

AGENDA

Board of Trustees
Central Iowa Water Works
August 28, 2024
Mid-American Energy Rec Plex, Community Room A
3:00 p.m.

Please join our meeting from your computer, tablet or smartphone.

[Join Zoom Meeting](#)

Meeting ID: 898 8889 8186

Passcode: 150348

United States:

+1 (305) 224-1968

Item 1: Call to Order

Item 2: Roll Call

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

Item 4: Public Comment (Please state name, address and limit comments to five minutes)

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 July 24, 2024; CIWW Board Meeting as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from July 10, 2024, Technical Committee Meeting
- C. Motion – Receive Draft Minutes from August 14, 2024, Technical Committee Meeting
- D. Motion – Receive and File Minutes from August 15, 2024, Executive Committee Meetings, subject to correction, as recommended by the Board Clerk
- E. Motion – Receive and File July Financial Summary and Approve July Expenditures
- F. Resolution – Revise Designation for Posting Public Meeting Notices and Agendas

Item 6: Board Action Items

- A. None

Item 7: Recommendations from Committees

- A. Executive Committee
 - 1. Information – Executive Director Recruitment/Search Process

B. Finance and Audit Committee

1. Information – Accounting Services RFP

C. Technical Committee

1. Motion – Authorize Reimbursement to WDMWW in an amount not to exceed \$50,000 for an Amendment to the Professional Services Agreement with HDR for the Future Water Production Study
2. Motion – Authorize Reimbursement to DMWW in an amount not to exceed \$95,000 for a Professional Services Agreement with HDR to Evaluate Suitability of Land for Future 50 MGD Expansion near Saylorville

Item 8: Reports

A. Interim Executive Director Report

1. Readiness Review
2. Insurance requirements for CIWW operational status
3. Executive Assistant Recruitment

B. Producers Report

1. A.C. Ward Treatment Plant Tour
2. Aquifer Storage Recovery (ASR) Well Presentation

C. Technical Committee Report

D. Long-Range Planning and Capital Improvements Committee Report

1. Committee has not yet met

E. Finance and Audit Committee

Item 9: Other Business

Adjournment

Upcoming CIWW Activities			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
September TBD	TBD	WDMWW Board Room	Finance and Audit Committee
September 11	1:00 p.m.	DMWW Board Room	Technical Committee / Long Range Planning Committee
September 12	1:00 p.m.	WDMWW Board Room	Executive Committee
September 25	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees
October 15	3:00 p.m.	West Des Moines Water Works	Tour of A.C. Ward Treatment Plant
October 23	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees
November 20	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees
December 18	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees



CENTRAL IOWA WATER WORKS
BOARD OF TRUSTEES ACTION ITEM FORM

Meeting Date: August 28, 2024

ITEM NUMBER: 5A-D

SUBJECT:

- A. Motion – Approve the Minutes from July 24, 2024; CIWW Board Meeting, as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from July 10, 2024; Technical Committee Meeting
- C. Motion – Receive Draft Minutes from August 14, 2024; Technical Committee Meeting
- D. Motion – Receive and File Minutes from August 15, 2024; Executive Committee Meetings, subject to correction, as recommended by the Board Clerk

SUMMARY:

This action will approve or receive and file minutes from the previous board meeting and committee meetings.

FINANCIAL IMPACT:

None.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

Motion to approve the CIWW board meeting minutes and receive and file committee meeting minutes.

Prepared by: 

Item: 5A

CENTRAL IOWA WATER WORKS BOARD OF TRUSTEES

Wednesday, July 24, 2024 at 3:00 P.M.

MEETING LOCATION:

The MidAmerican Energy Company RecPlex, 6500 Grand Ave,
West Des Moines, IA

MINUTES

ITEM 1: Call to Order

Board Chair Jody Smith called the meeting to order at 3:00 p.m.

ITEM 2: Roll Call

Trustees in Attendance

David Jones, Ankeny
Mayor John Edwards, Clive
Diane Munns, Des Moines Water Works
Susan Huppert, Des Moines Water Works Additional
Bryan Burkhardt (Alternate), Johnston
Jake Anderson, Grimes
Chelsea Huisman, Polk City*
John McCune, Urbandale Water Utility*
Carol Freeman, Warren Rural Water*
Courtney Clarke, Waukee*
Jody Smith, West Des Moines Water Works
Dan Lovett, Xenia Rural Water District
*Participated in the meeting via electronic means.

Such persons, being a majority of Trustees, constituted a quorum.

Others in Attendance

William Smith, Central Iowa Water Works*
Caitlin Caldwell, Des Moines Water Works
Ted Corrigan, Des Moines Water Works
Kyle Danley, Des Moines Water Works
Amy Kahler, Des Moines Water Works
Melissa Walker, Des Moines Water Works
Neil Weiss (Alternate), Urbandale Water Utility
Scott Brennan (Alternate), West Des Moines Water Works
Lyle Hammes, West Des Moines Water Works*
Josh Heggen, West Des Moines Water Works*
Christina Murphy, West Des Moines Water Works
Andy Fish (Alternate), Warren Water District
Amy Beattie, Brick Gentry PC

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Rick Malm, Dickinson Bradshaw
Jim Wine, Nyemaster Goode PC
*Participated in the meeting via electronic means

ITEM 3: Approving Agenda, as Presented or as Amended

John Edwards made a motion to approve the agenda as presented. Jake Anderson seconded that motion. The motion was adopted by unanimous vote.

ITEM 4: Public Comment Period

There were no comments from the public.

ITEM 5: Approving Consent Agenda – Items 5A – 5I

John Edwards made a motion to approve the following consent agenda items:

- A. Motion – Motion to approve the Minutes of the Meeting of June 26, 2024, as published, subject to correction, as recommended by the Board Clerk
- B. Motion - Receive and File Minutes from June 19, 2024 Technical Committee Meeting
- C. Motion - Receive Draft Minutes from July 10, 2024 Technical Committee Meeting
- D. Motion – Receive and File Draft Minutes from June 13, 2024 and July 8, 2024; Finance and Audit Committee Meeting, subject to correction, as recommended by the Board Clerk
- E. Motion – Receive and File Minutes from June 14, 2024, June 25, 2024, and July 12, 2024; Executive Committee Meetings, subject to correction, as recommended by the Board Clerk
- F. Motion – Receive and File June Financial Summary and Approve June Expenditures as listed and attached to these minutes.
- G. Motion – Approve CIWW logo
- H. Motion – Acknowledgement of Long-Range Planning and Capital Improvement Committee Representatives
- I. Motion – Authorize Chair to Acknowledge Assignment of the trademark for “Central Iowa Water Works” from Des Moines Water Works to Central Iowa Water Works

The motion was seconded by Bryan Burkhardt. The motion to approve all such consent agenda items was adopted by unanimous vote.

ITEM 6: Board Action Items

6A. David Jones made a motion to authorize the approval and participation in a joint powers agreement and declaration of trust for the Iowa Public Agency Investment Trust (IPAIT) pursuant to the forms, documents, and resolutions provided in the Board packet. This includes authorizing investments through IPAIT's fixed-term automated investment program, authorizing IPAIT to designate and name depositories, and naming the person designated by the CIWW Board as its Treasurer to serve as CIWW's Authorized Official. This

Item: 5A

official will be responsible for initiating and overseeing the investment and withdrawal of monies from IPAIT as deemed in CIWW's best interests.

Courtney Clarke abstained from voting due to a conflict of interest. The motion was seconded by Jake Anderson and was adopted by a unanimous vote.

6B. John Edwards made a motion to ratify and affirm the election to submit claims and releases in the PFAS MDL settlement involving 3M and DuPont. The motion was seconded by Dan Lovett and the motion was adopted by unanimous vote.

ITEM 7: Recommendations from Committees

A. Executive Committee

1. Information – Executive Director Recruitment/Search Process

2. Information - Executive Assistant Recruitment

B. Finance & Audit Committee

1. John Edwards made a motion to approve a resolution accepting the Terms and Scope of Work outlined in PFM's Engagement Letter. David Jones seconded the motion. The motion was adopted by unanimous vote.

The resolution approving the engagement of PFM Financial Advisors LLC as Financial Advisor to Central Iowa Water Works was not included in the July board packet but is an attachment to these minutes.

2. Diane Munns made a motion to approve the Interim 2024 Budget as presented to the meeting. Bryan Burkhardt seconded the motion. The motion was adopted by unanimous vote.

3. John Edwards made a motion for DMWW to provide meter-to-cash services for wholesale meters and authorize staff to prepare the necessary documentation. David Jones seconded the motion. The motion was adopted by unanimous vote.

C. Technical Committee

1. Information – A Draft Five-Year Capital Improvement Plan was presented and discussed.

The full text of all of the adopted Resolutions referred to in the Minutes above are on file with Interim Board Clerk Christina Murphy.

ITEM 8: Reports

A. Interim Executive Director Report

1. Website – A Demo of the CIWW website was presented.

B. Producers Report

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1. Nitrate Update- Ted Corrigan gave an update on nitrate conditions
 2. A Saylorville Water Treatment Plant Tour – July 31, 3:30 p.m.—was announced
- C. Technical Committee Report—Kyle Danley gave a report.
- D. Long Range and Capital Improvements Committee Report
1. Committee has not met yet
- E. Finance and Audit Committee
1. Issuance of Financial Operations and Services RFP was noted.

The above items were for informational purposes only; no action was required or taken.

ITEM 9: Adjournment

Having no other business the meeting was adjourned by the Chair at 4:09 P.M.

Jody E. Smith, Board Chair

Attest:

Diane Munns, Board Secretary

Item: 5B

NOTICE OF MEETING

**CENTRAL IOWA WATER WORKS
TECHNICAL COMMITTEE**

Des Moines Water Works Board Room
2201 George Flagg Parkway
Des Moines, Iowa

July 10, 2024
1:00 pm

MINUTES

Present: Caitlin Caldwell (DMWW), Kyle Danley (DMWW), Andy Fish (Warren Water), Matt Greiner (Johnston), Lyle Hammes (WDMWW), Matthew Jacob (UWU), Amy Kahler (DMWW), Rudy Koester (Waukee), Royce Hammitt (Xenia), Kevin Hensley (Grimes), Jeff May (Clive), Christina Murphy (WDMWW), Mitch Pinkerton (WDMWW), Wayne Schwartz (Norwalk), Lindsey Wanderscheid (DMWW), and Neil Weiss (UWU).

Item 1: The meeting was called to order at 1:01 p.m. by Kyle Danley.

Item 2: Introductions were made by everyone present in the meeting.

Item 3: Minutes Approved for June 19, 2024 – minutes approved with no objection.

Item 4: Executive Director Recruiting - Information: Mark Peterson was hired to recruit and select the CIWW Executive Director Position. He attended Wednesday's technical committee meeting via Zoom to gather feedback from the group. He presented three questions for discussion.

Item 5: Source Water Nitrates - Information: During the meeting, it was noted that recent rains and flooding have significantly reduced nitrate levels in the Des Moines River, with optimism that nitrate levels in the Gallery will also decrease soon. Current treatment capacity is not limited by nitrates. The nitrate removal facility is currently operating 3-4 vessels, with water being sourced from the Des Moines River and the Gallery, and nothing from the Raccoon River at this time. Nitrate concentrations as of July 9, 2024, are as follows: Raccoon River at Fleur: 11.36 mg/L, Des Moines River: 6.52 mg/L, Gallery: 10.90 mg/L, Maffitt Reservoir: 0.01 mg/L, Crystal Lake: 5.89 mg/L, and Saylorville Wells: 4.62 mg/L.

Item 6: West Des Moines Board of Adjustment (Spraytec) – Information: During the meeting, it was discussed that there are no new updates to share with the Technical Committee at this time, as DMWW is still awaiting the complete submittal of Safety Data Sheets (SDSs) from Spraytec. The initial submittal from Spraytec was incomplete, missing critical information regarding the volumes of products stored at any one time and detailed material descriptions.

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Item 7: PFAS Settlement Claim – Information: In February 2018, the Aqueous Film-Forming Foams (AFFF) Products Liability Litigation, MDL No. 2873, began in the United States District Court for South Carolina, consolidating all pending PFAS cases. In July 2022, the DMWW board voted to retain national plaintiffs’ counsel to file suit in MDL No. 2873, and by November 2022, DMWW filed a complaint in the MDL for product liability claims. By June 2023, a preliminary settlement was reached with 3M and DuPont. Settlement funds so far are \$10.3 billion from 3M, \$1.185 billion from DuPont, and a proposed \$750 million from Tyco/Chemguard.

The settlement involves two phases: Phase 1 for entities that detected PFAS in source waters and Phase 2 for those that have not. Funds will be allocated based on PFAS levels, flow rate in source water intakes, and costs determined by the EPA for PFAS treatment, compared to state/federal MCLs. The good faith estimate for DMWW is \$17,556,794 from 3M and \$1,686,297 from DuPont, totaling \$19,243,091 so far. The good faith estimate for WDMWW is \$2,764,034 from 3M and \$265,473 from DuPont, totaling \$3,029,507. These amounts are both before legal fees. Payment terms stipulate nine annual payments starting on April 15 of each year.

Item 8: HDR Future Treatment Plant Study – Information: A OneDrive link containing all TMs to date was sent but work on Technical Committee Dropbox is still needed. The discussion focused on two alternatives for water treatment plant expansions:

Alternative 1:

- Expands McMullen WTP to 37.5 MGD by 2030
- Expands Grimes WTP to 7 MGD by 2030 and 8.5 MGD by 2050
- Expands Saylorville WTP to 70 MGD by 2050

Alternative 2:

- Adds a West WTP with a proposed capacity of 12 MGD by 2030
- Expands Grimes WTP to 7 MGD by 2030 and 8.5 MGD by 2050
- Expands Saylorville WTP to 70 MGD by 2050

The committee needs to evaluate both alternatives. Questions were raised about the necessary information for this evaluation and whether to use the monthly Teams call on July 31st to present the differences between the two options.

Additional updates include the McMullen Treatment Plant Expansion Alternative Selection Workshop held on 7/10, with TM-6, TM-7, and the evaluation spreadsheet expected by July 31st, and the Non-Monetary Criterion Alternative Workshop scheduled for 8/14.

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Item 9: Schedule XV-2 Budget – Information: In the meeting discussion covered the budget, timeline, and process updates. DMWW has begun preparing the operating and capital budget, which is due by July 19th. Significant effort is being made to complete this by mid-August, though this does not align with the timeline. Draft budgets will be provided to necessary committees with rough figures, aiming for quick completion. Grimes and Polk City have six months of their budgets completed. WDMWW is also working towards an August deadline, with their budget in draft form.

Item 10: Five-Year Capital Improvement Plan: Discussion at the TC meeting covered the timeline for decisions regarding Grimes or Saylorville, emphasizing the need for annual reviews. It was noted that exact figures and placeholders are yet to be determined, and that interest costs won't impact rates immediately. A motion was made by Kevin Hensley to recommend the 5-Year CIP as it was presented to the CIWW Finance & Audit committee as well as the Technical Committee today. Motion was seconded by Matt Greiner. The motion passed unanimously with no opposition.

Item 11: Grimes Projects Discussion: Kevin Hensley shared that the ground storage tank dirt work and piping are complete, with tank installers awaited. The City of Grimes purchased a portion of a water utility, Gould Heights from Thorpe.

Item 12: Polk City Projects Discussion: Due to a scheduling conflict, no representatives from Polk City were available to provide an update.

Item 13: West Des Moines Water Works Projects Discussion: Lyle Hammes reported no new projects. Contract documents for HSP 3 and VFD will be under contract soon. The MCC relocation and generator controls are awaiting lead times, and the well project is currently on hold.

Item 14: Des Moines Water Works Projects Discussion: Lindsey Wanderscheid discussed the MWTP truck scale replacement project, which involved replacing the scale used to weigh lime residuals, has been completed. The bid from Edge was \$823,000, with change orders totaling \$4,059.87, bringing the total cost to \$827,059.87. This will be taken to the July 2024 DMWW Board meeting for acceptance.

Kyle Danley and Jonathan Mouw discussed Amendment No. 1 to the Saylorville Water Treatment Plant Transmission Improvements project includes additional design services for items identified through design development, which were not in the original PSA. The total cost is \$173,723.

Additional Design Phase Services:

1. Preliminary Survey & Base Mapping: \$7,500.00
2. Future Parallel Main Planning & Design: \$13,800.00
3. Urbandale Water Property Grading Design: \$11,200.00
4. Bombers Development Coordination: \$19,900.00
5. Streambank Armoring Design: \$11,500.00

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6. Recreation Trail Reconstruction Design: \$24,500.00
 7. Johnston Dog Park Alternatives Analysis: \$8,200.00
 8. Additional Permitting Assistance: \$13,300.00
 9. Additional SRF Compliance Support: \$9,800.00
 10. IDOT Route Alternatives Evaluation: \$24,600.00
- Subtotal:** \$144,300.00

Additional Bidding Phase Services:

1. Additional Bidding Support: \$3,400.00
- Subtotal:** \$3,400.00

Additional Services:

1. Geotechnical: \$26,023.00
- Subtotal:** \$26,023.00

A roll call vote was conducted to amend the Professional Services Agreement with Snyder & Associates Inc., for the Saylorville Water Treatment Plant Transmission Improvements project. All attendees unanimously voted in favor of the decision to amend the agreement for the additional services that totaled \$173,723.

The Hickman Road Transmission Main Alignment the project is evaluating two alternative general alignments. Alternative 1 involves installing 2,600 LF of the proposed water main under Hickman Rd. pavement, within a total project length of 4,600 LF. The estimated cost for this alternative is \$6,080,000, not including engineering, administration, or legal fees. Additional pavement replacement required by IDOT but not required for water main installation is estimated at \$550,000, which is 9% of the total cost. Alternative 2 proposes installing 1,100 LF of the water main under Hickman Rd. pavement, also within a total project length of 4,600 LF, utilizing easements where available. The estimated cost for this alternative is \$6,840,000, excluding engineering, administration, or legal fees. Additional -pavement replacement required by IDOT but not required for water main installation for this option is estimated at \$610,000, also 9% of the total cost. Both alternatives were developed in accordance with IDOT's pavement replacement requirements for Hickman Rd. If these requirements were eased, additional savings could be realized by optimizing the alignments to balance pavement replacement with utility relocation costs. There was support from the TC for DMWW to reach out to the IDOT to understand the pavement replacement requirements.

Jonathan Mouw provided a brief update on easements for SWTP West Feeder Main - Phase 3: We are currently awaiting the return of one easement that has been mailed out. After that, the only remaining easements to finalize are those from the City of Johnston and MidAmerican.

Committee Superior Energy Performance Case Study: Kyle shared with the TC that the U.S. Department of Energy (DOE) recognized Des Moines Water Works (DMWW) for achieving its third certification to the SEP 50001 program, and for receiving elevated recognition at the Platinum level. Independent third-party audits confirmed an 8.9% energy performance

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improvement over three years in the most recent certification. Throughout the SEP 50001 journey, DMWW has reduced CO2 emissions by 39,000 metric tons and saved over \$2 million.

Item 14: Other Business: No other business was discussed.

Item 15: The meeting was adjourned by mutual agreement at 3:12 p.m.

Item: 5C

NOTICE OF MEETING

**CENTRAL IOWA WATER WORKS
TECHNICAL COMMITTEE**

Des Moines Water Works Board Room
2201 George Flagg Parkway
Des Moines, Iowa

August 14, 2024
1:00 pm

MINUTES

Present: Matt Ahrens (Grimes), Shawn Buckner (Ankeny), Caitlin Caldwell (DMWW), Don Clark (Ankeny), Kyle Danley (DMWW), Andy Fish (Warren Water), Randy Franzen (Polk City), Jerry Freestone (Clive), Matt Greiner (Johnston), Lyle Hammes (WDMWW), Matthew Jacob (UWU), Amy Kahler (DMWW), Rudy Koester (Waukee), Royce Hammitt (Xenia), Christina Murphy (WDMWW), Mitch Pinkerton (WDMWW), Wayne Schwartz (Norwalk), Bill Smith (CIWW), Lindsey Wanderscheid (DMWW), and Neil Weiss (UWU).

Item 1: The meeting was called to order at 1:01 p.m. by Kyle Danley.

Item 2: Introductions were made by everyone present in the meeting.

Item 3: Minutes Approved for July 10, 2024 – minutes approved with no objection.

Item 4: Executive Director & Administrative Assistant – Information: Caitlin Caldwell provided an update on the two positions at CIWW: the Executive Assistant role, which closed on 8/6, and the Executive Director position, which is open for applications until 8/29. Links to the Executive Director job posting and brochure were shared.

Item 5: Saylorville Water Treatment Plant 2 Land – Information: Kyle Danley discussed acquiring land for the new Saylorville Water Treatment Plant 2. Several options were considered, with one property recently selling quickly. Kyle is in ongoing discussions with another property owner who is willing to sell. An appraisal was conducted, and Kyle shared the results with the group. Kyle recommended continuing discussions and keeping the committee updated on progress.

Item 6: L.D. McMullen Treatment Plant Tour – Information: You are invited to join the CIWW Board Members for a tour of the L.D. McMullen Treatment Plant, hosted by Des Moines Water Works on Wednesday, Sept. 4, from 3:30 to 5 p.m. at 12223 S.W. Maffitt Lake Road, Cumming, Iowa. Please arrive 15 minutes early for parking and check-in at the south gate. The tour, led by DMWW's Director of Water Production, Nathan Casey, will involve significant walking, including stairs. Safety glasses will be provided.

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Item 7: Central Iowa Water Works Website – Information: Caitlin Caldwell presented a comprehensive overview of the now-live CIWW website, highlighting its structure, key features, and overall functionality. Website is www.ciww.gov.

Item 8: Schedule XV-2 Budget – Information: Amy Kahler and Christina Murphy provided a brief update on their budgets, stating they aim to complete them by late August or early September, with a review meeting planned for the end of the month. They plan to present the preliminary budget at the September CIWW Technical Committee meeting.

Item 9: HDR Future Treatment Plant Study – Information: Lindsey Wanderscheid discussed the morning's meeting Alternative Selection (Monetary and Non-Monetary) Workshop held by HDR. The workshop was focused on Alternative Selection, where the group reviewed preliminary selection data, discussed and re-evaluated scoring, and examined the MCDA results.

Alternative 1:

- Expands McMullen WTP to 37.5 MGD by 2030
- Expands Grimes WTP to 7 MGD by 2030 and 8.5 MGD by 2050
- Expands Saylorville WTP to 70 MGD by 2050

Alternative 2:

- Adds a West WTP with a proposed capacity of 12 MGD by 2030
- Expands Grimes WTP to 7 MGD by 2030 and 8.5 MGD by 2050
- Expands Saylorville WTP to 70 MGD by 2050

There will be a workshop scheduled in September to discuss distribution improvements. Final presentation to the CIWW Technical Committee will be on October 9th. HDR will present to the CIWW Board at the November meeting.

The group discussed DMWW's plan to update their hydraulic modeling as they transition from Innovyze Modeling Software to WaterGEMS Design Software. After a brief discussion and explanation, everyone in the meeting agreed to allow DMWW to use the model created by HDR as is for their transition.

Item 10: Saylorville 10MGD Expansion Update – Recommendation: Lindsey Wanderscheid gave an update on the SWTP 10MGD expansion project focusing on hydrogeologic investigations and testing phases. The investigation's primary objectives were to assess the feasibility of horizontal collector wells over a large area and classify potential sites into yield categories. Phase 1 involved testing seven locations along the Des Moines River, with results indicating that four sites warranted further testing, while three were deemed unsuitable for any type of well. Preliminary yield estimates were provided, showing varying yields based on high and reduced efficiency assumptions. To confirm potential well yields, Black and Veatch recommends Phase 2 testing at all four sites.

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A motion was made by Royce Hammit for a recommendation from the Technical Committee for Amendment No. 4 to the Professional Services Agreement with HDR Engineering, Inc., in the amount of \$116,712. This amendment will allow for a fourth well test to be completed as part of the Saylorville Water Treatment Plant Capacity Expansion Design and Construction Services.

The motion was seconded by Neil Weiss and was unanimously approved by all members present.

Item 11: Amendment to PSA with HDR for CIWW Regional Water Treatment Facility Study – Recommendation: Christina Murphy shared with the group a necessity for an amendment to the PSA with HDR for the CIWW Regional Water Treatment Facility Study. This amendment involved multiple rounds of information sharing and conference calls, with various comments received at different times. An additional Southeast Option was also added for evaluation. Additional modeling needed to be completed and the project schedule has been extended a month.

A motion was made by Rudy Koester for a recommendation from the Technical Committee to the Central Iowa Water Works board for Amendment No. 1 to the Professional Services Agreement with HDR Engineering, Inc., not to exceed \$50,000 and authorization to reimburse West Des Moines Water Works.

The motion was seconded by Matt Greiner and was unanimously approved by all members present.

Item 12: Preliminary Layout SWTP 2 & 3 – Recommendation: Kyle Danley presented a proposal from HDR for the preliminary layout of SWTP 2 & 3, with a cost of \$94,267. The group discussed the necessity of completing this work at some stage of the project and agreed there was no objection to proceeding with the process at this time.

A motion was made by Andy Fish for a recommendation from the Technical Committee to Central Iowa Water Works board that a study be completed by HDR Engineering, Inc., for the preliminary layout of SWTP 2 & 3, not to exceed \$95,000, and that Des Moines Water Works be reimbursed by CIWW in 2025.

This motion was seconded by Don Clark and unanimously approved by all members present.

Item 13: Grimes Projects Discussion: Matt Ahrens provided an update on the ground storage reservoir, noting that progress is being made with the foundation base currently under construction and the installation of the panels underway.

Item 14: Polk City Projects Discussion: Randy Franzen gave an update on the Polk City Water Tower project, reporting that they received bids for the 1.5 million-gallon tower, which came in under budget. He added that they anticipate completing the project by late fall 2025 or early spring 2026.

Item 15: West Des Moines Water Works Projects Discussion: Lyle Hammes provided a detailed

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overview of their ongoing project. He highlighted the upcoming VFD (Variable Frequency Drive) project, noting that preparations are well underway. He mentioned that they are on track to put the project out for bid as early as October.

Item 16: Des Moines Water Works Projects Discussion: Lindsey Wanderscheid talked about how the Saylorville Water Treatment Plant (SWTP) uses a treatment process that includes ultra-filtration (UF) and reverse osmosis (RO) to treat groundwater. The RO membranes, essential for reducing water hardness, typically last three to five years. To maintain optimal performance, the plant plans to replace one RO skid (294 membranes) annually. Three bids were received for the purchase of 294 RO membranes, with Consolidated Water Solutions offering the lowest bid at \$160,230 with a 3-year warranty.

Kyle Danley gave an update on the Hickman Road Transmission Main project and how two alternative general alignments are continuing to be evaluated. Kyle visited with the IDOT, and they are now assessing the current pavement condition and thickness through core samples, and alternative pavement replacement requirements for the project are being considered, including full-depth replacement of the entire roadway or a composite replacement with a 2-inch overlay on the entire roadway. The alternative replacement requirements could reduce the total project cost substantially. Kyle will continue discussions with IDOT and keep the group apprised.

Item 17: Other Business: No other business was discussed.

Item 18: The meeting was adjourned by mutual agreement at 2:06 p.m.

Minutes
Central Iowa Water Works
Executive Committee
August 15, 2024
West Des Moines Water Works Conference Room
1505 Railroad Avenue, WDM
1:30 p.m.

Committee Members present:

Jody Smith, West Des Moines Water Works
David Jones, City of Ankeny
Diane Munns, Des Moines Water Works
John McCune, Urbandale Water Utility

Others present:

William Smith, Interim CIWW Executive Director
Amy Kahler, Des Moines Water Works
Ted Corrigan, Des Moines Water Works
Christina Murphy, West Des Moines Water Works
Neil Weiss, Urbandale Water Utility

Item 1: Call to Order

Chair Smith called the meeting to order at 1:31 pm.

Item 2: Roll Call

Item 3: Preview August Board meeting Agenda

Interim Executive Director Smith provided a summary of the draft August board meeting agenda and made note of an additional item to be added related to an amendment associated with the CIWW long range water supply study with HDR Engineering. Discussion was had over potential educational items that may be beneficial to include at future CIWW board meetings.

Item 4: Discuss Relationship of Technical and Long-Range Planning and Capital Improvement Committees

Interim Executive Director Smith provided a summary of the current relationship between these two committees and how they share similar representatives and duties. Smith noted that the Long-Range Planning and Capital Improvements Committee has not met yet, but a joint meeting between the two committees is being planned for September/October. Discussion was had on the relationship between these two committees both in the near term and in the future.

Item 5: Executive Assistant Recruitment Process

Interim Executive Director Smith provided an update regarding the Executive Assistant Position. The position closed on August 6th, 2024, and 100 applications were received. DMWW HR staff is assisting

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with reviewing the applicant list and a four-person interview panel has been assembled. Interviews are anticipated at the end of August, with the selected candidate beginning by the end of September. Discussion was had regarding the authority of the Executive Committee to extend an offer. All members agreed that the Interim Executive Director has authorization to make an offer to the selected candidate.

Item 6: Executive Director Recruitment

Interim Executive Director Smith provided an update regarding the Executive Director Position. Mark Peterson from GovHR will present all Executive Director candidates and make his recommendation for the top candidates to interview further. This presentation will be at the CIWW Executive Committee meeting on September 12, 2024, at 1:00 PM. Candidate interviews are expected near the end of September or early October and all CIWW board members will be invited to attend.

Item 7: CIWW Office Space Requirements

Interim Executive Director Smith provided discussion regarding the need for future office space to house the Executive Assistant and Executive Director.

Chair Smith adjourned the meeting at 2:17 pm.



CENTRAL IOWA WATER WORKS
BOARD OF TRUSTEES ACTION ITEM FORM

Meeting Date: August 28, 2024

ITEM NUMBER: 5E

SUBJECT: Receive and File July Financial Summary and Approve July Expenditures

SUMMARY:

The following financial reports are attached:

1. Statement of Revenues, Expenses, and Change in Net Position for the month of July
2. Statement of Net Position as of July 31, 2024
3. Listing of Disbursements for the month of July

Following are key financial highlights for the month:

- Interest earnings were approximately \$6,100.
- Total expenses were approximately \$32k. This compares favorably to the interim budget for July expenses of \$69k, although some of this variance is simply timing of billings in comparison to budget assumptions.
- The largest expense categories were legal expenses, primarily related to supporting board activities and preparing for asset transfer at Operational Commencement, and wage expense.
- July cash disbursements were \$32,125.95.
- CIWW's cash balance as of July 31st is \$1,917,273.

FINANCIAL IMPACT:

As stated above.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

Motion to receive and file the July financial summary and approve July disbursements.

Prepared by: 

CENTRAL IOWA WATER WORKS

**Statement of Revenues, Expenses, and Change in Net Position
For Month Ending July 2024**

	Month	Year-To-Date
Revenues		
Water Revenue	\$ -	\$ -
Interest Revenue	6,108	12,256
<i>Total Revenue</i>	<u>\$ 6,108</u>	<u>\$ 12,256</u>
Expenses		
Wage Expense	\$ 6,075	\$ 27,488
Payroll Tax Expense	465	2,103
Legal Expense	24,227	73,670
Accounting Expense	550	1,850
Insurance Expense	-	11,465
Public Relations and Communications Expense	500	6,188
Interest Expense	-	-
Banking Expense	32	32
Materials & Supplies Expense	-	3,771
Miscellaneous	117	234
<i>Total Expenses</i>	<u>\$ 31,965</u>	<u>\$ 126,799</u>
Change in Net Position	<u>(25,857)</u>	<u>(114,543)</u>
Net Position, Beginning of Year		\$ -
Capital Contributions		2,000,000
Net Position, Ending		<u>\$ 1,885,457</u>

CENTRAL IOWA WATER WORKS

**Statement of Net Position
As of July 31, 2024**

	Assets
Interest-Bearing Cash	\$ 1,917,273
Restricted Cash	-
Accounts Receivable	-
Total Assets	<u>\$ 1,917,273</u>
	Liabilities & Net Position
Accounts Payable	\$ 25,277
Wages Payable	3,620
Payroll Taxes Payable	2,920
Net Position	1,885,457
Total Liabilities & Net Position	<u>\$ 1,917,273</u>

Central Iowa Water Works
Disbursements for the Month of July 2024

Check Number	Remitted To	Description	Amount
1208	Brick Gentry	Legal Services	\$ 9,672.00
1209	WDMWW	Folding Cart/Meeting Owl	\$ 1,385.82
1210	Dickinson Bradshaw	Legal Services	\$ 13,239.60
1211	DMWW	Interim Financial Services/Computer	\$ 3,184.78
PR Register	Payroll	Payroll Taxes	\$ 4,494.70
PR Register	Payroll	Payroll Fees	\$ 116.95
Banking Fees	Bankers Trust	Banking Fees	\$ 32.10
			<hr/>
			\$ 32,125.95

CENTRAL IOWA WATER WORKS
Interim Budget
May - December 2024

RESOURCES	May	June	July	August	Sept	Oct	Nov	Dec	Total
Initial Capital Contributions	\$ 2,000,000								\$ 2,000,000
Interest Revenue	1,100	5,654	7,119	6,887	6,571	6,311	5,974	5,470	45,086
Total Resources	\$ 2,001,100	\$ 5,654	\$ 7,119	\$ 6,887	\$ 6,571	\$ 6,311	\$ 5,974	\$ 5,470	\$ 2,045,086
EXPENDITURES									
Wages	12,500	8,900	6,000	19,500	19,500	19,500	28,333	28,333	142,567
Benefits	960	680	460	4,300	4,300	4,300	19,840	9,040	43,880
Consultants	-	-	-	15,000	-	-	20,000	50,000	85,000
Meetings	-	-	-	-	-	-	-	-	-
Accounting Services	500	1,000	1,000	1,000	1,000	11,000	11,000	16,000	42,500
Legal Services	26,532	30,000	40,000	40,000	40,000	50,000	50,000	50,000	326,532
Engineering and Title Services	-	-	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Corporate Insurance	11,000	-	-	-	-	-	-	-	11,000
Bank Charges	-	250	250	250	250	250	250	250	1,750
Materials and Supplies	-	-	5,000	500	500	500	500	500	7,500
Advertising	5,950	200	6,200	500	500	500	500	25,500	39,850
28E Reimbursements	-	-	-	-	-	-	-	863,743	863,743
Miscellaneous Expenses	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	40,000
Total Projected Expenditures	\$ 62,442	\$ 46,030	\$ 68,910	\$ 91,050	\$ 76,050	\$ 96,050	\$ 140,423	\$ 1,053,366	\$ 1,634,322
Ending Cash	\$ 1,938,658	\$ 1,898,282	\$ 1,836,491	\$ 1,752,328	\$ 1,682,849	\$ 1,593,110	\$ 1,458,661	\$ 410,764	



CENTRAL IOWA WATER WORKS
BOARD OF TRUSTEES ACTION ITEM FORM

Meeting Date: August 28, 2024

ITEM NUMBER: 5F

SUBJECT: Revise Designation for Posting Public Meeting Notices and Agendas

SUMMARY:

On April 24, 2024 the Board adopted a Resolution designating the location for posting of public meeting notices and agendas for Central Iowa Water Works (“CIWW”). Since that date CIWW has established a website and interim principal office location and will be establishing a permanent principal office location so it is in the best interest of CIWW to amend the April 24, 2024 Resolution. To ensure adequate and timely notification of the public, notices of all CIWW Board meetings will be posted at the CIWW principal office location, the CIWW website, and the building in which the meeting is held.

FINANCIAL IMPACT:

None.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

Approve amending Resolution designating location for posting of public meeting notices and agendas for Central Iowa Water Works.

Prepared by: 

RESOLUTION NO. _____

**AMENDING RESOLUTION DESIGNATING LOCATION
FOR POSTING OF PUBLIC MEETING NOTICES AND
AGENDAS FOR CENTRAL IOWA WATER WORKS**

WHEREAS, Iowa Code Section 21.4(1)(a) specifies a governmental body shall give notice of the time, date, and place of each meeting, and the tentative agenda of the meeting, in a manner reasonably calculated to apprise the public of that information;

WHEREAS, reasonable notice includes advising the news media who have filed a request for notice with the governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held;

WHEREAS, Iowa Code Section 21.4(2)(a) generally provides that the notice shall be given at least twenty-four hours prior to the commencement of any meeting;

WHEREAS, the Board of Central Iowa Water Works (“Board”) shall comply with the Iowa Code by adopting the requirements for giving notice and posting in the locations and in the manner set out in this Resolution;

WHEREAS, on April 24, 2024 the Board adopted a Resolution designating the location for posting of public meeting notices and agendas for Central Iowa Water Works (“CIWW”); and

WHEREAS, since that date CIWW has established a website and an interim principal office location and will be establishing a permanent principal office location so it is in the best interest of CIWW to amend the April 24, 2024 Resolution.

NOW, THEREFORE IT IS HEREBY RESOLVED, by the Board of Central Iowa Water Works:

Section 1. That the Executive Director shall post notice of the time, date, and place of each meeting, and the tentative agenda of the meeting, in the form provided by the Executive Director in the principal office location of Central Iowa Water Works.

Section 2. That in addition to the posting of the notice and tentative agenda at the principal office location, the Executive Director shall cause the notice and tentative agenda to be posted in the building in which the meeting is to be held.

Section 3. That the Executive Director shall cause the notice and tentative agenda to be posted to the Central Iowa Water Works website.

Section 4. That the posting of the notice and tentative agenda shall be made at least twenty-four hours prior to the commencement of any meeting.

PASSED AND APPROVED this 28th day of August 2024.

Jody E. Smith, Board Chair

Attest:

Diane Munns, Board Secretary



CENTRAL IOWA WATER WORKS
BOARD OF TRUSTEES ACTION ITEM FORM

Meeting Date: August 28, 2024

ITEM NUMBER: 7C-2

SUBJECT: Motion – Authorize Reimbursement to DMWW in an amount not to exceed \$95,000 for a Professional Services Agreement with HDR to Evaluate Suitability of Land for Future 50 MGD Expansion near Saylorville

SUMMARY:

Both options under consideration as part of the Future Water Production Study, which is currently under way, indicate the need for up to 50 million gallons per day (MGD) of capacity being delivered from a treatment plant along the Des Moines River near Saylorville. This plant will likely be constructed in two phases of 25 MGD each with the first phase scheduled to be online in 2035. Given that design will need to begin in the not-to-distant future, it is appropriate to begin looking at options for a location now, while land is still available in the area.

The Technical Committee has evaluated available land in the area and has identified parcels that may be an appropriate location for the future plant. A proposal has been received from HDR, Inc. to evaluate the suitability of the parcels. The Technical Committee has reviewed the proposal and recommends that the Board authorize reimbursement to DMWW for not to exceed \$95,000 to fund this professional services agreement. DMWW will contract with HDR to complete the services yet this year.

FINANCIAL IMPACT:

CIWW will reimburse DMWW in an amount not to exceed \$95,000 following completion of the professional services, likely in Q1 of 2025.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

Motion to authorize reimbursement to DMWW in an amount not to exceed \$95,000 for a Professional Services Agreement with HDR to evaluate suitability of land for future 50 MGD expansion near Saylorville.

Prepared by: _____

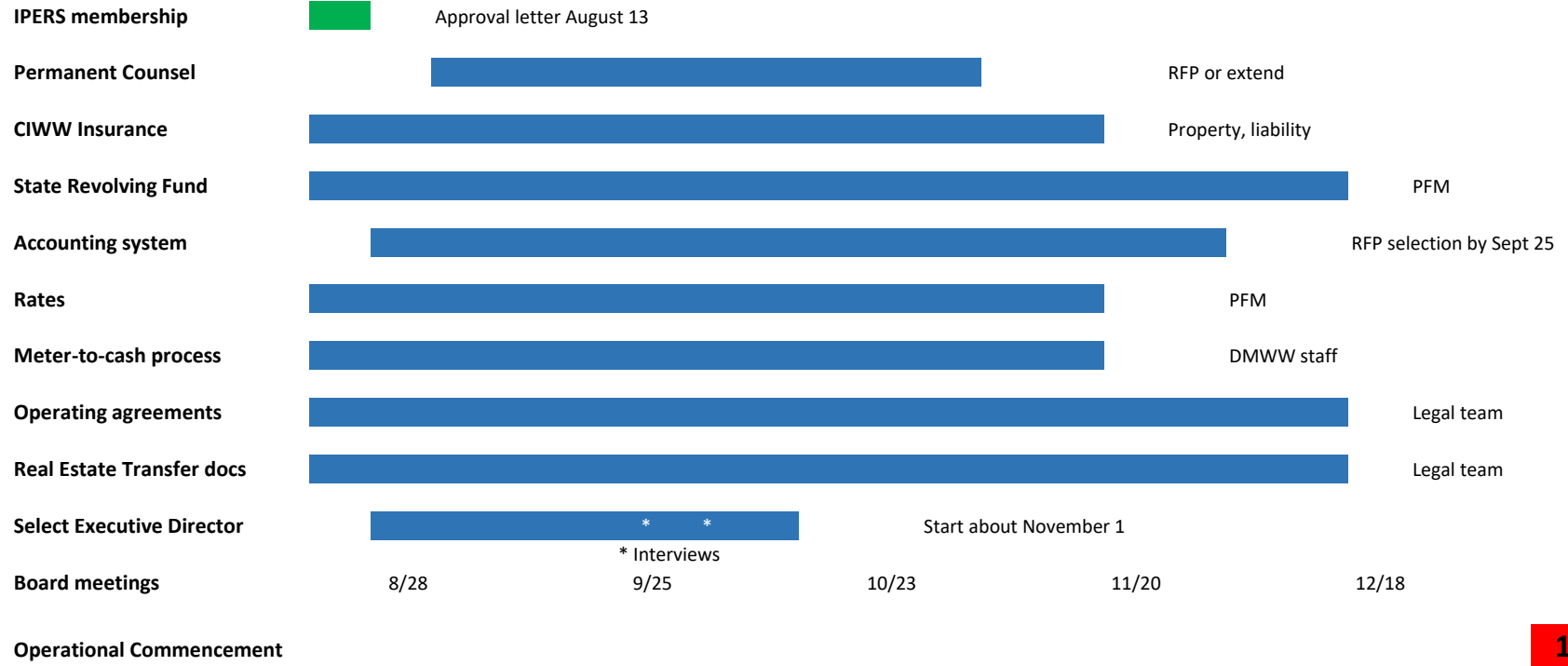
A handwritten signature in blue ink is written over a horizontal line. The signature is cursive and appears to read 'T. Bergeron'. The line extends to the right of the signature.

Item: 8A1

CIWW Timeline to Operational Start

Week of:

8/19 8/26 9/2 9/9 9/16 9/23 9/30 10/7 10/14 10/21 10/28 11/4 11/11 11/18 11/25 12/2 12/9 12/16 12/23 12/30



Item: 8A2



Temporary address:
2201 George Flagg Parkway
Des Moines, IA 50321
email: ciww@dmww.com

FROM: Christina Murphy
TO: Bill Smith
RE: Insurance Summary
DATE: August 21, 2024

Below is a list of all the insurance considerations for Central Iowa Water Works. Amy Kahler, Des Moines Water Works, Holmes Murphy, along with legal counsel have provided assistance in determining how best to execute these considerations for the benefit of Central Iowa Water Works.

Directors and Officers

This policy was executed with Intact Insurance and covers any board action from the initial board date. This policy is in place thru 5/2/2025.

Property Insurance

CIWW will have four different producers. In the case of WDMWW, Polk City and Grimes, the property insurance is carried by the City. Complicating the matter is some assets will be considered shared use (ie. transferring assets but not the land). If there are assets and property under two separate policies, there are concerns it could lead to finger pointing during a time of loss. In each policy for the producers, a different deductible is noted. Mandating a deductible could impact pricing for those policies that require a change and likely increase in cost. In addition, the cities may not wish to change the deductible for their own policy for their other assets to match what CIWW desires. Staff recommendation includes the following: adding CIWW as an additional insured party to existing policies for the producers; do not mandate the same property deductibles for the producers; clearly include in the operating agreements which party is responsible for the deductible and the terms of reimbursement by CIWW.

Businessowners Policy (“BOP”)

Now that CIWW is up and running, it is timely for CIWW to obtain some its own General Liability, Property (office, office equipment, etc), Umbrella Liability and cyber insurance. Given the remaining insurance beyond the assets is fairly small, the broker is recommending a BOP. The BOP can grow as CIWW grows and its needs change. The BOP includes the following:

Item: 8A2

General Liability

This policy protects CIWW from any claims of bodily injury and property damage. It is good practice for any business to carry this line of protection. This would be covered in the BOP.

Umbrella Liability

The BOP will provide umbrella liability that provides extra liability coverage to protect assets and any gaps in insurance not covered by CIWW's other policies.

Cyber Insurance

Staff discussed with Holmes Murphy the pros and cons of a separate cyber policy. Currently the risk is very low, with just one employee and online file sharing. The CIWW staff will not have access at this time to any of the producing asset SCADA systems or financial systems. A third-party accounting firm will be utilized to pay the accounts payables. Given staff experience on the level of security required to secure a cyber policy, it was decided that the BOP provided some level of cyber coverage until more established systems are in place for CIWW and they secure server space and IT support. A separate cyber insurance policy could be considered in the future.

Vehicle Insurance

The BOP can cover any vehicles that will transfer and be titled under Central Iowa Water Works. By state law, the entity titled on the car, must carry the insurance. Currently, only Des Moines Water Works will be transferring vehicles dedicated only to water production.

Staff are working with Holmes Murphy to secure quotes for BOP policies that include the items listed above. Other insurance that the Board should include are:

Workmen's Compensation

A current policy is in place with Risk Administration Services to cover CIWW employees as long as those employees are considered clerical office employees. This policy ends on May 2, 2025.

Health/Dental/Vision Insurance

Discussions are ongoing between Holmes Murphy, legal counsel and Wellmark about adding CIWW to the existing benefit plans for Des Moines Water Works. Staff are optimistic that a

Item: 8A2

solution is possible. It may require an agreement between CIWW and DMWW. This insurance would be provided to CIWW employees.