

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES  
PURSUANT TO NOTICE  
Tuesday, May 24, 2022**

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

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

Staff members: Jessica Barnett, Rachel Brown, Pat Bruner, Nathan Casey, Ted Corrigan, Kyle Danley, Doug Garnett, Amy Kahler, Mike McCurnin, Laura Sarcone, Jennifer Terry, 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 3:30 p.m.

Consent Agenda

A motion was made by Ms. Huppert, seconded by Mr. Aschbrenner, to approve Consent Items A, B, C, D, and E, (Approval of Minutes, April 26, 2022, Board of Water Works Trustees Meeting; Minutes, May 3, 2022, Planning Committee Meeting; Minutes, May 10, 2022, Finance and Audit Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for April 2022; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of June 28, 2022, as the next meeting of the Board of Water Works Trustees). Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

Public Comment Period

No comments were received from the public.

Des Moines Water Works Rules and Regulations Update – Credit Card Convenience Fees

In May 2022, DMWW was notified by our electronic payment processor, Invoice Cloud, that they would be implementing an increase in processing fees effective July 1, 2022. Their processing fees were negotiated in 2016 when DMWW selected them to process electronic payments in CIS. The credit card convenience fee, included in the Rules & Regulations Schedule of Charges, will increase from \$2.75 to \$2.95 per transaction. This cost is paid entirely by DMWW customers when they make a credit card payment on their account over the website or by phone. DMWW offers alternative no-cost options for customers, including payment by electronic check and monthly automated payment by checking or savings account. It is proposed that the per transaction fee of \$2.95 for credit card processing become effective on July 1, 2022.

A motion was made by Ms. Munns, and seconded by Ms. Huppert, to approve the proposed revision to credit card processing fees in the Rules and Regulations with an implementation date of July 1, 2022, and direct publication of the changes as required by statute. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

Acceptance of 2021 Des Moines Water Main Replacement Contract 1 – E. Pleasant View Drive and E. 17<sup>th</sup> Street

Mr. Corrigan reported that all work associated with the 2021 Des Moines Water Main Replacement Contract 1 – E. Pleasant View Drive project has been satisfactorily completed.

A motion was made by Mr. Aschbrenner seconded by Ms. Boulton, to accept 2021 Des Moines Water Main Replacement – Contract 1 – E. Pleasant View Drive and E. 17th Street, completed by Synergy Contracting, LLC, in the amount of \$2,137,906.76. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

Request Authorization for CEO and General Manager to Execute Fifth Amendment to 2020 Fleur Drive Median Maintenance Agreement

At the January 2020 Board meeting, the Board of Water Works Trustees authorized the CEO and General Manager to execute an Independent Contractor Agreement with I'll Do It, LLC, in the amount of \$64,765, for the 2020 Fleur Drive Median Maintenance project. The Agreement included provisions to renew the term of the Agreement for two (2) one-year renewal terms, if agreeable to both DMWW and the contractor. I'll Do It, LLC, submitted pricing of \$112,210 to complete the Fleur Drive Median Maintenance in 2022. The Fourth Amendment to the Agreement was executed on April 28, 2022, to allow spring clean-up and spring planting to proceed in the Fleur Drive medians for 2022. The cost authorized for this work was \$51,100. A fifth amendment will need to be executed to add the remaining work required for the Fleur Drive medians in 2022. The remaining work includes perennial replacement, planting of the fall displays, late fall clean-up, and planting tulip bulbs for the spring 2023 blooming season.

A motion was made by Ms. Boulton, seconded by Ms. Munns, to authorize the CEO and General Manager to execute the Fifth Amendment to the Independent Contractor Agreement to authorize completion of the remaining tasks for the 2022 Fleur Drive Median Maintenance and increases the total cost from \$51,100 to \$112,210. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

Asphaltic Concrete Surface Patch Contract – 2022-2023

This contract is for providing and placing asphaltic concrete materials for street patches related to maintenance and repair activities performed by our pipeline crews for the 2022-2023 season.

A motion was made by Ms. Huppert, seconded by Mr. Aschbrenner, to award the Asphaltic Concrete Surface Patch Contract for 2022-2023 to Speck USA, in the amount of \$253,600. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

Concrete Contract – 2022-2023

This contract is for ready-mix concrete materials for street patches related to maintenance and repair activities performed by our pipelines crews for the 2022-2023 season.

A motion was made by Ms. Munns, seconded by Mr. Aschbrenner, to award the 2022-2023 Concrete contract to CTI Ready Mix, in the amount of \$269,050. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

### Award 2022 Water Main Replacement

A Public Hearing was opened by Chairperson Gillette for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the 2022 Water Main Replacement project. Receiving no oral or written comments, the Public Hearing was closed.

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

An analysis of the bids received was presented and considered.

A motion was made by Ms. Huppert, seconded by Mr. Aschbrenner, to award the 2022 Water Main Replacement Contract to J & K Contracting, LLC, in the amount of \$989,145, and authorize the Chairperson and CEO and General Manager to execute the contract. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

### Award Gallery Valve Chamber Structures Reconstruction – Phase 2

A Public Hearing was opened by Chairperson Gillette for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the Gallery Valve Chamber Structures Reconstruction – Phase 2 project. Receiving no oral or written comments, the Public Hearing was closed.

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

An analysis of the bids received was presented and considered.

A motion was made by Ms. Munns, seconded by Mr. Aschbrenner, to award the Gallery Valve Chamber Structures Reconstruction – Phase 2 Contract to Nate Todd Construction, LLC, in the amount of \$498,750.00, and authorize the Chairperson and CEO and General Manager to execute the contract. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

### Request Authorization for CEO and General Manager to Execute Agreement with I'll Do It, LLC, for Turf Maintenance Services – Remote Facilities

Proposals were sent to 8 lawncare contractors to mow approximately 63 acres at 20 of our remote facilities. Des Moines Water Works received four bids on April 1, 2022. The low responsive bid was submitted by Beautiful Lawns by Long's, LLC, in the amount of \$43,568. In April, the Board authorized execution of an agreement for Turf Maintenance Services Remote Facilities with Beautiful Lawns by Long, LLC, but on May 13, 2022, the contractor gave DMWW notice that they could not complete the work because of staffing issues. DMWW staff contacted the next lowest bidder, Team Lawncare, LLC, but they also declined to complete the work because of staffing issues. DMWW staff then contacted the third lowest bidder, I'll Do It, LLC, and they agreed to perform the work. I'll Do It, LLC, has worked for DMWW since 2016 and has done a great job with turf maintenance at remote facilities.

A motion was made by Ms. Boulton, seconded by Ms. Huppert, to authorize staff to execute an agreement with I'll Do It, LLC, in the amount of \$55,472 for Turf Maintenance Services Remote Facilities. Upon roll-call vote, the motion was adopted, with each member of the Board voting in favor of the motion.

### Board Committee Reports

The following reports were provided:

- Planning Committee – A meeting was held on May 3, 2022, as reflected in the minutes thereof. Ms. Boulton gave a brief summary of the meeting which was held at the Botanical Garden.
- Finance and Audit Committee – A meeting was held on May 10, 2022, as reflected in the minutes thereof. Mr. Aschbrenner gave a brief summary of the meeting.
- Bill Stowe Memorial – Mr. Gillette and Ms. Boulton shared that the Educational Hub meeting was held to chart out next steps forward and the role the interns will play in the process during their eight-week involvement.
- Greater Des Moines Botanical Garden – Mr. Gillette reiterated praise for DMWW's recent meeting and social event at the Botanical Gardens.
- Des Moines Water Works Park Foundation Board – Ms. Boulton shared that the foundation is continuing to focus on closing the funding gap for the first phase construction.

### Staff Updates

Urban Deer Hunt Update – Ms. Barnett gave an update on the DMWW Urban Deer Hunt.

External Affairs - Ms. Terry provided updates on water quality, education, public relations, and strategic planning efforts. She invited Mr. Corrigan to share about the recent partnership trip to Washington, D.C.

### CEO and General Manager's Comments

Mr. Corrigan shared that Polk City passed the resolution to participate in regionalization. Nitrate levels have been as high as 12 mg/l on the Raccoon River. He also reported that DMWW hosted a press event for the Plots in the Park demonstration plot project with Landus Cooperative.

Adjournment – Meeting adjourned by unanimous consent.

4:50 p.m. adjourned