

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES  
PURSUANT TO NOTICE  
Tuesday, November 23, 2021**

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

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

Staff members: Rachel Brown, Pat Bruner, Nathan Casey, Ted Corrigan, Kyle Danley, Doug Garnett, Leah Heim, Michelle Holland, Amy Kahler, Mike McCurnin, Jenny Puffer, Laura Sarcone, Jennifer Terry, and Michelle Watson

Also in attendance: Doug Blackburn, Nick Deasy, John Lande and Rick Malm (legal counsel), Jody Smith (West Des Moines Water Works Board of Trustees), Dennis Spitzer, 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 Ms. Boulton, to approve Consent Items A, B, C, D, and E (Approval of Minutes, October 26, 2021, Board of Water Works Trustees Meeting; Minutes, November 2, 2021, Planning Committee Meeting; Minutes, November 9, 2021, Finance and Audit Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for October 2021; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of December 21, 2021, 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

Mr. Doug Blackburn, Mr. Nick Deasy, and Mr. Dennis Spitzer addressed the Board. The water service lines at their properties are connected to a 1-inch privately owned dead-end water main in DMWW's distribution system and have very low volume of water to their homes. Mr. Spitzer, who is a DMWW retiree, had previously contacted Engineering Department staff to discuss the possibility of installing and tapping into a larger water main in front of their homes. At that time, he was informed that it would cost each of them approximately \$10,000 to cost-share in the installation of larger water main and new taps to each of their properties. Mr. Spitzer, Mr. Blackburn, and Mr. Deasy are concerned with the out-of-pocket cost and urgency of replacing the 1-inch private main due to its age and likely deteriorating condition and are seeking the Board's assistance. After discussion among Board members and staff in attendance, Board members suggested that staff assess the privately owned water mains in the distribution system and develop options to address this situation and future issues for other properties connected to private mains. Staff will follow up with these three property owners and report back to Board.

2022 Labor Agreement between DMWW and AFSCME Iowa Council 61, Local 3861

Negotiations with AFSCME on the new labor agreement are now complete. A tentative agreement on a five-year contract was reached on all contract provisions that are subject to bargaining, including wages. The new contract was presented to the Board. The union has ratified the new contract.

A motion was made by Ms. Boulton, and seconded by Mr. Aschbrenner, to approve and authorize Chairperson to Execute the Agreement between the Des Moines Water Works and AFSCME, Council 61 and its Affiliated Local 3861, effective January 1, 2022 through December 31, 2026 in the form as presented. Upon roll-call vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

#### Receive and File DMWW 2021 Strategic Plan

DMWW engaged HDR Inc. to facilitate a utility-wide strategic planning process. The HDR facilitated process resulted in an 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 to the community at large. The culmination of the process is the “DMWW 2021 Strategic Plan”, which has been prepared by DMWW’s Senior Management Team and HDR for presentation to the Board. It reflects an ambitious, but achievable, plan that will help DMWW to overcome both current and future challenges. It represents a proposed pathway toward a stronger, more diverse utility.

A motion was made by Ms. Boulton, seconded by Ms. Huppert, to receive and file the DMWW 2021 Strategic Plan as presented. Upon roll-call vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

#### Proposed 2022 Budget

The proposed budget for 2022 is based on an estimated total operating revenue of \$79.6 million, with budgeted operating and maintenance expenditures of approximately \$53 million on operations, and capital expenditures budget of approximately \$45.9 million.

Chairperson Gillette opened a Public Hearing for comments from the public regarding the Proposed 2022 Budget. Receiving no oral or written comments, the Public Hearing was closed.

A motion was made by Mr. Aschbrenner and seconded by Ms. Boulton to approve the 2022 Des Moines Water Works budget, as presented. Upon roll-call vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

#### 2022 Water Treatment Chemicals

The Board considered proposals for contract chemical purchases for 2022, as presented by Staff. Details for each purchase were provided to the Board in writing.

A motion was made by Ms. Huppert and seconded by Ms. Boulton to award 2022 contracts for water treatment chemical supplies to the recommended bidders, as presented. Upon roll-call 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 Mr. Aschbrenner, and seconded by Ms. Huppert, to approve the proposed revisions to the Rules and Regulations as presented to the Board by staff, with an implementation date of January 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 identified as present voting in favor of the motion.

Acceptance of 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe

Mr. Corrigan reported that all work associated with the 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe contract has been satisfactorily completed.

A motion was made by Ms. Boulton, seconded by Mr. Aschbrenner, to accept the 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe project, completed by J.R. Stelzer Co., in the amount of \$1,145,524. 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 for CEO and General Manager to Execute Agreement for Professional Services for 2022 Filter Rehabilitation Study

Staff has made a request for proposals (RFP) for conducting evaluations of the sixteen sand filters and of the filtration process at the Fleur Drive Operations Center. These evaluations are intended to result in development of alternatives and the formulation of recommendations that maintain or increase the current 75 MGD maximum operation rate while maintaining or improving effluent water quality. Four firms responded to the RFP, and staff has reviewed and evaluated the responses. Staff recommended that a Professional Services Agreement be executed with CDM Smith Inc. for the 2022 Filter Rehabilitation Study contingent upon negotiation of terms and conditions acceptable to staff and subsequent review by legal counsel. The anticipated design fee stated in CDM Smith Inc.'s proposal is \$146,200.

A motion was made by Ms. Huppert, seconded by Mr. Aschbrenner, to authorize the CEO and General Manager to execute a Professional Services Agreement with CDM Smith Inc. for the 2022 Filter Rehabilitation Study contingent upon negotiation of terms and conditions that are acceptable to staff and subsequent review by legal counsel. 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 Hamilton Drain Storm Water Improvements Phase 2

As part of the City of Des Moines' Hamilton Drain Storm Water Improvements Phase 2 project, Des Moines Water Works will complete multiple water main alterations where conflicts exist with proposed work. The City project includes road reconstruction and storm sewer improvements. Construction for this project is anticipated to begin in December 2021, with water main work being completed in the 2021-2023 construction seasons. Based upon the unit price bid for the estimated quantities for this contract, the cost for the water main alteration portion of this City of Des Moines project is \$346,034.70. RW Excavating Solutions, LC, from Prairie City, IA, will be the Contractor on the project.

A motion was made by Mr. Aschbrenner, seconded by Ms. Boulton, to authorize staff to reimburse the City of Des Moines for Water Main Relocations included in the Hamilton Drain Storm Water Improvements Phase 2 project. 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 Fleur Drive Operations Center Stormwater System Improvements – Phase 2 and Establish the Date of the Public Hearing as the Date of the January 2022 Board Meeting

In 2016, work was completed on the Fleur Drive Operations Center Stormwater System Improvements – Phase 1 Contract. This Phase 1 Contract included replacement of sections of 15-inch and 20-inch diameter stormwater pipes with 24-inch, 30-inch, and 42-inch diameter pipes. A second, subsequent phase of the improvements will consist of either enlarging or replacing the existing stormwater pump station.

Preparation of plans, specifications, and contract documents for the Fleur Drive Operations Center Stormwater System Improvements – Phase 2 Contract is nearing completion.

This project will provide improvements to the Stormwater System and will be especially beneficial to staff during flood response efforts. The engineer's estimate for the Fleur Drive Operations Center Stormwater System Improvements – Phase 2 Contract is \$1,110,000.

A motion was made by Ms. Huppert, seconded by Ms. Boulton, to authorize staff to solicit bids for the Fleur Drive Operations Center Stormwater System Improvements – Phase 2 Contract and establish the date of Public Hearing as the date of the January 2022 Board meeting, and 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 Permission to Establish the Date of Public Hearing for MidAmerican Energy Company Electric Transmission Line Easement as the Date of the December 2021 Board Meeting

MidAmerican Energy Company (MEC) is requesting an easement over the west 140 feet of DMWW property adjacent to Highway 28 near the Raccoon River. This easement would be to allow MEC overhead transmission lines to pass above DMWW property. Accommodating MEC with an easement does not create adverse conditions to DMWW. The easement details are being finalized between MEC and DMWW.

A motion was made by Mr. Aschbrenner, and seconded by Ms. Huppert, to establish the date of the December 2021 Board meeting as the date of Public Hearing for MidAmerican Energy Company Electric Transmission Line Easement and 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 Permission to Establish the Date of Public Hearing for MidAmerican Energy Company Gas Easement as the Date of the December 2021 Board Meeting

MidAmerican Energy Company (MEC) is requesting a 10 ft. wide easement running for approximately 150 ft. across the west portion of DMWW property adjacent to Highway 28 near the Raccoon River. This easement would be used for placement of a 16" gas pipeline that is being relocated from the west side of Highway 28 due to Raccoon River bridge replacement. The easement details are being finalized between MEC and DMWW.

A motion was made by Mr. Aschbrenner, and seconded by Ms. Boulton, to establish the date of the December 2021 Board meeting as the date of Public Hearing for MidAmerican Energy Company Gas Easement and 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.

### Award L. P. Moon Pumping Station – Pump No. 8 Contract

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 L. P. Moon Pumping Station – Pump No. 8 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 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.

A motion was made by Ms. Huppert, seconded by Ms. Boulton, to award the L. P. Moon Pumping Station – Pump No. 8 Contract to The Waldinger Corporation in the amount of \$123,390 and 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.

### Proposed 2022 Schedule for Board of Water Works Trustees Meetings and Committee Meetings

A motion was made by Ms. Boulton, and seconded by Mr. Aschbrenner, to adopt the proposed 2022 schedules for regular meetings of the Board of Water Works Trustees and for Committee meetings, as presented and attached to these minutes. Upon roll-call vote, the motion was adopted, with each member of the Board identified as present voting in favor of the motion.

### Receive and File Regionalization Micro Group Outcomes Document

An initial Report summarizing regionalization discussions among a regional “Micro Group” consisting of representatives of DMWW, West Des Moines Water Works, and Urbandale Water Utility was issued in April of 2020. That report included a short list of open issues. The Micro Group exchanged letters through the summer of 2021 in an attempt to resolve the remaining open issues. In September 2021, the Micro Group representatives met and came to a consensus view among themselves on the identified open issues. The outcomes document, as “Revised November 2021” has been updated to reflect these discussions.

The content of the report is not representative of a final consensus of the governing utility boards, either individually or collectively, on regionalization issues, nor are the conclusions binding on any of the utility boards.

A motion was made by Ms. Huppert, and seconded by Ms. Boulton, to receive and file the Regionalization Micro Group Outcomes Document as revised November 2021. Upon roll-call 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 2, 2021, as reflected in the minutes thereof. Ms. Boulton offered no additional comments.
- Finance and Audit Committee – A meeting was held on November 9, 2021, as reflected in the minutes thereof. Mr. Aschbrenner offered no additional comments.

- Customer Relations Committee – No meeting held in November. Customer Relations Committee meetings will not be scheduled on a regular basis in 2022 but may be held as-needed.
- Bill Stowe Memorial – Mr. Gillette had no update to report.
- Greater Des Moines Botanical Garden – Mr. Gillette shared that the Botanical Garden’s Champagne and Chocolates event was held recently, which was a good opportunity to showcase the venue as a private event rental facility.
- Des Moines Water Works Park Foundation Board – Ms. Boulton and Mr. Aschbrenner reported that a substantial amount of time has been spent focusing on the Park Foundation’s mission and vision and on ongoing development and fundraising efforts.

#### Staff Updates

External Affairs - Ms. Terry provided updates on water quality, education, public relations, and strategic planning efforts.

#### CEO and General Manager’s Comments

Mr. Corrigan reported that the IDNR has developed a PFAS Action Plan that includes sampling of source and finished waters at surface water utilities, such as DMWW. There were some minor detects in the source waters for the Fleur Drive Treatment Plant and one of the compounds was detected at the minimum 1.9 parts per trillion detection limit in the finished water. Nothing was detected at the Maffitt Water Treatment Plant in either source or finished waters.

COVID-19 testing regulations were published in early November by OSHA for employers with more than 100 employees. DMWW staff is working diligently on developing a policy for mandatory testing of employees. Even though there has been a stay of the OSHA regulations, staff has been advised to move forward with creating a policy in order to be prepared, if need be.

Adjournment – Meeting adjourned by unanimous consent.

5:05 p.m. adjourned

**BOARD OF WATER WORKS TRUSTEES  
2022 MEETING SCHEDULE  
3:30 P.M.**

January 25, 2022

February 22, 2022

March 22, 2022

April 26, 2022

May 24, 2022

June 28, 2022

July 26, 2022

August 23, 2022

September 27, 2022

October 25, 2022

November 22, 2022

December 20, 2022

**BOARD OF WATER WORKS TRUSTEES  
2022 COMMITTEE MEETING SCHEDULE  
3:30 P.M.**

<b>Planning Committee</b>	<b>Finance &amp; Audit Committee</b>
<b>(First Tuesday)</b>	<b>(Second Tuesday)</b>
January 4	January 11
February 1	February 8
March 1	March 8
April 5	April 12
May 3	May 10
June 7	June 14
July 5	July 12
August 2	August 9
September 6	September 13
October 4	October 11
November 1	November 8
December 6	December 13