

MINUTES

Board of Trustees
Central Iowa Water Works
February 26, 2025

Mid-American Energy Rec Plex, Community Room A
3:00 p.m.

Item 1: Vice Chair John Edwards called the meeting to order at 3:00p.m.

Item 2: Roll Call

Trustees in Attendance:

Mike Schrock, City of Ankeny

Mayor John Edwards, Clive

Diane Munns, DMWW

Susan Huppert, DMWW

Tom Cope, Johnston*

George Meinecke, City of Norwalk

Chelsea Huisman, Polk City*

John McCune, Urbandale Water Utility*

Andy Fish, Warren Water District

Mayor Courtney Clarke, Waukee

Jody Smith, WDMWW*

Dan Lovett, Xenia*

*Participated via Zoom

Others Present:

Tami Madsen, CIWW

Lindsey Wanderscheid, DMWW

Kyle Danley, DMWW

Ted Corrigan, DMWW

Amy Kahler, DMWW

Melissa Walker, DMWW

Christina Murphy, WDMWW

Lyle Hammes, WDMWW*

Royce Hammitt, Xenia*

Matt Stoffel, PFM
Jamie Buelt, En Q Strategies*
Ashley Geesman, HDR*
Teresa Konda, HDR*

Mike Schrock was introduced as the newly appointed trustee for Ankeny and Neal Westin (Nyemaster) was introduced as new legal counsel for CIWW.

Item 3: Approving Agenda, as presented or as amended.

The agenda was amended to delete item 6C Resolution – Authorizing Executive Director to Approve and Execute Lease Agreement. Courtney Clarke moved to approve the agenda as amended; Diane Munns seconded. The motion was adopted by a unanimous voice vote.

Item 4: Public Comment – There were no comments from the public.

Item 5: Consent Agenda (Note: These are routine items and will be enacted with one vote without separate discussion unless someone, Board or Public, requests an item to be removed and considered separately)

- A. Motion – Approve the Minutes from January 22, 2025, CIWW Board Meeting as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from January 8, 2025, Technical Committee Meeting
- C. Motion – Receive Draft Minutes from February 12, 2025, Technical Committee Meeting
- D. Motion – Receive and File January Financial Summary and Approve January Expenditures

John McCune moved to approve the consent agenda; Diane Munns seconded. The motion to approve the consent agenda was adopted by unanimous voice vote.

Item 6: Board Action Items

- A. Resolution – Establishing Water Usage Best Practices Committee
Madsen reported that the Water Usage Best Practices Committee will focus on identifying best practices in managing peak demand and overall water usage as a means to control future costs of building additional supply in the region. The committee will be charged with exploring education and outreach, usage data analyses, technology advances, rate structures and incentive programs as possible means for controlling peak demand and lowering overall water usage throughout the region. It will be the decision of each entity whether, and to what extent, best practices are deployed within their service

territory. The Chair requested that those interested in being committee members contact him before the March board meeting.

Susan Huppert moved to establish the Water Usage Best Practices Committee; Courtney Clarke seconded. The motion was adopted by unanimous voice vote.

- B. Resolution – Adoption of the Polk County Multi-Jurisdictional Local Hazard Mitigation Plan
- Madsen informed the trustees that select CIWW member agencies have participated in the development of the Polk County Multi-Jurisdictional Local Hazard Mitigation Plan and have adopted the plan as a condition of eligibility for particular grants, including those offered through the Federal Emergency Management Agency’s Hazard Mitigation Assistance program. Madsen recommended passing a resolution adopting the Plan and ratifying its adoption by the Member Agencies. The types of projects included in FEMA plans include those that protect water production facilities from flooding. Member agencies reported not being overly successful in receiving funding for items they have submitted.

Mike Schrock moved to adopt the Polk County Multi-Jurisdictional Local Hazard Mitigation Plan; Diane Munns seconded. The motion was adopted by unanimous voice vote.

- C. Resolution – Authorizing Executive Director to Approve and Execute Lease Agreement
- Item C was removed from the agenda.

- D. Resolution – Approving Joint Capital Project Spending Authority Policy
- Madsen reported to the board that further direction is needed to address the issue of constantly evolving joint capital project budgets due to uncontrollable external factors. Madsen requested the ability to reallocate funding for budgeted projects within their line items and within their overall budget. Reallocations would require the Contract Operators to reduce the budget of one project to increase the budget of another. This policy does not allow for new dollars to be awarded or for new unbudgeted projects to be added. Madsen also requested that the threshold for small joint capital projects be raised from \$100,000 to \$250,000.

Susan Huppert moved to approve the Joint Capital Project Spending Authority Policy; George Meinke seconded. The motion was adopted by unanimous voice vote.

- E. Motion – Authorizing advertisement of Grimes Expansion Request for Qualifications
- Sue Huppert inquired about the current capacity of the Grimes plant. The 28E lists the plant’s capacity as 5.2MGD but a recent technical memo listed the capacity at 3.2MGD or 3.3MGD, this conflicting information is concerning. The RFQ will provide the funding to explore and determine the available capacity at the Grimes plant. Tom Cope requested a timeline outlining the steps to determine when new capacity should be added and what factors are being considered when making these decisions. Tom Cope expressed concern

with how quickly CIWW has moved from the HDR study to RFQs. Kyle Danley responded that the goal is to get the Grimes plant expanded and online in five years but getting both plants online in five years will be challenging. After the RFQ for preliminary engineering, the member agencies will need to make a request for capacity in order to move forward with construction on the plants. Courtney Clarke expressed that seven years is a long time to wait for water plants to become operational and that these decisions should not be delayed. She agreed that metrics, measures, and triggers for the next Saylorville plant expansion are important but current capacity is a concern and will be more so in seven years. Christina Murphy noted that there is a lot of different terminology for capacity including treatment, source water, and seasonal factors and that it is important to understand the differences.

Diane Munns moved to authorize the advertisement of the Grimes expansion request for qualifications, Courtney Clarke seconded. The motion was adopted by unanimous voice vote.

F. Motion – Authorizing advertisement of West WTP Request for Qualifications

Mike Schrock asked how this request is different than previous studies that have been conducted on a West Plant. Madsen replied that the HDR study is a high-level study that lacks necessary information to take the next steps with this plant. This RFQ is for preliminary engineering and design to acquire information that will drive the next phase of the project.

Courtney Clarke moved to authorize the advertisement of the West WTP Request for Qualifications; Diane Munns seconded. The motion was adopted by unanimous voice vote.

Item 7: Reports

A. Executive Director

1. Staffing Update

Dustin Delvaux's first day of work is March 10, 2025.

2. CIWW January 2025 Revenue Summary – Information

The revenue summary was presented to the trustees. This summary and graph will be included in the consent agenda at future board meetings.

3. Project Update and Capital Expenditure Reimbursement Report – Information

The project update and capital expenditure reimbursement report was presented to the trustees. The report will be on the consent agenda at future board meetings.

4. CIWW Program Management and General Engineering RFQ – Information

The deadline for firms to submit an intent to respond was Friday, February 21. HDR, Black & Veatch, and AE2S indicated that they will be submitting a response, all three work with regional projects and offer program management and general engineering on a task order basis.

5. Strategic Planning Look-Ahead

Madsen indicated a need to start compiling information for 2025 strategic planning and priority setting.

6. Co-branding at construction sites and on facilities.

Madsen updated that CIWW is considering co-branding on facilities and on construction sites.

7. Legislative Update – Information

A clarifying question was asked if the legislative update in the packet was CIWW's update. Madsen replied that it is IAWA's update and is not CIWW's update or reflective of CIWW's position. CIWW has not declared a position on any legislative topic. A question was asked if CIWW is planning to hire a lobbyist – there is no allocation in the budget for a lobbyist.

B. Contract Operators

Ted Corrigan provided an update on the Seasons of the Rivers. The Des Moines River has started showing elevated ammonia. Ammonia interferes with the treatment process and causes a need for higher chlorine additions. Upcoming seasonal events are increased nitrate, the appearance of microcystin, and then the reappearance of elevated nitrate.

C. Technical Committee

Kyle Danley reported that a subcommittee is reviewing the West Plant RFQ and the Grimes Expansion RFQ. The member agencies also turned in names for the Staff Working Group as prescribed in the 28E agreement. This is a group designed to report issues concerning water use such as filling a tower or flushing lines. Schedules I2A and I2B had an initial review in advance of being approved at the Technical Committee meeting in March. DMWW is working on several projects including HVAC work on the lab building. The Saylorville West Feeder Main project was discussed, as well as the WDMWW shallow wells project. These updates are included in the Technical Committee minutes in the board packet.

Item 8: Other Business

The board was reminded that the November and December board meetings are each a week earlier than normal to accommodate the holidays. In 68 working days, CIWW had 46 unique meetings. In March, the Greater Des Moines Partnership will be writing a blog about CIWW, the Urbandale city council will be hosting a joint lunch-and-learn with CIWW and the Urbandale Water Utility, and CIWW will be presenting at a breakfast club. An article about CIWW was published in the March edition of Journal AWWA.

Adjournment

The Vice Chair adjourned the meeting at 3:50 p.m.

Upcoming CIWW Activities			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
March 12 th	12:00 p.m.	DMWW Board Room	Long Range Planning Committee
March 12 th	1:00 p.m.	DMWW Board Room	Technical Committee
March 25 th	8:00 a.m.	West Des Moines Water Works	Finance and Audit Committee
March 26 th	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees