

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

Tuesday, November 2, 2021

3:30 p.m.

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

Board Members: Ms. Andrea Boulton and Ms. Diane Munns

Staff Members: Pat Bruner, Nathan Casey, Ted Corrigan, Kyle Danley, Doug Garnett, Amy Kahler, Mike McCurnin, Jenny Puffer, Laura Sarcone, Jennifer Terry, and Michelle Watson

Also in Attendance: Melissa Walker (MW Media Consultants, LLC)

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

1. DMWW Strategic Plan

Mr. Corrigan presented the DMWW 2021 Strategic Plan, a proposed framework to guide the Utility for the next five years. There has been exceptional level of engagement from the community and other stakeholders, who have provided valuable insights and helped identify the priorities that are most important to our customers, and the community at large. Together with the leadership of our Senior Management Team, DMWW has developed an ambitious, but achievable plan, which will allow us to overcome both current and future challenges. It represents our pathway forward and we look forward to launching it and building a stronger, more diverse Utility.

2. DMWW Rules & Regulations Update

Ms. Puffer and Ms. Sarcone provided an overview of proposed changes and clarifications to the DMWW Water Service Rules and Regulations for 2022. Some of the more significant changes being proposed include: (1) adding language requiring a customer aggrieved by the application of the Rules and Regulations to seek an appeal with DMWW before commencing any action in court; (2) changing the bond amount for a plumbing contractor performing work on the DMWW distribution system; (3) stating that DMWW may refuse to accept backflow test reports from technicians or companies that have a pattern of failing to provide timely, complete, legible, consistent, or accurate reports; (4) requiring a larger size of conduit be installed for running wire for the meter reading equipment to the outside of the building; and (5) providing a new fee for unauthorized operation of a valve. In addition, fee schedules are proposed to be updated to reflect increases in labor and material costs based on the Engineering News Record Construction Cost Index for the month of August 2021. Staff proposes that these revisions, including the revised fees, become effective on January 1, 2022, after consideration and approval by the Board.

3. CEO and General Manager's Comments

Mr. Corrigan shared that nitrate concentrations in the Raccoon River have begun climbing with the recent rain. DMWW was granted \$164,000 in low-income assistance funds for the month of October, which helped 358 customers (approximately \$450 per customer) who have been unable to pay their bills.

4. Public Comments - There were no comments from the public.

Meeting adjourned at 4:24 p.m.