

**MINUTES OF CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES
HELD AT THE OFFICE OF THE DES MOINES WATER WORKS
PURSUANT TO NOTICE, TUESDAY,
December 18, 2018**

Present:

Board Members: Chairperson Ms. Susan R. Huppert, presiding; Mr. David A. Carlson, Mr. Graham Gillette, Ms. Diane Munns, Mr. Marc Wallace

Staff members: Patrick Bruner, Ted Corrigan, Kyle Danley, Peggy Freese, Doug Garnett, Amy Kahler, Mike McCurnin, Jenny Puffer, Laura Sarcone, Bill Stowe, and Michelle Watson

Also in attendance: Andy Bates, LS2 Group; Rick Malm, legal counsel; Craig Robinson, Concordia Group

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

Consent Agenda –

A motion was made by Mr. Carlson, seconded by Mr. Wallace, to approve Consent Items A, B, C, D, and E (Approval of Minutes, November 27, 2018, Board of Water Works Trustees Meeting, Minutes, November 27, 2018, Joint DMWW Board/Central Iowa Regional Water Executive Committee Meeting, Minutes, December 4, 2018, Planning Committee Meeting, Minutes, December 4, 2018, Customer Relations Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for November 2018; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; and Approval of January 22, 2019, as the next meeting of the Board of Water Works Trustees). Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Public Comment Period – No public comments were received.

Acceptance of Joint Maffitt Lake Park Feeder Main –

This project is for construction of a feeder main that goes south out of the McMullen WTP to the Warren WD Pump Station at Adams Avenue. Staff has advised that the work has been satisfactorily completed.

A motion was made by Mr. Gillette, and seconded by Mr. Carlson, to accept Joint Maffitt Lake Park Feeder Main, completed by On Track Construction, LLC, in the amount of \$1,334,877.41. 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 Execute the Second Amendment to Chapter 28E Agreement, to be Prepared by Staff, and Approved by Counsel, among City of Norwalk, City of Cumming, the Board of Water Works Trustees of The City of West Des Moines, Iowa, and the Board of Water Works Trustees of The City of Des Moines, Iowa, Specifying an Agreed-Upon Cost Share Allocation for the Expansion of the Pump Station at Joint Maffitt Lake Booster Station –

A draft copy of the 2nd amendment was provided to each board member, which is being considered by all parties, and may be subject to minor changes, if approved by staff and counsel. This is the amendment that specifies the cost-share allocation for a pump station at the Joint Maffitt Lake Booster Station under an existing 28E Agreement as previously amended. Such pump station is to be constructed under a public improvement contract as provided in the next agenda item.

A motion was made by Mr. Gillette, and seconded Mr. Wallace to approve and authorize the Chairperson to execute the Second Amendment to Chapter 28E Agreement, to be prepared by Staff, and approved by Counsel, among City of Norwalk, City of Cumming, the Board of Water Works Trustees of The City of West Des Moines, Iowa, and the Board of Water Works Trustees of The City of Des Moines, Iowa, specifying an agreed-upon cost share allocation for the expansion of the pump station in the form as presented, with such minor changes as may be approved by staff and counsel. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Joint Maffitt Lake Booster Station

This item relates to the construction of a joint booster station under the terms of a 28E Agreement among Norwalk, Cumming, West Des Moines Water Works and DMWW. Mr. Stowe explained that Alternate 1 is for the diesel generator and Alternate 2 was to shorten the construction time by 60 days. The low bidder is Edge Commercial, LLC, which has not yet completed a project for Des Moines Water Works, but which has been an actively bidding recent projects.

A Public Hearing was opened by Chairperson Huppert for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the Joint Maffitt Lake Booster Station project. Receiving no oral or written comments, the Public Hearing was closed. Finding that no facility of the kind to be constructed is available for rent or sharing from another agency for this infrastructure, a motion was made by Ms. Munns for adoption of the form of contract, plans and specifications, and estimated cost for the Project. The motion was seconded by Mr. Gillette. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

After an analysis of the bids received was presented and considered, a motion was made by Ms. Gillette, and seconded by Ms. Munns, to award the Joint Maffitt Lake Booster Station contract for Base Bid plus both Alternate 1 and Alternate 2 to Edge Commercial, LLC, in the amount of \$1,280,190, and authorize the Chairperson and CEO and General Manager to execute the contract, with such award to be contingent upon execution by all parties of a Second Amendment to Chapter 28E Agreement, as previously approved, specifying an agreed-upon cost share allocation for the expansion of the Pump Station. 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 Reimburse the City of Des Moines for Water Main Relocations for River Bend and King Irving Sewer Separation Phase 2A

This item pertains to City of Des Moines work within our service area on a sewer separation project where water mains will be replaced and/or relocated.

A motion was made by Mr. Carlson, and seconded by Mr. Gillette, to authorize staff to reimburse the City of Des Moines for Water Main Relocations as required for the River Bend and King Irving Sewer Separation Phase 2A. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Award 2019 Water Service Line Repairs Contract

This contract pertains to water service line repairs made by DMWW on behalf of customers who are required to pay for the costs of such repairs. In the past this contract has been awarded annually. It is proposed that this contract be awarded with the opportunity for the contractor and DMWW to agree to up to two one-year renewals.

A motion was made by Ms. Munns, and seconded by Mr. Gillette, to award the 2019 Water Service Line Repairs Contract to Todd Torgerson Excavating, Inc., in the amount of \$213,625.00, and authorize the Chairperson and CEO and General Manager to execute the contract. Upon vote, the motion was adopted, with Mr. Carlson abstaining due to person interest, and all other members of the Board who are identified above as present voting in favor.

Election of Chairperson and Vice-Chairperson for 2019-2020

A motion was made by Mr. Wallace, seconded by Mr. Carlson, to elect Ms. Munns as Chairperson for a two-year term beginning January 1, 2019. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

A motion was made by Mr. Carlson, seconded by Mr. Wallace, to elect Ms. Huppert as Vice-Chairperson for a two-year term beginning January 1, 2019. Upon vote, the motion was adopted, with Ms. Huppert abstaining, and all other members of the Board who are identified above as present voting in favor.

Approve Chair's Selection of Board Members' Representation on External Boards and Committees of the Board of Trustees

Chairperson Munns has recommended the appointments of Board members to the following external Boards: Central Iowa Regional Drinking Water Commission – Ms. Susan Huppert; Des Moines Water Works Park Foundation: Mr. David Carlson and Mr. Marc Wallace, Ex-Officio: Mr. Bill Stowe; Greater Des Moines Botanical Garden: Mr. Graham Gillette

Chairperson Munns has recommended the appointments of Board members to the following committees of the Board of Trustees: Customer Relations Committee –Mr. Graham Gillette (Chair), Ms. Susan Huppert, Ms. Diane Munns; Finance and Audit Committee – Mr. Graham Gillette (Chair), Ms. Susan Huppert, Ms. Diane Munns; Planning Committee – Mr. David Carlson (Chair), Mr. Marc Wallace.

A motion was made by Mr. Carlson, seconded by Mr. Gillette, to appoint Board members to represent Des Moines Water Works on its behalf to Boards of the Central Iowa Regional Drinking Water Commission, Des Moines Water Works Park Foundation, and the Greater Des Moines Botanical Garden, as well as to the committees of the Board of Trustees for the calendar year 2019

as proposed. 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:

- A Planning Committee Meeting was held on December 4, 2018. Mr. Carlson shared that a presentation was given to the committee on the 2018 Denitrification Experience, explaining the mechanical and chemical means DMWW uses in water production.
- The Finance and Audit Committee Meeting was that was scheduled for December 11, 2018 was cancelled.
- A Customer Relations Committee was held on December 4, 2018. Ms. Huppert shared that the West Des Moines Water Works CEO is taking a new position out-of-state. Ms. Munns and Ms. Huppert will be meeting with Mr. McCune and Mr. Smith on Thursday, December 20th.
- Greater Des Moines Botanical Garden – No additional comments.
- Des Moines Water Works Park Foundation Board - Mr. Wallace shared that the Park Foundation Board is at \$10.25M in funds raised. The Foundation Board has met with the artist that is working on the visual and audio memorial that is planned for the improvements area. The Foundation is hoping to have a ribbon cutting for the improvements in June 2019.
- Government Outreach Update – Ms. Sarcone has prepared a flyer featuring DMWW’s 2019 legislative priorities and is looking at scheduling a date in the third week of January to host Iowa’s two new Representative-Elect, Cindy Axne and Abby Finkenauer. Congress passed the farm bill last week.

CEO and General Manager’s Comments –

- 2018 Utility Goals Update – The 2018 safety goal was not met, but disinfection by-products and cybersecurity goals were met. Mr. Stowe shared the 2019 Utility Goals with the Board.
- Emergency Main Replacement – A main break occurred on NE 27th Avenue at Mud Creek, with two customers placed out of service. Mike McCurnin certified this repair as an emergency due to the location of the leak, which was beneath Mud Creek. With the leak beneath the creek, the water outage was going to be far longer than normal. Water Distribution personnel made special arrangements with the two customers who would be without water to lessen the negative impact.
- Mr. Stowe, Ms. Huppert, and Ms. Munns met with City of Des Moines and Blank Park Zoo management regarding the billing arrearage. Staff have been visiting the zoo, performing leak locating, and discussing potential water efficiencies that the Zoo may incorporate.

Adjournment –Meeting adjourned by unanimous consent.

4:25 p.m. adjourned

**MINTUES OF MEETING OF CUSTOMER RELATIONS COMMITTEE
OF THE BOARD OF WATER WORKS TRUSTEES
HELD AT THE OFFICE OF DES MOINES WATER WORKS
PURSUANT TO NOTICE**

Tuesday, January 8, 2019

3:30 p.m.

Present:

Board Members: Mr. David Carlson, Mr. Graham Gillette, Ms. Susan Huppert, Ms. Diane Munns, Mr. Marc Wallace

Staff Members: Kyle Danley, Peggy Freese, Doug Garnett, Amy Kahler, Mike McCurnin, Laura Sarcone, Bill Stowe, and Michelle Watson

Also in attendance: Craig Robinson (Concordia Group)

Meeting called to order at 3:36 p.m.

1. Regionalization Review Discussions

Ms. Huppert distributed ideas from Mr. Jody Smith of the West Des Moines Water Works.

Ms. Munns noted the following elements of Mr. Smith's proposed approach: The completion date of regional authority establishment will be 2045, when purchase agreements are completed. All production assets would be owned and operated by the regional authority as of 1/1/2045. Facilities would be able to be built by individual entities to meet growth needs with asset transferring to the regional authority without debt.

Mr. Smith's ideas were received for further review and consideration.

There is a concern of parties choosing to stop participating and walk away from the regionalization efforts. Rate setting is a near-term goal. Ms. Huppert asked board members to share their ideas and responses to Mr. Smith's proposed ideas by the January 22, 2019, board meeting.

2. CEO and General Manger's Comments –

Mr. Stowe shared that he, Ms. Huppert, and Ms. Munns have met twice with City of Des Moines staff and Blank Park Zoo staff. DMWW has performed leak detection and has found no leaks at the zoo facilities.

Fleur Drive will be reconstructed starting in 2019. DMWW has raised concerns about safety of grounds staff performing planting, watering, and weeding on the Fleur Drive medians. City council members and community members are interested in helping devise a solution.

3. Public Comments – No comments from the public.

Meeting adjourned at 5:07 p.m.