



# CENTRAL IOWA WATER WORKS

## BOARD OF TRUSTEES ACTION ITEM FORM

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 2

**SUBJECT:** Roll Call

**SUMMARY:**

With the startup of CIWW, a new board will be seated. Below is a table of the entity and their designated Representative and Alternate.

Entity	Representative	Alternate
Ankeny	David Jones, City Manager	Jeff Perry, Council Member
Clive	John Edwards, Mayor	Matt McQuillen, City Manager
Des Moines Water Works	Diane Munns, Board Trustee	Amy Kahler, CFO
Des Moines Water Works Additional	Susan Huppert, Board Vice-Chair	Ted Corrigan, CEO/General Manager
Johnston	Tom Cope, Council Member	Bryan Burkhardt, Council Member
Grimes	Jake Anderson, City Administrator	Alex Pfaltzgraff, Dev. Svc. Coord.
Norwalk	Tom Phillips, Mayor	George Meinecke, Council Member
Polk City	Jeff Walters, Council Member	Chelsea Huisman, City Manager
Urbandale Water Utility	John McCune, Board Chair	Neil Weiss, General Manager
Warren Rural Water	Carol Freeman, Board Member	Andy Fish, Assistant Manager
Waukee	Courtney Clarke, Mayor	Brad Deets, City Administrator
West Des Moines Water Works	Jody Smith, Board Trustee	Scott Brennan, Board Chair
Xenia Rural Water District	Dan Lovett, Board Chair	Royce Hammitt, General Manager

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Roll Call by the Pro-Tem Presiding Officer and seating of the Board of Trustees.

Prepared by: Clara Murphy

**AGENDA**  
Board of Trustees  
Central Iowa Water Works  
April 24, 2024  
Mid-American Energy Rec Plex  
3:00 p.m.

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

<https://meet.goto.com/729313333>

You can also dial in using your phone.

Access Code:

729-313-333

United States:

+1 (571) 317-3122

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***Item 1: Call to Order by Pro-Tem Presiding Officer***

***Items 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: Election of Officers and Establishment of Terms***

- A. Motion – Selection of Board Chair
- B. Motion - Selection of Board Vice-Chair
- C. Motion - Selection of Board Secretary
- D. Motion - Designation of Interim Board Clerk
- E. Establishment of Staggered Terms of Trustees Representing Founding Agencies

***Item 6: Consent Agenda (Note: These are routine items and will be enacted with one roll call vote without separate discussion unless someone, Board or Public, requests an item to be removed and considered separately)***

- A. Resolution - Designation Place: Posting Public Meeting Notices and Agendas
- B. Resolution - Designation of “Official Newspaper”
- C. Resolution - Authorize Officers of the Board to Apply for Tax Id Number
- D. Resolution - Authorize Officers of the Board to Open Initial Financial Accounts
- E. Motion - Approval of 2024 CIWW Board Meeting Schedule

- F. Motion - Authorize Application for website url: ciww.gov
- G. Motion – Receive and File Minutes from January 29, 2024; Planning Group Work Session
- H. Motion – Receive and File Minutes from February 23, 2024; Planning Group Work Session
- I. Motion – Receive and File Minutes from April 3, 2024; Planning Group Work Session
- J. Motion – Receive and File Minutes from February 14, 2024; Technical Committee Meeting
- K. Motion – Receive and File Minutes from March 13, 2024; Technical Committee Meeting
- L. Motion – Receive and File Minutes from April 10, 2024; Technical Committee Meeting

***Item 7: Priority Action Items***

- A. Motion – Approval of Directors and Officers (D&O) Insurance Coverage Quote
- B. Resolution – Approval of Preliminary Bylaws
- C. Motion – Approval of Interim Legal Services
- D. Interim Executive Director
  - 1. Discussion and Possible Action
- E. Financial Services
  - 1. Motion – Approval of Interim Financial Advisory Services
  - 2. Motion – Approval of Accounting Related Financial Services

***Item 8: Potential Action Items***

- A. Executive Director Recruitment/Search Process
  - 1. Discussion and Potential Action
- B. Administrative Support
  - 1. Discussion and Potential Action
- C. Executive Committee
  - 1. Discussion and Potential Action
- D. Finance and Audit Committee
  - 1. Discussion and Potential Action
- E. CIWW Communications Plan
  - 1. Discussion and Potential Action
- F. Motion – Acknowledgement of Technical Committee Representatives

***Items 9: Other Business***

***Item 10: Adjournment***

Upcoming CIWW Activities – May			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
May 8	1:00 p.m.	DMWW Board Room	Technical Committee Meeting
May 22	3:00 p.m.	TBD	Board of Trustees



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 5A

**SUBJECT:** Motion – Selection of Board Chair

**SUMMARY:**

In accordance with the Central Iowa Water Works 28E/28F Agreement, it is necessary for the Board to elect from its members a Chairperson to serve an initial term beginning April 24, 2024, and ending December 31, 2026. The following is a partial excerpt from the CIWW Agreement which sets out the procedure for election of officers:

The Trustees serving on the Board shall elect the Board Officers. Nominations for the officer positions shall be accepted from the Trustees present at that Meeting. All nominees must receive a second for the nomination to be considered a candidate and voted on for said office. Each of the officers shall be a representative of a different Member Agency.

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to elect a Chairperson to serve an initial term beginning April 24, 2024, and ending December 31, 2026.

Prepared by: \_\_\_\_\_

A handwritten signature in blue ink is written over a horizontal line. The signature is cursive and appears to read "T. Johnson".

## Duties of the Board Chair

The Board Chair presides at all Board meetings, including calling meetings to order and determining the presence of a quorum. The Chair introduces each agenda item, may seek motions and seconds, facilitates discussion, and calls for a vote on each item following discussion. The Board Chair has control over public participation at meetings.

The Board Chair signs any instruments that the Board has authorized to be executed, except in cases where the signing of instruments shall be required by law to be otherwise signed or executed, or where the resolution of the Board authorizes the signing of such instrument by another person.

The Board Chair has the authority to recognize Board Alternates or staff to participate in Board discussions, deliberations on Board action items.

The Board Chair shall not make or second a motion, but may vote on any action.

The Board Chair may call or shall call at the request of any two Member Agencies, a special meeting of the Board, for any purpose or purposes.

The Board Chair may direct that a regular or special meeting be held electronically, with attendance and participation by members occurring either in person or electronically at the discretion of individual Board members to the extent allowed by law.

The Board Chair serves on, chairs, and may call meetings of the Executive Committee which is established for the purposes of reviewing and advising on policy issues at the request of the Executive Director or the Board and making recommendations. Upon leaving office the Chair continues to serve on the Executive Committee while serving on the Board and while being the last preceding Chair.

The Board Chair appoints members to the Finance & Audit Committee annually at the Annual Meeting, from among the members of the Board.

The Board Chair appoints Members of the Nominating Committee, with the appointments announced at a regular Board meeting held at least three (3) months prior to the Annual Meeting of the Board where elections will be held.

The Board Chair receives any notices of termination of membership unless the Chair represents a terminating member.



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 5B

**SUBJECT:** Motion – Selection of Board Vice-Chair

**SUMMARY:**

In accordance with the Central Iowa Water Works 28E/28F Agreement, it is necessary for the Board to elect from its members a Vice-Chairperson to serve an initial term beginning April 24, 2024, and ending December 31, 2026. The following is a partial excerpt from the CIWW Agreement which sets out the procedure for election of officers:

The Trustees serving on the Board shall elect the Board Officers. Nominations for the officer positions shall be accepted from the Trustees present at that meeting. All nominees must receive a second for the nomination to be considered a candidate and voted on for said office. Each of the officers shall be a representative of a different Member Agency.

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to elect a Vice-Chairperson to serve an initial term beginning April 24, 2024, and ending December 31, 2026.

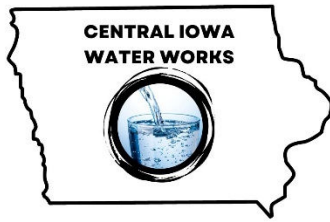
Prepared by: \_\_\_\_\_

A handwritten signature in blue ink is written over a horizontal line. The signature is cursive and appears to read "T. Johnson".

## Duties of the Vice-Chair

In the absence of the Chair, or in the event of the death, inability to act, or refusal to act by the Chair, as directed by the Board, the Vice-Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon that office.





**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 5C

**SUBJECT:** Motion – Selection of Board Secretary

**SUMMARY:**

In accordance with the Central Iowa Water Works 28E/28F Agreement, it is necessary for the Board to elect from its members a Board Secretary to serve an initial term beginning April 24, 2024, and ending December 31, 2026. The following is a partial excerpt from the CIWW Agreement which sets out the procedure for election of officers:

The Trustees serving on the Board shall elect the Board Officers. Nominations for the officer positions shall be accepted from the Trustees present at that meeting. All nominees must receive a second for the nomination to be considered a candidate and voted on for said office. Each of the officers shall be a representative of a different Member Agency.

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to elect a Board Secretary to serve an initial term beginning April 24, 2024, and ending December 31, 2026.

Prepared by: \_\_\_\_\_

A handwritten signature in blue ink is written over a horizontal line. The signature is cursive and appears to read "T. Johnson".

## Duties of the Secretary

The Secretary shall have the following duties and responsibilities:

Prepare the agenda for each Board meeting.

Before proceeding with the business of the Board, the Secretary shall call the roll call of Board members present and enter those named in the minutes.

In the absence of the Chair or Vice Chair, the Secretary shall call a Board meeting to order and a temporary presiding officer shall then be selected.

Record the name of each Board member making a motion or a second.

Record the votes on each Agenda item, noting specific yes or no votes of each Board member on each item.

Any time the Bylaws require an action to be sponsored by a Board member, the Secretary shall note the name of the sponsoring Board member on the face of the resolution for said item.

The taking and preservation of minutes of the meetings of the Board.

The giving of all notices in accordance with the CIWW Agreement and the Bylaws, as directed by the Board, or required by law.

Signing and certification of documents and instruments authorized by the Board or by law.

Receiving appointments of Trustees and Alternates.

Keeping a current registry of the names and addresses of Trustees, Alternates, the Member Agencies, and the officer of each Member Agency designated to receive notices.

Prepare ballots for any vote of the Member Agencies and receive the ballots submitted.

Acting as custodian of the records of CIWW.

**THE DUTIES OF THE SECRETARY MAY BE DELEGATED OR ASSIGNED BY BOARD RESOLUTION TO ONE OR MORE BOARD CLERKS OR ASSISTANT SECRETARIES WHO NEED NOT BE TRUSTEES OR REPRESENTATIVES OF MEMBER AGENCIES.**



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 5D

**SUBJECT:** Motion – Designation of Interim Board Clerk(s)

**SUMMARY:**

In accordance with the Central Iowa Water Works 28E/28F Agreement, the Board may delegate or assign by Board resolution, any or all of the duties of the Board Secretary to one or more Board Clerks. Those duties include:

- The taking and preservation of minutes of the meetings of the Board;
- The giving of all notices in accordance with this Agreement, any Bylaws, as directed by the Board, or required by law;
- Acting as custodian of the records of CIWW;
- Signing and certification of documents and instruments authorized by the Board or by law;
- Keeping a current registry of the names and addresses of Trustees, the Member Agencies, and the officer of each Member Agency designated to receive notices.

The Interim Board Clerk(s) will serve only until an Executive Director has been appointed. It is suggested that Ted Corrigan, Amy Kahler and Christina Murphy, due to their existing knowledge of the initial requirements for the work of the Board, initially perform this function including the preparation of the board agendas and packets.

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to designate Interim Board Clerk or Clerks empowered to perform any or all duties of the Board Secretary.

Prepared by: \_\_\_\_\_

A handwritten signature in blue ink, which appears to read "Ted Corrigan", is written over a horizontal line. The signature is fluid and cursive.



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 5E

**SUBJECT:** Establishment of staggered terms of Trustees representing Founding Agencies

**SUMMARY:**

In accordance with the Central Iowa Water Works 28E/28F Agreement, Trustees shall serve three (3) year staggered terms. The following is a partial excerpt from the CIWW Agreement which sets out the procedure for establishing the initial staggered terms:

“For the purpose of providing staggered terms, the Board shall be divided into three classes of equal size, or as nearly equal size as possible, with terms expiring on a staggered basis. The initial staggered terms of the Trustees representing the Founding Agencies shall be established by division of the Board into three classes that are assigned by lot at the first meeting of the Board after the Effective Date, subject to the requirement that the regular Trustee representing any Member Agency and any Additional Trustee representing such Member Agency shall be assigned to different classes... Trustees may be appointed for any number of terms in the discretion of the appointing Member Agency.”

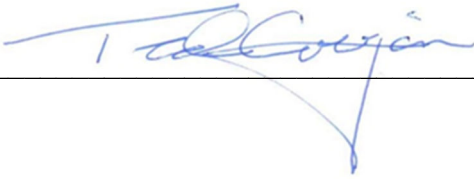
The Trustees of the 12 Member Agencies will be divided into three classes by drawing names. The first four names drawn will serve an initial term ending December 31, 2024. The second four names drawn will serve an initial term ending December 31, 2025. The final four Trustees will serve an initial term ending December 31, 2026. The Additional Trustee representing Des Moines Water Works will be assigned to one of the two classes which the regular Trustee representing Des Moines Water Work is not assigned to by drawing from numbers representing the other two classes.

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to establish staggered terms for the Founding Agency Trustees based on the drawings.

Prepared by:  \_\_\_\_\_



# CENTRAL IOWA WATER WORKS

## BOARD OF TRUSTEES ACTION ITEM FORM

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 6A-6L

**SUBJECT:** Consent Agenda

### **SUMMARY:**

A. Designation Place: Posting Public Meeting Notices and Agendas

Section 21.4(1), Iowa Code states in part: “A governmental body shall give notice of the time, date, and place of each meeting including a reconvened meeting of the governmental body, and the tentative agenda of the meeting, in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include 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.” CIWW will not initially have a principal office and the location of future meetings is still under consideration. To ensure adequate and timely notification of the public, notices of all CIWW Board meetings will be posted at the principal offices of each Founding Agency until a principal office for CIWW is established or the location of future meetings is finalized.

**Resolution** – Designate the principal offices of each Founding Agency as the places where public meeting notices and agendas will be posted.

B. Designation of “Official Newspaper”

Section 618.3, Iowa Code, Requirements for newspaper for official publication states in part: For the purpose of establishing and giving assured circulation to all notices and reports of proceedings required by statute to be published within the state, if newspapers are required... a newspaper of general circulation that has been published at least once a week for at least fifty weeks per year within the area and regularly mailed through the post office of entry for at least two years. *The Des Moines Register* meets all the requirements of Section 618.3, Iowa Code.

**Resolution** – Designate *The Des Moines Register* as the Official Newspaper of CIWW.

C. Authorize Officers of the Board to Apply for Tax Id Number

As an entity that will pay employees, issue debt, and perform other business functions, CIWW will be required to have a Tax Id Number.

**Resolution** – Authorize Officers of the Board to Apply for a Tax Id Number.

D. Authorize Officers of the Board to Open Initial Financial Accounts.

As a business entity CIWW will have the need for various financial accounts.

**Resolution** – Authorize Officers of the Board to open Initial Financial Accounts.

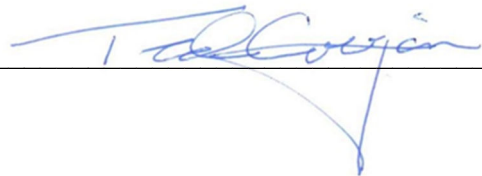
- E. **Motion** –Approval of 2024 CIWW Board Meeting Schedule
- F. **Motion** –Authorize Application for website url: ciww.gov
- G. **Motion** – Receive and File Minutes from January 29, 2024, Planning Group Work Session
- H. **Motion** – Receive and File Minutes from February 23, 2024, Planning Group Work Session
- I. **Motion** – Receive and File Minutes from April 3, 2024, Planning Group Work Session
- J. **Motion** – Receive and File Minutes from February 14, 2024, Technical Committee Meeting
- K. **Motion** – Receive and File Minutes from March 13, 2024, Technical Committee Meeting
- L. **Motion** – Receive and File Minutes from April 10, 2024, Technical Committee Meeting

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to pass the Consent Agenda.

Prepared by:  \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

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

WHEREAS, Central Iowa Water Works is a governmental body subject to the Iowa open meeting law, Chapter 21, Iowa Code, and 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; and

WHEREAS, Central Iowa Water Works does not have a principal office, but its members have offices and its meeting may be conducted at such offices or some other places from time to time and, the Board of Central Iowa Water Works will 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.

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

Section 1. That the Board requests each Member Agency to post notice of the time, date, and place of each meeting of the Board of Central Iowa Water Works, and the tentative agenda of the meeting, in the form provided to the Member Agency by the Executive Director in the same location as that Member Agency posts notices and agendas of its own meetings.

Section 2. That in addition to the posting of the notice and tentative agenda by each Member Agency, 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 posting shall be made at least twenty-four hours prior to the commencement of any meeting.

PASSED AND APPROVED this 24<sup>th</sup> day of April 2024.

**ITEM: 6A**

\_\_\_\_\_  
\_\_\_\_\_, Board Chair

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Board Secretary



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPER  
FOR CENTRAL IOWA WATER WORKS**

WHEREAS, various actions taken by Central Iowa Water Works, and its Board, will require official publication in accordance with Iowa law;

WHEREAS, Iowa Code Section 618.3 states the requirements for a newspaper to be an official publication and states that only a newspaper meeting all requirements shall be designated for official publication purposes;

WHEREAS, the requirements are that the newspaper is of general circulation that has been published at least once a week for at least fifty weeks per year within the area and regularly mailed through the post office of entry for at least two years; has a list of subscribers who have paid, or promised to pay, at more than a nominal rate, for copies to be received during a stated period; and devotes at least twenty-five percent of its total column space in more than one-half of its issues during any twelve-month period to information of a public character other than advertising; and

WHEREAS, the Board of Central Iowa Water Works believes that both the Des Moines Register and the Business Record meet the requirements of the Iowa law.

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

Section 1. That the Des Moines Register is designated as an Official Publication of Central Iowa Water Works.

PASSED AND APPROVED this 24<sup>th</sup> day of April 2024.

\_\_\_\_\_  
\_\_\_\_\_, Board Chair

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Board Secretary

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING APPLICATION FOR  
FEDERAL IDENTIFICATION NUMBER**

WHEREAS, Central Iowa Water Works has been created under Chapters 28E and 28F, Iowa Code, as a separate municipal entity that will be generally exempt from income tax as an Iowa municipal entity, but that will require a federal identification number for certain purposes.

NOW, THEREFORE IT IS HEREBY RESOLVED, by the Board of Central Iowa Water Works (“CIWW”):

Section 1. That an application for Federal Identification Number (FEIN) shall be submitted for, and in the name of, CIWW.

Section 2. That any one or more of the Officers or attorneys of CIWW, be and hereby are, authorized to prepare, execute, and submit an application for a FEIN in the name of CIWW.

PASSED AND APPROVED this 24<sup>th</sup> day of April 2024.

\_\_\_\_\_  
\_\_\_\_\_, Board Chair

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Board Secretary

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING INITIAL DEPOSIT  
ACCOUNT**

WHEREAS, Central Iowa Water Works has been created under Chapters 28E and 28F, Iowa Code, as a separate municipal entity that requires an initial account with an eligible financial institution in order to receive, deposit, and disburse its funds, which are public funds by law and by agreement.

NOW, THEREFORE IT IS HEREBY RESOLVED, by the Board of Central Iowa Water Works (“CIWW”):

Section 1. That one or more deposit accounts shall be opened by CIWW with Bankers Trust Company for the purposes of receiving, disbursing, and managing the initial funds of CIWW under terms consistent with Iowa law governing the deposit of public funds, including without limitation, Chapter 12C, Iowa Code.

Section 2. That the Board Clerks, or any of them acting singly, are authorized signers and are authorized to apply to open one or more accounts, to deposit funds, to draw funds on the accounts, and to execute any documentation required to establish such accounts.

PASSED AND APPROVED this 24<sup>th</sup> day of April 2024.

\_\_\_\_\_  
\_\_\_\_\_, Board Chair

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Board Secretary

# New Account Request Form

## Customer Information

Business Name: \_\_\_\_\_

Second Name Line: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

## Authorized Signers

Name	Title	Office Number	Mobile Number	Email

## Anticipated Monthly Activity:

Purpose of Account (e.g. operating, payroll, reserve) \_\_\_\_\_

### Cash (not including Checks, ACH, or Wires)

Incoming \$ \_\_\_\_\_ Outgoing \$ \_\_\_\_\_

### ACH Transactions

Incoming \$ \_\_\_\_\_ Outgoing \$ \_\_\_\_\_

### Domestic Wires

Incoming \$ \_\_\_\_\_ Outgoing \$ \_\_\_\_\_

Purpose of Wires \_\_\_\_\_

### Foreign Wires

Incoming \$ \_\_\_\_\_ Outgoing \$ \_\_\_\_\_

Countries Sent To or Received From \_\_\_\_\_

Purpose of Foreign Wires \_\_\_\_\_

### ACH

Will this account originate ACH Transactions? Yes No

\*\*If yes, please include ACH Service Request Form.

### RDC

Will this account need RDC services? Yes No

\*\*If yes, please include RDC Service Request Form.

# New Account Request Form (continued)

## For Bank Use Only

Account Type: \_\_\_\_\_ Interest Plan: \_\_\_\_\_ Existing BIB Company ID: \_\_\_\_\_

Do we have Beneficial Ownership information? Yes No

\*\*If no, please provide new customer sheet or reason for exemption.

Reason for Exemption: \_\_\_\_\_

XAA Fees: Deposit or Composite Account # \_\_\_\_\_

Notes: \_\_\_\_\_

\*\*Please Notify Todd Free & Terri Marsh if this is for an Internal Account (Blocked/Loan/Trust)

# New Customer Form

## Customer Information

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_ State Entity is Registered With: \_\_\_\_\_

Business Type:

Corporation    S-Corp    C-Corp    Limited Liability Co.    Partnership    Sole Proprietorship

Non-profit Organization    Lodge or Association    Other: \_\_\_\_\_

Business Description (please be specific): \_\_\_\_\_

NAICS Code: \_\_\_\_\_ (<http://www.census.gov/cgi-bin/sssd/naics/naicsrch?charg=2012>)

Is this a Marijuana-Related business?

Yes                  No

Does the business involve any of the following? (check all that apply)

- Foreign Currency Exchange       Cash Checks       Issue or sell Money Orders  
 Provide or sell prepaid gift cards       Transmit Money on your customer's behalf electronically  
 Administer or exchange virtual currency

Does the business depend, in whole or in part, on charitable donations and voluntary service for support?

Yes                  No

Does the business have a privately owned ATM?

Yes                  No

## Required Documents

Articles of Incorporation/Organization    W-9 or EIN Assignment    Operating/Partnership Agreement

### For Bank Use Only

Treasury Officer: \_\_\_\_\_ Lending Officer: \_\_\_\_\_

BIB Training:    In Person    Phone

# New Customer Form (Cont.)

## Authorized Individuals

Please list any individuals authorized to act on behalf of the entity and specify which of the powers listed below they are authorized to exercise.

	Name	Title	Office Number	Mobile Number	Email
1					
2					
3					
4					
5					
6					
7					
8					

What powers should each authorized signer have?

Auth. Signer No.	Power
	Open or close any deposit accounts in the name of the entity.
	Open or close any CDs in the name of the entity.
	Appoint authorized signers to deposit and time deposit accounts.
	Appoint authorized callers to deposit and time deposit accounts.
	Endorse checks and orders for payment, withdraw or transfer funds from account.
	Enter into or maintain lease for safe deposit box.
	Enter into or maintain credit card agreement.
	Request changes to account details (e.g. product type, mailing address, contact info)
	Enter into Bank Service Agreements

### Example:

	Name	Title	Office Number	Mobile Number	Email
1	John Doe	CFO	515-245-1234	515-386-1234	john@abcllc.com
2	Jane Doe	Controller	515-245-1234	515-386-1234	jane@abcllc.com

Auth. Signer	Power
2	Open or close any deposit accounts in the name of the entity.
2	Open or close any CDs in the name of the entity.
1, 2	Appoint authorized signers to deposit and time deposit accounts.
1, 2	Appoint authorized callers to deposit and time deposit accounts.
1, 2	Endorse checks and orders for payment, withdraw or transfer funds from account.
2	Enter into or maintain lease for safe deposit box.
2	Enter into or maintain credit card agreement.
1, 2	Request changes to account details (e.g. product type, mailing address, contact info)
1, 2	Enter into Bank Service Agreements

# New Customer Form (Cont.)

**Beneficial Owners:** (Individual(s) who directly or indirectly own 25 percent or more of the equity interests of the legal entity.)

No Individuals Own >25% of entity      Exempt from Collection      Reason for Exemption: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

Copy of DL

Marital Status: \_\_\_\_\_

Are they a US Citizen?      Yes      No

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Are they a PEP\*?      Yes      No

Percentage of Ownership: \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

Copy of DL

Marital Status: \_\_\_\_\_

Are they a US Citizen?      Yes      No

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Are they a PEP\*?      Yes      No

Percentage of Ownership: \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

Copy of DL

Marital Status: \_\_\_\_\_

Are they a US Citizen?      Yes      No

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Are they a PEP\*?      Yes      No

Percentage of Ownership: \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

Copy of DL

Marital Status: \_\_\_\_\_

Are they a US Citizen?      Yes      No

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Are they a PEP\*?      Yes      No

Percentage of Ownership: \_\_\_\_\_%

**Control Person:** (A single individual with significant responsibility to control, manage, or direct a legal entity customer. This control can be exerted by an executive officer or manager (e.g., CEO, CFO, COO, managing director, general partner, president, etc.) or any individual who regularly performs similar functions.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

Copy of DL

Marital Status: \_\_\_\_\_

Are they a US Citizen?      Yes      No

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Are they a PEP\*?      Yes      No

\*A "Politically Exposed Person" (PEP) is a term describing someone who has been entrusted with a prominent public function, or a relative or known associate of that person



**CENTRAL IOWA WATER WORKS  
BOARD OF TRUSTEES  
2024 MEETING SCHEDULE**

**3:00 P.M.**

April 24, 2024

May 22, 2024

June 26, 2024

July 24, 2024

August 28, 2024

September 25, 2024

October 23, 2024

November 27, 2024

December 18, 2024  
(third Wednesday)

**ITEM: 6F**

**Authorize Application for website url: ciww.gov**

It is recommended that Central Iowa Water Works have a website for communicating with Members, the public, media, and other stakeholders. In researching potential URLs, “ciww.com” is not available, however, “ciww.gov” is available and has been reserved. The 28E/28F filing has been submitted as documentation that CIWW is an official government organization, and the application is pending review at this time.

It is recommended the Board of Trustees approve the application for the website url of “ciww.gov.”

## ITEM: 6G

### Minutes of Central Iowa Water Works Startup Planning Meeting

Date: Monday, January 29, 2024

Type: Planning Session

Attendees: Present (or Participating by Video or Audio Conference Link): Dale Acheson, Jake Anderson, Caitlin Caldwell, Tom Cope, Ted Corrigan, Brad Deets, John Edwards, Royce Hammitt, Kevin Hensley, Susan Huppert, David Jones, Amy Kahler, Addison Lathers, Richard (Dan) Lovett, John McCune, Matt McQuillen, Diane Munns, Christina Murphy, Luke Nelson, Lindsey Offenburger, Stan Ripperger, Jody Smith, Melissa Walker, and Neil Weiss.

#### 1. Introduction:

- Christina Murphy facilitated the session.
- Participants were asked for introductions, including name, position, and whether they were a designee or alternate for the Central Iowa Water Works (CIWW) board.
  - Scott Cirksena -West Des Moines resident
  - Mike Pogge-Weaver – City of Johnston City Administrator
  - Jamie Buelt – West Des Moines Water Works Communications Consultant
  - Amy Kahler – Des Moines Water Works CFO – CIWW Board Alternate
  - Brad Deets – City of Waukee City Administrator
  - Caitlin Caldwell – Des Moines Water Works – Engineering
  - Dale Acheson – Urbandale Water Utility General Manager
  - David Jones – City of Ankeny City Manager
  - Jody Smith – West Des Moines Water Works CIWW Board Designee
  - John Edwards – Mayor for the City of Clive and CIWW Board Designee
  - Kevin Hensley – City of Grimes Public Works Director
  - Lindsey Offenburger – City of Norwalk City Clerk
  - Luke Nelson – City of Norwalk City Manager
  - Matt McQuillen – City of Clive City Manager and CIWW Board Alternate
  - Melissa Walker – Des Moines Water Works Communications and Outreach Manager
  - Neil Weiss – Urbandale Water Utility and CIWW Board Alternate
  - Dan Lovett – Xenia Rural Water Board Chair and CIWW Board Designee
  - Royce Hammitt - Xenia Rural Water CEO and General Manager and CIWW Board Alternate
  - Stan Ripperger – Warren Rural Water Systems Manager
  - Susan Huppert – Des Moines Board of Water Works Trustees Vice Chairperson and CIWW Designee
  - Ted Corrigan – Des Moines Water Works CEO and General Manager and CIWW Board Alternate
  - Tom Cope – City Of Johnston City Council Member and CIWW Board Designee
  - John McCune– Urbandale Water Utility Chairperson and CIWW Board Designee
  - Diane Munns – Des Moines Board of Water Works Trustee and CIWW Designee
  - Jake Anderson – City of Grimes City Administrator

2. Planning for Initial Board Meeting
  - Considerations for the first board meeting including date, time, and location.
  - Discussion on potential locations for the board meeting, with suggestions from the attendees.
  - Discussion of available spaces, such as Metro Waste Authority and Des Moines Area MPO.
3. Signature Page for 28E:
  - Amy Kahler is the organizer for all the signature pages of the 28E agreement.
  - Upon the final entity signing, the signature pages will be filed promptly with the state.
  - Highlight that the existence of Central Iowa Water Works (CIWW) as an entity is dependent on filing with the Iowa Secretary of State.
  - Clarified that CIWW is not recognized until the filing of a fully signed agreement is completed.
  - If not already completed, participants are urged to add this task of getting 28E page signed and to Amy on their to-do lists.
  - Two entities are still waiting for city or board approval. Those are scheduled for February 12<sup>th</sup> and 13<sup>th</sup>.
4. Formalizing Technical Committee Representative:
  - Initiate the formalization process for the Technical Committee (TC) representative.
  - Ensure that the designated individual is identified and officially appointed.
5. Website and Communication:
  - Discussion on the need for a dedicated website and communication platform.
  - Consideration of transparency and accessibility for the public and the board.
  - Mention of DMWW, Urbandale Water Utility, and WDMWW collaborating in taking the lead to initially develop the CIWW website.
6. Tasks and Priorities:
  - Identification of high-priority tasks, including legal and financial considerations.
  - Emphasis on the urgency of procuring insurance coverage and recognition that expense will arise almost immediately.
  - Financial discussion highlights the early planning stages for CIWW, with a focus on budgeting, start-up costs, and the logistical aspects of invoicing before the entity is officially established.
7. Interim Arrangements:
  - Consideration of interim arrangements in the absence of a CEO.
  - Discussion on responsibilities and tasks to be handled before the first board meeting.
  - Process for drafting a first agenda and board packet for the first board meeting.
8. Next Steps:
  - Identification of follow-up tasks.
  - Acknowledgement that staff members are available and prepared to assist during this crucial phase of CIWW's establishment while awaiting final signatures and appointment of board designees and alternates.
  - Intention to schedule a second planning meeting for the entire group involved in CIWW within the next few weeks. Acknowledgement of the challenge of coordinating with such

a large group. Christina Murphy will be utilizing a Doodle Poll to gather input from participants regarding their availability, aiming to identify the most suitable day and time for the meeting.

9. Closing Remarks:

- Appreciation for active participation.
- Doodle Poll will be distributed with the draft meeting minutes.

Item: 6H

Minutes of Central Iowa Water Works Startup Planning Meeting

Date: Friday, February 23, 2024

Type: Planning Session

Attendees: Present (or Participating by Video or Audio Conference Link): Dale Acheson, Jake Anderson, Jamie Buelt, Caitlin Caldwell, Tom Cope, Ted Corrigan, Brad Deets, John Edwards, Andy Fish, Carol Freeman, Royce Hammitt, Kevin Hensley, Chelsea Huisman, Susan Huppert, David Jones, Amy Kahler, Richard (Dan) Lovett, John McCune, Matt McQuillen, Diane Munns, Christina Murphy, Luke Nelson, Lindsey Offenburger, Stan Ripperger, Jody Smith, Mike Pogge-Weaver, and Neil Weiss.

1 Introduction:

- Christina Murphy facilitated the session.
- Participants were asked for introductions, including name, position, and whether they were a designee or alternate for the Central Iowa Water Works (CIWW) board.
- Andy Fish – Assistant Manager Warren Water District and CIWW Board Alternate
- Carol Freeman – Warren Water District Board Member and CIWW Designee
- Scott Cirksema -West Des Moines resident
- Mike Pogge-Weaver – City of Johnston City Administrator
- Jamie Buelt – West Des Moines Water Works Communications Consultant
- Amy Kahler – Des Moines Water Works CFO and CIWW Board Alternate
- Brad Deets – City of Waukee City Administrator and CIWW Board Alternate
- Caitlin Caldwell – Des Moines Water Works – Engineering
- Chelsea Huisman – City of Polk City Manager – CIWW Board Alternate
- Dale Acheson – Urbandale Water Utility General Manager
- David Jones – City of Ankeny City Manager and CIWW Designee
- Jody Smith – West Des Moines Water Works CIWW Board Designee
- John Edwards – Mayor for the City of Clive and CIWW Board Designee
- Kevin Hensley – City of Grimes Public Works Director
- Lindsey Offenburger – City of Norwalk City Clerk
- Luke Nelson – City of Norwalk City Manager
- Matt McQuillen – City of Clive City Manager and CIWW Board Alternate
- Melissa Walker – Des Moines Water Works Communications and Outreach Manager
- Neil Weiss – Urbandale Water Utility and CIWW Board Alternate
- Dan Lovett – Xenia Rural Water Board Chair and CIWW Board Designee
- Royce Hammitt - Xenia Rural Water CEO and General Manager and CIWW Board Alternate
- Stan Ripperger – Warren Rural Water Systems Manager
- Susan Huppert – Des Moines Board of Water Works Trustees Vice Chairperson and CIWW Designee
- Ted Corrigan – Des Moines Water Works CEO and General Manager and CIWW Board Alternate
- Tom Cope – City Of Johnston City Council Member and CIWW Board Designee
- John McCune– Urbandale Water Utility Chairperson and CIWW Board Designee
- Diane Munns – Des Moines Board of Water Works Trustee and CIWW Designee

- Jake Anderson – City of Grimes City Administrator and CIWW Designee
  
- 2 Review of Minutes from 01-29-2024
  - Christina Murphy called for a review of the minutes from the previous meeting held on January 29, 2024. Attendees were given the opportunity to provide any additions or corrections to the minutes. Each member was invited to share their feedback to ensure accuracy and completeness.
  - Additionally, Christina Murphy assured attendees that information regarding the location of posted videos and minutes would be communicated to all members, ensuring easy access to relevant documentation, and promoting transparency.
  - No further adjustments or revisions were necessary for the minutes.
  
- 3 Status of 28E/F Filing
  - The current status of filing for 28E/F demonstrates encouraging progress. However, it's essential to ensure the completeness of the documentation before proceeding further. All relevant pages must be collected and compiled to meet the filing requirements effectively. Requests have been made for any missing pages, and efforts are underway to collaborate with communities and districts to gather the necessary materials. It's imperative to have all documentation in hand before March to adhere to the filing timeline. A potential hold-up in the process is contingent upon receiving approval from the USDA.
  
- 4 Update on Board Appointments
  - Discussion revolves around appointing representatives for the Technical Committee (TC) and Long Range Plan Committee.
  - Imperative to formalize appointments within the next month.
  - Deliberation includes consideration of representative, alternate, or another designated individual.
  - The agreement specifies appointee should be familiar with the organization's needs, regardless of role.
  - Terminology for representatives under consideration for clarity and consistency.
  - "Trustee" term applicable for 28E board representative, confirmation needed for committee's terminology.
  - Certain tasks depend on board being seated and operational, emphasizing urgency of appointment process.
  
- 5 Proposed Meeting Time/Location
  - Discussion on appropriate time and location for meetings, preferably at MPO.
  - Narrowed down to 5-6 windows for scheduling.
  - Feedback on potential meeting times, considering availability of MPO board room.
  - Options: First Wednesday at 8:00 AM or 8:30 AM, or 4th Wednesday at 3:00 PM.
  - Concerns raised about downtown traffic for morning meetings.
  - Remote access will still be available for those unable to attend in person.
  - Acknowledgment of difficulties for individuals from the west due to morning meetings.

- Proposal for virtual option for meetings.
- Roll call vote conducted to determine preferred meeting times.
- The majority preference for Wednesday afternoon meetings.
- Suggestion to start with Wednesday afternoon meetings for the month of April.
- Recognition of challenges with November and December meetings due to holidays.
- Decision to schedule the first few meetings on the 4th Wednesday at 3:00 PM at MPO.

## 6 Discussion – Draft 1<sup>st</sup> Agenda

- Staff has created the first draft of the agenda for the upcoming meeting.
- The initial agenda is described as comprehensive, aimed at initiating organizational progress.
- Invitation for feedback on missing items or suggested inclusions in the agenda.
- Jody Smith to include preliminary discussion on bylaws in the draft agenda.
- Decision on where meeting minutes will be published, possibly on Des Moines Register.
- Action items include posting agendas and designation of minute publication.
- Sue Huppert proposes formation of a sub-group to review board policies in the absence of a March meeting.
- Consideration of drafting an interim board policy or creating a template with legal involvement.
- Importance stressed on having draft policies for discussion and approval by the board.
- Invitation for participation in drafting policies extended to members.
- Basic bylaws to be clarified by legal experts Rick Malm and Amy Beatie.
- Discussion on the composition and roles of the executive committee.
- Clarification is needed on the designation of executive committee members as per the 28E agreement.
- Proposal to disseminate committee information and responsibilities to all board members.
- Diane Munns volunteers to be part of the policy drafting group.
- Jody Smith was tasked with working on the bylaw side of the agenda.
- Discussion on additional items for the draft agenda.
- Deliberation on the need for an interim board and its functions.
- Consideration of workload and necessity for additional support.
- Tracking of staff time and expenses for the 28E setup process.
- Invitation for objections regarding staff involvement in legal matters.

## 7 Other Discussion

- Discussion on the necessity of appointing an interim CEO and defining their responsibilities.
- Assessment of workload and readiness of current members to handle tasks.
- Importance of taking action during the first meeting.
- Tracking of staff time and expenses related to the 28E setup process.
- Consideration of hiring an engineering firm to serve as the interim CEO.



- Clarification of the job description for both short-term and long-term CEO positions.
- Proposal for a small group discussion to outline the primary functions of the interim CEO role.
- Desire to involve a broader group in the discussion.
- Concerns about potential conflicts of interest for interim CEO candidates.
- Volunteers for assisting in the search process: Matt McQuillen, David Jones, Jody Smith and Andy Fish.
- Plan to further discuss agenda priorities and action items.
- Scheduling of another meeting for additional discussion.
- Consideration of forming subcommittees.
- Plan to update via email after committee discussion.

## 8 Adjournment

- Meeting adjourned at 9:09 am.

**ITEM: 6I**

Minutes of Central Iowa Water Works Startup Planning Meeting

Date: Friday, April 3, 2024

Type: Planning Session

Attendees: Present (or Participating by Video or Audio Conference Link): Christina Murphy, Royce Hammitt, Courtney Clark, Carole Freeman, Jody Smith, Andy Fish, Diane Munns, Amy Kahler, Ted Corrigan, Sue Huppert, Caitlin Caldwell, Brad Deets, Chelsea Huisman, Dale Acheson, David Jones, Jake Anderson, Jamie Buelt, Jeff Walters, John Edwards, John McCune, Luke Nelson, Matt McQuillen, Tom Phillips, Neil Weiss, Dan Lovett, Scott Cirkseña, Stan Ripperger, Tom Cope, and Mike Pogge-Weaver

Introduction:

- Christina Murphy, General Manager for West Des Moines Water Works facilitated the session.
  - Attendees at the meeting introduced themselves both in person and online, taking turns around the room and then virtually.
- Andy Fish – Assistant Manager Warren Water District and CIWW Board Alternate
  - Carol Freeman – Warren Water District Board Member and CIWW Designee
  - Scott Cirkseña -West Des Moines resident
  - Mike Pogge-Weaver – City of Johnston City Administrator
  - Jamie Buelt – West Des Moines Water Works Communications Consultant
  - Amy Kahler – Des Moines Water Works CFO and CIWW Board Alternate
  - Brad Deets – City of Waukee City Administrator and CIWW Board Alternate
  - Caitlin Caldwell – Des Moines Water Works – Engineering
  - Chelsea Huisman – City of Polk City Manager and CIWW Board Alternate
  - Dale Acheson – Urbandale Water Utility Administrative Advisor
  - David Jones – City of Ankeny City Manager and CIWW Designee
  - Jody Smith – West Des Moines Water Works CIWW Board Designee
  - John Edwards – Mayor for the City of Clive and CIWW Board Designee
  - Courtney Clark - Mayor for the City of Waukee and CIWW Designee
  - Jeff Walters – Polk City Council Member and CIWW Designee
  - Luke Nelson – City of Norwalk City Manager
  - Matt McQuillen – City of Clive City Manager and CIWW Board Alternate
  - Neil Weiss – Urbandale Water Utility and CIWW Board Alternate
  - Dan Lovett – Xenia Rural Water Board Chair and CIWW Board Designee
  - Royce Hammitt - Xenia Rural Water CEO and General Manager and CIWW Board Alternate
  - Stan Ripperger – Warren Rural Water Systems Manager
  - Susan Huppert – Des Moines Water Works Trustees Vice Chairperson and CIWW Designee
  - Ted Corrigan – Des Moines Water Works CEO and General Manager and CIWW Board Alternate
  - Tom Cope – City of Johnston City Council Member and CIWW Board Designee
  - John McCune– Urbandale Water Utility Chairperson and CIWW Board Designee
  - Diane Munns – Des Moines Board of Water Works Trustee and CIWW Designee

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▫ Jake Anderson – City of Grimes City Administrator and CIWW Designee

1 Review of Minutes from 2-23-2024

- Christina Murphy called for a review of the minutes from the previous meeting held on February 23, 2024. Attendees were given the opportunity to provide any additions or corrections to the minutes. Each member was invited to share their feedback to ensure accuracy and completeness.
- One amendment was requested for the minutes: Jody Smith's absence from the subcommittee list tasked with aiding in the search process for an interim CEO was noted.
- No further adjustments or revisions were necessary for the minutes.

2 Status of 28E/F Filing

- The current status of the 28E/F filing was reported by Amy Kahler. She noted that the filing for Xenia Rural Water District is pending final signature from the USDA. Royce Hammitt highlighted that he has been in discussions with the USDA and attorneys, providing all necessary documentation as requested. This information has been submitted to the USDA, who have committed to reviewing it within two days, with approval expected. Once approval has been received, Amy will coordinate with legal counsel to finalize the filing. The first scheduled CIWW board meeting for April 24th remains unchanged.

3 Update on Board Appointments and Committee Representatives

- There's a call to move forward with seating both the Technical Committee and the Long Range Planning and Capital Improvements Committee, including representatives and alternates. Progress is noted, along with identified needs, particularly for the names of alternates. It was highlighted that some responsibilities from the Technical Committee will shift to the Long Range Planning and Capital Improvements Committee. Meeting attendees are urged to address any gaps in alternates within the next few weeks. It was acknowledged that significant work continues within the Technical Committee to sustain planning efforts.

4 Initial Board Meeting – April 24, 2024 @ 3 PM

- The first meeting will take place at the MidAmerican Energy Rec Plex, situated at 6500 Grand Ave, West Des Moines. This location is particularly convenient to access, especially compared to downtown, given the scheduled time. West Des Moines Water Works (WDMWW) can utilize the venue at no cost and expresses confidence in its capability to host a hybrid meeting. Suggestions for commemorating the first meeting include activities such as a ribbon-cutting ceremony, issuing a press release, capturing group photos, and displaying a CIWW banner.

5 Discussion – Revised Initial Meeting Agenda

- Discussion revolves around the revised initial meeting agenda led by Ted Corrigan and Christina Murphy, aimed at ensuring its smooth flow. The process for calling the meeting to order before the chair is selected is deliberated, with Diane Munns, a

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board trustee, suggesting a volunteer or a nomination. Mayor Clarke from Waukee is proposed for this role. The convenience of the meeting place prompts consideration for its future use, with ample parking and easy interstate access. Priority action items are outlined, including expediting the consent agenda and addressing potential action items. A draft agenda is presented, with a proposed meeting duration of two hours and a plan to distribute materials by Friday before the Wednesday meeting. The need for a consistent timeline for packet distribution is emphasized, with agreement to aim for Friday before the meeting. The discussion also touches on interim financial advisory services and the interim director position. Adjustments to the draft agenda are discussed, with an acknowledgment that it is a working document subject to refinement.

### 6 Discussion – Small Group Update on Interim Executive Director & Job Description

- The discussion focuses on updates regarding the Interim Executive Director and the associated job description. Matt McQuillen highlights the challenges of finding the right fit, considering logistical and financial aspects, including board meetings and consultant-like services. Efforts to gauge interest from utility professionals are discussed, with Bill Smith identified as a potential candidate. Consideration is given to office space needs and administrative support, with the possibility of leasing temporary space explored. Dianne Munns suggests seeking a recruitment firm to aid in finding a permanent CEO and emphasizes the importance of clarifying office space requirements. The conversation concludes with agreement to continue exploring options and addressing support needs as necessary.

### 7 Discussion – Small Group Update on Preliminary Bylaws

- Legal counsel Rick Malm and Amy Beattie are currently drafting the bylaws, specifically using the WRA's (Water Reclamation Authority) bylaws as a foundation. Attendees may review the bylaws for any recommended adjustments before the first meeting. Additionally, the small group is seeking to collect board or council policies/bylaws, which could be emailed to Diane Munns.

### 8 Discussion – Interim Legal Counsel

Christina Murphy revisited item number 8 and requested an update from the small group. Jody Smith informed the group that there will be a proposal at the board meeting suggesting Rick Malm and Amy Beattie as interim legal counsel for CIWW. Both Amy and Rick played crucial roles in crafting the 28E/F agreement. Additionally, Amy represents West Des Moines Water Works, Ankeny, and Polk City, while Rick previously served as the primary legal counsel for Des Moines Water Works.

### 9 Update on Insurance for the Board

- Christina Murphy and Amy Kahler provided an update on insurance for the board, stating that they are working with Holmes Murphy to obtain quotes as ICAP is not an option. They have received two quotes, although many insurers do not cover new

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entities. The proposed coverage amount is \$1 million to cover the remainder of the year. Jody Smith suggests considering ICAP for general liability and directors' liability, as it may be prudent for future needs. It is noted that approval may be sought at the first meeting, with the possibility of backdating the coverage if necessary.

10 Discussion – Communications Plan for CIWW

- Christina Murphy led the conversation, addressing aspects such as handling press inquiries, responsibilities for posting and distributing information, ensuring consistent messaging, and the launch of the website. Specific attention is given to the logo and the need for a news release regarding the first board meeting, targeting both media outlets and board members along with alternates.

11 Other Discussion

- No additional discussion occurred.
- Meeting adjourned at 9:29 am.

**ITEM: 6J**

**NOTICE OF MEETING**

**CENTRAL IOWA WATER WORKS  
TECHNICAL COMMITTEE**

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

February 14, 2024  
1:00 pm

**MINUTES**

Present: Shawn Buckner (Ankeny), Caitlin Caldwell (DMWW), Don Clark (Ankeny), Kyle Danley (DMWW), Andy Fish (Warren Water), Randy Franzen (Polk City), Matt Greiner (Johnston), Royce Hammitt (Xenia), Kevin Hensley (Grimes), Amy Kahler (DMWW), Rudy Koester (Waukee), Jeff May (Clive), Mike McCurnin (DMWW), Christina Murphy (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 for January 10, 2024, were approved by the group with no changes. It was highlighted that an edit was made at the top of the document to rectify the date, ensuring it accurately reflected January 10, 2024.

Item 4: Technical Committee Administration: The group discussed posing agendas and minutes on the Des Moines Water Works website until a dedicated website is established for Central Iowa Water Works. Consensus was reached regarding the decision to post agendas and minutes on the DMWW website.

Item 5: HDR Future Treatment Plant Study: Questions were raised regarding changes in population projections, particularly noting fluctuations in numbers for various cities. The discussion extended to the need to finalize data for Johnston, Ankeny, Norwalk, and WDMWW. Concerns were raised about industrial reserve capacity and calculations based on MPO projections. There was a proposal to allocate buffer capacity, with considerations for historical data and future projections. The group leaned towards a 15% buffer capacity recommendation, with plans for further discussion and voting at the next meeting. Matt Greiner suggested involving constituents and boards for input. Overall, there was a focus on balancing cost considerations with the need for buffer capacity to mitigate potential risks and ensure water supply reliability. The goal is to finalize decisions at the next meeting.

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Discussion focused on land availability surrounding the treatment plant, noting challenges in acquiring suitable parcels. Potential sites for a 25 MGD water treatment plant is limited. Options for a larger 50 MGD plant were explored, with discussions on potential sites. There was consideration for the capacity of the Des Moines River compared to the Raccoon River. Conversations were initiated regarding further dialogue and studies planned to assess available options. The group expressed interest in expediting discussions and ensuring timely decisions, particularly with regard to potential expansions beyond 25 MGD.

Item 6: Xenia Rural Water District Distribution System Presentation: The group decided to prioritize other agenda items due to time constraints, with the option to reschedule the Xenia presentation for the next meeting if necessary.

Item 7: Grimes Projects Discussion: Kevin Hensley mentioned that there isn't much to report, as their focus is currently on underground storage development. He emphasized that the groundwork has been finished and expects the project to be finalized within 6-8 weeks.

Item 8: Polk City Projects Discussion: Randy Franzen stated that there are no updates to provide at this time.

Item 9: West Des Moines Water Works Projects Discussion: Christina Murphy provided an update to the group, informing them that the status of their high service pump 3 is currently at 95% completion according to the drawings.

Item 10: Des Moines Water Works Projects Discussion: Kyle Danley updated the group on the outcome of the SWTP Feeder Main Phase 3 Tree Clearing Contract. There was a discussion regarding the plan to include this contract in the SRF fund, which would then be transferred to CIWW. However, in the event of any unforeseen issues, DMWW would cover the expenses initially, seeking reimbursement from CIWW afterward. A roll call vote was conducted, and all members voted in favor.

Kyle Danley addressed the group regarding the SWTP Feeder Main Phase 3 project and the potential requirement for eminent domain. He emphasized that this measure is being considered as a precautionary step to prevent potential delays of months or even years in the project timeline. Setting a public hearing and initiating the eminent domain process would only occur if deemed absolutely necessary to ensure the project progresses smoothly and on schedule.

Kyle Danley updated the group on the bid outcomes for the SWTP Feeder Main Phase 3 contract. He emphasized a significant change made in November, where a roll call vote was held to increase the pipe size to 48 inches, resulting in a revised estimate of approximately \$15 million. S.J. Louis emerged as the lowest bidder for PCCP, with a bid slightly exceeding \$11 million. Subsequently, a roll call vote was conducted to award the contract to S.J. Louis, and all attendees unanimously supported the decision.

Lindsey Wanderscheid inquired if anyone was interested in participating in the SWTP 10 MGD Expansion project team. She outlined the commitment, which involves monthly meetings on the third Monday afternoon and assured that invitations would be forwarded accordingly.

## **ITEM: 6J**

Additionally, she noted RO pilot testing has been finished, and the group is awaiting the corresponding reports. UF pilot skids are expected to arrive by the end of February. Efforts are underway to finalize RO procurement documents. However, access for conducting pump tests by USACE is still pending.

Lindsey Wanderscheid shared that in July 2021, a contract was awarded to Layne Christensen for two wells, with subsequent modifications to the contract schedule and the addition of another well rehabilitation via a change. The completion timeline for the wells is as follows: SWTP Well 2 was finished in Spring 2022, SWTP Well 1 in Spring 2023, and MWTP Well 6 in Winter 2023. The original contract amount was \$1,344,820, with change orders amounting to \$743,265, bringing the total to \$2,088,085. The plan is to accept the Well Rehabilitation - 2021 contract this month, in February 2024.

Lindsey Wanderscheid informed the group about the FWTP 5 kV System Upgrades project, which involves the demolition and removal of existing electromechanical relays in the 5 kV switchgear and the installation of microprocessor relays. The estimated cost for the project is \$87,675, with two alternate options: alternate 1 includes replacing doors for an additional \$3,000, and alternate 2 involves adding tie breaker CTs for an extra \$22,000. Bids for the project are due on February 20, 2024.

Lindsey Wanderscheid shared with the group that the FWTP Stormwater Pump Station project was awarded to WRH in January 2022 for a total of \$1,179,900. Subsequently, change orders amounting to \$3,655.89 were made, bringing the total cost to \$1,183,555.89. The plan is to officially accept the contract in February 2024.

Mike McCurnin informed the group that the FWTP High Service Pump VFD (Variable Frequency Drive) project involves installing a Medium Voltage Variable Frequency Drive for the West High Lift Pump, which has a capacity of 30 MGD (Million Gallons per Day). The equipment specifications include a 2000 HP (Horsepower) motor operating at 4160 V (Volts), with a synchronous configuration. The estimated cost for this project is around \$500,000. The purpose of this installation is to reduce changes to the High Service Pump, and the equipment will be sourced solely from Allen Bradley.

Kyle Danley shared with the group that a Flood Risk Management Assessment for the Fleur Water Treatment Plant (FWTP) Levee System is underway. The scope of the study involves evaluating the effectiveness of the levee system in managing flood risks. The primary objectives include conducting a reconnaissance and feasibility assessment to identify any deficiencies and potential improvements based on criteria established by FEMA (Federal Emergency Management Agency) and USACE (United States Army Corps of Engineers).

The deliverables for this study will include a technical memorandum summarizing the findings, outlining any deficiencies observed, and providing recommendations for improvements. The budget allocated for this project is capped at \$85,000, with Phase 1 of the study expected to be completed by July 2024.

Kyle Danley discussed the potential impact of the Raccoon River ICON Water Trails Project on



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the Fleur low head dam. He emphasized the design criteria of the dam and presented an analysis of flashboard impacts due to the ICON Water Trails project. Additionally, he provided details on the potential projects and alternatives proposed by ICON.

Item 11: In other business Kyle Danley shared with the group an update with exploratory digging with J&K in the area where Zayo had hit the transmission main while installing fiberoptic cables. It was noted that during directional drilling, there were instances where the side of the pipe was hit. However, the extent of damage seemed minor, with only minor mortar being removed and some chipping off at the joint. Concerns were raised about the potential for more significant damage over time, with speculation that there might be a concealed issue extending up to 300 feet from the exposed area.

Xenia will be presenting at next month's meeting.

Item 12: The meeting was adjourned by mutual agreement at 3:00 pm.

## NOTICE OF MEETING

### CENTRAL IOWA WATER WORKS TECHNICAL COMMITTEE

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

March 13, 2024  
1:00 pm

### MINUTES

Present: Dale Acheson (UWU), Shawn Buckner (Ankeny), Caitlin Caldwell (DMWW), Kyle Danley (DMWW), Andy Fish (Warren Water), Randy Franzen (Polk City), Lyle Hammes (WDMWW), Royce Hammitt (Xenia), Amy Kahler (DMWW), Rudy Koester (Waukee), Jeff May (Clive), Mike McCurnin (DMWW), Christina Murphy (WDMWW), Mitch Pinkerton (WDMWW), Lindsey Wanderscheid (DMWW), and Neil Weiss (UWU).

Item 1: The meeting was called to order at 1:02 p.m. by Kyle Danley.

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

Item 3: Minutes Approved for February 14, 2024 – minutes approved with no objection.

Item 4: Xenia Rural Water District Distribution System Presentation: Royce Hammitt presented the extensive history and current operations of the Xenia Rural Water District. Established in response to the 1977 drought, the district has evolved significantly, initially serving rural landowners in Dallas and Boone counties. Since then, it has expanded its service area through strategic agreements and infrastructure development. Presently, Xenia serves 11 counties and 19 communities, boasting over 11,130 customers/members across a vast territory of 2,529 square miles, supported by a pipeline network spanning over 2,890 miles. With 31 employees working in various departments, the district's financial health is robust, with an operating income of \$17.5 million in 2023, operating expenses of \$14.3 million, and a net income of \$3.2 million allocated for future capital improvement projects.

Item 5: HDR Future Treatment Plant Study: During the HDR Future Treatment Plant Study meeting, revisions to spreadsheet loads and populations were presented, along with comments from the group. Some members found their data satisfactory. Different buffer options were discussed, with considerations for future capacity projections. The group emphasized the importance of reserve capacity in accommodating growth while being cost-effective. There was reluctance towards certain options, with discussions on the need for planning beyond current needs to meet future demand and the financial implications involved. The group highlighted the importance of planning for buffer capacity and system constraints. The group discussed

distribution costs and the potential involvement of CIWW in capacity sharing. The discussion concluded with considerations for future votes and potential transfer/sale of capacity.

A roll call vote was conducted, with all present members voting in favor of the 15% buffer capacity, except for one member agency which did not vote in favor.

Lindsey Wanderscheid shared a quick reminder of upcoming events: On April 8th, the Draft TM-4: Water Quality and TM-5: Water Supply and Treatment Alternatives will be delivered to CIWW. Following that, on April 10th, there will be a Water Quality, Supply, and Treatment Workshop.

Item 6: Technical Committee Discussion: During the Technical Committee Discussion, it was noted that minutes would not be posted on the DMWW website until they are approved by all members. Additionally, the group discussed the 28E agreement and the election of a Technical Committee Chairperson, with consideration given to the process and official procedures. Royce Hammitt informed the group about his upcoming meeting with USDA as Xenia awaits their signature to finish up the 28E/F process.

The group deliberated on its preferred course of action. Members interested can participate and self-nominate for nomination. The Technical Committee will adhere to the required procedures and acknowledge the meeting's proceedings. The first CIWW board meeting is set for April 24th at 3pm, but alternatively, we can opt to wait until the May meeting.

Item 7: 2025-2029 CIP Project Discussion: Mike McCurnin led the discussion focused on the Capital Improvement Project (CIP) for the years 2025-2029, aligning with the 28E agreement. CIWW is drafting its 5-year CIP in March, aiming to streamline the process early in the year. With \$500 million worth of ideas, \$384 million is allocated to CIWW, primarily for source treatment and expansion, with an additional \$114 million for capital spending. Specific projects were outlined, including the expansion of water treatment plants and capacity improvements. The importance of placeholders for design and engineering costs was emphasized. Various projects within the core network were discussed, including transmission projects and joint seal initiatives. Facility management projects, particularly those concerning CIWW operations, were highlighted. The need for collaboration between CIWW and DMWW was acknowledged, particularly concerning SCADA systems. The group aims to finalize and file the CIP in late April, with a focus on budgeting for 2025. Plans for joint capital replacements were discussed, and a cleaned-up bonding list is in progress. It was noted that WDMWW would share its plans in the coming months.

Item 8: Grimes Projects Discussion: No updates.

Item 9: Polk City Projects Discussion: Randy Franzen stated that there are no updates to provide at this time.

Item 10: West Des Moines Water Works Projects Discussion: Christina Murphy provided an update during the meeting. They confirmed that the necessary media has been delivered and will be installed next week. The Variable Frequency Drive (VFD) High Service Pump (HSP) project

is at 95% completion and will be taken out to bid this Fall. However, the Motor Control Center (MCC) and generator switch gear projects have been delayed until late Fall or Winter. The generator switch gear project specifically has been pushed off until Winter. Additionally, the bid for WDMWW Aquifer Storage and Recovery (ASR) is scheduled for next month. It was noted that they are no longer pursuing State Revolving Fund (SRF) funding as they have secured alternative funding sources.

Item 11: Des Moines Water Works Projects Discussion: During the meeting, Lindsey Wanderscheid provided an update on the MWTP HSP HVAC & Roof Upgrades project. A new 20-ton unit has been installed, and the ballasted roof has been replaced with EPDM. The project was awarded to Brockway Mechanical in February 2023, with a bid of \$233,094. There was one change order amounting to \$6,950 to acquire a Trane unit, resulting in a total cost of \$240,044.

Kyle Danley updated the group on the progress of SWTP West Feeder Main Phase 3 and the Eminent Domain Public Hearing. This project requires easements through 14 properties, and DMWW/Snyder is currently in the process of obtaining these easements. While most easements are expected to be acquired voluntarily, some property owners on NW Beaver Drive have expressed reservations. To address this, DMWW plans to initiate the Eminent Domain process and schedule a public hearing for the March DMWW Board Meeting. This process will be used, if necessary, to secure any final easements before construction reaches these locations. Approximately two-thirds of the easements have already been obtained or will be obtained soon.

Mike McCurnin provided an update on the FWTP High Service Pump Variable Frequency Drive (VFD). The VFD is a Medium Voltage Variable Frequency Drive for the West High Lift Pump, with a capacity of 30 MGD (Million Gallons per Day). The pump is rated at 2000 HP (Horsepower) and operates at 4160 V (Volts) synchronous. The estimated cost for this project is approximately \$500,000. The purpose of installing the VFD is to reduce high service pump changes. It was noted that the VFD will be sourced solely from Allen Bradley. Pricing for the VFD will be obtained later this week, and the proposal will be presented to the DMWW board for consideration.

Item 12: Other Business: It was noted that work on Reverse Osmosis (RO) pilot testing and Ultrafiltration (UF) pilots is ongoing, with the UF pilots scheduled to run for four months. Approval from the Army Corps for pump tests is currently in progress.

Item 13: The meeting was adjourned by mutual agreement at 2:24 pm.

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### **NOTICE OF MEETING**

#### **CENTRAL IOWA WATER WORKS TECHNICAL COMMITTEE**

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

April 10, 2024  
1:00 pm

### **MINUTES**

Present: Dale Acheson (UWU), 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), Royce Hammitt (Xenia), Matthew Jacob (UWU), Amy Kahler (DMWW), Rudy Koester (Waukee), Jeff May (Clive), Mike McCurnin (DMWW), 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 March 13, 2024 – minutes approved with no objection.

Item 4: Committee Seats: The committee deliberated on seat assignments for the Technical Committee, ensuring each member had a designated representative and the option for an alternate if desired. Discussion also revolved around the 28E/28F and Long Range Planning and Capital Improvements Committee, prompting a call to appoint members and allocate more time for organization. Amy and Christina were designated as the points of contact for updates on committee appointments. Further discussion was postponed to allow sufficient time for the establishment of the Long Range Planning and Capital Improvement Committee.

Item 5: HDR Future Treatment Plant Study: The discussion involved reviewing a table from TM1, ensuring its accuracy, and addressing any errors. Graphical representation was used to illustrate nameplate capacity and future projections. The group also discussed treatment plant expansions, aiming for cost comparisons and prioritization. Plans for sharing drafts of TM4 and TM5. Water Quality goals were mentioned, with a focus on updating costs and vendor quotes. The depth of TM5 was highlighted, emphasizing its importance in understanding source treatment and distribution quality. The complexity of the study was acknowledged, with plans to delve deeper into its various components.

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Item 6: Technical Committee Chairperson: The discussion revolved around appointing a Technical Committee Chairperson, focusing on the timing and duties of the role. They considered the process of selection and the lack of dedicated staff for these tasks, comparing it to the procedures of the WRA. It was decided to gather nominations for the Technical Committee Chairperson next month. Then, they resolved to either hold a vote in May or postpone it until June, depending on readiness. Similar procedures will be followed for the Long Range Planning and Capital Improvements Committee once formed.

Item 7: Schedule XV-2 Timeline for Capital Plans and Budget: The discussion centered on Schedule XV-2 Timeline for Capital Plans & Budget, addressing both the timeline and objectives for submission. There were concerns raised about the preparedness from some producers to meet the deadline, prompting plans to initiate work on it soon. Emphasis was placed on adhering to the operational commencement date due to its implications for audits and asset development. Plans were detailed to finalize the schedule and present it to the board, with the goal of meeting the timeline next year. June was suggested as the target month for the meeting, coinciding with the expected start of operational activities. Additionally, discussions covered the delineation and allocation of costs among producers, focusing on accurate tracking and estimation. Operational budget discussions indicated a plan to postpone draft submissions until July. The proposed timeline for CIP was set for June, aligning with the schedules of water producers.

Item 8: CIWW Projects Social Media Collaboration: Collaborative efforts are being discussed for joint projects, aiming for cohesive messaging, and addressing regional concerns. Coordination in communication strategies within CIWW is being emphasized, with an interim plan in place. Plans include a press conference and a CIWW website to enhance outreach. There's a focus on clarifying messaging regarding operational commencement and distinguishing between assets and projects. Once finalized, the communication plan will be disseminated. Collaboration between communication managers and addressing PR concerns are also being considered.

Item 9: Grimes Project Discussion: Kevin Hensley provided an update on distribution mains in Grimes, highlighting challenges with right-of-way acquisition. This led to a discussion on the treatment plant expansion in Grimes, segueing into McClure's study on Jordan Aquifer locations. The City of Grimes sought approval for a study to locate a potential site for the Jordan well, with Mike Gannon providing a quote from the Iowa Geological Survey. The City of Grimes aims for reimbursement for this operational study. Grimes requested reimbursement of up to \$25,000.00 under their Reverse Osmosis Expansion Project.

A roll call vote was conducted, with all present members voting in favor of reimbursing the City of Grimes up to \$25,000.00 for the study on Jordan Aquifer locations.

Item 10: Polk City Projects Discussion: Randy Franzen informed the group that bids for the construction of the water tower in the City of Polk City are expected to return soon. The anticipated completion date for the project is October 2025. The water tower will have a capacity of 1.5 million gallons, with McClure serving as the engineering firm. The estimated cost for the project is \$8.5 million dollars.

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Item 11: West Des Moines Water Works Projects Discussion: Lyle Hammes updated the group, stating that the bidding process for Variable Frequency Drive (VFD) and High Service Pump (HSP) projects will commence soon. Additionally, they are currently finalizing the filter media addition project. However, the Motor Control Center (MCC) project is currently on hold due to significant delays in the electrical aspect.

Item 12: Des Moines Water Works Projects Discussion: Kyle Danley updated on the SWTP West Feeder Main Phase 3 project, reporting that out of 16 easements, only 4 remain unsigned. Two easements are expected to be finalized soon. Despite some reservations from property owners on NW Beaver Drive, efforts are underway to address their concerns. Tree clearing was successfully completed before April 1st. Construction is anticipated to commence soon, aiming to complete tie-ins before high-demand periods in the fall.

Mike McCurnin provided an update on DMWW's 2025-2029 Capital Improvement Plan (CIP), highlighting changes since the previous month's presentation. A revised draft of the CIP was presented, emphasizing three main points: finalizing the 28E/28F agreements for better cost-sharing understanding, curbing overplanning and overbudgeting to ensure project completion capacity, and avoiding excessive debt burden on CIWW. Significant adjustments were made to the CIP, including reducing funding for various projects, such as capacity expansion, based on staffing limitations and project necessity. The goal is to avoid duplication of efforts among producers and ensure a cohesive approach to the CIP. Concerns were raised about potential rate increases, with a focus on balancing project funding to avoid excessive financial strain. Additionally, discussions centered on the need for flexibility in the CIP to accommodate delays and improvements, highlighting the importance of joint capital improvement listings in the 28E agreements.

Lindsey Wanderscheid updated the committee on the progress of the 10MGD expansion project. The Reverse Osmosis (RO) Pilot Testing has been completed, and reports have been submitted to the Iowa Department of Natural Resources (IDNR) for review and approval. Efforts are underway to finalize RO procurement documents and send them out for proposals after obtaining IDNR approval. NPDES sampling, with two months remaining, is revealing all particulate iron in the discharge, which may assist in raising the permit limit for iron. UF Pilot Skid Testing is currently in progress, with approval received from the Technical Committee (TC) to award up to three pilots with a maximum amount of \$260,800. Testing is being conducted on units from Harn, Aqua Aerobic Systems, and Wigen, with costs totaling \$242,700. This testing is expected to be completed in July. Additionally, a temporary license from ACE has been received, pending signature and execution. Pump testing is scheduled to commence in April, involving three sites and seven boring locations. Phase 2 will include up to three pump tests, each lasting 72 hours at a constant rate. An updated schedule will be provided once pump testing commences.

Item 13: Other Business: Kyle Danley provided an update on potential land acquisitions for the Saylorville project. A landowner has expressed willingness to sell part of or the entire lot, but discussions are still in the early stages. Another property owner is also considering selling, but their land is in the floodway. The availability of suitable land is limited, with two lots potentially offering storage capacity not exceeding 25 MGD. Kyle emphasized the need to establish connections with landowners and explore options without rushing decisions.

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Kyle Danley also discussed with the committee Saylorville Lake Storage Rights, indicating that new results from recent reports will be available in about a year. He highlighted the possibility of requesting a study to raise the lake level in response to sedimentation, aiming to regain the original capacity in Saylorville. However, the cost of such a study is currently uncertain and will need to be assessed before proceeding with a decision. Regarding the sediment pool, DMWW's allocation is based on a percentage of the pool above 836 ft. The lake levels can be adjusted by raising it up to 1 ft above normal pool levels in spring, and potentially another foot to 838 ft when flood risks decrease. Additional adjustments can be made throughout the year, with a maximum increase of 2 ft above normal pool levels. DMWW has the authority to request releases from the lake.

Item 14: The meeting was adjourned by mutual agreement at 2:42 pm.





**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 7A

**SUBJECT:** Approval of Directors and Officers (D&O) Insurance Coverage Quote

**SUMMARY:**

With the convening of the Board of Trustees, Directors and Officers (D&O) Insurance was important for an interim period of time before the operational commencement date. Insurance needs will expand once assets are transferred and CIWW enters into operational contracts with the producers.

In the interim, WDMWW and DMWW staff worked with Holmes Murphy to obtain quotes for stand alone D&O coverage. Several providers declined due to the new nature of CIWW. Staff received quotes from two firms:

- 1) Intact Specialty – \$1m limit x \$25k retention; premium \$10,654  
Antitrust claims – Not covered, No Employment Practices included.
  
- 2) RSUI –
  - a. \$1m limit x \$35k retention; premium \$21,170
  - b. \$2m limit x \$35k retention; premium \$33,310Antitrust claims – silent; includes Employment Practices liability

Staff are recommending Intact Specialty based on our conversation with Holmes Murphy and feedback from the last planning session for CIWW. Staff are recommending that West Des Moines Water Works front the cost and be reimbursed by CIWW once accounting has been setup and startup funds have been received.

**FINANCIAL IMPACT:**

\$10,654

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

A motion approving the quote with Intact Specialty and authorizing reimbursement of the premium to West Des Moines Water Works.

Prepared by: \_\_\_\_\_

*Clara Murphy*

# QUOTATION CONFIRMATION

Mar 12, 2024

ATTN: Ross Ingersoll SUBMISSION #:12464370  
EMAIL:  
AGENCY: Holmes Murphy & Associates, LLC - Waukee QUOTATION EXP DATE:

Dear Ross,

*We are pleased to confirm the following quotation that has been received from the carrier shown below. Please note that this quotation is based on the coverage, terms and conditions listed below, which may be different from those requested in your original submission. As you are the representative of the Insured, it is incumbent upon you to review the terms of this quotation carefully with your Insured, and reconcile any differences from the terms requested in the original submission. CRC Insurance Services, Inc. disclaims any responsibility for your failure to reconcile with the Insured any differences between the terms quoted below and those terms originally requested. THIS COVERAGE MAY NOT BE BOUND WITHOUT A FULLY EXECUTED BROKERAGE AGREEMENT.*

The terms of the quotation are as follows:

**Insured Name:** Central Iowa Water Works

**Carrier:** Homeland Insurance Company of New York **NAIC:** 34452

**Term:** 3/12/2024 to 3/12/2025

**Limit:**

\$1,000,000 /\$1,000,000	D&O Each Claim/Aggregate
\$500,000	Additional Limit of Liability Dedicated for Executives
\$100,000	Excess Benefit Transaction Excise Tax Sublimit
\$100,000	Internal Revenue Code Violation Sublimit
\$250,000	Stakeholder Derivative Demand Sublimit
\$25,000	D&O Crisis Management Expenses Limit
\$10,000	Policy Aggregate Sublimit For All E-Discovery Consultant
Services	
Not Covered	Antitrust Claim

**SIR:**

\$0	Clause A
\$25,000	Clause B
\$25,000	Clause C

## Terms & Conditions:

The Insurance Carrier indicated in this quotation reserves the right, at its sole discretion, to amend or withdraw this quotation if it becomes aware of any new, corrected or updated information that is believed to be a material change and consequently would change the original underwriting decision.

ERP Options: ERP Option(s) are as follows:

- 12 months at 100% of Full Annual Premium

## Endorsements:

MPF-20002-08-22	Not-For-Profit Organization Management Liability General Terms and Conditions
MPF-20002-DO-06-18	Not-For-Profit Organization Management Liability Directors, Officers and Organization Liability Coverage Section
AMP-00008-10-15	Service of Suit
MPE-03030A-06-18	Cap on Losses from Certified Acts of Terrorism
MPE-03057-06-18	Privacy Breach Reimbursement Coverage
	Sublimit: \$50,000
MPE-23048-10-22	Public Officials D & O Amendatory
	Non-Monetary Defense Costs Sublimit: \$250,000

Subject to:  
Prior to Binding: Signed and dated application

**NOTE: If insured is located outside your resident state, we must receive a copy of your non-resident license prior to binding.**

***If coverage is elected, please note:***

This policy is issued, pursuant to Iowa Code Chapter 515I, by a non-admitted company in Iowa and as such is not covered by the Iowa Insurance Guaranty Association.

**Home State: Iowa**

The Home State was determined based on the information provided in your submission and the completed Declaration of Home State form. Please ensure the correct Home State is listed. Incorrect information could result in additional or return taxes, fees, surcharges, penalties, interest, and assessments at a later date, and in addition to what is shown. Additionally, please note that this is the current tax calculation based on the Home State but there could be changes that result in additional or return tax - due at a later date - based on future enactments of surplus lines laws by any of the various states.

Premium:	\$10,051.00
Policy Fee	\$500.00
Surplus Lines Tax:	\$102.87
<b>Total:</b>	<b>\$10,653.87</b>

**Broker Fees & Policy Fees are Fully Earned at Binding**

Upon requesting quotes and/or placement for the coverage listed herein, the producing retail broker hereby confirms that he/she has performed any and all diligent searches, as may be required by statute, for coverage through licensed carriers or other means of placement, and as necessary maintain proof of declination. Where allowed by governing statutes, "diligent effort" may not require an actual physical search and declination on each risk, but may be based on the retail producing broker's own experience, opinion and overall knowledge of acceptability in the admitted marketplace.

CRC is compensated in a variety of ways, including commissions and fees paid by insurance companies and fees paid by clients. Some insurance companies pay brokers supplemental commissions (sometimes referred to as "contingent commissions" or "incentive commissions"), which is compensation that is based on a broker's performance with that carrier. These supplemental commissions may be based on volume, profitability, retention, growth or other measures. Even if a contingent commission agreement exists with a carrier, we recognize that our responsibility is to promote the best interests of the policyholder in the selection of an insurance company. For more information on CRC's compensation, please contact your CRC broker.

**Financing Insurance Premiums**

Premium financing budgets insurance payments and improves liquidity for other business objectives: working capital, business growth, business expansion.

If your clients choose to pay their insurance in monthly installments, it's fast and easy with AFCO Credit Corporation, which is an affiliate of CRC, providing premium financing solutions for companies across the United States.

You can learn more about how premium financing works and how it can expand your relationship with your clients by emailing [afcodirect@afco.com](mailto:afcodirect@afco.com); or call toll-free **877-317-6437**, option 1. Additional information is available at <https://www.afco.com/partners/crc.html>.

ENDORSEMENT NO. \_\_\_\_  
PUBLIC OFFICIALS D&O AMENDATORY ENDORSEMENT

This Endorsement, which is effective at 12:01 a.m. on \_\_\_\_\_, forms part of:

Policy No. <  
Issued to <  
Issued by <  
Section(s) D&O

In consideration of the premium charged:

- (1) The term "**Employee**," as defined in Section II DEFINITIONS of the Coverage Section identified above, is amended to read in its entirety as follows:

"**Employee**" means any employee of the **Organization**, whether such employee is in a supervisory, co-worker or subordinate position or otherwise, including any part-time, seasonal and temporary employee. **Employee** also includes:

- (1) any volunteer working for the **Organization**; and
- (2) any individual who is leased to, and working for, the **Organization**, but only if the **Organization** provides indemnification to such leased individual in the same manner as is provided to the **Organization's** employees.

**Employee** shall not include any independent contractor for the **Organization**.

- (2) The term "**Executive**," as defined in Section II DEFINITIONS of the Coverage Section identified above, is amended to read in its entirety as follows:

"**Executive**" means any natural person who was, now is or becomes:

- (1) a lawfully elected or duly appointed official of the **Named Organization**; and
- (2) a member of any commission or board operated by and under the jurisdiction of the **Named Organization** and within an apportionment of the total operating budget of the **Named Organization**.

- (3) Subparagraph (4) of the term "**Wrongful Act**" as defined in Section II DEFINITIONS of the Coverage Section identified above, is amended to read in its entirety as follows:

- (4) with respect to both **Insured Persons** and the **Organization**, and subject to paragraphs (1), (2) and (3) above, any **Antitrust Violation**.

- (4) Section III EXCLUSIONS (G) of the Coverage Section identified above is amended to read in its entirety as follows:

- (G) based upon, arising out of, directly or indirectly resulting from, in consequence of, or in any way involving any actual or alleged bodily injury, mental anguish, emotional distress, sickness, disease or death of any person, or damage to or destruction of any tangible property including loss of use thereof whether or not it is damaged or destroyed;

- (5) Section III EXCLUSIONS (P) of the Coverage Section identified above is amended to read in its entirety as follows:
- (P) based upon, arising out of, directly or indirectly resulting from, in consequence of, or in any way involving any actual or alleged liability of any **Insured** under any express contract or agreement; provided, that this EXCLUSION (P) shall not apply to liability which would have attached in the absence of such express contract or agreement;
- (6) Section III EXCLUSIONS (S) of the Coverage Section identified above is amended to read in its entirety as follows:
- (S) based upon, arising out of, directly or indirectly resulting from, in consequence of, or in any way involving any actual or alleged **Publisher Liability Wrongful Act** or any actual or alleged infringement, misappropriation or violation of any patent, service mark, trade secret or other intellectual property right.
- (7) No coverage will be available under the Coverage Section identified above for **Loss** from any **Claim** based upon, arising out of, directly or indirectly resulting from, in consequence of, or in any way involving any actual or alleged:
- (a) **Personal Injury Wrongful Act;**
  - (b) inverse condemnation, temporary or permanent taking, adverse possession or dedication by adverse use;
  - (c) strike, riot or civil commotion;
  - (d) failure to effect or maintain any insurance or bond, including but not limited to, any insurance provided by self-insurance arrangements, pools, self-insurance trusts, captive insurance companies, retention groups, reciprocal exchanges or any other plan or agreement of risk transfer or assumption; provided, that this exclusion shall not apply to **Defense Expenses** incurred by the **Insureds** in connection with such **Claim**;
  - (e) violation of the Federal False Claims Act or any similar federal, state or local statute or common law, or amendments to or regulations promulgated under any such law;
  - (f) failure to pay any bond, interest on any bond, debt, financial guarantee or debenture; provided, that this exclusion shall not apply to any **Claim** to which Insuring Agreement (A) of the Coverage Section identified above solely applies;
  - (g) **Sexual Misconduct** or child abuse or neglect, including any actual or alleged lack of supervision or mismanagement which allowed such **Sexual Misconduct**, abuse or neglect to occur;
  - (h) rendering of, or actual or alleged failure to render, professional services for others for a fee;
  - (i) unauthorized, unlawful, or unintentional taking, obtaining, accessing, using, disclosing, distributing, disseminating, transmitting, gathering, collecting, acquiring, corrupting, damaging, destroying, deleting, or impairing of any non-public personally identifiable information; or

- (j) failure or inability of any computer, computer component (including but not limited to any hardware, network, terminal device, data storage device, input and output device, or back up facility), application, program, software, code, or script of any kind (a "System") to perform or function as planned or intended, including but not limited to any failure or inability of any System to prevent any hack, virus, contaminant, worm, trojan horse, logic bomb, or unauthorized or unintended accessing or use involving any System.
- (8) For purposes of this endorsement "**Sexual Misconduct**" means any sexual behavior, sexual abuse, sexual assault or molestation intended to lead to or culminating in any sexual act against any individual.
- (9) It is understood and agreed that the Underwriter's maximum limit of liability for all **Defense Expenses** resulting from all **Claims** seeking only relief or redress in any form other than monetary damages shall be <Sublimit>, which amount shall be part of, and not in addition to, the Additional Aggregate Limit for Defense Expenses (if purchased), the **Policy Aggregate Limit of Liability** and any **Separate Limit of Liability** or **Shared Limit of Liability** applicable to the Coverage Section identified above.
- (10) The **Named Organization's** purchase of the Coverage Section identified above does not constitute a waiver of any governmental immunity that would be available to any **Insured** had the **Named Organization** not purchased such Coverage Section.

All other terms, conditions and limitations of this Policy shall remain unchanged.



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 7B

**SUBJECT:** Resolution – Approval of Preliminary Bylaws

**SUMMARY:**

In accordance with Article VIII, Section 13 of the Central Iowa Water Works 28E/28F Agreement, the Board may adopt bylaws relating to its proceedings, the conduct of the affairs of CIWW, and the terms of service for water provided to Member Agencies that are not inconsistent with the Agreement.

Legal counsel has adapted preliminary bylaws from the Bylaws of the Des Moines Metropolitan Wastewater Reclamation Authority. A copy of those preliminary bylaws is attached to this memo.

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Resolution approving preliminary Bylaws of the Board of Trustees of Central Iowa Water Works.

Prepared by: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "T. Alcorn", is written over a horizontal line.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING PRELIMINARY BYLAWS  
FOR CENTRAL IOWA WATER WORKS**

WHEREAS, Section 13 of the Central Iowa Water Works 28E/28F Agreement states that the Board may adopt bylaws relating to its proceedings, the conduct of the affairs of Central Iowa Water Works and the terms of service for water provided to Member Agencies that are not inconsistent with the Agreement;

WHEREAS, such bylaws may be adopted provided that such Bylaws are presented in writing at a prior regular meeting of the Board and provided that notice of the impending vote thereon is contained in the meeting notice and agenda at which such vote is to be taken;

WHEREAS, a preliminary draft of the Bylaws is included with the April 24, 2024 Board Agenda; and

WHEREAS, the Board of Central Iowa Water Works believes that notice of the vote on the Bylaws in such form shall be contained in the meeting notice and agenda of the next regular meeting at which such vote is to be taken.

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

Section 1. That Bylaws in the form attached hereto are acknowledged as being presented at this meeting and preliminarily approved as the Bylaws of Central Iowa Water Works.

Section 2. That the approval of the Bylaws shall be contained in the meeting notice and agenda of the next regular meeting at which such vote is to be taken to approve said Bylaws.

PASSED AND APPROVED this 24<sup>th</sup> day of April 2024.

\_\_\_\_\_  
\_\_\_\_\_, Board Chair

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Board Secretary



**BYLAWS OF THE BOARD OF TRUSTEES  
OF  
CENTRAL IOWA WATER WORKS**

**Part I. General Provisions**

Section 1. Scope of, and Authority for, Bylaws. These Bylaws have been adopted pursuant to Section 13 of Article VIII of the Central Iowa Water Works 28E/28F Agreement filed of record with the Iowa Secretary of State as Agreement M516883 (“CIWW Agreement”). Such Agreement creates and governs the Central Iowa Water Works (“CIWW”) and establishes a Board of Trustees consisting of Trustees and Additional Trustees appointed by the Member Agencies of CIWW. All references herein to Trustees shall include Additional Trustees. These Bylaws shall govern the conduct of the Board of Trustees of CIWW (“CIWW Board”) and shall be interpreted to ensure fair and open deliberations and decision-making.

Section 2. Technical Parliamentary Forms Abolished. Except as specifically required by law or by these Bylaws, the CIWW Board shall not be required to use or follow any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms.

Section 3. Matters Not Covered. Any matter or order or procedure affecting the CIWW Board that is not covered by these Bylaws shall be referred to the presiding officer, who shall decide the matter in a fair and expeditious manner and in conformity with the purpose of these Bylaws, with the assistance and advice of CIWW’s legal counsel.

Section 4. Interpretation. These Bylaws are intended to supplement, and shall be interpreted to conform with, the statutes of the State of Iowa and the CIWW Agreement.

**Part II. Agenda**

Section 5. Preparation of Agenda. Prior to each CIWW Board meeting the CIWW Executive Director shall publish a tentative Agenda which contains all items the CIWW Board anticipates acting upon at the meeting. The tentative Agenda and supporting materials shall, to the extent reasonably possible, be provided to each of the Trustees and Alternates at least five calendar days before each Board meeting. The CIWW Board may adopt the agenda as presented, or may amend the agenda as provided by these Bylaws and may adopt the agenda as amended.

Section 6. Public Comment Period. The Agenda shall provide for a public comment period at the beginning of the meeting, during which any member of the public may, upon request, be heard or offer comment on any matter.

Section 7. Consent Agenda. The Agenda shall separately designate items as "Consent Agenda" items which may be acted upon by the CIWW Board under Section 36 hereof. The "Consent Agenda" shall consist of routine non-controversial items which can be appropriately considered en masse at the CIWW Board meeting.

Section 8. Hearings and Discussion Items. The Agenda shall provide a schedule of hearings and a separate schedule of discussion items.

Section 9. Agenda Deadline. The Chair or any Board member may have an item included within the Agenda by requesting the Executive Director to include the item by 5:00 P.M. on the Wednesday preceding a CIWW Board meeting.

Section 10. Extra Items. Items requested or filed after 5:00 P.M. on the Wednesday preceding a CIWW Board meeting shall not be included upon the Agenda unless a CIWW Board member shall deem the item of sufficient urgency to warrant immediate CIWW Board action. These items shall be designated as "Extra" items and will be considered at the appropriate place on the regular Agenda (prior to or after a related item) or at the end of the regular Agenda. The Secretary shall record, in the minutes, the name of the Board member sponsoring the "extra" item.

Section 11. Board Action to Defer, Continue or Not Act. A Board member shall not withdraw any item prior to the start of a Board meeting, provided however, a Board member wishing to defer action or continue an item has a right to have a motion to continue, defer or not act on any item considered before any other action which the Board may consider.

### **Part III. Conduct of Board Meetings**

Section 12. Roll Call. Before proceeding with the business of the Board, the Secretary shall call the roll call of Board members present, and enter those named in the minutes. The Chair shall determine the presence of a quorum as required by the CIWW Agreement and these Bylaws.

Section 13. Call to Order. The Chair or Vice-Chair shall call the meeting to order at the appointed hour. In the absence of the Chair or Vice-Chair, the Secretary shall call the meeting to order and a temporary presiding officer shall then be selected in accordance with Section 14. The selected temporary presiding officer shall serve as Vice-Chair for the meeting and shall be authorized to sign all measures passed and contracts approved at that meeting.

Section 14. Presiding Officer. The Chair, or in the Chair's absence or incapacity, the Vice-Chair, shall be the presiding officer at all Board meetings. If both the Chair and Vice-Chair are absent the Board members present will select, by majority vote, a presiding officer pro tem.

Section 15. Consideration of Items. The presiding officer shall facilitate discussion of the Board on each Agenda item to assure full participation in accordance with these Bylaws.

Section 16. Order of Consideration of Agenda. Except as otherwise provided in these Bylaws, each Agenda item shall be considered in the numerical order assigned by the Executive Director. Each Agenda item shall be separately announced by the presiding officer, or Secretary, for purposes of discussion and consideration. To announce an item it shall be sufficient to identify the item by the number assigned by the Executive Director, unless greater specificity is requested by some person in attendance. This section shall not apply to consideration of items under Sections 35 or 36.

Section 17. Discussion. A Board member shall speak only after being recognized by the presiding officer. A Board member recognized for a specific purpose shall limit remarks to that purpose. A Board member, after being recognized, shall not be interrupted except by the presiding officer to enforce these Bylaws.

Section 18. Presiding Officer's Right to Enter into Discussion. The presiding officer, as a member of the Board, may enter into any discussion.

Section 19. Limit on Remarks. Each Board member shall limit his or her remarks to a reasonable length.

Section 20. Presiding Officer's Right to Speak Last. The presiding officer has the right to speak last on any item.

Section 21. Closing Debate. Discussion shall be closed on any item by the presiding officer. Except as provided by Section 40 a call for the vote shall not close discussion if any Board member still wishes to be heard or the presiding officer determines the continued discussion will be helpful to the Board.

Section 22. Electronic Participation in Meetings of the Board. Provision shall be

made at each regular or special meeting of the Board, to the extent practicable, for Board members, alternates, staff, and members of the public to participate by conference telephone or by video conference. A Board member, or alternate acting in the place of an absent Board member, who participates by telephone conference or by video conference, shall be considered present for purposes of establishing a quorum and may cast votes on all matters coming before the meeting as if physically present. Meetings of the Board may be conducted wholly by electronic means to the extent permitted by law when necessary or appropriate. Board meetings may also be conducted solely by electronic means in compliance with the provisions of Section 21.8 of the Iowa Code.

#### **Part IV. Public Participation**

Section 23. Public Right to Address the Board. Persons other than Board members shall be permitted to address the Board, on any matter, during the "Public Comment" portion of the Agenda and may in the discretion of the presiding officer be recognized during the consideration of any other item on the Agenda.

Section 24. Manner of Addressing the Board. A person desiring to address the Board shall step to the podium, state his or her name, address, and group affiliation (if any) and speak clearly so that those present may hear the comments.

Section 25. Time Limit on Public Remarks. Each member of the public shall be limited to five minutes speaking time unless additional time is granted by the presiding officer. Such time is a personal privilege and may not be yielded to another person. Total public input on any subject under Board consideration may be limited to a fixed period by the presiding officer. A majority vote of the Board may extend the time limitations of this section.

Section 26. Remarks of the Public to be Germane. Public comments during the Public Comment period must be germane to the mission of the CIWW or to the powers and duties of the Board. Public comments during consideration of any Agenda item, if any, must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of public comments. Members of public making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Board during the meeting then in progress.

#### **Part V. Board Action**

Section 27. Motions. At any appropriate place on the Agenda, any Board member may make a motion for the Board to act upon any matter if the motion is germane to the matter under consideration.

Section 28. Motion Required. All action requiring a vote shall be moved by a member of the Board and seconded by another member of the Board.

Section 29. Vote. A vote shall be taken on any matter that is moved and seconded. The presiding officer shall be entitled to vote on any action. Except as to matters subject to a weighted vote, the vote of a majority the members of the CIWW Board who are present and voting is required to approve the action.

Section 30. Motion to Reconsider. A motion to reconsider must be made by a Board member who was on the prevailing side in the original action, and such motion must be made at the meeting at which the original action was taken or at the next meeting of the Board thereafter. The Executive Director shall not place upon the Agenda any matter for reconsideration unless sponsored by a Board member who originally voted on the prevailing side with respect to that matter.

Section 31. Motion to Amend. No motion shall be made while another motion is pending, except a motion to amend, which shall take precedence over the motion on the floor.

Section 32. Failure of Item to Receive a Majority of Votes. Section 29 of these Bylaws notwithstanding, when less than all Board members are in attendance at a meeting and an Agenda item or other measure before the Board fails to receive a majority vote of those members present and voting either to approve, to deny approval, or to take some other action, then the Agenda item or other measure shall, upon the request of any Board member in attendance at the meeting, be placed by the Executive Director on the Agenda for the next Board meeting, and continued thereafter upon the Agenda for subsequent meetings until it receives either a majority vote of those members present and voting to approve, to deny approval, or to take some other action.

Section 33. Weighted Vote. On any matter before the Board where a weighted vote is allowed in accordance with the CIWW Agreement, a Board member may request a weighted vote, provided however, that such request shall have no effect unless made prior to the vote being taken on that matter. If a weighted vote is requested, no further Board action is required at that meeting, and the Executive Director shall place the item on the agenda for the next Board meeting and shall provide notice to all Participating Community representatives, all as required by the CIWW Agreement. Any weighted vote shall be conducted as provided in the CIWW Agreement.

Section 34. Separate Consideration. Except as otherwise required by these Bylaws,

each Agenda item shall be voted upon separately and each vote shall be recorded by the Secretary.

Section 35. Action on Consent Agenda. Except as herein provided, the "Consent Agenda" shall be considered en masse and voted upon in single motion. At the time of consideration of the Consent Agenda, the presiding officer shall announce the item and shall ask if any Board member wishes to speak upon any Consent Agenda item. At that time, any Board member may ask that any Consent Agenda item(s) be considered separately, for discussion or for informational purposes, or a Board member may ask that the Secretary record the members' vote, on any particular item(s) either in the negative or as an abstention. On all matters contained in the Consent Agenda, the Secretary shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately. Section 16 shall not apply to items on the consent agenda.

Section 36. Action on Multiple Items. With the consent of a majority of the Board, Section 34 hereof notwithstanding, the Board may consider for voting purposes more than one item, but in such event the vote upon each item will be separately recorded by the Secretary noting specific yes or no votes of each Board member on each item.

Section 37. Agenda Items Deferred or Considered Out of Order. With the consent of the Board any Agenda item may be deferred for consideration later in the meeting, or may be considered out of numerical sequence at the request of a Board member.

Section 38. Recording Names of Moving Members. The Secretary shall record the name of the Board member making each motion.

Section 39. Consideration of Matters Not on Agenda. Except as to matters which by law require the publication of notice before consideration by the Board, any Board member may, at the close of the regular Agenda, bring a matter not on the Agenda to the Board's attention. The Board may act upon such matters or direct such matter be included upon a subsequent Agenda.

Section 40. Call for the Vote. At the conclusion of debate the presiding officer shall call for a vote; however, upon proper motion and consideration, two-thirds of the Board members present may call for a vote at any time.

## **Part VI. Miscellaneous**

Section 41. Applicability of Bylaws. These Bylaws shall apply to the CIWW Board when meeting in any form.

Section 42. Name of Sponsor on Resolution. Any time these Bylaws require an action to be sponsored by a Board member, the Secretary shall note the name of the sponsoring Board member on the face of the resolution for said item.

Section 43. Suspension of Bylaws. These Bylaws, or any part hereof, may be suspended for a specific purpose and for the meeting then in progress by a two-thirds majority of the Board members present.

Section 44. Hearings. Any other section to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall close when closed by the presiding officer or by other formal action of the Board.

Section 45. Adjournment. When each item on an agenda item has been dealt with adjournment can be declared by the presiding officer or by other formal action of the Board.

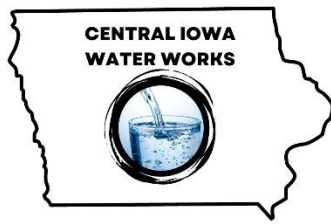
Section 46. Informal Requests. Before or during the consideration of any matter, or in the course of any hearing, a Board member may request and receive information, explanations or the opinions of the CIWW Executive Director, of any member of the Committees established under the CIWW Agreement or by the Board, of any employee of the Board, or of CIWW legal counsel.

Section 47. Amendment or Repeal of Bylaws. As provided in the Central Iowa Water Works Agreement, these Bylaws may be amended or repealed by a majority vote of the Board taken at any regularly scheduled or specially called meeting of the Board, provided that such proposed amendment or repeal of these bylaws was presented in writing at a prior regular meeting of the Board, and provided that notice of the impending vote thereon is contained in the meeting notice and agenda of the meeting at which such vote is to be taken.

Section 48. Delegation of Duties of Secretary. The duties of the Secretary under these Bylaws may be performed by a Board clerk appointed at any time by resolution of the Board. Any references herein to the Secretary shall be deemed to refer also to the Board Clerk so appointed, if any.

These Bylaws adopted by the CIWW Board on \_\_\_\_\_, 2024, pursuant to CIWW Board Resolution No. 24-\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, CIWW Board Secretary



# CENTRAL IOWA WATER WORKS

## BOARD OF TRUSTEES ACTION ITEM FORM

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 7C

**SUBJECT:** Motion – Approval of Interim Legal Services

### **SUMMARY:**

In accordance with Article XIV, Section 4 of the Central Iowa Water Works 28E/28F Agreement, CIWW is authorized to select and engage a general counsel (“Legal Counsel”) on terms specified by the Board and such special counsel as the Board may from time to time determine.

Initially, services from legal counsel will be immediately necessary to assist with organizational and formation tasks, on an interim basis and until a general counsel can be engaged by CIWW. These tasks will include preparation of initial bylaws, policies, resolutions, minutes, open meeting and open records issues, assistance with insurance and other arrangements for the operation of CIWW, preparation of initial RFPs, and other urgent tasks to get CIWW up and running. Interim tasks will exclude matters that can reasonably be deferred until permanent counsel is selected.

Amy Beattie with Brick Gentry and Rick Malm with Dickinson Bradshaw have been instrumental in the development of the Central Iowa Water Works 28E/28F Agreement. Their depth of knowledge and engagement has been invaluable in bringing CIWW to this point. Brick Gentry are currently and will continue to be counsel to Members West Des Moines Water Works, Ankeny, Johnston, Polk City, and Waukee. Dickinson Bradshaw are currently and will continue to be counsel to members Des Moines Water Works and Grimes. It is expected that issues of conflict of interest can be managed by waiver, by reliance on one firm or the other in specific matters to avoid direct conflicts, or by deferral or referral of problematic legal matters where a conflict problem exists until permanent counsel can be retained.

Staff from several of the Member Agencies believe retaining Amy Beattie and Rick Malm as co-counsel to provide interim legal services would facilitate a smooth transition into the regional structure of CIWW. Their familiarity with the 28E/28F Agreement and the Member Agencies will be most beneficial.

### **FINANCIAL IMPACT:**

Hourly rate of \$240/hr which is based on existing negotiated agreements with Des Moines Water Works and West Des Moines Water Works.

### **RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion authorizing Officers of the Board to negotiate an agreement with Amy Beattie and Rick Malm to provide Interim Legal Services to CIWW until general counsel is engaged including services since January 1, 2024 related to CIWW.



Prepared by: T. Al-Ghajar



# CENTRAL IOWA WATER WORKS

## BOARD OF TRUSTEES ACTION ITEM FORM

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 7D

**SUBJECT:** Interim Executive Director

### **SUMMARY:**

In accordance with Article XIV, Section 1 of the Central Iowa Water Works 28E/28F Agreement, CIWW shall employ an Executive Director selected by the Board who shall be the CEO and General Manager of CIWW and serve at the pleasure of the Board. The Board may elect to engage a qualified firm to provide the Executive Director's services in lieu of hiring an Executive Director.

A committee has been established to consider the Interim Executive Director Services to CIWW until the Executive Director is selected. There are many tasks that must be completed in the near term to set CIWW on the right path, including monthly Board and committee activities, budget and financial structure, record keeping, communication plans, etc. An Interim Executive Director can oversee completion of these tasks as the Executive Director search is conducted. The committee has considered several options and has made several inquiries to determine interest.

Out of these discussions, a potential candidate, Bill Smith, has been identified. Mr. Smith's resume and a summary of his relevant experience are attached. The committee, as well as the General Managers of DMWW and WDMWW, and retired General Manager of UWU, have met and/or had conversations with Mr. Smith to understand how his knowledge, skills, and experience could benefit CIWW in the Interim Executive Director role.

The committee recommends the Executive Committee, working with legal counsel, negotiate a contract with Mr. Smith and engage him as Interim Executive Director before the May 22nd CIWW board meeting.

### **FINANCIAL IMPACT:**

Mr. Smith's hourly rate is \$150/hour.

### **RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to authorize the Executive Committee and legal counsel to negotiate a contract with William Smith to engage him as Interim Executive Director.

Prepared by: \_\_\_\_\_

A handwritten signature in blue ink is written over a horizontal line. The signature appears to be "T. Johnson".

**WILLIAM H. SMITH, JR.**

4816 Pleasant Street  
Des Moines, Iowa 50312, U.S.A.  
(515) 554-4104

**ENERGY CONSULTING, 2016 -  
Recent Engagements**

- ECOWAS Regional Electricity Regulatory Authority, Rules of Practice and Procedure, 2023
- National Association of Regulatory Utility Commissioners, prepared MiniGuide on Electric Transmission Siting, 2021
- NARUC Energy Regulatory Partnership – Bangladesh (2017-2018)
- NARUC Nigeria Technical Assistance on Developing a Regulation for Eligible Customers (2017)
- NARUC Energy Regulatory Partnership – Pakistan Scoping Mission (2017)

**ORGANIZATION OF MISO STATES, Executive Director, 2004 - 2015**

- Coordinated state commission participation in the Midcontinent wholesale regional electricity market
- Began and operated organization of 12 – 17 public agency members, with governance and financial responsibility
- Frequent presentations on market design, system operation system and grid planning

**IOWA UTILITIES BOARD**

Government Relations Manager, 1998 – 2003  
Chief, Bureau of Rate and Safety Evaluation, 1986-1998

LAW PRACTICE, Washington, D.C., 1985

FEDERAL ENERGY REGULATORY COMMISSION, 1980-1984

US GENERAL SERVICES ADMINISTRATION, 1976 - 1980

FEDERAL MARITIME COMMISSION, 1972 – 1976

US ARMY, First Lieutenant, 1968-1972

**EDUCATION**

Yale University, Bachelor of Arts, Economics, 1965.

Cornell University, Juris Doctor, 1968.

**WRITING, TEACHING, AND SPEAKING**

- Author, Formation and Nurture of a Regional State Committee, 28 Energy Law Journal 185 (April 2007), available at <https://www.eba-net.org/assets/1/6/11-185-205.pdf>
- Speaker at energy regulation conferences, including programs sponsored by Iowa State University, Michigan State University Institute of Public Utilities, University of Wisconsin Public Utilities Institute, NARUC, American Bar Association, Energy Bar Association, Gas Daily, customer groups, and utility groups.

When we formed the Organization of MISO States (OMS) in 2002-2004, we created a vision, designed a structure to fulfill the vision, and set out the steps to build the structure. Each of those development stages included gathering input and buy-in from many stakeholders, funders, and regulators. We created specific task areas for implementation:

- corporate documentation, bylaws, regulatory and tax filings
- funding agreements and banking authority
- budgeting
- personnel planning and selection
- physical facilities and equipment
- internal governance, work groups, meeting agendas, record-keeping and reference

I was involved with the first three bullets before I became Executive Director. The three latter bullets were regular parts of my work as Executive Director.

The CIWW Board and its member utilities have developed the vision and are now ready for an Interim Executive Director to design and create the structure that will put the vision into operation. As with the OMS example, the design and implementation will need regular input and coordination with internal and external stakeholders. While maintaining an easy flow of information with stakeholders, CIWW leadership will need to demonstrate independence from them.



# CENTRAL IOWA WATER WORKS

## BOARD OF TRUSTEES ACTION ITEM FORM

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 7E

**SUBJECT:** Interim Financial Services

**SUMMARY:**

1. In accordance with Article XIV, Section 3 of the Central Iowa Water Works 28E/28F Agreement, CIWW is authorized to select and engage one or more qualified consultants to advise and support the Board in financial matters including budgeting, cost allocation studies, rate setting, indebtedness, and other financial matters as set forth in Schedule XIV-3. The financial advisor or advisors shall have professional responsibility to the Board to advise on a competent and impartial basis.

Initially, services from a financial advisory consultant will be necessary to facilitate an annual budget; complete an annual Cost of Service study and make rate recommendations to the CIWW board; evaluate bond markets, make recommendations, and oversee all aspects of debt management policy and bond issuances or alternative financing, including analyses of financing alternatives, evaluations of underwriter and bond counsel proposals, and oversee financing structure including pricing, maturity schedules, bond covenants, ratings and rating agency presentations; oversee investments of bond reserve and operating reserve funds; etc.

Matt Stoffel with PFM has worked with many of CIWW's Member Agencies to evaluate the financial implication of CIWW membership and is very familiar with the CIWW financial model. His experience with and knowledge of the financial model will be a valuable asset as CIWW moves into its first year of operation. Staff from several of the Members believe retaining Matt Stoffel and PFM to provide interim financial advisory services would facilitate a smooth transition into the regional structure of CIWW.

2. It will also be necessary to arrange for interim accounting related financial services for CIWW to oversee corporate insurance; maintain accounting records and prepare monthly financial statements and management reports as requested by the Board; facilitate the annual audit; confer, consult, and coordinate with financial staff of Water Producing Member Agencies and other contractors of CIWW to obtain and compile necessary financial information to conduct business for CIWW or communicate information to Member Agencies and other stakeholders; make presentations to and attend CIWW or Member Agency Board meetings as needed; provide other financial services as requested.

It is recommended that Des Moines Water Works be retained to provide interim accounting related financial services.

**FINANCIAL IMPACT:**

As negotiated with PFM and Des Moines Water Works.

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

1. Motion authorizing the Executive Committee to negotiate an agreement with PFM to provide interim financial advisory services to CIWW until a financial advisory consultant is engaged.
2. Motion authorizing the Executive Committee to negotiate an agreement with the Des Moines Water Works to provide interim accounting related financial services to CIWW.

Prepared by: Clara Murphy



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 8A

**SUBJECT:** Executive Director Recruitment/Search Process

**SUMMARY:**

With the startup of CIWW, a permanent executive director will be hired to help run Central Iowa Water Works.

The Board will need to decide what recruitment process it wants to take for this recruitment. The options the Board has are to (1) engage the same search committee that has been assisting with the recruitment of an interim executive director or (2) task the newly formed executive committee with the recruitment or (3) some other search committee option.

The interim executive director search committee recommends that the newly formed executive committee handle the permanent executive director recruitment but are willing to provide any feedback or share thoughts for consideration on the process or candidates. Staff and the interim executive director's search committee recommend engaging a firm that specializes in this type of national recruitment for qualified candidates for this position. They also recommend authorizing the search committee to retain a firm ahead of the next board meeting.

The Board can expect it to take six to nine months to recruit an executive director and should take action to begin this in order to have an executive director in place prior to the operational commencement date.

**FINANCIAL IMPACT:**

To be determined. Costs will be incurred for a recruitment firm and ultimately the salary and benefits of the executive director.

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Discussion and determination of the recruitment process. A motion determining the appointment of the executive committee to begin the recruitment process should be considered and authorizing that committee to engage and retain a recruitment firm.

Prepared by:                     Clara Murphy



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 8B

**SUBJECT:** Administrative Support

**SUMMARY:**

With the startup of CIWW, both an interim and permanent executive director are planned to help fully execute the function of both the startup and running of Central Iowa Water Works.

Many administrative functions will be needed in the execution of CIWW. It is anticipated that a new executive director will hire appropriate administrative support.

It is not yet determined what amount of administrative support will be needed for the interim executive director. This may be determined by the person selected to serve in the interim executive director role.

**FINANCIAL IMPACT:**

To be determined.

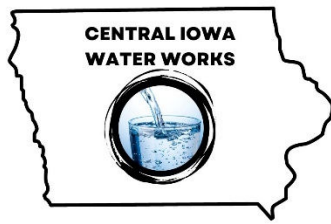
**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Discussion and determination of the administrative support for both the interim and permanent executive director.

Prepared by: \_\_\_\_\_

*Clayton Murphy*





# CENTRAL IOWA WATER WORKS

## BOARD OF TRUSTEES ACTION ITEM FORM

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 8C

**SUBJECT:** Establishment of the Executive Committee

**SUMMARY:**

With the startup of CIWW, an Executive committee will need to be established as outlined in the 28E/F

The 28E/F states the following:

*An Executive Committee is established for the purposes of reviewing and advising on policy issues at the request of the Executive Director or the Board and making recommendations to the Executive Director, and of making recommendations to the Board regarding the appointment of the Executive Director and thereafter periodically reviewing the performance of the Executive Director and to otherwise assist and advise the Board and the Executive Director. The Executive Committee shall be chaired by the Board Chair. Members of the Executive Committee shall be appointed by action of the Board each year at the Annual Meeting of the Board, consistent with the following provisions.*

*For the first three (3) full calendar years after the Effective Date, the Executive Committee shall be comprised of (i) the current Chair, (ii) a Trustee representing DMWW unless it is already represented on the Executive Committee, (iii) a Trustee representing WDMWW unless it is already represented on the Executive Committee; (iv) a Trustee representing UWU unless it is already represented on the Executive Committee; (v) the most recently presiding Chair prior to the current Chair who remains a current Trustee, if applicable; and (vi) one (1) additional Trustee selected at-large. The foregoing provision notwithstanding, at no time shall the membership of the Executive Committee equal or exceed the quorum for the full Board. If the size of the Executive Committee must be reduced to meet this condition, the membership of the Executive Committee shall be reduced by eliminating one or more categories named above in reverse order as named above, that is category (vi), then (v) and so on.*

*The Executive Committee shall meet at the call of the Board Chair or at the request of the Executive Director to fulfill its purposes as set forth herein and such other duties as may be assigned to the Executive Committee by resolution of the Board. Member Agencies shall all be provided at least two (2) days' advance notice of, and an Agenda for, all meetings of the Executive Committee.*

**FINANCIAL IMPACT:**

None.

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Discussion, solicitation of nominations for at large member, and determination of members of the Executive Committee. Board may take action at this meeting or the next board meeting.

Prepared by: Clara Murphy



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 8D

**SUBJECT:** Establishment of Finance and Audit Committee

**SUMMARY:**

With the startup of CIWW, a Finance and Audit committee will need to be established as outlined in the 28E/F

The 28E/F states the following:

*The Finance & Audit Committee is hereby established for the purposes of reviewing issues and items referred to it by the Board. In addition, the Finance & Audit Committee shall make recommendations to the Board on the following: (i) finances, budgets, and budget amendments; (ii) audits of CIWW finances and CIWW records; (iii) rates and charges to Member Agencies; and (iv) such other duties as may be assigned by Board resolution.*

*Members of the Finance & Audit Committee shall be appointed annually by the Board Chair at the Annual Meeting. The Membership of the Committee shall not equal or exceed the number constituting a quorum for the full Board. The Finance & Audit Committee shall include the Executive Director or his or her designee, and contracted Third-Party Advisors of the Board, neither of which will be a voting member of the Committee. The Finance & Audit Committee shall be chaired by a voting member of the Committee elected by vote of the voting members of the Committee.*

*The Finance & Audit Committee shall meet in accordance with a meeting schedule approved by the Committee, at the call of the Chair of the Committee, or at the direction of the Board.*

**FINANCIAL IMPACT:**

None

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Discussion and solicit volunteers for the Finance and Audit Committee. Board may take action at this meeting or the next board meeting.

Prepared by: \_\_\_\_\_

*Clara Murphy*



**CENTRAL IOWA WATER WORKS**  
**BOARD OF TRUSTEES ACTION ITEM FORM**

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 8E

**SUBJECT:** Establishment of CIWW Communications Plan

**SUMMARY:**

With the startup of CIWW, it is important that an interim communications plan be implemented in order to provide necessary communications with the media and the public. With the establishment of a website for CIWW, the communications plan and designated persons will work with a website consultant to help stand up a basic landing page with information about the 28E and contact information for those of interest.

A copy of an interim communications plan is attached for the Board to review. This is a working document that will change over time but is meant to provide guidance until an Executive Director is hired.

**FINANCIAL IMPACT:**

Up to \$15,000 for the establishment of a CIWW landing page. Up to an additional \$25,000 to reimburse WDMWW and DMWW for use of their media personnel and/or consultants.

**RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

Motion to approve the interim communications plan for CIWW and reimbursement for media personnel/consultant(s).

Prepared by:           Cltc Murphy

# Central Iowa Water Works

## Media and Communications Plan

In anticipation of the first CIWW meeting, we have put together the following framework for communications. Several questions should be addressed as the board prepares to “stand up” the utility:

1. To whom should press inquiries be directed?

*Melissa Walker and Jamie Buelt handle media inquiries as well as news releases and pitches for Des Moines Water Works and West Des Moines Water Works respectively. They have conducted most of the heavy lifting with regard to communications and media for CIWW.*

2. When will an executive director be hired?

*The executive director’s recruitment is anticipated to take six to nine months from first CIWW Board meeting.*

3. What will the interim director be responsible for and how long will that role be active?

*Currently being determined by the CIWW Board of Trustees*

4. Until CIWW’s own web site is up and running, how will board meeting schedules, agendas and minutes be announced and provided to the public? Email? Coordinated outreach from the founding members?

*Currently being posted on page by DMWW and will transition to new website. Agendas will be posted at all entities and location of the meeting. Agendas and packets will be distributed by email by the Board Clerk.*

The following table addresses many of the media topics and issues that CIWW board members may encounter over the next 8-12 months. Keep in mind that this is a living document in that it needs to be updated on a regular basis to reflect the progress of CIWW as well as the water industry in general.

Social media communications need to be consistent across all 12 founders. CIWW should have a formal media policy. At the same time, a great deal of what CIWW does is business-to-business with the individual utilities, water departments and rural providers having the direct customer relationship. In many cases, the information can be put together by the interim communication team and shared with the other founders. An example is the groundbreaking for the Beaver Drive feeder main. Melissa Walker and DMWW is preparing the materials including photos and will share with others.

DATE	COMMUNICATION	COMPONENTS AND TASKS	RESPONSIBILITY
TBD	CIWW logo design	Melissa has six draft/placeholder designs and tagline for consideration.	Melissa
Now	Consistent messaging for all platforms	<ul style="list-style-type: none"> <li>• <b>Local control, regional collaboration.</b> All 12 participating founding members will benefit from a regional system.</li> <li>• Each founding member will have a seat on the CIWW governing board.</li> <li>• Water production will be managed cooperatively in the face of climate change, drought, and other threats anticipated in the years ahead.</li> <li>• Stronger together for Today and Tomorrow.</li> </ul>	Melissa Walker Jamie Buelt
TBD	Launch of web site (www.ciww.gov)	<ul style="list-style-type: none"> <li>• Initial Blue Compass. The price was \$15,500 for a simple landing page. This needs to be updated but the cost will not likely be lower.</li> <li>• Cylosoft offered a quote of \$8,500.</li> <li>• Additional quotes were requested from Spinutech (Metro Waste) and CivicPlus (WRA). Spinutech declined to quote because the job is too small.</li> <li>• Pylvot Digital Growth is quoting. The price is expected to be between \$10,000 and \$12,000. A comparison matrix will be prepared once it does and a recommendation made based on price, timing, ease of CMS and the ability to upgrade and expand.</li> </ul>	Jamie Buelt

04-19-24	News release, fact sheet, agenda for the first full board meeting, photo op/news conference	<ul style="list-style-type: none"> <li>• Melissa drafted, Jamie edited and added industry quote.</li> <li>• Amy Kahler added the 28E/F filing. Reviewed by legal.</li> <li>• Press distribution to contact points for each entity and media.</li> </ul>	Melissa
04-24-24	First official CIWW board meeting	<ul style="list-style-type: none"> <li>• News Conference at 2:30 p.m. ahead of the first board meeting</li> <li>• Primarily a photo op with all board members</li> <li>• Banner: CIWW Stronger Together</li> <li>• Leave-behind?</li> </ul>	News avail for board members.  Jamie and Melissa are handling media relations.
04-24-24	Election of board officers	News release, posting to web site and social media.	Melissa & Jamie
TBD (late summer)	Naming of the Executive Director	News release	Jamie & Melissa
TBD	Mechanics of executing the 28E/F including asset transfers and investments in CIWW	<p>Be prepared to answer questions. There are several important benchmarks yet to come and the board needs to adopt a press strategy that provides benchmark updates:</p> <ul style="list-style-type: none"> <li>• Board/Administrative</li> <li>• Water production contracts with (DMWW, WDMWW, Polk City and Grimes)</li> <li>• Financial (funding CIWW, asset transfer)</li> </ul>	Melissa & Jamie

01-01-25	“Standing up” CIWW	<ul style="list-style-type: none"> <li>• News conference with stakeholders and key audiences.</li> <li>• Add a commemorative aspect—something that celebrates the accomplishment. Underscore the context of what this means and magnitude of the accomplishment.</li> </ul>	Jamie & Melissa working with CIWW board and director
TBD	<p>Project announcements</p> <ul style="list-style-type: none"> <li>• New feeder main</li> <li>• Saylorville expansion</li> <li>• Western expansion</li> </ul>	As projects are announced, they provide us with the opportunity to emphasize and underscore why we formed CIWW. These will be evaluated on a case-by-case basis. Materials will be provided to the founders for dissemination to their communities.	Melissa & Jamie
TBD	Issue-related inquiries	<p>Data centers, PFAS, water quality, conservation, Irrigation, microplastics in drinking water, lead and copper, Iowa’s 4-year drought, etc.</p> <p>These are “hot” water topics and may have differing relevance to the founders but still relate to water treatment and production.</p>	Jamie & Melissa





# CENTRAL IOWA WATER WORKS

## BOARD OF TRUSTEES ACTION ITEM FORM

**Meeting Date:** April 24, 2024

**ITEM NUMBER:** 8F

**SUBJECT:** Acknowledgement of Technical Committee Representatives

**SUMMARY:**

The 28E/F calls for a Technical Committee to be established. Unofficially the technical committee has been meeting to help continue planning for future water supply needs.

Founding members have been asked to identify their representative to the Technical Committee. Each founding member is allowed to designate an alternate if desired.

Duties of the Technical committee as stated in the 28E/F are as follows:

*A Technical Committee is hereby established to provide technical advice or recommendations to the Board in areas requiring technical, business, or operation expertise, including but not limited to:*

- (i) Determination of each Member Agency's water consumption, including its Annual Demand, Max Day Demand, average day demand, and average consumption over a specified number of consecutive years (e.g., 3 or 5 years);*
- (ii) Computation of updates to Schedule I-2 as soon as may be practical annually after the end of each calendar year;*
- (iii) Determination of designs for all capacity enhancements to be constructed by, or at the request and cost of, CIWW;*
- (iv) Recommendations regarding capacity enhancements or other improvements proposed by one or more Member Agencies or any proposed new Prospective Member Agencies;*
- (v) Determining the population served by each Member Agency for purposes of Section 4 of Article VIII;*
- (vi) Review of the operational sufficiency of the preliminary budget proposed by the Executive Director each year;*
- (vii) Review and recommendations to the Board regarding the meaning or application of the definitions of Water Supply Activity, Water Distribution Activity, Water Supply Facility or Water Distribution Facility;*
- (viii) Monitor effectiveness of, and compliance with the CIWW Water Shortage Plan and advise the Board with respect to amendments thereto as needed;*
- (ix) Monitor the usage by each Member Agency of shared transmission mains and pumping stations in comparison to the capacity assigned to each Member Agency under applicable agreements and recommend solutions required to remediate any excess usage and resulting detriment to other Member Agencies; and*
- (x) Duties as outlined in this Agreement, and such other duties requiring technical or business expertise as may be assigned by Board resolution.*

*The Technical Committee shall be comprised of one (1) individual appointed by each Member Agency, who may be, but is not required to be a Trustee representing such Member Agency, but who shall be an*

*individual familiar with the Member Agency's local distribution or business operations. Each Member Agency may also appoint an alternate representative. The Technical Committee shall include the Executive Director or his or her designee, who shall not be a voting member of the Technical Committee. Each Member Agency is entitled to one vote on the Technical Committee to be cast either by the appointed individual or alternate.*

Below is a table of the representatives and alternates:

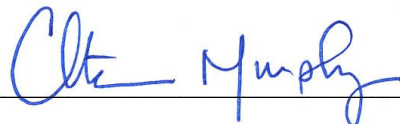
CENTRAL IOWA WATER WORKS TECHNICAL COMMITTEE				
FOUNDING AGENCY	REPRESENTATIVE NAME	POSITION	ALTERNATE NAME	POSITION
ANKENY	Don Clark	Director of Municipal Utilities	Shawn Buckner	Water Superintendent
CLIVE	Jeff May	Public Works Director	Jerry Freestone	Operations Administrator
DMWW	Kyle Danley	Chief Operating Officer	Lindsey Wanderscheid	Engineering Supervisor
JOHNSTON	Matt Greiner	Public Works Director	Shane Kinsey	Water/Sewer Analyst
GRIMES	Kevin Hensley	Public Works Director	Matt Ahrens	City Engineer
NORWALK	Wayne Schwartz	Public Works Director	-	-
POLK CITY	Mike Schulte	Public Works Director	Randy Franzen	Public Works Supervisor
URBANDALE WATER UTILITY	Neil Weiss	General Manager	Dale Acheson	Administrative Advisor
WARREN WATER DISTRICT	Andy Fish	Assistant Manager	Stan Ripperger	Systems Manager
WAUKEE	Rudy Koester	Public Works Director	Tim Royer	Assistant Public Works Director - Operations
WDMWW	Christina Murphy	General Manager	Lyle Hammes	Principal Engineer - Water Production
XENIA	Royce Hammitt	CEO/General Manager	Corey Iben	HR & Administration Manager

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:**

A motion acknowledging the initial appointments of the Technical Committee Representatives.

Prepared by:  \_\_\_\_\_