

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES
PURSUANT TO NOTICE
Tuesday, November 22, 2022**

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

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

Staff members: Bill Blubaugh, Rachel Brown, Pat Bruner, Ted Corrigan, Doug Garnett, Michelle Holland, Amy Kahler, Mike McCurnin, Jenny Puffer, Laura Sarcone, Jennifer Terry, and Lindsey Wanderscheid

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. Boulton, seconded by Ms. Huppert, to approve Consent Items A, B, C, D, and E, (Approval of Minutes, October 25, 2022, Board of Water Works Trustees Meeting; Minutes, November 1, 2022, Planning Committee Meeting; Minutes, November 8, 2022, Finance and Audit Committee Meeting; Minutes; Receipt and filing of the financial statements for audit purposes; Approval of Payments for October 2022; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of December 20, 2022, 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

Mr. Corrigan provided an update on regionalization.

Proposed 2023 Budget

The proposed budget for 2023 is based on an estimated total operating revenue of \$85.4 million, with budgeted operating and maintenance expenditures of approximately \$58.1 million on operations, and capital expenditures budget of approximately \$62.5 million.

Chairperson Gillette opened a Public Hearing for comments from the public regarding the Proposed 2023 Budget. Receiving no oral or written comments, the Public Hearing was closed.

A motion was made by Ms. Huppert and seconded by Mr. Davis to approve the 2023 Des Moines Water Works budget, as presented, and to file the same as required by law. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

2023 Water Treatment Chemicals

The Board considered proposals for contract chemical purchases for 2023, as presented by Staff. Details for each purchase were provided to the Board in writing.

A motion was made by Ms. Boulton and seconded by Mr. Davis to award 2023 contracts for water treatment chemical supplies to the recommended bidders, as presented. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Des Moines Water Works' Rules and Regulations Update

Staff and legal counsel review the Des Moines Water Works Rules and Regulations annually. Such review includes a review of fees and charges, as well as the substantive rules. Changes suggested by such review were presented for the Board's consideration.

A motion was made by Ms. Huppert, and seconded by Ms. Boulton, to approve the proposed revisions to the Rules and Regulations as presented to the Board by staff, with an implementation date of January 1, 2023, and direct publication of the changes as required by statute. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Request Authorization for CEO and General Manager to Execute Professional Services Agreement for Saylorville Water Treatment Plant Transmission Improvement Design and Construction Services

In 2017, DMWW teamed with CH2M and HDR to complete the DMWW Long Range Plan 2017 (2017 LRP). The 2017 LRP used population, water use and production statistics from all regional entities to project the necessary source, treatment, transmission, storage, and pumping needs for the Des Moines Metropolitan region through 2040. The 2017 LRP identified nearly 100 key projects to address growth within the central Iowa region. Among the list of projects were enhancements at the Saylorville Water Treatment Plant (SWTP) that included first expanding by 10 MGD, followed by an additional 25 MGD expansion later.

In February of 2021, DMWW teamed with HDR to review the 2017 LRP. With five additional years of production and demand data for the region, HDR was asked to determine if any of the key projects identified in the 2017 LRP could effectively be delayed. HDR completed the DMWW Long Range Plan Update and Progress Report which concluded that key projects should not be delayed. In July of 2021, DMWW teamed with HDR and Black and Veatch to develop the preliminary engineering efforts for the Saylorville Water Treatment Plant Capacity Expansion for the two options described above. The Preliminary Engineering Report for the Saylorville Water Treatment Plant Capacity Expansion was completed subsequently in July of 2022.

To allow the 10 MGD expansion to occur at SWTP, two transmission elements were identified to be constructed. Staff prepared a Request for Proposals for completing the design, bidding support, and construction support of these two transmission mains. Five proposals were received on October 27, 2022 and reviewed by staff. Four of the five were selected to be interviewed. The fifth company, Anderson Bogert, was not selected to be interviewed due to the lack of larger diameter water main experience. Staff would consider all firms as viable performers, but there were differences in experience, approach, schedule, and fees (\$1M to \$2M).

Since this will be considered a regional asset, DMWW staff and newly formed Central Iowa Water Works Technical Advisory Committee (TAC) both participated in evaluating and considering the proposals. DMWW staff initially evaluated the proposals based upon the following categories: strength and qualifications of proposed project team, firm experience, project approach, schedule, and professional service fees. Staff summarized its evaluation of the proposals and shared to the TAC that Snyder & Associates was their preferred selection. After a short review period, six additional members of the TAC responded that Snyder & Associates was their top selection as well. There were no dissenting opinions from the remaining members of the TAC.

A motion was made by Ms. Huppert seconded by Mr. Davis, to authorize the CEO and General Manager to execute a Professional Services Agreement with Snyder & Associates in the amount of \$1,078,400 for design and construction services for the SWTP Transmission Improvements project contingent upon negotiation of terms and conditions that are acceptable to staff and subsequent review by legal counsel. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Request Authorization to Reimburse Polk County for Water Main Relocations for the NE Broadway Avenue from IA Hwy 415 to US Hwy 6 Project

As part of Polk County's NE Broadway Avenue from IA HWY 415 to US HWY 6 project, Des Moines Water Works will complete water main alterations and install approximately 12,900 feet of new water main to replace existing water main in conflict with the planned roadway and storm sewer improvements. Approximately 75 percent of the cost of the water main improvements will occur in Polk County and 25 percent in Des Moines. The project is focused on converting the roadway from a rural to urban cross section and constructing a recreational trail. The roadway reconstruction requires significant storm sewer improvements to address the modified roadway cross section. The roadway improvements cover approximately 5.25 miles.

Construction for this project is anticipated to begin in the winter of 2022, with water main work being completed in the 2022-2024 construction seasons. Based upon the unit price bid for the estimated quantities for this contract, the cost for the water main bid items for this project is \$5,849,126.45. The project has been awarded to Reilly Construction Co., Inc.

A motion was made by Ms. Boulton, seconded by Ms. Huppert, to authorize staff to reimburse Polk County for Water Main Relocations for the NE Broadway Avenue from IA HWY 415 to US HWY 6 project. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Proposed 2023 Schedule for Board of Water Works Trustees Meetings and Committee Meetings

A motion was made by Mr. Davis, and seconded by Ms. Boulton, to adopt the proposed 2023 schedules for regular meetings of the Board of Water Works Trustees and for Committee meetings, as presented and attached to these minutes. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Authorize CEO and General Manager to Execute Acceptance of Rezoning Ordinance for the Grounds Maintenance Facility Property and Waiver of Reading Requirement

DMWW staff held a public meeting on October 5, 2022, for rezoning of lots 11-17 of Valley Gardens for the new Grounds Maintenance Facility. A representative from Jasper Winery attended the meeting to better understand the project and how it would impact the view from their property to the east. The City is supportive of the rezoning change and future use of this property but added a zoning condition to the agreement, limiting the amount of outdoor storage that a future owner could do to something similar in scale to our proposed use. The City wants to ensure that outdoor storage is always the secondary use of this property as we are proposing.

Approval of a rezoning ordinance requires three ordinance readings by the Des Moines City Council (three council meetings) unless an ordinance reading waiver is requested by the applicant and accepted by the Council. Once this agreement is signed by DMWW, the City will present the agreement and ordinance reading waiver at the December 12, 2022, City Council meeting for final consideration and acceptance of the rezoning.

A motion was made by Ms. Boulton, seconded by Mr. Davis, to authorize the CEO and General Manager to execute the Acceptance of Rezoning Ordinance and Reading Waiver documents related to the Grounds Maintenance Facility property. Upon vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

Board Committee Reports

The following reports were provided:

- Planning Committee – A meeting was held on November 1, 2022, as reflected in the minutes thereof. Ms. Boulton gave a brief summary of the meeting.
- Finance and Audit Committee – A meeting was held on November 8, 2022, as reflected in the minutes thereof. Mr. Corrigan gave a brief summary of the meeting.
- Stowe Foundation – Mr. Gillette shared that the Stowe Foundation will likely report on the outdoor classroom and other items in January or February.
- Greater Des Moines Botanical Garden – Mr. Gillette shared that the annual Champagne and Chocolates event was held recently.
- Des Moines Water Works Park Foundation Board – Ms. Boulton reported that the Park Foundation Board voted to extend Teri TeBockhorst’s contract through the first quarter of 2023. They are also in the process of re-negotiating their concert promoter contract.

CEO and General Manager’s Comments

Mr. Corrigan shared that drought conditions continue to exist across Central Iowa, but the utility doesn’t anticipate any issues with meeting customer demand through the winter.

Adjournment – Meeting adjourned by unanimous consent.

4:20 p.m. adjourned