

**MEETING**  
**Board of Water Works Trustees**  
Des Moines Water Works  
January 24, 2023  
2201 George Flagg Parkway  
3:30 p.m.

Join Zoom Meeting  
<https://us02web.zoom.us/j/84181144656?pwd=MnUrcUZUZ1k1eDBxUXB3dTNYVmJkdz09>

Meeting ID: 841 8114 4656      Passcode: 047213

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**Decision Agenda**

***I. Consent Agenda:***

- A. Minutes, December 20, 2022, Board of Water Works Trustees Meeting  
Minutes, January 10, 2023, Planning Committee Meeting  
Minutes, January 17, 2023, Finance and Audit Committee Meeting
- B. Financial Statements
- C. List of Payments for December 2022
- D. Summary of CEO-Approved Expenditures in Excess of \$20,000
- E. Review and Approve Reserve Funds Investments Policy
- F. Review and Approve Depositories for Des Moines Water Works Funds
- G. Next Meeting Date – February 28, 2023

***II. Public Comment Period:***

- Regional Governance

***III. Action Items:***

- A. Approve Proposed Board Policy Manual Revisions – Contracting and Consultant Procedures
- B. Request Authorization for CEO and General Manager to Execute Agreement for ERP Software and Implementation Services
- C. Approve Cooperative Agreement between Des Moines Water Works and Iowa Department of Transportation for Relocation of Water Main in the Interstate 35 Polk/Story County Widening Project from North of NE 36<sup>th</sup> Street in Ankeny to North of 315<sup>th</sup> Street
- D. Request Authorization to Reimburse the City of Des Moines for Water Main Relocations for E. Court Avenue Reconstruction from Des Moines River to E. 7th Street

- E. Request Authorization to Solicit Bids for 2023 Des Moines Water Main Replacement – Contract 1 and Establish the Date of the Public Hearing as the Date of the March 2023 Board Meeting
- F. Request Authorization to Solicit Bids for Maffitt East Feeder Main – Valve Vault and Establish the Date of the Public Hearing as the Date of the March 2023 Board Meeting
- G. Request Authorization to Solicit Bids for McMullen High Service Pump Building HVAC and Roofing Upgrades and Establish the Date of the Public Hearing as the Date of the February 2023 Board Meeting
- H. Request Authorization for CEO and General Manager to Execute Agreement for Professional Services for McMullen Water Treatment Plant Chemical Feed Improvements Engineering Services
- I. Appointment of Board Members to External Boards and Committees of the Board of Trustees

**IV. Information Items:**

- A. Board Committee Reports
  - Planning Committee
  - Finance and Audit Committee
  - Stowe Foundation
  - 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
  - 2022 Strategic Plan Review
- D. Contract Status and Professional Services Agreements

**OSHA Recordable  
Injuries YTD: 0**

**V. Adjournment**

Schedule of Board Activities – February & March Time: 3:30 p.m.		
<u>Date</u>	<u>Location</u>	<u>Meeting</u>
February 7	Board Room & Virtual	Planning Committee Meeting
February 14	Board Room & Virtual	Finance and Audit Committee Meeting
February 28	Board Room & Virtual	Board of Water Works Trustees
March 7	Board Room & Virtual	Planning Committee Meeting
March 14	Board Room & Virtual	Finance and Audit Committee Meeting
March 28	Board Room & Virtual	Board of Water Works Trustees

**AGENDA ITEM FORM**

**SUBJECT: Consent Agenda**

**SUMMARY:**

- A. Minutes, December 20, 2022, Board of Water Works Trustees Meeting  
**Request:** Approve December 20, 2022, Minutes  
Minutes, January 10, 2023, Planning Committee Meeting  
**Request:** Approve January 10, 2023, Minutes  
Minutes, January 17, 2023, Finance and Audit Committee Meeting  
**Request:** Approve January 17, 2023, Minutes
- B. Financial Statements
- At December 2022, total assets of the Des Moines Water Works were \$463.9 million, liabilities totaled \$30.3 million, deferred outflows totaled \$5.1 million, deferred inflows totaled \$19.8 million and contributions and retained earnings were \$418.9 million.
  - Total operating revenue for the month of December was \$6.4 million. Expenses (operating and non-operating) for the month were approximately \$6.5 million, leaving net earnings of approximately (\$0.032) million.
  - **Request:** Receive and File for Audit the December 2022 Financial Statements.
- C. List of Payments for December 2022  
**Request:** Approve December 2022 payments
- D. Summary of CEO-approved expenditures in excess of \$20,000  
**Request:** Approve the CEO-approved expenditures in excess of \$20,000
- E. Review and Approve Reserve Funds Investments Policy
- F. Review and Approve Depositories for Des Moines Water Works Funds
- G. Next Meeting Date – February 28, 2023  
**Request:** Approve February 28, 2023, as the date of the next meeting of the Board of Water Works Trustees.

**FISCAL IMPACT:**

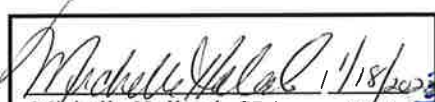

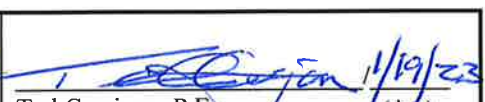
No impact to budget.

**RECOMMENDED ACTION:**

Approve Consent Agenda Items A, B, C, D, E, F and G.

**BOARD REQUIRED ACTION:**

Motion to approve Consent Agenda.

 Michelle Holland, CPA Controller	 Amy Kahler, CPA Chief Financial Officer	 Ted Corrigan, P.E. CEO and General Manager
(date) 1/18/23	(date) 1/18/23	(date) 1/19/23

Attachments: December 20, 2022, Board of Water Works Trustees Meeting Minutes; January 10, 2023, Planning Committee Meeting Minutes; January 17, 2023, Finance and Audit Committee Meeting Minutes; December 2022 Financial Statements; List of Payments; Summary of CEO-approved expenditures in excess of \$20,000; Reserve Funds Investment Policy; Depositories for Des Moines Water Works Funds

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES  
PURSUANT TO NOTICE  
Tuesday, December 20, 2022**

Present (or Participating by Video or Audio Conference Link):

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

Staff members: Bill Blubaugh, Pat Bruner, Tom Cater, Dee Clarke, Ted Corrigan, Kyle Danley, Doug Garnett, Amy Kahler, Mike McCurnin, Jenny Puffer, Laura Sarcone, Jennifer Terry, Lindsey Wanderscheid and Michelle Watson

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

Mr. Gillette called the meeting to order at 3:32 p.m.

Consent Agenda

A motion was made by Ms. Huppert, seconded by Ms. Munns, to approve Consent Items A, B, C, D, and E, (Approval of Minutes, November 22, 2022, Board of Water Works Trustees Meeting; Minutes, December 6, 2022, Planning Committee Meeting; Minutes, December 13, 2022, Special Board Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for November 2022; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of January 24, 2023, as the next meeting of the Board of Water Works Trustees). Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert and Ms. Munns voting in favor of the motion.

Public Comment Period

Mr. Corrigan provided an update on regionalization.

Request Authorization to Reimburse the City of Des Moines for Water Main Replacement for Hamilton Drain Phase 3

As part of the City of Des Moines' Hamilton Drain Storm Water Improvements Phase 3 project, Des Moines Water Works will complete multiple water main alterations where conflicts exist with planned storm sewer improvements. The city project includes road reconstruction and storm sewer improvements. Construction for this project is anticipated to begin in the 2023 construction season, with water main work being completed in 2023. Based upon the unit price bid for the estimated quantities for this contract and the DMWW portion of mobilization expenses, the cost for the water main alteration portion of this City of Des Moines project is \$577,392. RW Excavating Solutions, LC, from Prairie City, IA, will be the Contractor on the project.

A motion was made by Ms. Munns, seconded by Ms. Huppert, to authorize staff to reimburse the City of Des Moines for water main replacement for the Hamilton Drain Phase 3 project. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Request Authorization to Reimburse The City of Des Moines for Water Main Replacement for McKinley Avenue Reconstruction from South Union Street to SW 9<sup>th</sup> Street

As part of the City of Des Moines' McKinley Avenue Reconstruction project, Des Moines Water Works will complete water main relocation due to conflicts with proposed storm sewer and our own desire to replace water main between SW 9<sup>th</sup> and South Union. The city project includes road reconstruction, storm sewer improvements, a trail and sidewalk. Construction for this project is anticipated to begin in Spring 2023, with water main work being completed in the 2023-2024 construction seasons. Based upon the unit price bid for the estimated quantities for this contract and the DMWW portion of mobilization and traffic control expenses, the cost for the water main relocation portion of this City of Des Moines project is \$811,963.94. All Star Concrete, LLC, from Johnston, IA will be the Contractor on the project.

A motion was made by Ms. Huppert, seconded by Mr. Davis, to authorize staff to reimburse the City of Des Moines for water main replacement for the McKinley Avenue Reconstruction from South Union Street to SW 9<sup>th</sup> Street project. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Request Authorization for CEO and General Manager to Execute Professional Services Agreement for Saylorville Water Treatment Plant Capacity Expansion Design and Construction Services

In 2017, DMWW teamed with CH2M and HDR to complete the DMWW Long Range Plan 2017 (2017 LRP). The 2017 LRP used population, water use and production statistics from all regional entities to project the necessary source, treatment, transmission, storage, and pumping needs for the Des Moines Metropolitan region through 2040. The 2017 LRP identified nearly 100 key projects to address growth within the central Iowa region. Among the list of projects were enhancements at the Saylorville Water Treatment Plant (SWTP) that included first expanding by 10 MGD, followed by an additional 25 MGD expansion later.

In February of 2021, DMWW teamed with HDR to review the 2017 LRP. With five additional years of production and demand data for the region, HDR was asked to determine if any of the key projects identified in the 2017 LRP could effectively be delayed. HDR completed the DMWW Long Range Plan Update and Progress Report which concluded that key projects should not be delayed. In March of 2021, DMWW teamed with HDR and Black and Veatch to develop the preliminary engineering efforts for the Saylorville Water Treatment Plant Capacity Expansion for the two options described above. The Preliminary Engineering Report for the Saylorville Water Treatment Plant Capacity Expansion was completed subsequently in July of 2022.

Staff prepared a request for proposals (RFP) for completing the design, bidding support, and construction support of the source, treatment, and finished water pumping elements associated with the 10 MGD expansion. One proposal was received on November 3, 2022 and reviewed by staff.

Since this will be considered a regional asset, DMWW staff and the newly formed Central Iowa Water Works Technical Advisory Committee (TAC) both participated in evaluating and considering the proposal. The categories considered were strength and qualifications of proposed project team, firm experience, project approach, schedule, and professional service fees. Staff and the TAC agreed that the HDR and Black and Veatch team are qualified and capable of performing this work. With the total project cost projected to be around \$144 million dollars, staff feels that

their proposed design not-to-exceed fee of \$12,999,057 which includes construction observation throughout the project is reasonable (9% of projected project cost).

Six additional members of the TAC agreed to award to HDR and Black and Veatch team. There were no dissenting opinions from the remaining members of the TAC.

A motion was made by Ms. Huppert seconded by Ms. Boulton, to authorize the CEO and General Manager to execute a Professional Services Agreement with HDR and Black and Veatch in the amount of \$12,999,057 for design and construction services for the SWTP Capacity Expansion project contingent upon negotiation of terms and conditions that are acceptable to staff and subsequent review by legal counsel. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Request Authorization for CEO and General Manager to Execute Professional Services Agreement for 2023 Aquifer Storage and Recovery (ASR) Well Design and Construction Services

Des Moines Water Works (DMWW) conducted a study and demonstration project in the mid-1990s to evaluate the feasibility of using ASR technology in DMWW's system. One of the conclusions from the study and demonstration project was seasonal peaking and emergency operations using ASR wells was feasible using the Cambrian-Ordovician Aquifer, commonly referred to as the Jordan Aquifer. Since the completion of the study and demonstration project, DMWW has constructed three ASR well facilities: the ASR well facility at the McMullen Water Treatment Plant, the ASR well facility at the L. P. Moon Storage Facility and Pumping Station, and the Army Post Road ASR Well Facility.

Staff prepared a request for proposals (RFP) to further improve its operations by designing and constructing an additional ASR well facility at the Polk County Pumping Station. The responding firms were Stanley Consultants, Inc., AECOM Technical Services, Inc., Strand Associates, Inc., and H.R. Green, Inc. Staff has reviewed the proposals based upon project team, firm experience, project approach, schedule, and fees (fees ranged from near \$770k to \$1.1M). Staff recommends a Professional Services Agreement be executed with Strand Associates, Inc. for the 2023 Aquifer Storage and Recovery (ASR) Well contingent upon negotiation of terms and conditions acceptable to staff and subsequent review by legal counsel. Strand has successfully completed multiple ASR designs in central Iowa. The anticipated design fee stated in Strand Associates, Inc.'s proposal is \$909,400.

A motion was made by Mr. Davis seconded by Ms. Huppert, to authorize the CEO and General Manager to execute a Professional Services Agreement with Strand Associates, Inc. for the 2023 Aquifer Storage and Recovery (ASR) Well design and construction services contingent upon negotiation of terms and conditions that are acceptable to staff and subsequent review by legal counsel. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

### Selection of Contractor for Removal and Disposal of Lime Residuals

Beginning June 15, 2015, Synagro Central, LLC began hauling lime residuals from the Fleur Drive Water Treatment Plant and the McMullen Water Treatment Plant. The initial term of the contract was to terminate on June 15, 2020, but through multiple change orders the term of the contract has been extended to June 15, 2023. Synagro has successfully performed the work associated with the contract. In October of 2022, staff developed a Request for Proposals for the Removal and Disposal of Lime Residuals with the intent to execute a new 5-year contract starting June 16, 2023. Request for Proposals was advertised on the Des Moines Water Work's website and sent to viable contractors who had previously provided proposals.

Three proposals were received on November 15, 2022. The respondents were Synagro Central, LLC, New Earth USA, LLC, and Hodges Farms and Dredging, L.L.C. The proposals were evaluated on firm experience and qualifications, project references, business plan, equipment, safety, terms and conditions, and proposal cost. Based on the ratings completed by the committee, Synagro Central, LLC received the highest score of the three Contractors and also had the lowest cost overall. Water Production budgets near \$2M annually for lime residual hauling. Relative to costs associated with the existing contract, it is estimated that accepting the proposal from Synagro will result in an estimated annual savings of near \$300,000 over the course of the next five years. Staff recommends the selection of Synagro Central, LLC.

A motion was made by Ms. Huppert, seconded by Ms. Boulton, to accept Synagro Central, LLC's proposal and authorize staff to prepare a contract for execution. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

### Performance Evaluation and Salary Increase for CEO and General Manager

The CEO and General Manager's performance evaluation was conducted. It was noted that the CEO's employment agreement provides for an annual salary increase effective each January 1<sup>st</sup> in an amount equal to the average percentage increase of all bargaining unit employees for the corresponding year.

### Election of Chairperson and Vice-Chairperson for 2023-2024

A motion was made by Ms. Munns, seconded by Ms. Huppert, to elect Ms. Andrea Boulton as Chairperson for a two-year term beginning January 1, 2023. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert and Ms. Munns voting in favor of the motion and Ms. Boulton abstaining.

A motion was made by Ms. Munns, seconded by Mr. Davis, to elect Ms. Susan Huppert as Vice-Chairperson for a two-year term beginning January 1, 2023. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Munns voting in favor of the motion and Ms. Huppert abstaining.

### Board Committee Reports

The following reports were provided:

- Planning Committee – A meeting was held on December 6, 2022, as reflected in the minutes thereof. Ms. Boulton gave a brief summary of the meeting.
- Finance and Audit Committee – No meeting was held in December.
- Stowe Foundation – Mr. Gillette shared that the Stowe Foundation will likely report on the outdoor classroom and other items in January or February.
- Greater Des Moines Botanical Garden – Mr. Gillette shared that the Garden is anticipating expanding into the 7 acres directly to the north, so they've asked DMWW to estimate water needs related to that expansion. He also mentioned that the current agreement with DMWW will likely be amended to no longer appoint a member to the GDMBG board when the financial assistance agreement comes to an end.
- Des Moines Water Works Park Foundation Board – Ms. Boulton reported that the Park Foundation Board received a draft of the agreement for debt repayment from the City of Des Moines and efforts continue to structure sponsorships, funding and revenue streams for 2023.

### CEO and General Manager's Comments

- Emergency LP Moon ASR Well Repairs

The Board was informed that Mr. Casey has certified a repair of the LP Moon ASR Well as an emergency as it is necessary to avoid a possible water supply shortage. The transformer failed on August 22, 2022 and could not be restarted. Upon further investigation it was found that water had entered the electrical wiring and motor causing a short. The motor manufacturer has informed us that they cannot guarantee the motor will be repaired with the next 52 weeks and that a replacement could also take up to a year. Water Production and Engineering personnel have worked with Northway Well and Pump Company, our long-time well contractor, to develop a plan to get this critical ASR well back into service. Staff is recommending we forego the typical required bidding process based on the time needed to get the required equipment and go through the normal design and bidding process. The design and bidding process will not allow us to get this equipment delivered in time to get the ASR well back into service. Estimated cost of this work is in excess of \$600,000. Personnel from Northway Well and Pump Company are ready to start work as soon as equipment arrives.

Mr. Corrigan shared that each Board member received a letter from a customer questioning the usage of fluoride in the water treatment process that will require follow-up.

Adjournment – Meeting adjourned by unanimous consent.

4:47 p.m. adjourned



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

Tuesday, January 10, 2023

3:30 p.m.

Present (or Participating by Video or Audio Conference Link):

Board Members: Ms. Andrea Boulton, Mr. Alec Davis, and Mr. Graham Gillette

Staff Members: Pat Bruner, Nathan Casey, Ted Corrigan, Kyle Danley, Doug Garnett, Amy Kahler, Mike McCurnin, Jenny Puffer, Laura Sarcone, Jennifer Terry, and Michelle Watson

Also in Attendance: Threase Harms and Nick Laning (Advocacy Strategies), Gavin Clingham, Charlie Husser, and Lindsay Videnieks (Woodberry Associates) and Melissa Walker (MW Media Consultants, LLC)

Meeting called to order at 3:31 p.m.

1. Government Relations Legislative Affairs Update

Representatives of Woodberry Associates and Advocacy Strategies, who are listed above as attendees, reviewed DMWW's 2022 federal and state legislative successes and shared the 2023 legislative priorities.

2. CEO and General Manager's Comments

Mr. Corrigan highlighted a few of the local and federal initiatives in his comments. He also shared that the legislative breakfast held on January 10<sup>th</sup> was successful. Forty-four legislators visited with DMWW staff and board members who were in attendance.

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

Meeting adjourned at 4:07 p.m.

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

Tuesday, January 17, 2023

3:30 p.m.

Present (or Participating by Video or Audio Conference Link):

Board Members: Ms. Andrea Boulton, Mr. Alec Davis, Ms. Susan Huppert and Ms. Diane Munns  
Staff Members: Patrick Bruner, Nathan Casey, Ted Corrigan, Kyle Danley, Amy Kahler, Mike McCurnin, Jenny Puffer, Laura Sarcone, Jennifer Terry, Lindsey Wanderscheid, and Michelle Watson  
Also in attendance: Jeff Clayton and Joe Langel (Holmes Murphy & Associates), John Lande (legal counsel) and Melissa Walker (MW Media Consultants, LLC)

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

1. IGHCP Update

Mr. Clayton and Mr. Langel with Holmes Murphy & Associates provided an update on the IGHCP (Iowa Governmental Health Care Plan). DMWW became a member of the IGHCP Trust effective January 1, 2021.

2. Proposed Board Policy Manual Revisions – Contracting and Consultant Procedures

Ms. Wanderscheid presented on proposed Board Policy Manual revisions regarding contracting and consulting procedures. The Engineering Department presented recommendations to improve consulting and contracting processes at the December Planning Committee meeting. At the December 2022 Board meeting it was recommended that the policy manual be edited to allow those recommendations to be implemented.

A summary of the proposed changes include:

- Added a section on non-public improvements and that they must be competitively bid if they are over the CEO spending authority but need not follow the procedures set forth in Chapter 26.
- Edited the section on professional consultants and allowed for a Request for Qualification process when obtaining services and negotiation of scope and fee.
- Allowed for the hiring of a consultant for a project phase and then the ability to amend their agreement for the inclusion of the next phase of the project without resoliciting the project.
- Added a provision to be able to execute master service agreements, with a series of addendums executed for specific projects, with approval by the board. Addendums for specific projects can be approved without the board if the fee per project is within the CEO spending authority. There is a limit to a 5-year period and for projects less than \$1 million.
- Allowed for deviations from procedures with appropriate justification to the Board.

It is proposed that these revisions become effective immediately once approved by the Board at their meeting on January 24, 2023.

3. CEO and General Manager's Comments  
Mr. Corrigan had no additional comments.

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

Meeting adjourned at 4:26 p.m.

**DES MOINES WATER WORKS  
FINANCIAL STATEMENT COMMENTS  
FOR THE MONTH ENDED December 31, 2022**

**STATEMENT OF NET POSITION**

Below are summaries of financial position and activity for the month of December 2022 based on **preliminary** year-end numbers. Additional year-end adjustments and reclassifications will be made to the financial records prior to the issuance of our final 2022 audited financial statements.

**Summary Net Position (in millions)**

	<b>Dec 31, 2022</b>	<b>Dec 31, 2021</b>
Cash	\$24.4	\$26.3
Invested Cash	23.1	5.0
Accounts Receivable	10.4	10.4
Operating Reserves	13.4	12.8
Revenue Bond Reserves	0.0	0.2
Other Assets	6.1	5.7
Fixed Assets	591.6	591.6
Less: Accumulated Depreciation	<u>(228.8)</u>	<u>(215.8)</u>
Net Fixed Assets	362.7	375.8
Construction in Progress	<u>23.7</u>	<u>7.9</u>
Total Assets	<u>463.9</u>	<u>444.1</u>
Deferred Outflows of Resources	5.1	5.1
<b>Total Assets &amp; Deferred Outflows of Resources</b>	<b><u>469.0</u></b>	<b><u>449.3</u></b>
Current Liabilities	9.9	12.2
Long-Term Liabilities	18.3	18.4
Other Liabilities	<u>2.0</u>	<u>2.0</u>
Total Liabilities	30.3	32.5
Deferred Inflows of Resources	19.8	19.8
Net Position	<u>418.9</u>	<u>396.9</u>
<b>Total Liabilities, Deferred Inflows of Resources &amp; Net Position</b>	<b><u>469.0</u></b>	<b><u>449.3</u></b>

The deferred inflows and deferred outflows of resources are composed of the differences between actual and expected experience of different components of the pension plan related to future reporting periods. These differences are measured each year and then recognized in pension expense over multiple future reporting periods depending on the nature of the difference (e.g., investment returns, demographic experience, assumption changes, etc.). Deferred outflow of resources is a consumption of net assets applicable to a future reporting period. Deferred inflow of resources is an acquisition of net assets applicable to a future reporting period.

## STATEMENT OF EARNINGS

Summary information from the Statement of Earnings is as follows:

	December 2022	Year to date 2022	Year to date 2021
<b>Operating Revenue</b>	\$ 6.4 million	\$ 85.5 million	\$ 91.8 million
<b>Operating Expenses</b>	\$ 6.6 million	\$ 64.2 million	\$ 57.4 million
<b>Other Income (Expense)</b>	\$ 0.1 million	\$ 0.8 million	\$ 5.1 million
<b>Net Earnings</b>	\$ (0.0) million	\$ 22.0 million	\$ 39.6 million

The table below summarizes expenses for the period-to-date ended December 2022 and 2021:

### OPERATING EXPENSES

Year-to-Date Ending December 31, 2022 and 2021

	YTD Dec 2022	% of Total	YTD Dec 2021	% of Total
Labor	\$ 16,841,410	33%	\$ 16,241,190	36%
Benefits	8,658,332	17%	5,547,579	12%
Purchased Services	9,124,151	18%	8,915,900	20%
Materials and Equipment	4,173,892	8%	3,405,229	8%
Chemicals	6,455,257	13%	5,082,185	11%
Utilities/Telephone	3,299,291	6%	3,260,663	7%
Insurance	1,540,440	3%	1,074,697	2%
Postage	421,483	1%	418,982	1%
Other	669,163	1%	576,188	1%
	\$ 51,183,419	100%	\$ 44,522,613	100%

## CHANGES IN INVESTMENTS

	Change from Prior Month	Average Annual Return
Bond Reserves	(\$159,039)	
Operating Reserves	\$30,587	0.36%
Invested Operating Cash	\$10,016,078	0.72%

### Comments

Pension fund investments decreased by \$1.4 million for the month of December 2022. The pension fund balance as of December 31, 2022, was \$50.9 million.

## PROJECT EXPENSES

Total expenditures for operating projects through December 2022 were approximately \$51.2 million or 96% of the operating budget. Overall expenditures on capital projects were approximately \$15.9 million or 27% of the capital budget.

**DES MOINES WATER WORKS**  
**PRELIMINARY** Statement of Net Position  
For the Period Ending December 31, 2022 and December 31, 2021

	2022	2021	Change
<b>ASSETS</b>			
<b>Cash</b>			
Petty Cash	\$ 1,900	\$ 1,900	
Interest Bearing Cash	24,362,029	26,324,418	
Total	\$ 24,363,929	\$ 26,326,318	\$ (1,962,389)
<b>Invested Cash</b>			
<b>Operating</b>			
Cash on Hand	\$ 452,194	\$ 3,410,425	
U.S. Government Securities	22,635,308	1,590,900	
Total	\$ 23,087,502	\$ 5,001,325	\$ 18,086,177
<b>Accounts Receivable</b>			
Accounts Receivable	\$ 7,700,586	\$ 7,818,425	
Accounts Receivable Unbilled	2,613,898	2,613,898	
Accrued Interest Receivable	98,524	1,160	
Total	\$ 10,413,008	\$ 10,433,483	\$ (20,475)
<b>Reserves (Invested)</b>			
<b>Operating</b>			
Cash On Hand	\$ 23,509	\$ 6,301,673	
U.S. Government Securities	13,383,339	6,485,090	
Total	\$ 13,406,848	\$ 12,786,763	\$ 620,085
<b>Revenue Bond Reserves (Invested)</b>			
Cash on Hand	\$ 0	\$ 214,239	
Total	\$ 0	\$ 214,239	\$ (214,239)
<b>Other Assets</b>			
Materials in Stock Accounts	\$ 4,738,544	\$ 4,130,745	
Water Receivable Long-Term	241,040	172,651	
Prepaid Insurance	937,132	1,036,273	
Prepaid Expense	398,107	341,629	
Accum Unrealized Gain/(Loss) Invest	(165,986)	(11,878)	
Total	\$ 6,148,837	\$ 5,669,420	\$ 479,418

**DES MOINES WATER WORKS**  
**PRELIMINARY** Statement of Net Position  
For the Period Ending December 31, 2022 and December 31, 2021

	2022	2021	Change
<b>ASSETS-CONTINUED</b>			
<b>Fixed Assets</b>			
Land & Right of Way	\$ 8,208,369	\$ 8,208,369	
Structures and Machinery	169,105,964	169,105,964	
Water Supply System	60,344,512	60,344,512	
Urbandale Booster System	509,687	509,687	
Pipelines	283,161,165	283,161,165	
Meters	32,629,950	32,629,950	
Laboratory Equipment	805,473	805,473	
Distribution Equipment	1,466,215	1,466,215	
Mobile Equipment	4,046,016	4,046,016	
Vehicles	2,858,318	2,858,318	
Office Equipment	1,341,093	1,341,093	
MIS Equipment	27,096,288	27,096,288	
Total	\$ 591,573,051	\$ 591,573,051	
Accumulated Depreciation	(228,837,606)	(215,796,170)	
Construction in Progress	\$ 23,738,905	7,899,450	
Total Fixed Assets	\$ 386,474,350	\$ 383,676,331	\$ 2,798,019
<b>TOTAL ASSETS</b>	<b>\$ 463,894,474</b>	<b>\$ 444,107,879</b>	<b>\$ 19,786,595</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension Related Amounts	5,147,743	5,147,743	
Total	\$ 5,147,743	\$ 5,147,743	\$ -
<b>TOTAL ASSETS &amp; DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 469,042,217</b>	<b>\$ 449,255,622</b>	<b>\$ 19,786,595</b>

**DES MOINES WATER WORKS**  
**PRELIMINARY** Statement of Net Position  
For the Period Ending December 31, 2022 and December 31, 2021

	2022	2021	Change
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 1,346,497	\$ 1,888,374	
Construction Payables	1,833,053	4,253,313	
Salaries and Wages Payable	1,190,773	1,044,215	
Accrued Leave	3,786,499	3,786,499	
State Tax Payable	323,030	116,056	
Work Comp Reserves	118,803	118,803	
Revenue Bond Interest Payable	(0)	262	
Revenue Bonds Payable Current	-	157,000	
Fees Collected for Other Entities	1,281,262	791,484	
Unclaimed Refunds	10,622	10,178	
Total	\$ 9,890,539	\$ 12,166,184	\$ (2,275,645)
<b>Long Term Liabilities</b>			
Pension Liability	(171,117)	(171,117)	
Other Post-Employment Benefit Liability	18,494,555	18,494,555	
Other Non-Current Liabilities	294	32,859	
Total	\$ 18,323,732	\$ 18,356,297	\$ (32,565)
<b>Other Liabilities</b>			
Deposits by Consumers	\$ 2,010,429	\$ 1,921,275	
Project H2O	11,046	254	
Miscellaneous Liabilities	22,474	44,428	
Total	\$ 2,043,949	\$ 1,965,957	\$ 77,992
<b>TOTAL LIABILITIES</b>	<b>\$ 30,258,220</b>	<b>\$ 32,488,438</b>	<b>\$ (2,230,218)</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension Related Amounts	\$ 16,277,276	\$ 16,277,276	
Other Post-Employment Benefit Amounts	3,569,267	3,569,267	
Total	\$ 19,846,543	\$ 19,846,543	\$ -
<b>NET POSITION</b>	<b>\$ 418,937,455</b>	<b>\$ 396,920,642</b>	<b>\$ 22,016,813</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES &amp; NET POSITION</b>	<b>\$ 469,042,217</b>	<b>\$ 449,255,622</b>	<b>\$ 19,786,595</b>



**Des Moines Water Works**  
**PRELIMINARY** Statement of Earnings and Retained Earnings  
For the Month Ended December 31, 2022, the Twelve Months Ending December 31, 2022  
and the Twelve Months Ending December 31, 2021

	Current Month 2022	Year-To-Date 2022	Yearly Budget 2022	Actual vs. Budget Variance	Year-To-Date 2021	Year-To-Date Current vs. Prior Year
<b>OPERATING REVENUE</b>						
Water Sales	\$ 5,820,951	\$ 78,841,370	\$ 73,094,345	\$ 5,747,025	\$ 74,146,428	\$ 4,694,942
Sewer Services - Runnells	7,149	91,959	82,412	9,547	96,167	(4,208)
Late Fees	43,566	473,077	330,000	143,077	398,277	74,800
Billed Debt Service	-	-	-	-	7,777,047	(7,777,047)
Other Sales and Services	361,662	2,773,401	3,044,112	(270,711)	2,307,895	465,506
Billing Services Revenue	172,217	1,899,690	1,954,280	(54,590)	1,981,894	(82,204)
Land Use Revenue	25,234	218,822	172,800	46,022	194,661	24,161
Connection Fees	(29,450)	1,171,519	750,000	421,519	718,658	452,861
Reimb for Covid Expenses	-	-	-	-	978,043	(978,043)
Purchase Capacity	-	-	-	-	3,216,181	(3,216,181)
Cash Discount and Refunds	364	4,268	-	4,268	2,644	1,624
Total Operating Revenues	\$ 6,401,693	\$ 85,474,106	\$ 79,427,949	\$ 6,046,157	\$ 91,817,895	\$ (6,343,789)
<b>OPERATING EXPENSES</b>						
Labor	\$ 2,019,965	\$ 16,841,410	\$ 17,064,713	\$ 223,303	\$ 16,241,190	\$ (600,220)
Benefits	284,672	3,905,034	4,179,900	274,866	3,846,780	(58,254)
Retirement Benefits	184,712	4,753,298	5,079,100	325,802	1,700,799	(3,052,499)
Postage	35,956	421,483	490,000	68,517	418,982	(2,501)
Telephone	23,564	281,740	307,500	25,760	271,741	(9,999)
Insurance	114,569	1,540,440	1,575,000	34,560	1,074,697	(465,743)
Casualty Loss	1,118	29,599	100,000	70,401	120,393	90,794
Loss on Bad Accounts	204,578	194,948	150,000	(44,948)	149,015	(45,933)
Purchased Services	1,352,470	9,124,151	11,040,604	1,916,453	8,915,900	(208,251)
Training	4,312	113,598	158,860	45,262	66,890	(46,708)
Materials and Equipment	409,192	4,173,892	3,901,960	(271,932)	3,405,229	(768,663)
Chemicals	581,206	6,455,257	5,769,749	(685,508)	5,082,185	(1,373,072)
Utilities	242,877	3,017,551	3,000,300	(17,251)	2,988,922	(28,629)
Gasoline/Fuel	24,093	331,018	228,660	(102,358)	239,890	(91,128)
Total Operating Expense	\$ 5,483,284	\$ 51,183,419	\$ 53,046,346	\$ 1,862,927	\$ 44,522,613	\$ (6,660,806)
Depreciation Expense	\$ 1,082,109	13,041,436	13,085,393	43,957	12,834,785	(206,651)
Net Income from Operations	(163,700)	21,249,251	13,296,210	7,953,040	34,460,497	(13,211,246)
<b>Other Income (Expense) :</b>						
Capital Contributions	\$ -	\$ 531,969	\$ -	\$ 531,969	\$ 1,369,828	\$ (837,859)
Contributions From Subdividers	-	-	-	-	4,187,760	(4,187,760)
Investment Income	24,291	119,093	177,000	(57,907)	143,979	(24,886)
Net Change - Investment Values	107,094	119,378	-	119,378	(128,057)	247,435
Interest Expense / Amortization	-	(2,878)	(2,748)	(130)	(457,764)	454,886
Gain/Loss on Fixed Assets	-	-	-	-	6,200	(6,200)
Other Income (Expense), net	\$ 131,385	\$ 767,562	\$ 174,252	\$ 593,310	\$ 5,121,946	\$ (4,354,384)
Net Earnings	<u>\$ (32,315)</u>	<u>\$ 22,016,813</u>	<u>\$ 13,470,463</u>	<u>\$ 8,546,350</u>	<u>\$ 39,582,443</u>	<u>\$ (17,565,630)</u>
Retained Earnings, January 1		\$ 396,920,642			\$ 355,237,315	
Ending Retained Earnings		<u>\$ 418,937,455</u>			<u>\$ 394,819,758</u>	

**DES MOINES WATER WORKS  
STATEMENT OF INVESTMENT CHANGES  
FOR THE MONTH ENDED DECEMBER 31, 2022**

**BOND RESERVES**

	Balance at 11/30/2022	Additions	Deductions	Balance at 12/31/2022
Cash on Hand	\$159,039	0	159,039	\$0
U.S. Government Securities	\$0	0	0	0
Total Bond Reserves	\$159,039	\$0	\$159,039	\$0

**INVESTED RESERVES**

	Balance at 11/30/2022	Additions	Deductions	Balance at 12/31/2022
<b>Operating</b>				
Cash on Hand	\$616,830	5,178	598,499	\$23,509
U.S. Government Securities	\$12,759,430	623,909	0	13,383,339
Total Invested Reserves	\$13,376,261	\$629,087	\$598,499	\$13,406,848

The average annual interest earned was 0.36%.

**INVESTED OPERATING CASH**

	Balance at 11/30/2022	Additions	Deductions	Balance at 12/31/2022
<b>Operating</b>				
Cash on Hand	\$1,365,038	10,003,920	10,916,763	\$452,194
U.S. Government Securities	\$11,706,387	10,928,921	0	22,635,308
Total Invested Reserves	\$13,071,424	\$20,932,840	\$10,916,763	\$23,087,502

The average annual interest earned was 0.72%.

**DES MOINES WATER WORKS  
STATEMENT OF INVESTMENT CHANGES  
YEAR TO DATE 2022**

**PENSION FUND**

	Balance 1/1/2022	Transfers, Expenses & Deposits	Benefit Payments	Investment Return	Balance at 12/31/2022	YTD % Return
<b><i>Fixed Income</i></b>						
Mellon Capital Mgmt - Bond Market Index	6,583,916	3,868,023	(3,757,849)	(809,309)	5,884,782	-14.14%
Neuberger Berman / Mellon / DDJ - High Yield I	2,532,418	(199,695)		(278,475)	2,054,249	-11.35%
Principal Global Investors - Income	21,540,862	(1,124,373)	8,232	(2,718,775)	17,705,946	-12.96%
<b><i>Large U.S. Equity</i></b>						
Principal Global Investors - Equity Income	7,381,045	(387,705)		(770,470)	6,222,871	-10.43%
Principal Global Investors - Large Cap S&P 500 Index	4,528,714	(1,101,879)		(818,211)	2,608,625	-20.90%
T. Rowe Price / Brown Advisory - Large Cap Growth	7,222,302	1,319,736		(2,515,394)	6,026,644	-30.35%
<b><i>Small/Mid U.S. Equity</i></b>						
Robert Baird / Eagle Asset Mgmt - Mid Cap Growth III	1,052,226	116,195		(274,250)	894,171	-23.02%
DFA / Vaughan Nelson / LA Capital - Small Cap Value II	530,679	(24,360)		(48,786)	457,533	-9.16%
AB / Brown / Emerald - Small Cap Growth I	506,694	90,089		(143,331)	453,452	-24.41%
LA Capital Mgmt / Victory - Mid Cap Value I	1,067,160	(85,700)		(62,634)	918,826	-5.95%
<b><i>International Equity</i></b>						
Causeway / Barrow Hanley - Overseas	2,352,617	(540,993)		(113,102)	1,698,521	-5.47%
Principal Global Investors / DFA - International Small Cap	1,075,686	(69,714)		(236,795)	769,177	-22.74%
Principal Global Investors - Diversified International	5,597,781	(610,705)		(1,122,056)	3,865,020	-21.17%
Origin Asset Management LLP - Origin Emerging Markets	1,891,501	8,660		(554,791)	1,345,371	-30.24%
<b>Total Principal Financial</b>	<b>\$ 63,863,603</b>	<b>\$ 1,257,580</b>	<b>\$ (3,749,617)</b>	<b>\$ (10,466,377)</b>	<b>\$ 50,905,188</b>	<b>-16.80%</b>

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - **PRELIMINARY**  
100% of Year Completed

	YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating						
Office of the CEO/General Manager	\$1,512,798	\$1,646,636	\$0	\$1,646,636	\$133,838	92%
Customer Service	\$4,763,137	\$4,934,341	\$0	\$4,934,341	\$171,204	97%
Engineering	\$2,099,038	\$1,658,345	\$150,000	\$1,808,345	(\$290,693)	116%
Finance	\$4,421,515	\$4,484,748	\$0	\$4,484,748	\$63,233	99%
Human Resources	\$913,956	\$785,367	\$0	\$785,367	(\$128,589)	116%
Information Technology	\$3,126,931	\$3,185,636	\$0	\$3,185,636	\$58,705	98%
Office of the Chief Operating Officer	\$2,944,978	\$3,249,238	\$0	\$3,249,238	\$304,260	91%
Water Distribution	\$8,887,584	\$9,114,805	\$0	\$9,114,805	\$227,221	98%
Water Production	\$22,513,480	\$23,987,230	\$0	\$23,987,230	\$1,473,750	94%
Total Operating	\$51,183,419	\$53,046,346	\$150,000	\$53,196,346	\$2,012,927	96%
Capital						
Office of the CEO/General Manager	\$0	\$0	\$0	\$0	\$0	No Budget
Customer Service	\$980,543	\$1,426,682	\$0	\$1,426,682	\$446,139	69%
Engineering	\$12,479,982	\$39,830,333	\$12,234,830	\$52,065,163	\$39,585,181	24%
Finance	\$0	\$0	\$0	\$0	\$0	No Budget
Human Resources	\$0	\$0	\$0	\$0	\$0	No Budget
Information Technology	\$303,253	\$1,385,761	\$0	\$1,385,761	\$1,082,508	22%
Office of the Chief Operating Officer	\$13,685	\$34,000	\$0	\$34,000	\$20,315	40%
Water Distribution	\$592,822	\$1,387,499	\$0	\$1,387,499	\$794,677	43%
Water Production	\$1,547,918	\$1,867,936	\$800,000	\$2,667,936	\$1,120,018	58%
Total Capital	\$15,918,203	\$45,932,211	\$13,034,830	\$58,967,041	\$43,048,838	27%
Total Project Costs	\$67,101,622	\$98,978,557	\$13,184,830	\$112,163,387	\$45,061,765	60%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Office of the CEO/General Manager**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
950-200	New Business, Community & Economic Dev	\$71,537	\$76,547	\$0	\$76,547	\$5,010	93%
996-001	CEO Department Administration	\$550,854	\$348,695	\$0	\$348,695	(\$202,159)	158%
996-030	Board Activities	\$333,785	\$706,915	\$0	\$706,915	\$373,130	47%
996-200	Business Strategies	\$183,446	\$177,925	\$0	\$177,925	(\$5,521)	103%
996-210	Project Management	\$144,593	\$36,837	\$0	\$36,837	(\$107,756)	393%
995-010	Public Policy - WS Advocate	\$228,582	\$299,717	\$0	\$299,717	\$71,135	76%
	Total Operating	\$1,512,798	\$1,646,636	\$0	\$1,646,636	\$133,838	92%
	OCEO Capital						
	Total Capital	\$0	\$0	\$0	\$0	\$0	\$0
	Total Office of CEO/General Manager	\$1,512,798	\$1,646,636	\$0	\$1,646,636	\$133,838	92%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Customer Service**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
950-001	Cust Svc Dept Administration	\$2,029,070	\$2,096,417	\$0	\$2,096,417	\$67,347	97%
950-100	Contact Center Operations	\$1,225,123	\$1,202,073	\$0	\$1,202,073	(\$23,050)	102%
950-300	Communications/PR	\$191,848	\$250,876	\$0	\$250,876	\$59,028	76%
950-600	Field Customer Service	\$1,317,095	\$1,384,975	\$0	\$1,384,975	\$67,880	95%
	Total Operating	\$4,763,137	\$4,934,341	\$0	\$4,934,341	\$171,204	97%
Capital							
955-060	Field Cust Svc Capital	\$983,860	\$1,426,682	\$0	\$1,426,682	\$442,822	69%
955-100	Contact Center Capital	\$0	\$0	\$0	\$0	\$0	No Budget
925-160	Radio Frequency Project	(\$3,317)	\$0	\$0	\$0	\$3,317	No Budget
	Total Capital	\$980,543	\$1,426,682	\$0	\$1,426,682	\$446,139	69%
Total Customer Service		\$5,743,680	\$6,361,023	\$0	\$6,361,023	\$617,343	90%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Engineering**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
940-001	Engineering Dept Administration	\$1,842,207	\$1,575,127	\$0	\$1,575,127	(\$267,080)	117%
940-010	Engineering Studies	\$256,831	\$83,218	\$150,000	\$233,218	(\$23,613)	110%
	Total Operating	\$2,099,038	\$1,658,345	\$150,000	\$1,808,345	(\$290,693)	116%
Capital							
945-010	Facility Management	\$3,364,184	\$3,270,305	\$4,713,392	\$7,983,697	\$4,619,513	42%
945-012	New ASR Well	\$12,002	\$5,905,175	\$0	\$5,905,175	\$5,893,173	0%
945-080	WMR - Des Moines	\$2,851,008	\$7,505,366	\$1,550,000	\$9,055,366	\$6,204,358	31%
945-090	WMR - Polk County	\$1,423,870	\$2,814,908	\$3,230,000	\$6,044,908	\$4,621,038	24%
945-095	WMR - Windsor Heights	\$12,827	\$574,290	\$245,000	\$819,290	\$806,463	2%
945-100	WMR - Pleasant Hill	\$15,975	\$0	\$0	\$0	(\$15,975)	No Budget
945-120	WMR - Cumming	\$471	\$0	\$0	\$0	(\$471)	No Budget
945-200	Development Plan Review & Inspection	\$393,625	\$280,140	\$24,000	\$304,140	(\$89,485)	129%
945-210	Core Network Feeder Mains	\$93,582	\$915,559	\$0	\$915,559	\$821,977	10%
945-220	Fleur Drive Treatment Plant	\$2,181,511	\$9,309,026	\$147,618	\$9,456,644	\$7,275,133	23%
945-225	McMullen Water Treatment Plant	\$64,040	\$1,626,863	\$1,312,000	\$2,938,863	\$2,874,823	2%
945-228	Saylorville Water Treatment Plant	\$1,005,293	\$6,413,530	\$154,820	\$6,568,350	\$5,563,057	15%
945-230	Remote Facilities - Pumping & Storage	\$325,733	\$0	\$322,000	\$322,000	(\$3,733)	101%
945-235	Joint NW Storage, PS and Feeder Mains	\$145,543	\$0	\$0	\$0	(\$145,543)	No Budget
945-245	Joint SW Storage, PS and Feeder Mains	\$507,547	\$0	\$536,000	\$536,000	\$28,453	95%
945-250	Waukee-Xenia Feeder Main & Pump Station	\$82,600	\$0	\$0	\$0	(\$82,600)	No Budget
945-255	Bondurant Feeder and Pump Station	\$173	\$1,215,171	\$0	\$1,215,171	\$1,214,999	0%
	Total Capital	\$12,479,982	\$39,830,333	\$12,234,830	\$52,065,163	\$39,585,181	24%
Total Engineering		\$14,579,020	\$41,488,678	\$12,384,830	\$53,873,508	\$39,294,488	27%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Finance**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
930-001	Finance Dept Administration	\$947,901	\$984,601	\$0	\$984,601	\$36,700	96%
930-010	Financial Services	\$2,175,530	\$2,172,868	\$0	\$2,172,868	(\$2,662)	100%
930-086	Other Accounting Expenses	\$6,517	\$0	\$0	\$0	(\$6,517)	No Budget
930-090	Purchasing	\$115,755	\$96,381	\$0	\$96,381	(\$19,374)	120%
950-410	A/R Management	\$868,031	\$913,398	\$0	\$913,398	\$45,367	95%
970-010	Central Stores	\$107,781	\$117,500	\$0	\$117,500	\$9,719	92%
970-500	GDMBG Operations and Maintenance	\$200,000	\$200,000	\$0	\$200,000	\$0	100%
	Total Operating	\$4,421,515	\$4,484,748	\$0	\$4,484,748	\$63,233	99%
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		\$4,421,515	\$4,484,748	\$0	\$4,484,748	\$63,233	99%



DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Human Resources**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
910-001	HR Dept Administration	\$309,778	\$291,281	\$0	\$291,281	(\$18,497)	106%
910-010	Employee Relations	\$317,021	\$193,950	\$0	\$193,950	(\$123,071)	163%
910-060	Employment	\$136,327	\$94,309	\$0	\$94,309	(\$42,018)	145%
910-110	Compensation/Benefits	\$136,420	\$152,434	\$0	\$152,434	\$16,014	89%
910-150	Employee Learning & Growth	\$14,411	\$53,393	\$0	\$53,393	\$38,982	27%
Total Operating		\$913,956	\$785,367	\$0	\$785,367	(\$128,589)	116%
Capital							
Total Capital		\$0	\$0	\$0	\$0	\$0	No Budget
Total Human Resources		\$913,956	\$785,367	\$0	\$785,367	(\$128,589)	116%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Information Technology**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
920-001	IT Dept Administration	\$792,245	\$755,124	\$0	\$755,124	(\$37,121)	105%
920-160	Technical Services	\$277,693	\$290,444	\$0	\$290,444	\$12,751	96%
920-240	IT Development & Application Svcs	\$28,269	\$68,958	\$0	\$68,958	\$40,689	41%
920-250	IT Services	\$1,248,338	\$1,230,840	\$0	\$1,230,840	(\$17,498)	101%
920-350	System Services	\$780,387	\$840,270	\$0	\$840,270	\$59,883	93%
	Total Operating	\$3,126,931	\$3,185,636	\$0	\$3,185,636	\$58,705	98%
Capital							
925-010	Info Systems Capital	\$303,253	\$1,385,761	\$0	\$1,385,761	\$1,082,508	22%
	Total Capital	\$303,253	\$1,385,761	\$0	\$1,385,761	\$1,082,508	22%
Total Information Technology		\$3,430,185	\$4,571,397	\$0	\$4,571,397	\$1,141,212	75%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Office of the Chief Operating Officer**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
993-000	OCOO Dept Administration	\$45,324	\$69,782	\$0	\$69,782	\$24,458	65%
960-510	Risk & Incident Management	\$726,024	\$822,188	\$0	\$822,188	\$96,164	88%
910-240	Safety	\$187,739	\$231,081	\$0	\$231,081	\$43,342	81%
970-060	Grounds Maintenance	\$653,646	\$796,349	\$0	\$796,349	\$142,703	82%
	Department Operating	\$1,612,733	\$1,919,400	\$0	\$1,919,400	\$306,667	84%
960-511	Flood Response & Repairs	\$2,407	\$0	\$0	\$0	(\$2,407)	No Budget
970-060	Grounds Maintenance - PILOT	\$1,329,838	\$1,329,838	\$0	\$1,329,838	\$0	100%
	Total Operating	\$2,944,978	\$3,249,238	\$0	\$3,249,238	\$304,260	91%
Capital							
975-005	Grounds Maintenance Capital	\$13,685	\$34,000	\$0	\$34,000	\$20,315	40%
	Total Capital	\$13,685	\$34,000	\$0	\$34,000	\$20,315	40%
Total Office of the COO		\$2,958,663	\$3,283,238	\$0	\$3,283,238	\$324,575	90%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Water Distribution**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
960-001	Water Dist Dept Administration	\$3,537,448	\$3,828,989	\$0	\$3,828,989	\$291,541	92%
960-010	Distribution Administration	\$175,904	\$213,995	\$0	\$213,995	\$38,091	82%
960-100	Dist System Maint/Repairs	\$2,990,262	\$2,872,733	\$0	\$2,872,733	(\$117,529)	104%
960-160	Water Distribution Support	\$484,078	\$576,125	\$0	\$576,125	\$92,047	84%
960-180	Leak Detection	\$710,786	\$711,738	\$0	\$711,738	\$952	100%
960-250	Distribution Billed Services	\$864,096	\$691,191	\$0	\$691,191	(\$172,905)	125%
960-500	Distribution Water Quality	\$125,009	\$220,034	\$0	\$220,034	\$95,025	57%
	Total Operating	\$8,887,584	\$9,114,805	\$0	\$9,114,805	\$227,221	98%
Capital							
965-010	Distribution System Improvements	\$569,142	\$1,353,499	\$0	\$1,353,499	\$784,357	42%
965-025	Dist Billed Services Capital	\$10,299	\$20,700	\$0	\$20,700	\$10,401	50%
965-200	Leak Detection Equipment	\$13,381	\$13,300	\$0	\$13,300	(\$81)	101%
	Total Capital	\$592,822	\$1,387,499	\$0	\$1,387,499	\$794,677	43%
Total Water Distribution		\$9,480,406	\$10,502,304	\$0	\$10,502,304	\$1,021,898	90%

DES MOINES WATER WORKS  
Project Costs by Department - Summary  
Year to Date ended December 31, 2022 - PRELIMINARY  
100% of Year Completed

**Water Production**

		YTD Actual	Yearly Budget 2022	Budget Adjustment / Carry Over	Net Yearly 2022 Budget	Variance	% of Budget
Operating							
970-110	Facility Maintenance	\$581,596	\$578,390	\$0	\$578,390	(\$3,206)	101%
970-200	Vehicle Maintenance	\$1,127,837	\$1,062,519	\$0	\$1,062,519	(\$65,318)	106%
970-360	Communication Sys Maintenance	\$29,203	\$49,278	\$0	\$49,278	\$20,075	59%
970-450	HVAC Operations & Maintenance	\$154,353	\$138,540	\$0	\$138,540	(\$15,813)	111%
980-001	Water Production Dept Admin	\$3,905,164	\$3,972,706	\$0	\$3,972,706	\$67,542	98%
980-010	Water Production Operations	\$1,216,696	\$1,084,457	\$0	\$1,084,457	(\$132,239)	112%
980-020	Fleur Treatment Chem/Energy	\$6,711,154	\$6,268,728	\$0	\$6,268,728	(\$442,426)	107%
980-030	McMullen Treatment Chem/Energy	\$2,757,602	\$4,354,799	\$0	\$4,354,799	\$1,597,197	63%
980-040	Saylorville Treatment Chem/Energy	\$1,074,081	\$1,063,537	\$0	\$1,063,537	(\$10,544)	101%
980-200	Fleur Plant Maintenance	\$1,689,893	\$1,937,213	\$0	\$1,937,213	\$247,320	87%
980-250	McMullen Plant Maintenance	\$508,741	\$555,127	\$0	\$555,127	\$46,386	92%
980-300	Saylorville Plant Maintenance	\$480,552	\$502,896	\$0	\$502,896	\$22,344	96%
980-350	WP Maintenance Oversight	\$185,668	\$217,924	\$0	\$217,924	\$32,256	85%
980-410	Louise P. Moon Pumping & Maint.	\$537,033	\$540,754	\$0	\$540,754	\$3,721	99%
980-420	PC PS Maintenance	\$152,450	\$152,034	\$0	\$152,034	(\$416)	100%
980-430	DM Remote Storage & Pumping	\$678,201	\$741,686	\$0	\$741,686	\$63,485	91%
980-500	Routine Laboratory Monitoring	\$665,470	\$615,442	\$0	\$615,442	(\$50,028)	108%
980-530	Source Water Quality	\$57,786	\$151,200	\$0	\$151,200	\$93,414	38%
	Total Operating	\$22,513,480	\$23,987,230	\$0	\$23,987,230	\$1,473,750	94%
Capital							
985-010	Water Production Reinvestment	\$842,889	\$968,298	\$0	\$968,298	\$125,409	87%
975-010	Vehicle Capital	\$705,029	\$899,638	\$800,000	\$1,699,638	\$994,609	41%
	Total Capital	\$1,547,918	\$1,867,936	\$800,000	\$2,667,936	\$1,120,018	58%
Total Water Production		\$24,061,398	\$25,855,166	\$800,000	\$26,655,166	\$2,593,768	90%

**Consent Agenda**  
**Item 1-C**

**MONTHLY SCHEDULE FOR THE MONTH OF DECEMBER 2022**

BANKERS TRUST OPERATING FUND	Investment Purchased	598,499.21
BANKERS TRUST EXCESS OPERATING CASH FUND	Investment Purchased	4,986,944.35
BANKERS TRUST EXCESS OPERATING CASH FUND	Investment Purchased	4,948,279.76
BANKERS TRUST EXCESS OPERATING CASH FUND	Investment Purchased	981,538.70
ACCOUNTS PAYABLE MONTHLY SCHEDULE	Weekly Check Runs	7,618,070.93
EMPLOYEE PAYROLL	Bi Weekly Payrolls	<u>844,585.78</u>
TOTAL		<u><u>\$19,977,918.73</u></u>

# PAYMENTS FOR DECEMBER, 2022

PeopleSoft Financials

Report ID: DWAPR002.sqr

<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
27988	IPERS Collections	Pension Plan Contribution	\$216,346.72
120922	Des Moines Metro Credit Union	Credit Union Payable	25,569.00
121922	Prestige Equipment	Vehicle Maintenance Materials	62,800.00
122222	Des Moines Metro Credit Union	Credit Union Payable	25,703.00
123122	Discovery Benefits	Flex Spending - Reimbursements	4,767.50
221209	Principal Life Insurance	Deferred Compensation Payable	79,451.71
221222	Principal Life Insurance	Deferred Compensation Payable	58,592.42
265404	Master Single Payment Vendor	Refunds	300.00
265405	Master Single Payment Vendor	Refunds	69.60
265406	Master Single Payment Vendor	Refunds	171.66
265407	Master Single Payment Vendor	Refunds	119.74
265408	Master Single Payment Vendor	Refunds	106.34
265409	Master Single Payment Vendor	Refunds	65.00
265410	Master Single Payment Vendor	Refunds	28.58
265411	Master Single Payment Vendor	Refunds	105.37
265412	Master Single Payment Vendor	Refunds	79.54
265413	Master Single Payment Vendor	Refunds	238.70
265414	Master Single Payment Vendor	Refunds	99.34
265415	Master Single Payment Vendor	Refunds	1,477.43
265416	Master Single Payment Vendor	Refunds	254.79
265417	Master Single Payment Vendor	Refunds	1,732.18
265418	Master Single Payment Vendor	Refunds	61.05
265419	Master Single Payment Vendor	Refunds	42.59
265420	Master Single Payment Vendor	Refunds	53.10
265421	Master Single Payment Vendor	Refunds	758.89
265422	Master Single Payment Vendor	Refunds	72.73
265423	Master Single Payment Vendor	Refunds	293.35
265424	Master Single Payment Vendor	Refunds	74.52
265425	Master Single Payment Vendor	Refunds	5.99
265426	Master Single Payment Vendor	Refunds	95.30
265427	Master Single Payment Vendor	Refunds	85.65
265428	Master Single Payment Vendor	Refunds	150.00
265429	Master Single Payment Vendor	Refunds	1,369.43
265430	Master Single Payment Vendor	Refunds	162.83
265431	Master Single Payment Vendor	Refunds	168.99
265432	Master Single Payment Vendor	Refunds	145.41
265433	Master Single Payment Vendor	Refunds	63.94
265434	Master Single Payment Vendor	Refunds	23.86
265435	Master Single Payment Vendor	Refunds	152.75
265436	Master Single Payment Vendor	Refunds	1,131.30
265437	Master Single Payment Vendor	Refunds	832.89
265438	Master Single Payment Vendor	Refunds	149.21
265439	Master Single Payment Vendor	Refunds	4,224.35
265440	AGRILAND FS, INC	Inventory	416.50
265441	AT&T Mobility	Cell Phones	103.32
265442	Acme Tools	Materials & Supplies	690.45
265443	Air-Mach Air Compressor &	Inventory	641.00
265444	Airgas North Central	Vehicle Maintenance Materials	858.66
265445	Alex Veach	Safety Clothing	200.00
265446	Amazon Capital Services Inc	Office Supplies	56.54
265447	Baldwin Supply Company	Vehicle Maintenance Materials	64.43
265448	Bearing Headquarters Company	Inventory	127.80
265449	Bill Blubaugh	Safety Boots	245.00
265450	Blackburn Manufacturing Company	Inventory	482.40
265451	Bonnie's Barricades	Contractors	1,861.40
265452	Bryan Pollpeter	Safety Boots	240.74
265453	CPI International	Inventory	2,064.87

# PAYMENTS FOR DECEMBER, 2022

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
265454	Canon Financial Services INC	Printing & Copies	1,557.65
265455	Capital Sanitary Supply	Inventory	651.09
265456	Carquest	Vehicle Maintenance Materials	963.35
265457	CenturyLink	Telephone Services	409.68
265458	Charles Christianson	Safety Boots	150.07
265459	City of Des Moines	Contractors	510.00
265460	City of Des Moines	Purchased Services	1,500.00
265461	Combined Systems Technology, Inc.	Materials & Supplies	2,242.97
265462	Commercial Supply Co	Inventory	310.00
265463	Consolidated Water Solutions	Materials & Supplies	1,208.63
265464	Construction & Aggregate Products, Inc.	Materials & Supplies	640.00
265465	Copy Systems, Inc.	Printing & Copies	24.96
265466	Daniel Alvarado	Safety Clothing	200.00
265467	Darrell Blair	Safety Boots	245.00
265468	Dezurik c/o Mellen & Associates	Inventory	562.01
265469	Douglas K. Oscarson	Consultants	1,787.10
265470	Electronic Engineering Company	Purchased Services	1,374.00
265471	Epsilon ETA	Materials & Supplies	1,034.97
265472	Eurofins Abraxis LLC	Inventory	1,806.76
265473	Eurofins Environment Testing Northern CA	Purchased Services	789.00
265474	Factory Motor Parts Company	Vehicle Maintenance Materials	212.45
265475	Fastenal Company	Inventory	186.87
265476	Garratt-Callahan Company	Purchased Services	525.00
265477	Gilcrest Jewett Lumber Company	Inventory	188.64
265478	Graybar Electric Company	Materials & Supplies	850.89
265479	Home City Ice	Park Materials	349.62
265480	INSTRUMART	Materials & Supplies	1,850.00
265481	Illinois Mutual & Life Casualty Company	Insurance Withholding	17.81
265482	Image Solutions	Materials & Supplies	467.40
265483	Industrial Scientific Corporation	Dues and Memberships	2,315.03
265484	Inland Truck Parts Company	Vehicle Maintenance Materials	6.39
265485	Iowa Department of Natural Resources	Purchased Services	180.50
265486	Iowa Environmental Services	Purchased Services	50.00
265487	James Murillo	Licenses & Certifications	385.31
265488	Jeff McDonald	Safety Boots	217.63
265489	Jennifer Terry	Mileage and Materials & Supplies	294.30
265490	Kirkham Michael	Contractors	125.00
265491	Kryger Glass	Purchased Services	461.44
265492	Kyle Danley	Materials & Supplies	65.98
265493	Lawson Products, Inc.	Inventory	10.88
265494	MH Equipment	Vehicle Maintenance Materials	68.90
265495	MSC Industrial Supply Company	Vehicle Maintenance Materials	237.93
265496	McMaster-Carr Supply Company	Materials & Supplies	846.76
265497	Megan McDowell Photography	Consultants	834.00
265498	Menard's	Vehicle Maintenance Materials	32.03
265499	Merrill Axle & Wheel Service, Inc.	Purchased Services	544.56
265500	Michael Argenta	Safety Glasses	170.31
265501	Mickinen Miller	Safety Clothing and Safety Glasses	352.52
265502	Mid American Energy	Utilities - Electric & Natural Gas	708.07
265503	Midwest Wheel Companies	Vehicle Maintenance Materials	722.40
265504	O'Reilly Auto Parts	Vehicle Maintenance Materials	409.51
265505	Plumb Supply Company	Inventory	210.95
265506	Practical Farmers of Iowa	Purchased Services	395.00
265507	Premier Safety	Inventory	1,697.92
265508	Premium Inspection & Testing Group	Purchased Services	56.50
265509	Print Image Solutions, Inc.	Inventory	1,155.25
265510	Quest Engineering Inc	Inventory	410.23



# **PAYMENTS FOR DECEMBER, 2022**

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
265511	Radwell International	Materials & Supplies	2,067.76
265512	Ramco Innovations	Materials & Supplies	501.93
265513	Robert Wright	Safety Boots	245.00
265514	Sam Riccelli	Safety Boots	116.61
265515	Sensus Metering Systems	Maintenance Contracts	1,949.94
265516	ShiveHattery, Inc.	Contractors	1,260.00
265517	Star Equipment, Ltd.	Contractors	108.00
265518	Storey-Kenworthy Company	Office Supplies	829.82
265519	Team Services, Inc.	Purchased Services	1,722.60
265520	Thyssenkrupp Elevator Corporation	Purchased Services	1,008.29
265521	Total Tool	Inventory	668.64
265522	Truck Center Companies	Vehicle Maintenance Materials	300.00
265523	True North Controls	Inventory	426.00
265524	U.S. Autoforce	Materials & Supplies	536.04
265525	ULINE	Inventory	227.70
265526	UPS	Delivery/Freight	86.22
265527	United Rental Trench Safety	Inventory	1,350.00
265528	Utility Equipment Company	Inventory	356.90
265529	VWR International LLC	Inventory	1,159.75
265530	Vessco	Inventory	326.37
265531	Waste Management of Iowa Inc.	Purchased Services	710.48
265532	Waste Solutions of Iowa	Purchased Services	305.00
265533	Agilent Technologies, Inc.	Maintenance Contracts	12,624.00
265534	Air Products	Inventory	3,938.20
265535	Badger Daylighting	Contractors	10,031.17
265536	CTI Ready Mix	Concrete	4,275.50
265537	Carus Chemical	Inventory	7,580.80
265538	Cintas	Purchased Services	2,727.54
265539	Clear Edge Filtration	Inventory	6,881.50
265540	Conference Technologies	Office Equipment	3,714.52
265541	Control Tech	Materials & Supplies	8,267.76
265542	Core and Main	Materials & Supplies	4,929.45
265543	Crane Sales & Service	Purchased Services	9,153.50
265544	Evoqua Water Technologies LLC	Contractors	160,331.77
265545	G & L Tank Sandblasting and Coating, LLC	Contractors	336,062.50
265546	Grainger, Inc.	Inventory	2,818.70
265547	Hach Chemical Company	Inventory	5,617.12
265548	Hawkins Inc	Inventory	5,656.59
265549	Henkel Construction Company	Contractors	15,550.00
265550	I'll Do It	Contractors	17,345.00
265551	Indelco Plastics	Inventory	5,677.34
265552	Iowa One Call	Purchased Services	4,386.20
265553	Kemira Water Solutions, Inc	Inventory	7,511.66
265554	Mail Services LLC	Postage	18,510.44
265555	Martin Marietta Aggregates	Inventory	20,380.45
265556	Mississippi Lime Company	Inventory	56,296.52
265557	Municipal Supply, Inc.	Inventory	20,899.00
265558	Murphy Tractor & Equipment	Vehicle Maintenance Materials	3,195.24
265559	Ottsen Oil Company	Vehicle Maintenance Materials	4,045.21
265560	Power Seal	Inventory	4,146.85
265561	Rosemount Analytical, Inc.	Materials & Supplies	4,625.52
265562	Stanley Consultants	Contractors	9,694.25
265563	Strauss Security Solutions	Materials & Supplies	3,477.00
265564	Superior Industrial Equipment	Materials & Supplies	14,272.78
265565	Synergy Contracting LLC	Contractors	403,141.05
265566	Tension Envelope Corporation	Inventory	4,168.35
265567	Truck Center Companies	Vehicle Maintenance Materials	92,054.00

# PAYMENTS FOR DECEMBER, 2022

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
265568	USA Bluebook	Inventory	3,466.90
265569	Van Meter Industrial, Inc.	Materials & Supplies	4,376.10
265570	Veenstra & Kimm, Inc.	Contractors	3,782.13
265571	Verizon Wireless Messaging Service	Cell Phones	10,948.37
265572	Voya Financial	Insurance Withholding	8,592.05
265573	Bankers Trust Company	Corporate Credit Card	5,009.32
265574	Deloris Wacht	Group Insurance Premiums	470.20
265575	Master Single Payment Vendor	Refunds	80.98
265576	Master Single Payment Vendor	Refunds	20.57
265577	Master Single Payment Vendor	Refunds	155.77
265578	Master Single Payment Vendor	Refunds	157.81
265579	Master Single Payment Vendor	Refunds	45.33
265580	Master Single Payment Vendor	Refunds	22.05
265581	Master Single Payment Vendor	Refunds	2,476.69
265582	Master Single Payment Vendor	Refunds	42.29
265583	Master Single Payment Vendor	Refunds	151.03
265584	Master Single Payment Vendor	Refunds	75.67
265585	Master Single Payment Vendor	Refunds	208.96
265586	Master Single Payment Vendor	Refunds	106.30
265587	Master Single Payment Vendor	Refunds	788.57
265588	Master Single Payment Vendor	Refunds	106.19
265589	Master Single Payment Vendor	Refunds	78.29
265590	Master Single Payment Vendor	Refunds	436.51
265591	Master Single Payment Vendor	Refunds	53.73
265592	Master Single Payment Vendor	Refunds	788.10
265593	Master Single Payment Vendor	Refunds	30.76
265594	Master Single Payment Vendor	Refunds	1,614.31
265595	Master Single Payment Vendor	Refunds	342.05
265596	Master Single Payment Vendor	Refunds	22.61
265597	Master Single Payment Vendor	Refunds	2,116.33
265598	Master Single Payment Vendor	Refunds	1,588.93
265599	AT&T Mobility	Cell Phones	103.34
265600	Acme Tools	Inventory	432.45
265601	Ahlers, Cooney, PC	Legal Fees	1,050.00
265602	Air Products	Inventory	2,313.64
265603	Airgas North Central	Inventory	206.05
265604	Amazon Capital Services Inc	Office Supplies	791.89
265605	Armored Knights., Inc	Purchased Services	550.00
265606	Bonnie's Barricades	Contractors	841.45
265607	C. H. McGuinness Company, Inc.	Materials & Supplies	83.20
265608	CDW	Materials & Supplies	124.00
265609	CTI Ready Mix	Concrete	1,354.50
265610	Capital Sanitary Supply	Inventory	86.50
265611	Carquest	Vehicle Maintenance Materials	160.54
265612	CenturyLink	Telephone Services	307.52
265613	Cintas	Purchased Services	2,173.20
265614	City Supply Corporation	Inventory	49.10
265615	City of Des Moines	Contractors	1,360.00
265616	Construction & Aggregate Products, Inc.	Materials & Supplies	110.50
265617	Core and Main	Inventory	1,223.93
265618	David Hartnett	Safety Glasses	262.15
265619	Des Moines Register	Advertising	122.65
265620	Douglas K. Oscarson	Consultants	1,875.90
265621	Dultmeier Sales LLC	Inventory	377.35
265622	Electrical Engineering & Equipment Co.	Inventory	612.98
265623	Factory Motor Parts Company	Vehicle Maintenance Materials	172.44
265624	Fastenal Company	Inventory	406.28

# PAYMENTS FOR DECEMBER, 2022

PeopleSoft Financials

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
265625	First Choice Coffee	Food & Beverages	203.00
265626	Fisher Scientific	Inventory	141.37
265627	Force Fitters	Employee Job Costs	564.43
265628	Grainger, Inc.	Inventory	1,825.50
265629	Graybar Electric Company	Inventory	1,611.26
265630	Halliday Products, Inc.	Materials & Supplies	42.90
265631	IP Pathways, LLC	Data Processing Equipment	1,959.46
265632	Ingersoll Rand	Inventory	664.44
265633	Iowa Mediation Service	Materials & Supplies	458.88
265634	Iowa Public Radio	Advertising	1,312.20
265635	Voided Check		0.00
265636	Jennifer Puffer	Licenses & Certifications	100.00
265637	Jethro's Southside	Food & Beverages	519.55
265638	Johnstone Supply	Tools	187.99
265639	Keen Independent Research, LLC	Consultants	1,936.00
265640	Larry's Window Service, Inc.	Purchased Services	120.00
265641	Lawson Products, Inc.	Inventory	43.30
265642	Mail Services LLC	Postage	918.42
265643	McMaster-Carr Supply Company	Inventory	465.96
265644	Mediacom Business	Internet Connectivity	396.90
265645	Menard's	Materials & Supplies	63.73
265646	Mid American Energy	Utilities - Electric & Natural Gas	1,569.72
265647	Midwest Office Technology, Inc.	Printing & Copies	992.80
265648	Midwest Wheel Companies	Vehicle Maintenance Materials	496.26
265649	Mike Woods	Safety Glasses	375.00
265650	NPELRA	Dues and Memberships	645.00
265651	Neptune Technology Group Inc	Inventory	1,334.21
265652	Nite Owl Printing	Printing & Copies	2,496.00
265653	O'Halloran International	Vehicle Maintenance Materials	7.39
265654	One Source	Purchased Services	466.40
265655	P & P Small Engines, Inc.	Materials & Supplies	191.60
265656	Plumb Supply Company	Inventory	246.38
265657	Pollard Company	Inventory	511.74
265658	Power Seal	Inventory	1,894.28
265659	Premier Safety	Inventory	56.40
265660	Propjo Language Services	Purchased Services	1,309.86
265661	Ramco Innovations	Materials & Supplies	56.23
265662	Revenue Advantage	Purchased Services	950.00
265663	Servicemaster Commercial Carpet, Inc.	Purchased Services	880.00
265664	Speck USA	Purchased Services	1,550.00
265665	Springer Pest Solutions DSM	Purchased Services	72.60
265666	Stonkus Hydraulic, Inc.	Inventory	605.87
265667	Subsurface Solutions	Materials & Supplies	539.48
265668	TPx Communications	Internet Connectivity	723.08
265669	True North Controls	Inventory	86.00
265670	Tyler Baker	Safety Boots	176.54
265671	UPS	Delivery/Freight	94.43
265672	Van Meter Industrial, Inc.	Vehicle Maintenance Materials	149.79
265673	Warren Water District	Purchased Services	2,257.20
265674	Waste Management of Iowa Inc.	Purchased Services	350.00
265675	Waste Solutions of Iowa	Purchased Services	1,369.00
265676	West Des Moines Water Works	Sewer	69.00
265677	Wex Bank	Gasoline	239.91
265678	Advanced Utility Systems Div N. Harris C	Maintenance Contracts	132,152.57
265679	B & C Commercial Cleaning L.C.	Purchased Services	6,000.00
265680	Baker Group	Purchased Services	6,046.22
265681	Betenbender Manufacturing	Vehicle Maintenance Materials	72,637.50

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<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
265682	Booth Medical Equipment Co. Inc	Materials & Supplies	15,120.00
265683	Brady Truck & Equipment	Vehicle Maintenance Materials	33,500.00
265684	City of Alleman	Alleman Payable	10,241.59
265685	City of Cumming	Cumming Payable	7,570.26
265686	City of Pleasant Hill	Billing Service Revenue	268,444.80
265687	City of Runnells	Billing Service Revenue	5,734.32
265688	City of Windsor Heights	Billing Service Revenue	53,596.89
265689	Combined Systems Technology, Inc.	Materials & Supplies	29,169.20
265690	Consolidated Water Solutions	Inventory	15,493.32
265691	ESRI	Maintenance Contracts	55,000.00
265692	Excell Mechanical, Inc.	Materials & Supplies	32,615.62
265693	Greenfield Plaza Sanitary Sewer	Billing Service Revenue	28,002.31
265694	HDR Engineering	Purchased Services	15,487.50
265695	Hach Chemical Company	Contractors	10,120.09
265696	Hawkins Inc	Inventory	11,176.91
265697	HomeServe USA	Billing Service Revenue	194,226.07
265698	Iowa Interstate Railroad	Contractors	2,850.75
265699	Jive	Maintenance Contracts	59,125.42
265700	Kemira Water Solutions, Inc	Inventory	15,570.00
265701	Mississippi Lime Company	Inventory	36,412.93
265702	Municipal Supply, Inc.	Inventory	14,424.91
265703	Opex Corporation	Maintenance Contracts	3,170.00
265704	Ottsen Oil Company	Inventory	13,980.35
265705	Polk County	Billing Service Revenue	65,361.13
265706	Polk County Public Works Dept	Contractors	3,000.00
265707	Polk County Treasurer	Billing Service Revenue	29,401.75
265708	Pratum, Inc	Purchased Services	7,800.00
265709	Renewable Energy Group	Inventory	18,874.78
265710	Reppert Rigging & Hauling Co.	Purchased Services	7,480.00
265711	Superior Industrial Equipment	Purchased Services	9,991.66
265712	Torgerson Excavating	Plumbing	14,940.00
265713	Total Tool	Materials & Supplies	2,630.94
265714	USA Bluebook	Inventory	3,340.97
265715	Univar	Inventory	12,776.89
265716	Urbandale/Windsor Heights Sanitary Dist	Billing Service Revenue	35,481.88
265717	Waldinger Corporation	Purchased Services	3,946.00
265718	Woodberry Associates, LLC	Consultants	7,500.00
265719	Woodland Lake Estate Association	Woodland Lakes Estates Payable	3,940.00
265720	Ziegler Inc.	Contractors	25,154.88
265721	Master Single Payment Vendor	Refunds	36.18
265722	Master Single Payment Vendor	Refunds	130.61
265723	Master Single Payment Vendor	Refunds	157.53
265724	Master Single Payment Vendor	Refunds	114.13
265725	Master Single Payment Vendor	Refunds	52.55
265726	Master Single Payment Vendor	Refunds	19.96
265727	Master Single Payment Vendor	Refunds	65.06
265728	Master Single Payment Vendor	Refunds	136.04
265729	Master Single Payment Vendor	Refunds	686.36
265730	Master Single Payment Vendor	Refunds	74.39
265731	Master Single Payment Vendor	Refunds	23.09
265732	Master Single Payment Vendor	Refunds	1,469.49
265733	Master Single Payment Vendor	Refunds	1,200.22
265734	Master Single Payment Vendor	Refunds	167.97
265735	Master Single Payment Vendor	Refunds	110.04
265736	Master Single Payment Vendor	Refunds	1,371.92
265737	Master Single Payment Vendor	Refunds	13.32
265738	Master Single Payment Vendor	Refunds	13.92

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265739	Master Single Payment Vendor	Refunds	45.50
265740	Master Single Payment Vendor	Refunds	11.27
265741	Master Single Payment Vendor	Refunds	46.70
265742	Master Single Payment Vendor	Refunds	22.77
265743	Master Single Payment Vendor	Refunds	80.10
265744	Master Single Payment Vendor	Refunds	58.06
265745	Master Single Payment Vendor	Refunds	164.10
265746	Master Single Payment Vendor	Refunds	287.44
265747	Master Single Payment Vendor	Refunds	118.73
265748	Master Single Payment Vendor	Refunds	78.77
265749	Master Single Payment Vendor	Refunds	114.97
265750	Master Single Payment Vendor	Refunds	256.72
265751	Master Single Payment Vendor	Refunds	128.14
265752	Master Single Payment Vendor	Refunds	79.00
265753	Master Single Payment Vendor	Refunds	142.75
265754	Master Single Payment Vendor	Refunds	80.58
265755	Master Single Payment Vendor	Refunds	16.55
265756	Master Single Payment Vendor	Refunds	256.03
265757	Master Single Payment Vendor	Refunds	46.05
265758	Master Single Payment Vendor	Refunds	104.43
265759	Master Single Payment Vendor	Refunds	410.09
265760	Master Single Payment Vendor	Refunds	44.90
265761	Master Single Payment Vendor	Refunds	155.38
265762	Master Single Payment Vendor	Refunds	62.03
265763	Master Single Payment Vendor	Refunds	794.91
265764	Master Single Payment Vendor	Refunds	134.87
265765	Master Single Payment Vendor	Refunds	107.08
265766	Master Single Payment Vendor	Refunds	828.68
265767	Acme Tools	Tools	840.86
265768	Air Filter Sales And Services, Inc	Inventory	114.96
265769	Airgas North Central	Tools	188.10
265770	Amazon Capital Services Inc	Office Supplies	1,761.68
265771	American Toppers/Line-X	Vehicle Maintenance Materials	494.00
265772	AssuredPartners Great Plains LLC	Prepaid Insurance	770.00
265773	Baker Group	Purchased Services	1,134.00
265774	Bill Russell	Safety Boots	208.64
265775	Bob Brown Chevrolet, Inc.	Vehicle Maintenance Materials	6.42
265776	Bolton & Menk, Inc	Contractors	1,729.00
265777	C. H. McGuinness Company, Inc.	Materials & Supplies	478.81
265778	CONVERGEONE, INC	Maintenance Contracts	245.00
265779	CPI International	Inventory	579.00
265780	Capital Sanitary Supply	Inventory	258.11
265781	Carquest	Vehicle Maintenance Materials	397.45
265782	Casey Linn	Safety Boots	154.60
265783	Central Pump and Motor	Contractors	550.45
265784	CenturyLink	Telephone Services	118.72
265785	Cintas	Purchased Services	2,071.80
265786	City Supply Corporation	Materials & Supplies	386.58
265787	Cortrol Process Systems	Inventory	939.87
265788	DMF Gardens	Park Materials	431.00
265789	Douglas K. Oscarson	Consultants	1,798.20
265790	Dultmeier Sales LLC	Inventory	114.83
265791	Electrical Engineering & Equipment Co.	Materials & Supplies	355.77
265792	Endress and Hauser	Inventory	1,328.98
265793	Ferrellgas, Inc.	Materials & Supplies	35.08
265794	Fire Hose Direct	Materials & Supplies	278.24
265795	Fisher Scientific	Materials & Supplies	26.46

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265796	Flow Line Valve and Controls	Inventory	731.07
265797	Force Fitters	Inventory	1,821.25
265798	Gilcrest Jewett Lumber Company	Inventory	270.78
265799	Grainger, Inc.	Inventory	2,050.08
265800	Graybar Electric Company	Inventory	816.20
265801	Hotsy Cleaning Systems	Vehicle Maintenance Materials	69.75
265802	IAC Corporation	Materials & Supplies	415.13
265803	In The Bag	Food & Beverages	147.50
265804	Indelco Plastics	Materials & Supplies	206.31
265805	Industrial Glassware	Materials & Supplies	1,358.00
265806	Iowa Industrial Energy Group, Inc.	Dues and Memberships	2,000.00
265807	Izaak Walton League	Purchased Services	1,000.00
265808	Jeremy Swain	Safety Clothing	200.00
265809	Josh Russell	Safety Boots	166.42
265810	Kinzler Construction Services	Purchased Services	1,661.50
265811	Kranto Professiona Media Solutions & Tec	Consultants	850.00
265812	Lawson Products, Inc.	Inventory	76.48
265813	Voided Check		0.00
265814	MSC Industrial Supply Company	Inventory	105.73
265815	McMaster-Carr Supply Company	Inventory	804.41
265816	Mead O'Brien, Inc.	Inventory	237.16
265817	Menard's	Materials & Supplies	718.54
265818	Midwest Wheel Companies	Vehicle Maintenance Materials	418.19
265819	Mike McCurnin	Licenses & Certifications	100.00
265820	Nathan Finestead	Prepaid Expense	800.00
265821	Ottson Oil Company	Inventory	253.70
265822	P & P Small Engines, Inc.	Purchased Services	89.55
265823	Plumb Supply Company	Inventory	33.85
265824	Power Specialties	Inventory	492.85
265825	Premier Safety	Inventory	1,078.85
265826	Print Image Solutions, Inc.	Inventory	1,760.05
265827	Ramco Innovations	Materials & Supplies	849.98
265828	Reppert Rigging & Hauling Co.	Contractors	400.00
265829	Ritchie Bros Auctioneers	Purchased Services	1,500.00
265830	Robert Allison	Safety Boots	116.39
265831	Rosemount Analytical, Inc.	Inventory	373.04
265832	Seton Identification Products	Inventory	485.85
265833	Snyder & Associates, Inc.	Contractors	700.00
265834	Stetson Building Products	Inventory	302.38
265835	Straub Corporation	Inventory	1,711.50
265836	Strauss Security Solutions	Materials & Supplies	80.00
265837	Thyssenkrupp Elevator Corporation	Purchased Services	325.00
265838	Total Tool	Materials & Supplies	597.87
265839	Truck Equipment, Inc.	Vehicle Maintenance Materials	359.44
265840	True North Controls	Inventory	213.00
265841	ULINE	Inventory	478.38
265842	UPS	Delivery/Freight	36.70
265843	USA Safety Supply Corp	Inventory	316.60
265844	United States Plastic Corporation	Inventory	210.26
265845	University of Southern California	Dues and Memberships	1,000.00
265846	Utility Equipment Company	Inventory	356.90
265847	VWR International LLC	Materials & Supplies	2,065.20
265848	Vessco	Inventory	2,163.40
265849	Waste Management of Iowa Inc.	Purchased Services	1,509.60
265850	Accurate Hydraulics & Machine Serv., Inc	Inventory	4,886.93
265851	Air Products	Inventory	3,938.20
265852	All Makes Office Equip	Delivery/Freight	4,203.13

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265853	Allender Butzke Engineers Inc.	Contractors	4,896.99
265854	Bearing Headquarters Company	Inventory	9,078.56
265855	DXP	Materials & Supplies	21,802.81
265856	Hawkins Inc	Inventory	5,852.33
265857	I'll Do It	Contractors	13,084.00
265858	IFS Canada, Inc	Maintenance Contracts	3,750.00
265859	J & K Contracting LLC	Contractors	454,165.08
265860	Kemira Water Solutions, Inc	Inventory	15,587.30
265861	Mail Services LLC	Postage	12,406.92
265862	Martin Marietta Aggregates	Inventory	24,844.47
265863	Michelle Snell	Consultants	3,000.00
265864	Mid American Energy	Utilities - Electric & Natural Gas	190,503.86
265865	Mississippi Lime Company	Inventory	66,759.52
265866	Municipal Supply, Inc.	Inventory	4,524.35
265867	Napa Auto Parts	Vehicle Maintenance Materials	2,582.82
265868	Northway Well and Pump Company	Purchased Services	47,775.00
265869	Principal Life Insurance	Pension Plan Contribution	323,338.00
265870	Radwell International	Materials & Supplies	8,016.47
265871	Speck USA	Asphalt	23,361.35
265872	Star Equipment, Ltd.	Vehicle Maintenance Materials	2,556.02
265873	State Hygienic Laboratory	Purchased Services	6,089.50
265874	Synagro Central, LLC	Contractors	152,937.36
265875	USA Bluebook	Materials & Supplies	5,149.49
265876	Verizon Wireless Messaging Service	Cell Phones	4,847.03
265877	WRH, Inc.	Contractors	101,410.61
265878	AGRILAND FS, INC	Inventory	833.00
265879	Acme Tools	Materials & Supplies	1,628.22
265880	Advanced Engineered Pump	Materials & Supplies	610.90
265881	Air Products	Inventory	1,941.46
265882	Airgas North Central	Inventory	14.69
265883	Austin Westerman	Safety Boots, Safety Clothing & Safety Glasses	819.50
265884	BLUEBEAM	Materials & Supplies	430.75
265885	Badger Daylighting	Contractors	2,209.48
265886	Beeline Blue	Materials & Supplies	273.43
265887	Betty Neuman & McMahon, PLC	Legal Fees	1,989.00
265888	Bill Blubaugh	Safety Glasses	128.40
265889	Bob Brown Chevrolet, Inc.	Vehicle Maintenance Materials	19.26
265890	Bonnie's Barricades	Contractors	2,075.45
265891	Business Publications Corporation	Subscriptions	51.95
265892	Master Single Payment Vendor	Refunds	25.59
265893	Master Single Payment Vendor	Refunds	32.16
265894	CPI International	Inventory	2,064.62
265895	Canon Financial Services INC	Printing & Copies	1,175.70
265896	Capital Sanitary Supply	Inventory	453.79
265897	Carquest	Vehicle Maintenance Materials	238.69
265898	Central State Scaffolding	Purchased Services	1,960.00
265899	Chance Andrews	Mileage	201.25
265900	Chaning Clausen	Mileage and Materials & Supplies	107.48
265901	Cintas	Purchased Services	2,064.20
265902	City Supply Corporation	Inventory	53.28
265903	City of Ankeny	Purchased Services	418.33
265904	City of Des Moines	Contractors	1,370.00
265905	City of Des Moines	Concrete	31.75
265906	Commercial Supply Co	Inventory	339.85
265907	Construction & Aggregate Products, Inc.	Materials & Supplies	268.60
265908	Consumer Energy	Electrical Power	352.56
265909	Contract Specialty, L.C.	Park Materials	159.25

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265910	Corpro Companies, Inc.	Purchased Services	1,800.00
265911	Master Single Payment Vendor	Refunds	5.30
265912	Master Single Payment Vendor	Refunds	50.43
265913	Master Single Payment Vendor	Refunds	219.91
265914	Delta Dental of Iowa	Vision Withholding	1,103.60
265915	Donna Heckman	Materials & Supplies	88.74
265916	Douglas K. Oscarson	Consultants	1,809.30
265917	Electrical Engineering & Equipment Co.	Materials & Supplies	234.38
265918	Evan Kerr	Licenses & Certifications	74.83
265919	Evoqua Water Technologies LLC	Inventory	111.70
265920	Ferrellgas, Inc.	Materials & Supplies	243.56
265921	First Choice Coffee	Food & Beverages	363.00
265922	Force Fitters	Inventory	1,605.50
265923	Master Single Payment Vendor	Refunds	297.42
265924	Garratt-Callahan Company	Purchased Services	525.00
265925	Grainger, Inc.	Materials & Supplies	1,405.28
265926	Graybar Electric Company	Inventory	1,072.12
265927	HY-VEE	Food & Beverages	82.09
265928	Indelco Plastics	Inventory	197.13
265929	Ingersoll Rand	Inventory	315.59
265930	Interstate Power Systems, Inc	Purchased Services	1,547.00
265931	Iowa Prison Industries	Materials & Supplies	31.00
265932	Master Single Payment Vendor	Refunds	48.28
265933	Master Single Payment Vendor	Refunds	85.73
265934	John's Tree Service, Inc.	Purchased Services	1,600.00
265935	Master Single Payment Vendor	Refunds	181.57
265936	Master Single Payment Vendor	Refunds	146.44
265937	Kirkham Michael	Contractors	1,875.00
265938	Kyle Danley	Licenses & Certifications	100.00
265939	Master Single Payment Vendor	Refunds	134.79
265940	Lawson Products, Inc.	Inventory	75.59
265941	Levi Foster	Safety Boots	245.00
265942	Logan Contractors Supply, Inc.	Materials & Supplies	1,527.75
265943	Master Single Payment Vendor	Refunds	113.12
265944	MSC Industrial Supply Company	Inventory	93.50
265945	Master Single Payment Vendor	Refunds	113.86
265946	McMaster-Carr Supply Company	Inventory	434.84
265947	Melissa Fuller	Safety Boots and Mileage	1,201.88
265948	Menard's	Vehicle Maintenance Materials	24.99
265949	Mid American Energy	Casualty Losses	1,117.59
265950	Ottson Oil Company	Inventory	2,454.04
265951	Master Single Payment Vendor	Refunds	14.11
265952	Master Single Payment Vendor	Refunds	39.15
265953	Pat Bruner	Materials & Supplies	124.44
265954	Plumb Supply Company	Materials & Supplies	377.57
265955	Premier Safety	Inventory	348.31
265956	Quest Engineering Inc	Inventory	413.00
265957	Master Single Payment Vendor	Refunds	115.15
265958	Radwell International	Materials & Supplies	1,074.76
265959	Ray Gicante	Safety Boots	142.04
265960	Rick Baldon	Mileage	70.75
265961	Robert Cowman	Safety Boots and Safety Glasses	455.71
265962	Roy's Towing and Recovery	Purchased Services	150.00
265963	S & H Electric	Vehicle Maintenance Materials	375.00
265964	SCP Science	Materials & Supplies	584.47
265965	SEI Security Equipment, Inc	Materials & Supplies	1,468.00
265966	Master Single Payment Vendor	Refunds	65.27



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265967	Shane Scott	Safety Glasses and Mileage	1,529.51
265968	Stetson Building Products	Inventory	241.90
265969	Steven Aikin	Mileage	72.38
265970	Straub Corporation	Office Supplies	1,223.60
265971	Team Services, Inc.	Contractors	2,174.40
265972	Total Tool	Inventory	78.08
265973	Truck Center Companies	Vehicle Maintenance Materials	156.28
265974	U.S. Autoforce	Vehicle Maintenance Materials	846.00
265975	UPHDM Occupational Medicine	Purchased Services	1,008.50
265976	UPS	Delivery/Freight	21.62
265977	USA Bluebook	Inventory	620.74
265978	USA Safety Supply Corp	Inventory	449.88
265979	Utility Equipment Company	Inventory	223.94
265980	VWR International LLC	Inventory	2,191.20
265981	Van Meter Industrial, Inc.	Inventory	443.47
265982	Wally Gordon	Materials & Supplies	254.92
265983	Ziegler Inc.	Purchased Services	729.48
265984	Ahlers, Cooney, PC	Legal Fees	43,368.00
265985	Amazon Capital Services Inc	Office Supplies	3,722.02
265986	Aureon Communications	Telephone Services	3,868.32
265987	Bearing Headquarters Company	Inventory	4,572.25
265988	C. H. McGuiness Company, Inc.	Purchased Services	3,049.53
265989	CTI Ready Mix	Concrete	6,879.00
265990	Carus Chemical	Inventory	47,975.60
265991	Central Pump and Motor	Materials & Supplies	28,799.50
265992	Combined Systems Technology, Inc.	Materials & Supplies	18,776.70
265993	Consolidated Water Solutions	Inventory	12,369.99
265994	Core and Main	Materials & Supplies	116,023.46
265995	Cortrol Process Systems	Inventory	10,780.06
265996	Dentons Davis Brown PC	Legal Fees	4,203.00
265997	Des Moines Iron Company	Vehicle Maintenance Materials	3,150.99
265998	Dickinson, Mackaman, Tyler, & Hagen, PC	Legal Fees	19,326.00
265999	Dylan White	Training	4,544.00
266000	Hach Chemical Company	Inventory	3,462.41
266001	Hawkins Inc	Inventory	5,921.29
266002	Kemira Water Solutions, Inc	Inventory	15,570.00
266003	MW Media Consultants, LLC	Consultants	5,527.27
266004	Mail Services LLC	Postage	13,240.81
266005	Martin Marietta Aggregates	Inventory	20,766.39
266006	Mid American Energy	Utilities - Electric & Natural Gas	40,957.23
266007	Mid-Iowa Solid Waste	Vehicle Maintenance Materials	217,243.74
266008	Midwest Wheel Companies	Vehicle Maintenance Materials	2,697.71
266009	Mississippi Lime Company	Inventory	51,818.68
266010	Municipal Supply, Inc.	Inventory	18,196.05
266011	Neptune Technology Group Inc	Inventory	6,522.81
266012	Northway Well and Pump Company	Contractors	98,200.00
266013	Phoenix Security Contractors, LLC	Purchased Services	20,560.03
266014	Power Process Equipment, Inc.	Materials & Supplies	18,852.99
266015	Power Seal	Inventory	3,079.83
266016	Seneca Companies	Contractors	8,712.23
266017	Speck USA	Purchased Services	2,515.00
266018	Univar	Inventory	6,810.98
266019	Valley Plumbing Company, Inc.	Contractors	5,628.35
266020	Verizon Wireless Messaging Service	Cell Phones	6,000.67
266021	Amazon Capital Services Inc	Materials & Supplies	1,359.31
266022	Andy Beals	Safety Boots and Safety Glasses	245.00
266023	Carquest	Vehicle Maintenance Materials	329.52

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266024	Master Single Payment Vendor	Refunds	138.39
266025	Cintas	Purchased Services	1,469.52
266026	City of Des Moines	Contractors	80.00
266027	Davis Equipment Corporation	Vehicle Maintenance Materials	6.16
266028	Douglas K. Oscarson	Consultants	1,787.10
266029	Eurofins Environment Testing Northern CA	Purchased Services	652.50
266030	Fisher Scientific	Materials & Supplies	520.06
266031	Fluke Electronics	Purchased Services	1,150.00
266032	Graybar Electric Company	Inventory	669.21
266033	Indelco Plastics	Materials & Supplies	2,284.99
266034	Iowa Public Procurement Association	Dues and Memberships	20.00
266035	Iowa Workforce Development	Purchased Services	1,725.87
266036	Izaak Walton League	Prepaid Expense	300.00
266037	Master Single Payment Vendor	Refunds	22.48
266038	Kelly Bethards	Safety Glasses	323.21
266039	Kyle Danley	Safety Boots and Safety Glasses	407.66
266040	McMaster-Carr Supply Company	Materials & Supplies	1,195.00
266041	Menard's	Inventory	617.97
266042	Midwest Office Technology, Inc.	Printing & Copies	706.84
266043	Nate Todd Construction	Contractors	970.00
266044	Plumb Supply Company	Inventory	2,375.18
266045	Postmaster	Postage	825.00
266046	Premier Safety	Inventory	1,081.45
266047	DMWW Employee	Refund of deposit to closed bank account	100.00
266048	Savanna Wentland	Safety Glasses	325.18
266049	Scott Bierman	Safety Boots	119.21
266050	ServiceMaster Green of Des Moines	Purchased Services	2,452.00
266051	Sweco/Pearson Arnold	Inventory	806.45
266052	Taylor Andrew	Safety Boots	240.74
266053	The Shredder	Purchased Services	87.00
266054	Todd Monson	Safety Glasses	353.60
266055	Tony Knox	Mileage	156.20
266056	Total Tool	Inventory	120.70
266057	USA Bluebook	Inventory	503.40
266058	Van Meter Industrial, Inc.	Contractors	1,382.78
266059	West Des Moines Water Works	Sewer	69.00
266060	G & L Tank Sandblasting and Coating, LLC	Contractors	131,337.50
266061	Grainger, Inc.	Inventory	3,247.35
266062	Hawkins Inc	Inventory	5,797.82
266063	Henkel Construction Company	Contractors	93,280.86
266064	I & S Group, Inc.	Contractors	7,630.00
266065	Jacobs Engineering Group, Inc	Contractors	64,214.21
266066	Mississippi Lime Company	Inventory	27,337.35
266067	Municipal Supply, Inc.	Inventory	22,056.30
266068	Neptune Technology Group Inc	Materials & Supplies	3,858.41
266069	OnSolve	Prepaid Expense	40,480.65
266070	Pitney Bowes Inc.	Purchased Services	8,911.29
266071	ShiveHattery, Inc.	Contractors	9,465.00
266072	Stanley Consultants	Contractors	12,914.00
266073	United Truck and Body	Purchased Services	6,722.53
266074	WRH, Inc.	Contractors	47,742.13
266075	Waldinger Corporation	Contractors	8,754.02
266076	Waste Solutions of Iowa	Purchased Services	2,717.00
266077	Wonderware	Prepaid Expense	48,845.00
297126	Treasurer State of Iowa	Iowa State Sales Tax Payable	146,340.61
305318	Treasurer State of Iowa	Iowa Water Excise Tax Payable	211,096.41
969921	ADP, LLC	Purchased Services	8,334.45

**PAYMENTS FOR DECEMBER, 2022**

PeopleSoft Financials

Report ID: DWAPR002.sqr

<u>Check No.</u>	<u>Paid to:</u>	<u>Description</u>	<u>Amount</u>
120122	EBS	Employee Health Premiums	303,116.32
120922	Collection Services Center	Garnishment of Wages	1,782.73
120922	Treasurer State of Iowa	State Withholding Taxes Payable	31,236.59
120922	Internal Revenue Service	Withholding Taxes Payable	189,913.44
122222	Collection Services Center	Garnishment of Wages	1,880.49
122222	Treasurer State of Iowa	State Withholding Taxes Payable	27,712.01
122222	Internal Revenue Service	Withholding Taxes Payable	166,062.67
123122	EBS	Employee Health Premiums	35,771.93
123122	CBCS	Compensation Claims	20,932.35
<b>TOTAL</b>			<b><u>\$7,618,070.93</u></b>

CEO APPROVED EXPENDITURES GREATER THAN \$20,000  
MONTHLY SCHEDULE FOR THE MONTH OF DEC 2022

Check #	Vendor	Description	Amount	Details
265984	Ahlers, Cooney, PC	Legal Fees	\$ 43,368.00	CIWW 28E/F legal review for financing considerations
265868	Northway Well and Pump Company	Purchased Services	\$ 47,775.00	Pump removal - emergency LP Moon ASR pump repairs

## MEMORANDUM

DATE: January 17, 2023

TO: Ted Corrigan, CEO and General Manager

FROM: Amy Kahler, Chief Financial Officer

SUBJECT: Reserve Funds Investment Policy

The Investment Policy contained in Section 608 of the Board Policy Manual requires that the Board review the investment policy annually at the time of approving the depositories each year. The following is a brief summary of the policy attached:

- The Investment Policy will comply with Chapter 12B of the Code of Iowa.
- The primary objectives of the policy, in order of importance, are safety, liquidity, and return.
- Eligible investment instruments are:
  1. Interest-bearing accounts with banks in the State of Iowa
  2. Obligations of the U.S. government
  3. Certificates of Deposit at banks in the State of Iowa
  4. Repurchase agreements
- Operating fund investments must mature in no more than 397 days.
- Non-operating fund investments must mature in no more than 1,726 days.
- Board authorizes the staff to use its best judgment in the selection of securities within these guidelines.
- Staff will report monthly to the Board on the status of all reserve funds.

Attachment: Des Moines Water Works Investment Policy

608 Investment Policy.

608.1 Scope of Investment Policy.

- 608.1.1 The Investment Policy of the Board of Trustees of the City of Des Moines, Iowa ("Board") shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of Board of Trustees. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.
- 608.1.2 The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.
- 608.1.3 This Investment Policy is intended to comply with Code of Iowa, Chapter 12B.
- 608.1.4 Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:
  - 608.1.4.1 Board of Trustees.
  - 608.1.4.2 All depository institutions or fiduciaries for public funds of Board of Trustees.
  - 608.1.4.3 The auditor engaged to audit any fund of Board of Trustees.
- 608.1.5 In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of Board of Trustees.

608.2 Delegation of Authority.

- 608.2.1 In accordance with Code of Iowa, Section 12B.10(1), the responsibility for conducting investment transactions resides with the Treasurer. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy. All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds, or acting in a fiduciary capacity for Board of Trustees shall require the outside person to notify in writing Board of Trustees within thirty (30) days of receipt of all communication from the Auditor of the outside person or any

regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to Board of Trustees by the outside person.

608.2.2 The records of investment transactions made by or on behalf of Board of Trustees are public records and are the property of Board of Trustees whether in the custody of Board of Trustees or in the custody of a fiduciary or other third party.

608.2.3 The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of Board of Trustees responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

608.2.3.1 Investing public funds.

608.2.3.2 Advising on the investment of public funds.

608.2.3.3 Directing the deposit or investment of public funds.

608.2.3.4 Acting in a fiduciary capacity for this public body.

608.2.4 A bank, savings and loan association or credit union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

608.3 Objectives of Investment Policy. The primary objectives, in order of priority, of all investment activities involving the financial assets of Board of Trustees, shall be the following:

608.3.1 Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.

608.3.2 Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.

608.3.3 Return: Obtaining a reasonable return is the third investment objective.

608.4 Prudence. The Treasurer, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the 608.3 investment objectives. This standard requires that when making investment decisions, the Director of Finance/Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of Board of Trustees and the investment objectives stated in 608.3.

608.5 Instruments Eligible for Investment. Funds of Board of Trustees may be invested in the following:

608.5.1 Interest-bearing savings accounts, interest-bearing money market accounts, and interest-bearing checking accounts at any bank in the State of Iowa. Each bank must collateralize public funds in excess of the amount federally insured in accordance with Code of Iowa, Chapter 12C. Each financial institution shall be properly declared as a depository by the Board of Trustees. Deposits in any financial institution shall not exceed the amount approved by the Board of Trustees.

608.5.2 Obligations of the United States government, its agencies and instrumentalities.

608.5.3 Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Code of Iowa, Chapter 12C.

608.5.4 Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and Board of Trustees takes delivery of collateral either directly or through an authorized custodian.

608.5.5 All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including 608.7 Investment Maturity Limitations and 608.8 Diversification Requirements.

608.6 Prohibited Investments and Investment Practices.

608.6.1 Funds of Board of Trustees shall not be invested in the following:

608.6.1.1 Reverse repurchase agreements.

608.6.1.2 Futures and options contracts.



- 608.6.2 Funds of Board of Trustees shall not be invested pursuant to the following investment practices:
- 608.6.2.1 Trading of securities for speculation of the realization of short-term trading gains.
  - 608.6.2.2 Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
  - 608.6.2.3 If a fiduciary or other third party with custody of public investment transaction records of Board of Trustees fails to produce requested records when requested by this public body within a reasonable time, Board of Trustees shall make no new investments with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

608.7 Investment Maturity Limitations.

- 608.7.1 Operating funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds, which are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt.
- 608.7.2 All investments authorized in 608.5 are further subject to the following investment maturity limitations:
- 608.7.2.1 Operating funds may only be invested in instruments authorized in 608.5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
  - 608.7.2.2 The Director of Finance/Treasurer may invest funds of Board of Trustees that are not identified as operating funds in investments with maturities longer than three hundred ninety-seven (397) days, but less than one thousand seven hundred twenty-six (1,726) days. However, all investments of Board of Trustees shall have maturities that are consistent with the needs and use of Board of Trustees.

608.8 Diversification. Investments of Board of Trustees are subject to the following diversification requirements should Board of Trustees hereafter determine to invest in them:

608.8.1 Where possible, it is the policy of Board of Trustees to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

608.8.1.1 Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

608.8.1.2 Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturity investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

608.8.1.3 Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

#### 608.9 Safekeeping and Custody.

608.9.1 All invested assets of Board of Trustees involving the use of a public funds custodial agreement, as defined in Code of Iowa, Section 12B.10, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

608.9.2 All invested assets of Board of Trustees eligible for physical delivery shall be secured by having them held at a third-party custodian. All purchased investments shall be held pursuant to a written third-party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere in 608.9 of this Investment Policy.

608.10 Ethics and Conflict of Interest. The Director of Finance/Treasurer and all officers and employees of Board of Trustees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

608.11 Reporting. The Director of Finance/Treasurer shall submit monthly an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

608.12 Investment Policy Evaluation.

608.12.1 At the regular January Board meeting, the Board of Trustees shall evaluate existing guidelines for the investment of funds. The Board of Trustees shall determine the types of securities to be invested in, and the maturities expected. Any changes to the fund investment guidelines shall be made by Resolution, which shall be entered in the official minutes of the Board.

608.13 Glossary of Terms.

- 608.13.1 Agency: securities issued by government-sponsored corporations such as Federal Home Loan Banks or Federal Land Banks. Agency securities are exempt from Securities and Exchange Commission (SEC) registration requirements.
- 608.13.2 Agent: individual authorized by another person, called the principal, to act in the latter's behalf in transactions involving a third party.
- 608.13.3 Banker's Acceptance: time draft drawn on and accepted by a bank, the customary means of effecting payment for merchandise sold in import-export transactions and a source of financing used extensively in international trade.
- 608.13.4 Commercial Paper: short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest bearing.
- 608.13.5 Delivery Versus Payment (DVP): securities industry procedure, common with institutional accounts, whereby delivery of securities sold is made to the buying customer's bank in exchange for payment, usually in the form of cash.
- 608.13.6 Fiduciary: person, company or association holding assets in trust of a beneficiary.

- 608.13.7 Futures Contract: agreement to buy or sell a specific amount of a commodity or financial instrument at a particular price on a stipulated future date.
- 608.13.8 Open-End Management Company: investment company that sells mutual funds to the public. The term arises from the fact that the firm continually creates new shares on demand. Mutual fund shareholders buy the shares at net asset value and can redeem them at any time at the prevailing market price, which may be higher or lower than the price at which the investor bought.
- 608.13.9 Option: right to buy or sell property that is granted in exchange for an agreed-upon sum. If the right is not exercised after a specific period, the option expires and the option buyer forfeits the money.
- 608.13.10 Portfolio: combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset by an individual or institutional investor.
- 608.13.11 Repurchase Agreement: agreement between a seller and a buyer, usually of U.S. Government securities, whereby the seller agrees to repurchase the securities at an agreed-upon price, and, usually, at a stated time.
- 608.13.12 Safekeeping: storage and protection of a customer's financial assets, valuables, or documents, provided as a service by an institution serving as agent and, where control is delegated by the customer, also as custodian.
- 608.13.13 Speculation: assumption of risk in anticipation of gain but recognizing a higher than average possibility of loss.

**DES MOINES WATER WORKS**  
Board of Water Works Trustees



2201 George Flagg Parkway | Des Moines, Iowa 50321-1190 | (515) 283-8700 | [www.dmwww.com](http://www.dmwww.com)

## MEMORANDUM

DATE: January 17, 2023

TO: Ted Corrigan, CEO and General Manager

FROM: Amy Kahler, Chief Financial Officer

SUBJECT: Depositories for Des Moines Water Works Funds

Chapter 12C, Code of Iowa, requires a board resolution listing approved depositories and maximum amounts approved each year. The attached list is staff's recommendation of financial institutions and amounts for 2023.

At one time, the State of Iowa maintained a listing of banks approved to accept deposits of public funds. They discontinued this practice a number of years ago and now any bank may accept public funds as long as they collateralize them according to law. Our list of approved depositories includes institutions in addition to our primary bank, Bankers Trust. This would allow us to change or expand our banking relationship(s) should the need or desire arise. One of our requirements for a bank is that they have a downtown or south side branch easily accessible from our location. The banks on the approved depository list are metro area banks who meet this criterion.

Investments of reserve funds that are invested in securities are not covered by this requirement as they are not direct obligations of the bank. Government backed securities are book entry at the Federal Reserve and are not literally held at the bank. We do, however, need to allow for the maturing of investments from time to time, as proceeds are deposited in our bank accounts by the bank's investment department and reside there until further investment orders are placed.

Attachment

## **Chapter 12C, Code of Iowa - Deposit of Public Funds**

### **12C.2 Approval — requirements.**

The approval of a financial institution as a depository of public funds for a public body shall be by written resolution or order that shall be entered of record in the minutes of the approving board, and that shall distinctly name each depository approved, and specify the maximum amount that may be kept on deposit in each depository.

Recommended depositories and amounts for 2023:

Bankers Trust Company	\$25,000,000
Bank of America	25,000,000
Bank of the West	25,000,000
Iowa State Bank	25,000,000
US Bank	25,000,000
Wells Fargo Bank Iowa	25,000,000
West Bank	25,000,000

**AGENDA ITEM FORM**

**SUBJECT: Approve Proposed Board Policy Manual Revisions – Contracting and Consultant Procedures**

**SUMMARY:**

- The Engineering Department presented recommendations to improve consulting and contracting processes at the December Planning Committee meeting. At the December 2022 Board meeting it was recommended that the policy manual be edited to allow those recommendations to be implemented. A copy of the proposed changes to the current Des Moines Water Works Board Policy Manual, last amended January 28, 2020, is attached.
- A summary of the proposed changes include:
  - Added a section on non-public improvements including a requirement that they must be competitively bid if they are over the CEO spending authority but need not follow the procedures set forth in Iowa Code Chapter 26.
  - Edited the section on professional consultants and allowed for a Request for Qualification process when obtaining services and negotiation of scope and fee.
  - Allowed for the hiring of a consultant for a project phase and then the ability to amend their agreement for the inclusion of the next phase of the project without resoliciting the project.
  - Added a provision to be able to execute master service agreements, with a series of addendums executed for specific projects, with approval by the Board. Addendums for specific projects can be approved without the Board if the fee per project is within the CEO spending authority. There is a limit to a 5-year period and for projects less than \$1 million.
  - Allowed for deviations from procedures with appropriate justification to the Board.
- It is proposed that these revisions become effective immediately once approved by the Board at their meeting on January 24, 2023.

**FISCAL IMPACT:**




There is no fiscal impact to incorporating the proposed changes.

**RECOMMENDED ACTION:**

Approve the proposed revisions to the Board Policy Manual with an implementation date of January 24, 2023.

**BOARD REQUIRED ACTION:**

Motion to approve the proposed revisions to the Board Policy Manual with an implementation date of January 24, 2023.

 Lindsey Wanderscheid, P.E. (date) Engineering Supervisor	 Michael J. McCurnin, P.E. (date) Director of Engineering Services	 Ted Corrigan, P.E. (date) CEO and General Manager
--	--	---

Attachments: Outline of Proposed Changes to Board Policy Manual  
Proposed Revised Board Policy Manual

## Improvement Contracting Procedure

### 611.1 Public Improvement Projects

- 611.1.1 When a public improvement is estimated to exceed the competitive bid threshold under Section 26.3, Code of Iowa, the Board of Trustees shall advertise for sealed bids and award a contract for the proposed construction in the manner as provided by law. When a public improvement is estimated to be below the competitive bid threshold under Section 26.3, Code of Iowa, but in excess of the competitive quotation threshold under Section 26.14, Code of Iowa, the Board of Trustees may follow the full competitive bid process under Chapter 26, Code of Iowa, or the CEO and Board of Trustees may proceed with the competitive quotation process specified by Section 26.14, Code of Iowa. For public improvements below the competitive quotation threshold, the CEO shall have discretion to use other contracting procedures to the extent consistent with Chapter 26, Code of Iowa, and the spending authority of the CEO under these rules.
- 611.1.2 Notice to Bidders. When the competitive bid process applies, the Board of Trustees shall advertise for bids in the manner specified by Section 26.3, Code of Iowa by giving a Notice to Bidders conforming to the requirements of Section 26.7, Code of Iowa, which shall include the time and place for filing sealed bids, time and place the sealed bids will be opened and considered by the Board of Trustees, the general nature of the proposed construction, the general terms of when construction must be commenced and completed, the requirement for bid security, and any further information deemed pertinent by the CEO or Board of Trustees.
- 611.1.3 Bid Security. Each bid must be accompanied by a bid security that the successful bidder will enter into a contract for the proposed construction. The amount of the bid security shall be ten percent (10%) of the bid submitted by the bidder. If 33alternatives are bid by the bidder, the bid security shall be ten percent (10%) of the bidder's highest alternative.
- 611.1.4 Award of Contract. Before entering into any contract for a proposed public improvement estimated to exceed the competitive bid threshold, the Board of Trustees shall adopt the form of the proposed contract, plans and specifications, and estimated costs for the project and conduct a public hearing thereon. The procedures stated in Section 602 shall apply to the public hearing. The Board of Trustees reserves the right to reject all bids. The contract may be, but need not be, awarded to the low responsible bidder. The contract shall be awarded by the Board of Trustees as it deems the contract to be in the best interests of the Water Works in compliance with Chapter 26 and Subchapter III of Chapter 73A, code of Iowa.



- 611.1.5 Emergency Construction. These procedures need not be followed if emergency work is necessary, and authorized by Section 384.103(2), Code of Iowa. In such cases, the CEO shall subsequently, but as soon as reasonably possible, communicate to the Board of Trustees the nature and cost of the emergency construction.
- 611.1.6 Supplies. Before the Water Works purchases any major supplies or capital budget items exceeding the CEO's spending authority, the Board of Trustees shall review the tabulations of competitive bids and authorize purchases accordingly.
- 611.1.7 Contracts for new facilities shall be let if the Board finds, pursuant to Section 28E.18, Code of Iowa, that no alternative suitable facilities are available for rent or sharing.

## 611.2 Non-Public Improvement Projects.

- 611.2.1 This section only applies to construction and maintenance projects that do not meet the definition of a "Public Improvement" in Iowa Code Chapter 26.
- 611.2.2 For construction or maintenance projects where the total anticipated cost of the project exceeds the CEO's spending authority, the Board of Trustees requires that project be competitively bid. At a minimum, Water Works staff will contact more than one qualified contractor or service provider and request a certificate of insurance; rates, fees, or charges; and qualifications of the contractor or service provider. After Water Works staff review the qualifications, charges, and insurance of the contractor or service provider, Water Works Staff will recommend to the Board of Trustees that Water Works enter into a contract with a particular contractor or service provider. The Board of Trustees will vote on whether to approve entering into a contract with the contractor or service provider.
- 611.2.3 For construction or maintenance projects where the anticipated total cost does not exceed the CEO's spending authority, the CEO has discretion to use procedures to identify and retain contractors or service providers that are in the best interests of the Des Moines Water Works.
- 611.2.4 Contract documents, including terms and conditions, bonds, and plans and specifications, for non-public improvement projects will generally conform to the documentation utilized for public improvement projects, except where Water Works staff determines that the nature of the project indicates the best interests of the Des Moines Water Works will be better served by other forms of contract documents.
- 611.2.5 Water Works staff may deviate from the selection procedures in 611.2.2 so long as the Board of Trustees receives appropriate detailed justification,

regarding the reasons for selection of a specific contractor or service provider, and the reasons for the procedure utilized by Water Works staff. The Board of Trustees may approve the selection of the contractor or service provider if the Board of Trustees determines it is in the best interest of Water Works.

## 617 Professional Consultants

### 617.1 Selection and Use of Single-Project Professional Consultants

- 617.1.1 For single-project professional consultant engagements where the anticipated fee exceeds the CEO's spending authority, the Board of Trustees requires that competitive proposals be solicited. This will ordinarily be accomplished by issuance of a Request for Proposals (RFP) that requires fee information to be provided by responsive bidders, or a Request for Qualifications (RFQ) with a fee and scope to be subsequently negotiated after Water Works staff review the qualifications of the responsive professional consultants. At a minimum, Water Works staff will contact more than one qualified professional consultant and request a certificate of insurance; rates, fees, or charges; and qualifications of the professional consultant. After Water Works staff review the qualifications, charges, and insurance of the professional consultant, Water Works staff will recommend to the Board of Trustees that Water Works enter into a contract with a particular professional consultant. The Board of Trustees will vote on whether to approve entering into a contract with the professional consultant.
- 617.1.2 If the anticipated cost for the single-project professional consultant is less than the CEO's spending authority then the CEO has discretion to use procedures to identify and retain single-project professional consultants that are in the best interests of the Des Moines Water Works.
- 617.1.3 Water Works staff may deviate from the selection procedures in 617.1.1 so long as the Board of Trustees receives appropriate detailed justification, regarding the reasons for selection of a specific professional consultant, and the reasons for the procedure utilized by Water Works staff. The Board of Trustees may approve the selection of the professional consultant if the Board of Trustees determines it is in the best interest of Water Works.
- 617.1.4 After a professional consultant is identified and retained for any phase of the project, Water Works may execute amendments to the existing agreement to obtain additional services without re-soliciting the project. Subsequent amendments may be approved by the CEO if the anticipated cost of the amendment is within the CEO's spending authority or total authorized cost for the project. If the anticipated cost

of the amendment exceeds the CEO's spending authority then the Board of Trustees must approve the amendment.

617.2 Selection and Use of Multi-Project Professional Consultants.

617.2.1 For engagements with professional consultants where Water Works Staff anticipate recurring or multiple project engagements with the same professional consultant, then the Board of Trustees shall approve the use of the professional consultant before Des Moines Water Works enters into a master service agreement ("MSA") with the professional consultant.

617.2.2 Multi-project professional consultant engagements will be established by a Request for Qualifications process. At a minimum, Water Works staff will contact more than one qualified professional consultant and request a certificate of insurance; rates, fees, or charges; and qualifications of the professional consultant. After Water Works staff review the qualifications, charges, and insurance of the professional consultant, Water Works staff will recommend to the Board of Trustees that Water Works enter into a contract with a particular professional consultant. The Board of Trustees will vote on whether to approve entering into a contract with the professional consultant.

617.2.3 The term of the MSA will not exceed five (5) years.

617.2.4 After approval of the MSA by the Board of Trustees, the CEO has discretion to approve subsequent amendments to the MSA that apply to specific projects if the total anticipated cost of the work covered by the amendment is within the CEO's spending authority. If the anticipated cost of a particular amendment exceeds the CEO's spending authority, then the amendment must be approved by the Board of Trustees.

617.2.5 Multi-project professional consultant agreements may not be used for any projects where the anticipated cost of the project is over \$1,000,000.

617.3 Water Works staff will provide a list of all agreements signed and executed in the past 24 months in the monthly Board materials.



**BOARD  
OF  
WATER WORKS  
TRUSTEES  
OF THE  
CITY OF DES MOINES, IOWA**

**POLICY MANUAL**

(Amended & Restated ~~January 28, 2020~~ January 24, 2023)

# **BOARD POLICY MANUAL**

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## SECTION 1 GENERAL

### 101 Legal Status and Name.

101.1 The Board of Water Works Trustees of the City of Des Moines, Iowa is a municipal water utility also known as, and sometimes referred to herein as, the Des Moines Water Works. It is organized and existing under Chapter 388, Code of Iowa. It is a municipal entity and a political subdivision of the State of Iowa.

101.2 The official name of the entity, and of its governing board, is the “Board of Water Works Trustees of the City of Des Moines, Iowa.”

### 102 Historical Background.

102.1 The Des Moines Water Works has been providing continuous water service to the citizens of Des Moines as a water utility since 1871.

102.2 In 1919, the private water company became a publicly owned utility, governed by a Board of Trustees.

102.3 The Des Moines Water Works has served water customers as a municipal utility since 1919 and currently serves customers on a retail and wholesale basis both within, and outside, the City of Des Moines.

### 103 Statements of Purpose.

103.1 To provide a safe, high quality water supply to customers at the least possible expense.

103.2 To establish and maintain service standards for water quality, quantity, reliability, and availability.

103.3 To promote an image to the public which demonstrates ability and eagerness to provide service.

103.4 To provide a safe working environment for employees, which promotes job satisfaction and stimulates performance.

103.5 To maintain and acquire utility property to remain in compliance with mandatory and proposed regulatory requirements.

103.6 To generate sufficient revenue to repay long-term debt and to meet operating and capital expenditures to satisfy the above stated purposes.

103.7 To make suitable portions of Des Moines Water Works’ grounds available for public use and enjoyment to the extent consistent with the above-stated purposes.

- 103.8 To assist, support, and provide services to other water utilities to assist them in providing safe, high quality water supplies to their customers and to communities.

## SECTION 2 BOARD OF TRUSTEES

### 201 Statement of Principles.

- 201.1 The authority of the Board of Trustees with respect to the operation of the Des Moines Water Works is plenary and subject only to the limitations provided by law.
- 201.2 It is the policy of the Board of Trustees to recognize and maintain the distinction between activities, which are appropriate to the Board of Trustees as the governing body of the Des Moines Water Works, and those activities, which are to be performed by the staff of the Des Moines Water Works.
- 201.3 The functions of the Board of Trustees can be described as policy making, appraisal, and evaluation. Execution of policies is delegated to the staff of the Des Moines Water Works as provided in these policies.

### 202 Powers of Board.

- 202.1 The Board of Trustees derives its legal status from the constitution and laws of the State of Iowa, including but not limited to Chapter 388 and Chapter 384, Code of Iowa.
- 202.2 The full power and authority of management of the Des Moines Water Works is vested in the Board of Trustees by Section 388.4, Code of Iowa.

### 203 General Exercise of Powers and Duties.

- 203.1 The Board of Trustees establishes policies, budgets, rates and contracts for the administration, operation, security, and maintenance of Des Moines Water Works' property; and shall assist in the enforcement of these policies.
- 203.2 The Board of Trustees shall elect Board of Trustees officers from among its members, including a Chairperson and a Vice-Chairperson who shall each be elected for a term of two years. The Chairperson shall in consultation with the Vice-Chair and CEO and General Manager nominate persons to serve as Board officers, before each election. Said election shall normally be conducted as the last item of business at the regular monthly Board of Trustees meeting held in December in the year the terms expire. Should the office of Chairperson become vacant between elections, the Vice Chairperson shall fill the vacancy. Should the office of Vice-Chairperson become vacant between elections, the Board of Trustees shall elect a Board of Trustees member to complete the unexpired term.

Unless the Board shall otherwise provide by resolution, no person shall be eligible for election to serve a second consecutive two-year term for either the office of Chairperson or Vice-Chairperson. However, upon completion of an unexpired term, the Board of Trustees member in that office shall be eligible for election to serve one full two-year term.

203.3 The Board of Trustees shall select and appoint a Chief Executive Officer and General Manager (“CEO”) of the Des Moines Water Works and conduct an annual job performance appraisal for the CEO. The CEO shall select, appoint, and remove other officers of the Des Moines Water Works, subject to the provisions of this Board Policy Manual.

204 Membership of Board of Trustees.

204.1 The Board of Trustees shall consist of five members. Each member shall be appointed by the Mayor, subject to approval by the City Council.

204.2 A public officer or salaried employee of the City of Des Moines is not eligible to serve on the Board of Trustees.

205 Term of Office.

205.1 Each Board of Trustees member shall serve a term of six years. Terms for individual members will be staggered and shall commence after appointment upon the Board member taking his or her oath of office. A member of the Board of Trustees whose term has expired shall continue to serve until his or her successor shall be appointed and qualified.

205.2 A Board of Trustees member appointed to fill a vacancy occurring for any reason other than the expiration of a term is appointed for the balance of the unexpired term.

206 Meetings.

206.1 Regular Meetings. Regular meetings of the Board of Trustees shall be held at the Des Moines Water Works offices, located at 2201 George Flagg Parkway, Des Moines, Iowa, on the fourth Tuesday of each month, or at such other place or on such other day of each month as established by the Board of Trustees. Meetings shall begin at the time as designated by the Board of Trustees. Any changes in day, hour, or place of these meetings will be announced in advance.

206.2 Special Meetings. Special meetings of the Board of Trustees may be conducted as deemed necessary by the Board of Trustees, Chairperson, or as recommended by the CEO.

206.3 Notice of Meetings. Advance notice of the time, date, place, and location and a tentative agenda of each meeting of the Board of Trustees will be provided in a

manner reasonably calculated to apprise the public and shall be given at least twenty-four hours prior to the meeting, unless an emergency exists. The staff of the Des Moines Water Works will maintain a list of news media which have filed a request for notice, and any other person or group requesting notice, and shall notify all persons and entities on such list of each meeting.

Notice of each meeting shall also be given by posting a tentative agenda at a prominent place in the Des Moines Water Works' headquarters, which is clearly designated for that purpose and is easily accessible to the public.

- 206.4 Attendance. A record of the attendance of each Board of Trustees member will be provided annually to the City Clerk of Des Moines.
- 206.5 Open and Closed Meetings. Meetings of the Board of Trustees shall be open to the public unless otherwise authorized to be closed in accordance with state law. All actions by the Board of Trustees on any matter shall be taken in open meetings, unless a provision of the Code of Iowa expressly permits such actions to be taken in closed sessions.
- 206.6 Quorum for Meetings. A majority of the Board of Trustees shall be necessary to constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting, either until the next regular meeting or to a continuation meeting to be held at a specified time and place to the extent permitted by Chapter 21, Code of Iowa. A majority vote of those present shall be necessary to pass any motion or to take any action of the Board of Trustees.
- 206.7 Cameras and Recording Devices. The public may use cameras or recording devices at an open meeting, but only if such use does not cause interference or interruption of the meeting. To meet these objectives, cameras shall use only ambient light and recording devices shall be silent.
- 206.8 Public Comments/Participation.
  - 206.8.1 Board of Trustees welcomes public comments, inquiry, or input regarding issues of public concern or interest. Such comments, inquiry, or input should be addressed to the CEO.
  - 206.8.2 The Board of Trustees member acting as chair (the "Chair") shall preside over and shall govern participation by members of the public and employees at regular and special meetings of the Board of Trustees in accordance with the procedures herein set forth.
  - 206.8.3 To facilitate and encourage public participation and comment, the Board of Trustees shall provide a public comment period at each regular meeting of the Board of Trustees. Such comment period shall occur before the Board of Trustees begins consideration of its regular agenda items with comments of five minutes per person allowed. Public participation and employee participation during regular and special

meetings of the Board of Trustees shall also be allowed under Section 407 for employee issues, Section 501 water service rules and regulations issues, and under Section 614 for other complaints. Public participation shall also be allowed under Section 602 governing public hearings. Public and employee participation may also be allowed at any regular or special meeting with respect to any other matter coming before the Board of Trustees, in the discretion of the Chair.

- 206.8.4 In the case of a specific issue arising under Section 407, Section 501, or Section 614 which has not been satisfactorily addressed and resolved as provided in such sections, the interested party may request to appear before the Board of Trustees by filing a written statement with the CEO stating the nature of the issue and asking for a place on the agenda. Unless a shorter period is allowed in the discretion of the CEO, such request must be submitted at least seven days before the Board of Trustees meeting at which the matter is to be considered. The administrative staff involved may also be present to discuss the matter with the Board of Trustees.
- 206.8.5 Members of the public and employees may submit written comments on any matter coming before the Board of Trustees, including, but not limited to, issues submitted under Section 407, Section 501 and Section 614, as well as matters coming before the Board for public hearing under Section 602. Written comments may be submitted either before, or during, any regular or special meeting.
- 206.8.6 Subject to the limitations provided for herein, oral comments shall be heard by the Board during a regular or special meeting with respect to matters to be considered by the Board under Section 407, Section 501, Section 614 and, with respect to public hearings, as provided in Section 602, and may be heard as to any other matter within the discretion of the Chair. Oral comments shall be made only upon recognition by the Chair of the person commenting. Unless extended by the Chair, each person so recognized shall identify themselves by name and address and shall be limited to a five minute presentation. No person present shall be entitled to yield his or her time to another person to extend the time otherwise permitted to such person. All oral comments shall be limited to matters germane to the issue being considered and shall be presented in a manner consistent with proper decorum for a public meeting. The Chair may terminate any presentation which is out of order or disruptive of the proceedings. The Chair may allow, but is not required to allow, one or more opportunities for commenters to reply to matters presented by other commenters.
- 206.8.7 The Board of Trustees shall take such action, if any, as it deems proper, with respect to any matter involving public or employee participation that is submitted to it during any regular or special meeting. Actions

taken on a matter subject to public hearing shall be taken as provided in Section 602. In the case of any issue submitted under Section 407, Section 501 or Section 614, the Board may refuse to take action on the issue. Otherwise, the Board of Trustees shall decide the matter as soon as practicable, and the CEO shall communicate the Board of Trustees' decision to the interested parties. If the Board of Trustees declines to decide such matter, the decision of the CEO shall be final. If the Board decides such matter, its decision is final.

## 206.9 Tentative Agenda.

### 206.9.1 The Tentative Agenda for each Regular Meeting of the Board of Trustees shall consist of the following:

- I Consent Agenda
- II Public Comment Period
- III Action Items
- IV Information Items
- V Any Closed Session to be Conducted
- VI Adjournment

An information presentation session may follow adjournment for the purposes of informing the Board and the public concerning matters of interest to the utility, but no action will be taken during such session.

### 206.9.2 The content of the Tentative Agenda for each regular meeting of the Board Trustees shall be established by the CEO with such consultation with Members of the Board as the CEO deems necessary. Any member of the Board who desires to add an item to the Board's Agenda shall submit such item to the CEO or Chairperson. The CEO or Chairperson shall place the item on the Tentative Agenda for the next regular meeting or refer the item to a Committee for a review or to staff for a recommendation before placing the item on the Tentative Agenda.

The Tentative Agenda for each meeting will generally be considered completed as of the close of business on the Thursday immediately preceding a Board meeting, but any item that arises thereafter which the CEO determines should be considered by the DMWW Board at its next meeting will require a Board member to determine that the matter is of sufficient urgency to warrant immediate Board consideration. (As a practical matter, the CEO will probably request that the Chair make this determination to allow for the most effective management of the Board meeting.) These items may be designated as "Extra" items until 3:30 pm on the day preceding the Board Meeting. An "Amended Agenda" will be issued to the Board and reposted as an "Amended Agenda" to members of the Public so as to provide no less than 24 hours' notice of the final agenda.

## 206.10 Consent Agenda.

206.10.1 The Consent Agenda shall consist of (i) approval of minutes, (ii) approval of financial statements and list of expenditures, including a report of CEO expenditures in excess of \$20,000, and (iii) adoption of next meeting date, together with any other matter not expected to require discussion. The Consent Agenda items shall be considered as a single item, but if the Consent Agenda is not adopted by unanimous vote, any individual items identified as not supported by unanimous vote shall be transferred for consideration as a part of the Action Agenda, with any remaining non-controversial items of the Consent Agenda adopted by single unanimous vote.

206.10.2 Order of Proceeding. Items set forth in the Proposed Agenda will be considered in the order set forth in the Proposed Agenda except to the extent the Chair determines to consider a matter out of sequence for good reason.

206.10.3 Items to Be Voted Upon. The Board will not take action or vote on any matter that is not listed on the Consent Agenda or as an Action Item unless the Board determines to suspend this rule for good reason in an exceptional circumstance.

## 207 Minutes and Records of Meetings.

207.1 Minutes of Open Sessions. Minutes of open meetings of the Board of Trustees shall show the date and place of such meeting, the members present, actions taken at the session, and the results of each vote taken. The minutes shall be prepared so that the vote of each Board of Trustees member may be determined. The Secretary shall act as custodian of the minutes of open meetings and shall make them available to any citizen desiring to examine them during regular office hours of the Water Works, at 2201 George Flagg Parkway, Des Moines, Iowa.

207.2 Recordings of Open Meetings. Audio recordings shall be made of each open meeting of the Board of Trustees and of each open meeting of a committee of the Board of Trustees. Video recordings shall be made of each meeting of the Board of Trustees. Such audio and video recordings shall be posted on the Water Works web site and shall be retained for one year from the date of the meeting.

207.3 Condensed Statement. The “condensed statement” of the proceedings of the Board of Trustees as required by Section 388.4(4), Code of Iowa, shall be furnished to the City library, the daily newspapers of the City, the City Clerk and to persons who apply to the office of the Secretary, 2201 George Flagg Parkway, Des Moines, Iowa, by providing the minutes of each meeting of the Board of Trustees together the full text of the financial statements and list of payments approved at such meeting. Such materials may be provided electronically. In

addition, annually in February, following approval of the January Board of Trustees meeting minutes, a current listing of Des Moines Water Works' employee salaries shall accompany the condensed statement of proceedings so provided.

207.4 Record of Closed Sessions. The Board of Trustees shall keep detailed minutes of all discussion, persons present, and action occurring at a closed session, and shall also audio record all of the closed session. The detailed minutes and audio recording of a closed session shall be sealed and shall not be public records open to public inspection. The audio recording shall be retained for one year from the date of the closed session as required by Chapter 21 of the Code of Iowa, and then shall be destroyed unless there is good cause for a longer retention of a particular recording.

207.5 Retention of Minutes. Minutes of open meetings shall be retained permanently. Minutes of closed sessions shall be retained for one year from the date of the closed session as required by Chapter 21 of the Code of Iowa, and then shall be destroyed unless there is good cause for a longer retention of a particular set of minutes.

208 Duties and Responsibilities of Board of Trustees Officers.

208.1 The Chairperson of the Board of Trustees shall preside at all meetings, and may act as a spokesperson for the Board when circumstance require public comment. The Chairperson shall also exercise powers as provided by these rules, including without limitation powers of appointment to Board Committees and Outside Organizations and execution of contracts as authorized by the Board.

208.2 The Vice Chairperson shall preside at meeting in the absence of the Chairperson. If neither the Chairperson nor the Vice-Chairperson is present at a meeting of the Board, the Secretary shall call the meeting to order, and the Board shall immediately elect a Chairperson pro tem from among its members to preside during that meeting. The office of Chairperson pro tem is terminated by the entrance of the Chairperson or Vice-Chairperson at the meeting.

208.3 The CEO of the Des Moines Water Works shall be the Board of Trustees Secretary. The Secretary shall file and retain copies of all reports made and papers transmitted concerning the business of the Board of Trustees; keep a complete record of all proceedings of the meetings of the Board of Trustees; and perform all other duties required by the Board or the law.

208.4 The Chief Financial Officer of the Des Moines Water Works shall be the Board of Trustees Treasurer. The Treasurer shall collect and receive all moneys due to the Des Moines Water Works, insure that all income is deposited into the depositories designated by the Board of Trustees and be authorized to issue payment of duly verified bills and salaries. At each regular meeting, the Treasurer shall file with the Board of Trustees a complete set of financial statements for the preceding month, including a record of all payments issued. The Treasurer shall make an



annual financial report to the Board of Trustees. The Treasurer is responsible for preparation of the utility's annual budget and shall also perform all other duties required by the Board of Trustees or the law. The Treasurer exercises the full authority of the Board of Trustees to certify unpaid rates and charges to county treasurers for the purpose of perfecting liens in accordance with the provisions of Section 384.84, Code of Iowa, and such authority extends to both liens for all of the Board's own rates and charges and to liens for joint billing and collection accounts to the extent authorized by the applicable city or city utility with which the Board has a joint billing or collection agreement.

209 Committees.

209.1 Appointment of Committees. The Chairperson, or the Board, may appoint committees of Members of the Board of Trustees as needed to facilitate the work of the Board of Trustees. Duties of the committees will be outlined at the time of appointment or in these Rules. Committees shall consist of at least two members of the Board, but any member of the Board may attend and participate at any meeting of any committee. The Chairperson, or the Board, may appoint non-members of the Board to serve on any committee in an advisory capacity, temporarily or on an on-going basis. Such advisory committee members serve at the pleasure of the Chairperson or the Board.

The committees of the Board of Trustees shall include:

Planning Committee  
Finance and Audit Committee  
Customer Relations Committee

209.2 Planning Committee. The Planning Committee shall consist of two appointed members and shall be responsible for initial review and discussion of matters related to strategic and operational plans, policies, and procedures including but not limited to facility, resource, and contingency planning.

209.3 Finance and Audit Committee. The Finance and Audit Committee shall consist of two appointed members and shall be responsible for initial review and discussion of matters related to revenues, expenses, rates, and financial reporting, including but not limited to the annual budget, rates setting, and audits of financial statements of the utility.

209.3A Customer Relations Committee. The Customer Relations Committee shall consist of two appointed members and shall be responsible for review and oversight of customer-related policy; maintaining a strong relationship between the Board and wholesale or large commercial/industrial customers; working with suburban communities and water districts to provide appropriate input and representation on matters pertaining to rate setting and capital improvements.

209.4 Committee Meeting. Meetings of committees shall be conducted as open meetings with notice to the public and minutes kept in accordance with the procedures of Chapter 21, Iowa Code. Audio recordings shall be made and posted of committee meetings, but video recordings shall not ordinarily be made.

209.5 Limitation. No part of the authority of the Board of Trustees to take action shall be delegated to any committee, but each committee shall provide such information, make such reports, and make such recommendations for action to the Board of Trustees as such committee shall determine to be appropriate.

210 Authorization of Contracts.

210.1 The Board of Trustees shall authorize contracts necessary for the exercise of its powers and for performance of its duties. Such authorization may be general as provided this Policy Manual or general as provided by Resolution of the Board of Trustees, or may be by specific resolution of the Board of Trustees for specific contracts.

210.2 Except as otherwise provided by resolution of the Board of Trustees, contracts shall be executed on behalf of the Board of Water Works Trustees of the City of Des Moines, Iowa by the Chairperson or Vice-Chairperson and attested by CEO and Secretary, or in the case of contracts within the authority of the CEO, by the CEO, or by any person designated by the CEO to act on his or her behalf.

211 Membership in State and National Associations.

211.1 It shall be the policy of the Board of Trustees to maintain active memberships in state and national organizations supporting the water utility industry.

212 Representation of the Board on other Boards and Commissions.

212.1 The Chairperson or the Board may appoint one or more of its members, or members of its staff, to represent the Board of Trustees on the boards of other entities, boards or commissions. Such appointments shall continue in effect until further action by the Chairperson or the Board, or the resignation from such position by the person appointed. Such appointments may be reviewed at any time, but shall generally be reviewed by the Board during its regular meeting in January. Persons appointed to represent the Board of Trustees shall be deemed acting within the scope of the duties of the person with the Board or the Des Moines Water Works for the purposes of Chapter 670, Code of Iowa.

212.2 The organizations to which representatives of the Board are currently appointed include:

Central Iowa Regional Drinking Water Commission  
Greater Des Moines Botanical Garden  
Des Moines Water Works Park Foundation

213 Compensation.

213.1 Members of the Board of Trustees serve without compensation but may be reimbursed for their expenses incurred in performance of their official duties.

214 Ethics and Conflicts of Interest.

214.1 General Statement. Members of the Board of Trustees shall adhere to the provisions of Section 362.6, Code of Iowa, regarding contracts and conflicts of interests. No Member of the Board of Trustees shall vote on any matter in which he or she has a direct or indirect conflict of interest.

214.2 Conflict of Interest – Definition. A conflict of interest arises whenever a Member of the Board of Trustees has a competing personal, financial or professional interest that impairs his or her ability to perform his or her duties impartially or that creates the appearance of competing interests. Actual or perceived conflicts of interest may arise with respect to the interests of a Member's family.

214.3 Conflict of Interest – Recognition and Management. Conflicts of interests will be recognized and managed as follows:

- (i) Each Member of the Board of Trustees shall identify the existence of any conflict of interest affecting such Member and shall refrain from voting on any matter before the Board in which a conflict of interest exists.
- (ii) Any Member of the Board may raise the existence of a conflict of interest as to any other Member and any Member may request a determination by the Board on any conflict of interest issue as to which such Member is in doubt. All such issues shall be determined by majority vote of the Board of Trustees, with the affected Member or Members entitled to vote, but no such vote shall be deemed to authorize any contract or other action in violation of Section 362.6, Code of Iowa, or any other applicable provision of law.

215 Legal Counsel.

215.1 The Board of Trustees may appoint an attorney or attorneys to represent the Des Moines Water Works and advise the Board of Trustees or the administrative staff concerning Water Works' matters.

SECTION 3  
ADMINISTRATION

301 Statement of Principles.

301.1 It is the policy of the Board of Trustees to recognize and maintain the distinction between activities, which are appropriate to the Board of Trustees as the

governing body of the Des Moines Water Works, and those activities, which are to be performed by the administration of the Des Moines Water Works.

- 301.2 It shall be the policy of the Board of Trustees to refer to administrative staff of the Des Moines Water Works those matters which do not require or involve Board of Trustees policy making, appraisal, evaluative or decision-making activities.
- 301.3 The administration of the Des Moines Water Works is the responsibility of the administrative staff. The staff shall be held accountable to the CEO, and the CEO in turn to the Board of Trustees. The Board of Trustees may request pertinent information and explanation of administrative action at any time in order for the Board of Trustees to properly fulfill its policy-making functions.
- 301.4 All final policy making decisions shall be made by the Board of Trustees.
- 301.5 The Board of Trustees endorses the management team concept for conducting the business of the Des Moines Water Works. The Board of Trustees and the administrative staff shall work together in conducting the business of the Des Moines Water Works.

302 Administrative Team.

- 302.1 The CEO is the duly appointed chief executive officer of the Des Moines Water Works.
- 302.2 The CEO may appoint and head an administrative team to carry out administrative duties delegated by the Board of Trustees. The administrative team shall report to the CEO. The structure of the administrative team shall be established and modified from time to time by the CEO.
- 302.3 The Board of Trustees shall set the CEO's spending and contracting authority. The current spending and contracting authority of the CEO is \$100,000. Each unbudgeted expenditure that is approved by the CEO based on this authority that exceeds \$20,000 shall be reported to the Board of Trustees at the next meeting of the Board of Trustees.

303 General Powers and Duties.

- 303.1 The administrative staff may establish handbooks, policies, practices and procedures, based upon examination and evaluation of pertinent information, for its work and for any matters delegated to the administrative staff.
- 303.2 The administrative staff shall be responsible for implementing requirements of the law, and for implementing and furthering the policies of the Board of Trustees.
- 303.3 The Board of Trustees may amend any handbooks, policies, practices and procedures made by the administrative staff.

304     Delegation and Emergency Succession.

The CEO shall provide for the discharge of the duties of the CEO during any period when he or she is unable to discharge his or her duties and a plan for automatic succession of CEO authority if necessary in the event of an emergency or incapacitation of the CEO.

SECTION 4  
EMPLOYMENT PHILOSOPHIES

401     Statement of Principles.

401.1 Compliance. It is the policy of the Board of Trustees that Des Moines Water Works comply fully with requirements of federal, state, local laws and regulations.

It is also the policy of the Board of Trustees that Des Moines Water Works conducts all employment activities without unlawful regard to race, color, creed, religion, sex, age, national origin, disability, sexual orientation, or any other basis protected by law.

401.2 Collective Bargaining Agreement. It is the policy of the Board of Trustees that the Des Moines Water Works shall adhere to the terms of any and all collective bargaining agreements between the Board of Trustees and any certified bargaining representatives of employees. To the extent that any Board of Trustees policy directly conflicts with any collective bargaining agreement, then the collective bargaining agreement shall prevail with respect to employees covered by such agreement.

401.3 Employment-At-Will. The policy of the Board of Trustees is that Des Moines Water Works maintains an employment-at-will working environment except to the extent provided to the contrary by law or contract. In compliance with this policy, employment is for no fixed term and an employee may terminate, or be terminated at any time, for any reason that is not against the law. Any deviation from this condition of employment must be in writing directed specifically to the particular employee, and signed by both the employee and an authorized person on behalf of the Board of Trustees.

401.4. Harassment Policy. It is the policy of the Board of Trustees that Des Moines Water Works employees both work in an environment which is free from unlawful harassment on any basis protected by law, and conduct themselves as employees in such a manner that they do not engage in unlawful harassment of any person, regardless of whether that person is an employee of Des Moines Water Works. The Board of Trustees expects the full and complete cooperation of all its employees in making this policy effective. The Board of Trustees considers a violation of this policy and these expectations to be a very serious offense which is not to be tolerated, and thus will subject the violator to disciplinary action up to and including discharge from employment.

402 Employee Ethics.

- 402.1 Confidentiality. The Board of Trustees requires employees of the Water Works to preserve and protect confidentiality and integrity of information relating to its customers to the extent permitted by Chapter 22 Code of Iowa and Section 388.9A, Code of Iowa.
- 402.2 Gifts. The Board of Trustees prohibits the acceptance of gifts by employees or immediate family members from vendors, customers, or any other person doing business with or wishing to do business with the Water Works.
- 402.3 Representation. As representatives of the Water Works, the Board of Trustees requires employees to conduct themselves in such a way that they will not bring disfavor or criticism upon the Water Works.
- 402.4 Use of Water Works Property. The Board of Trustees prohibits the use of Water Works property by employees for personal gain.

403 Recordkeeping.

- 403.1 Employee Records. The Board of Trustees will assure that appropriate employee records are maintained.
- 403.2 Time Record. Daily time records must be completed and maintained showing actual time that employees were on the job or on any paid leave status.
- 403.3 Personnel Files. It is the policy of the Board of Trustees that all matters relating to personnel files will be kept confidential, unless authorized for release by the employee or by law.

404 Contacts with Media.

- 404.1 All contacts with the media are to be made by the CEO or his/her designated representative only. Any telephone conversations or personal contacts from the media should be referred to the CEO's office for comment.

405 Safety.

- 405.1 Compliance. It is the policy of the Board of Trustees to take reasonable steps to ensure public safety, and provide and maintain a safe working environment that complies with all state and federal health safety standards, including state and federal OSHA standards.
- 405.2. Substance Abuse. In furtherance of its obligations to provide and maintain a safe working environment, and to seek to assure that the performance of the duties of its employees does not impair the safety of its customers and the public in general, the Board of Trustees has established a “drug free work” policy. The

Board of Trustees encourages any employee with a substance abuse problem to seek professional help.

- 405.3 Relieving Employees of Duties. It is the intent of the Board of Trustees that if an employee's faculties appear to be impaired on the job such that the safety or health of the individual, co-workers or a member of the public may be impacted, that employee should be relieved of duties, or other appropriate action taken, and, if appropriate, medical attention or other assistance provided.

406 Communicable/Life Threatening Disease.

- 406.1 It is the policy of the Board of Trustees that employees with a communicable or life threatening disease be allowed to continue to perform their regularly assigned job duties as long as current medical evidence indicates that the employee's condition does not present an on-the-job threat to themselves or others, and they remain qualified to, and do, perform their job in accordance with appropriate performance standards.

407 Problem Resolution.

- 407.1 It is the policy of the Board of Trustees to ensure that all employees have been fairly treated and given every opportunity to discuss their problems on the job, or other workplace concerns. Employees are urged to discuss matters of concern with their immediate supervisor, or if it involves that supervisor, with the supervisor's supervisor, and if not resolved, follow procedures outlined in the Employee Handbook or any collective bargaining agreement.
- 407.2 If the issue involving the employee is not resolved after the other processes for dispute resolution set forth above are exhausted, a written request to appear before the Board of Trustees may be filed by the employee with the CEO. Such issue will be then considered by the Board of Trustees as provided in Section 206.8.4.

408 Benefits/Compensation.

- 408.1 It is the desire of the Board of Trustees to maintain a competitive benefits and compensation program to attract and retain qualified employees.

409 Intellectual Property.

- 409.1 Ownership. All inventions, ideas, or work, whether patentable or not or copyrightable or not, including but not limited to, methods, know-how, formulae, compositions, processes, discoveries, machines, research projects, reports, drafts, notes of research, audits, trade secrets, software programs, hardware, documentation, drawings and designs, renderings, artwork, logos, trademarks, and descriptions, whether completed or in the process of creation, in any form whatsoever, which are conceived or made solely or jointly by any employee while employed by the Des Moines Water Works and which relate in any manner to the actual or reasonably anticipated business or operation of the utility or which is

suggested by, or results from, any task assigned to or performed by an employee on behalf of the utility shall be the sole property of the Board of Trustees.

- 409.2 Confidential Materials. Software created by, or licensed to, the Des Moines Water Works shall be kept confidential to the extent permitted by Section 22.3A, Code of Iowa. Information, which may be protected as a trade secret under Chapter 550, Code of Iowa, shall be kept confidential and shall not be considered a public record.
- 409.3 Intellectual Property Rights of Others. It is the policy of the Board of Trustees to respect the intellectual property rights of others. All employees of the Des Moines Water Works shall observe all applicable restrictions on third party rights. By way of example, it is the expectation of the Board of Trustees that all software utilized on its computer systems will be properly utilized and that the copyrights of authors in printed, computer and other publication will be observed.
- 409.4 Detailed Policies. The administrative staff shall establish detailed policies, manuals, and agreements to implement the foregoing policies.

## SECTION 5 WATER SERVICE

### 501 Rules for Providing Water.

- 501.1 The Board of Trustees is authorized to implement rules for providing water service by Chapter 388; Division V of Chapter 384, and other pertinent sections of the Code of Iowa. Specific rules for obtaining water service from Des Moines Water Works are outlined in the utility's rules known as the "Water Service Rules and Regulations." The Water Service Rules and Regulations are adopted by the Board of Trustees and may be changed at its discretion in accordance with law.
- 501.2 Failure to conform with the Water Service Rules and Regulations may result in termination of water service. Any person aggrieved by the application of the Water Service Rules and Regulations shall be entitled to a hearing and may appeal to the Board of Trustees as provided in the Water Service Rules and Regulations. Any appeals to the Board of Trustees shall be considered by the Board of Trustees as provided in Section 206.8.

### 502 Statement of Principles.

- 502.1 It is the policy of the Board of Trustees, to the extent reasonably possible, to provide water service to residents, commercial establishments, and industries located in the City of Des Moines and surrounding areas.
- 502.2 It shall be the policy of the Board of Trustees to encourage improvements in the quality of water and customer services provided through thorough study, research, and evaluation.



503 Water Quality.

503.1 The Board of Trustees shall assure the quality of the finished water delivered to customers is in compliance with national Primary Drinking Water Standards, and other aspects of the Safe Drinking Water Act and subsequent Amendments.

503.2 Water service goals for unregulated constituents may be determined by the Board of Trustees from time to time. Current goals in this category include:

National Secondary Drinking Water Standards;  
Hardness - below 150 mg/l;

503.3 Unprotected cross connections to the Water Works distribution system shall not be permitted. All customers are required to prevent pollutants and contaminants from entering their potable water supply system or the Water Works distribution system.

504 Water Quantity.

504.1 It is the policy of the Board of Trustees to endeavor to cause the water treatment plant and distribution system to be maintained in a condition to provide an adequate supply of water for domestic and firefighting purposes to the service area.

504.2 It is the goal of the Board of Trustees that the water utility shall so operate that a minimum peak hour pressure of 35 psi (pounds per square inch) is maintained in all areas of the distribution system within the service area, during non-firefighting periods.

505 Water Reliability/Availability.

505.1 The Board of Trustees shall authorize staff to conduct long range planning studies, prepare reports, and make necessary improvements to ensure an adequate, reliable supply of water can be provided to meet anticipated needs of customers.

505.2 The Board of Trustees shall authorize staff to evaluate and approve/deny request for water service based on the following provisions:

505.2.1 Water service will not be extended if doing so will result in deterioration of service to existing customers.

505.2.3 Service within the City limits and in contract service areas outside of the city must be financially self-sufficient, that is, customers outside the City limits must pay, through water rates or capital contributions, or a combination of them, such amount for such services as will not result in subsidization of them by consumers within the City limits and vice versa.

505.3 The Board of Trustees shall authorize staff to evaluate and approve/deny requests for water service within distribution service areas under control of the Board of Trustees. Any denial shall be communicated as an informational supplement in the Board of Trustees agenda packet. Any denial of service shall become final fifteen days following the next regularly scheduled Board of Trustees meeting, unless the Board of Trustees shall otherwise determine. The evaluation of water service requests shall be based on the following provisions:

505.3.1 Water service will not be extended if doing so will result in deterioration of service below established service standards.

505.3.2 Water distribution system extensions shall be financed by the users benefiting from those extensions, and shall not result in subsidization of those users by existing consumers, unless approved by the Board of Trustees.

## SECTION 6 BUSINESS PROCEDURES

### 601 Statement of Principles.

601.1 It is the policy of the Board of Trustees to ensure its funds are used efficiently, and to hold the CEO accountable for accurate record keeping of the receipts and expenditures of its funds.

### 602 Public Hearings.

602.1 The Board of Trustees shall conduct a public hearing when required by law or these rules. A public hearing may also be conducted as to other matters in the discretion of the Board of Trustees. A public hearing will ordinarily be specifically authorized and scheduled by resolution of the Board of Trustees, but the CEO is delegated the authority to add a public hearing to the Board's agenda and to give notice thereof, when in the judgement of the CEO the expeditious conduct of the business of the Board so requires.

602.2 Notice of public hearings shall be given in accordance with the Code of Iowa. Notice of the subject, date, time, and place of the hearing shall be published in a newspaper published at least once weekly, having general circulation in the City, not less than four nor more than twenty days prior to the date of the hearing.

602.3 Nothing in the foregoing section shall prevent the Board of Trustees from inviting comment by the interested public on any subject at any meeting. The Board of Trustees will entertain comments from any person requesting to be heard as outlined in Section 206.8 at any public hearing.

602.4 Public hearings shall be opened by the Board of Trustees member acting as Chair. After opening the public hearing, the Chair shall invite oral comment from

persons in attendance. Oral or written comment submitted prior to or during the public hearing shall be considered. Public participation during a public hearing shall be governed by Section 206.8. After written and oral submissions, if any, are completed, the public hearing shall be closed by the Board of Trustees member acting as Chair.

602.5 The Board of Trustees may take action on the subject at the time of the public hearing, after all presentations have been made, or at a later special or regular meeting of the Board of Trustees.

603 Adoption and Revision of Board of Trustees Policies.

603.1 Formulation and review of written Board of Trustees policies shall be considered as an ongoing process. The Board of Trustees will consider any request for changes in Board of Trustees policy as presented by the Board of Trustees Secretary.

604 Financial Reports.

604.1 Reports to the Public. It is the policy of the Board of Trustees to keep the public informed of the financial condition of the Des Moines Water Works and of the uses to which funds are applied.

604.1.1 Financial information is provided monthly to the City library, the daily newspaper of the City, the City Clerk and to persons who apply to the office of the Secretary, 2201 George Flagg Parkway, Des Moines, Iowa.

604.1.2 Base salaries paid to regularly employed persons are provided annually to the City library, the daily newspaper of the City, the City Clerk and to persons who apply to the office of the Secretary, 2201 George Flagg Parkway, Des Moines, Iowa.

604.1.3 Furnishing the City Council with An l audit report, including complete financial statements is provided annually to the City Council.

604.1.4 Financial statements and related information are also available online at [www.dmwww.com](http://www.dmwww.com)

605 Budget.

605.1 Hearing. The Board of Trustees shall establish a time and place for a public hearing on the proposed budget. Public notification of the hearing will be published in a newspaper having general circulation in the City at least once, not less than ten nor more than twenty days in advance of the hearing date. A summary of the proposed budget shall be included in the public notification. Ten days prior to the public hearing date, complete budget documents will be available at the office of the Secretary, 2201 George Flagg Parkway, Des Moines,

Iowa, for inspection by the public, and shall also be made available online at [www.dmww.com](http://www.dmww.com).

605.2 Adoption. Following the public hearing, the Board of Trustees shall adopt a budget for the next calendar year and provide it in duplicate to the City Clerk for certification to the County Auditor, along with verified proof of public notification of the hearing.

605.3 Spending Plan. The budget adopted by the Board of Trustees shall be authority for all expenditures to be made for the calendar year covered by the budget. Administrative staff shall provide the CEO with price comparisons for capital budget items before any purchases are made. In addition to being included in the adopted budget, major projects and expenses shall be presented to the Board of Trustees for approval.

605.4 Amendments. Amendments to the budget to allow expenditures in excess of the adopted budget may be considered and adopted by the Board of Trustees at any time during the calendar year covered by the budget. The amendments will be filed with the Secretary to the Board of Trustees. The Board of Trustees will establish a time and place for a public hearing concerning the amendments. In conformance with the Code of Iowa, budget amendments must be prepared and adopted in the same manner as the original budget.

606 Audits.

606.1 Annual audits of the financial statements of the Water Works shall be initiated by the Board of Trustees and received and filed each year. The selection of the accounting firm to be retained will generally be reviewed in detail every five years.

607 Depository of General Funds.

607.1 At the regular January Board of Trustees meeting, the Board of Trustees shall designate by Resolution, which shall be entered in the minutes of the Board of Trustees, the names of the financial institutions selected as the official Water Works depositories; and state the maximum amount to be kept on deposit at each institution.

607A Operating Reserves Policy.

607A.1 The objective of the operating reserve policy is to provide adequate working capital for cash flow and contingency purposes.

607A.2 DMWW will maintain an operating reserve balance equal to three months operating expenditures.

607A.3 Operating reserves are not intended to be used for ongoing operating expenditures. Operating reserves may be used for cash flow purposes, unanticipated expenditures of a non-recurring nature or to cover an unanticipated revenue shortfall. If the operating reserve balance falls below the designated level, a plan will be established to replenish reserves over a period of one to three years.

607A.4 If the operating reserve balance is to be drawn down, the CFO will notify the Finance and Audit Committee of the amount, the intended, use, and the plan to replenish the balance.

## 608 Investment Policy.

### 608.1 Scope of Investment Policy.

608.1.1 The Investment Policy of the Board of Trustees of the City of Des Moines, Iowa ("Board") shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of Board of Trustees. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

608.1.2 The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

608.1.3 This Investment Policy is intended to comply with Code of Iowa, Chapter 12B.

608.1.4 Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

608.1.4.1 Board of Trustees.

608.1.4.2 All depository institutions or fiduciaries for public funds of Board of Trustees.

608.1.4.3 The auditor engaged to audit any fund of Board of Trustees.

608.1.5 In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of Board of Trustees.

### 608.2 Delegation of Authority.

608.2.1 In accordance with Code of Iowa, Section 12B.10(1), the responsibility for conducting investment transactions resides with

the Treasurer. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy. All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds, or acting in a fiduciary capacity for Board of Trustees shall require the outside person to notify in writing Board of Trustees within thirty (30) days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to Board of Trustees by the outside person.

608.2.2 The records of investment transactions made by or on behalf of Board of Trustees are public records and are the property of Board of Trustees whether in the custody of Board of Trustees or in the custody of a fiduciary or other third party.

608.2.3 The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of Board of Trustees responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

608.2.3.1 Investing public funds.

608.2.3.2 Advising on the investment of public funds.

608.2.3.3 Directing the deposit or investment of public funds.

608.2.3.4 Acting in a fiduciary capacity for this public body.

608.2.4 A bank, savings and loan association or credit union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

608.3 Objectives of Investment Policy. The primary objectives, in order of priority, of all investment activities involving the financial assets of Board of Trustees, shall be the following:

608.3.1 Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.

- 608.3.2 Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
- 608.3.3 Return: Obtaining a reasonable return is the third investment objective.
- 608.4 Prudence. The Treasurer, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the 608.3 investment objectives. This standard requires that when making investment decisions, the Director of Finance/Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of Board of Trustees and the investment objectives stated in 608.3.
- 608.5 Instruments Eligible for Investment. Funds of Board of Trustees may be invested in the following:
  - 608.5.1 Interest-bearing savings accounts, interest-bearing money market accounts, and interest-bearing checking accounts at any bank in the State of Iowa. Each bank must collateralize public funds in excess of the amount federally insured in accordance with Code of Iowa, Chapter 12C. Each financial institution shall be properly declared as a depository by the Board of Trustees. Deposits in any financial institution shall not exceed the amount approved by the Board of Trustees.
  - 608.5.2 Obligations of the United States government, its agencies and instrumentalities.
  - 608.5.3 Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Code of Iowa, Chapter 12C.
  - 608.5.4 Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and Board of Trustees takes delivery of collateral either directly or through an authorized custodian.
  - 608.5.5 All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including 608.7 Investment Maturity Limitations and 608.8 Diversification Requirements.
- 608.6 Prohibited Investments and Investment Practices.
  - 608.6.1 Funds of Board of Trustees shall not be invested in the following:
    - 608.6.1.1 Reverse repurchase agreements.

608.6.1.2 Futures and options contracts.

608.6.2 Funds of Board of Trustees shall not be invested pursuant to the following investment practices:

608.6.2.1. Trading of securities for speculation of the realization of short-term trading gains.

608.6.2.2 Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

608.6.2.3 If a fiduciary or other third party with custody of public investment transaction records of Board of Trustees fails to produce requested records when requested by this public body within a reasonable time, Board of Trustees shall make no new investments with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

#### 608.7 Investment Maturity Limitations.

608.7.1 Operating funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds, which are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt.

608.7.2 All investments authorized in 608.5 are further subject to the following investment maturity limitations:

608.7.2.1 Operating funds may only be invested in instruments authorized in 608.5 of this Investment Policy that mature within three hundred ninety-seven (397) days.

608.7.2.2 The Director of Finance/Treasurer may invest funds of Board of Trustees that are not identified as operating funds in investments with maturities longer than three hundred ninety-seven (397) days, but less than one thousand seven hundred twenty-six (1,726) days. However, all investments of Board of Trustees shall have maturities that are consistent with the needs and use of Board of Trustees.

608.8 Diversification. Investments of Board of Trustees are subject to the following diversification requirements should Board of Trustees hereafter determine to invest in them:



608.8.1 Where possible, it is the policy of Board of Trustees to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

608.8.1.1 Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

608.8.1.2 Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturity investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

608.8.1.3 Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

#### 608.9 Safekeeping and Custody.

608.9.1 All invested assets of Board of Trustees involving the use of a public funds custodial agreement, as defined in Code of Iowa, Section 12B.10, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

608.9.2 All invested assets of Board of Trustees eligible for physical delivery shall be secured by having them held at a third-party custodian. All purchased investments shall be held pursuant to a written third-party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere in 608.9 of this Investment Policy.

608.10 Ethics and Conflict of Interest. The Director of Finance/Treasurer and all officers and employees of Board of Trustees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

608.11 Reporting. The Director of Finance/Treasurer shall submit monthly an investment report that summarizes recent market conditions and investment

strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

#### 608.12 Investment Policy Evaluation.

- 608.12.1 At the regular January Board meeting, the Board of Trustees shall evaluate existing guidelines for the investment of funds. The Board of Trustees shall determine the types of securities to be invested in, and the maturities expected. Any changes to the fund investment guidelines shall be made by Resolution, which shall be entered in the official minutes of the Board.

#### 608.13 Glossary of Terms.

- 608.13.1 Agency: securities issued by government-sponsored corporations such as Federal Home Loan Banks or Federal Land Banks. Agency securities are exempt from Securities and Exchange Commission (SEC) registration requirements.
- 608.13.2 Agent: individual authorized by another person, called the principal, to act in the latter's behalf in transactions involving a third party.
- 608.13.3 Banker's Acceptance: time draft drawn on and accepted by a bank, the customary means of effecting payment for merchandise sold in import-export transactions and a source of financing used extensively in international trade.
- 608.13.4 Commercial Paper: short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest bearing.
- 608.13.5 Delivery Versus Payment (DVP): securities industry procedure, common with institutional accounts, whereby delivery of securities sold is made to the buying customer's bank in exchange for payment, usually in the form of cash.
- 608.13.6 Fiduciary: person, company or association holding assets in trust of a beneficiary.
- 608.13.7 Futures Contract: agreement to buy or sell a specific amount of a commodity or financial instrument at a particular price on a stipulated future date.

- 608.13.8 Open-End Management Company: investment company that sells mutual funds to the public. The term arises from the fact that the firm continually creates new shares on demand. Mutual fund shareholders buy the shares at net asset value and can redeem them at any time at the prevailing market price, which may be higher or lower than the price at which the investor bought.
- 608.13.9 Option: right to buy or sell property that is granted in exchange for an agreed-upon sum. If the right is not exercised after a specific period, the option expires and the option buyer forfeits the money.
- 608.13.10 Portfolio: combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset by an individual or institutional investor.
- 608.13.11 Repurchase Agreement: agreement between a seller and a buyer, usually of U.S. Government securities, whereby the seller agrees to repurchase the securities at an agreed-upon price, and, usually, at a stated time.
- 608.13.12 Safekeeping: storage and protection of a customer's financial assets, valuables, or documents, provided as a service by an institution serving as agent and, where control is delegated by the customer, also as custodian.
- 608.13.13 Speculation: assumption of risk in anticipation of gain but recognizing a higher than average possibility of loss.

609 Purchasing and Expenditure Control Policy.

- 609.1 The responsibility for all matters relating to budget control is vested to the CEO by the Board of Trustees.
- 609.2 All non-recurring expenditures in excess of CEO's spending authority must be presented to the Board of Trustees for authorization.
- 609.3 In an emergency situation, the procedures outlined above may be altered by the CEO with subsequent notice to the Board of Trustees, subject to compliance to the extent applicable with Section 384.103(2), Code of Iowa. Emergency situations under this rule include but are not limited to:
  - 609.3.1 Severe Emergency Conditions as defined under Section 620;
  - 609.3.2 A situation where property may be destroyed;
  - 609.3.3 The possibility of substantial interruption of business exists; or,

609.3.4 Significant excess costs will otherwise be incurred because of events beyond the control of the Des Moines Water Works.

610 Ownership and Transfer of Assets.

610.1 The Board of Trustees may lease, sell, or otherwise dispose of property under the management and control of the Board of Trustees in accordance with the Code of Iowa.

610.2 The Board of Trustees may purchase or otherwise acquire property for the utility operations in accordance with the Code of Iowa and administrative procedures.

610.3 Record title to the real estate assets of the utility shall be held in the name of the “City of Des Moines, Iowa for the use and benefit of the Board of Water Works Trustees of the City of Des Moines, Iowa”. Personal property may be informally titled in the name of the Des Moines Water Works, which shall be deemed to mean that title is held by the “City of Des Moines, Iowa for the use and benefit of the Board of Water Works Trustees of the City of Des Moines, Iowa”.

611 Public Improvement Contracting Procedure.

611.1 Public Improvement Projects

6.11.1.1 When a public improvement is estimated to exceed the competitive bid threshold under Section 26.3, Code of Iowa, the Board of Trustees shall advertise for sealed bids and award a contract for the proposed construction in the manner as provided by law. When a public improvement is estimated to be below the competitive bid threshold under Section 26.3, Code of Iowa, but in excess of the competitive quotation threshold under Section 26.14, Code of Iowa, the Board of Trustees may follow the full competitive bid process under Chapter 26, Code of Iowa, or the CEO and Board of Trustees may proceed with the competitive quotation process specified by Section 26.14, Code of Iowa. For public improvements below the competitive quotation threshold, the CEO shall have discretion to use other contracting procedures to the extent consistent with Chapter 26, Code of Iowa, and the spending authority of the CEO under these rules.

611.1.2 Notice to Bidders. When the competitive bid process applies, the Board of Trustees shall advertise for bids in the manner specified by Section 26.3, Code of Iowa by giving a Notice to Bidders conforming to the requirements of Section 26.7, Code of Iowa, which shall include the time and place for filing sealed bids, time and place the sealed bids will be opened and considered by the Board of Trustees, the general nature of the proposed construction, the general terms of when construction must be commenced and completed, the requirement for bid security, and any further information deemed pertinent by the CEO or Board of Trustees.

611.1.3 Bid Security. Each bid must be accompanied by a bid security that the successful bidder will enter into a contract for the proposed construction. The amount of the bid security shall be ten percent (10%) of the bid submitted by the bidder. If alternatives are bid by the bidder, the bid security shall be ten percent (10%) of the bidder's highest alternative.

611.1.4 Award of Contract. Before entering into any contract for a proposed public improvement estimated to exceed the competitive bid threshold, the Board of Trustees shall adopt the form of the proposed contract, plans and specifications, and estimated costs for the project and conduct a public hearing thereon. The procedures stated in Section 602 shall apply to the public hearing. The Board of Trustees reserves the right to reject all bids. The contract may be, but need not be, awarded to the low responsible bidder. The contract shall be awarded by the Board of Trustees as it deems the contract to be in the best interests of the Water Works in compliance with Chapter 26 and Subchapter III of Chapter 73A, code of Iowa.

611.1.5 Emergency Construction. These procedures need not be followed if emergency work is necessary, and authorized by Section 384.103(2), Code of Iowa. In such cases, the CEO shall subsequently, but as soon as reasonably possible, communicate to the Board of Trustees the nature and cost of the emergency construction.

611.1.6 Supplies. Before the Water Works purchases any major supplies or capital budget items exceeding the CEO's spending authority, the Board of Trustees shall review the tabulations of competitive bids and authorize purchases accordingly.

611.1.7 Contracts for new facilities shall be let if the Board finds, pursuant to Section 28E.18, Code of Iowa, that no alternative suitable facilities are available for rent or sharing.

## 611.2 Non-Public Improvement Projects

611.2.1 This section only applies to construction and maintenance projects that do not meet the definition of a "Public Improvement" in Iowa Code Chapter 26.

611.2.2 For construction or maintenance projects where the total anticipated cost of the project exceeds the CEO's spending authority, the Board of Trustees requires that project be competitively bid. At a minimum, Water Works staff will contact more than one qualified contractor or service provider and request a certificate of insurance; rates, fees, or charges; and qualifications of the contractor or service provider. After Water Works staff review the qualifications, charges, and insurance of the contractor or service provider, Water Works Staff will recommend to the Board of Trustees that Water Works enter into a contract with a

particular contractor or service provider. The Board of Trustees will vote on whether to approve entering into a contract with the contractor or service provider.

611.2.3 For construction or maintenance projects where the anticipated total cost does not exceed the CEO's spending authority, the CEO has discretion to use procedures to identify and retain contractors or service providers that are in the best interests of the Des Moines Water Works.

611.2.4 Contract documents, including terms and conditions, bonds, and plans and specifications, for non-public improvement projects will generally conform to the documentation utilized for public improvement projects, except where Water Works staff determines that the nature of the project indicates the best interests of the Des Moines Water Works will be better served by other forms of contract documents.

611.2.5 Water Works staff may deviate from the selection procedures in 611.2.2 so long as the Board of Trustees receives appropriate detailed justification, regarding the reasons for selection of a specific contractor or service provider, and the reasons for the procedure utilized by Water Works staff. The Board of Trustees may approve the selection of the contractor or service provider if the Board of Trustees determines it is in the best interest of Water Works.

## 612 Insurance.

612.1 Policy. The Water Works shall maintain a comprehensive insurance and risk management program that will provide adequate coverage. A private appraisal agency may be retained for inventory and appraisal services to enable the Board to maintain an adequate insurance program.

612.2 Insurance Coverage. The following insurance coverages shall be maintained for the Water Works, Board of Trustees, and its employees and trustees acting within the scope of their assigned duties:

Property;  
General and Automotive Comprehensive Liability;  
Umbrella Liability;  
Public Official and Employee Liability;  
Boiler and Machinery;  
Any other coverages selected from time to time by the Board of Trustees.

612.3 Workers' Compensation. The Water Works shall maintain workers' compensation coverage under the statutes of the State of Iowa or shall self insure to the extent allowed by law.

612.4 Review. The Board of Trustees shall review the insurance programs of the Water Works periodically to insure adequate coverage.

613 Record Retention.

613.1 The Board of Trustees shall ensure maintenance and periodic updates of standard record retention procedures to provide appropriate audit tracking and documentation and compliance with applicable law. All records required to be maintained by law shall be retained for at least the period required by law.

614 Complaint Procedures.

614.1 Purpose. The purpose of these complaint procedures is to resolve, at the lowest possible level and as expeditiously as possible, complaints of any person regarding any Water Works matter.

614.2 Exclusion. If there is another, more specific, complaint procedure relating to a matter, the complaint shall be brought under such procedure rather than pursuant to this policy. For example, see Section 407 for employee complaint procedures and Section 501 for complaints concerning Water Service Rules and Regulations.

614.3 Procedures.

614.3.1 Any person with a complaint regarding a Water Works matter is encouraged to first talk with the supervisor or employee involved.

614.3.2 If the complainant feels the matter is not satisfactorily resolved, the complainant may file the complaint with the CEO. The CEO or the CEO's designee shall contact the complainant to resolve the matter.

614.3.3 If the complainant feels the matter is not satisfactorily resolved after consideration by the CEO or the CEO's designee, the complainant may request to appear before the Board by filing a written complaint with the Board of Trustees Secretary. Such matter will then be considered by the Board of Trustees as provided by Section 206.8.

614.4 Interference. All investigations, handling, and processing of any complaint shall be conducted so as to result in no interference with or interruption of regular Water Works' business activities.

615 Revenue Bonds.

615.1 The Board of Trustees may authorize the issuance of revenue bonds which are payable from the revenues of the Des Moines Water Works in accordance with the statutes of the State of Iowa.

616 Economic Development.

616.1 It is the policy of the Board of Trustees to consider requests for constructions and other works, which are expected to serve potential industrial users within a particular project. Should the Board of Trustees find that the probability of success of such project is such that the costs of such works will be recovered through water rates within a reasonable period of time, then the Board of Trustees may undertake such work at its own initial costs in whole or in part. Such finding may be based in part upon a finding that the City of Des Moines or other political subdivision has committed funds under its control to the project's success.

617 Consultants.

617.1 Selection and Use of Single-Project Professional Consultants

617.1.1 For single-project professional consultant engagements where the anticipated fee exceeds the CEO's spending authority, the Board of Trustees requires that competitive proposals be solicited. This will ordinarily be accomplished by issuance of a Request for Proposals (RFP) that requires fee information to be provided by responsive bidders, or a Request for Qualifications (RFQ) with a fee and scope to be subsequently negotiated after Water Works staff review the qualifications of the responsive professional consultants. At a minimum, Water Works staff will contact more than one qualified professional consultant and request a certificate of insurance; rates, fees, or charges; and qualifications of the professional consultant. After Water Works staff review the qualifications, charges, and insurance of the professional consultant, Water Works staff will recommend to the Board of Trustees that Water Works enter into a contract with a particular professional consultant. The Board of Trustees will vote on whether to approve entering into a contract with the professional consultant.

617.1.2 If the anticipated cost for the single-project professional consultant is less than the CEO's spending authority then the CEO has discretion to use procedures to identify and retain single-project professional consultants that are in the best interests of the Des Moines Water Works.

617.1.3 Water Works staff may deviate from the selection procedures in 617.1.1 so long as the Board of Trustees receives appropriate detailed justification, regarding the reasons for selection of a specific professional consultant, and the reasons for the procedure utilized by Water Works staff. The Board of Trustees may approve the selection of the professional consultant if the Board of Trustees determines it is in the best interest of Water Works.

617.1.4 After a professional consultant is identified and retained for any phase of



the project, Water Works may execute amendments to the existing agreement to obtain additional services without re-soliciting the project. Subsequent amendments may be approved by the CEO if the anticipated cost of the amendment is within the CEO's spending authority or total authorized cost for the project. If the anticipated cost of the amendment exceeds the CEO's spending authority then the Board of Trustees must approve the amendment.

617.2 Selection and Use of Multi-Project Professional Consultants.

617.2.1 For engagements with professional consultants where Water Works Staff anticipate recurring or multiple project engagements with the same professional consultant, then the Board of Trustees shall approve the use of the professional consultant before Des Moines Water Works enters into a master service agreement ("MSA") with the professional consultant.

617.2.2 Multi-project professional consultant engagements will be established by a Request for Qualifications process. At a minimum, Water Works staff will contact more than one qualified professional consultant and request a certificate of insurance; rates, fees, or charges; and qualifications of the professional consultant. After Water Works staff review the qualifications, charges, and insurance of the professional consultant, Water Works staff will recommend to the Board of Trustees that Water Works enter into a contract with a particular professional consultant. The Board of Trustees will vote on whether to approve entering into a contract with the professional consultant.

617.2.3 The term of the MSA will not exceed five (5) years.

617.2.4 After approval of the MSA by the Board of Trustees, the CEO has discretion to approve subsequent amendments to the MSA that apply to specific projects if the total anticipated cost of the work covered by the amendment is within the CEO's spending authority. If the anticipated cost of a particular amendment exceeds the CEO's spending authority, then the amendment must be approved by the Board of Trustees.

617.2.5 Multi-project professional consultant agreements may not be used for any projects where the anticipated cost of the project is over \$1,000,000.

617.3 Water Works staff will provide a list of all agreements signed and executed in the past 24 months in the monthly Board materials.

~~617.1 Selection and Use of Consultants. The Board of Trustees shall approve the use of any consultant when the consulting fee is estimated to exceed CEO's spending authority.~~

~~618~~ 617 618 Security Procedures

~~618.1~~ 618.1 It is the policy of the Board of Trustees to protect the health and safety of Water Works' employees and facilities and its customers and guests. To that end, the Board of Trustees shall assure security measures are in place and reviewed periodically with staff. Such security measures shall include, but not be limited to, vulnerability assessments and resulting programs as required by law. Records pertaining to security matters shall be kept confidential to the full extent allowed by law.

618.2 Without limiting the generality of Section 618.1, it is the Policy of the Board of Trustees to effectuate its security policy by maintaining the following information, records and classes of records as confidential under Iowa Code Section 22.7(50) or other applicable law:

- 618.2.1 Vulnerability assessments and all records relating to the development and creation of vulnerability assessments;
- 618.2.2 All records and information pertaining to its computer and SCADA systems that, if released, would assist any person to gain unauthorized access thereto, including but not limited to system designs, system documentation, source code, object code, and passwords;
- 618.2.3 Records of the routines, practices and procedures of its security staff or security contractors;
- 618.2.4 Detailed plans and drawing of its water treatment facilities and water distribution system; and
- 618.2.5 Security plans, procedures and protocols.

619 Examination of Public Records.

619.1 Policy. It is the policy of the Board of Trustees that the Des Moines Water Works shall comply fully with the open records requirements of applicable law.

619.2 Rules and Procedures. Rules and procedures for examination and copying of public records are contained in the Des Moines Water Works Rules and Regulations.

620 Severe Emergency Conditions

620.1 "Severe Emergency Conditions" shall include, but not be limited to, natural disasters, whether or not declared, acts of war or terrorism, and unanticipated major failures of any treatment plants, distribution systems or raw water supplies, and shall also include any contingency similar in scope and effect to the enumerated contingencies.

620.2 In the event Severe Emergency Conditions affecting the operation of utility arise that have a significant negative impact on the operation of utility, the Board may

suspend application of any of these rules or any of its Rules and Regulations for Water Service (the “Affected Rules”), or may adopt temporary emergency rules that temporarily supplement or supersede the Affected Rules. Temporary emergency rules may be adopted by the Board of Trustees without notice, or if circumstances are such as to prevent the Board of Trustees from meeting, by the CEO, or, if the CEO is unable to act, by any Director appointed as part of the Administrative Team, within the scope of his or her responsibilities. Temporary emergency rules may provide for curtailment or termination of service to customers or other measures in the interest of public health, safety, and welfare.

620.3 In addition to the foregoing, and in addition to any emergency authority otherwise granted under these Rules or by law, in any emergency affecting the safety of persons or property, the CEO, or, if the CEO is unable to act, the Chief Operating Officer, shall act, at his or her discretion and without prior Board authorization, to prevent threatened damage, injury, or loss. If the cost of such work cannot be covered within the existing operating budget, the above authorized individual may use Capital Improvement Program (“CIP”) funds, and may, if necessary, postpone other work in the CIP to cover the cost of such emergency work. Notice to the Board of Trustees of any such emergency shall be provided within five (5) days of its determination, excluding weekends and holidays and shall include the corrective action taken or proposed to be taken to address the emergency.

621 Energy Policy. Des Moines Water Works is committed to continual improvement in its energy performance by using energy in the most cost-effective, efficient, and environmentally responsible way possible. To achieve goal, it is committed to:

621.1 Improving energy performance by implementing an effective energy management system that supports all operations and customer satisfaction.

621.2 Measuring and continuously endeavoring to reduce energy consumption.

621.3 Purchasing energy efficient products and services.

621.4 Complying with applicable legal and other requirements related to energy use, consumption, and efficiency.

621.5 Considering energy performance in long-term planning, engineering design, and modifications to facilities, equipment, systems, and processes.

621.6 Providing the resources and information needed to set and achieve the energy objectives and targets with regular review.

621.7 Advocating for energy performance through efforts to educate, engage and raise awareness about energy performance improvement across stakeholder groups including agencies, non-governmental organizations, utilities, and policymakers.

622 Identity Theft Policy

622.1 Background. This policy shall be known as Des Moines Water Works' ("Utility") Identity Theft Prevention Policy. The risk to the Utility, its employees and customers from data loss and identity theft is of significant concern to the Utility and can be reduced only through the combined efforts of every employee.

This policy applies to new or existing business, personal, and household accounts for which there is a reasonably foreseeable risk of identity theft, or for which there is a reasonably foreseeable risk to the safety or soundness of the utility from identity theft, including financial, operational, compliance, reputation, or litigation risks.

622.2 Purpose. The Utility adopts this sensitive information policy to help protect employees, customers, contractors, and the Utility from damages related to the loss or misuse of sensitive information. This policy will:

- a. Define sensitive information and outline policies for the security of sensitive information;
- b. Identify relevant red flags to prevent identify theft;
- c. Outline procedures to be followed when identity red theft flags are detected
- d. Assist the Utility in complying with state and federal law regarding identity theft protection.

622.3 Sensitive Information Defined. Sensitive information includes the following items whether stored in electronic or printed format:

- i. Credit card information, including
  1. Credit card number (in part or whole)
  2. Credit card expiration date
  3. Credit card CVV code
  4. Cardholder name
  5. Cardholder address
- ii. Tax identification numbers, including:
  1. Social security number
  2. Business identification number
  3. Employer identification number
- iii. Paychecks and paystubs
- iv. Cafeteria plan check requests and associated paperwork
- v. Medical information for any employee or customer, including but not limited to:
  1. Doctor names and claims
  2. Insurance claims
  3. Prescriptions
  4. Any related personal medical information

622.4 Sensitive Information Policies

- i. Customer social security numbers will not be collected by the utility as a requirement to receive water service.

- ii. When appropriate or requested by a customer, the Utility will designate a password that must be provided in order to verbally transact business related to the protected account.
- iii. Each employee and contractor performing work for the Utility will comply with the following policies:
  - 1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
  - 2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday, or when unsupervised.
  - 3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
  - 4. Whiteboards, dry-erase boards, writing tablets, etc. containing sensitive information in common shared work areas will be erased, removed, or shredded when not in use.
  - 5. When documents containing sensitive information are discarded, they will be placed inside a locked shred bin or immediately shredded using a mechanical cross cut shredding device.
  - 6. Credit card information must be encrypted when stored in electronic format.

#### 622.5 Identifying Relevant Red Flags to Prevent Identity Theft

The following red flags are potential indicators of fraud. Any time a red flag, or a situation closely resembling a red flag is apparent, it should be investigated for verification.

- 1. Alerts, notifications, or warnings from a consumer reporting agency.
- 2. A fraud or active duty alert included with a consumer report.
- 3. A notice of credit freeze from a consumer reporting agency in response to a request for a consumer report.
- 4. A notice of address discrepancy from a consumer reporting agency.
- 5. Notice of credit card chargeback from customer's financial institution.
- 6. Mail sent to the customer is returned repeatedly as undeliverable, although water service continues to be provided at the service address in connection with the customer's covered account.
- 7. The utility receives notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the utility.
- 8. Suspicious documents, including but not limited to:
  - a. Documents provided for identification that appear to have been altered or forged, or give the appearance of having been destroyed and reassembled.
  - b. A photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

- c. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

#### 622.5 Detection of Identity Theft Red Flags

The following procedures are aimed at detecting identity theft red flags:

1. All credit card transactions will require the use of the 3 digit CVV code and the cardholder's zip code.
2. The Utility may require photo identification and/or a lease agreement when opening an account or finaling or closing an account with an outstanding past due balance.
3. The Des Moines Water Works website will require a user login and password in order for customers to gain access to online account information.

#### 622.6 Response to Identity Theft Red Flags

Once potentially fraudulent activity is detected, an employee must act quickly, as a rapid appropriate response can protect customers and the Utility from damages and loss. Appropriate responses may include, but are not limited to:

1. Not processing or canceling the payment.
2. Not opening a new account.
3. Closing an existing account.
4. Monitoring the account for evidence of identity theft.
5. Not attempting to collect on an account, either directly, through special assessment, or through a 3<sup>rd</sup> party debt collection agency.
6. Notifying and cooperating with appropriate law enforcement
7. Notifying the actual customer that fraud has been attempted.
8. Determining that, under the circumstances, no response is warranted.

#### 622.7 Policy Updates

This policy and the procedures associated with its implementation, shall be updated as necessary to reflect changes in risks to customers or to the Utility from identity theft, based on factors such as the Utility's experiences with identity theft, changes in methods of identity theft, changes in methods of detection, prevention, and mitigation of identity theft, changes in the types of accounts offered by the Utility, and changes in the Utility's business arrangements, including third party service provider arrangements. Information relating to such factors shall be collected by the Customer Service Department and shall be furnished to the Board of Trustees as part of the review provided for in Section VIII below.

#### 622.8 Policy Administration.

Staff training shall be conducted for all employees for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the Utility or its customers. The Customer Service Department shall conduct training for appropriate members of staff on at least an annual basis and shall administer this policy.

The Utility shall ensure that the activities of service providers are conducted in accordance with reasonable policies and procedures to detect, prevent, and mitigate the risk of identity theft. A service provider that maintains its own identity theft prevention program, consistent with the guidance of the “red flag” rules and validated by appropriate due diligence, may be considered to be meeting these requirements.

## SECTION 7 PARKS

### 701 Parks.

The Des Moines Water Works makes certain designated areas of its properties available for public access, use and enjoyment. Such areas are generally known as Water Works Park and Dale Maffitt Reservoir (the “Parks”) and the boundaries shall be set forth in maps issued from time to time under the direction of the Chief Operating Officer. Access to other areas of Water Works properties is restricted. Access to, and use of, the Parks or portions thereof by the general public may be restricted from time to time for authorized special events, including but not limited to events where exclusive use may be licensed for a fee to certain portions of, or facilities within, the Parks. The Chief Operating Officer shall be responsible for all public use of the Parks.

### 702 Park Rules and Regulations.

The Board of Trustees has adopted, and may from time to time amend in its discretion, Rules and Regulation governing use of the Parks (“Park Rules and Regulations”) Multi-use recreational trails within the area of Water Works Park are also subject to City of Des Moines rules and regulations. Fees for special use and events are set forth in the Rules and Regulations. Such use is subject to availability and advance reservation.

### 703 Special Events.

Special events for groups of one hundred or more must be approved in advance by the CEO or the Supervisor of Property Management and is subject to the terms and conditions in the discretion of CEO or Supervisor of Property Management.

### 704 Use of the Parks.

Entry onto, and use of, the Parks is at all times subject to compliance with the Park Rules and Regulation. Park privileges may be terminated or suspended as provided herein. Terminations and suspensions hereunder shall not apply to rights of use of multi-use recreational trails, if such use does not involve entry on to any part of the Parks other than the multi-use recreational trail.

705 Trespass.

Any entry onto, or use of, the Parks in violation of an expulsion direction, suspension, or permanent exclusion under these Rules or in violation of exclusive use rights granted to any person shall be deemed a trespass, and shall be subject to civil and criminal penalties for trespass as provided by law.

706 Sanction for Violation of Park Rules and Regulations.

706.1 Primary authority for enforcement of Park Rules and Regulations is vested in members of the Des Moines Water Works Security Staff ("Security Staff Members"), subject to the direction of the Supervisor of Property Management, the Chief Operating Officer, the CEO and ultimately the Board of Water Works Trustees of the City of Des Moines, Iowa ("Board").

706.2. Violation of Park Rules and Regulations may result in any of the following sanctions:

- (i) Any violation of Park Rules and Regulations shall be immediately terminated by the violator, and may result in one or more of the following: an informal warning, a formal warning, or an immediate expulsion from the Park. A single serious violation or a repetition of violations may result in a suspension.
- (ii) Any person expelled from the Parks shall be barred from return to the Parks for a period of twenty-four hours from the time of the expulsion.
- (iii) Repetitive violations of Park Rules and Regulations by a person or a single violation of Park Rules and Regulations deemed by a Security Staff Member to represent a significant risk or danger to the Parks, or a significant risk, danger or deprivation of use by other users of the Parks may result in a suspension of Park privileges issued by the Security Staff Member to the violator. Such suspension shall be documented by a written citation to the violator. Any person suspended shall be barred from return to the Parks until such time as the suspension is terminated by either the Supervisor of Property Management or the Chief Operating Officer upon verbal or written request by the person suspended. Any



person aggrieved by such decision may appeal to the CEO. Decisions of the CEO are subject to appeal to the Board under the Board Policy Manual. The decision of the Board is final.

- (iv) Repeated violation of Park Rules and Regulations or any re-entry after expulsion or suspension in violation of these Rules may also result in permanent exclusion from the Parks. Any permanent exclusion from the Parks shall be issued in writing by the Chief Operating Officer. Reinstatement of Park Privileges after permanent exclusion shall occur if and only if granted by the CEO upon written application by the person excluded. Upon such application, the CEO may uphold the exclusion, reduce the exclusion to a suspension for a specified term or reinstate Park privileges. The decision of the CEO on such application may be appealed to Board under the Board Policy Manual. The decision of the Board is final.

## SECTION 8 NAMING RIGHTS POLICY

### 801 Policy Established.

This Naming Rights Policy is intended to describe the current policy of the Board of Water Works Trustees of the City of Des Moines, Iowa (“Board of Trustees or “Board”) with respect to naming of facilities of the Des Moines Water Works (“DMWW”) in recognition of donors to DMWW, to the City of Des Moines, or to the Des Moines Water Works Park Foundation (“Park Foundation”), or other recognized philanthropic beneficiaries. This policy extends to all facilities and grounds under the control of the Board of Trustees, including Water Works Park, the Dale Maffitt Reservoir and its grounds, all operational grounds and facilities, including treatment plants, water towers, and storage facilities. Significant gifts to the Des Moines Water Works offer the opportunity to recognize donors who have been instrumental in the development, implementation and success of the DMWW Park Master Plan or other objectives of DMWW. DMWW encourages private support through award of philanthropic naming rights while also showing appropriate recognition to donors for their generosity. This Naming Rights Policy provides transparency and guidance to donors, the Park Foundation Board, and the public.

### 802 Scope Of Policy.

The Board of Trustees establishes the following naming rights policy to provide guidance in approving philanthropic naming rights for DMWW owned or controlled property or facilities, recognizing financial and in-kind contributions by any individual, corporation or entity. The Board of Trustees has and retains the exclusive right to name and rename its grounds and facilities at any time and for any reason, and nothing contained in this Policy shall be deemed to grant any naming rights to any third person unless and until expressly granted by the Board of Trustees by specific resolution or by authorized agreement. Without limiting the generality of the foregoing, the Board of Trustees expressly reserves the right to name any of its

properties for reasons other than donor recognition, such as honoring community service or service to DMWW, and further withholds from the Park Foundation any right to make any binding commitment for naming rights that is not first approved by the Board of Trustees.

803     Defintions.

The following words will have the meaning ascribed to them in this Policy:

- A.     “Civic or charitable group” shall mean a nonprofit entity, family, or group that has made a substantial contribution to the community, either through civic involvement, involvement in historic events relevant to specific DMWW property, or to the geographical location of specific DMWW property; or made a financial and/or in-kind donation to support a specific public service or DMWW property. For-profit entities of any type shall not be considered a civic or charitable group.
- B.     An “individual” shall mean a person who has made a financial and/or in-kind donation to support a specific public service or DMWW property.
- C.     A “corporation” shall mean an external for-profit entity which has made a financial and/or in-kind donation to support a specific DMWW service or property.
- D.     A “Sponsor Group” shall mean the Park Foundation and any other philanthropic group approved by the Board of Trustees seeking to raise funds for the benefit of DMWW or its facilities.
- E.     A “philanthropic naming rights” shall mean the naming of DMWW property due to a charitable contribution from an individual, civic or charitable group, or other entity or organization that is intended to enhance the community by financial and/or in-kind support for a specific public service or DMWW property.
- F.     A “DMWW property” shall mean all DMWW owned or controlled real estate and facilities, including buildings, grounds, facilities, parks, features or attributes of a facility such as a bench, tree, bridge, walkway, hallway or room, or other public venue, or particular service or programming opportunities.

804     Naming Criteria.

Major naming opportunities may reflect the names of individuals, families, organizations, foundations, corporations or memorials requested by donors.

Major naming opportunities are available when a gift of monetary value as outlined in a naming right opportunity plan (previously approved by the Board) is received.

Naming recognition should enhance the reputation of DMWW and the donor and not infringe any third party rights. As applied to any approved Sponsor Group, it is the responsibility of individuals negotiating on its behalf to advise potential donors that their gift may be recognized by naming, only subject to the approval of the Board of Trustees and consistent with this naming policy. The Board of Trustees has the sole right to name or rename DMWW property or facilities. A Sponsor Group may make recommendations for naming recognition to the Board of Trustees. While the Board of Trustees is grateful for and encourages donations from all individuals, businesses and organizations, the Board of Trustees has the right to decline any gift to DMWW, or reject naming proposals, or both.

805 Process.

The process to establish philanthropic naming rights for DMWW property shall be as follows:

The Park Foundation or other Sponsor Group may develop philanthropic and honorary naming rights opportunity plans to be implemented as approved by the Board of Trustees by resolution.

In developing said plans, or in reviewing nominations for philanthropic naming rights as provided herein, the following criteria shall be complied with:

- A. Philanthropic naming rights opportunity plans shall establish an aggregate campaign goal and assign minimum contribution amounts for specific features. Factors to be considered in development of the goal shall include, but not be limited to, capital costs, annual operating and maintenance costs, and desirability and marketability of the opportunity. Each campaign goal shall be developed on a case-by-case basis.
- B. All proposed names for DMWW property shall be held in confidence during the preliminary review process to the extent allowed by law, but shall be only approved in open session of the Board of Trustees.
- C. All naming rights shall be approved for a specific term. The maximum term of any naming agreement shall be 20 years, unless otherwise established in the naming rights opportunity plan or in a donor contract approved by the Board of Trustees and the donor.
- D. All named elements are subject to review by Board of Trustees at any time, subject only to approved naming rights agreements.
- E. The Board of Trustees and Park Foundation or other Sponsor Group shall reserve the right to remove naming rights without penalty or repayment of the initial gift should either or both organizations believe removal is in the best interests of DMWW or the Sponsor Group. The Board of Trustees, the Park Foundation or other Sponsor Group will not remove naming rights unless substantial new circumstance affecting the name or the donor arise that are deemed to be detrimental to the reputation, mission or goodwill of DMWW, the Park Foundation or the Sponsor Group.
- F. In the event the Board of Trustees determines in its sole reasonable and good faith opinion that circumstances have changed such that the donor's naming rights would adversely impact the reputation, image, mission or integrity of DMWW, the DMWW CEO and General Manager, in consultation with the Board of Trustees and the Sponsor Group, may, without recourse and without any obligation to return any gifts received, exercise its right to remove the name from DMWW property.
- G. Naming rights opportunity plans shall be approved by the Board of Trustees by resolution before implementation of the plan.

- H. Naming commitments are reflections on the mission and reputation of DMWW. Accordingly, each naming commitment should be reviewed carefully for compliance with applicable laws and ethical principles.
- I. Board of Trustees shall consider the following for proposed naming opportunities: compliance with the established naming rights policy; whether the proposed name or source of donation is incompatible with the mission, objectives, and goodwill of DMWW as a water utility; whether the name is suitable to the facility and appropriate to its identification; whether the proposed name is duplicative or infringing of the names of other facilities or otherwise confusing to the public; appropriate signage; compliance with the required approval process for accepting donations; whether a donor contract is appropriate, and if so, the terms thereof; citizen input; and any other relevant factors. In addition, Board of Trustees may refuse any financial and/or in-kind donation if it is deemed to not be in the best interests of DMWW for any reason.
- J. All naming agreements must be established with a donor naming agreement that has been approved and signed by the donor and by DMWW CEO and General Manager, following approval by the Board of Trustees. The naming agreement specifies the duration; termination and modification rights; any associated annual operating and maintenance costs; and any other restrictions and governing terms.
- K. As modifications are made to DMWW grounds and facilities over time, situations may occur where it is in the best interest of DMWW to relocate, modify or reallocate a named property. In the event modifications to a named property are required or recommended, the Board of Trustees will be involved in early planning. This is to ensure that the donor's wishes are preserved as appropriate and to the extent reasonably practical. Any such modification shall be reviewed and approved by the Board of Trustees.
- L. All signage is subject to approval by the Board of Trustees, which may also condition its approval on approval by the Sponsor Group.
- M. The individual, organization, business or corporation or other entity after whom the area of the facility is named shall possess no additional rights of access to, or use of, the facility or any other preferential treatment beyond those otherwise provided to the public.

806 Limitations.

Nothing contained in this Policy shall be deemed to appoint any person affiliated with any Sponsor Group with any authority to bind the Board of Trustees or DMWW to any agreement respecting naming rights.

No grant of naming rights shall be deemed to be an endorsement, sponsorship or recommendation of the person or entity named by the Board of Trustees or DMWW.

**AGENDA ITEM FORM**

**SUBJECT:** Request Authorization for CEO and General Manager to Execute Agreement for ERP Software and Implementation Services

**SUMMARY:**

- DMWW's existing financial system, PeopleSoft Financials, was implemented in 1999 and last upgraded in 2005. We have relied on an independent consultant to support the platform since the last upgrade. The system has come to the end of its useful life and is in need of replacement.
- In 2022, Finance and IT staff worked with a consultant, Abdo Financial Solutions, to assess the utility's needs related to financial data, processes and procedures, and to recommend productivity and efficiency improvements.
- Staff and Abdo consultants worked together to evaluate technology options and financial software providers considered to be a good fit for DMWW's needs. A Request for Proposals (RFP) was drafted and sent to 13 vendors.
- Proposals were received from 7 qualified vendors.
- Staff reviewed the RFP responses and chose 5 vendors to provide demonstrations on their proposed solutions.
- Demonstrations were scored and 2 vendors were asked to provide more in-depth demonstrations on key needs from the financial system. The two finalist vendors were Oracle NetSuite for Government and Infor CloudSuite.
- The in-depth demonstrations and overall responses were scored for project components including: technical aspects, integration considerations, implementation/conversion approach, and cost. Considering aggregate team scoring for these components, DMWW staff recommends Oracle's NetSuite for Government financial system.
- Oracle's NetSuite platform has been implemented in more than 30,000 organizations. In 2022, the Oracle NetSuite platform was enhanced to include an overlay of specialized functionality benefiting governmental organizations.
- The implementation cost, including technical and functional services for a full implementation, is a fixed fee of \$242,000 plus estimated out-of-pocket expenses of \$36,000, for a total cost of \$278,000. This fee will be billed in arrears based on the completion of significant project milestones.
- The annual subscription operating cost for a term of 5 years is \$387,576 for 40-50 licenses, or \$77,515 per year.

**FISCAL IMPACT:**

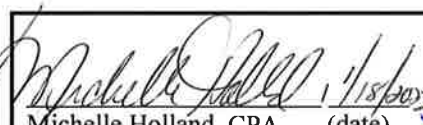
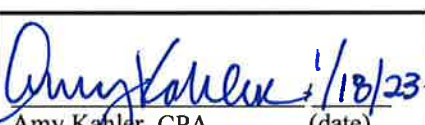
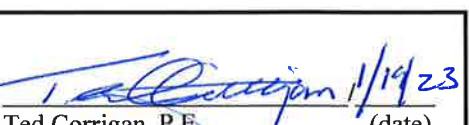
Funds for this project will come from the 2023 IT Capital work plan. Costs for the implementation and hosted cloud environment are within the amounts budgeted in the IT operational and capital work plans.

**RECOMMENDED ACTION:**

Authorize the CEO and General Manager to execute a Professional Services contract with Oracle in the amount of \$278,000 for implementation costs of Oracle NetSuite for Government, contingent upon final negotiation of terms and conditions acceptable to staff and subsequent review by legal counsel.

**BOARD REQUIRED ACTION:**

Motion to authorize the CEO and General Manager to execute a Professional Services contract with Oracle in the amount of \$278,000 for implementation costs of Oracle NetSuite for Government, contingent upon negotiation of final terms and conditions acceptable to staff and subsequent review by legal counsel.

 Michelle Holland, CPA (date) 1/18/23 Controller	 Amy Kahler, CPA (date) 1/18/23 Chief Financial Officer	 Ted Corrigan, P.E. (date) 1/19/23 CEO and General Manager
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## ORDERING DOCUMENT

Oracle America, Inc.  
500 Oracle Parkway  
Redwood Shores, CA  
94065

<b>Name</b>	Board of Water Works City of Des Moines	<b>Contact</b>	Amy Kahler
<b>Address</b>	2201 George Flagg Pkwy DES MOINES IA 50321	<b>Phone Number</b>	5153236260
		<b>Email Address</b>	kahler@dmww.com

## New Subscription

Service Period: 60 months					
Cloud Services	Data Center Region	Quantity	Term	Unit Net Price	Net Fee
B94583 - Oracle NetSuite for Government Cloud Service, Standard Edition - Hosted Environment	NORTH AMERICA	1	60 mo	3,360.00	201,600.00
B94584 - Oracle NetSuite for Government Cloud Service, Additional General User - Hosted Named User	NORTH AMERICA	50	60 mo	19.60	58,800.00
B94587 - Oracle NetSuite for Government Cloud Service, Additional Planning and Budgeting User - Hosted Named User	NORTH AMERICA	40	60 mo	48.00	115,200.00
B94592 - Oracle NetSuite for Government Cloud Service, Sandbox Environment - Each	NORTH AMERICA	1	60 mo	199.60	11,976.00
<b>Subtotal</b>					387,576.00

Fee Description	Net Fee
Cloud Services Fees	387,576.00
<b>Net Fees</b>	387,576.00
<b>Total Fees</b>	387,576.00

## A. Terms of Your Order

### 1. Applicable Agreement:

a. Public Sector Agreement for Cloud Services US-CSA-CPQ-2707083

### 2. Cloud Payment Terms:

a. Net 30 days from invoice date

### 3. Cloud Payment Frequency:

a. Quarterly in Arrears

### 4. Currency:

a. US Dollars

### 5. Offer Valid through:

a. 5-Apr-2023

### 6. Service Specifications

a. The Service Specifications applicable to the Cloud Services and the Consulting/Professional Services ordered may be accessed at <http://www.oracle.com/contracts>.

### 7. Services Period

a. The Services Period for the Services commences on the date stated in this order. If no date is specified, then the "Cloud Services Start Date" for each Service will be the date that you are issued access that enables you to activate your Services, and the "Consulting/Professional Services Start Date" is the date that Oracle begins performing such services.

## B. Additional Order Terms

### 1. No Auto-Renewal

Notwithstanding any statement to the contrary in the Service Specifications, the parties expressly agree that the Services acquired under this order will not Auto-Renew.

### 2. Non-Appropriation

In the event funds are not appropriated for a new fiscal year period, You may terminate this order immediately without penalty or expense; provided, however, that: (a) for each of the 12-month terms of the order, You must provide a purchase order, and (b) Your issuance of each 12-month purchase order shall signify to Oracle that all funds for the given 12-month term have been fully appropriated and encumbered. Notwithstanding the foregoing, You agree to pay for all services performed by Oracle prior to Oracle's receipt of Your notice of non-appropriation.

Board of Water Works City of Des Moines

Signature

Name

Title

Signature Date

## BILL TO / SHIP TO INFORMATION

Bill To		Ship To	
Customer Name	Board of Water Works City of Des Moines	Customer Name	Board of Water Works City of Des Moines
Customer Address	2201 George Flagg Pkwy DES MOINES IA 50321	Customer Address	2201 George Flagg Pkwy DES MOINES IA 50321
Contact Name	Amy Kahler	Contact Name	Amy Kahler
Contact Phone	5153236260	Contact Phone	5153236260
Contact Email	kahler@dmww.com	Contact Email	kahler@dmww.com



**PROFESSIONAL SERVICES  
ORDERING DOCUMENT****Ordering Document Number: US-14321300**

Oracle America, Inc. 500 Oracle Parkway Redwood Shores, CA 94065	<b>Your Name:</b> Board of Water Works Trustees of the City of Des Moines <b>Your Address:</b> 2201 George Flagg Parkway Des Moines, IA 50321
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<b>Oracle Representative:</b>	Matt Sorrell	<b>Your Billing Contact:</b>	Amy Kahler
<b>Address:</b>	2300 Oracle Way Austin, TX 78741	<b>Address:</b>	2201 George Flagg Parkway Des Moines, IA 50321
<b>Phone Number:</b>	262-385-8474	<b>Phone Number:</b>	515-323-6260
<b>Email Address:</b>	matt.sorrell@oracle.com	<b>Email Address:</b>	kahler@dmww.com

You have ordered the Services listed in the table below and detailed in the attached exhibit(s), which are incorporated herein by reference.

Services	Reference	Fees	Estimated Expenses	Total Fees and Estimated Expenses
Fixed Price Services	Exhibit 1	\$242,000.00	\$36,000.00	\$278,000.00
<b>Total Fees and Estimated Expenses</b>				<b>\$278,000.00</b>

**A. TERMS**

- Applicable Master Agreement:** This order incorporates by reference the Master Agreement **US-CSA-CPQ-2707083** and all amendments and addenda thereto (collectively, the "Master Agreement"). You acknowledge and agree that the terms and conditions of this order are contingent upon the execution of the Master Agreement by and between You and Oracle. If the parties do not execute the said Master Agreement with this order on or prior to 28-FEB-2023 this order shall be deemed to have no legal effect, even if executed.
- Professional Services Delivery Policies:** The Oracle Professional Services Delivery Policies ("Policies") available at <https://www.oracle.com/a/ocom/docs/corporate/professional-services-delivery-policies.pdf> apply to and are incorporated into this order.
- Payment Terms:** Net 30 days from invoice date.
- Currency:** US Dollars.
- Offer Valid through:** 28-FEB-2023.
- Service Specifications:** The Service Specifications shall include any exhibit(s) attached to this order (including referenced or incorporated Oracle documents) and the Policies.
- Order of Precedence:** In the event of any inconsistencies, priority shall be established in the following descending order: (a) any exhibit(s) attached to this order; (b) this order; (c) the Policies; and (d) the Master Agreement.
- Rights Granted:** Upon payment, You have the non-exclusive, non-assignable, royalty-free, worldwide, limited right to use the services and anything developed and delivered by Oracle under this order ("services and deliverables") for Your internal business operations. You may allow Your agents and contractors to use the services and deliverables for Your internal business operations, and You are responsible for their compliance in such use. The services and deliverables may be related to Your right to use cloud or hosted/managed services or Products owned or distributed by Oracle which You acquired under a separate order. The agreement referenced in that order shall

govern Your use of such services or Products, and nothing in this order is intended to grant a right to use such services or Products in excess of the terms of that order, such as the services period or number and type of environments specified in a cloud or hosted/managed service order.

You retain all ownership and intellectual property rights to Your confidential and proprietary information that You provide to Oracle under this order.

## B. ADDITIONAL ORDER TERMS

1. When services will be performed on-site at customer location in the US, as required by US Department of Labor regulations (20 CFR 655.734), You will allow Oracle to post a notice regarding Oracle H-1B employee(s) at the work site prior to the employee's arrival on-site.

Board of Water Works Trustees of the City of Des Moines	Oracle America, Inc.
Authorized Signature: _____	Authorized Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Signature Date: _____	Signature Date: _____
Ordering Document Effective Date: _____	{to be completed by Oracle}

**Your Name:** Board of Water Works Trustees of the City of Des Moines  
**Ordering Document Number:** US-14321300  
**Exhibit Number:** 1

1. Description of Services and Deliverables.

A. Services.

Oracle will provide the following technical and functional Services related to the cloud enablement of Oracle NetSuite for Government Cloud Service.

1. Engage Phase:

- a. Conduct one (1) project kick-off workshop for up to two (2) hours for Your project team, to review the project governance processes including:
  1. Scope management;
  2. Risk management;
  3. Issue management;
  4. Communications management;
  5. Configuration management;
  6. Quality management; and
  7. The Oracle NetSuite for Government Welcome Packet, which will include the following:
    - i. Your organization setup details;
    - ii. Your project team members' roles and contact information; and
    - iii. Your project scheduling availability.
- b. Create and provide an initial Project Work Plan ("Project Work Plan"), which will include the following:
  1. Tasks; estimated start and end dates, and estimated durations;
  2. Assigned resources from You and Oracle; and
  3. Known dependencies.
- c. Conduct one (1) data migration strategy workshop for up to two (2) hours for Your project team to review the data conversion plan.

2. Focus Phase:

- a. Conduct six (6) "Data Migration Workshops" for up to four (4) hours each for Your project team to review the following processes:
  1. Chart of accounts ("COA") setup and fund management;
  2. Entity setup;
  3. Account balances;
  4. Historical data;
  5. Current fiscal year data import; and
  6. Fixed assets.
- b. Provide You the engagement report resulting from these workshops (the "Data Migration Workshop Engagement Report") which sets forth a high-level overview of the workshops and resulting action items assigned to their respective owners with due dates, known risks, and status.
- c. Conduct five (5) "Configuration Workshops" for up to four (4) hours each for Your project team to review the following processes:
  1. System administration;
  2. Planning and budgeting;
  3. Integrations;
  4. Analytics and reports; and
  5. Workflows and automation.
- d. Provide You the engagement report resulting from these workshops (the "Configuration Workshop Engagement Report") which sets forth a high-level overview of the workshops and resulting action items assigned to their respective owners with due dates, known risks, and status.
- e. Create a configuration workbook (the "Initial Configuration Workbook") that documents the configuration of Your NetSuite for Government environment.

- f. Conduct one (1) workshop for up to two (2) hours for Your project team to review the Initial Configuration Workbook.
  - g. Configure NetSuite for Government environment based upon requirements gathered in the Initial Configuration Workbook as reviewed in 1.A.2.f.
  - h. Provide data migration templates and assist with imports and validations for up to seven (7) years of historical data for the following:
    - 1. Departments, employees;
    - 2. Chart of accounts, funds;
    - 3. Vendors, procurement transactions (purchase order, invoice, receipts);
    - 4. Customers, receivable transactions (invoice, payments);
    - 5. Fixed assets, net book value historical transactions; and
    - 6. Budgets – up to five (5) years historical, current and three (3) versions for each year.
  - i. Provide up to fifteen (15) person days to setup and configure integrations for:
    - 1. Third-party Hexagon (“Infor”) Enterprise Asset Management (“EAM”);
    - 2. Third-party Advanced Utility Systems Infinity Customer Information System (“CIS”); and
    - 3. Third-party Automatic Data Processing (“ADP”).
3. Refine Phase:
- a. Provide three (3) functional training sessions of up to four (4) hours for Your project team on the Oracle NetSuite for Government application.
  - b. Following the conclusion of the functional training sessions, provide You the engagement report resulting from these sessions (the “Functional Training Sessions Engagement Report”) which sets forth a high-level overview of the training sessions and resulting action items assigned to their respective owners with due dates, known risks, and status ).
  - c. Provide You up to five (5) person days over the course of two (2) weeks to assist with user acceptance testing (“UAT”) as follows:
    - 1. Execute UAT as outlined in the Project Work Plan, which includes tasks for Oracle and You to complete:
      - i. Test case preparation; and
      - ii. Remediate defects.
  - d. Provide You a User Acceptance Testing Plan (“User Acceptance Testing Plan”) which documents processes, test cases, expected results, status, assigned resources, dates, results, and notes.
4. Go-Live Phase:
- a. Assist with final cutover tasks to move from Your legacy system to production NetSuite for Government environment.
  - b. Update the Initial Configuration Workbook to align with environment configuration post-UAT (“Final Configuration Workbook”).
  - c. Provide up to nine (9) person days of consulting post “go-live” assistance to be used within the first thirty (30) calendar days immediately following production “go-live.”
  - d. Provide You the Post Go Live Activity Report (“Post Go Live Activity Report”) which documents issues identified during post go-live and correction action/recommended resolution.

**B. Deliverables.**

No.	Deliverable Name	Deliverable Description
1	Project Work Plan	Delivery to you of the Project Work Plan as described in Section 1.A.1.b above.
2	Data Migration Workshop Engagement Report	Delivery to you of the Data Migration Workshop Engagement Report as described in Section 1.A.2.b above.
3	Configuration Workshop Engagement Report	Delivery to you of the Configuration Workshop Engagement Report as described in Section 1.A.2.d above.
4	Functional Training Sessions Engagement Report	Delivery to you of the Functional Training Sessions Engagement Report as described in Section 1.A.3.b above.
5	User Acceptance Testing Plan	Delivery to you of the UAT User Acceptance Testing Plan as described in Section 1.A.3.d above.
6	Final Configuration Workbook	Delivery to you of the Final Configuration Workbook as described in Section 1.A.4.b above.
7	Post Go Live Activity Report	Delivery to you of the Post Go Live Activity Report as described in Section 1.A.4.d above.

2. Acceptance of Deliverables. Upon completion of any deliverable set forth in Section 1.B above, Oracle shall provide a copy to You and demonstrate that the deliverable conforms to its description upon Your request. If the deliverable does not conform with its description, You shall have three (3) business days after Oracle's submission of the deliverable ("acceptance period") to give Oracle written notice specifying the deficiencies in detail. Oracle shall use reasonable efforts at no cost to You to promptly cure any such deficiencies and, after completing such cure, Oracle shall resubmit the deliverable for Your review within a new acceptance period. Upon accepting any deliverable, You shall provide Oracle with written acceptance of such deliverable. If You fail to provide written notice of any deficiencies within the acceptance period, such deliverable shall be deemed accepted at the end of the acceptance period.

3. Fees, Expenses, and Taxes.

- A. You agree to pay Oracle the fee specified below for the Services and deliverables. This fee does not include expenses or taxes. Upon completion of a milestone, the corresponding fee for such milestone specified below becomes due and payable and Oracle shall thereafter invoice, and You shall pay, such fee; this payment obligation shall become non-cancelable and the sum paid non-refundable on such completion date, except as may otherwise be provided in the Master Agreement. A milestone is completed once all the deliverable(s) under such milestone are accepted or deemed accepted in accordance with Section 2 (Acceptance of Deliverables) above.

No.	Milestone	Milestone Fee
1	<b>Project Initiation</b> Project Work Plan (Deliverable No. 1)	\$36,625.00
2	<b>Data Migration</b> Data Migration Workshop Engagement Report (Deliverable No. 2)	\$58,875.00
3	<b>Configuration</b> Configuration Workshop Engagement Report (Deliverable No. 3)	\$36,625.00
4	<b>Training</b> Functional Training Sessions Engagement Report (Deliverable No. 4)	\$36,625.00
5	<b>Testing and Validation</b> User Acceptance Testing Plan (Deliverable No. 5)	\$36,625.00
6	<b>Go-Live and Project Closure</b> Final Configuration Workbook (Deliverable No. 6) Post Go-Live Activity Report (Deliverable No. 7)	\$36,625.00
<b>Total Fixed Fee</b>		<b>\$242,000.00</b>

Any expenses will be invoiced monthly.

4. Project Management.

You and Oracle each agree to designate a project manager who shall work together to facilitate an efficient delivery of the Services. Your project manager shall have the authority to approve Services on Your behalf. Oracle shall have the sole right to exercise direct control and supervision over the work assignments of Oracle resources.

5. Your Cooperation.

- A. Modify Your processes as necessary to align with the standard functionality of the Oracle NetSuite for Government Cloud Service.
- B. Prior to the commencement of Services, designate and identify a project sponsor and a project manager that will be responsible for coordinating Your participation in this project and provide on-going support for Your implementation of the NetSuite instance. Responsibilities include but are not limited to:
  - 1. Provide user feedback during configuration and validation.
  - 2. Be available as needed during the project to answer Oracle's questions, provide business decisions and other items as required.
  - 3. Provide on-going support to internal users following the implementation.
- C. Make reasonable efforts to limit Oracle's access to personal data to the minimum necessary to accomplish the intended purposes.
- D. Enable administrator access to Your NetSuite environment to allow provisioning of Your Oracle NetSuite for Government instance prior to the commencement of Services.
- E. You are responsible for planning, executing, and managing all aspects of end-to-end and final reviews, including preparing and executing test cases and plans and reviewing test results.
- F. You will accept Oracle NetSuite release upgrades.
- G. You will not film or record Oracle's delivery of Services, Oracle resources, or any Oracle materials.
- H. Complete and return the questionnaire in the Oracle NetSuite for Government Welcome Packet to your Oracle Project Manager prior to the project kick-off workshop.
- I. Ensure Your existing procedure and business process documentation is made available to Oracle at least two (2) weeks prior to the Configuration Workshop.
- J. Ensure that Your designated Learning Cloud Support passholder training attendee(s) are completing any implementation training courses assigned to them by the Oracle team in the timeline specified as mutually agreed between You and receive from the Oracle at the start of the implementation.
- K. Develop any necessary end-user documentation, including, but not limited to, documenting specific business practices, data examples and organization/end-user specific policies and procedures.
- L. Extract the data from Your source systems, cleanse it, and translate it in the format specified by Oracle for uploading into the Oracle NetSuite for Government instance within three (3) weeks from the project kickoff workshop.
- M. Validate the final list data and transactional data within two (2) weeks from data upload.
- N. Provide customer audited data for data migration, including historical years up through the most recent audited fiscal year.
- O. Implement and maintain the production and consumption of the file-based interfaces with Your existing systems.
- P. Manage the post-production maintenance and support of Your Oracle NetSuite for Government instance.

6. Project Assumptions.

- A. The implementation methodology for the Services is the Oracle True Cloud Method.
- B. A person day is defined as one (1) person working up to eight (8) hours.
- C. All project documentation, presentations, and project communication will be in U.S. English.
- D. The Oracle NetSuite for Government standard chart of accounts segmentation structure will be used as a default segmentation with localization as required.
- E. Oracle staffing will be all onshore, will be shared with other projects, and will work remotely as much as possible.
- F. Normal working hours are 8:00 AM to 5:00 PM, in the time zone local to where Services are performed, Monday through Friday excluding holidays.
- G. Data migration includes the loading of up to seven (7) years of Your pre-formatted historical general ledger journal entries and transactional data.
- H. Integrations will be performed using a comma-separated value ("CSV") file import, or by an application programming interface ("API").
- I. The following, among other items not set forth herein and without limitation, are not included within the scope of, or estimated fees for, the Services and Deliverables to be performed under this order:

1. Performance testing, tuning, or any management of performance.
2. Testing beyond the services described in Section 1.A.3.a.
3. Customizations to Oracle NetSuite for Government.
4. Oracle Cloud subscription services other than NetSuite for Government.
5. Languages other than U.S. English.
6. Integrations or data conversions beyond what is explicitly described in this exhibit.
7. Cloud middleware, database, operating and other hardware activities.
8. Oracle transactional business intelligence training.
9. Complex business processing or orchestration related to integrations.
10. Transformations or data mapping of elements.
11. Additional workforce structures for future use, expansion, or acquisitions.
12. Extensions, customizations, or custom reports.
13. Localizations other than those made to the chart of accounts structure.
14. Post-production Services exceeding nine (9) person days, or thirty (30) calendar days after go-live, whichever comes first.
15. Anything not expressly listed in the Description of Services.

## AGENDA ITEM FORM

**SUBJECT: Approve Cooperative Agreement between Des Moines Water Works and Iowa Department of Transportation for Relocation of Water Main in the Interstate 35 Polk/Story County Widening Project from North of NE 36<sup>th</sup> Street in Ankeny to North of 315<sup>th</sup> Street**

**SUMMARY:**

- As part of an interstate road widening and interchange project with the Iowa Department of Transportation (IDOT), it will be necessary to relocate water mains and hydrants that will be in conflict with the new construction at locations on NE 126<sup>th</sup> Avenue and NE 142<sup>nd</sup> Avenue. The existing 8-inch water main on these streets will require relocation to resolve conflicts with the road construction efforts. Removal of existing 8-inch water main will also be required. More than 3,000 feet of 8-inch water main will be installed.
- Construction of the water main relocations will be incorporated into the IDOT project to facilitate coordination and scheduling.
- The engineer's cost estimate for this project is \$662,000. DMWW will reimburse the IDOT the actual cost of the water main replacement in the project.
- A Cooperative Agreement has been generated between DMWW and IDOT for DMWW Relocations on NE 126<sup>th</sup> Avenue and NE 142<sup>nd</sup> Avenue.
- Project will be let by IDOT in February 2023 with construction to be completed in late 2024 or early 2025.

**FISCAL IMPACT:**


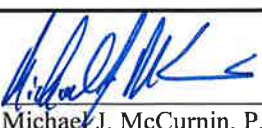

Funds for this project will come from the 2023 and 2024 Polk County Water Main Replacements budgets.

**RECOMMENDED ACTION:**

Approve and authorize the CEO and General Manager to execute the Iowa Department of Transportation Cooperative Agreement for Relocation of Water Main in the Interstate 35 Polk/Story County Widening Project from North of NE 36<sup>th</sup> Street in Ankeny to North of 315<sup>th</sup> Street and authorize staff to reimburse the Iowa Department of Transportation for the actual cost of the water main replacement in the Interstate 35 project.

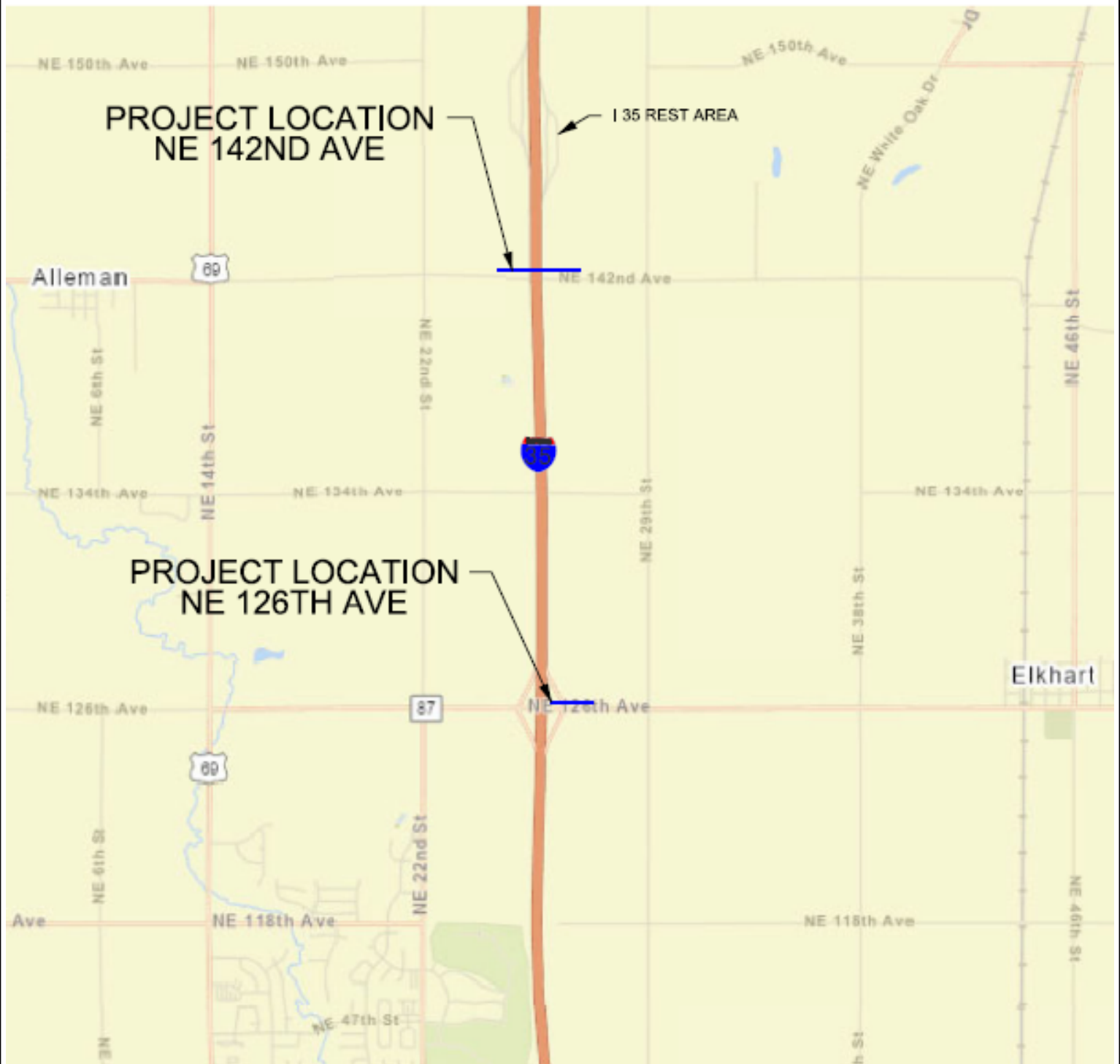
**BOARD REQUIRED ACTION:**

Motion to approve and authorize the CEO and General Manager to execute the Iowa Department of Transportation Cooperative Agreement for Relocation of Water Main in the Interstate 35 Polk/Story County Widening Project from North of NE 36<sup>th</sup> Street in Ankeny to North of 315<sup>th</sup> Street and to authorize staff to reimburse the Iowa Department of Transportation for the actual cost of the water main replacement in the I-35 project.

 Carla J. Schumacher, P.E. Project Manager	 Michael J. McCurnin, P.E. Director of Engineering Services	 Ted Corrigan, P.E. CEO and General Manager
1/19/23 (date)	1/19/23 (date)	1/19/23 (date)

Attachments: Site Map





NOT TO SCALE



DES MOINES WATER WORKS  
Board of Water Works Trustees

Agenda Item No. III-D  
Meeting Date: January 24, 2023  
Chairperson's Signature ☐ Yes ☒ No

## AGENDA ITEM FORM

**SUBJECT: Request Authorization to Reimburse the City of Des Moines for Water Main Relocations for E. Court Avenue Reconstruction from Des Moines River to E. 7th Street**

### **SUMMARY:**

- As part of the City of Des Moines' E. Court Avenue Reconstruction from Des Moines River to E. 7th Street project, Des Moines Water Works will install 3,200 ft. of new water main and corresponding appurtenances. The new water main will primarily be 12-inch diameter, replacing the existing water main in the project area dating from the 1890s and ranging from 4 to 10-inches in diameter. The improvements will improve system flow and eliminate an aged section of pipeline with a significant history of breaks.
- The City project includes road reconstruction, utility improvements, and aesthetic improvements to the right of way.
- Construction for this project is anticipated to be completed in the 2023 construction season.
- Based upon the unit price bid for the estimated quantities for this contract, the cost for the water main portion of this City of Des Moines project is \$1,136,527. Jasper Construction Services, Inc., from Newton, IA, will be the Contractor on the project.

### **FISCAL IMPACT:**




Funds for this project will come from the 2022 and 2023 Des Moines Water Main Replacement budgets.

### **RECOMMENDED ACTION:**

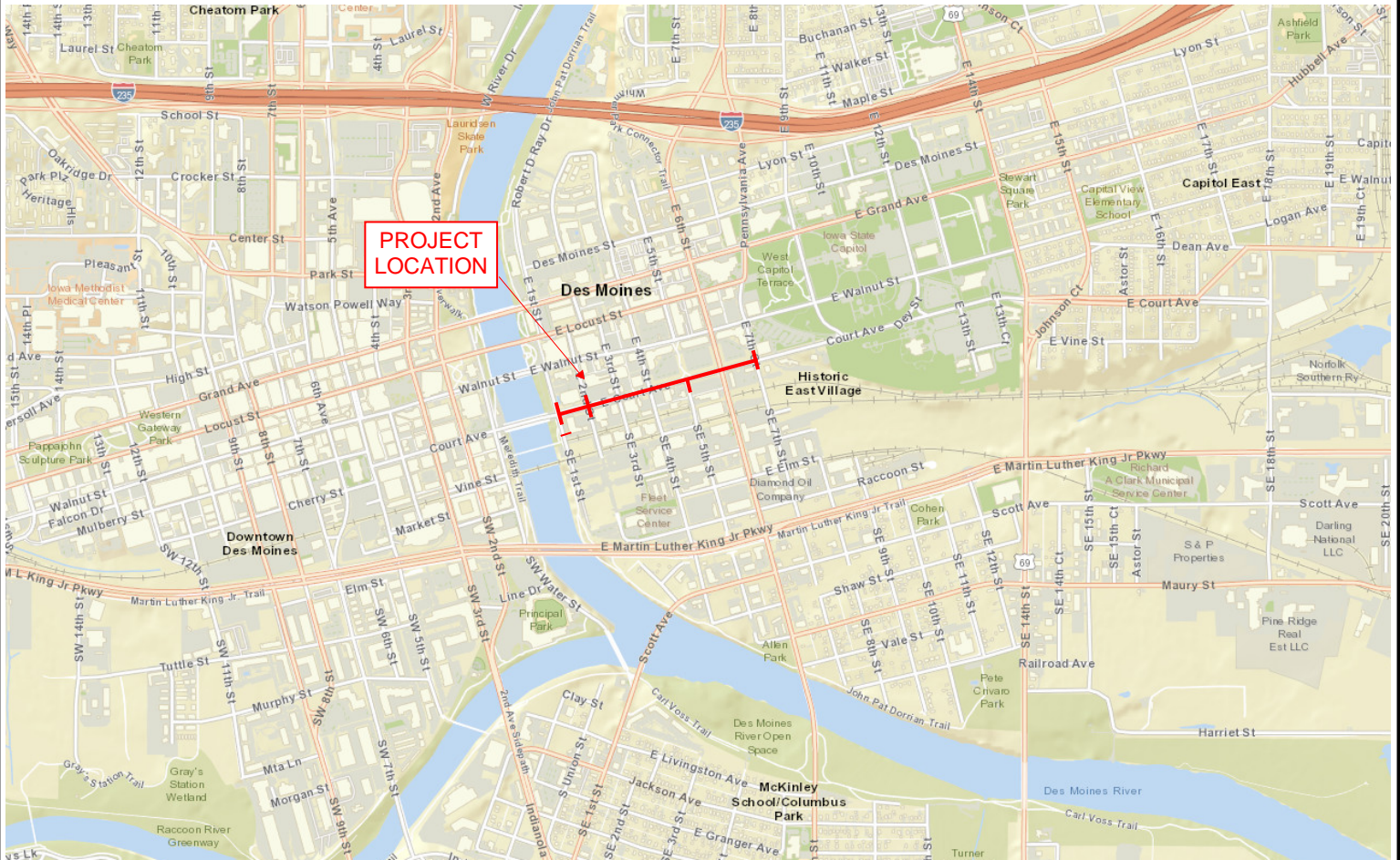
Authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the E. Court Avenue Reconstruction from Des Moines River to E. 7th Street project.

### **BOARD REQUIRED ACTION:**

Motion to authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the E. Court Avenue Reconstruction from Des Moines River to E. 7th Street project.

 Jonathan Mouw, P.E. Engineering Supervisor	 Michael J. McCurnin, P.E. Director of Engineering Services	 Ted Corrigan, P.E. CEO and General Manager
1/19/23 (date)	1/19/23 (date)	1/19/23 (date)

Attachments: site map



NOT TO SCALE



WATER MAIN REPLACEMENT FOR E. COURT  
AVENUE IMPROVEMENTS - DES MOINES RIVER  
TO EAST OF E. 7th STREET



**AGENDA ITEM FORM**

**SUBJECT: Request Authorization to Solicit Bids for 2023 Des Moines Water Main Replacement - Contract 1 and Establish the Date of the Public Hearing as the Date of the March 2023 Board Meeting**

**SUMMARY:**

- As part of the approved 2023 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.
SW 9 <sup>th</sup> Street, from Luster Lane to Burnham Avenue	\$846,000
SW 12 <sup>th</sup> Street, from Edgemont Street to Bell Avenue	\$182,000
43 <sup>rd</sup> Street, from Greenwood Drive to 424 43 <sup>rd</sup> Street	\$738,000
<b>Total</b>	<b>\$1,766,000</b>

- Preparation of plans, specifications, and contract documents for the 2023 Des Moines Water Main Replacement - Contract 1 is nearing completion.
- Work on Southwest 9<sup>th</sup> Street will call for the installation of approximately 2,200 feet of 12-inch Polyvinyl Chloride (PVC) water main.
- Work on Southwest 12<sup>th</sup> Street will call for the installation of approximately 300 feet of 8-inch PVC water main.
- Work on 43<sup>rd</sup> Street will call for the installation of approximately 900 feet of 8-inch PVC water main.
- It is estimated that twelve lead services lines will be replaced with completion of this work.
- The engineer's estimate for this contract is \$1,766,000.

**FISCAL IMPACT:**

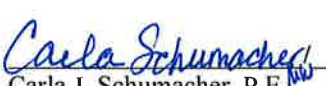
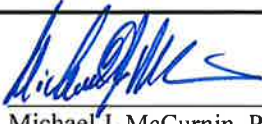
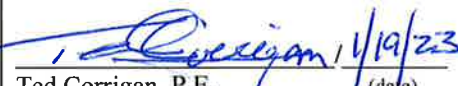
Funds for this project will come from the 2023 Des Moines Water Main Replacement budget.

**RECOMMENDED ACTION:**

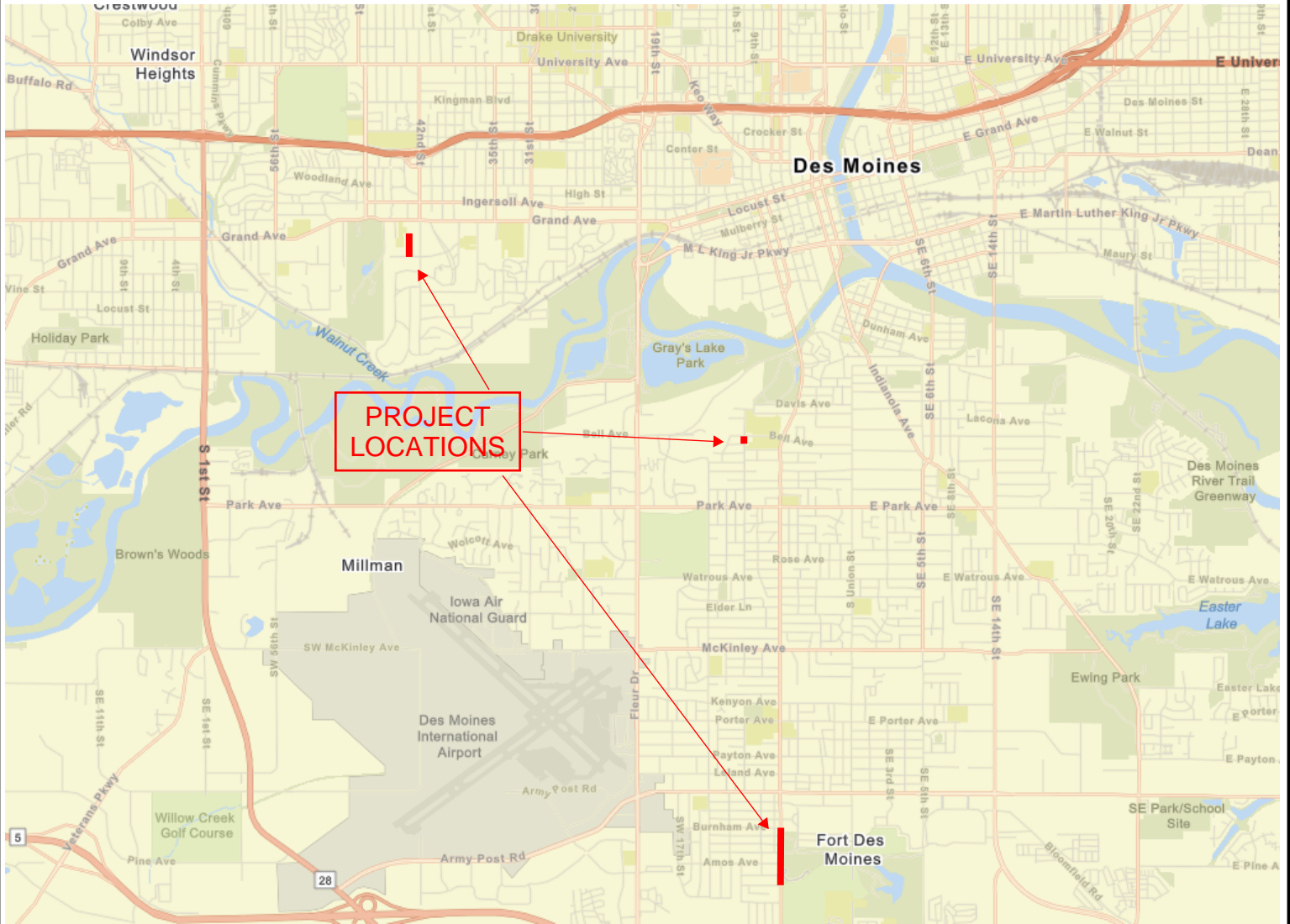
Authorize staff to solicit bids for 2023 Des Moines Water Main Replacement - Contract 1 and establish the date of the Public Hearing as the date of the March 2023 Board meeting.

**BOARD REQUIRED ACTION:**

Motion to authorize staff to solicit bids for 2023 Des Moines Water Main Replacement - Contract 1 and establish the date of the Public Hearing as the date of the March 2023 Board meeting, and direct staff to publish notice as provided by law.

 Carla J. Schumacher, P.E. (date) <u>1/19/23</u> Project Manager	 Michael J. McCurnin, P.E. (date) <u>1/19/23</u> Director of Engineering Services	 Ted Corrigan, P.E. (date) <u>1/19/23</u> CEO and General Manager
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Attachments: Site Map



NOT TO SCALE



DES MOINES WATER WORKS  
Board of Water Works Trustees

Agenda Item No. III-F  
Meeting Date: January 24, 2023  
Chairperson's Signature Yes ☐ No ☒

**AGENDA ITEM FORM**

**SUBJECT:** Request Authorization to Solicit Bids for Maffitt East Feeder Main – Valve Vault and Establish the Date of the Public Hearing as the Date of the March 2023 Board Meeting

**SUMMARY:**

- In April of 2021, West Des Moines Water Works (WDMWW) and Des Moines Water Works (DMWW) signed a memorandum of understanding (MOU) related to infrastructure needed to supply water from the DMWW core network to new data centers planned in West Des Moines. The MOU called for WDMWW to design and construct a metering pit and an elevated water storage tank within their system and for DMWW to design and construct, at WDMWW expense, a throttling valve facility along the Maffitt East Feeder Main.
- The throttling valve facility will assure, during high demand times of the year, that water from the Fleur Drive Water Treatment Plant (FDWTP) is the prime supplier of the data center water demands.
- The throttling valve facility will provide, during low demand times of the year or during lower production cycles of the McMullen Water Treatment Plant (MWTP), better operation of the feeder main systems emanating from MWTP.
- Stanley Consultants, Inc., has been retained by DMWW to assist with preparation of plans and specifications for the throttling valve facility that includes automated valves, piping, and control equipment. Plans and specifications for the Maffitt East Feeder Main – Valve Vault project are nearing completion.
- The engineer's cost estimate for the Maffitt East Feeder Main – Valve Vault project is \$850,000. This estimate is larger than the initial estimate provided in MOU document. Prior to entry into any contract, WDMWW will need to authorize any additional expenditures.
- Staff recommends the Board authorize staff to solicit bids for the Maffitt East Feeder Main – Valve Vault project and establish the date of the Public Hearing as the date of the March 2023 Board meeting. Staff will facilitate any necessary discussions with WDMWW.

**FISCAL IMPACT:**




Funds for this project will ultimately come from WDMWW via a reimbursement DMWW at the completion of the project.

**RECOMMENDED ACTION:**

Authorize staff to solicit bids for the Maffitt East Feeder Main – Valve Vault project and establish the date of the Public Hearing as the date of the March 2023 Board meeting.

**BOARD REQUIRED ACTION:**

Motion to authorize staff to solicit bids for the Maffitt East Feeder Main – Valve Vault project and establish the date of the Public Hearing as the date of the March 2023 Board meeting, and direct staff to publish notice as provided by law.

 Vern Rash, P.E., L.S. Project Manager	 Michael J. McCurnin, P.E. Director of Engineering Services	 Ted Corrigan, P.E. CEO and General Manager
01/19/23 (date)	1/19/23 (date)	1/19/23 (date)

Attachments: None

**AGENDA ITEM FORM**

**SUBJECT: Request Authorization to Solicit Bids for McMullen High Service Pump Building HVAC and Roofing Upgrades and Establish the Date of the Public Hearing as the Date of the February 2023 Board Meeting**

**SUMMARY:**

- Des Moines Water Works (DMWW) commissioned the McMullen Water Treatment Plant, which is a conventional lime-softening plant, in May 2000.
- The existing 7.5-ton rooftop unit for their electrical room in the high service pump building cannot keep up with the heat load in the summertime, primarily due to the installation of pump variable frequency drives in more recent years.
- DMWW would like to install a new larger 20-ton rooftop unit and retain the existing rooftop unit as back-up to the unit, which will increase the reliability of the HVAC system and ensure adequate cooling of the electrical space.
- The existing roof is ballasted and is the source of many leaks. Since roof work is required for the installation of the new rooftop unit, it makes sense to replace the roof at the same time with a fully adhered EPDM roof.
- Shive Hattery is preparing plans, specifications, and contract documents for the HVAC installation and a bid alternate to replace the high service pump (HSP) building roof.
- The engineer's cost estimate for the new HVAC unit and roof replacement for the McMullen High Service Pump Building HVAC and Roofing Upgrades project is \$203,000.
- Staff recommends the Board authorize staff to solicit bids for the McMullen High Service Pump Building HVAC and Roofing Upgrades project and establish the date of the Public Hearing as the date of the February 2023 Board meeting.

**FISCAL IMPACT:**




Funds for this project will come from the 2023 McMullen HSP Room HVAC Upgrade and Roof Replacement & Repair budgets.

**RECOMMENDED ACTION:**

Authorize staff to solicit bids for the McMullen High Service Pump Building HVAC and Roofing Upgrades project and establish the date of the Public Hearing as the date of the February 2023 Board meeting.

**BOARD REQUIRED ACTION:**

Motion to authorize staff to solicit bids for the McMullen High Service Pump Building HVAC and Roofing Upgrades project and establish the date of the Public Hearing as the date of the February 2023 Board meeting, and direct staff to publish notice as provided by law.

 Lindsey Wanderscheid, P.E. (date) <u>1/19/23</u> Engineering Supervisor	 Michael J. McCurnin, P.E. (date) <u>1/19/23</u> Director of Engineering Services	 Ted Corrigan, P.E. (date) <u>1/19/23</u> CEO and General Manager
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Attachments: None



**AGENDA ITEM FORM**

**SUBJECT: Request Authorization for CEO and General Manager to Execute Agreement for Professional Services for McMullen Water Treatment Plant Chemical Feed Improvements Engineering Services**

**SUMMARY:**

- The McMullen Water Treatment Plant (MWTP) was built in 2000 and it was equipped with redundant storage and feed systems for all chemicals used in the treatment process. More than a decade ago staff abandoned the use of one of the soda ash bins and feeder equipment so that a powder activated carbon (PAC) storage and feed system could be integrated into the plant to better address taste and odor challenges.
- At the present time, there is no redundancy in the PAC system and staff is prepared to abandon the remaining soda ash bin and feeder equipment to allow for redundancy in the broader PAC system. Additionally, the resident ferric chloride storage and feed equipment is in need of replacement and enhancement.
- Staff developed a request for proposals (RFP) to address issues with both the PAC and ferric chloride systems. The scope of services for the design and construction of the chemical feed improvements project included the following:
  - Evaluation of existing PAC equipment, sizing, and piping to determine if replacement or upgrading is needed.
  - Installation of a new redundant PAC feed system with dust collection; review of the existing abandoned soda ash system to see what can and cannot be re-used. The preference is the silo will be reused if possible.
  - Demolition of old soda ash equipment.
  - Replacement and enlargement of existing ferric chloride tanks, valves, and instrumentation.
  - Building modifications to remove/replace ferric chloride tanks.
  - Sealing hypochlorite room from ferric chloride room.
  - Replacement of underground ferric chloride piping system with carrier piping and intermediate underground vaults between chemical building and splitter box.
- The responding firms to the RFP were:
  - McClure
  - AECOM Technical Services, Inc.
- Staff has reviewed the proposals based upon project team, firm experience, project approach, schedule, and fees. Staff recommends a Professional Services Agreement be executed with McClure for the McMullen Water Treatment Plant Chemical Feed Improvements contingent upon negotiation of terms and conditions acceptable to staff and subsequent review by legal counsel.
- The anticipated design fee stated in McClure's proposal is \$106,670.

**FISCAL IMPACT:**

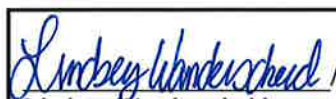
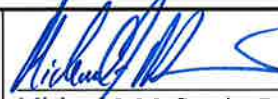
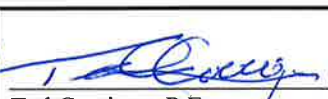
Funds for this project will come from the 2023 McMullen Ferric Chloride Feed Line Replacement, McMullen Ferric Chloride Expansion, and McMullen PAC System budgets.

**RECOMMENDED ACTION:**

Authorize the CEO and General Manager to execute a Professional Services Agreement with McClure in the amount of \$106,670 for design and construction services for the McMullen Water Treatment Plant Chemical Feed Improvements project contingent upon negotiation of terms and conditions that are acceptable to staff and subsequent review by legal counsel.

**BOARD REQUIRED ACTION:**

Motion to authorize the CEO and General Manager to execute a Professional Services Agreement with McClure in the amount of \$106,670 for design and construction services for the McMullen Water Treatment Plant Chemical Feed Improvements project contingent upon negotiation of terms and conditions that are acceptable to staff and subsequent review by legal counsel.

 Lindsey Wanderscheid, P.E. (date) Engineering Supervisor	 Michael J. McCurnin, P.E. (date) Director of Engineering Services	 Ted Corrigan, P.E. (date) CEO and General Manager
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Attachments: None





DES MOINES WATER WORKS  
Board of Water Works Trustees

Agenda Item No. III-I  
Meeting Date: January 24, 2023  
Chairperson's Signature ☐ Yes ☒ No

## AGENDA ITEM FORM

**SUBJECT:** Appointment of Board Members to External Boards and Committees of the Board of Trustees

**SUMMARY:**

Andrea Boulton, Chair of the Board of Water Works Trustees, appoints Board members to serve on the following external Boards:

- Des Moines Water Works Park Foundation:  
Representative – Andrea Boulton  
Representative – Pat Bruner  
(Mike McCurnin serves as an Ex-Officio member)
- Greater Des Moines Botanical Garden – Graham Gillette

Andrea Boulton, Chair of the Board of Water Works Trustees, appoints Board members to serve on the following committees of the Board of Trustees:

- Finance and Audit Committee – Alec Davis (Chair), Diane Munns
- Planning Committee – Susan Huppert (Chair), Graham Gillette

These appointments will be effective for the calendar year 2023.

**FISCAL IMPACT:**


None

**RECOMMENDED ACTION:**

No action required.

**BOARD REQUIRED ACTION:**

No action required.

<hr/>	<hr/>	 Ted Corrigan, P.E. CEO and General Manager
		<u>1/19/23</u> (date)

Attachment: none

**AGENDA ITEM FORM**

**SUBJECT:** Information Items

**SUMMARY:**

- A. Board Committee Reports
  - Planning Committee
  - Finance and Audit Committee
  - Stowe Foundation
  - 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
  - 2022 Strategic Plan Review
- 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.

<hr style="width: 100%; border: none; border-top: 1px solid black; margin-bottom: 5px;"/> (date)	<hr style="width: 100%; border: none; border-top: 1px solid black; margin-bottom: 5px;"/> (date)	 Ted Corrigan, P.E. CEO and General Manager (date)
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**18 January 2023**



### **Updates from the Des Moines Water Works Park Foundation**

Due to the Holidays there are not a lot of changes from the previous update. Our strategic planning session will take place in February and we are focused on finalizing several agreements with our different programming and operation partners prior to the strategic planning session.

#### **The Campaign/Development:**

We continue to build out our sponsorships, revenue streams and a VIP membership program to support the park.



#### **Park Construction**

We continue to work on finalizing donor and wayfinding signage and are working with DMWW grounds crew for some minor improvements to the Bier Garten service area.

#### **Programming**

Planning for the 2023 season is well underway and is shaping up to be a full summer with additional collaborations and new events to compliment previous successes. Several new events will be joining the line up and will be announced later in the spring prior to the season kick off.

**December and January Minutes** are attached. Year End Financial reports will be provided in February.

**DES MOINES WATER WORKS PARK FOUNDATION**

**Board of Directors Meeting Minutes**

**Friday, January 13, 2023 – 12:00 – 1:30 PM**

**[DRAFT]**



**DMWWPF Vision:** *Water Works Park is the place where nature and people flourish.*

**DMWWPF Mission:** *Foster stewardship for clean water and nature through unique learning opportunities, cultural experiences, and outdoor adventures.*

**BOD Members in Person Attendance:** Jason Stone, Ashley Aust, Taylor Boland, Andrea Boulton, Pat Bruner, Raul Cunarro, Crystal Franke, Jenny Herrera, Amy Jennings, Chris Lightfoot, Drew Manatt, Matt Van Loon

**BOD Members Virtual:** Ardis Kelley and Corey Morrison

**Guests/Staff:** Sam Carrell – DMWWPF; Teri TeBockhorst - DMWWPF; Mike McCurnin – DMWW

- I. **Call to Order and Welcome/Affirm Agenda** – Jason Stone called the meeting to order at 12:10 PM.
- II. **Approval of Minutes** – Upon a motion by Jason Stone, and a second by Matt Van Loon, the Board of Directors unanimously approved the Des Moines Water Works Park Foundation Meeting Minutes for December 16, 2022.
- III. **President's Report** – Jason Stone
  - **Welcome New Board Members** – The Board of Directors welcomed the incoming board members who started their board roles this month including Taylor Boland – Kum & Go, Jenny Herrera – Weitz Company, and Patrick Bruner – Des Moines Water Works.
  - **Emphasis for 2023** – Jason Stone discussed that the focus in 2023 is about implementation. We have managed through some headwinds and we are working towards moving past the pandemic, getting the programming agenda determined, and we are making progress with the City of Des Moines. The focus is on implementing the ideas that we have had for some time and working to get Phase II started by determining what we are going to do.
  - **Contract Update** – Jason Stone provided an update with regard to the City Agreement for the Ruan Connector. The City has provided a satisfactory draft of the Agreement and the Agreement is currently being reviewed by DMWW. The next step is to get the Agreement on the agenda for approval by the DMWW and on the agenda for approval by the City.

Ashley Aust made a motion that the First Amendment – Fleur Drive Trail Underpass provided with the Board packet be approved and that Jason Stone, as President, be authorized: (a) to make such changes and alternations as are necessary to address concerns (if any) raised by Des Moines Water Works or the City of Des Moines and that he deems are in the best interest of Des Moines Water Works Park Foundation; and (b) to execute and deliver the same. The motion was second by Matt Van Loon and unanimously approved by the Board of Directors.

**IV. Financial Report – Ardis Kelley**

- Ardis Kelley discussed the November 2022 Financials (which were accepted at the December 2022 Meeting). Ardis Kelley discussed that the End of Year Financials will not be available until February.

**V. Board of Directors Discussion Items:**

- **Strategic Planning** – Teri TeBockhorst highlighted the strategic planning session for the February Board Meeting. Cassandra Hall will be leading the strategic planning and all board members will receive a survey ahead of the Strategic Planning.
- **Smartsheet** – All Board Members have received or will receive an invitation to Smartsheet from Jason Stone. Each committee has a Sheet and we are encouraging the committees and the board to use as much as possible as we focus on Implementation. Teri TeBockhorst has populated many of the sheets. Jason Stone will add Pat to Smartsheet and confirm that Chad Rasmussen was provided access.

**VI. Committee Reports:**

- **Governance** – Ashley Aust provided an update on Board Orientation and Board Training. In addition, Teri and Ashley are working on recruiting Board Members and Committee Members. Ashley Aust will provide a link to the written summary of duties for Board Members and Committees to new Board Members.

Amy Jennings, Jason Stone, and Matt Van Loon have served for three consecutive terms on the Board of Directors. Upon a motion by Andrea Boulton and second by Jenny Herrera, the Board of Directors unanimously approved to waive the term limitation for Amy Jennings, Jason Stone, and Matt Van Loon for 2023.

- **Programming** – Jenny Herrera provided an update on the Extraordinary Egg Event and discussed the need for volunteers for this event. Sam will provide calendar invitation for the events leading up to the Extraordinary Egg Event. The Extraordinary Egg Event will be held on April 22, 2023.

- **Marketing** – Chris Lightfoot provided an update on the marketing committee and the steps to work closely with the programming committee. The marketing committee will be issuing the e-newsletter at the end of January. Corey Morrison provided an update on the website and asked Board Members to review the website ahead of the February Board Meeting; specifically looking at what it looks like to visitors, can visitors find what they want to find, and what are the items the Board wants to highlight on the website. In addition, the marketing committee is working to find a photographer that could be on a retainer or a volunteer to provide updated photographs for programs and events this year.
- **Development** – Teri TeBockhorst updated the Board on the launch of the VIP club membership where participants will be able to join the foundation as members and can receive certain perks, such as purchasing advance tickets, purchasing merchandise, and winning parking passes. The VIP club membership will be \$100 and it will be announced with the e-newsletter this month.

Teri also mentioned that Mac Stanfield has joined the programming committee. Mac is a music attorney, musician and very involved in the Des Moines music scene. Teri also reported that there is a group of local Des Moines music venues/professionals that are meeting to discuss creating synergy in music in Des Moines so that instead of competing and diluting each other, we are all lifting each other by coordinating.

- **Signage** – Sam Carrell updated the Board on signage for the donor wall. Chad Rasmussen is currently getting bids from different companies.
- **Stowe Memorial/Lakeside Lab** – Andrea Boulton and Amy Jennings are working with Polk County in hopes of kickstarting the Lakeside Labs learning and outreach.
- **DMWW** – Mike McCurnin reported that 2022 was the third year in a row of record water surge and 2022 did not have a peak day record. The DMWW will continue to keep an eye on the very low rivers and expect water quality challenges due to the low rivers.

**VII. Executive Director Report** – Sam Carrell updated the Board on the Biergarten Agreement and Plans, even though an Agreement has not been entered into at this time. The Biergarten expects to begin in May and operate through the Fall. Their may be improvements completed to assist with this such as pouring a concrete slab.

The 2023 Season of music is under way and we are working scheduling and there should be announcements coming very soon.

The Draft Budget for 2023 is in progress and will be finalized after the February strategic planning session. At this time we do not expect major changes to the budget and are operating pursuant to the Draft Budget at this time.

The Bankers Trust Line of Credit (LOC) will expire in February. Upon a motion by Andrea Boulton and second by Chris Lightfoot, the Board unanimously approved to allow Ardis Kelley and Sam Carrell to negotiate the renewal of the LOC subject to the approval of the Executive Committee.

Sam also mentioned that there will be a radio sponsorship for the Park that will be an in-kind sponsorship. Sam Carrell is working with Sam Summers to get approvals required for the music events.

**VIII. Announcements** – Andrea Boulton is now the Chairperson of the Des Moines Water Works Board of Trustees.

**IX. Adjourn** – The meeting was adjourned at 1:30 PM upon motion by Jason Stone and second by Matt Van Loon.

Respectively submitted by Ashley Aust, Board Secretary



Strategic Initiative	Implementation Tactics	KPI	Percent	Plan for Completion
<b>Initiative:</b> <i>Update employee onboarding and training to educate new and existing staff about the utility's Mission and Service Vision and Core Values and how they can be a utility champion in the next five years.</i>  <b>Champions:</b> HR, IT, All Department Leads  <b>Core Values:</b> Diversity & Inclusion, Leadership, One Team	Develop internal tools/messaging for introducing and rolling out strategic plan vision, service mission and core values.	Convene an Onboarding/Offboarding Task Force dedicated to formalizing and developing an implementation plan for the utility's new On/Off process.	100%	The task force was expanded and held their second meeting on August 16th. A third meeting is scheduled for September 26th. The first onboarding session for new employees is scheduled for October 28th.
	Provide quarterly communications to employees with ongoing initiatives, progress, opportunities to engage, and provide input.	Develop a tracking and communication plan and tools that provide quarterly updates to all employees and interested stakeholders to be operational by end of Q1. (OCEO)	100%	Internal tracking tool developed, external reporting tool developed by HDR.
<b>Initiative:</b> <i>Formally recognize and plan how the utility values Diversity and Inclusion as a part of its business and service in the community and foster an environment that enriches the employee and customer experiences.</i>  <b>Champions:</b> HR, OCEO, Customer Service  <b>Core Values:</b> Customer Experience, Diversity & Inclusion, Leadership, One Team	Employ an outside firm to help facilitate a utility-wide D&I planning effort.	Issue an RFP for consultant to lead D&I initiative	100%	RFP issued, proposals received.
		Select and hire consultant to lead D&I initiative	100%	Selection team formed, proposal selected.
		Formal D&I Plan Complete	90%	Final recommendations expected from consultant by early 2023.
	Form a D&I Task Force comprised of members of the Board, management team, staff, and community with the goal to advise and consult on D&I efforts into the future.	-	-	This is a tactic with no associated KPI.*
	Formalize a Community Advisory Group (CAG), comprised of diverse backgrounds and affiliations to provide the utility with a community perspective.	-	-	This is a tactic with no associated KPI.* Several potential CAG members have been contacted, formation expected 2023.



<b>Initiative:</b> <i>Invest in and develop an employee succession planning initiative that includes a focus on staff levels, training, recognition, succession, and retention to build and support a more robust and diverse employee experience and allow DMWW to become an employer of choice in central Iowa.</i>	Provide regular opportunities and forums for employee feedback and engagement to strengthen the employee experience and improve organizational transparency and communication.	Convene (retool) an employee recognition team to meet three times to establish recommendations for an employee recognition program.	100%	The newly formed combined Recognition/HIP Team held their third meeting and have already started planning for and executing employee recognition events.
		Assess level of internal customer service to WP and WD. (ENG)	0%	No direct action, but OA process is highlighting multiple targets on WD side.
		Implement 2 improvements in Q2 and Q3. (ENG)	0%	As-Built and GIS Update Policy with internal 15-day deadlines has been drafted. (Sep '22).
	Employ an outside consultant to help facilitate employee succession, retention, and organizational assessment planning effort.	Hire a consultant to conduct an internal organization assessment of the Engineering Department and establish recommendations for future initiatives and other departmental assessments. (ENG, OCEO)	90%	Engineering staff will continue to work on a number of initiatives as a result of the OA process in 2023.
<b>Champions:</b> HR, OCEO, Customer Service, ENG	Identify obvious gaps in staffing levels, skill sets, and succession planning.	-	-	This is a tactic with no associated KPI.*
<b>Core Values:</b> Customer Experience, Diversity & Inclusion, Leadership, One Team, Stewardship				
<b>Initiative:</b> <i>Be deliberate in how all portions of the community are engaged and served by the utility.</i>	Conduct customer assessment such as “Voice of the Customer”	Advertise and select RFP for a consultant to conduct a Voice of the Customer survey. (Customer Service)	100%	RFP issued on January 24, 2022, with responses due on February 28, 2022. A committee, consisting of Customer Service, Finance and Office of the CEO, met to review proposals and selected vendor, SPPG+Essman Research for the 2022 Voice of the Customer Survey project.
		Conduct Voice of Customer Survey. (Customer Service)	100%	Essman Research completed the first phase of the VOC study, with two focus groups held in May. Essman Research completed the second phase of the VOC study in June, with 601 phone and online surveys.
		Survey results/findings complete. (Customer Service)	100%	SPPG+Essman Research has completed the final report of the 2022 Voice of the Customer survey. Consultants presented at the September Planning Committee and the
<b>Champions:</b> Customer Service, OCEO				
<b>Core Values:</b> Customer Experience, Diversity & Inclusion, Leadership, One Team				

				full Board will receive and file the report at the September Board Meeting.
		Identify one joint campaign, project, or effort with a group, neighborhood, or customer demographic that has not been partnered with in the past to complete a project. (OCEO)	100%	Projects are underway. Gateway Dance Academy Water Week; Epsilon Eta professional fraternity at Drake University for undergrad students majoring or interested in environmental science.
		Complete joint campaign/project with new partner. (OCEO)	50%	A plan, cross-departmental team, and funding opportunity have been identified and engaged. Phase 1 of the project may not be completed until at least YE2022.
		Review and update recruitment tactics for the Clean Water Support Program. (OCEO)	100%	Reached out to organizations with whom we have not engaged before whose constituents are underprivileged or include immigrant populations. Realigned the description and goals of the CWSP with strategic plan initiatives. Awarded \$20k to 5 organizations.
<b>Initiative:</b> <i>Determine formal direction the utility will take with regard to regional governance for the utility across central Iowa.</i>  <b>Champions:</b> OCEO, Finance  <b>Core Values:</b> Customer Experience, Diversity & Inclusion, Leadership, One Team, Stewardship	Engage in partnering discussions to develop MOU for governance of a regional production utility, should that be the chosen path forward for central Iowa.	Hire a PR firm directly after signing of founding resolution by all parties. (OCEO)	100%	Proposal from Wixted accepted March 4.
<b>Initiative:</b>	Expand treatment capacity to ensure adequate water supply	Obligate 90% of CIP (not constructed). (ENG, FIN)	58%	42% has been obligated through Aug '22.
		WMR work obligated 90%. (ENG)	75%	43% has been obligated through Aug '22.

<p><i>Set realistic expectations for Capital Improvement Plan implementation.</i></p> <p><b>Champions:</b> ENG, Finance</p> <p><b>Core Values:</b> Customer Experience, Diversity &amp; Inclusion, Leadership, One Team, Stewardship</p>	and treatment based on regional outcomes.	Professional Service Agreements aligned with established timelines. (ENG)	80%	Source, Treatment, Transmission, and ASR draft RFP are near ready. Selection of consultants on 4 of the original 5 remain possible by year's end. Initial goal called for these to be awarded by mid-year. Garnering by year end is a revised goal by ENG personnel.
	Replace existing distribution system infrastructure at a level that will reduce main breaks and duration of customer water outages.	-	-	This is a tactic with no associated KPI.*
<p><b>Initiative:</b> <i>Develop and implement a broad community and employee education campaign that is focused on utility Mission, source water and drinking water quality, financial investments, and natural resources.</i></p> <p><b>Champions:</b> OCEO, Customer Service, Supervisors</p> <p><b>Core Values:</b> Customer Experience, Diversity &amp; Inclusion, Leadership, One Team, Stewardship</p>	Update utility communications plan to reflect 2021 Strategic Plan Initiatives.	Establish a clear communication plan for employee and customer/community roll out of the 2021 Strategic Plan. (OCEO)	100%	Plan for internal and external communications has been developed. External communications to begin early March.
	Consider assessment and engagement tools to provide customers the opportunity to offer feedback on service experiences.	-	-	This is a tactic with no associated KPI.*
<p><b>Initiative:</b> <i>Operate, maintain, and reinvest in our facilities in a manner that respects our investments,</i></p>	Leverage varied source water facilities to respond to emerging contaminants, regulations, and health advisories.	-	-	This is a tactic with no associated KPI.*

<i>employees, customers, environment.</i>  <b>Champions:</b> Water Production, Water Distribution  <b>Core Values:</b> Customer Experience, Diversity & Inclusion, Leadership, One Team, Stewardship	Evaluate potential impacts of climate change on utility operations.	-	-	This is a tactic with no associated KPI.*
	Prioritize reinvestment in existing Treatment and Distribution infrastructure to maintain long term viability.	Form Task force to identify crucial equipment, processes, and determine usage to build redundancy. (WP)	100%	Task force has been created. Evaluation work orders around crucial equipment has started.
		Complete 20% of Sentinel hydrant replacements by YE2022. (WD)	100%	Distribution has completed all ten Sentinel fire hydrant replacements.
	Plan for production capacity expansion to comfortably meet customer demand.	Deliver/Meet execution plan for the development of predictive and preventative maintenance beyond basic tasks. (WP)	100%	Document created that outlines what is already being done and several additional predictive and preventative maintenance tasks have been evaluated and included in the plan.

\* This is a tactic with no associated KPI. Not every implementation tactic must have an association KPI. The implementation tactic is meant to be a strong suggestion for how the utility might work toward the end goal of the associated initiative. They could turn into a more specific initiative in the future.

How to use this tracker:

Quarterly, SMT or a designee should provide a short sentence summarizing the current status of each of their KPIs, along with an estimated “percent complete” number, to be reported to CEO & Board. Email to Rachel Brown.

## COMPETITIVE BIDS CONTRACT STATUS FOR JANUARY 2023

NW 26th Street Booster Station	Construction is substantially complete. Punchlist items are being completed.	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 \$69,618.46 \$1,602,618.46 \$1,491,106.08 Feb-23
Nitrate Removal Facility Crawlspace Renovation	Construction is substantially complete. Coating and punch list items remain.	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 6/1/2021 \$1,312,000.00 \$310,614.39 \$1,622,614.39 \$1,401,880.54 Feb-23
2021 Well Rehabilitation	Change Order now calls for SWTP #1 in 2022-2023 and MWTP #6 in fall of 2023.	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	Layne Christensen Company, Inc. 2/14/2022 \$1,344,820.00 \$723,125.00 \$2,067,945.00 \$478,876.00 Dec-23
Joint Eastside Booster Station Hypochlorite Feed System	Construction in progress. Supply chain has impacted flow metering and drives.	Contractor Notice to Proceed Original Contract Sum Net Change by Change Orders Contract Sum to Date Total Completed to Date Anticipated Completion Date	C.L. Carroll Co., Inc. 12/6/2021 \$202,000.00 \$0.00 \$202,000.00 \$163,500.00 Feb-23
L. P. Moon Pumping Station - Pump No. 8	Contractor has resumed work with arrival of Owner-Provided 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 1/9/2023 \$123,390.00 \$3,045.00 \$126,435.00 \$32,088.83 May-23
Norwalk Highway G14 Meter Vault	Construction in progress. Supply chain issues with electric and communication equipment.	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. 4/6/2022 \$536,000.00 \$2,853.00 \$538,853.00 \$474,392.65 Apr-23

Item IV-D

Fleur Drive Operations Center Stormwater System Improvements - Phase 2	Construction in progress.	Contractor	WRH, Inc.
		Notice to Proceed	3/28/2022
		Original Contract Sum	\$1,179,900.00
		Net Change by Change Orders	\$13,472.56
		Contract Sum to Date	\$1,193,372.56
		Total Completed to Date	\$799,047.29
		Anticipated Completion Date	Jun-23
2022 Tank Painting - Tenny Standpipe and Runnells Water Tower	Punchlist items are being completed.	Contractor	G & L Tank Sandblasting & Coatings, LLC
		Notice to Proceed	7/29/2022
		Original Contract Sum	\$860,000.00
		Net Change by Change Orders	\$46,500.00
		Contract Sum to Date	\$906,500.00
		Total Completed to Date	\$871,500.00
		Anticipated Completion Date	Feb-23
2022 Water Main Replacement	Construction is substantially complete. Punchlist items remain.	Contractor	J & K Contracting, LLC
		Notice to Proceed	9/6/2022
		Original Contract Sum	\$989,145.00
		Net Change by Change Orders	\$412,340.22
		Contract Sum to Date	\$1,401,485.22
		Total Completed to Date	\$1,279,814.22
		Anticipated Completion Date	Apr-23
Gallery Valve Chamber Structures Reconstruction - Phase 2	Construction is substantially complete. Punchlist items remain.	Contractor	Nate Todd Construction, LLC
		Notice to Proceed	7/11/2022
		Original Contract Sum	\$498,750.00
		Net Change by Change Orders	\$0.00
		Contract Sum to Date	\$498,750.00
		Total Completed to Date	\$433,000.00
		Anticipated Completion Date	Apr-23
2022 Des Moines Water Main Replacement - Contract 1	Construction is substantially complete. Punchlist items remain.	Contractor	Synergy Contracting, LLC
		Notice to Proceed	7/29/2022
		Original Contract Sum	\$1,486,413.00
		Net Change by Change Orders	\$13,233.50
		Contract Sum to Date	\$1,499,646.50
		Total Completed to Date	\$1,539,816.08
		Anticipated Completion Date	Apr-23

## COMPETITIVE QUOTATIONS CONTRACT STATUS FOR JANUARY 2023

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

## PROFESSIONAL SERVICES AGREEMENTS

Service	Selected Vendor	Date	Amount	Comments
Social Media Consultant	Megan McDowell	2/15/2021	\$909.09/month	Independent contractor
Easement Exhibit for NW 26th Street Booster Station	JEO Consulting Group	2/8/2021	\$1,200	COMPLETE
Inspection Services for Pleasant Hill Tower painting	Dixon Engineering	2/11/2021	\$45,420	COMPLETE
Engineering Services - Drafting water main relocations for City of Des Moines Hamilton Drain - Phase 2	Kirkham Michael	2/25/2021	\$10,000	COMPLETE
Railroad Right-Of-Way Assistance	VAA Engineering	4/9/2021	\$5,000	COMPLETE
Drafting Assistance for Bondurant Meter Pit	Veenstra & Kimm, Inc.	4/9/2021	\$3,000	COMPLETE
Electrical Consultation: LP Moon Pump 8	Stanley Consultants	5/6/2021	\$9,500	COMPLETE
Design and construction services: Joint Eastside Booster Station Hypochlorite Feed System	Veenstra & Kimm, Inc.	6/8/2021	\$22,900	
Design and construction services: Operation Center Stormwater Pump Station Improvements	Veenstra & Kimm, Inc.	6/8/2021	\$50,150	
Roof Membrane Relaxation Design	WTI	7/2/2021	\$3,000	
Design and preconstruction for DSM River Intake Roofing and Structural Modification	Accord Architecture	7/2/2021	\$9,280	COMPLETE
Maffitt East Feeder Main Control Valve Design	Stanley Consultants	8/6/2021	\$46,920	
Engineering & Drafting assistance - 2021 DM WMR #4	JEO Consulting Group	8/16/2021	\$20,270	COMPLETE
Government Relations Services - October 1, 2021 - September 30, 2022	Woodberry Associates, LLC	9/22/2021	\$5,000/month	COMPLETE
Engineering Services - Drafting water main relocations for City of Des Moines SE Connector SE 30th to US Hwy 65	Kirkham Michael	9/24/2021	\$10,000	
Legislative Advocacy - October 1, 2021 - December 31, 2022	Advocacy Strategies	9/24/2021	\$53,125	\$10,625/qtr
Survey Services for 2022 WMR - SW 10th Place	Snyder & Associates	11/9/2021	\$24,600	COMPLETE
Survey Services for 2022 WMR - SW 11th Street	Snyder & Associates	11/9/2021	\$24,600	COMPLETE
Specs and Contract Documents for 2022 Tank Painting - Tenny	Dixon Engineering	11/24/2021	\$5,125	COMPLETE
Drafting and Design for City of DM 2nd Ave. Improvements Project - University Ave to 2nd Ave Bridge	Bolton & Menk	11/22/2021	\$39,510	
Survey Services for 2022 WMR - Luster Ln & SW 9th St	McClure Engineering	12/1/2021	\$19,325	COMPLETE
Specs and Contract Documents for 2022 Tank Painting - Runnells	Dixon Engineering	12/28/2021	\$6,625	COMPLETE
Communications, Public Relations - Melissa Walker	MW Media Consultants, LLC	1/1/2022	\$4,800/month	
Consulting Services for Replacement of Financial Mgmt. Software	Adbo Financial Solution	2/11/2022	\$98,400	
2022 Voice of the Customer Survey/Research	SPPG+Essman Research	3/21/2022	\$40,000	
Survey Services for 2022 Des Moines WMR - Contract 2	Snyder & Associates	3/22/2022	\$37,953	
Diversity and Inclusion Plan	Keen Independent Research	4/15/2022	\$49,985	
Inspection Services for Tenny Standpipe painting	KLM Engineering, Inc.	5/12/2022	\$60,295	
Engineering Services - Drafting water main relocations for City of Des Moines Hamilton Drain - Phase 3	Kirkham Michael	6/15/2022	\$10,000	
Engineering Svcs for City of DM E Court Ave from DM River to E14th St	Shive-Hattery	6/23/2022	\$90,500	
Water Main Design for Windsor Heights 73rd St. Phase 1 Improvements	Bolten & Menk, Inc.	7/14/2022	\$30,000	
Development of Drafting Standards for Engineering Department	DTM Solutions	8/30/20022	\$13,200	
MicroStation Connect and OpenRoads Designer Training	DTM Solutions	8/30/2022	\$3,800	
Design, Bid, and Construction Administration Services - MWTP HVAC	Shive-Hattery	9/26/2022	\$15,750	
Engineering Services - Closed Loop Cooling Projects Planning Study	IMEG	9/27/2022	\$23,600	
Engineering Services - Vine Street Water Main Improvements	ISG, Inc.	11/4/2022	\$21,600	
FDWTP 5KV Study	KFI	11/16/2022	\$38,100	
DM River and NW Beaver Drive Geotechnical Exploration Services	Allender Butzke Engineers, Inc.	11/16/2022	\$15,000	
Roof Relaxation Specs, Drawings and Bidding Documents	WTI	1/18/2023	\$7,250	