

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES
PURSUANT TO NOTICE
Tuesday, December 22, 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, Ms. Andrea Boulton, Mr. Graham Gillette, Ms. Susan Huppert

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

Also in attendance: John Lande (legal counsel), Rick Malm (legal counsel), Melissa Walker (MW Media Consultants, LLC)

Ms. Munns called the meeting to order at 3:30 p.m.

Consent Agenda –

A motion was made by Mr. Gillette, seconded by Ms. Boulton, to approve Consent Items A, B, C, D, E, (Approval of Minutes, November 24, 2020, Board of Water Works Trustees Meeting; Minutes, December 1, 2020, Planning Committee Meeting; Minutes, December 1, 2020, Customer Relations Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for November 2020; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of January 26, 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

Ms. Jeanne Middleton thanked the Board for their well-wishes given at the December Board meeting as she retires from DMWW.

Ms. Sue Huppert, as a customer, praised Rob from Field Customer Service on his professional demeanor and customer service on a recent service call she had at her home.

Acceptance of 2020 Des Moines Water Main Replacement – Contract 1

Staff advised that the 2020 Des Moines Water Main Replacement – Contract 1 project work has been satisfactorily completed.

A motion was made by Mr. Gillette, and seconded by Mr. Aschbrenner, to accept the 2020 Des Moines Water Main Replacement – Contract 1, completed by Rognes Corp., in the amount of \$199,831.10. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Request Authorization to Solicit Bids for 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe and Establish the Date of the Public Hearing as the Date of the January 2021 Board Meeting

A project to paint two water storage tanks is planned for 2021. The first is the Wilchinski Standpipe located at 903 E Pleasant View Drive in Des Moines. The second is an elevated water storage tank, Pleasant Hill Tower, located at 5400 E Oakwood Drive in Pleasant Hill.

A motion was made by Ms. Boulton, and seconded by Mr. Gillette, to authorize staff to solicit bids for 2021 Tank Painting – Pleasant Hill Tower and Wilchinski Standpipe and Establish the Date of the Public Hearing as the Date of the January 2021 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 voting in favor of the motion.

Request Permission to Establish the Date of Public Hearing for MidAmerican Energy Company Underground Gas Easement Amendment as the Date of the January 2021 Board Meeting

In May of 1951, the Board of Water Works Trustees granted an easement, along a specific route, to Iowa Power and Light Company for the right and privilege to install a pipeline for the transportation of gas. The easement was modified in 1954. It appears the 1954 modification was done to better define the actual routing of the pipeline facility. The pipeline facility is currently installed in easement on Des Moines Water Works' (DMWW) property from a point south of George Flagg Parkway and west of SW 30th Street to the northwest under the Raccoon River and then nearly 1,400 more feet to the north on DMWW property. Recent observations indicate the pipeline facility has been exposed by erosion along the north bank of the Raccoon River. Such exposure puts the facility at risk. MidAmerican Energy Company (MEC) recently approached DMWW staff about easement modifications to allow the original facility to be replaced. MEC intends to install a new gas line adjacent to existing gas line and then abandon the existing facility that is at risk. An Easement Amendment is being finalized between MEC and DMWW that would define the route of the replacement facilities and update the terms of the easement.

A motion was made by Mr. Aschbrenner, and seconded by Ms. Huppert, to establish the date of Public Hearing for the MidAmerican Energy Company Underground Gas Easement Amendment as the date of the January 2021 Board Meeting, and to direct publication as provided by law. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Performance Evaluation of CEO and General Manager

The CEO and General Manager's performance evaluation was conducted.

Election of Chairperson and Vice-Chairperson for 2021-2022

A motion was made by Ms. Boulton, seconded by Ms. Huppert, to elect Mr. Gillette as Chairperson for a two-year term beginning January 1, 2021 and Ms. Diane Munns as Vice-Chairperson through June 30, 2021 beginning January 1, 2021 with Ms. Boulton assuming the role of Vice-Chairperson effective July 1, 2021 through December 31, 2022. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Board Committee Reports

The following reports were provided:

- Planning Committee – A meeting was held on December 1, 2020 as reflected in the minutes thereof. Ms. Boulton offered no additional comments.
- Finance and Audit Committee – A meeting was not held in December.
- Customer Relations Committee – A meeting was held on December 1, 2020 as reflected in the minutes thereof. Ms. Huppert thanked everyone for their attendance and participation in the large regionalization meeting.
- Bill Stowe Memorial – Mr. Gillette offered no additional comments.
- Greater Des Moines Botanical Garden – Mr. Gillette shared that a search firm is seeking candidates for the Garden’s CEO position. The Garden’s Board hopes to have the position filled by the end of March 2021.
- Des Moines Water Works Park Foundation Board – Ms. Boulton offered no additional comments.

Staff Updates

External Affairs - Ms. Terry advised that the Iowa legislative session convenes on January 11, 2021 and is scheduled to end on April 20, 2021. She shared recent and upcoming efforts to communicate with both state and federal legislators. Ms. Terry and other staff have met with nearly 50 organizations over the last eight weeks regarding water quality. Three finalists have been selected for the Strategic Planning process and RFPs will be sent out to those consultants in January. The Public Affairs contract with MW Media Consultants, LLC, has been renewed and a comprehensive communications plan is being developed, which will address a uniform approach to branding and messaging.

Fleur Drive Median Maintenance – Ms. Barnett gave a recap of a satisfactory first year of contracted work on the Fleur Drive Median Maintenance, which has been performed by the firm “I’ll Do It”. This firm will continue as the maintenance contractor in 2021.

CEO and General Manager’s Comments

- COVID-19 Response – Mr. Corrigan shared that the main office remains closed since November 18th and normal collections practices are still in place. Staff continue to take work vehicles home and work from home to promote social distancing. To date, DMWW has had 15 employees test positive for COVID-19.
- Scheduled Retirements Thirteen employees have indicated their intention to retire by April of 2021.
- 2020 Utility Goals Update – Mr. Corrigan provided an update on the 2020 utility goals: Go-Live with new billing and customer information system; lead water service lines; wholesale rate design; and safety.

Adjournment – Meeting adjourned by unanimous consent.

4:45 p.m. adjourned