

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

Tuesday, November 14, 2023

3:30 p.m.

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

Board Members: Mr. Graham Gillette and Ms. Susan Huppert

Staff Members: Pat Bruner, Caitlin Caldwell, Nathan Casey, Ted Corrigan, Kyle Danley, Doug Garnett, Michelle Holland, Amy Kahler, Mike McCurnin, Laura Sarcone, and Lindsey Wanderscheid

Also in Attendance: Sherri Daley and Tim Zombik

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

Outsourcing the Printing & Inserting of DMWW Customer Bills, Notices, and Letters

Ms. Holland gave a presentation on outsourcing the printing and inserting of DMWW customer bills, notices, and letters. DMWW Finance and IT staff issued an RFP in August to outsource the printing and inserting functions to an outside vendor. Seven responses were received and after careful consideration Staff recommends outsourcing the printing and inserting of customer bills, notices, and letters with InfoSend.

DMWW Rules & Regulations Update

Ms. Puffer provided an overview of proposed changes and clarifications to the DMWW Water Service Rules and Regulations for 2024. Stating that materials for water service installation must conform with Iowa Department of Natural Resources requirements if located within 200' of a Leaking Underground Storage Tank (LUST). Rewriting the conditions when a public water main will be allowed to be installed on private property. Adding language regarding properties that have a non-testable backflow device on boilers. Editing language to state that service termination will result for failure to submit a passing backflow test. Adding an inspection fee for large taps. Updating the Water Shortage Plan to allow a minimum domestic quantity to be applied for billing to meet basic human water consumption needs.

Fee schedules have been updated to reflect increases in labor and material costs based on the Engineering News Record Construction Cost Index for the month of August 2023.

The Finance Department is continuing to assess the System Development Fees and additional changes will be presented sometime in Spring 2024.

It is proposed that these revisions, including the revised fees, become effective on January 1, 2024.

COO's Comments

Mr. Danley shared with the group that last Friday DMWW held a Veteran's Day Program recognizing twenty current employees that have served. He also highlighted a Central Iowa Water Works online information session that was held today.

Public Comments - There were no comments from the public.

Meeting adjourned at 4:20 p.m.