

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES
PURSUANT TO NOTICE
Tuesday, August 25, 2020**

The Meeting was conducted by video conference.

Present (by Video or Audio Conference Link):

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

Staff members: Jessica Barnett, Pat Bruner, Ted Corrigan, Kyle Danley, Peggy Freese, Doug Garnett, Amy Kahler, Mike McCurnin, Jeanne Middleton, Jenny Puffer, and Michelle Watson

Also in attendance: Rick Malm (legal counsel)

Ms. Munns called the meeting to order at 3:31 p.m.

Consent Agenda –

A motion was made by Mr. Gillette, seconded by Ms. Huppert, to approve Consent Items A, B, C, D, E, (Approval of Minutes, July 28, Board of Water Works Trustees Meeting; Minutes, August 4, 2020, Planning Committee Meeting; Minutes, August 18, 2020, Finance and Audit Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for July 2020; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of September 22, 2020, 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 identified as present voting in favor of the motion.

Public Comment Period – no comments from the public

Acceptance of Des Moines Water Works Park Phase 1 Improvements

Mr. Corrigan reported that all work associated with the Des Moines Water Works Park Phase 1 Improvements contract has been satisfactorily completed.

A motion was made by Mr. Gillette, and seconded by Ms. Huppert, to accept the Des Moines Water Works Park Phase 1 Improvements project, completed by Henkel Construction Company in the amount of \$7,123,835.48. Upon roll-call vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Request Authorization to Solicit Bids for Gallery Valve Chamber Structures Reconstruction and Establish the Date of Public Hearing as the Date of the October 2020 Board Meeting

This project pertains to rehabilitation of structural deterioration of the valve chamber structures in the Infiltration Gallery.

A motion was made by Mr. Aschbrenner, and seconded by Mr. Gillette, to authorize staff to solicit bids for Gallery Valve Chamber Structures Reconstruction and to establish the date of Public Hearing as the Date of the October 2020 Board Meeting, and to direct staff to publish notice as provided by law. Upon roll-call 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 Relocations for 6th Avenue Streetscape from University Avenue to College Avenue

As a part of the City of Des Moines 6th Avenue Streetscape project, from University Avenue to College Avenue, Des Moines Water Works will be relocating small sections of water main and hydrants throughout the project. The project involves ten water main alterations and three hydrant replacements.

Based on the unit price bid for the estimated quantities for this contract, the cost for which the City of Des Moines seeks reimbursement is expected to be \$243,200.

A motion was made by Mr. Gillette, and seconded by Ms. Huppert, to authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the 6th Avenue Streetscape project, from University Avenue to College Avenue. Upon roll-call vote, the motion was adopted with each member of the Board identified as present voting in favor of the motion.

Request Authorization to Execute Water Wheeling Agreement between Des Moines Water Works and the City of Bondurant

DMWW has reached out to Bondurant about a wheeling arrangement where DMWW would use a limited portion of the Bondurant system to better serve DMWW water customers in Polk County in an area east of Bondurant. This connection would allow thirty new customers to be safely connected to DMWW's rural system. An agreement providing for such wheeling was presented to the Board.

A motion was made by Ms. Huppert seconded by Mr. Gillette to approve and authorize the Chairperson and CEO and General Manager to execute the Water Wheeling Agreement between Des Moines Water Works and the City of Bondurant. Upon roll-call vote, the motion was adopted with each member of the Board identified as present voting in favor of the motion.

Award 2020 Des Moines Water Main Replacement Contract 2 – E. Douglas Avenue

The 2020 Des Moines Water Main Replacement Contract 2 – E. Douglas Avenue design calls for the installation of more than 3,000 feet of 12-inch polyvinyl chloride (PVC) water main. In coordination with the City of Des Moines, this water main project is being completed in advance of a pavement widening project the City intends to complete in 2021.

A Public Hearing was opened by Chairperson Munns for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the 2020 Des Moines Water Main Replacement Contract 2 – E. Douglas Avenue 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. Gillette. Upon roll-call vote, the motion was adopted with each member of the Board identified as present voting in favor of the motion.

After an analysis of the bids received was presented and considered, a motion was made by Mr. Aschbrenner, seconded by Ms. Huppert, to award the 2020 Des Moines Water Main Replacement Contract 2 – E. Douglas Avenue contract to S.M. Hentges & Sons, Inc., in the amount of \$632,839.55, and to authorize the Chairperson and the CEO and General Manager to

execute the contract. Upon roll-call vote, the motion was adopted with each member of the Board identified as present voting in favor of the motion.

Award Highway G14 Feeder Main

The Highway G14 Feeder Main design calls for installing 12,000 feet of 16-inch feeder main to extend additional water service into, and at the cost of, the City of Norwalk under a 28E Agreement with the City.

A Public Hearing was opened by Chairperson Munns for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the Highway G14 Feeder Main project. Receiving no oral or written comments, the Public Hearing was closed.

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

An analysis of the bids received was presented and considered. It was noted that the lowest bid received was considered nonresponsive due to lack of required bid documentation. Staff recommended that the contract be awarded to the low responsive bidder, On Track Construction, LLC. A motion was made by Ms. Huppert, seconded by Mr. Aschbrenner, to award the Highway G14 Feeder Main contract to On Track Construction, LLC, in the amount of \$1,264,264, and to authorize the Chairperson and the CEO and General Manager to execute the contract. Upon roll-call vote, the motion was adopted with each member of the Board identified as present voting in favor of the motion.

CEO and General Manager Employment Agreement

At the June 22, 2020 CEO Candidate Deliberation meeting of the Board of Water Works Trustees, action was taken to appoint Ted Corrigan to the position of CEO and General Manager and to execute an employment agreement with him. A progress update was provided on the status of the CEO and General Manager's employment agreement.

No action was taken.

COVID-19 Response

Mr. Corrigan outlined the temporary policy changes and other measures that have been implemented based on the Board's April 28, 2020, ratification of the COVID-19 Emergency Response Plan.

A motion was made by Mr. Aschbrenner, seconded by Mr. Gillette to again ratify the ongoing COVID-19 Emergency Action Plan as described. Upon roll-call vote, the motion was adopted with each member of the Board identified as present voting in favor of the motion.

Committee Assignments and Board Officers - 2021

Ms. Diane Munns reminded Board members that Officer and Committee member assignments will be addressed at the end of this year.

Board Committee Reports

The following reports were provided:

- Planning Committee – A meeting was held on August 4, 2020. Mr. Corrigan stated that a Diversity Update was provided at the meeting.
- Finance and Audit Committee – A meeting was held on August 18, 2020. Mr. Gillette advised that rate re-structuring was discussed at the meeting.
- Customer Relations Committee – There was no meeting held in August. Ms. Huppert stated that regionalization discussion meetings continue with Urbandale and West Des Moines, and with their respective water utilities.
- Bill Stowe Memorial – Mr. Gillette stated that the committee continues to meet via video conference and did a site visit last week.
- Greater Des Moines Botanical Garden – no additional comments were shared
- Des Moines Water Works Park Foundation Board – Mr. Corrigan informed the Board that the Park Foundation is holding a virtual event called the Fall Flight as well as the Extraordinary Egg Hunt.

Staff Updates

- Fleur Drive Maintenance – Ms. Barnett gave an update on Fleur Drive Maintenance.

CEO and General Manager's Comments

- Mr. Corrigan advised the Board that we are faced with poor source water quality, high demand, and drought conditions. There have been significant operational challenges as a result, but these challenges are being met.

Adjournment – Meeting adjourned by unanimous consent.

4:36 p.m. adjourned