

MEMORANDUM

DATE: June 29, 2015

TO: William Stowe, CEO and General Manager

FROM: Amy Kahler, Director of Customer Service and Marketing

SUBJECT: Technical Advisory Committee

Background

The Central Iowa Regional Drinking Water Commission (CIRDWC) has received and filed Black & Veatch's Feasibility Study for the Development of a Regional Water Production Utility. In the process of further evaluating the report, CIRDWC has tabled discussion related to key financial considerations of forming a regional utility, including asset valuation and debt-related considerations. CIRDWC representatives have recommended, however, that a Technical Advisory Committee be formed as a subcommittee of CIRDWC to assess available capacity of a regional water system against needed capacity throughout a specified planning horizon, identify gaps between availability and demand, and further study regional solutions for meeting growing demand in the Des Moines metro area over the next twenty years.

Des Moines Water Works Long Range Plans

Beginning in 2008, Des Moines Water Works (DMWW) developed a series of Long Range Plans that were prepared with the objective of meeting customer demand through the year 2020. This past planning effort included key components such as population growth, water resources, water treatment, water distribution, and capital infrastructure. The sunset of these long range plans (2020) is approaching, and staff had planned to begin re-evaluating and updating these long range plans in 2016. As the CIRDWC discussions unfolded, it became apparent to staff that the objectives, scope, and expected outcomes of the Technical Advisory Committee align nicely with DMWW's plans to update the utility's long range plans beyond 2020, and there is value in synchronizing these efforts into a unified and participative process, led by DMWW as owner of the Core Network. This synchronized approach emphasizes regional cooperation and collaboration, allows DMWW access to key service area information which is critical for a regional planning effort, and gives our wholesale customers confidence that DMWW is working to be in a position to meet their needs for twenty years into the future.

Technical Advisory Committee Charter

Attached is a Committee Charter that has been developed to guide the committee's efforts and discussions. The Charter will be reviewed at the July 7, 2015, Planning Committee meeting.



Regional Technical Advisory Committee Committee Charter 2015

Mission

The Technical Advisory Committee will evaluate the current regional water system and thoughtfully plan for a water system that cost-effectively meets the needs of central Iowa customers for the next twenty years (2035).

Responsibilities

The Technical Advisory Committee will advise CIRDWC and/or community councils and boards on water system capital improvements necessary to provide and maintain an infrastructure to meet growing water demands in the central Iowa region. The specific responsibilities of the Technical Advisory Committee include:

- Describe the regional water planning area
 - Quantify current and projected population and water demand over a 35 year planning horizon
 - Evaluate and quantify current and future regional water supplies and customer demands
 - Identify regional water system surpluses and deficiencies
 - Explore and recommend water system facilities to cost-effectively meet future demands, with emphasis placed on developing potential joint facilities
 - Develop a tentative implementation plan for additional facilities
 - Develop cost estimates for identified capital improvements
 - Facilitate the solicitation of an engineering consulting firm to assist in planning activities when necessary
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Meetings

The Technical Advisory Committee will meet monthly or as necessary. Meeting dates and times shall be communicated to all stakeholder communities.

Community Members

Members have been recommended by CIRDWC and are initially identified as 1) water producers, and 2) water systems serving communities expecting growth in population. Members have been identified as follows:

- City of Altoona
- City of Ankeny
- City of Johnston
- City of Norwalk
- City of Waukee
- Des Moines Water Works
- Urbandale Water Utility
- West Des Moines Water Works

While these members have been identified as active participants, needs and interests of all customers of DMWW's Core Network will be considered and represented in discussions and plans.

Recommended Member Profile

The success of this regional planning effort is dependent on candid and thoughtful input from committee members. Members best suited for these planning discussions should include water professionals or others with:

- Specialized knowledge of their respective entity's water system.
- Knowledge of current and future water needs in their respective communities.
- Experience planning and developing water system facilities.
- Access to comprehensive planning information within their communities.

Participants may be water utility managers, consulting engineers, planners, or similarly qualified individuals who are able to attend regularly scheduled committee meetings and provide input throughout the planning process.

Deliverables

The following list of deliverables has been identified to document the planning process, key assumptions, and recommendations. The committee may produce one or more of the following deliverables, or may, when appropriate, solicit engineering consultants to provide assistance in developing plans and related deliverables.

- Map of the Regional Water Planning Area
- Population Projections for the Regional Water Planning Area to 2050
- Water Demand Projections for the Regional Water Planning Area to 2050
- Regional Water Planning Area Core Network Facilities Master Plan to 2035
- Core Network Facilities Phasing and Implementation Plan
- Core Network Facilities Capital Cost Estimates

Communication Strategy

The success of this regional planning effort is dependent on input from committee members. The Technical Advisory Committee will keep stakeholders of Des Moines Water Works' Core Network apprised of their evaluations by employing the communication tactics below:

- Monthly emails summarizing key discussion points and/or recommendations
- Report given at bi-monthly Metro Group meetings
- Presentation at quarterly CIRDWC meeting and/or related organizations, such as the Metropolitan Advisory Council (MAC)

In addition, the Technical Advisory Committee will review and provide input on issues identified as DMWW's monthly board agenda items.