

**CALLED MEETING OF THE BOARD OF WATER WORKS TRUSTEES  
HELD AT THE OFFICE OF THE DES MOINES WATER WORKS  
PURSUANT TO NOTICE, TUESDAY,  
November 28, 2017**

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

Staff members attending were: Pat Bruner, Ted Corrigan, Doug Garnett, Michelle Holland, Amy Kahler, Dan Klopfer, Mike McCurnin, Laura Sarcone, Bill Stowe, Michelle Watson. Also in attendance Rick Malm, legal counsel; Craig Robinson, Concordia Group; Diana Wilson, West Des Moines Water Works; MacKenzie Elmer, Des Moines Register.

Ms. Huppert called the meeting to order at 3:36 p.m.

Ms. Huppert introduced our newest Board Member, Diane Munns. Ms. Munns introduced herself to the Board and others in attendance.

Consent Agenda – A motion was made by Mr. Wallace, seconded by Mr. Carlson to approve Consent Items A, B, C, D, and E (approval of Minutes, October 24, 2017, Board of Water Works Trustees Meeting; Minutes, November 6, 2017, Customer Relations Committee Meeting; Minutes, November 7, 2017, Planning Committee Meeting; Filing of the financial statements for audit purposes; Payments for October 2017; Summary of CEO-Approved Expenditures in Excess of \$20,000; and approval of December 19, 2017, 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.

The Chair suggested that the report of the Customer Relations Committee, from Item IV.A., be taken up first, with and that Item IV.B. be stricken from the agenda, with such changes to be made for the convenience of those in attendance who were primarily interested in that topic. All were in agreement. Mr. Stowe shared that asset transfer options are being discussed at the regionalization workshops. Ms. Kahler and Mr. Gillette each gave presentations on options for regionalization. Ms. Huppert clarified that the ideas in the presentations were not coming from the regionalization workshops, but rather are ideas that the Customer Relations Committee is considering as a result of discussions at the workshops. After extensive presentations and discussions the Board took a brief recess.

The Board then returned to the regular order of the Agenda and took the following actions.

### Proposed 2018 Budget –

Mr. Stowe made initial comments on the Proposed 2018 Budget and stressed that a large focus of the capital budget for 2018 is on water main replacement.

Chairperson Huppert opened a Public Hearing for comments from the public regarding the Proposed 2018 Budget. Receiving no oral or written comments, the Public Hearing was closed. Ms. Holland gave a presentation on the Proposed 2018 DMWW budget. Attention was drawn to pg. 4 of the summary provided to the Board which compares the proposed 2018 budget to the 2017 budget. A motion was made by Mr. Gillette, and seconded by Mr. Carlson to approve the 2018 Des Moines Water Works budget as presented. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

### Des Moines Water Works' Rules and Regulations Update –

Mr. Stowe stated that staff and legal counsel review the Des Moines Water Works Rules and Regulations annually. Such review includes a review of costs, as well as the substantive rules, and changes suggested by such review are proposed for the Board's consideration. A set of proposed updates and changes was presented to the Board. Mr. Stowe drew attention to revisions offered to provide clarification to service line and stop box ownership and to revisions governing submetering. A new provision setting a fee for staff to verify if a stop box is in working order was referenced. A motion was made by Mr. Gillette, seconded by Ms. Munns, to approve the proposed revisions to the Rules and Regulations with an implementation date of January 1, 2018, and to direct publication of the changes as required by statute. Legal counsel clarified that publication was required for the changes made to fees. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

### 2018 Water Treatment Chemicals –

The Board considered contract chemical purchases for 2018. Mr. Stowe praised Water Production and purchasing staff for their work reflected in the favorable prices secured for treatment chemicals. A motion was made by Mr. Gillette, and seconded by Mr. Carlson to award 2018 contracts for water treatment chemical supplies to the recommended bidders as presented. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

### 2018 Water Treatment Chemicals – Lime Contract –

Two bidders for the 2018 contract for lime and alternatives for the Fleur and McMullen WTP's were considered. Mr. Stowe explained staff recommended that a single 2018 lime contract be awarded to Mississippi Lime for both plants at a cost of \$149 per ton. Although Mississippi Lime's combined bid was higher than the separate price quoted by a competitor for the Fleur WTP only, staff's analysis was that the combined bid of Mississippi Lime was the most cost-effective alternative. A motion was made by Mr. Gillette, and seconded by Ms. Munns to award the 2018 lime contract to Mississippi Lime Company in the amount of \$2,132,488.00. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Acceptance of McMullen Water Treatment Plant Chemical Feed Line Relocation –

Mr. Stowe stated that the contractor has completed the work satisfactorily on this project. A motion was made by Mr. Gillette, to accept the McMullen Water Treatment Plant Chemical Feed Line Relocation project, completed by Synergy Contracting, LLC, in the amount of \$240,600.60. Mr. Carlson provided a second to the motion. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Acceptance of 2017 Des Moines Water System Improvements – Contract 3

Mr. Stowe stated that the contractor has completed the work satisfactorily on this project. A motion was made by Ms. Munns, and seconded by Mr. Gillette, to accept the 2017 Des Moines Water System Improvements – Contract 3, completed by Holbrook Construction, Inc., in the amount of \$197,892.24. 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 First Amendment to Chapter 28E Agreement among City of Norwalk, City of Cumming, and the Board of Water Works Trustees of The City of Des Moines, Iowa, Providing for Joinder by the Board of Water Works Trustees of The City of West Des Moines for Design, Construction, and Funding of Joint Southwest Pumping Station and Feeder Main –

A motion was made by Mr. Gillette, and seconded Ms. Munns to authorize the Chairperson to execute the First Amendment to Chapter 28E Agreement among City of Norwalk, City of Cumming, and the Board of Water Works Trustees of The City of Des Moines, Iowa, providing for Joinder by the Board of Water Works Trustees of The City of West Des Moines for Design, Construction, and Funding of Joint Southwest Pumping Station and Feeder Main in the form as presented. 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 McKinley Avenue Reconstruction from S.E. 7th Street to S.E. 14th Street –

A motion was made by Mr. Gillette, and seconded by Ms. Munns to authorize staff to reimburse the City of Des Moines for Water Main Relocations for McKinley Avenue Reconstruction from S.E. 7th Street to S.E. 14th Street. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

2017 Crystal Lake Access Gate –

Mr. Stowe explained the proposed project, and described the enhanced security that it will provide to DMWW's property. 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 2017 Crystal Lake Access Gate 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 Mr. Carlson 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 Mr. Carlson, to award the 2017 Crystal Lake Access Gate contract to Weidner Construction, Inc., in the amount of \$100,891.00 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.

Convey Ownership of NW Beaver Connection Facilities and Water Main Capacity to the City of Johnston, Iowa –

A form of conveyance for certain water facilities jointly constructed pursuant to 28E Agreement with city of Johnston was presented. A motion was made by Ms. Munns, and seconded by Mr. Gillette, to approve the Conveyance of Ownership of Connection Facilities and Water Main Capacity and authorize the Chairperson and CEO and General Manager to execute the Conveyance of Ownership. Upon vote, the motion was adopted, with each member of the Board, who is identified above as present, voting in favor of the motion.

Proposed 2018 Schedule for Board of Water Works Trustees Meetings and Committee Meetings

A motion was made by Ms. Munns, and seconded by Mr. Wallace, to adopt the proposed 2018 schedules for the Board of Water Works Trustees and Committee meetings, as presented and attached to these minutes. 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:

- Ms. Huppert asked Craig Robinson, with Concordia Group, to distribute a publication about the regionalization efforts that went out as a mailing on Wednesday, November 28<sup>th</sup>.
- No report on the Planning Committee.
- No report from staff on Greater Des Moines Botanical Garden.
- Mr. Wallace provided an update on the Des Moines Water Works Park Foundation. Mr. Stowe explained that several 28E agreements will be entered into with regards to park improvements, including a construction agreement, operations and maintenance agreement, and a design and construction agreement that includes the City of Des Moines for the passageway under Fleur Drive.

CEO and General Manager's Comments – None.

Other Comments – None.

Adjournment – Meeting adjourned at 6:02 p.m. by unanimous consent.

Meeting ended at 6:02 p.m.

**BOARD OF WATER WORKS TRUSTEES  
2018 MEETING SCHEDULE  
3:30 P.M.**

January 23, 2018

February 27, 2018

March 27, 2018

April 24, 2018

May 22, 2018

June 26, 2018

July 24, 2018

August 28, 2018

September 25, 2018

October 23, 2018

November 27, 2018

December 18, 2018  
(Third Tuesday)

**BOARD OF WATER WORKS TRUSTEES  
2018 COMMITTEE MEETING SCHEDULE  
3:30 P.M.**

<b>Planning Committee (First Tuesday)</b>	<b>Finance &amp; Audit Committee (Second Tuesday)</b>	<b>Customer Relations Committee (Third Tuesday)</b>
January 2	January 9	January 16
February 6	February 13	February 20
March 6	March 13	March 20
April 3	April 10	April 17
May 1	May 8	May 15
June 5	June 12	June 19
July 3	July 10	July 17
August 7	August 14	August 21
September 4	September 11	September 18
October 2	October 9	October 16
November 6	November 13	November 20
December 4	December 11	N/A

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

Tuesday, December 12, 2017

3:30 pm

Present:

Board Members: Graham Gillette, Diane Munns

Staff Members: Peggy Freese, Amy Kahler, Ted Corrigan, Bill Stowe, and Michelle Watson

Also in attendance: Craig Robinson, Concordia Public Affairs

1. Workshop Review Discussions – Mr. Gillette gave an overview of the history and current status of the regionalization workshop discussions, to bring Ms. Munns up to speed as a new board member.

Ms. Munns questioned why asset transfer is a goal of the regionalization and expressed how difficult asset valuation is in the process. Mr. Stowe explained how early in 2017, the board was ready to invite suburbs to serve on the Finance & Audit committee before the potential legislation that spring. He also explained the history and current status of the regionalization efforts.

Ms. Munns asked if other large cities are going through similar situations. Mr. Stowe shared that several larger cities do deal with these type of issues, but our governance and history is different than those communities.

The next regionalization meetings are Thursday, December 14 at DMWW in the Board Room from 4-6pm and Friday, December 15, at Urbandale City Hall from 7:30-8:30am.

2. CEO's Comments – No comments from Mr. Stowe.
3. Public Comments – No comments from the public.

Meeting adjourned at 3:59 p.m.