391.04
251161	Master Single Payment Vendor	Refunds	737.52
251162	Master Single Payment Vendor	Refunds	36.65
251163	Acme Tools	Park Materials	159.96
251164	Air-Mach Air Compressor &	Materials & Supplies	545.00
251165	Amazon Capital Services Inc	Materials & Supplies	393.50
251166	Armored Knights., Inc	Purchased Services	116.45
251167	Betty Neuman & McMahon, PLC	Legal Fees	1,083.00
251168	Dylan White	Licenses & Certifications	170.00
251169	Bryan Pollpeter	Mileage - Full Year 2020	759.81
251170	CTI Ready Mix	Concrete	952.00
251171	Canon Financial Services INC	Printing & Copies	1,175.70
251172	Capital Sanitary Supply	Inventory	170.11

PAYMENTS FOR JANUARY, 2021

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
251173	Cintas	Materials & Supplies	128.95
251174	City Supply Corporation	Materials & Supplies	11.72
251175	Copy Systems, Inc.	Printing & Copies	29.33
251176	Core and Main	Inventory	184.58
251177	Data Source Media	Inventory	1,895.37
251178	Electronic Engineering Company	Purchased Services	1,374.00
251179	Fidelity Security Life	Vision Withholding	1,207.46
251180	First Choice Coffee	Food & Beverages	44.00
251181	Fisher Scientific	Materials & Supplies	454.58
251182	Geotech Environmental Equipment, Inc	Materials & Supplies	183.58
251183	Grainger, Inc.	Materials & Supplies	1,913.67
251184	Graybar Electric Company	Inventory	91.70
251185	Harben Incorporated	Materials & Supplies	35.98
251186	IDEXX Laboratories, Inc.	Materials & Supplies	2,056.13
251187	Illinois Mutual & Life Casualty Company	Insurance Withholding	17.81
251188	Indelco Plastics	Inventory	364.66
251189	Interstate Power Systems, Inc	Purchased Services	173.00
251190	J. A. King & Company LLC	Purchased Services	530.08
251191	LSR+ Inc.	Purchased Services	1,602.50
251192	MSC Industrial Supply Company	Inventory	111.56
251193	Mark Sears	Safety Boots	180.20
251194	McMaster-Carr Supply Company	Inventory	197.13
251195	Menard's	Materials & Supplies	17.79
251196	Menard's	Materials & Supplies	162.23
251197	Mid-Iowa Environmental	Purchased Services	210.00
251198	Midwest Wheel Companies	Vehicle Maintenance Materials	538.12
251199	Motion Industries	Inventory	631.35
251200	O'Keefe Elevator Company Inc.	Purchased Services	654.45
251201	Penn Credit	Purchased Services	67.48
251202	Plumb Supply Company	Inventory	607.77
251203	Premier Safety	Inventory	96.15
251204	Principal Life Insurance	Purchased Services	387.50
251205	Robert Davidson	Safety Boots	228.96
251206	Sodak Limited	Materials & Supplies	71.53
251207	Star Equipment, Ltd.	Inventory	167.32
251208	Stetson Building Products	Inventory	210.96
251209	Storey-Kenworthy Company	Office Supplies	477.48
251210	Survey Monkey	Subscriptions	954.00
251211	The Shredder	Purchased Services	551.00
251212	Total Tool	Inventory	748.52
251213	UPHDM Occupational Medicine	Purchased Services	113.00
251214	USA Bluebook	Inventory	97.07
251215	USA Safety Supply Corp	Inventory	240.66
251216	Utility Equipment Company	Inventory	1,948.99
251217	Vessco	Inventory	568.38
251218	Business Furniture Warehouse	Office Equipment	25,729.75
251219	Chemtrade Chemicals US LLC	Inventory	14,880.00
251220	Hach Chemical Company	Inventory	5,211.60
251221	Kemira Water Solutions, Inc	Inventory	6,174.76
251222	Mail Services LLC	Postage	16,291.05
251223	Mesa Products	Inventory	6,583.25
251224	Mid American Energy	Utilities - Electric & Natural Gas	37,645.36
251225	Mississippi Lime Company	Inventory	37,494.97
251226	Municipal Supply, Inc.	Inventory	12,810.15
251227	Nate Todd Construction	Materials & Supplies	18,400.00
251228	Smartclean, LLC	Purchased Services	2,974.60
251229	Verizon Wireless Messaging Service	Cell Phones	6,671.64

PAYMENTS FOR JANUARY, 2021

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
251230	Voya Financial	Insurance Withholding	10,133.09
251231	Waldinger Corporation	Purchased Services	2,697.94
251232	Ziegler Inc.	Contractors	4,611.27
501875	ADP, LLC	Purchased Services	8,488.50
904772	IPERS Collections	Pension Plan Contribution	222,139.55
010821	Collection Services Center	Garnishment of Wages	2,477.93
010821	Treasurer State of Iowa	State Withholding Taxes Payable	33,460.16
010821	Internal Revenue Service	Withholding Taxes Payable	211,135.74
011521	EBS	Employee Health Premiums	287,766.66
012220	Collection Services Center	Garnishment of Wages	2,528.15
012220	Treasurer State of Iowa	State Withholding Taxes Payable	34,065.71
012220	Internal Revenue Service	Withholding Taxes Payable	234,800.92
013121	CBCS	Compensation Claims	59,859.43
TOTAL			<u>\$7,454,893.04</u>

CEO APPROVED EXPENDITURES GREATER THAN \$20,000
MONTHLY SCHEDULE FOR THE MONTH OF JANUARY 2021

Check #	Vendor	Description	Amount	Details
251218	Business Furniture Warehouse	Office Equipment	25,729.75	New Workstations in Dispatch. Charged to COVID-19 project

AGENDA ITEM FORM

SUBJECT: Appeal of Leak Adjustment – 13286 NE 56th Street

SUMMARY:

- Des Moines Water Works customer, Dr. Mark Menadue, has appealed to the Board seeking a larger leak allowance than offered by DMWW staff for a leak at his property at 13286 NE 56th St., Elkhart, IA.
- Dr. Menadue's staff noted his October 2020 statement showed 24,500 cubic feet of consumption and called DMWW to inquire about the high billing.
- A DMWW field technician visited the property on October 20, 2020, and found an outlet coupling leaking in Dr. Menadue's meter pit. Our technician installed a new gasket in the coupling to prevent further leakage.
- DMWW staff offered a leak allowance of \$2,003.49. This was based on DMWW Rules & Regulations, which state when a leak is identified, a one-time courtesy leak allowance can be offered for 50% of any excess consumption for up to 3 months. DMWW staff calculated an adjustment slightly more generous than the published rule, offering 50% relief for up to 4 months.
- Dr. Menadue appealed this leak adjustment. A customer appeal hearing was offered as outlined in Rules & Regulations, and a hearing took place on November 24, 2020. The appeals committee consisted of Kyle Danley, Chief Operations Officer; Amy Kahler, Director of Customer Service & Marketing; Jenny Puffer, Director of Water Distribution. Based on the information that the leak adjustment was slightly more generous than outlined in the Rules & Regulations, because there has been a pattern of similarly high water consumption at the property in previous years, and because there was no evidence that DMWW was solely to blame for the leak on the customer's service line, the committee upheld the leak adjustment of \$2,003.49 initially calculated.
- Dr. Menadue stated he is not satisfied with this resolution and requested to appeal to the Board of Trustees as outlined in Rules & Regulations. Dr. Menadue is requesting relief for 100% of the difference in usage between the periods of Jan – Oct 2019 and Jan – Oct 2020. Dr. Menadue is requesting an adjustment of \$5,073.82 based on amounts billed.
- Although Dr. Menadue has calculated his request for relief based on amounts billed, it should be noted that not all of his billed difference is due to consumption; and in fact, some of the difference is due to water rate increases that took effect, as well as \$315 in backflow charges billed in 2020. These would not be appropriate differences to include in a request for a leak allowance. The consumption-only related difference between 2019 and 2020 is \$4,503.80, if 100% relief for Jan – October were considered as requested by Dr. Menadue.
- Attached are 1) correspondence from Dr. Menadue outlining the action he is requesting from the Board; 2) a summary outlining Dr. Menadue's proposed leak adjustment of \$5,073.82, 3) the Appeals Committee decision letter, and 4) a graph of historical consumption at the property showing past patterns of similar high usage at the property.

FISCAL IMPACT:



Leak allowances offset utility revenue. Any leak adjustment granted decreases net revenue.

RECOMMENDED ACTION:

Deny the appeal and uphold the staff calculated leak adjustment based on Rules & Regulations of \$2,003.49.

BOARD REQUIRED ACTION:

Motion to either uphold or increase the staff calculated leak adjustment based on Rules & Regulations of \$2,003.49.

<p>_____/_____ (date)</p>	<p> Amy Kahler, CPA Chief Financial Officer</p> <p>2/10/21 (date)</p>	<p> Ted Corrigan P.E. CEO and General Manager</p> <p>2/11/21 (date)</p>
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Attachments: January 25, 2021 email from Dr. Mark Menadue; Vendor Ledgers for Period from Jan 1, 2019 to Oct 16, 2020 as provided by customer; December 22, 2020 DMWW Response to November 24, 2020 Customer Hearing; Consumption Graph

Kahler,Amy

From: Dr Mark C Menadue <mcmnadue@aol.com>
Sent: Monday, January 25, 2021 2:55 PM
To: Corrigan, Ted
Cc: Kahler,Amy; Watson, Michelle; Braden, Theresa
Subject: Re: Des Moines Water Works/13286 NE 56th St.
Attachments: MCM Water (1) (2).xlsx

CAUTION: This email originated from outside of DMWW. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ted,

Appreciate your consideration.

The attached spreadsheet was my initial ask - the difference from year - to - year, due to the leak. This has now extended until the definitive repair in 2020.

My bill has now stabilized at approximately \$400/month - all the overage is attributable to the leak in DMWW equipment x the number of months it went unchecked, before Torgerson recently repaired, with your staff on site. I have collateral damage to the landscaping that also requires repair in the Spring also, due to localized flooding.

I have paid HomeServe premiums for just such an incident.

Thank You,

MARK

Mark C. Menadue, DO, JD, FACEP, FCLM
President/CEO

ACUTE CARE, INC
PO Box 3288
Des Moines, IA 50316

515.964.2772
800.729.7813
Fax 515.964.2777

MCMenadue@acutecare.com
www.acutecare.com



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-----Original Message-----

From: Corrigan, Ted <corrigan@dmww.com>
To: Dr Mark C Menadue <mcmnadue@aol.com>
Cc: Kahler,Amy <kahler@dmww.com>; Watson, Michelle <watson@dmww.com>; Braden, Theresa <tbraden@dmww.com>

Sent: Thu, Jan 21, 2021 3:17 pm
Subject: RE: Des Moines Water Works/13286 NE 56th St.

Dr. Menadue,

Thank you for your email requesting an appeal before the Board of Water Works Trustees. I have visited with the appeals committee and understand your appeal relates to a leak adjustment. We will be happy to accommodate your request to appear before the Board at their February meeting which will be Tuesday February 23rd at 3:30 pm. The meeting will be virtual and we will send you Zoom meeting log in information in advance of the meeting.

As we prepare the packet of information for the Board, can you share with me what your request of the Board will be? I believe this information will be helpful for the Board.

Please feel free to contact me if you have questions or concerns.

Thank you.

Ted

TED CORRIGAN | CEO and General Manager
Des Moines Water Works | **WATER YOU CAN TRUST FOR LIFE**
2201 George Flagg Parkway | Des Moines, Iowa 50321 | www.dmww.com
Phone: (515) 283-8799 | e-mail: corrigan@dmww.com



From: Dr Mark C Menadue <mcmenadue@aol.com>
Sent: Wednesday, January 20, 2021 5:07 PM
To: Corrigan, Ted <corrigan@dmww.com>
Subject: Fwd: Des Moines Water Works/13286 NE 56th St.

CAUTION: This email originated from outside of DMWW. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr Corrigan,

I would like to respectfully request an appeal to the Board of Water Works Trustees.

Thank You,

MARK

Mark C. Menadue, DO, JD, FACEP, FCLM
President/CEO

ACUTE CARE, INC
PO Box 3288
Des Moines, IA 50316

515.964.2772
800.729.7813
Fax 515.964.2777

MCMenadue@acutecare.com

Mark C. Menadue

Vendor Ledgers

For the Period From Jan 1, 2019 to Oct 16, 2020

Filter Criteria includes: 1) IDs from DES MOINESWATERWORKS to DES MOINESWATERWORKS. Report

DES MOINESWATERWORKS

2019			2020			
Date	Trans No	Amount	Date	Trans No	Amount	Difference
1/4/2019	85359719 JAN 19	292.25	1/6/2020	8535979 JAN 20	591.44	299.19
2/5/2019	85359719 FEB 19	493.86	2/5/2020	853597169 FEB 20	531.67	37.81
3/5/2019	85359719 MAR 19	348.71	3/4/2020	85359719 MAR 20	403.58	54.87
4/4/2019	85359719 APR 19	360.13	4/6/2020	85359719 APR 20	473.86	113.73
5/6/2019	85359719 MAY 19	360.13	5/5/2020	8539719 MAY 20	928.39	568.26
6/5/2019	85359719 JUN 19	462.60	6/4/2020	85359719 JUNE 20	767.97	305.37
7/5/2019	85359719 JULY 19	429.20	7/7/2020	85359719 JULY 20	1,828.59	1,399.39
8/6/2019	85359719 AUG 19	1,274.60	8/5/2020	85359719 AUG 20	1,773.80	499.20
9/5/2019	85359719 SEPT 19	1,496.62	9/4/2020	8535979 SEPT 20	1,941.41	444.79
10/4/2019	85359719 OCT 19	813.47	10/6/2020	85359719 OCT 20	2,164.68	1,351.21
		6,331.57			11,405.39	5,073.82

DES MOINES WATER WORKS

Board of Water Works Trustees

2201 George Flagg Parkway | Des Moines, Iowa 50321-1190 | (515) 283-8700 | www.dmww.com

December 22, 2020

Dr. Mark Menadue
13286 NE 56th St.
Elkhart, IA 50073-9018

RE: Des Moines Water Works (DMWW) Response to November 24, 2020 Customer Hearing

Dear Dr. Menadue:

Thank you for meeting virtually with Jenny Puffer, Kyle Danley, and me on November 24, 2020 at 11:00 a.m. This meeting represented a customer hearing at your request as outlined in our Rules and Regulations, with the intent of discussing your concerns with a large bill you received for 13286 NE 56th St., dated 10/06/20.

A Summary of the Issue

You stated during our meeting that you had expected your water bill to decrease from your 2019 usage as family members moved out of your home; however, your assistant recently brought to your attention that had not occurred. Your October 6th statement showed usage of 24,500 cubic feet (cf). At your request, a DMWW field technician visited your property on October 20th. The field technician noted they found the outlet coupling leaking in your meter pit and installed a new washer. Your assistant called again on October 23rd to discuss a leak adjustment.

After the field visit, DMWW offered a leak allowance of \$2,003.49 in accordance with Section 502.2.6 of DMWW's Rules & Regulations:

502.2.6 Residential customers who experience a leak after the meter (e.g., as a result of running toilet, burst pipes, etc.) may request a leak adjustment. Any leak adjustment granted shall be based on monthly consumption during the period during which the leak has been shown to have occurred and shall be limited to 50% of the excess consumption as measured against the account's next highest month's consumption in the immediate 12 months prior to the leak. The leak adjustment will be applied to not more than three monthly bills, absent a showing of highly compelling or extraordinary circumstances. Leak adjustments are a one-time reduction in charges and will be granted only after the leak is verified to have been remedied.

The leak allowance offered included a waiver of 50% of the excess consumption for the four months of July, August, September, October 2020. This adjustment is more generous than the three months outlined in the Rules & Regulations based on "compelling or extraordinary

circumstances.” A total of 83,300 cf was billed during this 4-month period, and 48,700 cf was adjusted off at 50% of the retail rate. The excess consumption was determined using the following months as baselines: January 2020; May 2020; June 2020; and October 2019.

Other Considerations

At our meeting, you shared that your property is sizeable and has historically used large amounts of water and includes watering facilities or features, including an indoor pool, extensive landscaping, etc.

Appeals Committee Decision

As indicated in our meeting, we understand and appreciate the concern caused by high, unexplained water usage. In reviewing a graph of your consumption since 2008 (enclosed for your reference), a clear pattern of cyclical high usage is evident. There is some precedence over the life of your account for the level of consumption experienced from July through October 2020. While there may have indeed been a coupling leak discovered in 2020, it is unlikely it was the sole cause of the high consumption during this time period. Based on the patterns illustrated on the graph, other factors, including seasonal outside watering likely contributed to the high consumption. Additionally, prior to the October 2020 visit, DMWW had not been to your home since December 2007. It does not seem reasonable that DMWW would be solely responsible for a coupling leak when we had not interacted with the meter setting since 2007. There have been months of relatively low usage after the 2007 visit, indicating DMWW did not leave the outlet coupling leaking in 2007.

Given these circumstances, it is our position that the leak allowance offered is a fair resolution. Please contact me at (515) 283-8760 or kahler@dmww.com if you would like to accept this offered adjustment of \$2,003.49.

During our meeting, we expressed concern that you may still have a leak at the property and offered ideas on how you can troubleshoot that possibility. We encourage you to further evaluate your water usage to ensure all leaks and inefficient usage have been identified.

Thank you for your time in meeting with us and communicating your concerns.

Sincerely,



Amy Kahler
Director of Customer Service & Marketing

Cc Kyle Danley
 Jenny Puffer

ALL

Usage Based On Consumption



AGENDA ITEM FORM

SUBJECT: Authorize CEO and General Manager to Execute Professional Services Agreement with HDR Engineering, Inc. for Strategic Planning Facilitation

SUMMARY:

- On January 4, 2021, staff issued a request for proposals for strategic planning facilitation for an amount not to exceed \$100,000.
- The request for proposal was sent to three prospective respondents. The three firms were chosen from a group of six that were researched and interviewed by Ted Corrigan, CEO and General Manager and Jennifer Terry, External Affairs Manager.
- The RFP included four specific areas of focus: consultant/team experience; industry experience; familiarity, methodology and schedule; and professional services agreement and fees.
- On February 3, 2021, three proposals were received, all within the budgeted amount of \$100,000.
- Each proposal was evaluated by an internal team consisting of Customer Service & Marketing, Finance, Engineering, Water Distribution, OCEO and Human Resources. Each of the proposals was considered responsive as each consultant team possesses the resources to properly complete the required evaluation. The proposals were evaluated based upon the four criteria and after a review meeting, the committee chose HDR Engineering, Inc. as the 2021 Strategic Planning Facilitator.
- Staff recommends the Board authorize staff to execute a Professional Services Agreement with HDR Engineering, Inc. in the amount of \$99,934 for the 2021 Strategic Plan. Their proposal is attached.

FISCAL IMPACT:

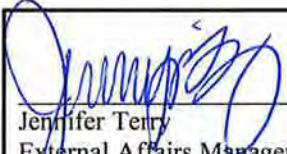
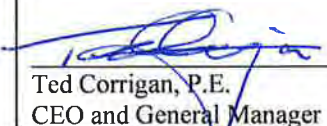
Funds for these services were included in the 2021 OCEO budget.

RECOMMENDED ACTION:

Staff recommends the Board authorize the CEO and General Manager to execute Professional Services Agreement with HDR Engineering, Inc. for Strategic Planning Facilitation.

BOARD REQUIRED ACTION:

Motion to authorize the CEO and General Manager to execute Professional Services Agreement with HDR Engineering, Inc. for Strategic Planning Facilitation in the amount of \$99,934.

 Jennifer Terry External Affairs Manager (date) <u>2.11.2021</u>	 Ted Corrigan, P.E. CEO and General Manager (date) <u>2/11/21</u>
--	---

Attachments: 2021 Strategic Planning Facilitation Proposal



Proposal for
**2021 Strategic Planning
Facilitation**

Des Moines Water Works

February 4, 2021





February 4, 2021

Jennifer Terry
Des Moines Water Works
2201 George Flagg Parkway
Des Moines, Iowa 50321

RE: Des Moines Water Works 2021 Strategic Planning Facilitation

Dear Jennifer and Members of the Selection Committee,

We are excited to help Des Moines Water Works (DMWW) plan its future. **Uncovering new ways to optimize and improve your utility's operation - while remaining true to your mission - is an outcome we've delivered many times with proven success.** We look forward to achieving this for you as your trusted partner.

HDR brings the right mix of strategic communications, technical, and economic expertise to your 2021 strategic planning initiative. Our approach leverages proven public engagement strategies that have been optimized by our **renowned Strategic Communications practice group of more than 140 HDR professionals. One of this practice's lead facilitators, Dr. Katie Hatfield Edstrom, will serve as your Project Manager and Lead Facilitator.** Katie has successfully served in this role for a variety of water utilities engaged in planning efforts and is 100% committed to providing innovative, high quality, and cost-effective strategies and tools for engagement to DMWW. Katie knows the Des Moines social and political landscape with experience leading stakeholder engagement efforts for IDOT's Des Moines Integrated Corridor Management Plan. Des Moines-based **technical/engineering experts Mark Duben, PE, and Stephanie Fleckenstein, PE, ENV SP, will provide unmatched knowledge of the DMWW's infrastructure, operations, and planning efforts, such as your recently updated Long Range Plan. Alex Shannon will provide economic analysis for the project, providing valuable insights into strategic funding and revenue generation opportunities.**

HDR is the right partner to facilitate your 2021 Strategic Plan because we offer:

- **A flexible strategic planning approach that will result in stronger customer and stakeholder support and broader engagement.** We offer a comprehensive process that engages the public and stakeholder groups to efficiently and effectively engage the community and receive valuable input to help drive decision-making throughout the planning process. Our bench strength allows us to provide additional support, as needed.
- **A nimble yet highly accomplished team of experts will result in a Plan that makes sense for your utility and customers.** Our locally rooted team has knowledge of DMWW's existing infrastructure, previous planning efforts and knowledge of ongoing issues, opportunities and goals. This understanding reduces our learning curve and will save time and money.
- **Proven success in utilizing virtual engagement.** As a national leader in public engagement and strategic communications, HDR has been leading the way in virtual platforms for meaningful and authentic engagement for over a decade. During the pandemic, communities across the country have turned to our Strategic Communications team to help keep projects going despite social challenges.

We are invested in Des Moines Water Works' strategic success and look forward to partnering with you on this planning initiative. We sincerely appreciate your consideration.

Sincerely,

Katie Hatfield Edstrom, PhD
Project Manager & Lead Facilitator

Mark Duben, PE
Senior Technical Advisor

Ronald J. Sova, PE
Senior Vice President

1

WORK PLAN &
SCHEDULE

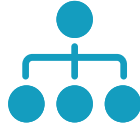
PROJECT UNDERSTANDING

Strategic Planning is employed to help utilities, like DMWW, set priorities, focus their efforts and resources, strengthen operations, and help align employees and stakeholders towards common goals. HDR is poised to help DMWW facilitate authentic opportunities to learn from your stakeholders and form a plan that guides who DMWW is, who it serves, what it does, and how it is implemented in the future.

HDR's approach to gathering insights and data to inform the 2021 Strategic Planning effort is a multi-faceted mixed methodology that will leverage data from multiple sources to produce a comprehensive understanding of audience input. Our approach employs both qualitative and quantitative methods for data collection. We recommend an approach that encompasses methods such as a community and stakeholder surveys, desktop analysis using Tapestry Segmentation community data assessment and social listening, benchmarking, employee/retiree virtual listening tours, and key stakeholder interviews. Employing both quantitative and qualitative methods will allow for cross-checking consistency of findings across varying collection methods. By cross-checking, DMWW can be assured of the effectiveness and usefulness of data across all methods.

METHODOLOGY

TASK 1
Project
ManagementTASK 2
Social, Media and
Community AnalysisTASK 3
Strategic Planning
Community ForumTASK 4
Benchmark
AnalysisTASK 5
Grassroots
Community
EngagementTASK 6
Regulatory
Environmental
AssessmentTASK 7
Economic Analysis &
Prioritization StrategyTASK 8
2021 Strategic
Plan Development

TASK 1**Project Management**

HDR recognizes the importance of customizing and implementing a strong project management approach and project control system led by experienced project and team leads. This approach leads to a sense of teamwork among those involved in the project and the ability to recognize and characterize problems and establish baselines and measurement procedures to correct and flex to unforeseen circumstances and challenges. HDR uses project management and cost/schedule tools that integrate scope of work activities with schedule, resources, and budget details. HDR's project control measures include;

KICK-OFF WORKSHOP

One of HDR's core values is Listen First. We want to hear and understand what is important for you to learn from your customers, stakeholders and communities. We will use this information to guide our approach, survey development and metrics for success. To facilitate this, we will hold a project kick-off workshop with key, internal DMWW staff and HDR project team members to identify opportunities for engagement, challenges for strategic planning, and kick-off the development of a Strategic Planning and Engagement Guide for the project. This Guide will be the playbook for how data will be collected and assessed.

PROJECT WORK PLAN

The Work Plan will be finalized immediately after Notice-to-Proceed as a monitoring tool to facilitate scope, schedule, and budget.

CLIENT RELATIONS/COMMUNICATIONS

The project manager will communicate with project client team, informally and formally. We will discuss major issues, project status, and upcoming work. Weekly project status updates will be communicated by email to document progress, re-alignment needs, ongoing action items, and engagement analytics to date.

PROJECT MANAGEMENT SYSTEMS AND PROGRESS REPORTING

HDR uses an integrated project management system that provides budget information every pay period. A project status report will accompany every monthly invoice submitted by HDR.

PROJECT SCHEDULE

HDR will develop and maintain a detailed schedule that establishes task start and end points, submittal dates for draft and final deliverables, and project, stakeholder, community, and utility meeting dates.

ASSUMPTIONS

1. DMWW will identify one (1) point of contact (POC), to coordinate with HDR Project Manager.
2. HDR assumes 10 months of reporting/invoicing (Notice-to-Proceed through October 2021).
3. Up to four (4) HDR team members will participate in one (1) three-hour virtual kick-off meeting.
4. HDR will develop an Action Items Tracking Spreadsheet for discussion during all coordination calls.
5. One (1) HDR staff will participate in up to 15 virtual coordination conference calls, anticipated to be no longer than 1 hour in length. HDR will provide a Webex meeting for each meeting.
6. Assume three (3) days and one round of Draft review for all deliverables.
7. Assumes all files will be delivered electronically.

DELIVERABLES

1. Ten (10) Progress Reports and Invoices
2. Action Items Tracking Spreadsheet
3. Kick-off Workshop Agenda and Summary
4. Strategic Planning & Engagement Guide
5. Detailed Project Schedule
6. Project Work Plan

MEETINGS

1. Project Kick-off Workshop (WebEx meeting)
2. 15 coordination calls (WebEx meeting)
3. Up to ten (10) on-call coordination calls (WebEx meeting)

TASK 2

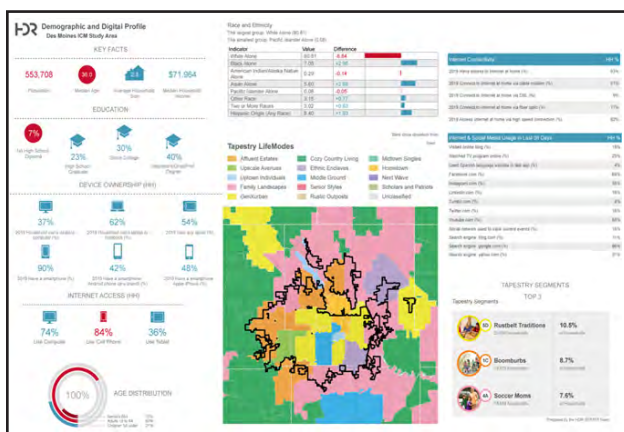
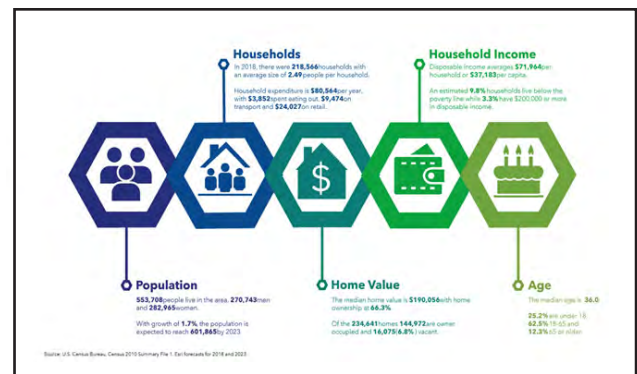
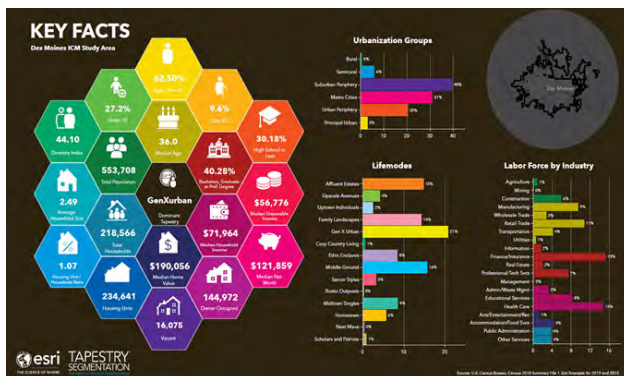
Social, Media and Community Analysis



HDR partners with its geospatial and information management team to access and analyze the most up-to-date combination of geospatial data, demographic and socioeconomic data available down to the census block using Tapestry Segmentation analysis. HDR will provide DMWW with a summary of key audiences using Tapestry data and leverage that data to inform development of an actionable approach regarding engagement for planning efforts. Additionally, the data will allow us insights on communication channels – what devices, channels and access points we will need to target in order to reach our desired participants.

Tapestry Segmentation Deliverables

Examples of Des Moines Tapestry Segmentation community assessment data output based on Census data:



WHAT IS TAPESTRY SEGMENTATION?

Tapestry Segmentation allows us to understand demographic and behavioral information about customers throughout the service territory.

Tapestry Segmentation data will help us determine how to best reach potential participants and to drive participation.

TASK 2

Social, Media and Community Analysis (cont'd)

SOCIAL LISTENING TOOLS WE'LL USE FOR METRICS & ANALYTICS

Talkwalker

Talkwalker's AI powered analysis provides real time insights into what's happening on all social channels and online media. This enables us to quickly identify conversations, sentiment and issues in real time to discover what customers think. We measure impact and benchmark campaigns with proven KPI frameworks – connecting social efforts to real business results and providing you with instant reports.

Google Analytics

Google Analytics is a digital analytics software that measures and tracks data about the visitors on your website. It provides valuable insights that help shape the success strategy of communication and campaigns.

Sprout Social

Sprout Social is a social management and analytics tool that helps measure the success of social post performance. Sprout provides insights on reach, impressions, engagement and audience on owned social media channels. These digital insights help to track growth, shape messaging and continually improve strategy in a rapidly changing digital environment.

Our approach will also rely on in-depth social listening. Social listening will allow us to determine public sentiment and understand what people are saying about DMWW and their projects across traditional and social communication mediums. We like to think of social listening as the world's largest focus group. HDR will conduct a preliminary search to see what is and has been said about your utility and initiatives. We curate data from social profiles, comments, online forums, blogs and news sources. We pair this with digital behaviors and offline activity to piece together insights, conversations, sentiments and trends to shape communication strategies. HDR uses ongoing social listening to monitor conversations around your utility, project initiatives and similar industry projects. Monitoring the pulse of the conversation allows you to strategically plan for the future based on social and political insights present in the public sphere.

ASSUMPTIONS

1. HDR will conduct an early Tapestry Segmentation Analysis and social and traditional media listening analyses using HDR's GIS and Social Listening tools to create a community assessment and baseline for engagement methods.
2. In conjunction with other tasks in this proposal, HDR will provide ongoing social and traditional media listening to evaluate engagement activities and tools.
3. HDR will develop six (6) social listening reports with key take-aways, trends, and next steps/proposed engagement adjustments.

DELIVERABLES

1. Tapestry Segmentation Analysis Report with Community Profile
2. Six (6) social listening reports.

TASK 3

Strategic Planning Community Forum



HDR will develop a project website to be used as a central forum for community engagement and input gathering throughout the Strategic Planning effort. HDR will provide ongoing content/graphic development for the forum. The forum will host project background, purpose and need, goals and objectives, educational resources, and engagement widgets for data collection. Targeted outreach will drive community members and stakeholders to the site for engagement. Engagement widgets may include Q&A, comment submission, polling, and prioritization exercises. The website will be developed to interface with Zoho CRM software.

ASSUMPTIONS

1. HDR will design and develop one Strategic Planning Community Forum.
2. HDR will secure URL's and hosting on behalf of DMWW. The domain and hosting will be licensed for one (1) year, unless otherwise directed.
3. HDR will be responsible for site development and management.
4. HDR will be responsible for formally reporting web analytics for the site.
5. HDR will provide design support for up to ten (10) graphics/illustration to accompany web content.
6. HDR will provide strategic guidance and support for up to four (4) web updates.
7. The website will be developed with HTML, CSS, and JavaScript, and will not be developed as a content management system (CMS).
8. The website will be hosted on Bluehost within Basic Plan account.
9. The client is subject to Bluehost's terms and conditions regarding the hosting of the online: <https://www.bluehost.com/terms>.
10. HDR assumes that each round of review will not exceed three days.
11. DMWW understands that the content document, wireframe, and design mockup will act as a blueprint for the website. Significant changes or additions made after development has begun may be considered out of scope.
12. DMWW will provide images, logo files, color palettes, and branding standards as available.
13. If existing suitable high-res imagery is not available, purchasing of licensed stock images or retention of a photographer are not included in this scope of work and would require additional costs not covered in this contract.
14. HDR cannot guarantee 100% uptime of any third-party services used, such as external email services, Google services, Esri services, or external content that is framed into the site.
15. HDR's website will support IE9+, Chrome, and Safari
16. All data stored in Zoho is subject to Zoho's terms and conditions: <https://www.zoho.com/terms.html>. Costs for Zoho subscription are assumed in this proposal.



Sample Prioritization Exercise

DELIVERABLES

1. One (1) project website.
2. One (1) website design mockup.
3. Up to four (4) web content documents.
4. Up to ten (10) graphics/illustrations for use on the website.
5. Four (4) web analytics reports.
6. Set up of hosting and domain for one (1) year.
7. Website maintenance for one (1) year.
8. Staging Website.
9. Final Website.

TASK 4**Benchmark Analysis**

In order to gain a better understanding of common strategic planning practices by other utilities, HDR will conduct a benchmarking of up to four (4) utilities to document key metrics related to their strategic planning efforts. HDR will work with DMWW staff to determine the most appropriate utilities to use in the benchmarking and to finalize the questions/metrics to be obtained

ASSUMPTIONS

1. HDR will develop a draft benchmark matrix, including utilities and key metrics for review by DMWW staff.
2. HDR will facilitate a conference call with DMWW staff to finalize the list of utilities and the metrics to be obtained; Once the list of communities and metrics are final, DMWW, with support from HDR, will contact the utilities and endeavor to document the metrics for their strategic planning efforts.
3. HDR will develop a brief technical memorandum, including the benchmark matrix.
4. All interviews will be conducted virtually and be attended by minimally, two HDR staff (lead researcher and project administrative assistant).

5. Interviews are anticipated to be no more than 1-hour in length.
6. Each utility will be sent a preliminary survey (Survey Monkey) asking base questions regarding utility demographics, customer base current generation and delivery portfolio, etc.).
7. The final benchmark analysis will present recommendations for DMWW's Strategic Plan.

DELIVERABLES

1. Pre-Survey (Survey Monkey).
2. Draft list of utilities and key metrics.
3. Draft and Final benchmarking results technical memorandum.

MEETINGS

1. Up to four (4) one-hour interviews conducted via WebEx.

TASK 5**Grassroots Community Engagement**

A mixed method data collection plan will include development of a Community Advisory Group, community and stakeholder surveys, employee/retiree virtual listening tour, and social media engagement.

COMMUNITY ADVISORY GROUP (CAG)

A Community Advisory Group (CAG) will be identified and formed at the onset of the Strategic Planning effort. This group will be comprised of key stakeholders including, but not limited to, large and small customers, local leaders, economic planning representatives, employees, retirees, and DMWW leadership. The CAG will meet to serve as a consultation group that provide local knowledge and form the Strategic Plan's goals and objectives. The group will use data collected from community and stakeholder input to provide guidance on services DMWW offers that are tailored towards defined customer values and are responsive to future trends and customer needs.

FOCUS GROUPS VS. OTHER PLATFORMS

HDR's approach to community and stakeholder engagement is born out of grassroots mobilization to meet people and interested parties where there are. The communication industry has seen a shift from the "robo-call" market research approach to engagement through social networking channels and structured advisory groups. Additionally, in the current pandemic circumstances, traditional focus groups are not the most appropriate recommendation due to community concerns for virus exposure. Our approach uses a multitude of tools and platforms to engage.

COMMUNITY AND STAKEHOLDER SURVEYS

Our team will use Tapestry Segmentation to identify the most appropriate methods for engagement to deploy a community survey. The service territory will be analyzed, and a targeted deployment and outreach plan will be developed. In tandem with the outreach plan development, HDR's will develop the survey protocol and assess question validity through internal testing. This will allow us to make necessary adjustments prior to deployment. Targeted surveys will be developed to glean key stakeholder interests and insights as well as a community, public survey for general data.

Grassroots Community Engagement (cont'd)

VIRTUAL LISTENING TOUR

HDR will facilitate and host a virtual listening tour for members of the community to learn about the Strategic Planning effort, how to provide input and opportunities for planning engagement, and anticipated next steps for utility services. The listening tour will employ Webex Events with opportunity for participant registration and moderated public conversation. The tour will host up to three events for the community. HDR will facilitate targeted outreach through the use of traditional and social media channels and DMWW communications methods.

SOCIAL MEDIA ENGAGEMENT

Social media is the space where most obtain the community news and engage in matter that mean most to them. HDR will develop a grassroots social strategy to maximize reach and engagement to accomplish three goals (1) educate the public about the 2021 Strategic Planning effort, (2) drive participation in engagement opportunities, and (3) provide social networking opportunities for community collaboration and input. We recommend employing DMWW's existing social network channels to tap into an existing following/audience. HDR will work with DMWW's communications team to provide post content, graphics, resources, and schedule for posts.

ASSUMPTIONS

CAG MEETINGS

1. HDR will work with DMWW to identify key stakeholder contacts for formation of the CAG.
2. HDR will develop and facilitate invitation for stakeholder participation in the CAG. It is assumed all invitations will happen with formal direct mail and email, when available.
3. CAG meetings will be hosted by HDR using Webex Meetings and are anticipated to be held virtually with option of in-person for up to ten stakeholders/team members in person. Community and state COVID restrictions will guide logistics planning for these meetings. Assume each meeting is two (2) hours in length.
4. Assume each meeting will be attended by up to three HDR team members.
5. A tailored facilitation plan will be developed for each meeting.
6. HDR will manage all meeting logistics and invitational outreach/RSVPs.
7. HDR will develop a Microsoft PowerPoint presentation, facilitation plan, meeting agenda and summary for each meeting.
8. It is anticipated the CAG will consist of no more than 18 stakeholders and up to 6 DMWW team members/staff.



COMMUNITY AND STAKEHOLDER SURVEYS

1. HDR will develop and manage distribution of one (1) community/customer survey, (1) large customer survey, and (1) employee/retiree survey.
2. Assume one week of review for survey review by DMWW.
3. HDR will employ Survey Monkey for survey administration and data collection.
4. HDR will develop an outreach plan that includes key outreach such as press releases, social media, web content, customer emails, newsletter copy, and other standard DMWW outreach methods.
5. Assume three days of review for outreach copy and designed pieces.
6. HDR will develop an outreach distribution plan and schedule.
7. HDR will develop a Survey results report for all three surveys with a combined Executive Summary. Executive Summary will be developed InDesign.

VIRTUAL LISTENING TOUR

1. Virtual Listening Tour Events will be hosted by HDR using Webex Events and are anticipated to be held virtually with no in-person option.
2. Assume two (2) events will be held.
3. Assume each event will be attended by up to three HDR team members.
4. HDR will manage all event logistics and invitations/registrations.
5. HDR will develop a Microsoft PowerPoint presentation and event plan for each event.
6. HDR will develop an outreach plan that includes key outreach such as press releases, social media, web content, customer emails, newsletter copy, and other standard DMWW outreach methods.
7. Assume three days of review for outreach copy and designed pieces.
8. HDR will develop an outreach distribution plan and schedule.
9. HDR will develop an Executive Summary for the tour. The Executive Summary will be graphically designed.

TASK 5**Grassroots Community Engagement (cont'd)****SOCIAL MEDIA ENGAGEMENT**

1. HDR will work in tandem with DMWW communications/social media team to identify roles and responsibilities for the social media strategy.
2. DMWW will provide as needed social analytics reports to help monitor and assess post strength/insights/engagement.
3. DMWW communications/social media team will be responsible for posting and managing all comment responses.
4. HDR will monitor social posts and provide support and guidance for engagement responses, as necessary.
5. Assume HDR will develop up to eight (8) posts and/or advertisements per month with associated graphics/visual resources. Post content will be focused on current engagement activities.
6. It is assumed any paid social advertisements or boosted posts would be the responsibility of DMWW.
7. If desired, HDR can develop and manage 2021 Strategic Planning Facebook and Twitter pages for the project, but this proposal cost estimate would need to reflect additional costs and assumptions during final contracting.

DELIVERABLES**CAG MEETINGS**

1. Three (3) PPT presentations.
2. Three (3) meeting agenda, summaries, and facilitation plans.
3. One (1) CAG Participation Invitation (letter and email).
4. One (1) CAG Membership Contact List.

COMMUNITY AND STAKEHOLDER SURVEYS

1. Three (3) Surveys.
2. Three (3) Survey Result Reports.
3. One (1) designed Executive Summary.
4. Outreach Content and Design (Press releases, social media/graphics, web content, customer email, newsletter copy).
5. Distribution Plan and Schedule.

VIRTUAL LISTENING TOUR EVENTS

1. Three (3) PPT presentations.
2. Three (3) event plans.
3. Outreach Content and Design (Press releases, social media/graphics, web content, customer email, newsletter copy).
4. Distribution Plan and Schedule.

SOCIAL MEDIA ENGAGEMENT

1. One (1) social media strategy.
2. Up to six (6) monthly social media content/design libraries with post schedule.

MEETINGS

1. Three (3) CAG Meetings (Webex Meetings).
2. Three (3) Listening Tour Events (Webex Events).



Leveraging DMWW's Social Media Platforms

TASK 6**Regulatory Environmental Assessment**

Senior Technical Advisor Mark Duben, PE, is currently leading an update and progress report of DMWW's Long Range Plan, which was completed in September 2017. This work will update average day and maximum day water demand projections, update production facility capacity requirements, report on the status of high priority improvements (5-year CIP) completion, and update the schedule of high priority improvements (5-year CIP) based on the updated water demand projections and production facility requirements. Our HDR team will leverage insights and data from the LRP and Update to help formulate the 2021 Strategic Plan to make sure regulatory compliance challenges and opportunities are aligned with each planning effort.

ASSUMPTIONS

1. We will rely on the regulatory assessment work already completed by HDR through DMWW's Long Range Plan.

DELIVERABLES

1. In the final 2021 Strategic Plan, there will be a summary of DMWW's regulatory assessment from the Long Range Plan.

MEETINGS

1. There will not be any meetings for this Task.

TASK 7**Economic Analysis and Prioritization Strategy**

Key to a long-term strategy is its economic viability. This means having the framework and tools in place to strategically establish budget requests, prioritize improvements and initiatives, and adapt quickly in a dynamic world. HDR will create a framework to develop informed budget requests in a way that best aligns with the goals and objectives outlined in the strategic plan.

ASSUMPTIONS

1. HDR will utilize levels of service goals for the utility developed in the Long Range Plan.
2. HDR will incorporate the defined CIP from DMWW's Long Range Plan update.
3. HDR will develop criteria to use in evaluating or prioritizing, strategies, projects, and other needs within the metro. This will be used to measure how these investments attain strategic plan objectives and levels of service goals.
4. HDR will develop a brief technical memorandum, including the benchmark matrix.

DELIVERABLES

1. Levels of service goals and prioritization criteria.
2. Process for developing prioritized budget requests and draft 2022 implementation plan.
3. Technical memorandum and summary section in Strategic Plan.

MEETINGS

1. Criteria development and weighting workshop (Webex Meeting).

TASK 8**2021 Strategic Plan Development**

Using data collected in Tasks 2 through 7 and input from DMWW executive level interviews, HDR will develop a 2021 Strategic Plan for DMWW. The Plan will be a comprehensive assessment of a path forward for the utility. The Strategic Plan will focus on four primary areas of investigation (1) customer relations, (2) financial viability, (3) operations, and (4) human relations. The plan will define the utilities strategic goals and objectives that are right sized for your customers and utility. The plan will be developed based on broad stakeholder engagement and will be customer focused. Our goal is to help you develop a plan that grounded in meaningful data and stakeholder insights that lead to goals, objectives and actionable prioritized steps for implementation. Through our engagement with the community, employees, stakeholders, and by learning from the experiences of other utilities, we will work with you to determine an appropriate Strategic Plan timeframe that is both manageable and realistic for implementation.

ONGOING SUPPORT

HDR has the bench strength to provide ongoing support after the Strategic Plan is complete. For more details, please refer to Section 4 “Post-Plan Completion Team Availability” on page 22.

ASSUMPTIONS

1. HDR will prepare a Draft and Final 2021 Strategic Plan Document.
2. Three (3) of the coordination meetings (identified in Task 1) will be focused on specific input regarding plan development and live edits.
3. HDR will develop public and stakeholder visual Executive Summary or “Strategy Map” that articulates plan goals and objectives.
4. HDR will develop a PowerPoint with talking points that summarizes the Plan and outcomes.
5. HDR will conduct up to five (5) executive level interviews with DMWW leadership.
6. Each interview will be held virtually using Webex Meetings and will be no longer than one-hour in length.
7. HDR will work with DMWW project team to identify interview candidates and facilitate interview logistics.
8. Assume two (2) HDR staff will participate in executive interviews.
9. All deliverables will be shared electronically.

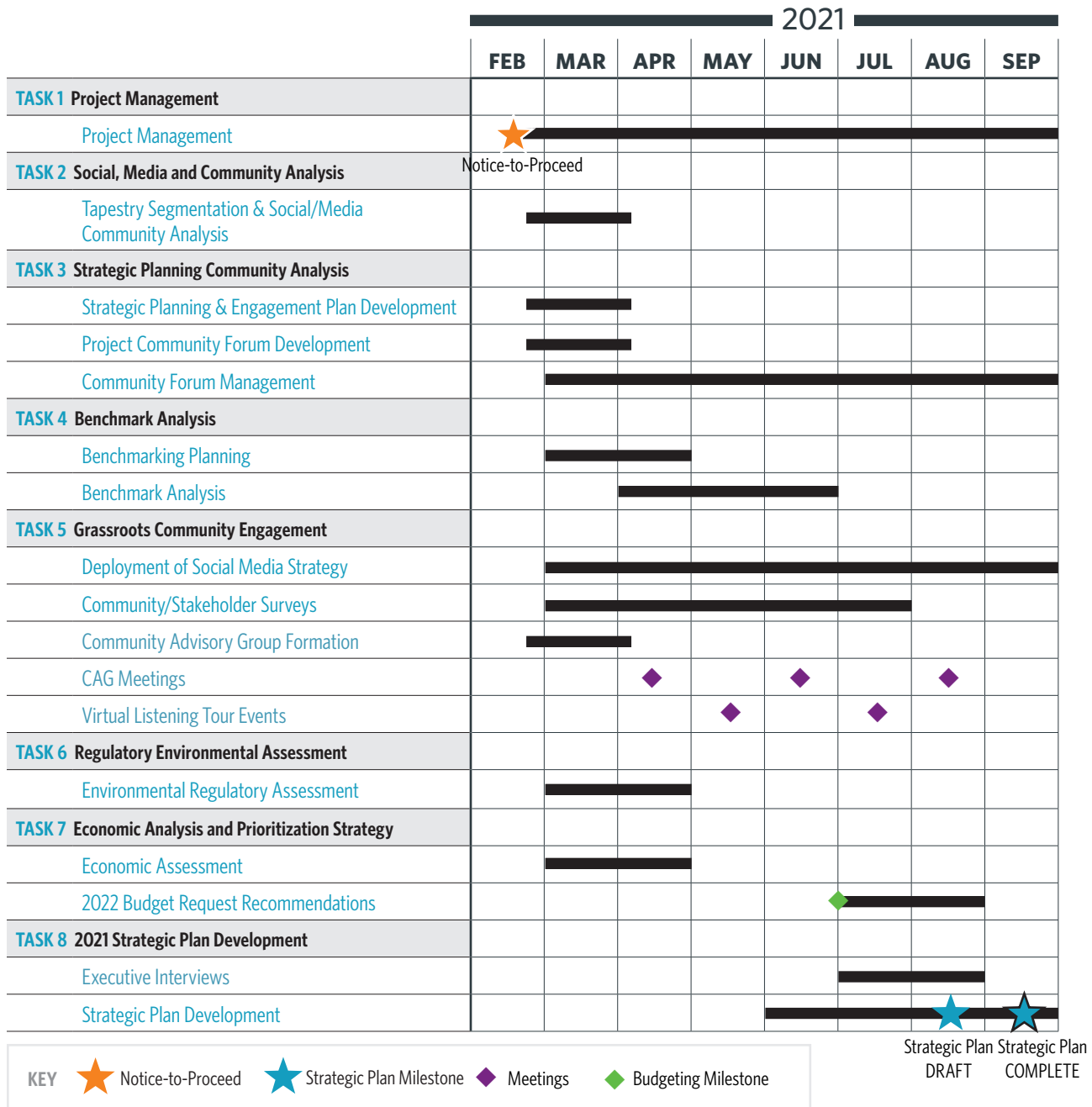
DELIVERABLES

1. Draft and Final 2021 Strategic Plan.
2. Visual Executive Summary.
3. PowerPoint with Talking Points.
4. Five (5) Interview Agendas, interview protocols, and summaries.

MEETINGS

1. Five (5) Executive Level Interviews.

PROJECT SCHEDULE



2

H&R'S QUALIFICATIONS
& CREDENTIALS

WHY SELECT H&R?

1 OUR EXPERIENCE, QUALIFICATIONS, EXPERTISE, AND REFERENCES

We have the experience in delivering complex strategic planning programs for utilities and infrastructure clients, including drinking water utilities facing similar challenges as the DMWW. Katie Hatfield Edstrom, PhD, our Project Manager and Lead Facilitator, has led and facilitated dozens of strategic planning exercises for utilities. Our clients are our best testimony to the quality of our services, and we look forward to you engaging with our references.

2 OUR TECHNICAL EXPERTS AND RESOURCES

Our core team includes the local leadership of Brian Bakke and unmatched experience of Mark Duben, PE, a nationally renowned drinking water expert. Mark has completed many planning projects for drinking water utilities, including DMWW's Long-Range Plan and Water Master Plan - giving the DMWW the best possible team and approach. We have tremendous national resources available to assist local staff, including a strategic communications practice group that can provide additional support to the team, if needed, to meet your needs and deliver your project on schedule.

3 OUR PLAN OVERVIEW

We will work collaboratively with the DMWW and stakeholders to build a plan that articulates your priorities and strategic actions to prepare you for the future, and then will assist you in identifying tasks to implement them effectively. We will identify critical initiatives, develop goals, objectives, strategies and tactics to direct the DMWW's day-to-day work toward resolving those issues. We won't recommend unnecessary tasks or expenses that don't deliver high return on investment.

4 OUR ENGAGEMENT PROCESS

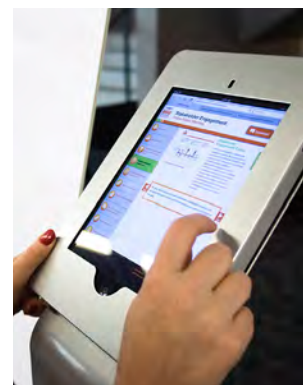
We have carefully selected the right tools that are tried and true and innovative in order to cull meaningful information from your community and stakeholders - tailoring tools for authentic engagement during the pandemic. Katie has extensive experience engaging utility stakeholders to build consensus and meaningful dialogue. We will leverage your organization's resources in a purposeful and meaningful way, providing you the biggest return on investment.

5 OUR QUALITY OF APPROACH

We understand the importance of your project and will have a collaborative approach with your leadership, staff, and participating communities. We are committed to be your long-term advisor, facilitator, engineer, and economist to help you achieve and implement your strategic goals.

OUR
MISSION

To help our clients achieve public, political, and agency acceptance by leading with proactive communications and creative engagement.



OUR QUALIFICATIONS & CREDENTIALS

HDR delivers highly effective engagement programs to utilities in Iowa and beyond. Our strategic communications practice is core to our business and we'll seamlessly blend with our technical teams in water resources to offer a strong strategic blueprint for you and your utility.

We know the value of responsible practices for our clients, our employee-owners, and the communities where we live and work.

140+

STRATEGIC COMMUNICATIONS PROFESSIONALS ACROSS THE COUNTRY

who span from creative directors and principals to geographic information system analysts and communications managers

30

PERSONNEL IN THE DES MOINES OFFICE

225

OFFICE LOCATIONS

across the world, including Des Moines, Cedar Rapids, Coralville, Ames, Council Bluffs and Omaha

INDUSTRY LEADERSHIP

We're consistently ranked as an industry leader by Engineering News-Record. Our 2020 rankings include:

#6

TOP 500
DESIGN FIRMS

#5

TOP DESIGN FIRMS
IN WATER

#3

MIDWEST
ENGINEERING FIRM

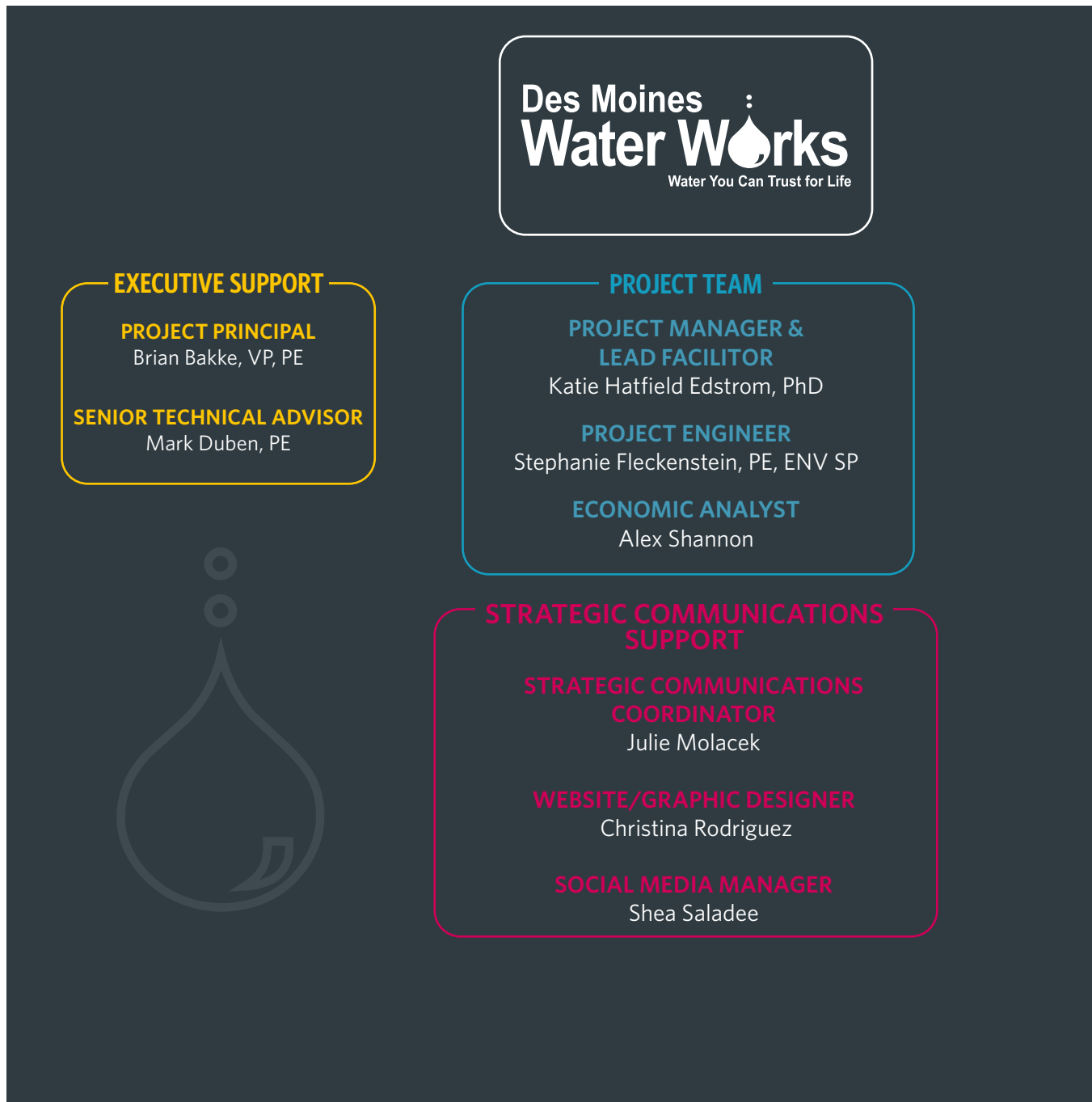
DRINKING WATER LEADERSHIP IN IOWA

Your **Senior Technical Advisor, Mark Duben**, is a **nationally recognized drinking water leader** with a strong presence in Iowa. Based in the Des Moines metro, he currently serves as Iowa Section Director for the American Water Works Association (AWWA).

OUR QUALIFIED PROJECT TEAM

HDR's team will be led by communications expert **Katie Hatfield Edstrom, PhD**, who also serves as lead facilitator within HDR's Strategic Communications practice. Katie will be supported by a team of strategic communications specialists. Katie's engineering counterpart, **Stephanie Fleckenstein, PE, ENV SP**, and senior technical advisor **Mark Duben, PE**, are both based in Des Moines and have extensive knowledge of DMWW. Mark has served as project manager of many of your key planning projects and continues to be your trusted advisor. **Alex Shannon**, a leading economist in CIP prioritization for major utilities across the country, will provide rate analysis and prioritization strategies to help with planning.

The organizational chart of the HDR team is listed below and biographies are provided on the following pages. Our team is enthusiastic about creating DMWW's visionary and implementable plan for the future.



PROJECT TEAM

Katie Hatfield Edstrom

PhD

*Project Manager &
Lead Facilitator*



EDUCATION

PhD, Communications, Ohio University, 2005
MA, Communications, Central Michigan University, 2002
BA, Communications, Central Michigan University, 2000

SPECIALIZED TRAINING

Facilitator, Leadership Strategies Institute

OFFICE LOCATION

Omaha, Nebraska

YEARS OF EXPERIENCE

Industry: 20
HDR: 8

Katie will serve as Des Moines Water Works' Project Manager and Lead Facilitator. Katie brings more than 20 years of experience in audience and message analysis, strategy development, project coordination and management. As a lead facilitator within HDR's Strategic Communications practice, Katie is nuanced in consensus building and has excellent communication skills, including group leadership, facilitation, and management. She excels in leveraging existing communication strategies and employing new technologies and facilitation tools to achieve the best possible outcome for our clients. She works to capture the complexities of our client's efforts and translates them in clear and simple ways to create clear process, educate audiences and appropriately engage. Prior to coming to HDR, Katie was a professor specializing in public communication, campaigns & social movements, and media communications.

PROJECT SPOTLIGHTS



Customers
Spoke,
OPPD
Listened

Learn more about
OPPD's future
generation plans



Iowa Department of Transportation Des Moines Integrated Corridor Management Planning Des Moines, IA

Stakeholder Engagement Lead

Katie is leading the engagement and facilitation efforts for the Integrated Corridor Management (ICM) study and implementation for the Iowa DOT system and transportation systems in the Des Moines metro. She is developing and implementing a robust stakeholder and public awareness campaign to bring this plan to the Des Moines metro.

Omaha Public Power District OPPD Listens

Omaha, NE

Stakeholder Engagement Lead

For this utility-wide strategic initiative, Katie coordinated the development of the Stakeholder Engagement Plan. This included streamlining the public engagement process and coordinating logistics for public meetings, online public meeting development, stakeholder research and engagement efforts, message construction, outreach material development, and co-authoring a Technical Memorandum.

RELEVANT EXPERIENCE

City of Sioux Falls, Recycling and Waste Collection Benchmark Analysis, Sioux Falls, SD.

Stakeholder Engagement Lead.

Lower Platte South Natural Resources District, Integrated Management Plan, Lincoln, NE.

Stakeholder Engagement Lead.

Lower Platte River Basin Coalition, Water Management Plan, NE.

Stakeholder Engagement Lead.

Ames Area Metropolitan Planning Organization, Ames Mobility 2040 Long Range Transportation Plan, Ames, IA.

Stakeholder Engagement Lead.

Nebraska Public Power Utilities Forum on GHG/CO2, Omaha, NE.

Stakeholder Engagement Lead.

Iowa Department of Transportation, Upper Mississippi Inland Waterway, Davenport, IA.

Stakeholder Engagement Lead.

EXECUTIVE SUPPORT

**Mark
Duben**

PE

Senior Technical Advisor**EDUCATION**

MS, Sanitary Engineering, Iowa State University, 1987

BS, Civil Engineering, Iowa State University, 1981

PROFESSIONAL REGISTRATIONS

Professional Engineer

OFFICE LOCATION

Des Moines, Iowa

YEARS OF EXPERIENCE

Industry: 40

HDR: 8

Mark will serve as senior technical advisor for Des Moines Water Works' 2021 strategic planning project. Based in Des Moines, Mark is a nationally recognized drinking water leader and will leverage his four decades of experience in the drinking water industry. His experience includes leading the development, design, construction, and management of a wide variety of drinking water projects in Iowa and beyond.

PROJECT SPOTLIGHT**Des Moines Water Works****Long Range Plan**

Des Moines, IA

Project Manager

Mark led the team that collaborated with DMWW to develop a utility wide Long Range Plan, which included a comprehensive review of and recommendations for needed improvements to the utility source water, water treatment, and water distribution facilities. Mark is currently working to update the Plan and report on the progress of planned improvements.

RELEVANT EXPERIENCE

Des Moines Water Works/City of Ankeny/Polk City, Water System Master Plan, Des Moines, IA.

Project Manager.

Wichita Water Partners, Northwest Water Treatment Plant Design, Wichita, KS. Senior Engineer.

City of Cedar Rapids, UV Disinfection and Other Major Improvements at Two Water Treatment Plants, Cedar Rapids, IA. Project Manager.

City of Yankton, Water Treatment Plant Design, Yankton, SD. Senior Project Engineer.

City of Iowa City, Water Treatment Plant and Related Facilities, Iowa City, IA. Project Manager.

City of Cedar Rapids, J Avenue Water Treatment Campus Renovations, Cedar Rapids, IA. Project Manager.

Iowa American Water, Water Treatment Plant Residuals Improvements, Davenport, IA. Project Manager.

City of Sioux Falls, Water Treatment Plant Filter Expansion, Sioux Falls, SD. Project Manager.

Osceola Water Works, Water Treatment Plant Renovation and Expansion, Osceola, IA. Project Manager.

Metropolitan Utilities District, Florence Water Treatment Plant Filter Plant Improvements, Omaha, NE. Senior Engineer.

Metropolitan Utilities District, Florence Water Treatment Plant Chemical Building Rehabilitation, Omaha, NE. Senior Engineer.

City of Olathe, Lime Feed and Basin Improvements, Olathe, KS. Senior Engineer.

City of Junction City, Water Treatment Plant Improvements, Junction City, KS. Senior Engineer.

Creston Water Works, Water Plant Expansion and Related Facilities, Creston, IA. Project Manager.

PROJECT TEAM

**Stephanie
Fleckenstein**

PE, ENV SP

Project Engineer**EDUCATION**

Master of Engineering, Civil Engineering (Water Resources Management), Colorado State University, 2016

Bachelor of Science, Civil and Environmental Engineer, University of Iowa, 2010

PROFESSIONAL REGISTRATIONS

Professional Engineer - Iowa
ISI Envision Sustainability Professional

OFFICE LOCATION

Des Moines, Iowa

YEARS OF EXPERIENCE

Industry: 10

HDR: 8

As Project Engineer, Stephanie will work closely with Katie Hatfield Edstrom and Mark Duben to provide technical expertise to DMWW and stakeholders in the utility's planning initiative. Stephanie is based in Des Moines and excels at public-facing water initiatives. She is a licensed professional engineer who has served as Utility Management Services lead for many projects in Iowa and across the country. She has completed master plans, pipe risk evaluations, and designed knowledge management systems. Stephanie excels in establishing comprehensive and proactive solutions for utilities through use of existing data and future projections. She has performed analysis at the utility, city and, river basin level to understand challenges and provide planning solutions in water.

PROJECT SPOTLIGHT**Des Moines Water Works****Long Range Plan**

Des Moines, IA

Utility Management Services Lead

Stephanie provided engineering expertise as part of Utility Management Services for DMWW's Long Range Plan, which included coordination of wholesale and large user projections, model updates and a comprehensive review of recommendations for water distribution facilities.

RELEVANT EXPERIENCE

Des Moines Water Works/City of Ankeny/Polk County, Water System Master Plan, Des Moines, IA. Utility Management Services Lead.

City of Iowa City, Iowa City Water Distribution System Future Growth Study, Iowa City, IA. Modeling and Master Plan Development.

City of Clive, Water Resources Master Plan, Clive, IA. Assistant Project Manager.

City of Des Moines, Market District Study, Des Moines, IA. Project Engineer.

Des Moines Area Metropolitan Planning Organization, Central Iowa Water Trails Downtown Dams Feasibility Study and Design, Des Moines, IA.

City of Ames, Comprehensive Plan Update, Ames, IA. Project Engineer.

Des Moines Wastewater Reclamation Authority, Flood Improvements, Des Moines, IA. Project Engineer.

City of Lincoln, Water Quality Evaluation and Treatment, Lincoln, NE. Project Engineer.

City of Cedar Rapids, Stormwater Master Plan, Cedar Rapids, IA. Project Engineer.

State of Colorado, South Platte Basin Implementation Plan, Denver, CO. Project Engineer.

City of Grand Island, Grand Island Water Master Plan, Grand Island, NE. Utility Management Services Lead.

City of Blair, Water System Model and Master Plan, Blair, NE. Utility Management Services Lead.

City of Lincoln NE, Water Facilities Master Plan, Lincoln, NE. Project Engineer.

City of Cheyenne, Cheyenne BOPU Water Master Plan, Cheyenne, WY. Utility Management Services Lead.

PROJECT TEAM

**Alex
Shannon***ECONOMIC ANALYST***EDUCATION**

BA, Economics and International Political Economy, University of Puget Sound (UPS), 2014

OFFICE LOCATION

Bellevue, WA

YEARS OF EXPERIENCE

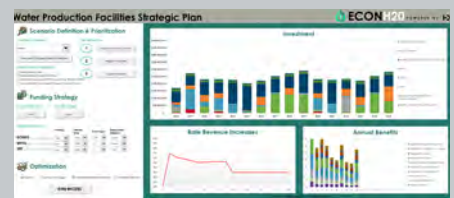
Industry: 9
HDR: 2

Alex will provide economic analysis for the project. Alex is HDR's lead water and wastewater economist for its Utility Management Services practice and brings a creative and analytical approach to complex scenarios, allowing clients to improve their strategic planning and business performance by using data to make informed decisions. Alex has experience in the water, wastewater, and transportation sectors developing benefit/cost analysis, economic impact analysis, custom cash-flow, pricing, rate, and concession models, and has worked on models that marry capital, maintenance, and operations to explore various asset management strategies. Along with these skills, Alex has experience in political and public outreach to support strategic funding and revenue generation.

PROJECT SPOTLIGHT

City of Dallas
Water Facilities Strategic Plan
Dallas, Texas
Lead Economist

Alex is leading the development of the EconH2O model to aid in project prioritization and schedule optimization. This includes a multi-criteria decision analysis matrix used for project alternatives analysis and prioritization. Alex also is leading the capital improvement program (CIP) development and is responsible for setting the city up to maintain a "living CIP" using EconH2O over the next several years to adapt to new changes and needs.

**RELEVANT EXPERIENCE**

City of Clive, Water Resources Master Plan, Clive, IA. Economic Analyst.

San Francisco Public Utilities Commission, Capital Planning and Budgeting Framework, San Francisco, CA. Economic Analyst.

Peace River Manasota Regional Supply Authority, Feasibility and Design Project, Lakewood Ranch, FL. Economic Analyst.

Winston-Salem/Forsyth County Utilities Division, Strategic Plan Framework, Winston-Salem, NC. QA/QC Economist.

City of Cedar Rapids, Water Pollution Control Facility Solids Improvements, Cedar Rapids, IA. Economic Analyst.

City of Cedar Rapids, Water Pollution Control Facility, Nutrient Removal and Solids Facility Plan, Cedar Rapids, IA. Economic Analyst.

City of Fort Collins, Capital Prioritization, Fort Collins, CO. Lead Economist.

Johnson County Wastewater, Myron K Nelson Complex Wastewater Treatment Facility Improvements Facility Plan, Olathe, KS. Economic Analyst.

West Basin Municipal Water District, Recycled Water Master Plan Update, Carson, CA. Lead Capital Improvement Development Lead.

City of Bellevue, Water Rights Master Plan, Bellevue, WA. Economic Analyst.

King County, Clean Water Plan, King County, WA. Economic Analyst.

Adams County, Othello Wastewater Treatment Plant and Economic Development, Adams County, WA. Economic Analyst.

EXECUTIVE SUPPORT

Brian Bakke

PE

Project Principal**EDUCATION**

MS, Environmental Engineering, University of Nebraska - Lincoln, 2007. BS, Biological Systems Engineering, University of Nebraska - Lincoln, 1997

PROFESSIONAL REGISTRATIONS

Professional Engineer - IA, NE

YEARS OF EXPERIENCE

Industry: 23
HDR: 20

OFFICE LOCATION

Des Moines, IA

Brian will serve as DMWW's Project Principal. Leading the Des Moines HDR office, Brian has over 23 years of experience as project principal, manager and engineer on a variety of projects. He understands Des Moines politics, history, nuances, and preferences. He possesses the ability to marshal HDR's local and national resources as needed for your project.

RELEVANT EXPERIENCE

City of Clive, Clive Water Resources Master Plan, Clive, IA. Project Principal.

City of Des Moines, Market District Study, Des Moines, IA. Project Principal.

Des Moines Area Metropolitan Planning Organization, Central Iowa Water Trails Downtown Dams Feasibility Study and Design, Des Moines, IA. Technical Advisor.

City of Cedar Rapids, Water Pollution Control Facility Solids Improvements, Cedar Rapids, IA. Project Principal.

City of Cedar Rapids, Sanitary Master Plan, Cedar Rapids, IA. Technical Advisor.

City of Cedar Rapids, Stormwater Master Plan, Cedar Rapids, IA. Technical Advisor.

Des Moines Wastewater Reclamation Authority, Flood Improvements, Des Moines, IA. Project Principal.

Des Moines Wastewater Reclamation Authority, Phosphorous Recovery Facility, Des Moines, IA. Project Principal.

City of Ames, Flood Mitigation Study, Ames, IA. Project Principal.

City of Des Moines, Tonawanda Ravines Improvements, Des Moines, IA. Project Principal.

STRATEGIC COMMUNICATIONS SUPPORT

Julie Molacek*Strategic Communications Coordinator***EDUCATION**

BA, English, Hastings College, 2008

OFFICE LOCATION

Omaha, NE

YEARS OF EXPERIENCE

Industry: 12
HDR: 12

Julie will support Katie as a strategic communications coordinator. In this role, she will assist with day to day project coordination efforts. In her 12 years with HDR, Julie has assisted the strategic communications team on a variety of public engagement and outreach efforts, including database management, outreach distribution and mailings, event planning and stakeholder correspondence.

RELEVANT EXPERIENCE

Iowa Department of Transportation Des Moines Integrated Corridor Management Planning Des Moines, IA. Strategic Communications Coordinator.

Omaha Public Power District OPPD Listens, Omaha, NE. Strategic Communications Coordinator.

Lower Platte South Natural Resources District, Integrated Management Plan, Lincoln, NE. Strategic Communications Coordinator.

Lower Platte River Basin Coalition, Water Management Plan, NE. Strategic Communications Coordinator.

City of Sioux Falls, Recycling and Waste Collection Benchmark Analysis, Sioux Falls, SD. Strategic Communications Coordinator.

City of Des Moines, Market District Study, Des Moines, IA. Strategic Communications Coordinator.

Ames Area Metropolitan Planning Organization, Ames Mobility 2045 Long Range Transportation Plan, Ames, IA. Strategic Communications Coordinator.

STRATEGIC COMMUNICATIONS SUPPORT**Christina
Rodriguez***Website/Graphic Designer***EDUCATION**

BS, Biology, University of Minnesota - Duluth,
2006

OFFICE LOCATION

Minneapolis, MN

YEARS OF EXPERIENCE

Industry: 14
HDR: 12

Christina will provide web design and development for the project. She has experience with public involvement assistance for municipal, power and energy projects throughout the Midwest. She designs innovative and interactive materials that engage audiences and aid project understanding and acceptance. Christina's design experience includes brand development, illustrations, brochures, signage, newspaper/magazine advertisements, web/interface design, presentation graphics, and photo editing/collaging.

RELEVANT EXPERIENCE

**Iowa Department of Transportation
Des Moines Integrated Corridor
Management Planning
Des Moines, IA.** Website/Graphic Designer.

**Omaha Public Power District
OPPD Listens, Omaha, NE.** Website/
Graphic Designer.

**City of Des Moines, Market District
Study, Des Moines, IA.** Website/
Graphic Designer.

**Ames Area Metropolitan Planning
Organization, Ames Mobility 2045 Long
Range Transportation Plan, Ames, IA.**
Website/Graphic Designer.

**Des Moines Area Metropolitan
Planning Organization, Central
Iowa Water Trails Downtown
Dams Feasibility Study and
Design, Des Moines, IA.** Website/
Graphic Designer.

**City of Omaha, Omaha Combined
Sewer Overflow (CSO) Program
Long Term Control Plan Projects,
Omaha, NE.** Website/Graphic
Designer.

STRATEGIC COMMUNICATIONS SUPPORT**Shea
Saladee***Social Media Manager***EDUCATION**

MA, Mass Communications and Journalism,
University of Nebraska- Lincoln, 2018
Certificate, Public Relations and Social Media,
University of Nebraska - Lincoln, 2019
MA, Theatre (Directing), University of Nebraska,
Omaha, 2013
BS, Secondary Education, University of Nebraska
- Omaha, 2011

Shea will provide her expertise in social media, strategic communications and audience segmentation to the project. Shea is a highly skilled media practitioner that brings latest in social media marketing; public relations theory and practice; social media theory and practice; branding; digital insight and analytics; communications research and theory; strategic communications; advertising research; and news media production. She is a creator and Chair of HDR's Social Media Practice Group and is a strategic thinker with a strong background in traditional and new media.

RELEVANT EXPERIENCE

**Iowa Department of Transportation,
Des Moines Integrated Corridor
Management Planning, Des Moines,
IA.** Social Media Coordinator.

**Omaha Public Power District, OPPD
Listens, Omaha, NE.** Social Media
Coordinator.

**Ames Area Metropolitan Planning
Organization, Ames Mobility 2045
Long Range Transportation Plan,
Ames, IA.** Social Media Coordinator.

OFFICE LOCATION

Omaha, NE

**City of Iowa City, Climate Action
and Adoption Plan (CAAP) Methane
Feasibility Study, Iowa City, IA.**
Social Media Coordinator.

**City of Columbia, Water Treatment
Plant Expansion, Columbia, MO.**
Social Media Coordinator.

YEARS OF EXPERIENCE

Industry: 9
HDR: 1

3

PRICING



ESTIMATED HOURS, HOURLY RATE & NOT-TO-EXCEED FEE

The HDR team has the right team and resources to deliver this project on time and within budget. The anticipated level of effort, shown in the Table below, is based on our understanding of your budget, objectives and our proposed approach. HDR's proposed time and material **not-to-exceed fee for the requested scope of work is \$100,000**. This fee is reasonable and consistent with the level effort requested while also **maximizing value to DMWW by providing a strong level of technical expertise, resources and project management to complete the project**.

We welcome your review and ask that you contact us if you have any questions or comments about our anticipated levels of effort for the project. **We thank you for the opportunity to submit this Proposal and look forward to partnering with DMWW on this project.**

Estimated Hours Summary									
	KATIE HATFIELD EDSTROM Project Manager & Lead Facilitator	BRIAN BAKKE Project Principal	MARK DUBEN Senior Technical Advisor	STEPHANIE FLECKENSTEIN Project Engineer	ALEX SHANNON Economic Analyst	JULIE MOLACEK StratCom Coordinator	CHRISTINA RODRIQUEZ Website/Graphic Design	SHEA SALADEE Social Media Manager	ACCOUNTING
									TOTAL HOURS
TASK 1	46	2	6	6					14
TASK 2	5						10	30	45
TASK 3	12					40	60		112
TASK 4	40			4		24			68
TASK 5	60		16	60		80	60	30	306
TASK 6	4		4	24		4			36
TASK 7	4				50				54
TASK 8	24		4	8	2	8			46
TOTAL HOURS	195	2	30	102	52	156	130	60	741

Hourly Billing Rate Schedule	
Resource Category	2021 Hourly Billing Rate
Senior Technical Advisor	\$240-305
Project Principal	\$210-280
Economic Analyst	\$160-240
Project Manager	\$150-250
Project Engineer	\$125-225
Website Development/Graphic Designer	\$90-180
Accountant	\$80-130
Social Media Manager	\$75-125
Strategic Communications Coordinator	\$65-115

Fee Summary			
	Labor	Expenses	FEE TOTAL
TASK 1	\$11,902		\$11,902
TASK 2	\$4,628		\$4,628
TASK 3	\$11,839	\$200	\$12,039
TASK 4	\$8,433	\$240	\$8,673
TASK 5	\$38,298	\$1,100	\$39,398
TASK 6	\$5,606		\$5,606
TASK 7	\$10,646		\$10,646
TASK 8	\$7,041		\$7,041
TOTAL FEE	\$98,394	\$1,540	\$99,934

Notes:

Costs for listening tool services, Zoho subscription services are assumed in this proposal.

Assumes a budget for printing and coordination with CAG, web hosting, URL, and Survey Monkey use.

Licensed stock photography is not included in this proposal and will be quoted separately, if needed.

4

POST-PLAN COMPLETION
TEAM AVAILABILITY

HDR's Project Team has the capacity and availability to take on assignments of any size and complexity. We have the ability to manage multiple assignments concurrently, if needed, and have the bench strength to continue meetings with staff and stakeholders once the plan is complete. We are **staffed to assess progress and achievement of benchmarks, assist in implementing the strategic communication plan as needed, and assist with training supervisors and managers about implementation strategies, as needed.**

HDR maintains an office in Des Moines and public involvement team members are frequently coordinating projects in Iowa and Des Moines area. Our Omaha office is located only two hours away from DMWW headquarters and can be on-site within a few hours' notice. Beyond Iowa and Nebraska, we have access to a large global practice of strategic communications professionals who can be leveraged to provide additional manpower, communications strategy or specialized expertise as needed for ongoing support.

TEAM MEMBER AVAILABILITY POST-PLAN COMPLETION

Team Member	Availability
STRATEGIC COMMUNICATIONS	
Katie Hatfield Edstrom, PhD	30-40%
Overall Strategic Communications Support	50-60%
EXECUTIVE SUPPORT	
Brian Bakke, PE, VP	20%
Mark Duben, PE	20%
PROJECT TEAM (ENGINEERING & ECONOMICS)	
Stephanie Fleckenstein, PE, ENV SP	30-40%
Alex Shannon	20%

5

EXPERIENCE WITH ORGANIZATIONS OF SIMILAR SIZE & SCOPE



Below is a small sampling of our relevant local and national experience with organizations of similar size and mission.

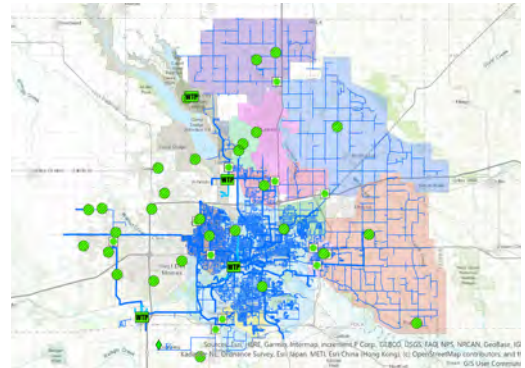
Client / Project	Strategic Planning	Stakeholder Facilitation	Benchmarking	Social Media	Website Dev/Design	Financial Planning	Drinking Water Utility
Des Moines Water Works, Long Range Plan, Des Moines, IA	◆					◆	◆
Iowa DOT, Des Moines Integrated Corridor Management Planning, Des Moines, IA	◆	◆		◆	◆		
Omaha Public Power District, OPPD Listens, Omaha, NE		◆	◆	◆	◆		
Lower Platte South Natural Resources District, Integrated Management Plan, Lincoln, NE		◆		◆	◆		
City of Sioux Falls, Recycling and Waste Collection Benchmark Analysis, Sioux Falls, SD	◆	◆	◆	◆			
Dallas Water Utilities, Water Production Facilities Strategic Plan, Dallas, TX	◆	◆	◆			◆	◆
City of Clive, Water Resources Master Plan, Clive, IA	◆	◆	◆	◆	◆	◆	
City of Des Moines, Market District Master Plan, Des Moines, IA		◆		◆	◆	◆	
Des Moines Area Metropolitan Planning Organization, Central Iowa Water Trails Downtown Dams Feasibility Study and Design, Des Moines, IA		◆		◆	◆		
Florida Water Environment Association, Public Relations, Branding & Communication Consulting, Across FL		◆		◆	◆		◆
Winston-Salem/Forsyth County Utilities Division, Strategic Plan Framework, Winston-Salem, NC	◆	◆					◆
Seattle Public Utilities, Benchmarking & Workplace Efficiency (2015-2020 Strategic Business Plan), Seattle, WA	◆	◆	◆				◆
Des Moines Water Works, City of Ankeny and Polk City, Water System Master Plan, Des Moines, IA							◆
City of Ames, MPO 2040 & 2045 Long Range Transportation Plans, Ames, IA	◆	◆		◆	◆		
City of Cedar Rapids, Cedar Rapids Water Pollution Control Solids Improvements, Cedar Rapids, IA	◆	◆					
Peace River Manasota Regional Supply Authority, Feasibility and Design Project, Lakewood Ranch, FL	◆	◆				◆	◆
San Francisco Public Utilities Commission, Capital Planning and Budgeting Framework, San Francisco, CA	◆	◆	◆	◆	◆	◆	◆

Project Profiles included on the following pages

Des Moines Water Works | Des Moines, Iowa

LONG RANGE PLAN

Mark Duben, your Senior Technical Advisor on this project, served as Project Manager for the team that collaborated with DMWW to develop a utility wide Long Range Plan, which included a comprehensive review of and recommendations for needed improvements to utility source water, water treatment, and water distribution facilities. As you know, DMWW owns and operates three water treatment plants (WTPs): Fleur Drive Water Treatment Plant (Fleur), L.D. McMullen Water Treatment Plant (McMullen), and Saylorville Water Treatment Plant (SWTP). The total combined treatment capacity is approximately 110 million gallons per day (mgd).



As the distribution system continues to age and deteriorate, one of DMWW's primary goals is to cost effectively sustain desired service levels. To accomplish this, DMWW identified a need to continuously improve the way this infrastructure is managed to ensure prudent and data driven investment decisions are made. HDR developed a water main replacement program report to leverage readily available data to **help DMWW make more consistent, transparent, and defensible decisions on water main replacements**. This effort included gaining a better understanding of broad infrastructure performance trends used to estimate useful life, size sustainable renewal budgets, prioritize renewal investments, assess possible break mitigation strategies, and optimize replacement specifications based on cost and useful life expectations.



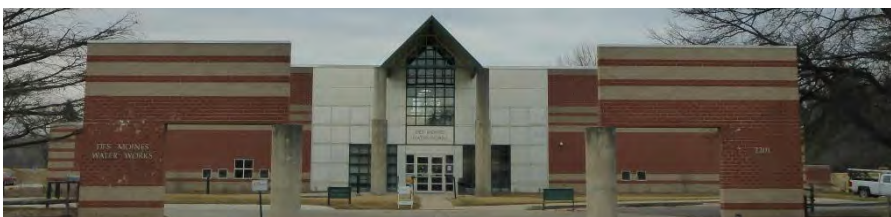
As part of the Long Range Plan, a site visit, unit process analysis, and anticipated expansion needs were used to develop key areas of improvement at each facility. Some of the key improvements are required to replace aging infrastructure and improve reliability, while others are related to expansion efforts. From these analyses, a range of expansion alternatives were developed for further analysis and inclusion in the Long Range Plan. Historical water quality characteristics and water supply capacity were analyzed for the eight primary water sources to establish reliability of sources for future water demands. Combining the assessment of current water supplies with projected future water demands and future water quality concerns (i.e. nitrate, emerging contaminants, etc.) a range of potential future water supply scenarios was developed.

Major facilities and distribution system features were summarized, and DMWW's WaterGEMs model were updated and calibrated for use in this analysis. Level of service goals were also established to provide a baseline for identifying gaps and sizing improvements. Hydraulic modeling was completed to assess system performance against level of service goals, and improvements were identified to address any gaps in service level. HDR's planning effort resulted in **staged implementation plans through the year 2040**.

Mark is currently working to update the Plan and report on the progress of planned improvements.

RELEVANT EXPERIENCE

- Strong DMWW understanding of challenges and opportunities from project manager and nationally recognized drinking water expert Mark Duben and UMS expert Stephanie Fleckenstein
- HDR served as a trusted partner to help make consistent, transparent, and defensible decisions on water main replacements



Iowa Department of Transportation | Des Moines, Iowa

INTEGRATED CORRIDOR MANAGEMENT PLANNING



HDR is helping lead the Integrated Corridor Management (ICM) study and implementation for the Iowa Department of Transportation (DOT) system and supporting transportation systems in the Des Moines metro. The planning area covers more than 50 miles of freeway and 75 additional miles of highways and city streets. The \$3.1 million project involves guiding Iowa DOT, cities, counties, transit providers, emergency services and other key partner agencies and stakeholder businesses through

a **collaborative visioning process to systematically and proactively manage and operate** the regional transportation system. The vision of future system operations merge fundamental ICM tactics with advanced and active ICM tactics and emerging technologies. The study is producing a program-level concept of operations, project-level concept of operations documents for novel ITS and ICM strategies, implementation plans for near term deployments, and a comprehensive needs and alternatives analysis for long term deployments. **HDR's strategic communications expert Katie Hatfield Edstrom is leading the stakeholder and public engagement efforts.**

Key tasks, in the strategic communications effort include:

- Series of stakeholder workshops and working groups
- Development of educational materials and engagement tools
- Virtual public meetings
- Engagement Plan
- Website Development
- Video Development
- Facilitation
- Stakeholder Advisory Committee Management

RELEVANT EXPERIENCE

- Stakeholder engagement led by Katie Hatfield Edstrom
- Successful engagement of the Des Moines community

SIZE

700,000 residents

CLIENT MISSION

We promote highway safety through education and enforcement of all Iowa law and federal motor carrier safety regulations as they pertain to commercial motor vehicles and their drivers.

CLIENT REFERENCE

Neil Fobian
Transportation
Engineer Specialist
515.233.7782
neil.fobian@dot.iowa.gov

Omaha Public Power District (OPPD) | Omaha, Nebraska

OPPD LISTENS



HDR's long-standing relationship with OPPD allowed our Strategic Communications team to be awarded a unique opportunity, a Stakeholder Engagement Initiative, studying how

customer-owners and stakeholders want to be engaged

and about what types of issues. HDR developed a utility-wide initiative that defined a standard stakeholder engagement process and framework for effective and streamlined engagement for all initiatives, including rate increases, integrated resource planning, facility siting, construction projects, and crisis response. **The contract moved HDR from working with OPPD at the project-level to providing Strategic Consulting at the highest level with OPPD's organization.**

HDR provided strategic insight that helped achieve the programmatic goal of building trust with customers, effectively managing complex communications, and promoting the value that OPPD places on stakeholder engagement. HDR conducted an extensive examination of OPPD's current engagement practices and an assessment of stakeholder needs through a stakeholder engagement benchmark study, six stakeholder issues identification workshops, a customer communications and investor and large customer survey, OPPD employee interviews, 11 public open-house meetings, and an online public meeting.

"I just wanted to take a moment to thank you all for your support during the past several weeks and months. As you know, the Board voted today on a very monumental change in how we will generate our power in the future. It was so rewarding to see the stakeholder process you helped build being utilized as we had envisions. What I can say is this project took so many different people from across the organization – and members of your team. We couldn't have done it without you ALL!"

Lisa Olson

Vice President of Public Affairs, OPPD

RELEVANT EXPERIENCE

- Extensive Public Involvement Program
- Focus Group Meetings
- Facilitated Focused Discussions
- Open House and Workshops
- Facilitation of Monthly Subcommittee Meetings
- SWOT Analysis
- Audience Survey
- Device Polling

CLIENT MISSION

Provide affordable, reliable and environmentally sensitive energy services to our customers.

SIZE

OPPD serves 855,000 people in 13 counties.

CLIENT REFERENCES

Laurie Zagurski
Manager, Stakeholder/
Community Outreach
531.226.3738
lzagurski@oppd.com

Lisa Olson
Vice President of Public Affairs
402.636.3744
lolson@oppd.com

Lower Platte South Natural Resources District | Lincoln, Nebraska

INTEGRATED MANAGEMENT PLAN



The Lower Platte South Natural Resources District and the Nebraska Department of Natural Resources jointly developed a voluntary Integrated Management Plan (IMP) for the LPSNRD'S ground and surface water resources in order to protect existing water users, support future economic and population growth, preserve the environment, and be sustainable in the near- and long-term. The IMP decision-making process required an expanded vision of public involvement that increased opportunities for authentic engagement and integrated public

input into identified solutions in a reciprocal process of cooperation and communication. The Plan considered the effects of current and new water uses on existing surface and ground water users and provides for sustainable supplies to meet future water needs.

HDR played a large public involvement role in the Plan process including **identifying key stakeholders and specific issues regarding each stakeholder group, facilitating subcommittee meetings, developing a public involvement process, tools and techniques for public participation, developing a communication management protocol, branding the project, and developing a project schedule.** Since project stakeholders were identified as any person or group who is affected by the ground and surface water management policy changes, reaching the right people, educating them, and obtaining input from them was essential. HDR's trained professional facilitators employed the **guidance of the International Association for Public Participation's Spectrum of Public Participation to facilitate input.** HDR facilitated one round of small focus groups consisting of a narrowed group or interested party. HDR facilitated a combined Open House Meeting and Prioritization Workshop to allow for a collaborative prioritization process of goals and objectives and a discussion of issues and conflicting needs of all stakeholders. Following the open house meeting, HDR facilitated a SWOT Analysis with small stakeholder groups. HDR also facilitated monthly Subcommittee meetings throughout the Integrated Management Plan process. HDR made the Subcommittee responsible for overseeing the planning process and to meet the statutory requirements.

"Thank you for so masterfully and patiently driving us through the entire IMP development process. We wouldn't be anywhere close to where we are today if we hadn't had you providing the facilitation for all of the meetings and keeping the NRD and DNR staff on task and on schedule."

Glenn Johnson

Former General Manager, LPSNRD

RELEVANT EXPERIENCE

- Project led by Katie Hatfield Edstrom
- Key stakeholder identification
- Prioritization Workshop Facilitation
- SWOT Analysis

SIZE

350,000 residents

CLIENT MISSION

Maintain a sustainable environment through the conservation of land, water and wildlife.

CLIENT REFERENCE

Paul Zillig
General Manager
402.476.2729
pzillig@lpsnrd.org

City of Sioux Falls | Sioux Falls, South Dakota

RECYCLING AND WASTE BENCHMARK ANALYSIS

RELEVANT EXPERIENCE

- Benchmarking led by Katie Hatfield Edstrom

SIZE

173,000 customers

CLIENT MISSION

Our mission is to partner with the community to serve, protect and promote quality of life.

In coordination with the development of their comprehensive Solid Waste Management Master Plan to guide the continued operation and expansion of the solid waste program, the City of Sioux Falls conducted an **industry benchmark analysis to learn about and consider methodologies and tools employed by similarly sized and geographically located municipalities for public education of solid waste and recycling management practices.**

Katie Hatfield Edstrom served as the lead facilitator and principle investigator. Katie and the HDR team worked with City staff to determine appropriate benchmark communities, which ultimately included Sioux City, IA, Saint Paul, MN; Fargo, ND; and Lincoln, NE.



Dallas Water Utilities | Dallas, Texas

WATER PRODUCTION FACILITIES STRATEGIC PLAN

HDR is working with Dallas Water Utilities (DWU) to develop a Strategic Plan for DWU's water production facilities. The Strategic Plan's goal is to align water production needs with other completed DWU strategic planning efforts and to provide a holistic approach to the future operations, maintenance, and capital investments for the water production facilities. The water production system includes the 450 MGD East Side Water Treatment Plant, 310 MGD Elm Fork Water Treatment Plant, 150 MGD Bachman Water Treatment Plant, multiple water supply reservoirs, intake/pump stations, conveyance infrastructure, dams, and spillways. HDR is providing the engineering services required to assess these facilities and develop a long-range capital improvements plan. HDR is also developing a CIP prioritization methodology and Excel-based tool to allow real-time adjustment of factors, scores, and financial parameters to re-set prioritization as needed (a dynamic CIP). Data management and dashboards will help DWU track status, identify and manage issues with key performance indicators (KPIs).

The Strategic Plan will validate treatment and water quality goals, align operations and maintenance practices for optimization, address and incorporate sustainable practices and energy management where applicable, coordinate with other City initiatives, and define triggers for facilities planning. HDR is developing a comprehensive and systematic methodology for establishing priorities and developing recommendations for a 10-year capital improvement program with a 30-year planning horizon.



RELEVANT EXPERIENCE

- Alex Shannon-developed CIP prioritization methodology with real-time tool for adjustments
- Priorities established for 10-year CIP program with 30-year planning horizon
- Comprehensive planning effort

SIZE

1,3145,000 population served

CLIENT MISSION

- Provide services vital to the health and safety of Dallas citizens and our customers;
- Provide excellent response to the needs of our customers at a fair and reasonable cost;
- Value and respect our employees;
- Continuously plan for the future.

CLIENT REFERENCE

Eva Gorgi | Project Manager
214.671.9559 | eva.gorgi@dallascityhall.com

City of Des Moines | Des Moines, Iowa

MARKET DISTRICT MASTER PLAN

RELEVANT EXPERIENCE

- Successful engagement of Des Moines community and stakeholders

SIZE

217,000+ residents

CLIENT MISSION

- Financially strong
- Provide exceptional municipal services
- Customer friendly
- Involved community – residents and businesses

CLIENT REFERENCE

Ryan Moffatt
Economic
Development Coordinator
515.283.4013
rlmoffatt@dmgov.org

Just south of Des Moines' Historic East Village neighborhood lies a historic warehouse district—now called the Market District—is undergoing a revolutionary transformation into a one-of-a-kind, 260-acre mixed-use area. The Market District Master Plan, created by HDR for the City of Des Moines, is a plan to turn the century-old industrial neighborhood into a walkable, mixed-use community with thousands of residential units, retail shops, offices and book-ended by parks on each end. A 7-acre iconic riverfront park will feature event and open space, vendor areas, and multiple access opportunities to the regional trail network and future water trails on the Des Moines River.



"This master plan gives a better handle on infrastructure needs in the area and a development guide going forward."

Erin Olson-Douglas
City of Des Moines Economic Development Director

HDR was the lead for all master planning tasks, all infrastructure needs analysis tasks, and played a major role in public engagement for plan input and refinement. Using a unique, visioning and three-day charrette process to build consensus on what should be built, the team refined participant visions and ideas to idealize a project that not only enhances the downtown core, but provides a one-of-a-kind downtown urban neighborhood. The new Master Plan has been met with widespread enthusiasm from the City and the public, despite overcoming complex challenges from property ownership, an active rail line and pervasive industrial contamination.

6

CLIENT REFERENCES



Our clients are our best testimony to the quality of our services. These individuals can attest to the efforts by HDR to work collaboratively with all parties involved in the project and how HDR personnel took ownership in the successful completion of the project. We have summarized a list of client references below from organizations similar to DMWW in size and mission (also referenced on previous pages).

CLIENT REFERENCE	CLIENT / PROJECT / LOCATION	CLIENT SIZE	CLIENT MISSION
Neil Fobian Transportation Engineer Specialist 515.233.7782 neil.fobian@dot.iowa.gov	Iowa Department of Transportation DES MOINES INTEGRATED CORRIDOR MANAGEMENT PLANNING Des Moines, IA	700,000 residents	Getting you there safely, efficiently, and conveniently.
Ryan Moffatt Economic Development Coordinator 515.283.4013 rlmoffatt@dmgov.org	City of Des Moines MARKET DISTRICT MASTER PLAN Des Moines, IA	217,000+ residents	<ul style="list-style-type: none"> Financially strong Provide exceptional municipal services Customer friendly Involved community – residents and businesses
Melina Thung Deputy Director of Utility 206.684.0958 Melina.Thung@seattle.gov	Seattle Public Utilities Benchmarking & Workplace Efficiency (2015-2020 Strategic Business Plan), Seattle, WA	1,300,000 customers	Seattle Public Utilities provides great and affordable water, sewer, drainage, and waste collection services while protecting public health and the environment. Our goal is to keep Seattle the best place to live.
Laurie Zagurski Manager, Stakeholder/Community Outreach Economic Development & External Relations 531.226.3738 direct; 402.677.2286 cell lzagurski@oppd.com	Omaha Public Power District (OPPD) OPPD LISTENS Omaha, NE	855,000 people	Provide affordable, reliable and environmentally sensitive energy services to our customers.
Lisa Olson Vice President of Public Affairs 402.636.3744 lolson@oppd.com			
Damon Dequenne Deputy Utilities Director 336.771.5109 damond@cityofws.org	Winston-Salem/Forsyth County Utilities Division STRATEGIC PLAN FRAMEWORK Winston-Salem, NC	228,000 residents	As trusted stewards of Forsyth County's future, the elected officials and employees are dedicated to serving the community and to providing effective, professional public service with integrity and a commitment to excellence.
Eva Gorgi Project Manager 214.671.9559 eva.gorgi@dallascityhall.com	Dallas Water Utilities WATER PRODUCTION FACILITIES STRATEGIC PLAN Dallas, TX	1,3145,000 served	<ul style="list-style-type: none"> Provide services vital to the health and safety of Dallas citizens and our customers; Provide excellent response to the needs of our customers at a fair and reasonable cost; Value and respect our employees; Continuously plan for the future.
Paul Zillig General Manager 402.476.2729 pzillig@lpsnrd.org	Lower Platte South Natural Resources District INTEGRATED MANAGEMENT PLAN Lincoln, NE	355,000 customers	Maintain a sustainable environment through the conservation of land, water and wildlife.

Sample HDR Engineering, Inc. Professional Services Agreement with Des Moines Water Works

AGREEMENT BETWEEN OWNER AND HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of this _____ day of _____, 2021, between BOARD OF WATER WORKS TRUSTEES OF THE CITY OF DES MOINES, IOWA (“OWNER”) an Iowa municipal utility organized and existing under Ch. 388 Code of Iowa, with principal offices at 2201 George Flagg Parkway, Des Moines, IA 50321, and HDR ENGINEERING, INC., (“ENGINEER”) a Nebraska corporation, with principal offices at 1917 South 67th Street, Omaha, Nebraska, 68106 for services in connection with the project known as **2021 Strategic Planning Facilitation** (“Project”);

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services (“Services”) in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The “HDR Engineering, Inc. Terms and Conditions for Professional Services for the Board of Water Works Trustees of the City of Des Moines, Iowa,” which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached “HDR Engineering, Inc. Terms and Conditions for Professional Services for the Board of Water Works Trustees of the City of Des Moines, Iowa.”

SECTION IV. COMPENSATION

Compensation for ENGINEER’S services under this Agreement shall be on the basis of lump sum in the amount of \$_____ (Dollars).

Compensation terms are defined as follows:

Lump Sum shall mean a fixed amount which shall be the total compensation agreed upon in advance for Scope of Services.

SECTION V. PERIOD OF SERVICE

Upon receipt of written authorization to proceed, ENGINEER shall perform the service within the time period(s) described in Exhibit A.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

SECTION VI. SPECIAL PROVISIONS

None.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

BOARD OF WATER WORKS TRUSTEES
OF THE CITY OF DES MOINES, IOWA
“OWNER”

BY: _____

NAME: Ted Corrigan, PE

TITLE: CEO and General Manager

ADDRESS: 2201 George Flagg Parkway
Des Moines, IA 50321

HDR ENGINEERING, INC.
“ENGINEER”

BY: _____

NAME: Matthew Tondl, PE

TITLE: Senior Vice President

ADDRESS: 1917 South 67th Street
Omaha, NE 68106

EXHIBIT A

SCOPE OF SERVICES

EXHIBIT B

TERMS AND CONDITIONS

HDR Engineering, Inc. Terms and Conditions for Consulting Services

HDR Engineering, Inc. Terms and Conditions for Professional Services for the Board of Water Works Trustees of the City of Des Moines, Iowa

1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$500,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 each occurrence and \$2,000,000 aggregate for personal injury and property damage; and Professional Liability insurance of \$2,000,000 per claim and aggregate for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; and/or cost of capital) arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

3. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES

This project does not include construction and no construction services shall be provided.

5. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Iowa.

6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney,

insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

7. SUCCESSORS AND ASSIGNS

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other.

8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, shall be "works for hire" with respect to the project and the copyrights shall become the property of OWNER upon final payment to ENGINEER. ENGINEER may retain copies of the documents for its information and reference in connection with the project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9. TERMINATION OF AGREEMENT

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make prompt payments in response to ENGINEER's invoices.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date of the invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also

reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. HAZARDOUS MATERIALS

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from

hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

17. ALLOCATION OF RISK

OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO \$2,000,000 FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER ENGINEER'S COMMERCIAL GENERAL LIABILITY INSURANCE POLICY.

18. LITIGATION SUPPORT

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

19. UTILITY LOCATION

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

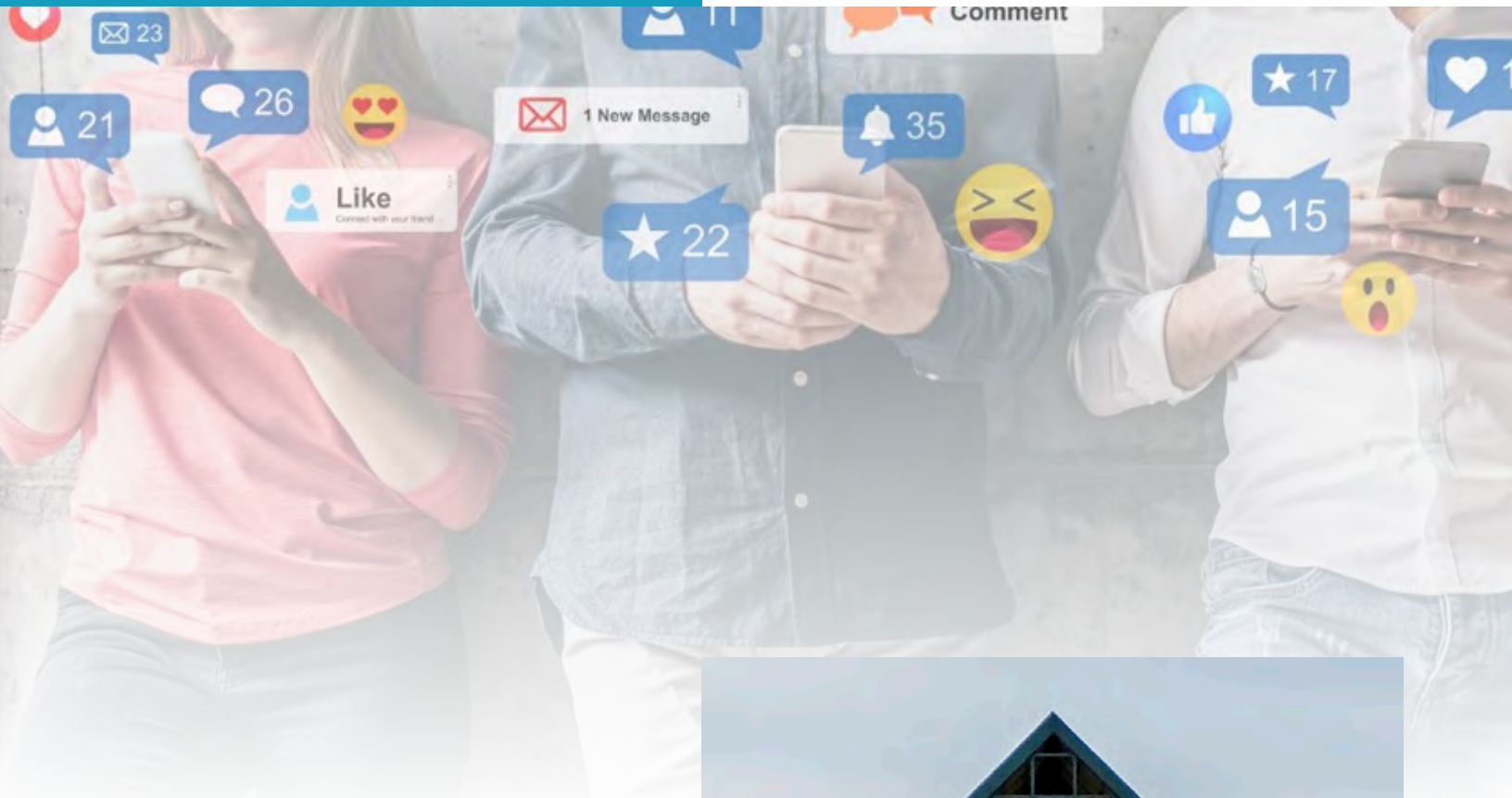
In preparing reports, CONSULTANT relies, in whole or in part, on data and information provided by the OWNER and third parties, which information has not been independently verified by CONSULTANT and which CONSULTANT has assumed to be accurate, complete, reliable, and current. Therefore, while CONSULTANT has utilized the customary professional standard of care in preparing this report, CONSULTANT does not warrant or guarantee the conclusions set forth in reports which are dependent or based upon data, information or statements supplied by third parties or the OWNER.

19 OPERATIONAL TECHNOLOGY SYSTEMS

OWNER agrees that the effectiveness of operational technology systems ("OT Systems") and features designed, recommended or assessed by CONSULTANT are dependent upon OWNER's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT System in accordance with applicable industry standards (i.e. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by CONSULTANT are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, CONSULTANT does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against CONSULTANT resulting from any such incidents that relate to or affect OWNER's OT Systems.

20. FORCE MAJEURE

CONSULTANT shall not be responsible for delays caused by factors beyond CONSULTANT's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of CONSULTANT's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond CONSULTANT's reasonable control occur, the OWNER agrees that CONSULTANT shall not be responsible for damages, nor shall CONSULTANT be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to CONSULTANT's schedule and/or compensation if impacted by the force majeure event or condition.



300 East Locust, Suite 210
Des Moines, IA 50309
515.280.4940

hdrinc.com

We practice increased use of sustainable
materials and reduction of material use.

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AGENDA ITEM FORM

SUBJECT: Acceptance of Saylorville Water Treatment Plant RO Unit No. 4 Installation

SUMMARY:

- At its January 2019 meeting, the Board of Water Works Trustees awarded a contract to The Waldinger Corporation, in the amount of \$513,616, for the Saylorville Water Treatment Plant RO Unit No. 4 Installation project.
- All work associated with this contract has been satisfactorily completed.
- This project included installation of the new RO unit and associated booster pump, variable frequency drive, electrical equipment, and chemical feed systems. In addition to the RO installation, a new vacuum priming system and a new raw water auto-strainer were installed.
- The project included two (2) change orders adding a total of \$35,720 to the total contract amount. These change orders consisted of several items including shoring to support plant piping and mezzanine over RO equipment, removal and replacement of a section of floor for auto-strainer installation, relocation of clean-in-place piping for installation of isolation valve, rerouting of electrical conduit for clean-in-place control valves, and additional auto-strainer wiring.
- The final contract price for the Saylorville Water Treatment Plant RO Unit No. 4 Installation project is \$549,336.

FISCAL IMPACT:




Funds for this project come from the Saylorville Water Treatment Plant Additional RO Skid Budget.

RECOMMENDED ACTION:

Accept Saylorville Water Treatment Plant RO Unit No. 4 Installation, completed by The Waldinger Corporation, in the amount of \$549,336.

BOARD REQUIRED ACTION:

Motion to accept Saylorville Water Treatment Plant RO Unit No. 4 Installation, completed by The Waldinger Corporation, in the amount of \$549,336.

 Nathan W. Casey, P.E. (date) Director of Water Production	 Michael J. McCurnin, P.E. (date) Director of Engineering Services	 Kyle A. Danley, P.E. (date) Chief Operating Officer
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Attachments: none

AGENDA ITEM FORM

SUBJECT: Request Permission to Establish the Date of Public Hearing for MidAmerican Energy Company Electric Easement at Nollen Standpipe and Pump Station as the Date of the March 2021 Board Meeting

SUMMARY:

- MidAmerican Energy Company (MEC) is requesting an easement of 4 ft. by 10 ft. at the Nollen Pump Station and Standpipe at 2569 Hull Ave. in Des Moines.
- This easement would be used for placement of an above-ground junction box and routing of below-ground electrical conduits, wires and cables for the transmission of electrical energy and for communication and electrical controls. Accommodating MEC with an easement does not create adverse conditions to DMWW.
- The easement details are being finalized between MEC and DMWW.

FISCAL IMPACT:

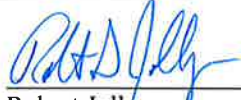


Des Moines Water Works would receive \$1,000 for granting of this easement.

RECOMMENDED ACTION:

Establish the date of the March 2021 Board meeting as the date of Public Hearing for MidAmerican Energy Company Electrical Easement at Nollen Standpipe and Pump Station.

BOARD REQUIRED ACTION:

Motion to establish the date of the March 2021 Board meeting as the date of Public Hearing for MidAmerican Energy Company Electric Easement at Nollen Standpipe and Pump Station and direct staff to publish notice as provided by law.

 Robert Jolly Eng. Tech Support Services Supervisor	 Michael J. McCurnin, P.E. Director of Engineering Services	 Kyle A. Danley, P.E. Chief Operating Officer
<u>1/21/2021</u> (date)	<u>2/7/21</u> (date)	<u>12/19/21</u> (date)

Attachments: none

AGENDA ITEM FORM

SUBJECT: Request Authorization to Solicit Bids for 2021 Des Moines Water Main Replacement Contract 1 – E. Pleasant View Drive and E. 17th Street and Establish the Date of the Public Hearing as the Date of the March 2021 Board Meeting

SUMMARY:

- As part of the approved budget for the 2021 Des Moines Water Main Replacement Budget, the streets identified in the table below are to receive new water mains due to a history of main breaks and other service issues.

Streets	Engineer's Est.
E. Pleasant View Drive, from S. Union Street to SE. 5 th Street - Base Bid No. 1	\$1,179,000
E. 17 th Street, from E. Washington Avenue to Mattern Avenue - Base Bid No. 2	\$649,000
Total	\$1,828,000

- Preparation of plans, specifications, and contract documents for the 2021 Des Moines Water Main Replacement Contract 1 – E. Pleasant View Drive and E. 17th Street is nearing completion.
- Work on E. Pleasant View Drive will call for the installation of approximately 2,500 feet of 8-inch polyvinyl chloride water main. Completion of this water main work is also being done in advance of work to be completed by the City of Des Moines.
- Work on E. 17th Street will call for the installation of approximately 1,100 feet of 12-inch ductile iron water main. Completion of this water main work is being done to replace water main that has been capped following a water main break last year that was too deep for DMWW crews to repair.
- The engineer's estimate for this contract is \$1,828,000.

FISCAL IMPACT:

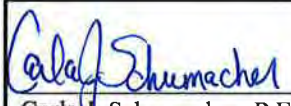
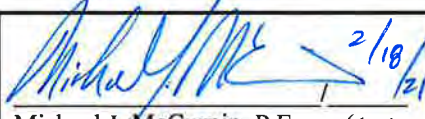

Funds for this project will come from the 2021 Des Moines Water Main Replacement Budget.

RECOMMENDED ACTION:

Authorize staff to solicit bids for 2021 Des Moines Water Main Replacement Contract 1 – E. Pleasant View Drive and E. 17th Street and establish the date of the Public Hearing as the date of the March 2021 Board meeting.

BOARD REQUIRED ACTION:

Motion to authorize staff to solicit bids for 2021 Des Moines Water Main Replacement Contract 1 – E. Pleasant View Drive and E. 17th Street and establish the date of the Public Hearing as the date of the March 2021 Board meeting, and direct staff to publish notice as provided by law.

 Carla J. Schumacher, P.E. (date) <u>2/18/21</u> Project Manager	 Michael J. McCurnin, P.E. (date) <u>2/18/21</u> Director of Engineering Services	 Kyle A. Danley, P.E. (date) <u>2/19/21</u> Chief Operating Officer
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E 17TH ST



E PLEASANT
VIEW DR

NOT TO SCALE

Des Moines
Water Works
Water You Can Trust for Life
ENGINEERING DEPARTMENT
Des Moines, Iowa

2021 DES MOINES
WATER MAIN REPLACEMENT
CONTRACT 1 –
E. PLEASANTVIEW DRIVE
AND E. 17TH STREET

AGENDA ITEM FORM

SUBJECT: Request Authorization to Reimburse the City of Des Moines for Water Main Relocations for Fleur Drive Reconstruction from George Flagg Parkway to Watrous Avenue, Phase 1 Northbound Lanes Project

SUMMARY:

- In February 2019, the Board of Water Works Trustees authorized staff to reimburse the City of Des Moines for Water Main Relocations for Fleur Drive Reconstruction from George Flagg Parkway to Watrous Avenue, Phase 1 Northbound Lanes in the amount of \$1,320,417.00.
- Construction for the project was completed in the summer of 2020.
- The total approved change orders throughout this project total \$67,872.20 and include:
 - Relocation of new fire hydrants that had been located too close to the street due to an existing duct bank and original sidewalk alignment that was revised by the City to allow relocation of hydrants away from the street.
 - Removal of storm sewer pipe, abandonment of clay tile and structures, removal of abandoned water main in conflict with city work, and debris removal.
 - Rock excavation to remove shale encountered from Bell Ave to Rollins Mansion for a length of approximately 900 feet at depths three to six feet below top of road. The City's soil inspector identified this rock as unsuitable backfill beneath the new roadway and required replacement with manufactured sand that was covered under additional quantities required for the project.
- The total final quantities required for this project total an additional \$344,446.89 and include:
 - Additional water main and fittings to connect to existing water main at intersections and side streets.
 - Additional fittings and work to modify abandonment plan to abandon existing water main after completion of each construction phase. This change was required following a water main break early in construction that temporarily stopped work and required cleanup.
 - Removal of unsuitable soils and replacement with manufactured sand to meet compaction requirements for new city streets.
 - Additional traffic control, portable dynamic message sign, and flaggers required by the City.
- The amount for the additional items described above is \$412,319.09.
- The revised project reimbursement amount including the additional items is \$1,732,736.09.

FISCAL IMPACT:

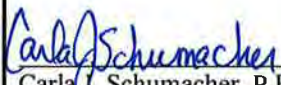
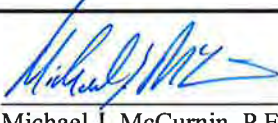

Funds for this project will come from the Des Moines Water Main Replacement budgets of 2019 and 2020. Following the inclusion of the additional amount of \$412,319.09, the revised project reimbursement to the City will be \$1,732,736.09.

RECOMMENDED ACTION:

Authorize staff to reimburse the City of Des Moines for Water Main Relocations for Fleur Drive Reconstruction from George Flagg Parkway to Watrous Avenue, Phase 1 Northbound Lanes Project.

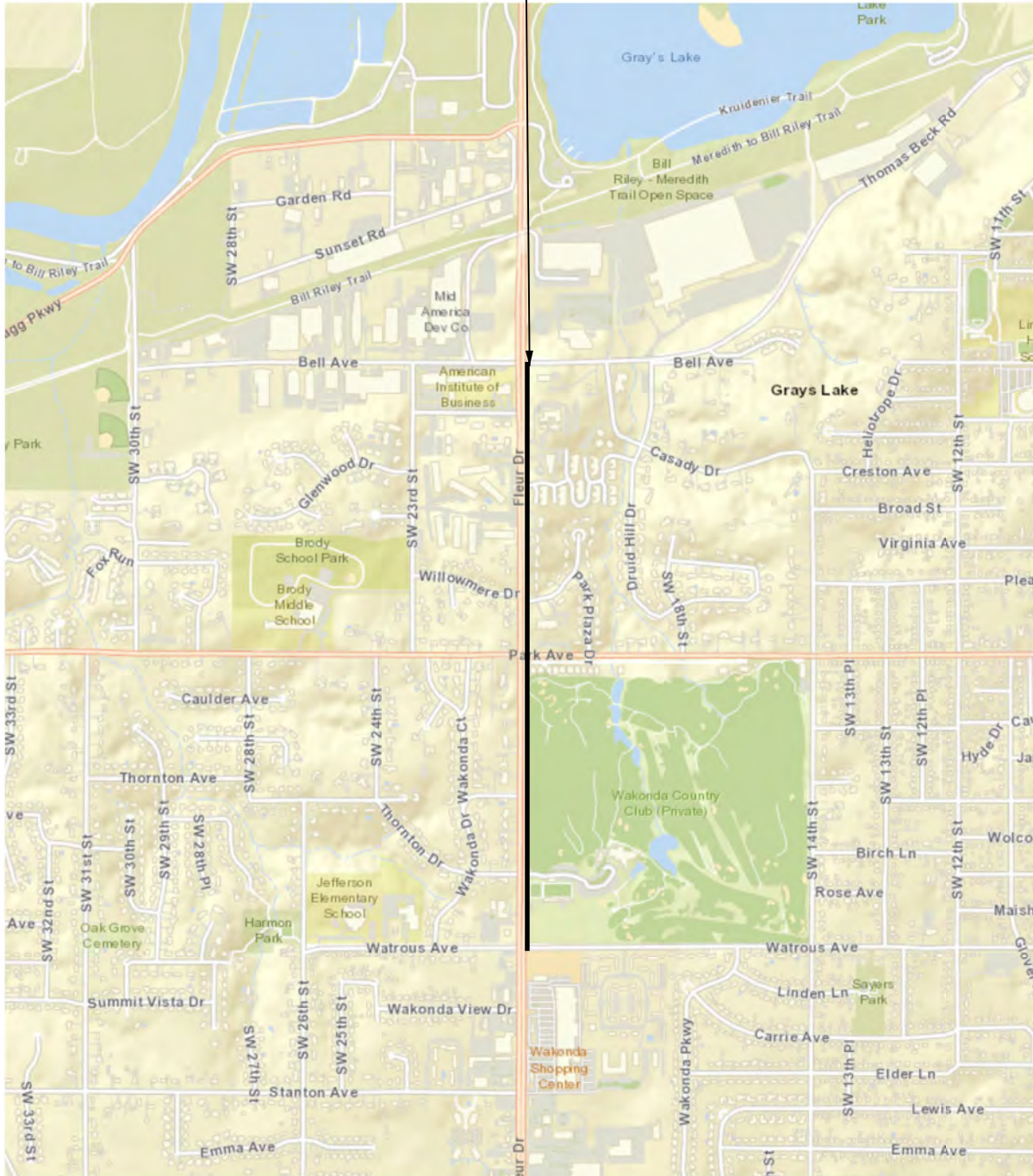
BOARD REQUIRED ACTION:

Motion to authorize staff to reimburse the City of Des Moines for Water Main Relocations for Fleur Drive Reconstruction from George Flagg Parkway to Watrous Avenue, Phase 1 Northbound Lanes Project.

 Carla J. Schumacher, P.E. Project Manager	 Michael J. McCurnin, P.E. Director of Engineering Services	 Kyle A. Danley, P.E. Chief Operating Officer
2/18/21 (date)	2/18/21 (date)	2/19/21 (date)

Attachments: site map

PROJECT LOCATION



NOT TO SCALE

Des Moines
Water Works
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 ENGINEERING DEPARTMENT
 Des Moines, Iowa

**FLEUR DRIVE RECONSTRUCTION
 FROM GEORGE FLAGG PARKWAY
 TO WATROUS AVENUE,
 PHASE 1 NORTHBOUND LANES**



DES MOINES WATER WORKS
Board of Water Works Trustees

Agenda Item No. III-G
Meeting Date: February 23, 2021
Chairperson's Signature ☐ Yes ☒ No

AGENDA ITEM FORM

SUBJECT: Request Authorization to Reimburse the City of Des Moines for Water Main Relocations for Ingersoll Avenue Streetscape from 28th Street to 24th Street (North Side) - Phase 2

SUMMARY:

- As part of the City of Des Moines Ingersoll Avenue Streetscape from 28th Street to 24th Street (North Side) - Phase 2 project, Des Moines Water Works will install approximately 1,400 feet of new 12-inch ductile iron water main to replace 1,400 feet of 8-inch 1918 cast iron water main.
- The city project includes road reconstruction, storm sewer improvements, sidewalk replacement, new streetscape features, undergrounding of overhead electric lines, and installation of new water main and abandonment of existing water main. This project will connect to the new 12-inch water main installed during the Phase 1 construction project completed in 2020.
- Construction for this project is anticipated to begin in Spring 2021 with water main work being completed in the 2021 construction season.
- Based upon the unit price bid for the estimated quantities for this contract, the cost for the water main and hydrant relocation portion of this City of Des Moines project is \$328,300. Jasper Construction Services, Inc., from Newton, IA, will be the Contractor on the project.

FISCAL IMPACT:



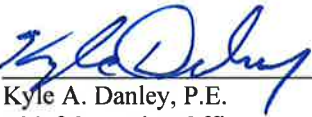
Funds for this project will come from the 2021 Des Moines Water Main Replacement Budget.

RECOMMENDED ACTION:

Authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the Ingersoll Avenue Streetscape from 28th Street to 24th Street (North Side) - Phase 2 project.

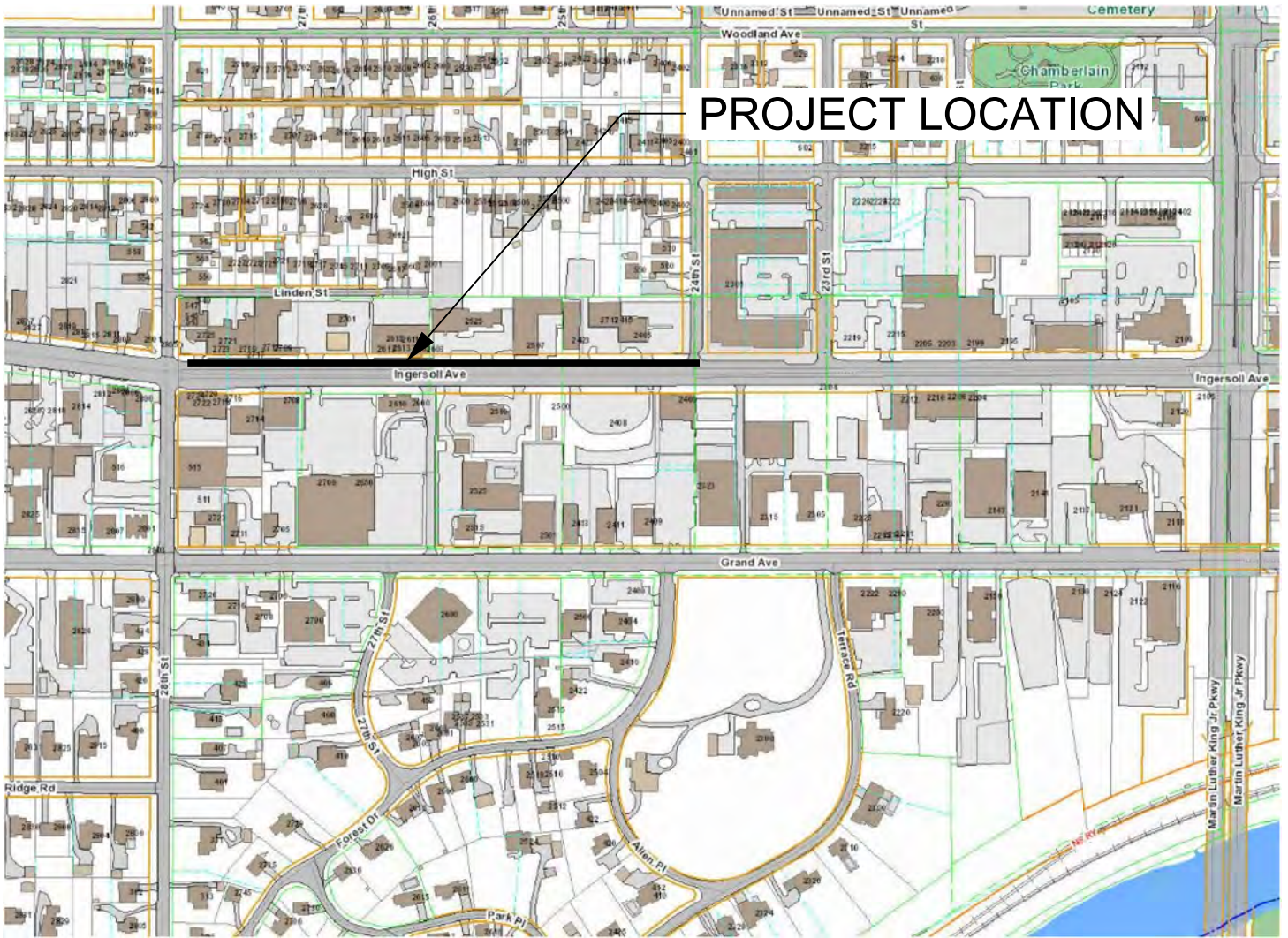
BOARD REQUIRED ACTION:

Motion to authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the Ingersoll Avenue Streetscape from 28th Street to 24th Street (North Side) - Phase 2 project.

 Carla J. Schumacher, P.E. (date) <u>2/18/21</u> Project Manager	 Michael J. McCurnin, P.E. (date) <u>2/18/21</u> Director of Engineering Services	 Kyle A. Danley, P.E. (date) <u>2/19/21</u> Chief Operating Officer
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Attachments: site map

PROJECT LOCATION





DES MOINES WATER WORKS
Board of Water Works Trustees

Agenda Item No. III-H
Meeting Date: February 23, 2021
Chairperson's Signature ☐ Yes ☒ No

AGENDA ITEM FORM

SUBJECT: Request Authorization to Reimburse the City of Des Moines for Water Main Relocations for Ingersoll Avenue Reconstruction - Polk Boulevard to 42nd Street

SUMMARY:

- As part of the City of Des Moines Ingersoll Avenue Reconstruction project, from Polk Boulevard to 42nd Street, Des Moines Water Works will install water main alterations that include approximately 120 feet of new 8-inch ductile iron water main and 340 feet of new 12-inch ductile iron water main to replace existing 8-inch 1916 cast iron water main and 12-inch 1903 cast iron water main in conflict with new storm sewer. In addition, a new fire hydrant will be installed where an existing fire hydrant is in conflict.
- The city project includes roadway improvements, storm sewer improvements, sidewalk improvements, and water main alterations.
- Construction for this project begins in the Spring of 2021 and will be completed in the 2021 construction season.
- Based upon the unit price bid for the estimated quantities for this contract, the cost for the water main and hydrant relocation portion of this City of Des Moines project is \$193,894. Corell Contractor Inc., from West Des Moines, IA, will be the Contractor on this project.

FISCAL IMPACT:

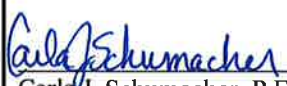


Funds for this project will come from the 2021 Des Moines Water Main Replacement Budget.

RECOMMENDED ACTION:

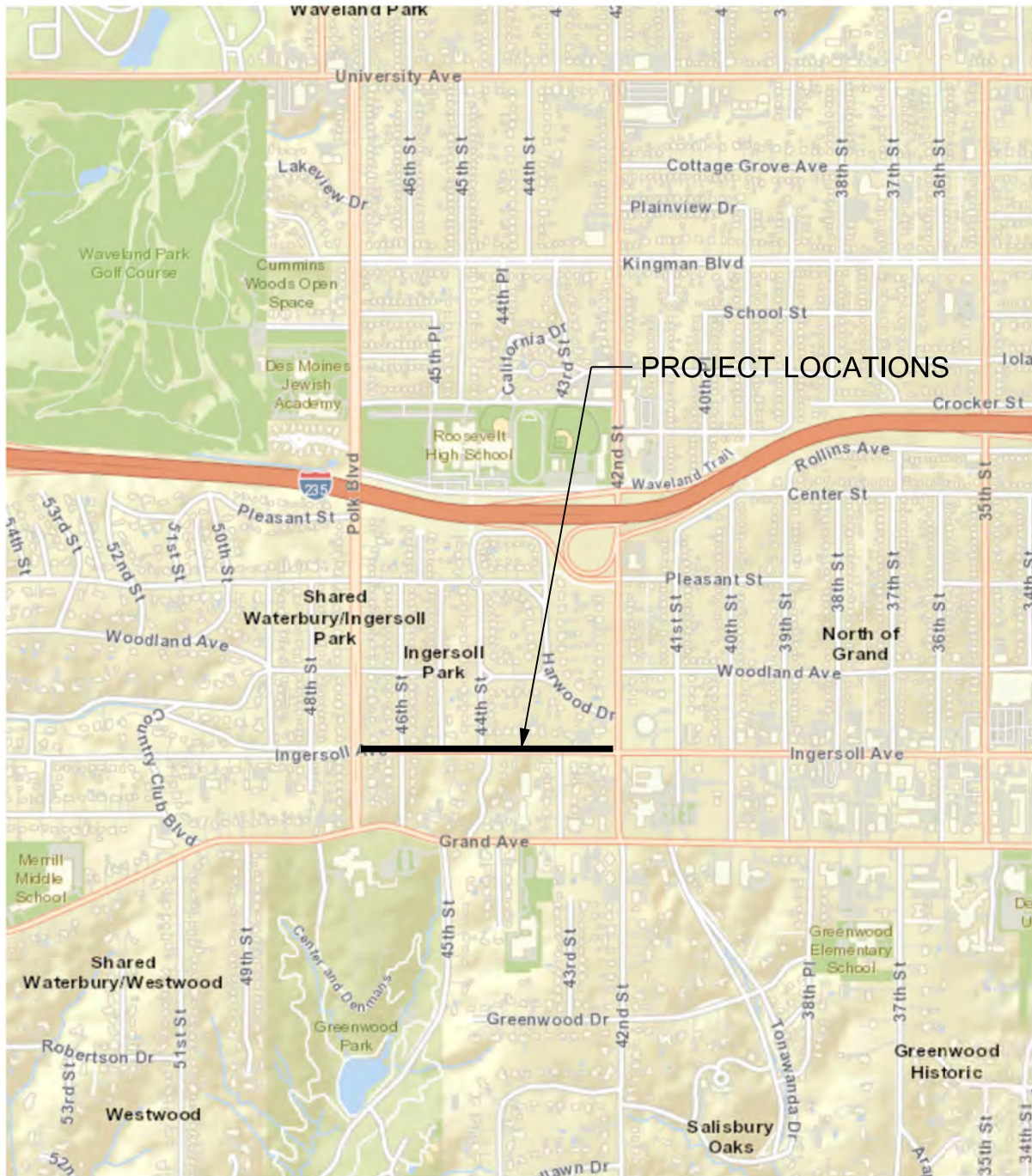
Authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the Ingersoll Avenue Reconstruction - Polk Boulevard to 42nd Street project.

BOARD REQUIRED ACTION:

Motion to authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the Ingersoll Avenue Reconstruction - Polk Boulevard to 42nd Street project.

 Carla J. Schumacher, P.E. (date) <u>2/18/21</u> Project Manager	 Michael J. McCurnin, P.E. (date) <u>2/18/21</u> Director of Engineering Services	 Kyle A. Danley, P.E. (date) <u>2/19/21</u> Chief Operating Officer
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Attachments: Site Map



Not to Scale

Des Moines
Water Works
Water You Can Trust for Life
 ENGINEERING DEPARTMENT
 Des Moines, Iowa

Ingersoll Avenue Reconstruction
Polk Boulevard to 42nd St



DES MOINES WATER WORKS
Board of Water Works Trustees

Agenda Item No. III-I
Meeting Date: February 23, 2021
Chairperson's Signature ☐ Yes ☒ No

AGENDA ITEM FORM

SUBJECT: Request Authorization to Reimburse the City of Des Moines for Water Main Relocations for Hamilton Drain Storm Sewer Improvements Phase 1

SUMMARY:

- As part of the City of Des Moines Hamilton Drain Storm Sewer Improvements Phase 1 project, Des Moines Water Works will be installing water main alterations that include approximately 200 feet of new 8-inch ductile iron water main and two (2) hydrants to replace existing 8-inch 1951 cast iron water main and hydrants in conflict with new storm sewer. The water main alterations are located on E Shawnee Ave and N Union St.
- The project includes storm sewer improvements, pavement replacement, and water main alterations.
- Construction for this project is anticipated to begin in Spring 2021 with water main work being completed in the 2021 construction season.
- Based upon the unit price bid for the estimated quantities for this contract, the cost for the water main and hydrant relocation portion of this City of Des Moines project is \$97,332.50. S.M. Hentges & Sons, Inc., from Jordan, MN, will be the Contractor on the project.

FISCAL IMPACT:


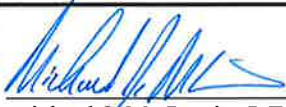

Funds for this project will come from the 2021 Des Moines Water Main Replacements Budget.

RECOMMENDED ACTION:

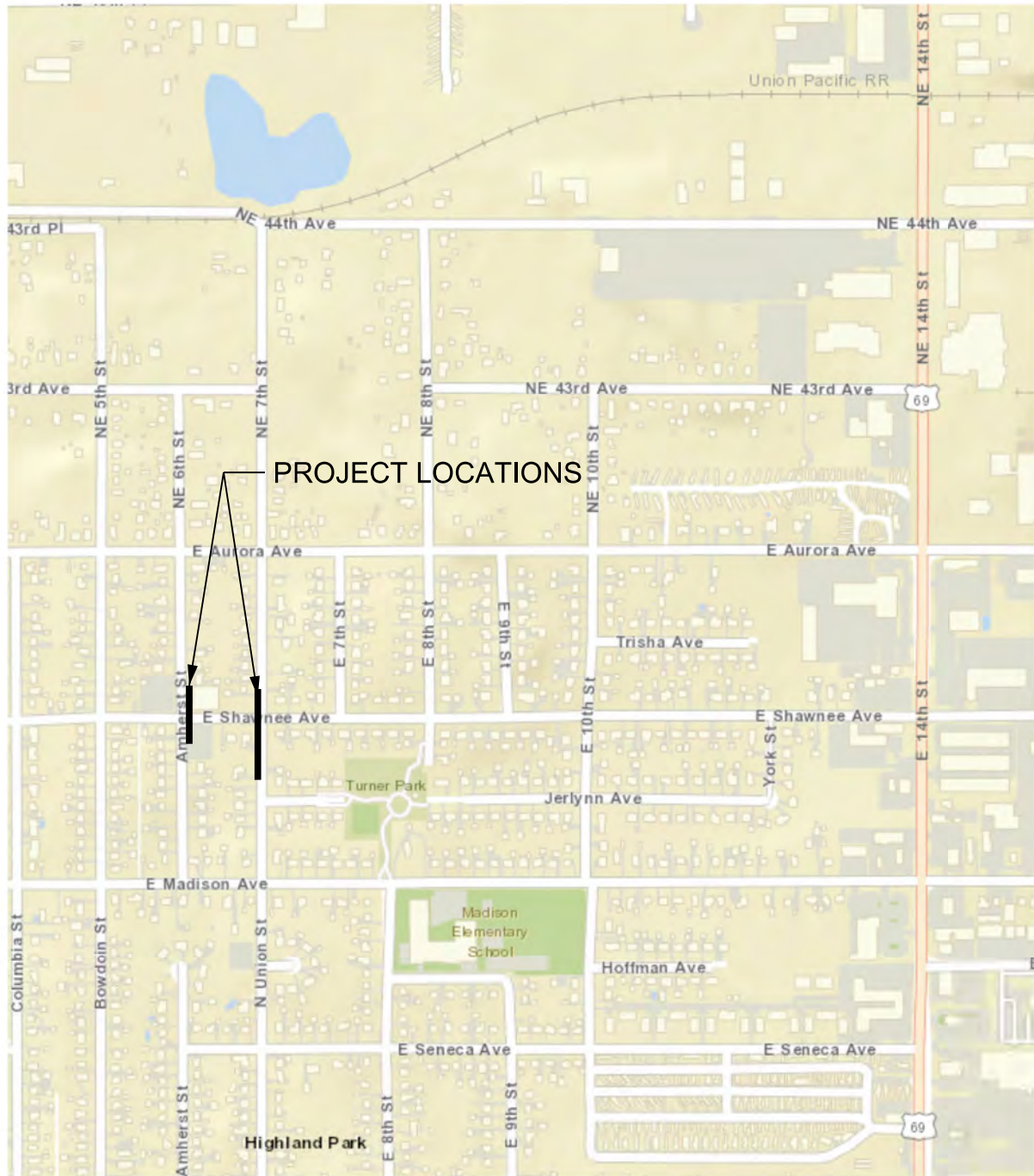
Authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the Hamilton Drain Storm Water Improvements Phase 1 project.

BOARD REQUIRED ACTION:

Motion to authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the Hamilton Drain Storm Water Improvements Phase 1 project.

 Carla J. Schumacher, P.E. (date) <u>2/18/21</u> Project Manager	 Michael J. McCurnin, P.E. (date) <u>2/18/21</u> Director of Engineering Services	 Kyle A. Danley, P.E. (date) <u>2/19/21</u> Chief Operating Officer
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Attachments: site map



Not to Scale

Des Moines
Water Works
Water You Can Trust for Life
 ENGINEERING DEPARTMENT
 Des Moines, Iowa

Hamilton Drain
Storm Water Improvements
Phase 1

AGENDA ITEM FORM

SUBJECT: Request Permission to Establish the Date of the Public Hearing for MidAmerican Energy Company Underground Electric Easement at NW 26th Street Booster Station as the Date of the March 2021 Board Meeting

SUMMARY:

- As part of the construction of the NW 26th Street Booster Station, a new electrical service is being provided by MidAmerican Energy Company (MEC).
- The nature of the electric service to this site (loop feed versus radial feed) will require MidAmerican Energy owned cabling to enter and exit the site. Therefore, reasonable accommodations on the part of DMWW to grant an easement are necessary. Easement area will include an area that allows entry and exit of cabling and conductors in addition to room to allow for installation of a pad-mounted transformer.
- Easement details are being finalized between MEC and DMWW.

FISCAL IMPACT:

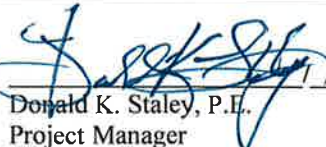
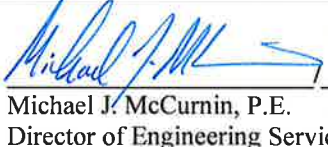

There is no fiscal impact associated with this easement.

RECOMMENDED ACTION:

Establish the date of the March 2021 Board meeting as the date of Public Hearing for MidAmerican Energy Company Underground Electric Easement at NW 26th Street Booster Station.

BOARD REQUIRED ACTION:

Motion to establish the date of the March 2021 Board meeting as the date of Public Hearing for MidAmerican Energy Company Underground Electric Easement at NW 26th Street Booster Station and direct staff to publish notice as provided by law.

 Donald K. Staley, P.E. Project Manager (date) <u>02-16-21</u>	 Michael J. McCurnin, P.E. Director of Engineering Services (date) <u>2/17/21</u>	 Kyle A. Danley, P.E. Chief Operating Officer (date) <u>2/19/21</u>
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Attachments: none

AGENDA ITEM FORM

SUBJECT: Regionalization Discussion – Possible Closed Session

SUMMARY:

The Board will discuss regionalization. With respect to regionalization process strategy, a discussion in closed session may be held.

Section 388.9(1), Code of Iowa, allows a closed session:

- To discuss marketing and pricing strategies and proprietary information that may impact its competitive position by public disclosure not required of potential or actual competitors related to ongoing negotiations over creating an integrated regional water authority. Each of these topics should be discussed in closed session to avoid disclosure likely to prejudice or disadvantage the position of the Des Moines Water Works.

A closed session is suggested to consider regionalization strategy with respect to the following:

1. Development and negotiation of required documentation with advice of counsel;
2. Methods of analysis of proposed transaction economics and alternative deal terms; and
3. Optimization of negotiation process.

FISCAL IMPACT:

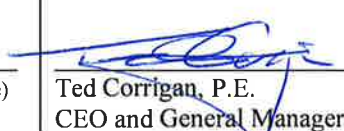
As determined by discussion.

RECOMMENDED ACTION:

Vote to go into closed session to discuss strategy in matters relating to regionalization.

BOARD REQUIRED ACTION:

Any Board action deemed appropriate in view of regionalization strategy discussions.

<hr/> (date)	<hr/> (date)	 Ted Corrigan, P.E. CEO and General Manager
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Attachments: none

AGENDA ITEM FORM

SUBJECT: Information Items

SUMMARY:

- A. Board Committee Reports
 - Planning Committee
 - Finance and Audit Committee
 - Customer Relations Committee
 - Bill Stowe Memorial Committee
 - Greater Des Moines Botanical Garden Board
 - Des Moines Water Works Park Foundation Board
- B. Staff Updates
 - External Affairs
- C. CEO and General Manager's Comments
 - COVID-19 Update
- D. Contract Status and Professional Services Agreements

FISCAL IMPACT:


No impact to the budget.

RECOMMENDED ACTION:

For review and discussion.

BOARD REQUIRED ACTION:

Review and discussion.

		
_____ (date)	_____ (date)	Amy Kahler, CPA Chief Financial Officer

Attachments: Des Moines Water Works Park Foundation Executive Summary, Board Minutes, December 2020 Financials; Contract Status and Professional Services Agreements Spreadsheets



February 17, 2021

Updates from the Des Moines Water Works Park Foundation

The Campaign/Development:

The finishing campaign piece has been printed and asks are being made. Plans are to finish the campaign by June.

Park Construction

Sales remain brisk for rings and benches and will plan installs in the spring. The most recent weatherization options for the amphitheater seem more in line with what we have been thinking and now waiting for some estimated costs, but the design allows for it to just be put up in inclement weather.



Programming

We've added virtual content on issues such as how to snowshoe, pole walking, how to dress in this weather, etc. Some winter pop up events may take place in the coming weeks to continue to encourage winter activities in the park. More and more people are sharing park pictures on social media. Summer programming plans continue to move forward cautiously and with COVID spread prevention in

mind. Some event guidelines will continue to unfold as the pandemic situation evolves over the next three months. The cultural series continues to grow along with other outside groups wanting to take advantage of the amphitheater and space for spread out audiences.



End of Year financials as well as February Meeting Minutes attached.

DES MOINES WATER WORKS PARK FOUNDATION

Board of Directors Meeting

Friday, February 12, 2021 – 12:00 – 1:30

Draft Minutes – Zoom Meeting



BOD in Attendance: Amy Jennings, PJ Hamlen, Ardis Kelley, Andrea Boulton, Chad Rasmussen, Dara Madigan, Jason Stone, Jen Cross, Jon Koehn, Matt Van Loon, Soumya Bhattacharya.

Guest/Staff: Mike McCurnin – DMWW, Cassandra Halls & Sam Carrell - DMWWPF

I. Call to Order/President's Comments & Welcome/Affirm Agenda – Amy Jennings called the meeting to order at 12:02 pm.

II. Approve minutes and Business meeting of Feb. 5

- **Motion:** Cross **Second:** Rasmussen **APPROVED**

III. Finance Report – Kelley reviewed the Year End Financials and the adjustments she'd made with our bookkeepers to better reflect our financial position.

- **Motion to accept financial report**
- **Motion:** Rasmussen **Second:** Boulton **ACCEPTED**

IV. Quick Updates from Committees

1. **Programming** – Jennings reported that they may try a snowshoeing/birding pop up activity in the park for next weekend. Bring people into the park in an organized way. Will promote next week if we are able to pull together.
2. **Revenue Programming** – Hamlen reported that 80/35 looking at coming to park with a shortened event in Sept/Oct this year. Talked about possibilities and revenue sharing perspective. We are planning to waive our base fee and find revenue sharing situations to help orgs coming out of pandemic (building mind share philosophy). Will keep BOD posted.

V. Strategic Discussion – Part II – Cassandra Halls

- Explained that she tried to consolidate comments and find the common themes for strategic focus.
 1. Fundraising – creating the metrics to measure our progress.
 2. Strategy moving forward after April 30th. Find balance between phase II and ongoing operations, etc.
 - Key Thoughts: Hamlen – not my expertise but this seems to make the most sense. Madigan – what does the list look like?
 - Talking points – framed in COVID
 3. Resolving Personnel, Operations and Transition Challenges
 - Focus of top four officers plus subject matter experts to accomplish.
 4. Strengthening/Evolving Water Works Relationship

- Understanding roles. Understanding how it all works.
5. Programming Events/Revenue Generation
- Hamlen – competition is coming so we need to be flexible and adapt and identify additional revenue streams. Consolidation of committee efforts – better integration will serve us better as we mature.
 - McCurnin noted that we want to stay in line with City expectations – it has been limiting.
 - Carrell talked about the process we take each renter through to stay in line with DMWW policies.
6. Future Forward
- Bring Fun back – celebrate success/recognize donors.
 - Rasmussen will head up recognition peices.
 - Members found consensus on what was put forward for focus in 2021. Need to work on how to better distribute information on certain aspects of the park. Coordinate community and revenue programming. Continue to strengthen relationship with DMWW. Hold each other accountable to actions and measurement by putting your name next to things.

VI. Announcements

Joel Aschbrenner will join BOD to fill second DMWW representative spot. Environmental Lawyer/Communications and recently joined DMWW Board.

VII. Adjourn Motion to adjourn at 1:28 pm

Motion: Bhattacharya

Second: Van Loon

APPROVED

Upcoming Events:

Possible Pop Up Winter Event – Saturday, Feb. 20

March BOD Meeting. Friday, March 12th – 12:00 pm – 1:30 pm

Des Moines Water Works Park Foundation
Statement of Financial Position
As of December 31, 2020

ASSETS		
Cash and Cash Equivalents	\$	166,358.46
Investments - Endow Iowa		53,645.58
Pledges Receivable		1,172,842.85
Prepaid Expenses		1,047.90
Total Assets	\$	1,393,894.79
LIABILITIES		
Accrued Expenses	\$	600,000.00
Loan Payable: Line of Credit		1,003,813.00
Total Liabilities	\$	1,603,813.00
NET ASSETS		
Net Assets without donor restrictions:		
Available to Spend	\$	1,022,662.07
Net Assets with donor restrictions:		
Park Improvement/Fleur Trail		(1,286,225.86)
Endow Iowa		53,645.58
Total Net Assets	\$	(209,918.21)
Total Liabilities and Net Assets	\$	1,393,894.79

Des Moines Water Works Park Foundation
Consolidated Statement of Financial Activity and Change in Net Assets
For the twelve months ending December 31, 2020

	December-20			FISCAL YEAR TO DATE		
	Actual	Budget	Budget Variances	Actual	Annual Budget	Budget Variances
REVENUES AND OTHER SUPPORT						
Capital Support						
Campaign Income	\$ 4,204.94	\$ -	\$ 4,204.94	\$ 284,710.00	\$ -	\$ 284,710.00
Non Capital Support/Giving						
Board Giving	-	-	-	-	-	-
Corporate & Foundation Giving	2,552.74	-	2,552.74	2,620.82	-	2,620.82
Individual Gifts	15,193.00	-	15,193.00	27,618.75	-	27,618.75
In-Kind Gifts	-	-	-	194.00	-	194.00
Park Sponsorships	-	-	-	5,000.00	-	5,000.00
Special Event Income	-	-	-	-	-	-
User/Vendor Revenue	-	-	-	7,660.00	-	7,660.00
Total Non Capital Support/Giving	\$ 17,745.74	\$ -	\$ 17,745.74	\$ 43,093.57	\$ -	\$ 43,093.57
Investment Income, net of fees	3,909.47	-	3,909.47	3,684.47	-	3,684.47
Total Revenues and Other Support	\$ 25,860.15	\$ -	\$ 43,605.89	\$ 331,488.04	\$ -	\$ 331,488.04
EXPENSES						
Operating Expenses						
Accounting/Audit	\$ 800.00	\$ -	\$ 800.00	\$ 10,425.00	\$ -	\$ 10,425.00
Contract Labor	-	-	-	425.00	-	-
General Office	3,386.68	-	3,386.68	14,178.57	-	14,178.57
Marketing	113.40	-	113.40	668.37	-	668.37
Miscellaneous	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-
Professional Services	-	-	-	1,650.00	-	1,650.00
Public Awareness	-	-	-	-	-	-
Special Event Expense	-	-	-	-	-	-
Sponsorship Activity	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Vehicle Expense	-	-	-	-	-	-
Website Maintenance	-	-	-	450.00	-	450.00
Total Operating Expenses	\$ 4,300.08	\$ -	\$ 4,300.08	\$ 27,796.94	\$ -	\$ 27,371.94
User Committee Expenses						
Building Maintenance	-	-	-	14,814.85	-	14,814.85
Building Management	-	-	-	11,325.00	-	11,325.00
Contract Labor	17,056.00	-	17,056.00	17,056.00	-	17,056.00
Food Expense	-	-	-	-	-	-
Lease Expense	-	-	-	-	-	-
Marketing	-	-	-	2,160.64	-	2,160.64
Miscellaneous	-	-	-	5.00	-	5.00
Office Equipment	-	-	-	-	-	-
Printing Expense	-	-	-	1,970.00	-	1,970.00
Program Expense	-	-	-	500.00	-	500.00
Rent Expense	2,695.77	-	2,695.77	2,695.77	-	2,695.77
Special Event Expenses	2,567.81	-	2,567.81	11,668.52	-	11,668.52
Supplies Expense	-	-	-	-	-	-
Utilities	624.79	-	624.79	6,534.63	-	6,534.63
Website Maintenance	-	-	-	1,275.00	-	1,275.00
Total User Committee Expenses	\$ 22,944.37	\$ -	\$ 22,944.37	\$ 70,005.41	\$ -	\$ 70,005.41
Capital Expenses						
Campaign Contract	-	-	-	-	-	-
Campaign Support	139.28	-	139.28	16,367.95	-	16,367.95
Fleur Underpass Trail Expense	600,000.00	-	600,000.00	1,000,000.00	-	1,000,000.00
Interest Expense	5,621.38	-	5,621.38	52,797.45	-	52,797.45
Natural Playscape	-	-	-	4,650.00	-	4,650.00
Park Improvements	-	-	-	761,822.79	-	761,822.79
Park Maintenance	-	-	-	25,075.73	-	25,075.73
Professional Services	-	-	-	107,325.75	-	107,325.75
Staffing & Administrative Costs	9,540.00	-	9,540.00	76,704.96	-	76,704.96
Total Capital Expenses	\$ 615,300.66	\$ -	\$ 615,300.66	\$ 2,044,744.63	\$ -	\$ 2,044,744.63
Total Expenses	\$ 642,545.11	\$ -	\$ 642,545.11	\$ 2,142,546.98	\$ -	\$ 2,142,121.98
Change in Net Assets	\$ (616,684.96)	\$ -	\$ (598,939.22)	\$ (1,811,058.94)	\$ -	\$ (1,810,633.94)
Net Assets, Beginning of Year				\$ 1,601,140.73		
Net Assets, End of Year				<u>\$ (209,918.21)</u>		

COMPETITIVE BIDS CONTRACT STATUS FOR FEBRUARY 2021

Saylorville Water Treatment Plant RO Unit No. 4 Installation	Punch list complete	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	The Waldinger Corporation 2/14/2019 \$513,616.00 \$35,720.00 \$549,336.00 \$541,467.45 Feb-21
Polk County Pumping Station - Storage Tank Fill Line	Final punch list items	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	Rognes Corp 7/16/2019 \$463,690.00 \$71,452.13 \$535,142.13 \$486,864.63 Apr-21
Presdimentation Basins - Valve Replacement	Project has been deferred to a future date due to Contractor's inability to receive critical components of new equipment.	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	The Waldinger Corporation 3/16/2020 \$1,427,530.00 \$68,793.00 \$1,496,323.00 \$28,150.60 no later than Mar-22
2020 Well Rehabilitation - McMullen Water Treatment Plant	Construction in progress	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	BCI Water Resources Group, Inc. 7/20/2020 \$1,053,975.00 \$0.00 \$1,053,975.00 \$238,022.50 Sep-21
NW 26th Street Booster Station	Construction in progress	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	Henkel Construction Company 8/14/2020 \$1,533,000.00 \$2,795.93 \$1,535,795.93 \$476,160.36 Apr-21
2020 Des Moines Water Main Replacement - Contract 2	Final punch list items	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	S.M. Hentges & Sons, Inc. 10/5/2020 \$632,839.55 \$13,457.39 \$646,296.94 \$630,469.62 Apr-21

Item IV-D

Highway G14 Feeder Main	Construction in progress	Contractor	On Track Construction, LLC
		Notice to Proceed	10/7/2020
		Original Contract Sum	\$1,264,264.00
		Net Change by Change Orders	\$0.00
		Contract Sum to Date	\$1,264,264.00
		Total Completed to Date	\$995,649.76
		Anticipated Completion Date	Mar-21
Gallery Valve Chamber Structures Reconstruction	Notice to proceed pending	Contractor	Synergy Contracting, LLC
		Notice to Proceed	pending
		Original Contract Sum	\$432,770.00
		Net Change by Change Orders	\$0.00
		Contract Sum to Date	\$432,770.00
		Total Completed to Date	\$0.00
		Anticipated Completion Date	Jun-21
2021 Tank Painting - Pleasant Hill Tower and Wilchinski Standpipe	Staff is reviewing contract documents	Contractor	J.R. Stelzer Co.
		Notice to Proceed	pending
		Original Contract Sum	\$1,145,524.00
		Net Change by Change Orders	\$0.00
		Contract Sum to Date	\$1,145,524.00
		Total Completed to Date	\$0.00
		Anticipated Completion Date	Sep-21

COMPETITIVE QUOTATIONS CONTRACT STATUS FOR FEBRUARY 2021

Contractor	
Date of Contract	
Notice to Proceed	
Original Contract Sum	
Net Change by Change Orders	
Contract Sum to Date	\$0.00
Total Completed to Date	
Anticipated Completion Date	

PROFESSIONAL SERVICES AGREEMENTS

[illegible]