

**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,
January 22, 2019**

Present:

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

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

Also in attendance: Andrea Boulton; Sam Carrell, DMWW Park Foundation; Terry Cole, Calhoun-Burns and Associates; Scott Crawford, RDG Planning and Design; John Lande, legal counsel; Rick Malm, legal counsel; Craig Robinson, Concordia Group

Ms. Munns called the meeting to order at 3:32 p.m.

Consent Agenda –

A motion was made by Ms. Huppert, seconded by Mr. Carlson, to approve Consent Items A, B, C, D, E, F, G, and H (Approval of Minutes, December 18, 2018, Board of Water Works Trustees Meeting, Minutes, January 8, 2019, Customer Relations Committee Meeting; Receipt and filing of the financial statements for audit purposes; Approval of Payments for December 2018; Approval of Summary of CEO-Approved Expenditures in Excess of \$20,000; Approval of Reserve Funds Investment Policy, Approval of Depositories for Des Moines Water Works Funds; Approval of Identity Theft Prevention Policy; and Approval of February 26, 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.

Request Authorization to Solicit Bids for 2019 Well Rehabilitation – Maffitt Reservoir and Establish the Date of the Public Hearing as the Date of the February 2019 Board Meeting

This project pertains to periodic maintenance and rehabilitation required on the collector wells in the Maffitt Reservoir well field, using a high-pressure water jetting method that has been successfully used previously at the Maffitt Reservoir and Saylorville Reservoir well fields.

A motion was made by Mr. Wallace, and seconded by Mr. Carlson, to authorize staff to solicit bids for 2019 Well Rehabilitation – Maffitt Reservoir and establish the date of the Public Hearing as the date of the February 2019 Board meeting and direct staff to publish notice 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.

Request Permission to Establish the Date of the Public Hearing for City of West Des Moines Easement for the Joint Maffitt Lake Booster Station as the Date of the February 2019 Board Meeting
As a part of the Joint Maffitt Lake Booster Station, West Des Moines Water Works requires a water main easement on DMWW property for its water main from the Joint Station to the right-of-way.

A motion was made by Mr. Gillette, and seconded by Ms. Huppert to establish the date of the February 2019 Board meeting as the date of Public Hearing for City of West Des Moines Easement for the Joint Maffitt Lake Booster Station and direct staff to publish notice 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.

Amendment to Easement for DMWW Ingress/Egress on Charles Colby and Ruth Colby Family Trust for Joint Maffitt Lake Booster Station

This pertains to amending an existing easement on the Charles Colby and Ruth Colby Family Trust property to allow access to DMWW property at Maffitt Lake where the new Joint Maffitt Lake Booster Station will be located.

A motion was made by Ms. Huppert, and seconded by Mr. Gillette to authorize the CEO and General Manager to execute the proposed amendment to obtain easement access to DMWW property through the Charles Colby and Ruth Colby Family Trust property. Upon vote, the motion was adopted, with each member of the Board, who is identified as above as present, voting in favor of the motion.

Saylorville Water Treatment Plant RO Unit No. 4 Installation

The Saylorville Water Treatment Plant was designed with three RO (reverse osmosis) membrane units, with expansion room for three more. Installation of RO Unit No. 4 is intended to provide an additional 1.7 million gallons per day of RO water for peak production, as well as provide redundancy in RO flow during low production times.

A Public Hearing was opened by Chairperson Munns for comments from the public regarding the form of contract, plans and specifications, and estimated cost for the Saylorville Water Treatment Plant RO Unit No. 4 Installation 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. Huppert for adoption of the form of contract, plans and specifications, and estimated cost for the Project. The motion was seconded by Mr. Wallace. 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, and a motion was made by Mr. Gillette, and seconded by Ms. Huppert, to award the Saylorville Water Treatment Plant RO Unit No. 4 Installation contract for Base Bid plus Alternate Bid to The Waldinger Corporation, in the amount of \$513,616, and authorize the Chairperson and CEO and General Manager to execute the contract. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Approval of Plans and Specifications for Fleur Drive Trail Underpass Project

In April 2018, the Board of Water Works Trustees approved a 28E Agreement between DMWW, the City of Des Moines, and the DMWW Park Foundation for Construction of the Fleur Drive Trail Passageway. The 28E Agreement states that the design of the project was subject to the approval of the Board of Water Works Trustees. Mr. Scott Crawford with RDG Planning and Design gave a presentation on the construction plans for the Ruan Connector Project, formerly referred to as the Fleur Drive Trail Underpass.

A motion was made by Mr. Carlson, and seconded by Mr. Wallace, to approve the design for the Ruan Connector Project. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Resolution of Appreciation for Departing Board of Water Works Trustee Marc Wallace

Mr. Wallace was recognized by a resolution of appreciation for his service as a Board of Water Works Trustee since April 2013 as follows:

Whereas, Marc R. Wallace was appointed to the Board of Water Works Trustees in April 2013; and

Whereas, Mr. Wallace's term as Board of Water Works Trustee ends with his resignation, effective January 31, 2019; and

Whereas, during his service on the Board, Mr. Wallace represented the Board on the Des Moines Water Works Park Foundation Board through fundraising, groundbreaking, and construction of Phase 1 of the Park Master Plan; as an AFSCME member and union leader in his own workplace, Mr. Wallace advocated for Des Moines Water Works employees through his tenure; joined with other Board members in regionalization discussions and advocating for environmental protection in Des Moines Water Works' business pursuits; advocated for utility independence during legislative and Des Moines City Council efforts to undermine Des Moines Water Works sovereignty and state law; and facilitated discussions and social media communications with Des Moines Water Works customers.

Now, Therefore, be it Resolved that the Board of Water Works Trustees of the City of Des Moines, Iowa, hereby acknowledges with sincere appreciation the contributions made by Marc R. Wallace to Des Moines Water Works and the community he has served by entering this Resolution of Appreciation into the minutes of the Board.

A motion was made by Mr. Gillette, and seconded by Ms. Huppert, to adopt the resolution as stated above. Upon vote, the motion was adopted, with Mr. Wallace abstaining, but all other members of the Board who are identified above as present voting in favor.

Board Committee Reports

The following reports were provided:

- A Customer Relations Committee Meeting was held on January 8, 2019. Ms. Huppert shared that she and Ms. Munns continue to have conversations with West Des Moines Water Works and the Urbandale Water Utility.
- Greater Des Moines Botanical Garden – Mr. Gillette sits as the chair of the strategic planning committee for the Greater Des Moines Botanical Garden. Discussions have been taking place to develop a path for the garden to begin paying for their water usage after the conclusion of the agreement with DMWW.
- Des Moines Water Works Park Foundation Board – No additional comments.
- Government Outreach Update – Ms. Sarcone shared that the legislative session opened last week. Bills are making their way to subcommittees and DMWW (along with our contract lobbyist team) continues to monitor and track those of interest. DMWW will be hosting a legislative breakfast on Thursday, February 28th at 7:00am in Room 116 at the Capitol.

CEO and General Manager's Comments

- 2019 Utility Goals - Staff has identified the following three areas of focus for 2019:
 - Safety – OSHA recordable injuries will not be more than 6 (50% of the industry average)
 - Lime Use – Reduce the amount of lime used at the two lime softening plants by 5% (100 pounds per million gallons) on average by seasonally targeting the use of enhanced softening.
 - Succession Planning – Develop utility-wide succession plan to prepare for possible retirements related to company-wide IPERS vesting date of 12/31/2020.
- Mr. Stowe sent a letter to the City of Des Moines' City Manager, Mr. Scott Sanders, stating DMWW's intent to cease staff's assistance with the maintenance of the planters in the Fleur Drive medians at the end of this calendar year. Mr. Sanders responded to the letter with phone call to Mr. Stowe. He also shared that Mayor Cownie will be taking over the discussions regarding the Blank Park Zoo billing issue.

Adjournment – Meeting adjourned by unanimous consent.

4:56 p.m. adjourned

**MINUTES OF MEETING OF PLANNING COMMITTEE
OF THE BOARD OF WATER WORKS TRUSTEES
HELD AT THE OFFICE OF DES MOINES WATER WORKS
PURSUANT TO NOTICE**

Tuesday, February 5, 2019

3:30 p.m.

Present:

Board Members: Mr. David Carlson and Ms. Andrea Boulton

Staff Members: Ted Corrigan, Kyle Danley, Peggy Freese, Doug Garnett, Amy Kahler,
Mike McCurnin, Jennifer Puffer, Laura Sarcone, Carla Schumacher, Bill
Stowe, and Michelle Watson

Also in attendance: Craig Robinson (Concordia Public Affairs)

1. 2019 Water Main Replacement (WMR) Overview –

Ms. Schumacher gave an overview of the 2019 Water Main Replacement program. Protecting public health and operating with fiscal discipline are important in fulfilling DMWW's mission of offering "dynamic and responsive service that provides high value to our customers" and these values are reflected in the WMR Program. Water Main Replacement activities for 2019 will include budget management, design, construction, utility and project coordination, and conflict reviews. The 2019 WMR Project selection procedures will include identifying DMWW's high-priority projects, and projects necessitated by other entity activities such as street relocations, and then matching those projects to available dollars.

2. CEO and General Manager's Comments – No comments from Mr. Stowe.

3. Public Comments – No comments from the public.

Meeting adjourned at 4:09 p.m.

**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, February 5, 2019

Immediately following the 3:30 p.m. Planning Committee Meeting

Present:

Board Members: Ms. Andrea Boulton, Mr. David Carlson, Mr. Graham Gillette, Ms. Susan Huppert, Ms. Diane Munns

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

Also in attendance: Craig Robinson (Concordia Group)

Meeting called to order at 4:09 p.m.

1. Regionalization Review Discussions –

Ms. Huppert shared that she and Ms. Munns continue to have regionalization discussions with Jody Smith of the West Des Moines Water Works Board and John McCune of the Urbandale Water Utility Board.

Mr. Stowe suggested FCS Group be contracted by the three water utilities (West Des Moines Water Works, Urbandale Water Utility, Des Moines Water Works) to conduct a third assessment. Mr. Gillette suggested the board task Mr. Stowe with developing a regional governance plan, hiring FCS to facilitate preparing the plan, and then pursuing each individual regional entity for their input.

Mr. Stowe clarified that Ms. Munns and Ms. Huppert will talk to Wes Des Moines Water Works and Urbandale Water Utility to request their staff members to work with DMWW to prepare a scope of work for a third FCS agreement. The scope developed will determine the path for FCS to develop the recommendations to create regional water governance.

Ms. Huppert reported that the new board chair at the Blank Park Zoo approached her with a request to meet with Chairperson Munns to work directly to negotiate the water billing issue. Mr. Gillette believes DMWW should lead the discussion, but the city needs to stay involved due to other negotiable interests between DMWW and the City of Des Moines.

2. CEO and General Manger's Comments – No additional comments from Mr. Stowe.

3. Public Comments – No comments from the public.

Meeting adjourned at 5:15 p.m.