

**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.