

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES  
PURSUANT TO NOTICE  
Tuesday, November 28, 2023**

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

Board Members: Vice Chairperson, Ms. Susan Huppert, presiding; Mr. Alec Davis, Mr. Graham Gillette, and Ms. Diane Munns

Staff members: Scott Bierman, Bill Blubaugh, Pat Bruner, Caitlin Caldwell, Nathan Casey, Ted Corrigan, Kyle Danley, Doug Garnett, Amy Kahler, Mike McCurnin, Josh Russell, Laura Sarcone, Melissa Walker, Lindsey Wanderscheid, Michelle Watson, and Dylan White

Also in attendance: John Lande and Rick Malm (legal counsel)

Vice Chairperson Ms. Susan Huppert called the meeting to order at 3:30 p.m.

Consent Agenda

A motion was made by Mr. Gillette, seconded by Mr. Davis, to approve Consent Items A, B, C, D, and E (Approval of Minutes, October 31, 2023, Board of Water Works Trustees Meeting; Minutes, November 7, 2023, Finance and Audit Committee Meeting; Minutes, November 14, 2023, Approval of Payments for October 2023; Approval of Summary of CEO-Approved Expenditures in Excess of \$40,000; and Approval of December 19, 2023, as the next meeting of the Board of Water Works Trustees). Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

Public Comment Period

Regional Governance - Mr. Corrigan provided an update on regionalization.

Proposed 2024 Budget

The proposed budget for 2024 is based on an estimated total operating revenue of \$91.8 million, with budgeted operating and maintenance expenditures of approximately \$60.9 million on operations, and capital expenditures budget of approximately \$69.4 million.

Vice Chairperson Huppert opened a Public Hearing for comments from the public regarding the Proposed 2024 Budget. Receiving no oral or written comments, the Public Hearing was closed.

A motion was made by Mr. Gillette and seconded by Ms. Munns to approve the 2024 Des Moines Water Works budget, as presented, and to file the same as required by law. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

2023 Water Treatment Chemicals

The Board considered proposals for contract chemical purchases for 2024, as presented by Staff. Details for each purchase were provided to the Board in writing.

A motion was made by Ms. Munns and seconded by Mr. Gillette to award 2024 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.

Request Authorization for CEO and General Manager to Execute Agreement for Outsourcing the Printing and Inserting of Des Moines Water Works’ Customer Bills, Notices, and Letters

In August 2023, staff issued a request for proposal to outsource the printing and inserting of customer bills, letters, and notices. The request for proposal was sent to seven prospective respondents. It was also advertised on the Des Moines Water Works website. Each proposal was evaluated by an internal review team consisting of Finance, Information Technology, and Customer Service staff. Interviews and demonstrations were conducted with the top three respondents, along with reference checks. The internal review team evaluated proposals on experience, technical ability, customer experience, implementation, mail processing time, and cost. Based on this, DMWW staff recommend an agreement to be executed with InfoSend. Annual costs at current mail volumes are estimated to be at \$135,600 per year and there are no implementation costs.

A motion was made by Mr. Gillette and seconded by Mr. Davis, to authorize the CEO and General Manager to execute a Master Service Agreement with InfoSend for implementation and ongoing printing and inserting services, contingent upon negotiation of final terms and conditions acceptable to staff and subsequent review by legal counsel. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns 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. Gillette, and seconded by Ms. Munns, to approve the proposed revisions to the Rules and Regulations as presented to the Board by staff, with an implementation date of January 1, 2024, and direct publication of the changes as required by statute. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

The following are fee changes effective January 1, 2024:

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511.5 FIRE PROTECTION CHARGES

Table 511.5 Fire Protection Charges (effective January 1, 2024)

DES MOINES WATER WORKS FIRE PROTECTION CHARG
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Annual charges for all unmetered fire protection connections shall be as follows:

Size of <u>Connection</u>	<u>Inside City</u>	<u>Outside City</u>
1"	\$5.00	\$8.00
2"	\$19.00	\$30.00
3"	\$45.00	\$65.00
4"	\$75.00	\$120.00
6"	\$170.00	\$260.00
8"	\$300.00	\$ 470.00
10"	\$ 490.00	\$ 730.00
12"	\$ 700.00	\$ 1,050.00

511.5.1 Annual charges for all unmetered fire protection connections shall be at rates established by the Board.

511.5.2 Fire protection service charges will be determined as follows:

511.5.2.1 One tenant + one building + one connection to Des Moines Water Works owned and/or operated distribution system = one charge according to size.

511.5.2.2 One tenant + one building + more than one connection to Des Moines Water Works owned and/or operated distribution system = each connection charged by size.

511.5.2.3 Shopping centers, industrial, and apartment complexes shall be charged for each fire service connection to the Des Moines Water Works owned and/or operated distribution system by size.

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511.5.3 An additional charge shall be made for filling gravity or pressure storage tanks based on the total storage capacity of such tanks at the prevailing rate charged for water at the location.

511.5.4 The annual stand-by charge for fire service to a private property shall be paid by the owner of the property which is served. If such property is owned by a public agency or it is a part of a public thoroughfare, the responsible agency or government desiring to establish and maintain the service must agree in writing to make the

payments and show evidence of their ability to make proper levy to obtain funds for such purpose.

511.6 SYSTEM DEVELOPMENT FEES

Table 511.6 System Development Fee Structure (effective January 1, 2024)

System development fees are required for all new water services in the City of Des Moines, Pleasant Hill, Cumming, Alleman, and other areas as defined below. System development fees are charged to aid in covering the costs associated with production, distribution, pumping, and storage facilities that have been or will be constructed to support new and additional demands on the water system that arise with new customers and connections. System Development Fees will be based on the tap size and are as follows:

**Des Moines**

	1 inch	2 inch	3inch*	4 inch	6 inch	8 inch	12 inch
Metered Connections:	\$560	\$1,400	\$4,450	\$12,800	\$33,600	**	**
Fire Service Connections:	\$180	\$ 470	n/a	\$ 4,325	\$11,200	\$23,400	\$ 37,400

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**Pleasant Hill**

	1 inch	2 inch	3 inch*	4 inch	6 inch	8 inch	12 inch
Metered Connections:	\$1,675	\$1,675	\$4,450	\$12,800	\$33,600	**	**
Fire Service Connections:	\$ 560	\$ 560	n/a	\$ 4,325	\$11,200	\$23,400	\$ 37,400

**Cumming**

	1 inch	2 inch	3 inch*	4 inch	6 inch	8 inch	12 inch
Metered Connections:	\$1,025	\$1,900	\$1,900	\$9,000	\$27,700	**	n/a

Fire Service Connections:	\$1,200	\$1,500	n/a	\$3,900	\$10,100	\$21,100	n/a
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**Alleman**

	1 inch	2 inch	3 inch*	4 inch	6 inch	8 inch	12 inch
Metered Connections:	\$ 2,800	\$ 4,525	\$ 4,525	\$ 12,800	\$ 33,600	**	n/a
Fire Service Connections:	\$ 930	\$ 1,500	n/a	\$ 4,325	\$ 11,200	\$ 23,400	n/a

**All Other Service Areas (Outside City DM, Berwick, PCRWD #1, Runnells, Unincorporated Polk County, Unincorporated Warren County, etc.)**

	<u>1 inch</u>	<u>2 inch</u>	<u>3 inch*</u>	<u>4 inch</u>	<u>6 inch</u>	<u>8 inch</u>	<u>12 inch</u>
Metered Connections:	\$ 2,100	\$ 4,750	\$ 4,750	\$ 12,800	\$ 33,600	**	n/a
Fire Service Connections:	\$ 700	\$ 1,600	n/a	\$ 4,325	\$ 11,200	\$ 23,400	n/a

511.6.1 \*DMWW does not make 3” taps but 3” domestic connections can be teed off of the fire service for the building or property.

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511.6.2 \*\*Metered Connections 8 inches and larger will be calculated on a case-by-case basis.

511.6.3 System Development Fees for projects with both fire and domestic services, or any combination of multiple services, will be the total of all of the System Development Fees added together.

511.6.4 System Development Fees for projects with metered combination fire and domestic services (master metered) shall be considered domestic services with fees being charged accordingly.

511.6.5 System Development Fees for subdivisions will be based upon the number and size of service stubs to be installed within the subdivision. All service stubs within subdivision will be considered domestic stubs unless sufficient evidence is provided to indicate otherwise.

511.6.6 If DMWW has record that a tap previously existed at a property, System Development Fees will not be required for replacement taps of equal size. Existing taps that are less than one inch in diameter and are being replaced with new one-inch taps will not require System Development Fees. Any replacement tap that is to be a larger size than the original tap, other than upsizing to a one-inch diameter tap, will require a fee that will be the difference between the fee for the new tap size and the fee for the original tap size

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511.7 UNIFORM TAP CHARGES

Table 511.7 Uniform Tap Charges (effective January 1, 2024)

Tap Size	1" *	2" **	3"***	4"	6"	8"	12"
2" Main	\$ 410						
4" Main	\$ 410	\$ 1,525		\$ 2,400			
6" Main	\$ 410	\$ 1,525		\$ 2,700	\$ 3,125		
8" Main	\$ 410	\$ 1,525		\$ 2,750	\$ 3,125	\$ 4,050	
10" Main	\$ 410	\$ 1,625		\$ 2,900	\$ 3,250	\$ 4,050	
12" Main	\$ 410	\$ 1,725		\$ 2,900	\$ 3,250	\$ 4,150	\$ 6,500
14" Main	\$ 410	\$ 2,025		\$ 2,900	\$ 3,300	\$ 4,150	\$ 6,500
16" Main	\$ 410	\$ 2,225		\$ 3,300	\$ 3,300	\$ 4,150	\$ 6,800

511.7.1 All taps larger than 12" and all mains larger than 16" to be tapped for any size will be done on a labor-and-materials basis. Price estimates may be quoted on request.

511.7.2 \*The fee for 1" taps on ASTM D2241 pipe in the former SE Polk system which require a tapping saddle will be \$470.

511.7.3 \*\*The fee for 2" taps made on 16" PVC, which will require a tapping

saddle, will be \$3,475.

511.7.4 \*\*\*DMWW does not make 3” taps but 3” domestic connections can be teed off of the fire service for the building or property. See 511.6 above for System Development Fees related to 3” domestic connections.

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511.7.5 City of Des Moines projects funded with expenditures from the City of Des Moines general fund are not required by these rules to pay system development fees. Any projects funded by expenditures from a City of Des Moines enterprise fund must still pay system development fees.

511.8 UNIFORM TAP RETIREMENT CHARGES

Table 511.8 Uniform Tap Retirement Charges (effective January 1, 2024)

Tap retirement charges are based on the size of the main that is tapped, rather than the size of the tap.

Main Size	Fee
2”	\$ 1,225
3”	\$ 1,375
4”	\$ 1,525
6”	\$ 1,650
8”	\$ 1,750
10”	\$ 2,150
12”	\$ 2,750
14”	\$ 3,125

Charges for retirements on concrete mains or mains larger than 14" will be the current prices for materials and labor.

511.8.1 Tap retirement charges for other than corporations are based on the size of the main that is tapped, rather than the size of the tap. Charges for retirements on concrete mains and mains larger than 14" will be the current prices of materials and labor.

511.9 METERS

511.9.1 Damaged or lost meters will be replaced by Des Moines Water Works and charged to the owner at current market value, plus necessary labor for repair or replacement.

511.9.2 Charges for damaged meters larger than those priced on the Schedule of Charges will be the actual costs of materials and labor for repair or replacement.

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511.9.3 Des Moines Water Works will test any meter upon application by the customer. If the meter testing results fall within American Water Works Association (AWWA) standards, the customer will be billed a fee equal to one (1) hour of labor at the labor rate stated in 511.20.

Table 511.9.1 Coupling Fees (effective January 1, 2024)

<b>Size</b>	<b>Fee</b>	
5/8"	<del>\$15.00 each</del>	16.00
5/8" x 3/4"	<del>\$19.00 each</del>	20.00
3/4"	<del>\$18.00 each</del>	19.00
1"	<del>\$26.00 each</del>	28.00
1 1/2"	<del>\$110.00 each</del>	115.00
2"	<del>\$160.00 each</del>	165.00

Table 511.9.2 Meter Measuring Chamber Fees (effective January 1, 2023)

<b>Size</b>	<b>Fee</b>	
5/8"	<del>\$39.00</del>	41.00
3/4"	<del>\$45.00</del>	47.00
1"	<del>\$88.00</del>	92.00
1 1/2"	<del>\$200.00</del>	210.00
2"	<del>\$267.00</del>	280.00

Table 511.9.3 Meter Fees (effective January 1, 2023)

<b>Size</b>	<b>Fee</b>	
5/8"	<del>\$133.00</del>	139.00
3/4"	<del>\$171.00</del>	179.00
1"	<del>\$235.00</del>	246.00
1 1/2"	<del>\$470.00</del>	493.00
2"	<del>\$634.00</del>	665.00

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511.10 DAMAGED OR LOST METER READING SYSTEM EQUIPMENT

Table 511.10 Damaged or Lost Meter Reading System Equipment (effective January 1, 2024)



3-pair cable	\$2.00/foot	
Underground cable	<del>-\$1.00/foot</del>	
	2.00/feet	
Meter head 5/8", 3/4"	<del>-\$106.00</del>	111.00
Meter head 1", 1 1/2", 2"	<del>-\$106.00</del>	111.00
Single port MTU	<del>\$178.00</del>	185.00
Dual port MTU	\$215.00	
Upcharge for dual port MTU for secondary meter	\$42.00	
Pressure regulator valve	<del>-\$135.00</del>	141.00

### 511.11 EQUIPMENT

#### Table 511.11 Equipment Fees

Standard Vehicle	\$20.00/hour
Valve Operation Truck	\$30.00/hour
Distribution Repair/Maintenance Equipment	
• Crew Van	\$40.00/hour
• Tapping Truck	\$40.00/hour
• Dump Truck	\$65.00/hour
Heavy Construction Equipment	
• Rubber Tire Backhoe	\$65.00/hour
• Loader	\$60.00/hour
• Track Backhoe	\$100.00/hour

### 511.12 CHARGES FOR UNAUTHORIZED USE OF WATER/METERING TAMPERING

First unauthorized use      \$250.00, plus estimated water usage at the applicable rate structure

Second and Subsequent unauthorized use

\$500.00, plus estimated water usage at the applicable rate structure

Third unauthorized use      Will terminate water service up to and including cutting water service at main at owner's expense.  
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### 511.13 CHARGES FOR UNAUTHORIZED TAP

511.13.1 If an unauthorized tap is made, DMWW will excavate and inspect the tap. The property owner will be charged for time and materials spent

completing this task including backfill and restoration. Labor and equipment will be charged at the current rates documented in these Rules and Regulations. If the tap passes our inspection, the property owner will be charged any applicable system development fees and taps fees. The property owner will also be subject to charges for the unauthorized use of water/metering tampering (See 502.4 Unauthorized Use of Unmetered Water).

511.13.2 If the unauthorized tap does not meet current Des Moines Water Works Rules and Regulations and/or material standards, DMWW will cut the water service at main at the property owner's expense. The property owner will be charged for time and materials spent completing this task including backfill and restoration. Labor and equipment will be charged at the current rates documented in these Rules and Regulations. The property owner will also be subject to charges for the unauthorized use of water/metering tampering (See 502.4 Unauthorized Use of Unmetered Water).

511.14 CHARGES FOR UNAUTHORIZED USE OF FIRE HYDRANT

First unauthorized use	\$570 plus service inspection cost and cost of repairs, if applicable
Second unauthorized use	\$1,125 plus service inspection cost and cost of repairs, if applicable
Third unauthorized use	\$1,700 plus service inspection cost and cost of repairs, if applicable

511.15 DEPOSIT FOR HYDRANT METER (effective January 1, 2024)

3/4"	\$750.00	
1"	\$950.00	
2"	\$1800.00	
3"	<del>\$2250.00</del>	\$2,500.00

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511.16 CHARGES FOR THE USE OF HYDRANT METERS

Monthly Availability Charge:	
3/4" Garden Meter	\$30.00
1" Hydrant Meter	\$55.00
2" Hydrant Meter	\$115.00
3" Hydrant Meter	\$225.00

Late Fee: \$20.00 per day if Hydrant Meter is not returned by agreed upon date.

Failure to Report a Monthly Hydrant Meter Read: \$20.00 per day until read is submitted according to instructions provided at the time of rental.

511.17 TERMINATION FEE FOR COLLECTIONS (effective January 1, 2024)

511.17.1 A termination fee of \$ 70.00 will be applied to all accounts when a water service is terminated or attempted to be terminated due to non-payment of charges. This fee includes the restoration of water service once the termination amount is paid.

511.17.2 An additional after-hours service restoration fee will be applied when restoration of water service is requested according to the hours shown below.

511.20 LABOR

Standard Hourly Labor Rate \$ 75.00/hour  
Overtime Hourly Labor Rate \$110.00/hour

511.20.1 Other labor charges for work completed by Des Moines Water Works may be calculated based upon specific wage rates with the appropriate multiplier in lieu of the standard hourly rate.

511.21 COMPUTERIZED LEAK PINPOINTING

~~\$200.00/hour~~—250.00 hour

511.22 RETURNED CHECK \$30.00

511.23 DEPOSIT FOR TENANTS(effective January 1, 2024) \$ 110.00

511.24 FIRE HYDRANT FLOW TEST (effective January 1, 2024) \$ 300.00

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511.25 CREDIT CARD CONVENIENCE (via website or telephone only, charged by third-party processor) \$2.95

511.26 PUBLIC RECORDS REQUEST FEES

511.26.1 Fees for public records requests as outlined in Section 516 shall be actual costs incurred for search, retrieval, compilation and examination, excluding overhead. Costs for copying shall be \$1.00 for first page and \$0.25 per page thereafter, or actual costs incurred if an outside printing vendor is utilized.

511.28 INSPECTION FEES FOR NEW WATER MAIN EXTENSIONS (Revised January 2024)

Fees shall be charged for construction inspection and related as built drawings for installation of all new water main extensions.

Base Inspection Fee	\$ 600.00
Inspection Fee Unit Cost – first 1,000 ft.	\$ 4.50/ft.
Inspection Fee Unit Cost – all additional footage	\$ 3.00/ft.

Inspection fees of water main extensions shall be paid prior to issuance or approval of IDNR Construction Permit.

Illustrative Example: Installation of 1500 feet of eight-inch water main for Hawkeye Development on Cyclone Avenue.

Base Inspection	\$ 600
First 1,000 feet (1000 x 4.50)	\$ 4,500
Additional 500 feet (500 x 3.00)	<u>\$ 1,500</u>
Total	\$ 6,600

511.29 PLAN REVIEW FEE FOR NEW WATER MAIN EXTENSIONS (Revised January 2024)

Fees shall be charged for plan review of all new main extensions.

Base Plan Review Fee	\$ 600.00
Unit Cost Plan Review Fee	\$.30/ft.
Construction Permit Fee (DMWW issued IDNR Permits)	\$.30ft.

Plan review fees for water main extensions are to be paid at the time materials are submitted for review.

Illustrative Example: Installation of 1500 feet of eight-inch water main for Hawkeye Development on Cyclone Avenue.

Base Plan Review	\$ 600.00
Unit Cost Review (1,500 x \$.30)	\$ 450.00
DMWW issued IDNR Permit (1,500 x \$.30)	<u>\$ 450.00</u>
Total	\$ 1,500.00

Fees shall be charged for construction inspection and related as built drawings for installation of all new large taps.

Base Inspection Fee	\$150.00
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511.31 TWO-INCH AND LARGER WATER SERVICE PLAN REVIEW FEE (Revised January 2024)

Des Moines Water Works Engineering Department shall review all two-inch and larger water service connections. Payment for plan review will be required at the time the formal request is issued to Des Moines Water Works.

Plan Review Fee – One Tap	\$ 450.00
Plan Review Fee – Two or More Taps	\$ 750.00

Plan review fees for large water services are to be paid at the time materials are submitted for review.

511.32 ADMINISTRATION FEE FOR CONTRACTED STOP BOX REPAIR  
\$90.00

511.32.1 Fee charged to customers when stop box repairs are completed by DMWW’s contracted plumber.

511.33 SUBMETERING FEES

Fees for submetering contracts as outlined in Section 509.3.4 are charged to the property owner and are as follows:

- \$500 one-time administrative fee
- \$50 per submetered account for billing system set up
- Meter, MTU, and labor charges as outlined in these Rules & Regulations

In addition, a monthly meter reading fee of \$2.75 will be charged to the customer of each submeter on their monthly bill.

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511.34 S.E. POLK ANNEXATION ASSET/SERVICE TERRITORY TRANSFER  
(moved from previous Section 514) (Revised January 1, 2024)

Des Moines Water Works purchased SE Polk Rural Water District in April 2004. The purchase of this district was completed to provide a more economical way to stimulate the growth of cities into the SE Polk District. As annexation occurs in these areas, it is intended that these customers become customers of the city that annexes such area of the district.

The city annexing the area into its service territory shall pay Des Moines Water Works for the service territory acquired based on the number of existing

customers connected to the water system.

For annexing cities that receive their water supply from DMWW, the buy-out shall be \$ 4,100 per existing residential customer.

For annexing cities who do not receive their water supply from DMWW, the buy-out shall be \$ 6,400 per existing residential customer.

The buy-out of existing commercial and industrial customers will be determined on a case-by-case basis.

#### 511.35 BACKFLOW FEES (Revised January 2024)

511.35.1 An administration fee of \$15.00 per backflow prevention assembly shall be applied to the customers' account annually.

511.35.2 A \$100.00 late fee will be applied to the customer's account if the report of annual test of a containment backflow prevention assembly as required by Rule 506.4.7 is not received by the Backflow Program Manager within fifteen (15) days of the Annual Backflow Test Date.

An additional \$200.00 late fee will be applied to the customer's account if such report is not received within thirty (30) days of the Annual Backflow Test Date.

#### 511.36 PRIVATE FIRE HYDRANT MAINTENANCE FEE

\$120.00/hydrant

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#### 511.37 ADMINISTRATION FEE FOR BILLED SERVICES

\$25.00

511.36.1 Fee charged to customers when DMWW completes a billed service.

#### Request Authorization to Execute a Service Territory Transfer Agreement with Warren Water District

As part of Central Iowa Water Works ("CIWW") discussions, a consensus has been reached on how to address potential service territory disputes among members due to annexation. Because there is not a good "one size fits all" approach to service territory disputes, the approach accepted by potential Members and reflected in the CIWW 28E/28F is to rely on individual service territory agreements between affected Members, generally a city or independent board of trustees and a rural water district. The Warren Water District Board of Directors ("WWD"), a potential Member to CIWW, has agreements with adjoining communities, such as Norwalk and West Des Moines Water Works ("WDMWW"). As a condition to becoming a member to CIWW, Warren has expressed interest in also having a service territory agreement with DMWW in place prior to the effective date of CIWW.

A motion was made by Ms. Munns and seconded by Mr. Gillette to authorize the CEO and General Manager to execute the Customer and Territory Buy-Out Agreement between Des Moines Water Works and Warren Water District. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

Resolution Conditionally Authorizing the Inclusion of Board of Water Works Trustees of the City of Des Moines, Iowa as a Founding Agency of Central Iowa Water Works and Setting Public Hearing on Transfer of Assets

Discussions to form a regional production utility, Central Iowa Water Works (CIWW) have been occurring in earnest since 2017, when representatives from Des Moines Water Works, Urbandale Water Utility and West Des Moines Water Works launched a study into regional governance options. A national financial consultant specializing in utility management was retained. A group representing communities across the metro met in open meetings throughout 2018 and 2019. A number of options were considered. A group consisting of representatives from DMWW, UWU, and WDMWW continued to meet through the months of the pandemic in 2020 and 2021 and published an Outcomes Document in November 2021 broadly defining the framework of a cooperative agreement governing drinking water production in the DM metro.

The Board approved a “Central Iowa Water Works Founding Resolution” in December 2021 stating the Board’s desire to participate as a Founding Agency of CIWW, subject to acceptable terms in a 28E/28F and a “critical mass” of participation among potential members. Throughout 2022 and 2023, several drafts of a 28/28F Agreement have been distributed, revised, and edited based on comments received from all potential members. Participating in CIWW provides benefit to DMWW and our customers, including collaborative planning and management of water resources, equitable sharing of system costs and risks, and system resiliency.

A motion was made by Mr. Gillette and seconded by Mr. Davis to pass the Resolution Conditionally Authorizing the Inclusion of Board of Water Works Trustees of The City of Des Moines, Iowa as a Founding Agency of Central Iowa Water Works and Setting Public Hearing on Transfer of Assets. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

Proposed 2024 Schedule for Board of Water Works Trustees Meetings

A motion was made by Mr. Davis, and seconded by Ms. Boulton, to adopt the proposed 2024 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 Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

IDOT Polk 35-80 Hickman Interchange

In September 2023, the Board of Water Works Trustees authorized staff to solicit bids for the IDOT Polk 35-80 Hickman Interchange project. The public hearing was established as the date of the November 2023 Board meeting. Plans, specifications, and contract documents were taken out by several prospective bidders. Five bids were submitted on November 7, 2023. The engineer’s estimate for this contract is Base Bid A: \$1,443,000.00 – Base Bid B: \$1,377,000.00.

Staff recommends the Board award the IDOT Polk 35-80 Hickman Interchange project to J&K Contracting, in the amount of \$1,234,567.00.

A Public Hearing was opened by Vice Chairperson Huppert for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the construction of the IDOT Polk 35-80 Hickman Interchange. Receiving no oral or written comments, the Public Hearing was closed.

After an analysis of the bids received was presented and considered, a motion was made by Mr. Gillette, seconded by Ms. Munns, to award IDOT Polk 35-80 Hickman Interchange contract, in the amount of \$1,234,567 and to authorize the Chairperson and the CEO and General Manager to execute the contract. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

#### 2023 MWTP Chemical Feed Improvements

At its September 2023 meeting, the Board of Water Works Trustees authorized staff to solicit bids for the 2023 MWTP Chemical Feed Improvements project. The Public Hearing was established as the date of the November 2023 Board meeting. Plans, specifications, and contract documents were taken out by several prospective bidders. Three (3) bids were submitted on October 24, 2023. The engineer's estimate for the Lump Sum Bid and both alternates was \$1,165,400. Staff recommends Alternate 1 and Alternate 2 be included in the scope and for the Board to award the 2023 MWTP Chemical Feed Improvements to WRH, Inc., in the amount of \$1,255,000.00.

A Public Hearing was opened by Vice Chairperson Huppert for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the construction of the 2023 MWTP Chemical Feed Improvements. Receiving no oral or written comments, the Public Hearing was closed.

After an analysis of the bids received was presented and considered, a motion was made by Mr. Gillette, seconded by Ms. Munns, to award 2023 MWTP Chemical Feed Improvements project, in the amount of \$1,255,000.00 and to authorize the Chairperson and the CEO and General Manager to execute the contract. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

#### Request Authorization for CEO and General Manager to Execute Agreements for Professional Services for UF Membrane Pilot Skid Testing

On February 6, 2023, the CEO and General Manager executed a Professional Services Agreement (PSA) with HDR for the SWTP Capacity Expansion project to start design of the source, treatment, and finished water pumping elements associates with the 10 MGD expansion at the Saylorville Water Treatment Plant. Part of the design process is to add additional ultrafiltration (UF) membrane capacity. As part of the permitting process, pilot testing must be conducted. Therefore, staff and HDR developed a request for proposals (RFP) to conduct pilot testing that was sent to interested parties. Since this will be considered a regional asset, the Central Iowa Water Works Technical Committee (TC) voted on approving the UF pilot testing to an amount of up to \$260,800. There were no dissenting opinions from the remaining members of the TC.



Staff recommends a Professional Services Agreement with Wigen Water Technologies in the amount of \$79,750, Aqua Aerobics Inc. in the amount of \$63,200, and Harn R/O Systems, Inc. in the amount of \$99,750 to conduct UF membrane pilot skid testing contingent upon negotiation of terms and conditions acceptable to staff and subsequent review by legal counsel. Total cost is anticipated to be \$242,700.

A motion was made by Mr. Gillette and seconded by Ms. Munns to authorize the CEO and General Manager to execute a Professional Services Agreement with Wigen Water Technologies in the amount of \$79,750, Aqua Aerobics, Inc. in the amount of \$63,200, and Harn R/O Systems, Inc. in the amount of \$99,750 to conduct UF membrane pilot testing contingent upon negotiation of terms and conditions acceptable to staff and subsequent review by legal counsel. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

Request Permission to Establish the Date of the Public Hearing for Ground Lease Agreement with USCOC for Greater Iowa, LLC., at Tenny Standpipe as the Date of the January Board Meeting

In February 2005, the Board of Water Works Trustees executed an Option and Ground Lease Agreement with USCOC of Greater Iowa doing business as U.S. Cellular (U.S. Cellular). This lease agreement granted U.S. Cellular an exclusive lease to 600 square feet (30 feet by 20 feet) at the Tenny Standpipe property on Merle Hay Road. As such, the original lease agreement between DMWW and U. S. Cellular that is currently in effect expires on November 30, 2025. U.S. Cellular has requested the existing lease agreement with DMWW at the Tenny Standpipe site be extended. Staff recommends the Board establish the date of Public Hearing to consider the replacement Ground Lease Agreement with U.S. Cellular at the Tenny Standpipe site as the date of the January 2024 Board meeting.

A motion was made by Mr. Gillette and seconded by Ms. Munns to establish the date of Public Hearing to consider the replacement Ground Lease Agreement with U.S. Cellular at the Tenny Standpipe site as the date of the January 2024 Board meeting. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

Request Permission to Issue a Purchase Order for Parts and Repairs of the Des Moines River Intake Gates

Screening equipment for the Des Moines River Intake is currently in need of major repair. Conducting repairs requires water flow into the structure to be stopped and the interior space to be pumped dry. The facility features sluice gates that isolate the interior structure from the river to stop water flow. The sluice gates are not functioning properly due to operational hardware being worn and deteriorated. Water Production staff solicited competitive bids for the required sluice gate parts and repairs. They received two qualified bids. A bid of \$298,006 was received from Baker Group. A bid of \$241,638 was received from The Waldinger Corporation. Both bids adequately covered the necessary repairs. Engineering staff recommends awarding a Purchase Order to The Waldinger Corporation, the lowest responsive bidder.

A motion was made by Ms. Munns and seconded by Mr. Gillette to authorize staff to issue a Purchase Order to The Waldinger Corporation, in the amount of \$241,638.00, for providing parts and repairs of the Des Moines River Intake Gate. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

Request Authorization to Solicit Bids for Saylorville Water Treatment Plant (SWTP) West Feeder Main Phase 3 and Establish the Date of the Public Hearing As the Date of the February 2024 Board Meeting

The Saylorville Water Treatment Plant (SWTP) West Feeder Main Phase 3 project will consist of approximately 8,100 feet of 36” transmission main, 3,000 feet of 48” transmission main, appurtenances, utility relocations, pavement replacement, site restoration, and other corelated work. The project is being designed for the use of either Ductile Iron or Prestressed Concrete Cylinder piping materials to facilitate competition and improved pricing. The work is planned to begin in the spring of 2024 and be completed in the 2025 construction season. The project was presented to the Central Iowa Water Works Technical Committee on November 8<sup>th</sup>, 2023. The Technical Committee discussed the revised cost estimate (near \$15 million) relative to the cost estimate completed as part of preliminary engineering (near \$10 million). Approximately \$2 million of this cost difference is attributable to upsizing 3,000 feet from 36-inch to 48-inch. The bulk of the difference between the preliminary and current cost estimates is attributable to material cost increases to the present day that were not fully captured in the preliminary estimating effort.

A motion was made by Ms. Munns and seconded by Mr. Davis to authorize staff to solicit bids for SWTP West Feeder Main Phase 3 project and establish the date of the Public Hearing as the date of the February 2024 Board meeting, and direct staff to publish notice as provided by law.

Request Authorization for CEO and General Manager to Execute Professional Services Agreement with Snyder & Associates, Inc., for 2023 Des Moines Water Main Replacement – Contract 5

Des Moines Water Works (DMWW) staff will complete the design for the following five water main replacement segments that had been partially designed and put on hold in early 2023. Budgetary estimate for 2024 construction of the streets selected for DMWW to design is \$1,198,000. 33<sup>rd</sup> Street from College Ave to 1630 33<sup>rd</sup> St, Mondamin Avenue from 33<sup>rd</sup> St to 32<sup>nd</sup> St, 32<sup>nd</sup> Street from Mondamin Ave to College Ave, 6<sup>th</sup> Avenue from High St to 809 6<sup>th</sup> Ave, and Park Street from 6<sup>th</sup> Ave to 7<sup>th</sup> St. The anticipated design fee stated in Snyder & Associates’ proposal is \$98,300.

A motion was made by Ms. Munns and seconded by Mr. Gillette to authorize the CEO and General Manager to execute a Professional Services Agreement with Snyder & Associates, Inc., in the amount of \$98,300 for 2023 Des Moines Water Main Replacement - Contract 5 design services. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

Acquisition of Easement Saylorville Water Treatment Plant (SWTP) West Feeder Main Phase 3 from Johnston Golf Development, LLC

DMWW staff and its design consultant, Snyder & Associates, Inc., have been working with Johnston Golf Development, LLC since the spring of 2023 to coordinate the respective location of proposed improvements by both parties. Easement negotiations for the Bombers Subdivision site began in August of 2023. The Owner has agreed to grant the easement for a consideration of \$270,000. In doing so, the Owner agrees to forgo a proposed expansion of the onsite pond that would negatively affect the new pipeline alignment, and to also delay any planned improvements over the easement until after the feeder main has been constructed. DMWW and Snyder & Associates, Inc. staff evaluated a variety of easement valuation methods based on multiple site appraisals and is comfortable with the negotiated amount.

A motion was made by Mr. Gillette and seconded by Ms. Munns to authorize the CEO and General Manager to execute the easement agreement, pending final legal review, with Johnston Golf Development LLC in the amount of \$270,000 for the acquisition of a utility easement through the Bomber's Subdivision. Upon vote, the motion was adopted, with Mr. Davis, Mr. Gillette, Ms. Huppert, and Ms. Munns voting in favor of the motion.

#### Board Committee Reports

The following reports were provided:

- Finance and Audit Committee – A meeting was held on November 7, 2023, as reflected in the minutes thereof. Mr. Davis gave a brief summary of the meeting.
- Planning Committee – A meeting was held on November 14, 2023, as reflected in the minutes thereof. Ms. Huppert gave a brief summary of the meeting.
- Greater Des Moines Botanical Garden – Mr. Gillette highlighted that this is the last year of DMWW supporting the Botanical Garden.
- Des Moines Water Works Park Foundation – Mr. Bruner gave a brief summary of the last meeting and the events to come in 2024.

#### CEO and General Manager's Comments

Mr. Corrigan shared that he would be giving a presentation the following evening for the Tax Payers Association. He highlighted winter maintenance beginning for the different departments and that no real main breaks occurring yet.

#### Safety Update

Mr. Corrigan asked for the board to take a close look at the safety memo and talked about the graph at the bottom of the page. He highlighted that it was a pre and posttests in NeoGov specific to DMWW about heat awareness and respiratory protection. He shared that DMWW employees taking the tests showed significant improvement after going through the online course that was provided.

4:40 p.m. adjourned