

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES
PURSUANT TO NOTICE
Tuesday, April 25, 2023**

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

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

Staff members: DMWW Staff in attendance included: Jared Aalbers, Daniel Alvarado, Karey Alvarado, Bill Blubaugh, Pat Bruner, Dee Clarke, Ted Corrigan, Brad Cowman, Kyle Danley, Jeff Gillum, Fritz Gookin, Erika Hale, Bobby Harwell, Amy Kahler, Casey Linn, Mike McCurnin, McKinnen Miller, Todd Monson, Matt Mullins, David Pollock, Bryan Pollpeter, Shane Schumacher, Jeremy Swain, Alex Veach, Lindsey Wanderscheid, Michelle Watson, and Dylan White

Also in attendance: Todd Copley (AFSCME), Rick Malm (legal counsel), Adam Swihart (AFSCME), and Melissa Walker (MW Media Consultants, LLC)

Ms. Boulton called the meeting to order at 3:30 p.m.

Consent Agenda

A motion was made by Mr. Gillette, seconded by Ms. Huppert, to approve Consent Items A, B, C, D, and E (Approval of Minutes, March 28, 2023, Board of Water Works Trustees Meeting; Minutes, April 4, 2023, Finance and Audit Committee Meeting; Minutes, April 11, 2023, Planning Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for March 2023; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of May 23, 2023, as the next meeting of the Board of Water Works Trustees). Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Public Comment Period

Adam Swihart (AFSCME Council 61) and several staff members addressed the Board with multiple concerns including employee morale, safety, training, wages, employee turnover, leadership, and lack of communication.

Mr. Corrigan provided an update on regionalization.

2023 Employee Health Insurance Renewal

Effective January 1, 2021, DMWW entered an agreement to join the Iowa Governmental Health Care Plan Trust. This agreement provides health insurance coverage through Wellmark BCBS offering a choice of three plan designs (a plan without a deductible, a plan with a \$500 single/\$1000 family deductible, and a high-deductible plan with a Health Savings Account). We received a renewal from the IGHCP Trust effective July 1, 2023, through June 30, 2024, offering the same three plans through Wellmark BCBS. Our health insurance premiums will again increase by 7%. A 90/10 cost share between DMWW and employees will be maintained until further notice.

A motion was made by Mr. Gillette, and seconded by Ms. Munns, to approve the employee health insurance provider and rates for the period of July 1, 2023, to June 20, 2024, as presented. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

Ms. Munns left the meeting at 4:56 p.m.

Acceptance of 2022 Tank Painting – Tenny Standpipe

Mr. Corrigan reported that all work associated with the 2022 Tank Painting – Tenny Standpipe project has been satisfactorily completed.

A motion was made by Mr. Gillette, seconded by Ms. Huppert, to accept the 2022 Tank Painting – Tenny Standpipe project, completed by G & L Tank Sandblasting and Coatings, LLC, in the amount of \$906,500. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Huppert voting in favor of the motion.

Request Authorization for CEO and General Manager to Execute Change Order No. 1 to 2022 Water Service Line Repairs Contract

DMWW currently uses the 2022 Water Services Line Repairs contract with Torgerson Excavating, Inc., for private partial water service line repairs between the water main and stop box. The current contract does not include full replacement from the stop box to the meter. The current approved contract amount for 2023 is \$249,928. This Change Order No. 1 adds six bid items and estimated quantities to incorporate full lead and galvanized water service line replacement from the stop box to the meter. The total cost for Change Order No. 1 is \$78,200. Water service line replacement from the stop box to the meter will be performed and coordinated by Torgerson Excavating, Inc., as part of a pilot study that will be incorporated into the 2023 Des Moines Water Main Replacement - Contract 1 project.

A motion was made by Ms. Huppert, seconded by Mr. Gillette, to authorize the CEO and General Manager to execute Change Order No.1 to the 2022 Water Service Line Repairs Contract in the amount of \$78,200. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Huppert voting in favor of the motion.

Request Authorization for CEO and General Manager to Execute Change Order No. 2 to The City of Des Moines' Western Ingersoll Run Sewer Separation Phase 3 Project

As part of the City of Des Moines' Western Ingersoll Run Sewer Separation Phase 3 project, Des Moines Water Works will complete several water main alterations and install approximately 440 feet of new 12-inch ductile iron water main to replace existing 12-inch 1909 cast iron water main in conflict with proposed storm sewer. The original contract amount with Synergy Contracting, LLC, from Altoona, Iowa, was \$466,193 based on the unit price bid for the estimated quantities. Three vertical conflicts between the proposed storm sewer and existing water main were discovered during construction. The only available solution was to replace three 30 ft. sections of 12-inch water main below the proposed storm sewer, along with replacement of four water services within the vertical water main alterations. Change Order No. 2 was prepared as a lump sum price to

include the three vertical water main alterations and four water service replacements in the project. Total cost for Change Order No. 2 is \$93,005.

A motion was made by Mr. Davis seconded by Mr. Gillette, to authorize the CEO and General Manager to execute Change Order No. 2 to the City of Des Moines' Western Ingersoll Run Sewer Separation Phase 3 project in the amount of \$93,005. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Huppert voting in favor of the motion.

Maffitt East Feeder Main – Valve Vault

At the March 28, 2023, meeting, the Board re-established the date of the Public Hearing for the Maffitt East Feeder Main – Valve Vault project as the date of the April 2023 Board meeting to provide WDMWW additional time to consider authorizing additional expenditures to construct the Maffitt East Feeder Main Valve Vault. WDMWW has authorized expenditures for construction of the Maffitt East Feeder Main Valve Vault up to \$1,400,000. DMWW agrees to cover all project expenditures above \$1,400,000, which is presently estimated to be \$100,000.

A Public Hearing was opened by Chairperson Boulton for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the construction of the Maffitt East Feeder Main – Valve Vault project. Receiving no oral or written comments, the Public Hearing was closed.

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

After an analysis of the bids received was presented and considered, a motion was made by Mr. Gillette, seconded by Mr. Davis, to award the Maffitt East Feeder Main – Valve Vault contract to WRH, Inc., in the amount of \$1,280,000 for the Base Bid, and to authorize the Chairperson and the CEO and General Manager to execute the contract. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Huppert voting in favor of the motion.

2023 Des Moines Water Main Replacement – Contract 1

A Public Hearing was opened by Chairperson Boulton for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the construction of the 2023 Des Moines Water Main Replacement – Contract 1 project. Receiving no oral or written comments, the Public Hearing was closed.

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

After an analysis of the bids received was presented and considered, a motion was made by Mr. Gillette, seconded by Ms. Huppert, to award the 2023 Des Moines Water Main Replacement – Contract 1 project to Corell Contractor, Inc., in the amount of \$2,145,227.00, and to authorize the Chairperson and the CEO and General Manager to execute the contract. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Huppert voting in favor of the motion.

Request Authorization for CEO and General Manager to Execute Agreement for 2023 Fleur Drive Median Maintenance

Staff prepared a Request for Proposals (RFP) for landscaping maintenance along Fleur Drive for 2023.

Two proposals were received on April 10, 2023. The responding firms were:

Proposer	Total Cost
I'll Do It, LLC	\$128,825.00
Kaldenburg's PBS Landscaping & Lawn Care	\$153,477.50

Staff reviewed each proposal based upon four weighted criteria (attendance at a pre-bid conference; experience, qualifications, and expertise; references; and cost of services). Staff recommends a new Independent Contractor Agreement be executed with I'll Do It, LLC, in the amount of \$128,825.00 for the 2023 Fleur Drive Median Maintenance project.

I'll Do It, LLC, successfully completed the Fleur Drive median maintenance and landscaping from 2020 through 2022 and has provided mowing services for the last several years at DMWW's remote sites including storage facilities, pump stations, the Saylorville Water Treatment plant and the Saylorville well-field. Provisions of the Independent Contractor Agreement allow for automatic renewal of the Agreement for two (2) one-year terms unless either DMWW or I'll Do It, LLC, decides to terminate the Agreement thirty days prior to its expiration.

A motion was made by Mr. Gillette, seconded by Ms. Huppert, to authorize the CEO and General Manager to execute an Independent Contractor Agreement with I'll Do It, LLC, in the amount of \$128,825,00 for the 2023 Fleur Drive Median Maintenance project. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Huppert voting in favor of the motion.

Award 2023-2028 Master Service Agreements for Roof Design, Building and Architectural, Structural, Surveying, Water Distribution Engineering, Source Water Engineering, Mechanical Process and Plumbing Design, Electrical and Controls, and Water Production Engineering Services

Staff developed a request for qualifications (RFQ) to solicit proposals for 2023-2028 master service consultant agreements for multiple disciplines in February 2023. Proposals were received March 9, 2023.

There were 28 responding consultants, with most submitting in more than one category. Those responding were: AECOM, Barr Engineering, Benchmark, Inc., Bolton & Menk, CDM Smith, Civil Design Advantage, HDR Engineering, HNTB, HR Green, ID8 Architects, IMEG, Invision Architecture, I&S Group, KFI Engineers, KPFF Consulting Engineers, LRE Water, McClure Engineering, Short Eliot Hendrickson (SEH), Shive Hattery, Shuck-Britson, Snyder & Associates, Stanley Consultants, Strand, Substance Architecture, SVPA Architects, Terracon, Tremco, and Veenstra & Kimm (V&K).

Staff has reviewed the proposals based upon project team, firm experience, staff resources and approach, and fees. Staff recommends 5-year Master Services Agreements be executed as shown in the following table:

Discipline	Selected Consultants
Roof Design	Benchmark, Inc., and Invision Architecture
Building and Architectural Services	CDM Smith, Invision Architecture, and SVPA Architects
Structural Engineering	KPFF, Shuck-Britson, and V&K

Surveying	McClure Engineering and Snyder & Associates
Water Distribution Engineering	HNTB and Snyder & Associates
Source Water Engineering	Barr Engineering
Mechanical, Process, and Plumbing Design	IMEG and Stanley Consultants
Electrical and Controls	HDR Engineering, KFI Engineers, and SEH
Water Production Engineering	AECOM, HR Green, and Strand

A motion was made by Mr. Gillette, seconded by Ms. Huppert, to authorize the CEO and General Manager to execute 5-year Master Services Agreements as presented above. Upon vote, the motion was adopted, with Ms. Boulton, Mr. Davis, Mr. Gillette, and Ms. Huppert voting in favor of the motion.

Board Committee Reports

The following reports were provided:

- Finance and Audit Committee – A meeting was held on April 4, 2023, as reflected in the minutes thereof. Mr. Davis gave a brief summary of the meeting.
- Planning Committee – A meeting was held on April 11, 2023, as reflected in the minutes thereof. Ms. Huppert gave a brief summary of the meeting.
- Stowe Foundation – Mr. Gillette shared that he discussed plans for the Water Curia with Jay Byers at the Greater Des Moines Partnership and there will likely be opportunities to apply for education-related grants to assist with funding. The Foundation has signed an agreement with the Drake School of Education for some of their students to develop materials and curriculum.
- Greater Des Moines Botanical Garden – Mr. Gillette had no update to share.
- Des Moines Water Works Park Foundation Board – Ms. Boulton reported that the annual Earth Day Extraordinary Eggs event was successful and well attended. She called attention to the park events calendar included in the materials.

CEO and General Manager’s Comments

Quarterly Strategic Plan Update – Mr. Corrigan provided an update on the progress of the utility’s strategic initiatives through the end of the first quarter.

Safety Update

Mr. Corrigan highlighted the Safety Update included in the materials that supplements the injury count shared on the meeting agenda and includes data on safety training.

5:39 p.m. adjourned