

# AGENDA

Board of Trustees  
Central Iowa Water Works  
July 24, 2024  
Mid-American Energy Rec Plex, Community Room A  
3:00 p.m.

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

[Join Zoom Meeting](#)

Meeting ID: 831 4244 5055

Passcode: 292985

United States:

+1 (305) 224-1968

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***Item 1: Call to Order***

***Item 2: Roll Call***

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

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

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

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

**Item 6: Board Action Items**

- A. Resolution – Approving CIWW to Become an Iowa Public Agency Investment Trust Member
- B. PFAS Litigation Claim
  - 1. Status Update
  - 2. Motion - Ratify Submission of DMWW and WDMWW PFAS Litigation Claims

**Item 7: Recommendations from Committees**

- A. Executive Committee
  - 1. Information – Executive Director Recruitment/Search Process
  - 2. Information – Executive Assistant Recruitment
- B. Finance and Audit Committee
  - 1. Resolution – Approval of PFM Engagement Letter and Scope of Work
  - 2. Motion – Approval of Interim 2024 Budget
  - 3. Motion – Recommendation for DMWW to provide Meter-to-Cash Services and Authorize Staff to Prepare Documentation
- C. Technical Committee
  - 1. Information – Draft Five-Year Capital Improvement Plan

**Items 8: Report**

- A. Interim Executive Director Report
  - 1. Website - Demo
- B. Producers Report
  - 1. Nitrate Update
  - 2. Saylorville Water Treatment Plant Tour – July 31, 3:30 p.m.
- C. Technical Committee Report
- D. Long-Range Planning and Capital Improvements Committee Report
  - 1. Committee has not yet met
- E. Finance and Audit Committee
  - 1. Issuance of Financial Operations and Services RFP

**Item 9: Other Business**

**Adjournment**

Upcoming CIWW Activities – August			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
August 22	11:00 a.m.	WDMWW Board Room	Finance and Audit Committee
August 14	1:00 p.m.	DMWW Board Room	Technical Committee
August 28	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER: 5A-E**

**SUBJECT:**

- A. Motion – Approve the Minutes from June 26, 2024; CIWW Board Meeting, as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from June 19, 2024; Technical Committee Meeting
- C. Motion – Receive Draft Minutes from July 10, 2024; Technical Committee Meeting
- D. Motion – Receive and File Minutes from June 13, 2024, and July 8, 2024; Finance and Audit Committee Meetings, subject to correction, as recommended by the Board Clerk
- E. Motion – Receive and File Minutes from June 14, 2024, June 25, 2024 and July 12, 2024; Executive Committee Meetings, subject to correction, as recommended by the Board Clerk

**SUMMARY:**

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

**FINANCIAL IMPACT:**

None.

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

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

Prepared by: Clara Murphy

**Item: 5A**

CENTRAL IOWA WATER WORKS BOARD OF TRUSTEES

Wednesday, June 26, 2024 at 3:00 P.M.

MEETING LOCATION:

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

MINUTES

ITEM 1: Call to Order

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

ITEM 2: Roll Call

Trustees in Attendance

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

Such persons, being all Trustees, constituted a quorum.

Others in Attendance

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

**Item: 5A**

\*Participated in the meeting via electronic means

ITEM 3: Approving Agenda, as Presented or as Amended

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

ITEM 4: Public Comment Period

There were no comments from the public.

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

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

- A. Motion – Motion to approve the Minutes of the Meeting of May 22, 2024, as published, subject to correction, as recommended by the Board Clerk
- B. Motion - Receive and File Minutes from May 8, 2024 Technical Committee Meeting
- C. Motion - Receive Draft Minutes from June 19, 2024 Technical Committee Meeting
- D. Motion – Receive Draft Minutes from June 13, 2024 Finance and Audit Committee Meeting
- E. Motion – Receive Draft Minutes from June 14, 2024 Executive Committee Meeting
- F. Motion – Receive and File May Financial Summary and Approve May Expenditures as listed and attached to these minutes.
- G. Motion – Revise Board of Trustees 2024 Meeting Schedule to Change November 27 Meeting to November 20

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

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ITEM 6: Board Action Items

6A. John Edwards made a motion to Authorize legal counsel to submit a Motion to Intervene to the Federal Energy Regulatory Commission regarding the Saylorville Hydroelectric Project preliminary permit application on behalf of Des Moines Water Works and Central Iowa Water Works. The motion was seconded by Tom Phillips. The motion was adopted by unanimous vote.

6B. John Edwards made a motion to adopt the Policy on Public Information Requests as presented to the meeting. The motion was seconded by Tom Phillips. The motion was adopted by unanimous vote.

6C. John Edwards made a motion to adopt the resolution approving the maximum deposit amount of \$5 million at Bankers Trust in the form presented to the meeting. The motion was seconded by David Jones. The motion was adopted by unanimous vote.

## **Item: 5A**

### ITEM 7: Recommendations from Committees

#### A. Executive Committee

1. Information – Executed Agreement for Professional Services for the Executive Director Recruitment/Search Process
2. Information - Executed Agreement with Bond Counsel
3. Information - Executed Agreement with Special Counsel for Asset Transfer and Operating Contracts

#### B. Finance & Audit Committee

##### 1. Investment Policy

- a. Sue Huppert made a motion to approve the proposed Investment Policy Resolution in the form presented to the meeting, and it was seconded by John McCune. The motion was adopted by unanimous vote.
  
- b. Jody Smith made a recommendation to designate Amy Kahler as the Treasurer to CIWW to provide oversight for investment activity. The motion was made by John Edwards and seconded by Tom Philips. The motion was adopted by unanimous vote.

2. John Edwards made a motion to approve the Reserve Fund Policy for CIWW in the form presented to the meeting. The motion was seconded by David Jones. The motion was adopted by unanimous vote.

3. John Edwards made a motion to approve the Interim Purchasing Expenditure Policy Resolution in the form presented to the meeting. Tom Philips seconded the motion. The motion was adopted by unanimous vote.

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

### ITEM 8: Reports

#### A. Interim Executive Director Report

- a. Executive Director Search
- b. Board Orientation
- c. Website

#### B. Producers Report

- a. Nitrate Update
- b. Water Shortage Plan Review

#### C. Technical Committee Report

**Item: 5A**

- a. Saylorville Water Treatment Plant Expansion Project Update
- b. Long Range Water Supply Study
- D. Long Range and Capital Improvements Committee Report
  - a. Appointed Members
- E. Finance and Audit Committee
  - a. Scott Brennan Elected as Chair
  - b. Approval of PFM as Financial Advisor and Scope of Work

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

ITEM 9: Adjournment

Having no other business the meeting was adjourned by the Chair at 4:04 P.M.

**Item: 5B**

**NOTICE OF MEETING**

**CENTRAL IOWA WATER WORKS  
TECHNICAL COMMITTEE**

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

June 19, 2024  
1:00 pm

**MINUTES**

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

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

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

Item 3: Minutes Approved for May 8, 2024 – minutes approved with no objection.

Item 4: Source Water Nitrates – Information: The source water nitrate concentrations vary significantly across different water sources, with the highest level recorded in the Raccoon River at Fleur at 14.24 mg/L, and the lowest at Maffitt Reservoir at 0.01 mg/L. The capacity of the water treatment plants, and aquifer storage recovery systems are adequate to handle the current nitrate levels, but the projected demand is approaching 86% of the total capacity. This highlights the need for continuous monitoring and management to ensure the water supply remains safe and sufficient.

Item 5: Process for Submission and Approval of Minutes – Information: Meeting minutes in draft form will be reviewed by Kyle, Andy, and/or Lindsey before being sent to be included in the CIWW board packet. Draft minutes will be watermarked as DRAFT. The approved minutes from the previous month will also be included in the CIWW board packet. Consequently, there will be two sets of Technical Committee meeting minutes in each CIWW board packet.

Item 6: West Des Moines Board of Adjustment (Spraytec) – Information: A meeting was held on May 13<sup>th</sup> with representatives from Des Moines Water Works, West Des Moines, West Des Moines Water Works, and Spraytec. An update was provided to the Technical Committee. Mike McCurnin highlighted that we are still awaiting the complete submittal of Safety Data Sheets



## **Item: 5B**

(SDSs) from Spraytec.

Item 7: Proposed Saylorville Lake Hydroelectric Project – Information: Saylorville Lake, authorized by Congress in 1958, reached its conservation level in 1977. In 1982, the lake's pool level was raised from 833 feet to 836 feet, allowing storage of 12,299 acre-feet of water supply, which constitutes 1.9% of the total capacity for DMWW. Recently, Kram Hydro filed a Preliminary Permit Application with FERC to explore a potential Hydroelectric Project at Saylorville Dam. DMWW's rights and obligations concerning Saylorville will be transferred to CIWW. It is proposed that DMWW and CIWW jointly file a motion to intervene to ensure consultation by the developer and to preserve their participation rights as the project progresses.

Item 8: HDR Future Treatment Plant Study - Information: The group discussed using Dropbox, which the CIWW Board currently utilizes, for sharing information related to the HDR Future Treatment Plant Study.

The HDR study explores two primary alternatives for future water treatment plant development. Alternative 1 focuses on expanding the McMullen Water Treatment Plant (WTP) to handle 37.5 million gallons per day (MGD) by 2030. Additionally, the Grimes WTP would be expanded to 7 MGD by 2030 and further to 8.5 MGD by 2050. The Saylorville WTP is planned to increase its capacity significantly to 70 MGD by 2050.

Cost projections for treatment improvements in Alternative 1 are estimated at \$13.16 per gallon. Details regarding distribution improvements are not currently available.

Alternative 2 proposes the addition of a new West WTP with a capacity of 12 MGD by 2030. Similar to Alternative 1, the Grimes WTP expansions are planned, and the Saylorville WTP capacity would reach 70 MGD by 2050.

Cost projections for treatment improvements in Alternative 2 are estimated at \$14.10 per gallon. Details regarding distribution improvements are not currently available.

These alternatives outline strategic approaches to meet future water demand through infrastructure expansions and improvements, each considering different cost implications and capacity projections.

Schedule/Timeline: TM-7 expected July 3<sup>rd</sup> and Alternative Selection Workshop 7/10.

Item 9: Saylorville 10 MGD Expansion – Information: Progress on the Saylorville 10 MGD expansion: UF pilot testing nearing completion, targeting 0.05 NTU. Concerns over Dupont membrane performance despite recent maintenance. RO Procurement Specification soon sent to DNR. Final sample for metal translator study taken, awaiting DNR review for NPDES permit limit increase. Field survey found critical bat habitats. Section 404 Permit pursuit planned for sites under 10 acres. Initial hydrogeologic tests showed suitability at Sites 4-7, with detailed pumping tests planned next.

Item 10: Long Range Planning and Capital Improvements Committee Seats – Information: The

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Long Range Planning and Capital Improvements Committee Seats discussion included agreement on the document circulated by Amy Kahler, detailing current members and alternates. Royce Hammitt mentioned he would verify Xenia's status and follow up with Amy or Christina.

Item 11: CIP Discussion – Information: West Des Moines Water Works, Polk City, and Des Moines Water Works presented their Capital Improvement Plans (CIPs) to the Technical Committee. However, Grimes was unable to share theirs due to an early departure for an urgent matter. The group discussed the upcoming July deadline for the budget and the possibility of having a draft available for review at the August Technical Committee meeting.

Item 12: Grimes Projects Discussion: No update was provided.

Item 13: Polk City Projects Discussion: Randy Franzen stated that there are no updates to provide at this time.

Item 14: West Des Moines Water Works Projects Discussion: Christina Murphy shared that there is a meeting tomorrow with the City of Van Meter that will cover discussions on the land related to the West Plant.

Item 15: Des Moines Water Works Projects Discussion - Information: Lindsey Wanderscheid discussed an amendment to the Filter Media Rehabilitation study. CDM Smith has been tasked with an amendment for preliminary engineering on a filter rehabilitation project. This includes replacing underdrains, upgrading media type, valves, and piping. Building upon the 2022 Conceptual Design Report, the project is budgeted at \$298,900 and expected to last four months, aiming for completion by November 2024. Pilot testing is scheduled for completion by Labor Day, with current efforts focused on enhancing filter media across four filters to bridge until the larger project concludes.

Mike McCurnin shared with the group the Ground Lease Agreement with AT&T, now operating as New Cingular Wireless at Tenny Standpipe, involves a revised lease starting at \$1800 per month with a 3% annual escalation. The agreement spans a initial 5-year term with provisions for five additional 5-year renewal options beyond the expiration in 2025.

Kyle Danley presented updates on the City of Des Moines' Merle Hay Road Placemaking Study, focusing on Tenny Standpipe Landscape Improvements and proposed changes to the right-of-way. This includes removing the southbound turn lane, narrowing the roadway, and utilizing the remaining space for new sidewalks. DMWW is exploring relocating the driveway at the Tenny Standpipe corner to access their property's west side.

Kyle also shared Verizon, AT&T, and T-Mobile currently have equipment and leases at Tenny. Verizon and AT&T share a monopole, while T-Mobile has its own infrastructure. Recently, US Cellular was granted approval to install equipment on the AT&T monopole. Verizon has had a generator on-site for an extended period. T-Mobile installed a generator without prior authorization. AT&T is now seeking approval to install their own generator at the site.

Item 16: Other Business: Kyle Danley provided a brief update regarding emergency repairs that

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were needed for West High Lift #5.

Item 17: The meeting was adjourned by mutual agreement at 3:16 pm.

**Item: 5C**

**NOTICE OF MEETING**

**CENTRAL IOWA WATER WORKS  
TECHNICAL COMMITTEE**

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

July 10, 2024  
1:00 pm

**MINUTES**

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

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

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

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

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

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

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

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

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

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

### **Alternative 1:**

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

### **Alternative 2:**

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

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

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

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

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

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

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

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

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

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

### **Additional Design Phase Services:**

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

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

**Additional Bidding Phase Services:**

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

**Additional Services:**

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

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

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

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

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

**Item: 5C**

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

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

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

DRAFT



**Minutes**  
Central Iowa Water Works  
Finance and Audit Committee  
June 13, 2024  
West Des Moines Water Works Board Room  
1505 Railroad Avenue, WDM  
3:00 p.m.

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*Committee Members Present:*

Sue Huppert, Des Moines Water Works  
Tom Cope, City of Johnston  
Scott Brennan, West Des Moines Water Works  
George Meinecke, City of Norwalk  
John McCune, Urbandale Water Utility  
Carol Butler Freeman, Warren Water District

*Others Present:*

William Smith, Interim CIWW Executive Director  
Amy Kahler, Des Moines Water Works  
Ted Corrigan, Des Moines Water Works  
Christina Murphy, West Des Moines Water Works  
Pat Mullenbach, West Des Moines Water Works  
Matt Stoffel, PFM

*Item 1: Call to Order*

Interim Executive Director Smith called the meeting to order at 3:00 pm.

*Item 2: Roll Call*

*Item 3: Election of Chair*

Interim Executive Director Smith indicated the first order of business is electing a committee chair and opened the floor for nominations.

McCune nominated Scott Brennan as Chair of the Finance Committee. Meinecke seconded. All in favor 5-0.

Chair Brennan took over leading the meeting.

Committee member Carol Butler Freeman arrived at the meeting.

*Item 4: Referral of PFM Agreement and Scope of Work*

Interim Executive Director Smith provided an overview of the Board's desire to allow the Finance committee to negotiate an agreement with PFM. Matt Stoffel of PFM gave an overview

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of the specifics of the proposal and what services PFM is providing and not providing. He anticipated 25-35 hours per month and was open to a 12 or 18 month contract. Stoffel shared PFM's current client listing, which includes many CIWW members and the Iowa Finance Authority, and addressed how PFM manages conflicts of interest, including having other offices throughout the nation lead client projects when conflicts exist.

The committee referred this agreement to staff to work out the necessary scope and requested it be brought back to the next finance committee meeting for consideration. There are funds under the current agreement with West Des Moines Water Works for the benefit of CIWW that will allow PFM to continue supporting CIWW until this agreement is approved in the next month or two.

*Item 5: Referral of Proposed Investment Policy*

Interim Executive Director Smith provided an overview of the investment policies that could be used as a model for CIWW's investment policy and reviewed the similarities and differences. He recommended a policy that primarily followed DMWW but added in a few items from the WDMWW policy.

Huppert motioned to proceed with recommending an investment policy to the CIWW Board for discussion and approval. McCune seconded. All voted in favor 6-0.

*Item 6: Referral of Setting CIWW Reserve Fund Policy*

Matt Stoffel provided an overview of the rationale for a reserve fund policy and how the reserve fund was incorporated into the model. While the ultimate goal is 25% in four years, he recommended some amount of flexibility in order to keep rates stable. The approximate reserve would be around \$12.5 million.

Tom Cope left the meeting at 3:32 pm.

Huppert made a motion for staff and legal counsel to draft a reserve fund policy/resolution with a target of 25% over 4 years for the CIWW board to consider. McCune seconded the motion. All were in favor 5-0.

*Item 7: Referral of Interim Purchasing and Expenditure Policy*

Ted Corrigan provided an overview of the desire for a policy regarding purchases and spending authorities for ease and efficiency of operations. Smith recommended that \$5,000 per transaction be allowed for the board clerks and \$25,000 per transaction for the interim executive director.

George Meinecke made a motion for legal counsel to draft this policy/resolution for the CIWW board to consider at their next meeting.

*Item 8: Future Discussion Items:*

- A. *28E Language Pertaining to Financial Considerations*
- B. *Billing Process after Operational Date*

**Item: 5D**

- C. Interim and Initial Budgets*
- D. Financial Model and Initial Rates*
- E. Audit Requirement*

Interim Executive Director Smith and utility staff provided a short summary of these future discussion items. In an effort to coordinate the next meeting time, a doodle poll will be sent to help find the best time.

Chair Brennan adjourned the meeting at 4:05 pm.

**Minutes**  
Central Iowa Water Works  
Finance and Audit Committee  
July 8, 2024  
West Des Moines Water Works Board Room  
1505 Railroad Avenue, WDM  
3:00 p.m.

---

*Committee Members Present:*

Sue Huppert, Des Moines Water Works  
Tom Cope, City of Johnston  
Scott Brennan, West Des Moines Water Works  
George Meinecke, City of Norwalk  
John McCune, Urbandale Water Utility  
Carol Butler Freeman

*Others Present:*

William Smith, Interim CIWW Executive Director  
Amy Kahler, Des Moines Water Works  
Ted Corrigan, Des Moines Water Works  
Christina Murphy, West Des Moines Water Works  
Pat Mullenbach, West Des Moines Water Works  
Matt Stoffel, PFM

*Item 1: Call to Order*

Chair Brennan called the meeting to order 3:04 p.m.

*Item 2: Roll Call*

*Item 3: Recommendation of PFM Agreement and Scope of Work*

Carol Butler Freeman entered the meeting at 3:06 p.m.

Matt Stoffel of PFM provided an overview of the scope of services.

Moved by Huppert, seconded by Meinecke, to “Recommend Approval of the PFM Agreement to the CIWW Board.” All voted in favor.

*Item 4: Recommendation of CIWW Financial Organizational Structure*

1. *Meter-to-Cash Process after Operational Commencement  
(presentation only, no materials)*

## ITEM: 5D

Amy Kahler presented an overview of the meter to cash process currently used and how it could function moving forward. She shared the benefits of designing a division of responsibilities between DMWW providing meter-to-cash services and a CPA firm providing general accounting operation services. A request was made to share the PowerPoint electronically to the committee after the meeting. The committee felt the information and overview were very helpful.

Moved by McCune, seconded by Cope to “Recommend Approval of the proposed division of responsibilities between DMWW providing meter to cash services and a CPA firm providing general accounting operation services.” All voted in favor.

### *2. Issuance of Request for Proposals (RFP) for Creation of Financial Records and Accounts and Financial Operation Services*

Moved by Cope, seconded by Huppert to “Recommend Approval to the full CIWW board to Issue the RFP.” Upon discussion about the timing of the RFP and clarification that any recommendation for a contract would be brought forward to the Board, Cope requested to amend motion, seconded by Meinecke, to “Recommend the Committee issue the RFP.” All voted in favor.

### *Item 5: Recommendation of Draft CIWW Capital Improvement Plan*

Cope left the meeting at 3:55 p.m.

Corrigan provided a brief overview of the DMWW CIP, Murphy provided an overview of the WDMWW CIP, and Stoffel provided an overview of Polk City and Grimes CIP. Given that a funding and financing program has not yet been established and presented to support the Draft CIP, the chair recommended the action be to receive and file.

Moved by Meinecke, seconded by McCune to “Receive and File the Draft Capital Improvement Plan.” All voted in favor.

### *Item 6: Recommendation of CIWW Interim Budget for FY24*

Kahler presented the draft interim budget for 2024. A recommendation was suggested to modify the interim budget presented to include a placeholder for the costs for accounting services setup during the last three months and benefits for CIWW staff.

Moved by Meinecke, seconded by McCune to “Recommend Approval of the Interim CIWW budget for FY 24 with Additions.” All voted in favor.

### *Item 7: Other Business*

A doodle poll will be sent to set the next committee meeting.

### *Item 8: Adjournment*

**ITEM: 5D**

Moved by McCune, seconded by Meinecke to adjourn the meeting. All voted in favor.

The meeting adjourned at 4:05 pm.

**Item: 5E**

# Minutes

Central Iowa Water Works

Executive Committee

June 14, 2024

West Des Moines Water Works Conference Room

1505 Railroad Avenue, WDM

3:00 p.m.

---

*Committee Members present:*

Jody Smith, West Des Moines Water Works

David Jones, City of Ankeny

Courtney Clarke, City of Waukee (online)

Diane Munns, Des Moines Water Works

*Others present:*

William Smith, Interim CIWW Executive Director

Ted Corrigan, Des Moines Water Works

Christina Murphy, West Des Moines Water Works

Neil Weiss, Urbandale Water Utility

*Item 1: Call to Order*

Chair Smith called the meeting to order at 3:16 pm after resolving some technical difficulties.

*Item 2: Roll Call*

*Item 3: Executive Director Search*

Diane Munns entered the meeting at 3:22 pm.

Interim Executive Director Smith provided a summary of the conversation with the contact at MGT/HR Gov who will be assisting CIWW with its executive director search. Discussion was had over the initial kickoff meeting, the time and who would be invited to attend the initial meeting. The expectation remains that the consultant meets with each board member and obtains input. A target date of June 25<sup>th</sup> from 11-2 pm was set for the kickoff meeting and Interim Executive Director Smith would follow up with a meeting invitation once confirmed. All board members will be invited, and proper notice of the meeting will be given as an Executive Committee meeting.

*Item 4: Letter of Agreement - Bond Counsel*

Interim Executive Smith presented the agreement with Ahlers & Cooney. The committee voted unanimously to approve the agreement.

*Item 5: Letter of Agreement – Special Counsel for Transfer of Operational Property Rights*

Interim Executive Smith presented the agreement with Ahlers & Cooney. The committee voted unanimously to approve the agreement.

**Item: 5E**

*Item 6: June 26 Board Meeting Agenda*

*PFM Agreement and Scope of Work*

*Proposed Investment Policy*

*Setting CIWW Reserve Fund Policy*

*Interim Purchasing and Expenditure Policy*

Interim Executive Director Smith provided an update and review of the draft agenda for June 26 and shared the outcomes of the recent Finance Committee meeting.

*Item 7: Discussion of Billing Process after Operational Date*

Interim Executive Director Smith provided an update on the issue and outlined the brief discussion at the recent Finance Committee meeting as an important future topic for discussion.

*Item 8: Discussion of Audit requirement*

Interim Executive Director Smith provided an update on the discussion related to audit requirements at the recent Finance Committee meeting.

Chair Smith adjourned the meeting at 3:54 pm.



**Item: 5E**

# Minutes

Central Iowa Water Works

Executive Committee

June 25, 2024

West Des Moines Water Works Conference Room

1505 Railroad Avenue, WDM

11:00 a.m.

---

*Committee Members present:*

Jody Smith, West Des Moines Water Works

David Jones, City of Ankeny

John McCune, Urbandale Water Utility

Courtney Clarke, City of Waukee (online)

Diane Munns, Des Moines Water Works (online)

*Others present:*

Mark Peterson, GovHR USA

Ted Corrigan, Des Moines Water Works

Amy Kahler, Des Moines Water Works

Christina Murphy, West Des Moines Water Works

Neil Weiss, Urbandale Water Utility

*Item 1: Call to Order*

Chair Smith called the meeting to order at 11:05 a.m.

*Item 2: Roll Call*

*Item 3: Executive Director Search Orientation*

Mark Peterson presented the details of the CIWW Executive Director Recruitment and sought input from the attendees on the process.

No action was taken at this meeting.

Chair Smith adjourned the meeting at 12:27 pm.

**Item: 5E**

# Minutes

Central Iowa Water Works

Executive Committee

July 12, 2024

West Des Moines Water Works Conference Room

1505 Railroad Avenue, WDM

1:00 p.m.

---

*Committee Members present:*

Jody Smith, West Des Moines Water Works

David Jones, City of Ankeny

John McCune, Urbandale Water Utility

Courtney Clarke, City of Waukee

*Others present:*

William Smith, Central Iowa Water Works

Ted Corrigan, Des Moines Water Works

Amy Kahler, Des Moines Water Works

Christina Murphy, West Des Moines Water Works

Neil Weiss, Urbandale Water Utility

*Item 1: Call to Order*

Chair Smith called the meeting to order at 1:00 p.m.

*Item 2: Roll Call*

*Item 3: Review of Pending Requests for Proposals and Job Postings*

The financial advisor agreement will be at the July Board Meeting for approval.

The financial operation services request for proposals was reviewed at the Finance and Audit Committee and was posted July 9 and sent to approximately 12 firms. Responses are due August 16, and the F&A committee will review and make a recommendation to the Board.

Clarification was given that the intended job title of the Assistant will be Executive Assistant and will have some similarities to city board clerk positions with regards to packets, minutes, and record keeping. Smith shared the goal is to post around July 15<sup>th</sup>. Discussion was held over the appropriate salary, benefits and whether the job should be considered part-time or full-time. Staff shared a summary of benefits from DMWW, WDMWW, and City of Ankeny for comparison. The committee directed staff to review the comps for this position and provide those to the committee. The committee desired the ability to offer flexibility, if possible, to maximize the candidate pool.

Interim Executive Director Smith provided an update on the executive director recruitment. The goal is to post July 19<sup>th</sup> with the intention of having applications due August 23<sup>rd</sup>.

Amy Kahler provided an overview of the division between metering, invoicing, and accounting services. The Executive committee expressed support for this model. Discussion regarding the role and duties of the Treasurer was tabled by Chair Smith until the full executive committee is present.

**Item: 5E**

Interim Executive Director Smith discussed the timing of permanent legal counsel.

*Item 4: Employee benefits*

A discussion was held over the employee benefits to be offered to the CIWW staff and the timeline for determining these. Staff are reviewing options. Mayor Clarke mentioned the use of an HR firm similar to MPO as a possibility and will provide the information to staff.

*Item 5: Review of Tasks for Operational Readiness*

Interim Executive Director Smith provided an update on tasks that need completion prior to operational commencement date. He shared that there would need to be a budget established for boundary surveys for some of the shared use/partial transfer assets. This will be at the July board meeting.

*Item 6: Preview July Board agenda*

Discussion was held and minor updates were made to the draft board agenda for July.

The next Executive Committee meeting was set for August 15 at 1:30 p.m. at West Des Moines Water Works Admin Conference Room.

Chair Smith adjourned the meeting at 2:06 pm.



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER: 5F**

**SUBJECT:** Receive and File June Financial Summary and Approve June Expenditures

**SUMMARY:**

The following financial reports are attached:

1. Statement of Revenues, Expenses, and Change in Net Position for the month of June
2. Statement of Net Position as of June 30, 2024
3. Listing of Disbursements for the month of June

Following are key financial highlights for the month of June:

- Interest earnings were approximately \$6,100.
- The largest expense categories were legal expenses, primarily related to supporting board activities and preparing for asset transfer at Operational Commencement, and wage expense.

**FINANCIAL IMPACT:**

CIWW's cash balance is \$1,943,290 as of 6/30/2024. Expenses for June totaled approximately \$38,000.

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

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

Prepared by:                     *Jenny Kahler*

**CENTRAL IOWA WATER WORKS**  
**Statement of Revenues, Expenses, and Change in Net Position**  
**For Month Ending June 2024**

	Month	Year-To-Date
<b>Revenues</b>		
Water Revenue	\$ -	\$ -
Interest Revenue	6,148	6,148
<i>Total Revenue</i>	<u>\$ 6,148</u>	<u>\$ 6,148</u>
<b>Expenses</b>		
Wage Expense	\$ 8,888	\$ 21,413
Payroll Tax Expense	680	1,638
Legal Expense	22,912	49,444
Accounting Expense	800	1,300
Insurance Expense	811	11,465
Public Relations and Communications Expense	-	5,688
Interest Expense	-	-
Banking Expense	-	-
Materials & Supplies Expense	3,771	3,771
Miscellaneous	117	117
<i>Total Expenses</i>	<u>\$ 37,978</u>	<u>\$ 94,834</u>
<b>Change in Net Position</b>	<u><b>\$ (31,830)</b></u>	<u><b>\$ (88,686)</b></u>
Net Position, Beginning of Year		\$ -
Capital Contributions		2,000,000
Net Position, Ending		<u>\$ 1,911,314</u>

**CENTRAL IOWA WATER WORKS**  
**Statement of Net Position**  
**As of June 30, 2024**

	<b>Assets</b>
Interest-Bearing Cash	\$ 1,943,290
Restricted Cash	-
Accounts Receivable	-
<b>Total Assets</b>	<u><u>\$ 1,943,290</u></u>
	<b>Liabilities &amp; Net Position</b>
Accounts Payable	\$ 27,482
Wages Payable	-
Payroll Taxes Payable	4,495
Net Position	1,911,314
<b>Total Liabilities &amp; Net Position</b>	<u><u>\$ 1,943,290</u></u>

**Central Iowa Water Works**  
**Disbursements for the Month of June 2024**

<b>Check Number</b>	<b>Remitted To</b>	<b>Description</b>	<b>Amount</b>
1204	Brick Gentry	Legal Services	\$ 14,064.00
1205	Dickinson Bradshaw	Legal Services	\$ 5,076.00
1206	DMWW	Interim Financial Services	\$ 500.00
1207	RAS	Work Comp Insurance	\$ 811.00
PR Register	Payroll	Payroll	\$ 6,951.47
PR Register	Payroll	Payroll Taxes	\$ 6,531.69
PR Register	Payroll	Payroll	\$ 5,072.70
ACH Debit	ADP	Payroll Processing Fees	\$ 116.95
Total Disbursements			<u>\$ 39,123.81</u>



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER: 5G**

**SUBJECT:** Motion to Approve CIWW logo

**SUMMARY:**

As part of the communication plan, our communication consultant has worked with MP Design out of Adel, IA to put together options for the CIWW logo. These logo options were narrowed down, and a final logo selected. This logo will be used on the website and official correspondence.

**FINANCIAL IMPACT:**

\$500

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

Motion to approve the CIWW Logo.

Prepared by:                     Clara Murphy

## LOGO USAGE



Primary Logo on White Background



Primary Logo on Blue Background



Secondary Tagline Logo on White Background



Secondary Tagline Logo on Blue Background

## COLOR PALETTE

**PANTONE 279 C**  
HEX: 41 8a c9  
RGB: 64 139 202  
CMYK: 73 37 0 0

**PANTONE 294 C**  
HEX: 18 37 67  
RGB: 22 56 104  
CMYK: 100 85 30 23



## LOGO FONTS

**INTERSTATE BOLD**  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890  
!@#\$%^&\*()\_+=<>~

**GILROY EXTRA BOLD**  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890  
!@#\$%^&\*()\_+=<>~

FONT ALTERNATE FOR PC USERS: ARIAL BOLD







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

**Meeting Date:** July 24, 2024

**ITEM NUMBER: 5H**

**SUBJECT:** Motion – Acknowledgement of Long Range Planning and Capital Improvements Committee Representatives

**SUMMARY:**

The 28E/F calls for a Long Range Planning and Capital Improvements Committee to be established. Duties of the Long Range Planning and Capital Improvements Committee as stated in Article X Section 2 of the 28E/F are as follows:

- (a) *A Long Range Planning and Capital Improvements Committee is established to provide planning and technical advice and recommendations to the Board with respect to planning and capital, including but not limited to: (i) adoption and modification of the CIWW Long Range Plan under Article VII, and the CIWW Capital Plan under Article XV; (ii) planning for modifications, or additions to, source water and water treatment facilities and timeline(s) for potential construction; and (iii) such other duties requiring technical, or business expertise as may be assigned by Board resolution.*
- (b) *The Long Range Planning and Capital Improvements Committee shall be comprised of one 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 current and long-range drinking water requirements of the Member Agency and with regional assets and infrastructure. Each Member Agency may also appoint an alternate representative. The Long Range Planning and Capital Improvements Committee shall include the Executive Director or his or her designee who shall not be a voting member of the Committee.*
- (c) *The Long Range Planning and Capital Improvements Committee shall be chaired by a member of the Committee elected by the voting Members of the Committee. The Long Range Planning and Capital Improvements 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.*

Attached is a table of the representatives and alternates.

**FINANCIAL IMPACT:**

None

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

A motion acknowledging the initial appointments of the Long Range Planning and Capital Improvements Committee representatives.

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

## CENTRAL IOWA WATER WORKS LONG RANGE PLANNING AND CAPITAL IMPROVEMENTS COMMITTEE

<b>FOUNDING AGENCY</b>	<b>REPRESENTATIVE NAME</b>	<b>POSITION</b>	<b>ALTERNATE NAME</b>	<b>POSITION</b>
<b>ANKENY</b>	Don Clark	Director of Municipal Utilities	Shawn Buckner	Water Superintendant
<b>CLIVE</b>	Jeff May	Public Works Director		
<b>DMWW</b>	Lindsey Wanderscheid	Director of Engineering	Kyle Danley	Chief Operations Officer
<b>JOHNSTON</b>	Matt Greiner	Public Works Director	Shane Kinsey	Water/Sewer Analyst
<b>GRIMES</b>	Kevin Hensley	Public Works Director	Matt Ahrens	City Engineer
<b>NORWALK</b>	Wayne Schwartz	Public Works Director	Luke Parris	Community Development Director
<b>POLK CITY</b>	Mike Schulte	Public Works Director	Randy Franzen	Public Works Supervisor
<b>URBANDALE WATER UTILITY</b>	Neil Weiss	General Manager	Matthew Jacob	
<b>WARREN WATER DISTRICT</b>	Andy Fish	Assistant Manager	Stan Ripperger	Systems Manager
<b>WAUKEE</b>	Rudy Koester	Public Works Director	Tim Royer	Assistant Public Works Director - Operations
<b>WDMWW</b>	Christina Murphy	General Manager	Lyle Hammes	Principal Engineer - Water Production
<b>XENIA</b>	Dan Lovett	Board Chair	Royce Hammitt	CEO/General Manager



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER: 5I**

**SUBJECT:** Motion – Authorize Chair to Acknowledge Assignment of the Trademark for “Central Iowa Water Works” from Des Moines Water Works to Central Iowa Water Works

**SUMMARY:**

In November of 2013 Des Moines Water Works trademarked the words “Central Iowa Water Works” and received the attached Trademark Registration No. 4,430,217. By this action that trademark, and all associated rights and responsibilities, will be assigned to Central Iowa Water Works.

**FINANCIAL IMPACT:**

Any future costs associated with maintaining the trademark will be the responsibility of CIWW.

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

A motion authorizing the Chair to acknowledge assignment of the trademark for “Central Iowa Water Works” from Des Moines Water Works to Central Iowa Water Works.

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

A handwritten signature in blue ink, appearing to read 'T. Ferguson', is written over a horizontal line. The signature is fluid and cursive.

# United States of America

United States Patent and Trademark Office

## Central Iowa Water Works

**Reg. No. 4,430,217**

**Registered Nov. 5, 2013**

**Int. Cls.: 35, 39, and 40**

**SERVICE MARK**

**SUPPLEMENTAL REGISTER**

BOARD OF WATER WORKS TRUSTEES OF THE CITY OF DES MOINES, IOWA (IOWA MUNICIPAL CORPORATION)  
2201 GEORGE FLAGG PARKWAY  
DES MOINES, IA 50321

FOR: PROMOTING PUBLIC AWARENESS OF, AND PROVIDING INFORMATION REGARDING, THE EFFICIENT USE OF WATER AND THE NEED FOR WATER CONSERVATION; ASSOCIATION SERVICES, NAMELY, PROMOTING THE INTERESTS OF PERSONS INTERESTED IN, AND PUBLIC AWARENESS OF THE NEED FOR, WATER PRESERVATION AND ENHANCEMENT, AND RELATED ENVIRONMENTAL ISSUES, IN CLASS 35 (U.S. CLS. 100, 101 AND 102).

FIRST USE 9-13-2013; IN COMMERCE 9-13-2013.

FOR: UTILITY SERVICES, NAMELY, SUPPLYING WATER AND WATER DISTRIBUTION, IN CLASS 39 (U.S. CLS. 100 AND 105).

FIRST USE 9-13-2013; IN COMMERCE 9-13-2013.

FOR: TREATMENT OF MATERIALS, NAMELY, WATER TREATMENT, IN CLASS 40 (U.S. CLS. 100, 103 AND 106).

FIRST USE 9-13-2013; IN COMMERCE 9-13-2013.

THE MARK CONSISTS OF STANDARD CHARACTERS WITHOUT CLAIM TO ANY PARTICULAR FONT, STYLE, SIZE, OR COLOR.

NO CLAIM IS MADE TO THE EXCLUSIVE RIGHT TO USE "WATER WORKS", APART FROM THE MARK AS SHOWN.

SER. NO. 85-817,564, FILED P.R. 1-8-2013; AM. S.R. 9-17-2013.

ELIZABETH JACKSON, EXAMINING ATTORNEY



*Sean Street Lee*

Deputy Director of the United States Patent and Trademark Office

**REQUIREMENTS TO MAINTAIN YOUR FEDERAL  
TRADEMARK REGISTRATION**

**WARNING: YOUR REGISTRATION WILL BE CANCELLED IF YOU DO NOT FILE THE  
DOCUMENTS BELOW DURING THE SPECIFIED TIME PERIODS.**

**Requirements in the First Ten Years\***

**What and When to File:**

***First Filing Deadline:*** You must file a Declaration of Use (or Excusable Nonuse) between the 5th and 6th years after the registration date. *See* 15 U.S.C. §§1058, 1141k. If the declaration is accepted, the registration will continue in force for the remainder of the ten-year period, calculated from the registration date, unless cancelled by an order of the Commissioner for Trademarks or a federal court.

***Second Filing Deadline:*** You must file a Declaration of Use (or Excusable Nonuse) **and** an Application for Renewal between the 9th and 10th years after the registration date.\*  
*See* 15 U.S.C. §1059.

**Requirements in Successive Ten-Year Periods\***

**What and When to File:**

You must file a Declaration of Use (or Excusable Nonuse) **and** an Application for Renewal between every 9th and 10th-year period, calculated from the registration date.\*

**Grace Period Filings\***

The above documents will be accepted as timely if filed within six months after the deadlines listed above with the payment of an additional fee.

**The United States Patent and Trademark Office (USPTO) will NOT send you any future notice or  
reminder of these filing requirements.**

**\*ATTENTION MADRID PROTOCOL REGISTRANTS:** The holder of an international registration with an extension of protection to the United States under the Madrid Protocol must timely file the Declarations of Use (or Excusable Nonuse) referenced above directly with the USPTO. The time periods for filing are based on the U.S. registration date (not the international registration date). The deadlines and grace periods for the Declarations of Use (or Excusable Nonuse) are identical to those for nationally issued registrations. *See* 15 U.S.C. §§1058, 1141k. However, owners of international registrations do not file renewal applications at the USPTO. Instead, the holder must file a renewal of the underlying international registration at the International Bureau of the World Intellectual Property Organization, under Article 7 of the Madrid Protocol, before the expiration of each ten-year term of protection, calculated from the date of the international registration. *See* 15 U.S.C. §1141j. For more information and renewal forms for the international registration, see <http://www.wipo.int/madrid/en/>.

**NOTE: Fees and requirements for maintaining registrations are subject to change. Please check the USPTO website for further information. With the exception of renewal applications for registered extensions of protection, you can file the registration maintenance documents referenced above online at <http://www.uspto.gov>.**

## Trademark Assignment

The Board of Water Works Trustees of the City of Des Moines, Iowa, an Iowa municipal entity (“**Assignor**”), for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, by these presents does hereby irrevocably assign, transfer and convey unto Central Iowa Water Works, a political subdivision created under Chapter 28E and Chapter 28F, Code of Iowa, under agreement filed with the Iowa Secretary of State on April 11, 2024 filing number M516883 (“**Assignee**”), its successors and assigns, all of Assignor’s right, title and interest in and to the trademark of Assignor identified on the attached Schedule A (the “**Trademark**”), together with all goodwill attendant thereto and/or symbolized by such Trademark, together with any and all renewals and extensions of any applications and registrations identified on the attached Schedule A, along with any and all claims for past infringement, and the right to initiate suit and obtain damages and other forms of relief, both legal and equitable, arising from infringement, misappropriation or other violation whether prior to or subsequent to the date hereof, of such Trademark, or of any proprietary or other rights in such Trademark free and clear of all liens, claims, encumbrances, restrictions and limitations.

TO HAVE AND TO HOLD the aforementioned Trademark, assets and rights unto Assignee, its successors and assigns, to and for its use forever.

Assignor shall promptly, upon the request of Assignee, execute such other documents and/or instruments of assignment, transfer and conveyance as Assignee may reasonably request to permit Assignee to record the assignment made by this instrument or any other documents Assignee may reasonably deem necessary or advisable to effectuate the terms and intent of this Assignment of Trademark.

IN WITNESS WHEREOF, Assignor has caused this instrument to be duly executed as of the date first written above.

BOARD OF WATER WORKS TRUSTEES OF  
THE CITY OF DES MOINES, IOWA

By:   
Ted Corrigan, CEO & General Manager

**Acknowledged:**

CENTRAL IOWA WATER WORKS

By: \_\_\_\_\_  
Jody E. Smith, Chairperson

**Schedule A**

**TRADEMARK**  
CENTRAL IOWA  
WATERWORKS

**REG. NO.**  
4,430,217

**REG. DATE**  
November 5, 2013



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER: 6A**

**SUBJECT:** Resolution – Approving CIWW to Become and Iowa Public Agency Investment Trust (IPAIT) Member

**SUMMARY:**

At the June 26<sup>th</sup> meeting of the CIWW Board, an Investment Policy was approved. This Investment Policy allows CIWW assets to be invested in the Iowa Public Agency Investment Trust (IPAIT). An overview of IPAIT as provided on its website is as follows:

*The Iowa Public Agency Investment Trust, or IPAIT, was created pursuant to Iowa Code Chapter 28E in 1987 to enable eligible Iowa public agencies to conveniently and effectively invest their available operating and reserve funds. IPAIT is governed by a nine-person Board of Trustees made up of eligible Participants of the Trust. Today, IPAIT serves over 400 Iowa public entities.*

*The IPAIT – Diversified portfolio has been assigned a principal stability fund rating of ‘AAA+’ by S&P Global Ratings. A fund rated ‘AAAm’ demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. ‘AAAm’ is the highest principal stability fund rating assigned by S&P Global Ratings. This is accomplished through conservative investment practices and strict internal controls.*

*IPAIT continues to be focused upon its investment objectives in order of priority, which are safety of invested principal, followed by maintenance of adequate liquidity, followed by evaluation of available yield while seeking to maintain a net asset value of \$1.00 per share. Within these objectives, the diversified portfolio strives to provide participants with the best available rates of return for legally authorized investments.*


In order for assets to be invested in IPAIT, CIWW must pass a resolution authorizing CIWW to become a Participant, adopt the Declaration, and designate one or more officials authorized to execute transactions with IPAIT. Following adoption of the resolution, CIWW must submit an investment trust application along with the Resolution Form and Certificate.

**FINANCIAL IMPACT:**

IPAIT will be an investment option available to CIWW, but there exists no obligation to invest funds. There are no minimum or maximum investments or limitation on redemptions. Expenses are netted from investment returns and there are no money movement fees.

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

A resolution authorizing the approval of and participation in a joint powers agreement and declaration of trust for the Iowa Public Agency Investment Trust, authorizing investments through the fixed term automated investment program of IPAIT and authorizing IPAIT to designate and name depositories, and naming the person designated by the CIWW Board as its Treasurer to serve as CIWW’s Authorized Official to initiate and oversee investment and withdrawal of monies from IPAIT as deemed in CIWW’s best interests.

Prepared by: 



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**IOWA PUBLIC AGENCY INVESTMENT TRUST (IPAIT)  
RESOLUTION**

**FORM A**

Date \_\_\_\_\_

A RESOLUTION AUTHORIZING THE APPROVAL OF AND PARTICIPATION IN A JOINT POWERS AGREEMENT AND DECLARATION OF TRUST FOR THE IOWA PUBLIC AGENCY INVESTMENT TRUST, AUTHORIZING INVESTMENTS THROUGH THE FIXED TERM AUTOMATED INVESTMENT PROGRAM OF IPAIT AND AUTHORIZING IPAIT TO DESIGNATE AND NAME DEPOSITORIES.

WHEREAS, Iowa Code section 28E.1 permits political subdivisions to make efficient use of their powers by enabling them to provide joint services with other Public Agencies and to cooperate in other ways of mutual advantage, and to exercise and enjoy jointly any powers, privileges or authority exercised or capable of being exercised by one Public Agency of this state or private agencies for the joint or cooperative action; and

WHEREAS, Iowa Code sections 331.555 and 384.21 empowers Cities, City Utilities, and Counties to invest their monies pursuant to a joint investment agreement; and

WHEREAS, the City of Fairfield, the Maquoketa Municipal Utility, and Buchanan County are political subdivisions organized and existing under and by virtue of the laws and Constitution of the State of Iowa and have approved the Joint Powers Agreement and Declaration of Trust and thereby they have established the Iowa Public Agency Investment Trust as of October 1, 1987, and amended as of the first day of August, 1988, and as of the 1<sup>st</sup> day of May, 1993, and further amended the first day of September, 2005; and further amended as of the 1<sup>st</sup> day of September 2017; and

WHEREAS, this Governing Body desires to adopt and enter into the Joint Powers Agreement and Declaration of Trust, and it is in the best interest of this Governing Body to participate in the Iowa Public Agency Investment Trust for the purpose of joint investment of monies with other cities, city utilities and counties to enhance investment earnings to each; and

WHEREAS, this Governing Body deems it to be advisable for this Public Agency to make use, from time to time, of the Fixed Term Automated Investment Program available to Participants of IPAIT;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Joint Powers Agreement and Declaration of Trust is approved and adopted. This Public Agency joins with the other public agencies in accordance with the Joint Powers Agreement and Declaration of Trust, as amended, (the "Declaration of Trust") which is incorporated herein by reference with the same effect as if it had been set out in this resolution by becoming a Participant of IPAIT. The Joint Powers Agreement and Declaration of Trust is filed in the minutes of the meeting at which this Resolution is adopted. The authorized officials of this Public Agency are directed and authorized to take such actions and execute documents as may be deemed necessary and appropriate to effect the entry of this Public Agency into the Declaration of Trust and adoption thereof by this Public Agency and to carry out the intent and purpose of this Resolution.

Section 2. This Public Agency is authorized to invest its available monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust and the Fixed Term Automated Investment Program of IPAIT.

Payment for any investments made within the Fixed Term Automated Investment Program is authorized from the Public Agency's specified IPAIT Account. Interest and principal payments must be credited to the Public Agency's designated Trust Account. The Custodian will hold investments in the name of IPAIT for the account of the Public Agency.

The following officers and officials of this Public Agency and their respective successors in office each are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies with this Public Agency from time to time in accordance with the Joint Powers Agreement and Declaration of Trust.

_____	_____
Printed Name	Title
_____	_____
Printed Name	Title
_____	_____
Printed Name	Title

IPAIT must be advised of any changes in Authorized Officials in accordance with procedures established by IPAIT.

Section 3. The Trustees of IPAIT are designated as having official custody of this Public Agency's monies which are invested in accordance with the Joint Powers Agreement and Declaration of Trust and any monies invested in accordance with the Trust's Fixed Term Automated Investment Program.

Section 4. IPAIT is authorized to designate and name depositories, to execute documents, and to take actions as may be necessary to purchase and make payment, sell, secure, or take payment of principal and interest. Certificates of deposit must be purchased only from financial institutions designated by IPAIT which are approved depositories as prescribed by Iowa Code chapters 12B and 12C.

Section 5. Authorization is given for members and officials of this Public Agency to serve as Trustees of IPAIT from time to time if selected as such pursuant to the provisions of the Declaration of Trust.

Section 6. Unless otherwise expressly defined, words that are capitalized in the Resolution have meanings defined in the Joint Powers Agreement and Declaration of Trust.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

_____	_____
Name of Public Agency	Signature of Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk/Secretary

Please deliver this form and the certification and a completed application form to the following address:

gps@pmanetwork.com  
or  
PMA Financial Network, LLC  
Attn: Fund Administration  
2135 CityGate Lane, 7th Floor  
Naperville, IL 60563

IOWA PUBLIC AGENCY INVESTMENT TRUST

FORM A CERTIFICATE

STATE OF IOWA )
) SS:
COUNTY OF )

I, the undersigned of \_\_\_\_\_, State of Iowa, do certify that
(Name of Public Agency)

attached is a complete copy of the portion of the records of the Governing Body of the named Public Agency, and the same is a complete copy of the action taken by the Governing Body of the Public Agency with respect to this matter at the meeting held on this date; these proceedings remain in full force and effect and have not been amended or rescinded in any way; that this meeting and all action was publicly held in accordance with notice of public meeting and tentative agenda, a copy of which was timely served on each member of the Governing Body of the Public Agency and posted on a bulletin board or other prominent place easily accessible to the public clearly designated for that purpose, at the principal office of the Governing Body and in accordance with the provisions of Iowa Code chapter 21, with at least 24 hours advance notice to the public and media as required by law and with members of the public present in attendance.

I further certify that the individuals named therein were on this date lawfully possessed of their respective offices as indicated, that no vacancy existed except as may be stated in proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the Public Agency or the right of the individuals named herein as officers to their respective positions.

WITNESS my hand hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_
(Clerk/Secretary for Public Agency)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_
(Notary Public)

**IOWA PUBLIC AGENCY INVESTMENT TRUST  
APPLICATION FORM**

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**I. BASIC INFORMATION**

Name of Public Agency \_\_\_\_\_

Legal Name as filed with the IRS (if different) \_\_\_\_\_

Check one:  City     City Utility     County     28E Organization     Other: \_\_\_\_\_

Check all appropriate box(es) Member of:    ILC     IAMU     ISAC

Contact Person and Title \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_ Federal Identification Number \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

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**II. NEW ACCOUNT INFORMATION**

Authorization is hereby given to PMA Financial Network, as IPAIT Administrator, to open the following Iowa Public Agency Investment Trust Account.

Name to appear on IPAIT Account (e.g. General Fund, etc.)\* \_\_\_\_\_

Is this new account designated for bond proceeds?    yes  no

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**III. DEPOSIT/WITHDRAWAL INFORMATION AND AUTHORIZATION**

Authorization is given to PMA Financial Network, as the IPAIT Administrator, to honor any request believed to be authentic for investment to or withdrawal from IPAIT. Monies will be transferred only upon telephone, written or personal notice from an Authorized Official of the Public Agency. Upon notification, the Administrator will initiate debit and credit entries to the local depository account(s) indicated and the local depository(ies) are authorized to debit and credit the same to such account(s). Transfer must be made by Automated Clearinghouse Transfer (ACH), if available, unless otherwise directed by the Public Agency. There is no direct charge for ACH transfers.

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**IV. INFORMATION STATEMENT AND DECLARATION OF TRUST**

It is hereby certified that the Public Agency has received a copy of the Information Statement of IPAIT and a copy of the Joint Powers Agreement and Declaration of Trust and agrees to be bound by the terms of such documents.

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**V. EFFECTIVENESS OF APPLICATION FORM**

The information, certifications and authorizations set forth on this application shall remain in full force and effect until the IPAIT Administrator receives written notification of a change.

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**VI. AUTHORIZED SIGNATURES**

The following are Authorized Officials (as designated in Resolution - Form A) of this Public Agency to effectuate the investment and withdrawal of monies of this Public Agency from time to time in accordance with the Joint Powers Agreement and Declaration of Trust.

Name of Public Agency \_\_\_\_\_

\_\_\_\_\_  
Printed Name / Official Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Official Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Official Title

\_\_\_\_\_  
Signature

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**VII. APPLICATION SIGNATURE**

Application is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

Signature \_\_\_\_\_

This application form must be signed by an official authorized by Resolution to Transact business with IPAIT.  
(See Resolution Form A for Authorized Officials)

Please deliver this form to the following address:

gps@pmanetwork.com  
or  
PMA Financial Network, LLC  
Attn: Fund Administration  
2135 CityGate Lane, 7th Floor  
Naperville, IL 60563

*\*For Additional IPAIT Accounts, use Additional Account Authorization Form.  
\*\* For Additional Authorized Depositories, use Bank Account Information Form*



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER: 6B2**

**SUBJECT:** Motion – To Ratify and Affirm PFAS Settlement Claim Submissions by DMWW and WDMWW

**SUMMARY:**

Des Moines Water Works and West Des Moines Water Works have each detected PFAS contamination in their source waters. PFAS has recently been regulated under the Safe Drinking Water Act at an MCL of 4 Parts Per Trillion.

A multi-district federal case was consolidated in 2018 titled the “Aqueous Film-Forming Foams (AFFF) Products Liability Litigation, MDL No. 2873” in the United States District Court for South Carolina, consolidating all pending PFAS product liability cases. In 2022 the DMWW and WDMWW boards separately voted to retain national plaintiffs’ counsel to file suit in MDL No. 2873, on a contingent fee basis. Cases were subsequently filed.

In June 2023, preliminary settlements were reached with 3M and DuPont for all water utilities in MDL No. 2873 and have been approved by the court. The total approved settlement funds (so far) are:

- 3M: \$10.3 Billion
- DuPont: \$1.185 Billion

Another settlement with Tyco/Chemguard is pending for \$750 million. BASF Corporation recently reached a pending settlement for \$316 million.

Good faith estimates provided to DMWW and WDMWW by national counsel predict that their total proceeds before fees and expenses of the DuPont and 3M settlements will be:

- DMWW \$19,243,091
- WDMWW \$ 3,029,507

Fee and expense burdens on these amounts are not yet determined, however total attorneys’ fees are estimated to be one-third (1/3) of the gross good faith estimated amounts. Settlement proceeds are anticipated to be paid over a nine-year period beginning in 2025, subject to further modification by national counsel for plaintiffs and defendants, and the court.

Participation in the settlement has required both DMWW and WDMWW to submit a claim and release form on short notice. The respective Boards approved claims submission on a tight deadline at special Board meetings on July 9, 2024.

CIWW has an interest in these funds and DMWW and WDMWW request that the CIWW adopt a motion to approve, ratify, and confirm the PFAS Settlement claim submissions by DMWW and WDMWW.

**FINANCIAL IMPACT:**

The claims are expected at this time to generate funds net of fees and expenses that exceed \$14 million over a nine-year period. However, attorneys' fees and expenses are still being determined. It is expected these funds will be used to address the costs and burdens of PFAS contamination on CIWW operations.

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

Motion to ratify and affirm the election to submit claim and release for PFAS MDL settlement involving 3M and DuPont.

Prepared by: Chc Murphy T. Coogan



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER:** 7B-1

**SUBJECT:** Resolution – Approval of PFM Engagement Letter and Scope of Work

**SUMMARY:**

At the April 24, 2024 CIWW Board meeting, the Board authorized the Executive Committee to negotiate an agreement with PFM to provide interim financial advisory services to CIWW.

The attached Engagement Letter, provided by Matt Stoffel, PFM Director, outlines the Terms and Scope of Work for services provided to CIWW. The Scope of Work includes financial support to prepare for Operational Commencement, analysis and tasks related to asset transfers including debt considerations, recommendation of initial rates based on the rate principles outlined in Schedule VI-6 of the 28E/28F, and updates to schedules and analyses as needed to meet the terms of the 28E/28F.

Mr. Stoffel provided an overview of the Engagement Letter and accompanying “Disclosure of Conflicts of Interest and Other Important Municipal Advisory Information” at the July 8<sup>th</sup> Finance and Audit Committee. The committee voted to recommend approval of the PFM agreement to the CIWW Board.

**FINANCIAL IMPACT:**

The Scope of Work will be billed at hourly rates as included in the Engagement Letter, not to exceed \$150,000.

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

A resolution approving the Terms and Scope of Work outlined in PFM’s Engagement Letter.

Prepared by:           *Jenny Kahler*





July 1, 2024

Mr. William Smith  
Interim Executive Director  
Central Iowa Water Works  
2201 George Flagg Parkway  
Des Moines, IA 50321

Dear Mr. Smith,

The purpose of this letter (this “Engagement Letter”) is to confirm our agreement that PFM Financial Advisors LLC (“PFM”) will act as financial advisor to the Central Iowa Water Works (the “Client”). PFM will provide, upon request of Client, financial planning services and development of planning models, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

pfm

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801 Grand  
Suite 3300  
Des Moines, IA 50309  
515.243.2600

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pfm.com

PFM is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. As of the date of this letter, Client has **not** designated PFM as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption.”). Client agrees not to represent that PFM is Client’s IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, without PFM’s prior written consent.

MSRB Rule G-42 requires that municipal advisors make written disclosures to its clients of all material conflicts of interest and certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM’s disclosure statement delivered to Client together with this agreement.

PFM’s services will commence as soon as practicable after the receipt of this Engagement Letter by Client and a request by Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this agreement shall be completed as agreed in writing in advance between Client and PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between Client and PFM or its respective affiliate.

For the services described in Exhibit A, PFM’s professional fees will be paid as provided in Exhibit B. In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses, as outlined in Exhibit B, which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.

This Engagement Letter shall remain in effect unless canceled in writing by either party upon thirty (30) days written notice to the other party. PFM shall not assign any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of Client; provided that upon notice to Client, PFM may assign this Engagement Letter or any interests hereunder to a municipal advisor entity registered with the SEC that directly or indirectly controls, is controlled by, or is under common control with, PFM.



All information, data, reports, and records (“Data”) in the possession of Client or any third party necessary for carrying out any services to be performed under this Engagement Letter shall be furnished to PFM and Client shall, and shall cause its agent(s) to, cooperate with PFM in its conduct of reasonable due diligence in performing the services. To the extent Client requests that PFM provide advice with regard to any recommendation made by a third party, Client will provide to PFM written direction to do so as well as any Data it has received from such third party relating to its recommendation. Client acknowledges and agrees that while PFM is relying on the Data in connection with its provision of the services under this agreement, PFM makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

All notices given under this Engagement Letter will be in writing, sent by email or registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to Client copies of any and all material pertaining to this Engagement Letter.

The Des Moines office of PFM will provide the services set forth in this Engagement Letter. PFM may, from time to time, supplement or otherwise amend team members. Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should Client make such a request, PFM will promptly suggest a substitute for approval by Client.

PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit C. Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter on the part of PFM or any of its associated persons, neither PFM nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other financial product or investment, or for any financial or other damages resulting from Client’s election to act or not to act, as the case may be, contrary to or, absent negligence on the part of PFM or any of its associated persons, upon any advice or recommendation provided by PFM to Client.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint venturers of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter.

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by PFM.

Please have an authorized official of Client acknowledge receipt of this Engagement Letter and respond to us to acknowledge the terms of this engagement.



**PFM FINANCIAL ADVISORS LLC**

*Susanne Gerlach*

Susanne Gerlach  
Managing Director

*Matt Stoffel*

Matthew Stoffel  
Director



## **EXHIBIT A** **SCOPE OF SERVICES**

PFM shall provide, upon request of Client, municipal advisory services related to the financial planning and development of planning models, examples of which, not intended to be exclusive, are set forth as follows:

### **Support Financial Aspects Required for Operational Commencement**

- Facilitate transfer of production related debt from Producers to CIWW
- Support CIWW staff and Member Agencies staff as necessary

### **Asset Transfer True Up (Schedule XIII)**

- Update and validate each Member's maximum day for last 5 years
- Update and validate each Producer's production assets
  - Update asset listings to current
  - Review asset listings to ensure production related
    - Communicate with Producers to understand and clarify any shared assets (production & distribution related)
  - Provide due diligence on asset values
    - Determine how to exercise due diligence for asset values
  - Quantify outstanding or anticipated debt on production assets and incorporate into calculation
- Verify each Producer's capacity in MGD
- Verify allocation of reserve capacity

### **Initial Rates (Schedule VI-6 based on principles and computations in VI-2)**

- Identify Producers' operating costs
- Allocate costs as outlined in Schedule VI-2
  - Base Costs (Average Day)
  - Extra-Capacity Costs (Maximum Day)
- Calculate initial (approximate) variable and fixed uniform costs and rates
- Calculate estimated variable and fixed costs per each Member
- Calculate rates for non-owner members, if any
- Quantify capital costs of region based on Producer CIPs and DMWW LRP
- Based on existing and anticipated debt (assuming it transfers to CIWW), estimate debt service by customer
- Update financial tests and cash flows, project reserve levels

### **Validate each Member's Annual Demand for Schedule I-2A**

- Validate Producers' total system annual demand for 5 year history
- Water loss for DMWW needs to be incorporated

### **Simple Updates:**

- Update Schedule V-3 (capacity allocations) based on I-2B and XIII



**EXHIBIT B**  
**COMPENSATION FOR SERVICES**

**1. Project**

For financial planning services and development of planning models, PFM shall receive a fee not to exceed \$150,000 ("Project"), payable upon quarterly invoice. The Project assumes the scope of services outlined in Exhibit A can be completed within 450 to 550 hours. The Project shall be reviewed and revised upon mutual agreement.

**2. Hourly Project Fees**

In the event Client requests that PFM perform significant special projects, fees will be negotiated in advance of the project. Fees will be generally based upon the following hourly rates for the indicated levels of experience or their equivalents.

<b><u>Experience Level</u></b>	<b><u>Hourly Rate</u></b>
Managing Director	\$350.00
Director	\$300.00
Senior Managing Consultant	\$250.00
Senior Analyst	\$200.00
Analyst	\$175.00
Associate	\$125.00

**3. Reimbursable Expenses**

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, printing, telephone, postage and other ordinary costs which are incurred by PFM. Appropriate documentation can be provided.



**EXHIBIT C**  
**INSURANCE STATEMENT**

PFM has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$5 million and \$5 million single loss/ \$10 million aggregate, respectively. PFM also carries a \$5 million cyber liability policy.

Our Professional Liability policy is a “claims made” policy and our General Liability policy claims would be made by occurrence.

**1. Deductibles/SIR:**

Automobile \$100 comprehensive & \$1,000 collision  
Cyber Liability \$100,000  
General Liability \$0  
Professional Liability (E&O) \$200,000  
Financial Institution Bond \$50,000

**2. Insurance Company & AM Best Rating**

Professional Liability (E&O).....Lloyds of London; (A; Stable)  
.....AXIS Surplus Insurance Company; (A; Stable)  
Financial Institution Bond.....Berkley Regional Insurance Company; (A+; Stable)  
Cyber Liability.....Greenwich Insurance Company (A+; Stable)  
General Liability.....Valley Forge Insurance Company; (A; Stable)  
Automobile Liability.....Continental Insurance Company; (A; Stable)  
Excess/Umbrella Liability.....Continental Insurance Company; (A; Stable)  
Workers Compensation &  
Employers Liability .....Continental Insurance Company; (A; Stable)

**DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER  
IMPORTANT MUNICIPAL ADVISORY INFORMATION  
PFM Financial Advisors LLC**

**I. Introduction**

PFM Financial Advisors LLC and PFM Swap Advisors LLC (hereinafter, referred to as “We,” “Us,” or “Our”) are registered municipal advisors with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by Us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). We employ a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

***How We Identify and Manage Conflicts of Interest***

**Code of Ethics.** The Code requires that all employees conduct all aspects of Our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and Our clients.

**Policies and Procedures.** We have adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allows Us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to Our analysis of potential conflicts of interest.

**Supervisory Structure.** We have both a compliance and supervisory structure in place that enables Us to identify and monitor employees’ activities, both on a transaction and Firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, Our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows Us to evaluate any situations that may be an actual or potential conflict of interest.

**Disclosures.** We will disclose to clients those situations that We believe would create a material conflict of interest, such as: 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work We perform for such client; 2) any payment made to obtain or retain a municipal advisory engagement with a client; 3) any fee-splitting arrangement with any provider of an investment or services to a client; 4) any conflict that may arise from the type of compensation arrangement We may have with a client; and 5) any other actual or potential situation that We are or become aware of that might constitute a material conflict of interest that could reasonably expect to impair Our ability to provide advice to or on behalf of clients consistent with regulatory requirements. If We identify such situations or circumstances, We will prepare meaningful disclosure that will describe the implications of the situation and how We intend to manage the situation. We will also disclose any legal or disciplinary events that are material to a client’s evaluation or the integrity of Our management or advisory personnel. We will provide this disclosure (or a means to access this information) in writing prior to starting Our proposed engagement, and will provide such additional information or clarification as the client may request. We will also advise Our clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, Our plan to manage that situation, and any additional information such client may require.

**II. General Conflict of Interest Disclosures**

***Disclosure of Conflicts Concerning the Firm’s Affiliates***

Our affiliates offer a wide variety of financial services, and Our clients may be interested in pursuing services separately provided by an affiliate. The affiliate’s business with the client could create an incentive for Us to recommend a course of action designed to increase the level of the client’s business activities with the affiliate or to recommend against a course of action that would reduce the client’s business activities with the affiliate. In either instance, We may be perceived as recommending services for a client that are not in the best interests of Our clients, but rather are in Our interests or the interests of Our affiliates. Accordingly, We mitigate any perceived conflict of interest that may arise in this situation by disclosing it to

the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, We receive no compensation from Our affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, We require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

***Disclosure of Conflicts Related to the Firm's Compensation***

From time to time, We may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since We may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, We may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest, if the transaction requires more work than contemplated and We are perceived as recommending a less time-consuming alternative contrary to the client's best interest so as not to sustain a loss. Finally, We may contract with clients on an hourly fee basis. If We do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as We would not have a financial incentive to recommend an alternative that would result in fewer hours. We manage and mitigate all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

***Disclosure of Conflicts Related to the Firm's Compensation Structure for Our Registered Advisors.*** Pursuant to various employee compensation structures, from time to time We offer certain of Our registered municipal advisors ("Registered Advisors") financial benefits based on his or her business plan, client base, performance, and/or transactions closed. This provides an incentive for such Registered Advisors to seek to retain additional clients and/or transactions or services from clients. While this form of compensation may be customary in some segments of the municipal advisory market, provision of such financial benefits may be deemed to present a conflict of interest. We manage and mitigate these types of conflicts by Registered Advisor's adherence to Our Code of Ethics and Policies and Procedures, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

***Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients***

We regularly provide financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While Our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of Our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees Our engagement with any other particular client as a conflict, We will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes an "Informational Bubble" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, We will withdraw from the engagement.

***Disclosure Related to Legal and Disciplinary Events***

As registered municipal advisors with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, Our legal, disciplinary and judicial events are required to be disclosed on Our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s) ("DRP"). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically access PFM Financial Advisors LLC filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed, at:

PFM Financial Advisors LLC –

<http://www.sec.gov/cgi-bin/browse-edgar?company=PFM+Financial&owner=exclude&action=getcompany>



### **III. Specific Conflicts of Interest Disclosures – Central Iowa Water Works**

To Our knowledge, following reasonable inquiry, We make the additional disclosure(s) of actual or potential conflicts of interest cited below in connection with the municipal advisory services currently being contemplated for client.

We currently serve as a municipal advisor to certain overlapping and surrounding entities including Adel, Alleman, Altoona, Ankeny, Bondurant, Carlisle, Clive, Cumming, Des Moines, Elkhart, Grimes, Johnston, Norwalk, Pleasant Hill, Polk City, Van Meter, Waukee, West Des Moines and Windsor Heights; Ankeny Community School District, Des Moines Independent Community School District, Waukee Community School District, West Des Moines Community School District, and Southeast Polk Community School District, Des Moines Airport Authority, Des Moines Area Regional Transit Authority, Des Moines Metropolitan Wastewater Reclamation Authority, Des Moines Water Works, Metro Waste Authority, Urbandale Sanitary Sewer District, Urbandale Water Utility, Urbandale Windsor Heights Sanitary District, West Des Moines Water Works and the State of Iowa. We do not anticipate this to create a conflict of interest nor to impede Our ability to fulfill Our fiduciary duty to Central Iowa Water Works.

#### ***Conflicts Disclosure Related to Providing Services to Municipal Entity Clients and Obligated Persons on the Same Municipal Transaction***

From time to time We may represent a Municipal Entity client and an Obligated Person on the same side of a transaction. This situation may present a potential conflict of interest if Our fiduciary duty to the Municipal Entity and duty of care owed to the Obligated Person represent competing interests. Accordingly, We mitigate this conflict of interest by disclosing it to clients, requiring separately negotiated agreements between Us and each client, and requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. We currently serve as municipal advisor to the Iowa Finance Authority who is the lender on all State Revolving Fund loans. We do not anticipate this to create a conflict of interest nor to impede Our ability to fulfill Our fiduciary duty to Central Iowa Water Works.

### **IV. Municipal Advisory Complaint and Client Education Disclosure**

The MSRB protects state and local governments and other municipal entities and the public interest by promoting fair and efficient municipal securities markets. To that end, MSRB rules are designed to govern the professional conduct of brokers, dealers, municipal securities dealers and municipal advisors. Accordingly, if you as municipal advisory customer have a complaint about any of these financial professionals, please contact the MSRB's website at [www.msrb.org](http://www.msrb.org), and consult the MSRB's Municipal Advisory Client brochure. The MSRB's Municipal Advisory Client brochure describes the protections available to municipal advisory clients under MSRB rules and describes the process for filing a complaint with the appropriate regulatory authority.

PFM's Financial Advisory services are provided by PFM Financial Advisors LLC. PFM's Swap Advisory services are provided by PFM Swap Advisors LLC. Both entities are registered municipal advisors with the MSRB and SEC under the Dodd Frank Act of 2010.



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER:** 7B-2

**SUBJECT:** Motion – Approval of Interim 2024 Budget

**SUMMARY:**

In accordance with Article XV Section 2 of the 28E/28F, CIWW is to adopt an Initial Budget:

- (a) Initial Budget and CIWW Capital Plan. On or before the Operational Commencement Date or within twelve (12) months of the Effective Date, whichever first occurs, the Board shall establish an Initial Budget and an Initial CIWW Capital Plan to govern the period from the date of adoption of the Initial Budget to the expected Operational Commencement Date, and for the first fiscal year after the Operational Commencement Date. If the Initial CIWW Capital Plan and Initial Budget indicate a need for an increase in the capital of CIWW to assure that CIWW is able to meet its financial obligations as they become due until commencement of operations and for the first fiscal year thereafter, then the Board shall increase the Initial Capital Contributions specified in Section 9 of Article I and Schedule I-9, and each Member Agency shall make the additional Initial Capital Contributions in accordance therewith, within thirty (30) days of the Board’s adoption of the Initial Budget and Initial CIWW Capital Plan.

The attached interim budget has been prepared for projected expenses through December 31, 2024, or for the time period up to Operational Commencement.

Budgets are in the process of being prepared for the period January 1, 2025 through December 31, 2025. The 2025 budget will be presented at a later date but prior to Operational Commencement, which is anticipated to be January 1, 2025.

The Finance and Audit Committee reviewed the interim budget for projected expenses through December 31, 2024 at their July 8<sup>th</sup> meeting. The committee voted to recommend approval of the interim CIWW budget for FY 2024, subject to a couple modifications, which have been made in the attached budget.

**FINANCIAL IMPACT:**

Total Resources projected are approximately \$2.05 million, which consists primarily of Initial Contributions made by Founding Agencies, plus interest revenue earned on cash balances. Expenditures total \$1.6 million. Ending cash balances are projected to be around \$400,000 at December 31, 2024. Approximately half of projected expenditures relate to reimbursable start-up expenses outlined in Schedule I-10 of the 28E/28F. These expenses, totaling approximately \$864,000, have been included in the interim budget but are not required to be paid until twelve months after Operational Commencement; hence, this line item provides flexibility in cash flow if needed.

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

Motion to approve the Interim 2024 Budget.

Prepared by:           *Jenny Kahler*

**CENTRAL IOWA WATER WORKS**  
**Interim Budget**  
**May - December 2024**

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



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER:** 7B-3

**SUBJECT:** Motion – Recommendation for DMWW to Provide Meter-to-Cash Services and Authorize Staff to Prepare Documentation

**SUMMARY:**

Article VI of the 28E/28F outlines responsibilities and general processes and procedures related to wholesale water rates and billing of members. CIWW will be responsible for billing members for water consumption after Operational Commencement, anticipated to be January 1, 2025.

Critical business activities for any water utility, including CIWW, are metering, billing, and cash collection services. These activities together are often referred to as “meter-to-cash” services. As the current wholesale provider to most CIWW members (with the exception of Grimes), DMWW is currently providing wholesale meter-to-cash services. As DMWW already has established systems, processes and internal controls to provide these services for CIWW’s member wholesale meters, DMWW is considered the lowest-cost and fastest solution for meter-to-cash services implementation. The scope of service includes manual entries to the billing system for water-producing members for consumption that is not metered and/or connected to DMWW’s meter reading and billing system.

The attached presentation was reviewed with the Finance and Audit Committee at its July 8<sup>th</sup> meeting. The presentation outlines the benefits of designing a division of responsibilities between DMWW providing meter-to-cash services and a CPA firm providing general accounting operation services. The committee voted to recommend to the Board that DMWW provide meter-to-cash services to CIWW, and a CPA firm provide general accounting services. This was also discussed by the Executive Committee meeting on July 12<sup>th</sup>, which expressed support for this approach. A recommendation for selection of a CPA firm for general accounting services will be brought forward at a later date following an RFP process.

**FINANCIAL IMPACT:**

Costs for DMWW to provide meter-to-cash services is included in CIWW’s financial model developed by PFM as part of DMWW’s production costs to be reimbursed by CIWW. There will be a one-time implementation fee not to exceed \$5,000 for the costs of developing a CIWW billing statement and other related tasks.

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

Motion for DMWW to provide meter-to-cash services for wholesale meters and authorize staff to prepare documentation.

Prepared by:           *Jenny Kahler*

# CIWW: Financial Organizational Structure

Finance & Audit Committee

July 8, 2024

Financial  
Organizational  
Structure  
Proposal

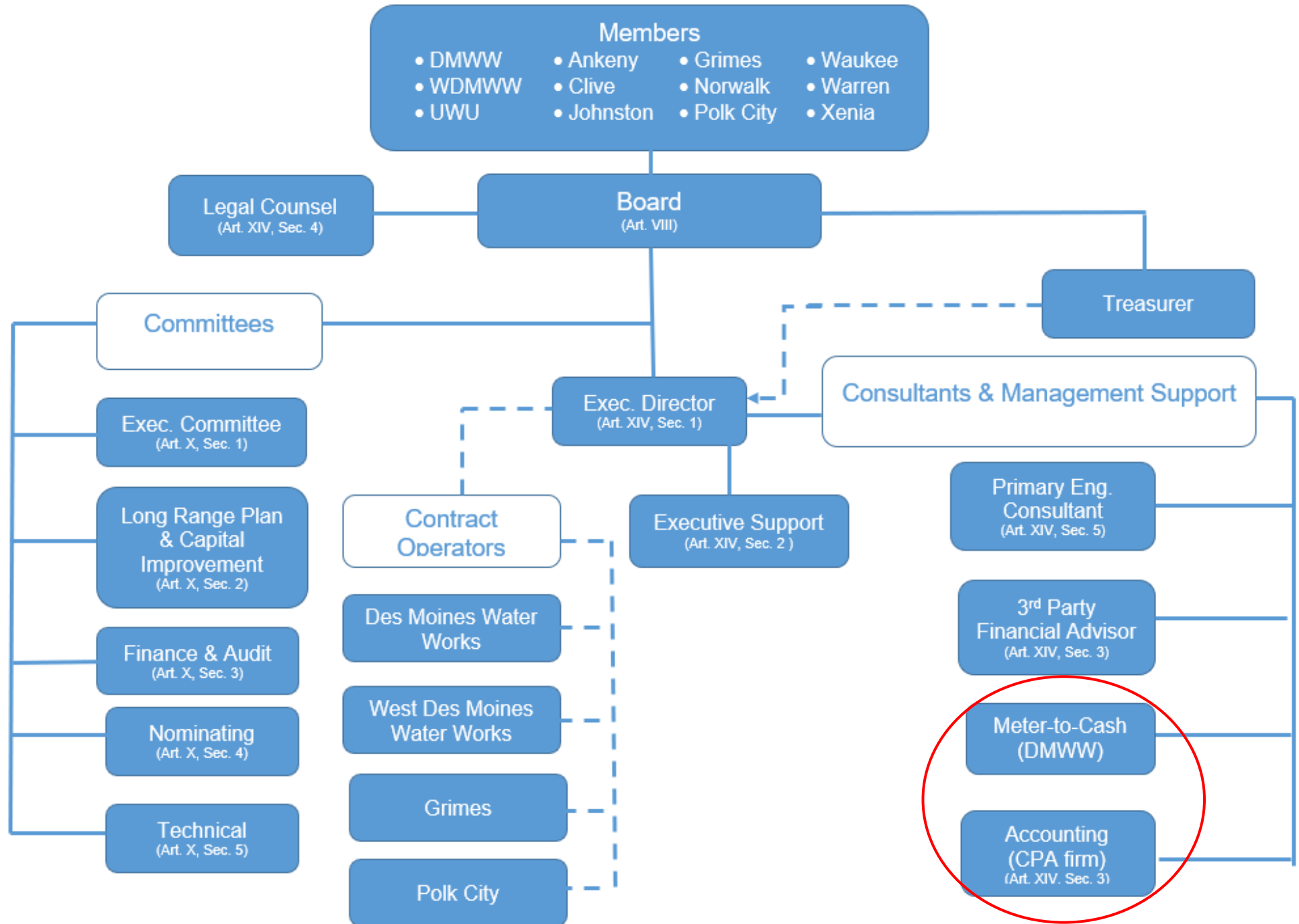
Overview

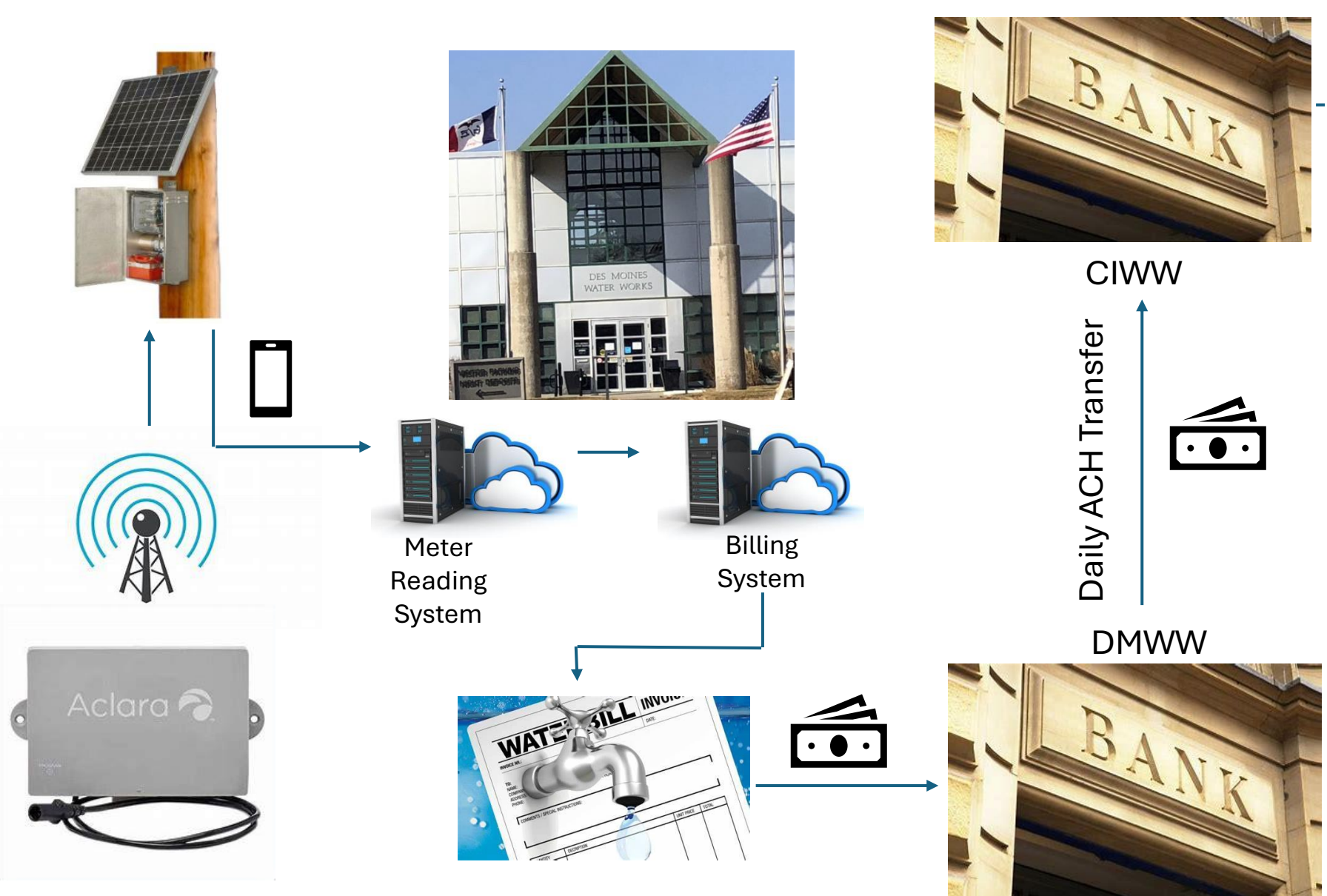
How it will work

Why it's best for CIWW

Committee Feedback

# CIWW Org Chart (working draft)

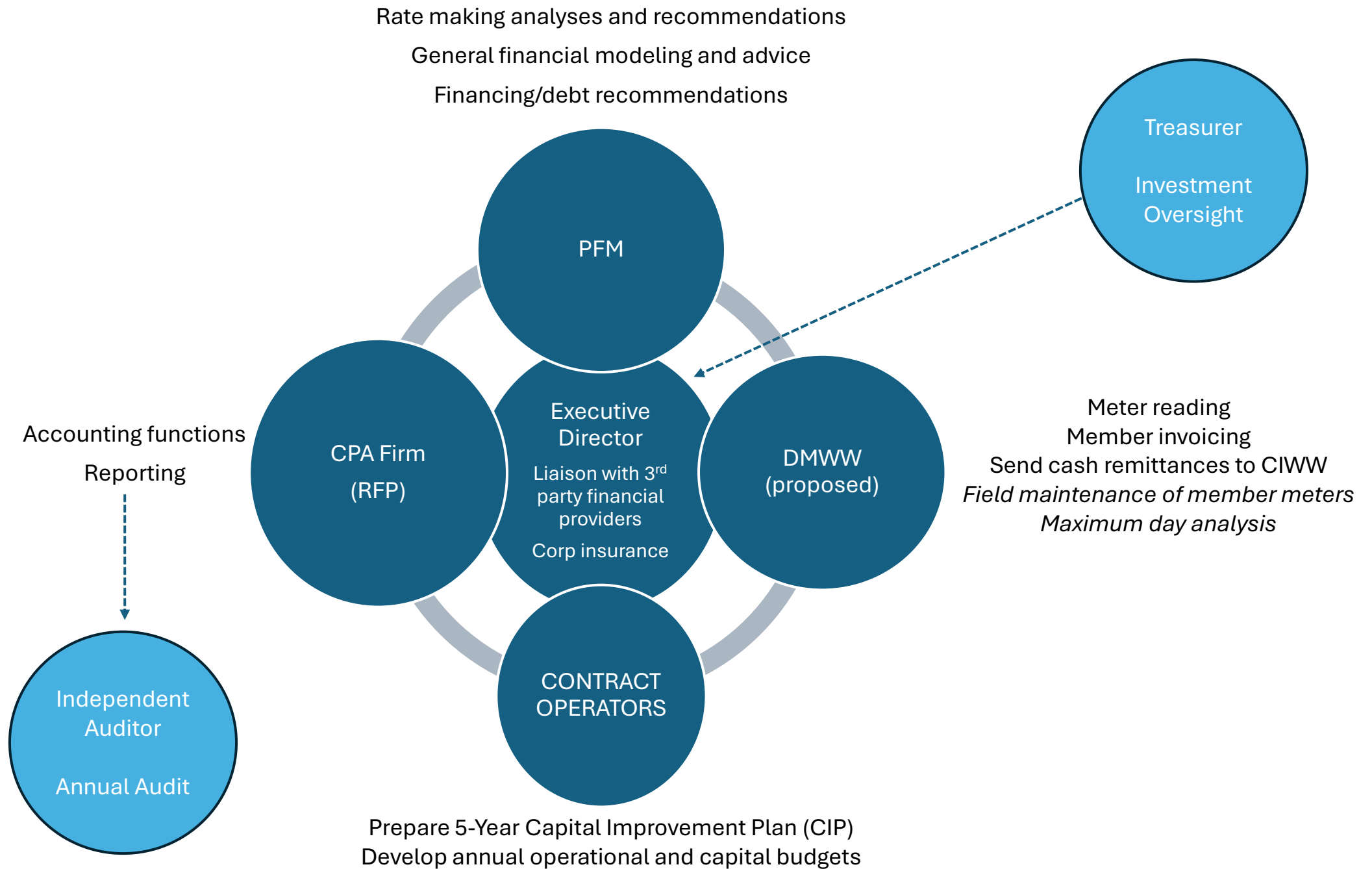




**Meter-to-Cash functions currently performed by DMWW** **New CIWW functions covered by RFP**



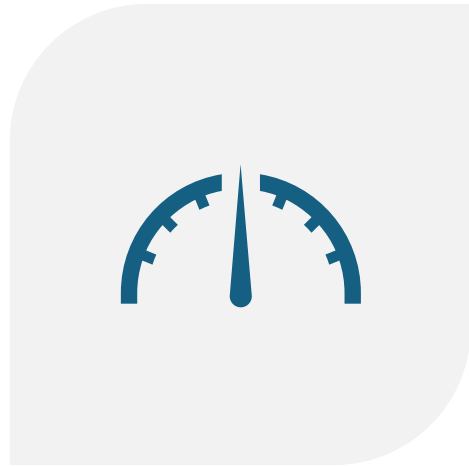
# CIWW FINANCIAL STRUCTURE



# Why It's Best for CIWW

- **Solution leverages an automated system.**
  - Automatic transfer of data prevents human error that may exist in other options.
  - Metering network is geographically expansive.
- **DMWW already doing this work.**
  - Manual entries to billing will be necessary for all or a portion of consumption for Contract Operators: DMWW, WDMWW, Grimes, Polk City.
- **No additional ongoing costs.**
  - There would be a one-time implementation cost for billing statement design and set up to reflect new entity < \$5k.
- **Saves time.**
  - Fast implementation frees valuable time in next 6 mo. to work on the many other tasks necessary to stand up operations by January 1, 2025.

# Feedback from F & A Committee



RECOMMENDATION FOR DMWW PROVIDING  
METER-TO-CASH SERVICES FOR CIWW



PERMISSION FOR STAFF TO ISSUE FINANCIAL  
OPERATIONS AND SERVICES RFP



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER:** 7C1

**SUBJECT:** Information – Draft Five-Year Capital Improvement Plan (CIP)

**SUMMARY:**

Included is a Draft Five-Year Capital Improvement Plan from all CIWW producers. Detailed information for each project was reviewed at recent technical committee meetings. The technical committee recommended the Draft CIP to the full board at its July 10<sup>th</sup> meeting. A summary of the highlights was presented to the Finance and Audit Committee. This committee received and filed the Draft CIP wanting to weigh in on the rate recommendations when both the CIP and operating budgets are complete. The draft CIP information will be provided to PFM to update the rate model that will be used to project rates for CIWW.

This initial year, the CIP has been delayed due to the 28E being completed in April 2024. In the future, the Capital Improvement Plan for the producers will be started in January and presented to the Long-Range Planning Committee in April and approved by the Board in May. The CIP will be updated with the outcomes of the Capacity Expansion Study, once that study is complete.

The CIP will be brought back to the Board for approval once the rate model has been updated and recommended rates have been presented and approved that fund the CIP.

**FINANCIAL IMPACT:**

The five-year CIP totals \$254,518,043 of improvements. Capacity expansion projects make up \$148,082,829 and joint capital projects total \$106,435,214.

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

None.

Prepared by:                     Clara Murphy

**CENTRAL IOWA WATER WORKS**  
**Five Year Capital Improvement Plan (CIP)**  
**2025-2029**

Contract Operator		Work Plan	Project Name	2025	2026	2027	2028	2029	Total	2025 -
DMWW		FDTP		\$	\$	\$	\$	\$	\$	2029
			5kv Switch Gear Controls Upgrade	396,483	1,066,935	764,500	791,258	-	3,019,176	
			CO2 Feed	286,131	-	-	-	-	286,131	
			DM River Well Field	-	4,183,302	6,494,576	8,962,515	-	19,640,392	
			ELL Isolation Valve	543,254	-	-	-	-	543,254	
			FDTP Levee Improvement	-	1,090,266	1,128,425	-	-	2,218,691	
			FDTP Sanitary Sewer List Stn Replacement	-	-	-	34,756	323,752	358,508	
			Filter Plan Rehabilitation	1,013,597	2,622,683	2,714,477	2,809,483	2,907,815	12,068,055	
			Lime Sludge Filter Press	-	591,556	1,224,521	1,267,380	2,053,155	5,136,612	
			Lime Slurry Feed Bldg Replacment	-	-	-	66,499	619,437	685,936	
			SCADA Network Improve	195,058	605,656	835,805	865,058	-	2,501,576	
			Treatment Basin Rechain (ongoing)	680,437	704,253	728,902	754,413	-	2,868,005	
			WHL Discharge Header Paint	-	-	-	-	215,282	215,282	
			WHL High Service Pumps Replacement	-	-	344,660	376,542	-	721,202	
			<b>FDTP Total</b>	<b>\$ 3,114,960</b>	<b>\$ 10,864,650</b>	<b>\$ 14,235,866</b>	<b>\$ 15,927,903</b>	<b>\$ 6,119,441</b>	<b>\$ 50,262,820</b>	
		MWTP	Lime Slurry Lines	-	160,684	1,496,769	-	-	1,657,453	
			Maffitt Reservoir Tunnel & Channel	258,750	-	-	-	-	258,750	
			Paint MWTP	-	-	480,835	-	-	480,835	
			Rehab Collector Wells	658,022	-	-	729,561	755,095	2,142,678	
			<b>MWTP Total</b>	<b>\$ 916,772</b>	<b>\$ 160,684</b>	<b>\$ 1,977,604</b>	<b>\$ 729,561</b>	<b>\$ 755,095</b>	<b>\$ 4,539,716</b>	
		SWTP	Expansion of Raw Water - 10 MGD Expansion	2,781,039	17,270,254	20,853,832	10,483,519	-	51,388,644	
			Plant Expansion - 10 MGD Expansion	1,564,614	28,339,071	19,274,617	19,949,229	-	69,127,531	
			Rehab Collector Wells	-	717,707	742,827	-	-	1,460,533	
			RO Membrane Replacement (ongoing)	228,807	236,816	245,104	253,683	262,562	1,226,972	
			UF Membrane Replacement	583,565	603,990	625,130	647,009	-	2,459,695	
			<b>SWTP Total</b>	<b>\$ 5,158,026</b>	<b>\$ 47,167,838</b>	<b>\$ 41,741,509</b>	<b>\$ 31,333,440</b>	<b>\$ 262,562</b>	<b>\$ 125,663,375</b>	
		Capacity Expansion	Source Water Expansion	39,602	40,988	42,423	1,170,866	1,211,846	2,505,724	
			Treatment & Transmission Expansion	284,621	294,583	304,894	8,415,064	8,709,591	18,008,754	
			<b>Capacity Exp Total</b>	<b>\$ 324,223</b>	<b>\$ 335,571</b>	<b>\$ 347,316</b>	<b>\$ 9,585,930</b>	<b>\$ 9,921,437</b>	<b>\$ 20,514,478</b>	
		Core Network	DICO Feeder Main Replace	3,105,000	3,213,675	-	-	-	6,318,675	
			Joint Seal 16th & Tuttle	517,500	535,613	-	-	-	1,053,113	
			SWTP - West Feeder Main Ph 3 Const	3,173,533	-	-	-	-	3,173,533	
			Tenny to LP Moon Feeder Connection	2,555,943	1,322,700	-	-	-	3,878,643	
			<b>Core Network Total</b>	<b>\$ 9,351,976</b>	<b>\$ 5,071,988</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,423,964</b>	
		Facility Mgmt	FD Center Court Parking Lot	387,215	-	-	-	-	387,215	
			FDT - HVAC	269,959	137,414	-	-	-	407,372	
			FDT Control Center Upgrades	155,250	-	-	-	-	155,250	
			FDT Levee Gates	139,660	-	-	-	-	139,660	
			FDTP - Building Improvements	162,886	-	-	-	-	162,886	
			MWTP Safety Showers & Tempering	197,019	-	-	-	-	197,019	
			PS UM/CSS Remodel	-	-	-	40,163	374,121	414,284	
			<b>Facility Mgmt Total</b>	<b>\$ 1,311,990</b>	<b>\$ 137,414</b>	<b>\$ -</b>	<b>\$ 40,163</b>	<b>\$ 374,121</b>	<b>\$ 1,863,688</b>	
		General Water Production	Routine Production Replacements	1,250,000	1,250,000	1,280,000	1,310,000	1,340,000	6,430,000	
			<b>CIWW - Direct Total</b>	<b>\$ 21,427,947</b>	<b>\$ 64,988,145</b>	<b>\$ 59,582,296</b>	<b>\$ 58,926,996</b>	<b>\$ 18,772,657</b>	<b>\$ 223,698,040</b>	
		Shared Capital Projects (may be allocated some proportion to CIWW)	Roof Replace & Repairs	156,750	324,473	167,915	115,861	119,916	884,916	
			Facility Upgrades	293,375	222,666	260,000	223,000	100,000	1,099,041	
			Vehicle & Equipment Replacement	1,000,000	1,035,000	1,071,000	1,108,000	1,146,000	5,360,000	
			Safety Compliance	207,064	214,311	221,812	229,576	237,611	1,110,374	
			Security Cameras	-	-	34,603	-	37,068	71,671	
			<b>Shared Capital Projects</b>	<b>\$ 1,657,190</b>	<b>\$ 1,796,451</b>	<b>\$ 1,755,330</b>	<b>\$ 1,676,437</b>	<b>\$ 1,640,595</b>	<b>\$ 8,526,003</b>	
			<b>DMWW Total</b>	<b>\$ 23,085,137</b>	<b>\$ 66,784,595</b>	<b>\$ 61,337,626</b>	<b>\$ 60,603,433</b>	<b>\$ 20,413,252</b>	<b>\$ 232,224,043</b>	

CENTRAL IOWA WATER WORKS  
Five Year Capital Improvement Plan (CIP)  
2025-2029

Contract Operator	Work Plan	Project Name	2025	2026	2027	2028	2029	Total 2025 - 2029		
WDMWW	Existing Projects	Replace HSP No. 3/Update Electrical/VFD	450,000	-	-	-	-	450,000		
		Structural Repairs- Bldgs 1,2,3,4,6	200,000	1,025,000	-	-	-	1,225,000		
		Clearwell, Backwash Tank, and Filter Access Improvements	450,000	-	-	-	-	450,000		
		98th Street Exterior Cleaning & Inspection	62,000	-	-	-	-	62,000		
		SCU1 Drive Repairs & VFD Addition	150,000	-	-	-	-	150,000		
		Two Vertical 30-Ton CO2 Tanks (likely no PSF system)	275,000	1,381,000	-	-	-	1,656,000		
		Shallow Wells Construction	1,700,000	4,000,000	-	-	-	5,700,000		
		Building 5 Demolition	-	200,000	-	-	-	200,000		
		Ground Storage Tank No. 1 (West) Repainting	-	-	780,000	-	-	780,000		
		Mechanical Systems Improvements - Bldgs 1,3,4,6	-	-	-	200,000	1,120,000	1,320,000		
		Plant Equipment & Building Upgrades	300,000	300,000	300,000	300,000	300,000	1,500,000		
		<b>Existing Projects Total</b>			<b>\$ 3,587,000</b>	<b>\$ 6,906,000</b>	<b>\$ 1,080,000</b>	<b>\$ 500,000</b>	<b>\$ 1,420,000</b>	<b>\$ 13,493,000</b>
		WDMWW	New Projects	Filters A-E Valve Replacement	230,000	-	-	-	-	230,000
				Filter Pipe Replacement/Repainting	-	180,000	-	-	-	180,000
				Replace Airwash Blower with Piping Modifications	-	-	175,000	-	-	175,000
Second HSP Replacement & VFD Addition	-			-	-	228,000	565,000	793,000		
Deep Well Construction	-			-	-	250,000	5,750,000	6,000,000		
<b>New Projects Total</b>			<b>\$ 230,000</b>	<b>\$ 180,000</b>	<b>\$ 175,000</b>	<b>\$ 478,000</b>	<b>\$ 6,315,000</b>	<b>\$ 7,378,000</b>		
<b>WDMWW Total</b>			<b>\$ 3,817,000</b>	<b>\$ 7,086,000</b>	<b>\$ 1,255,000</b>	<b>\$ 978,000</b>	<b>\$ 7,735,000</b>	<b>\$ 20,871,000</b>		
Grimes	Treatment Projects	Lime Plant Roof Repairs	288,000	-	-	-	-	288,000		
		Lime Sludge Pumps Replacement	-	172,000	-	-	-	172,000		
		Lime Plant Electrical Systems	-	113,000	-	-	-	113,000		
		Lime Plant HVAC Components	15,000	-	-	-	-	15,000		
		Lime Plant Filter Media Replacement	-	-	180,000	-	-	180,000		
		Lime Plant Process Valves, Actuators, and Indicators Replacement	-	-	-	480,000	-	480,000		
<b>Grimes Total</b>			<b>\$ 303,000</b>	<b>\$ 285,000</b>	<b>\$ 180,000</b>	<b>\$ 480,000</b>	<b>\$ -</b>	<b>\$ 1,248,000</b>		
Polk City		Fiber connection from water plant to tower communication	15,000	-	-	-	-	15,000		
		Generator installation and electrical hookup for wells 4 & 5	-	75,000	-	-	-	75,000		
		Iron filter media removal and replacement (4 iron filters)	-	-	35,000	-	-	35,000		
		Security fencing install for wells 3, 4, & 5	-	-	-	20,000	-	20,000		
		Repair water plan roof (rubber membrane)	-	-	-	-	15,000	15,000		
		Pull and inspect well 5	-	-	-	-	15,000	15,000		
<b>Polk City Total</b>			<b>\$ 15,000</b>	<b>\$ 75,000</b>	<b>\$ 35,000</b>	<b>\$ 20,000</b>	<b>\$ 30,000</b>	<b>\$ 175,000</b>		
<b>Total CIWW CIP</b>			<b>\$ 27,220,137</b>	<b>\$ 74,230,595</b>	<b>\$ 62,807,626</b>	<b>\$ 62,081,433</b>	<b>\$ 28,178,252</b>	<b>\$ 254,518,043</b>		
<b>Costs by Category</b>										
Capacity Expansion Projects			\$ 10,399,353	\$ 47,267,597	\$ 40,475,765	\$ 40,018,677	\$ 9,921,437	\$ 148,082,829		
Joint Capital Projects			16,820,784	26,962,998	22,331,861	22,062,756	18,256,814	106,435,214		
<b>Total CIWW CIP</b>			<b>\$ 27,220,137</b>	<b>\$ 74,230,595</b>	<b>\$ 62,807,626</b>	<b>\$ 62,081,433</b>	<b>\$ 28,178,252</b>	<b>\$ 254,518,043</b>		



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

**Meeting Date:** July 24, 2024

**ITEM NUMBER:** 8E - 1

**SUBJECT:** Informational – Issuance of Financial Operations and Services RFP

**SUMMARY:**

The attached Request for Proposals (RFP) for Financial Operations and Services was distributed to about a dozen potentially interested CPA firms on July 9<sup>th</sup>. It was also posted on DMWW's and WDMWW's websites.

Responses are due August 16<sup>th</sup>. Staff will evaluate responses and bring forward a recommendation to the Finance and Audit Committee and Board of Trustees at a future date.

**FINANCIAL IMPACT:**

None at this time.

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

No action. Informational only.

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

*Jenny Kahler*

# STRONGER TOGETHER

# Central Iowa Water Works

RE: Request for Proposal (RFP) for Creation of System of Financial Records and Accounts and Financial Operation Services by Central Iowa Water Works

Central Iowa Water Works (CIWW) is seeking qualified CPA firms with extensive experience representing municipal entities to create a system of financial records and accounts and provide ongoing accounting services for CIWW.

CIWW invites your firm to respond to the enclosed RFP. Proposals must be submitted no later than 3:00 p.m. Central Time on August 16, 2024.



**REQUEST FOR PROPOSAL (“RFP”)  
CREATION OF SYSTEM OF FINANCIAL RECORDS AND ACCOUNTS  
AND  
FINANCIAL OPERATION SERVICES  
CENTRAL IOWA WATER WORKS**

**SCOPE OF WORK**

Central Iowa Water Works (“CIWW”), an entity created by 28E-28F Agreement on file with the Iowa Secretary of State as Agreement No. M516883, is inviting proposals to provide the services required to establish and operate a system of financial records and accounts to support its operations expected to commence January 1, 2025.

**Name of Proposal** Financial System Creation and Operation

**Deadline for Receipt of Submittals** August 16, 2024, at 3:00 PM, Central Time

**Submission of Proposals** Electronic file, plus one original and eight hard copies submitted to CIWW’s temporary office at:

Central Iowa Water Works  
Attn: Amy Kahler  
2201 George Flagg Parkway  
Des Moines, Iowa 50321

**Method of Submission** Emailed, mailed, or delivered in person

**Contact Person, Title** Amy Kahler, CIWW Treasurer

**Email Address** kahler@dmww.com

**Phone Number** 515-283-8760

The only official position of CIWW with respect to this RFP is that position which is stated in writing and issued by the Treasurer of CIWW. No other means of communication, whether written or oral, shall be construed as formal or official response statement.

**AWARD**

No submissions will be considered which have not been received by the deadline set forth. CIWW is not responsible for delays occasioned by the United States Postal Service, or any other means of delivery employed by the proposer.

## **OBJECTIVE**

CIWW is seeking proposals from qualified firms of certified public accountants to establish and maintain a complete system of financial records and prepare a set of monthly and annual financial statements in accordance with Generally Accepted Accounting Principles as applied to governmental units, for the calendar year 2025 and subsequent years and to operate such system for a minimum period of three years, and on a year-to-year basis thereafter until terminated.

## **PROCESS AND LIMITATIONS**

Firms interested in responding to this RFP shall provide email notification by July 26, 2024, of their intent to respond.

Questions for the purpose of clarifying the RFP may be submitted by email and must be received no later than July 26, 2024. The submission of questions for response does not in any way enhance or guarantee the chances of receiving a contract through this proposal. CIWW shall make all firms' inquiries, as well as CIWW's answers to them, available to all known interested respondents by August 2, 2024.

Proposals submitted will be initially evaluated by staff and the Finance and Audit Committee of CIWW with a final recommendation made to the Board of Trustees of CIWW (the "CIWW Board") which will authorize the final selection of a firm.

During the evaluation process, CIWW reserves the right, where it may serve CIWW's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. CIWW reserves the right to reject any or all proposals submitted.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CIWW and the firm selected. CIWW reserves the right to retain all proposals submitted and use any ideas in a proposal regardless of whether that proposal is selected. All proposals shall be retained as public records of CIWW upon completion of the RFP process.

## **TIMELINE**

The following is the timeline of the RFP process:

Activity	Timing
Interested firms provide notification of intent to respond	July 26, 2024
Any inquiries from interested firms due	July 26, 2024
CIWW answers to inquiries distributed to all firms providing notification of intent to respond	August 2, 2024
Responses to RFP due	August 16, 2024
Evaluation by CIWW staff and Finance & Audit Committee	Mid-August - Mid-September, 2024
Board authorizes selection of firm	September 25, 2024
Agreement finalized and contract commences	On or around October 1, 2024
Design and creation of financial system and processes	October 1 - December 31, 2024
Financial system and processes operational	January 1, 2025

Authorization of the selected firm to commence work shall be required in the form of a contract on terms to be negotiated with staff and counsel to CIWW and approved by the CIWW Board. The contract shall address the scope of work, deliverables, timelines, compensation, representations and warranties as outlined in the selected firm’s response to the RFP and other legal matters customary in contracts of such kind.

THERE IS NO EXPRESSED OR IMPLIED OBLIGATION FOR CIWW TO REIMBURSE RESPONDING FIRMS FOR ANY EXPENSES INCURRED IN PREPARING PROPOSALS IN RESPONSE TO THIS REQUEST.

**DESCRIPTION OF CIWW**

CIWW is a new entity created under Chapter 28E-28F Code of Iowa to act as a regional supplier of water to its twelve member agencies that are each either municipal entities or rural water districts. Member Agencies include the cities of Ankeny, Clive, Johnston, Grimes, Norwalk, Polk City, and Waukee; three board-managed utilities including Des Moines Water Works, West Des Moines Water Works, and Urbandale Water Utility; and two rural water districts including Warren Water District and Xenia Rural Water District. The entity was established on April 11, 2024, and expects to commence water supply operation on January 1, 2025. The 28E-28F Agreement is available at <https://bit.ly/CIWWExecution28E28F>.

CIWW is governed by a thirteen-member Board of Trustees, comprised of two Trustees representing Des Moines Water Works and one Trustee for the other eleven Member Agencies. CIWW is expected to have two employees initially, consisting of an Executive Director and an Executive and Administrative Assistant. An organizational chart is provided in Appendix A.

CIWW employees are expected to be eligible to participate in in the Iowa Public Employees Retirement System (“IPERS”) a multi-employer, defined benefit plan. Other benefits offered by CIWW are under development.

Through Operating Contracts with four Water Producing Member Agencies (Des Moines Water Works, West Des Moines Water Works, Grimes, and Polk City) (“Contract Operators”), CIWW will

operate as a wholesale provider of water to its Member Agencies and will own fixed assets related to the production of water, including water resources, treatment facilities, transmission and storage. CIWW will receive water revenue from Member Agencies purchasing water and will reimburse Contract Operators for operations and maintenance and capital improvement expenditures. The Contract Operators will have primary responsibility for initially incurring and recording for operational and capital expenditures and seeking reimbursement from CIWW; however, CIWW may incur such costs directly over time as operations and facilities expand. CIWW will issue debt from time to time, anticipated to be through the State Revolving Fund, for significant capital improvement and system expansion projects.

CIWW will engage additional third-party financial services providers. Public Financial Management (PFM) has been retained for financing and municipal advisory consulting services, including short- and long-term financing strategies and rate-making analyses. Des Moines Water Works will provide meter-to-cash services, remitting cash receipts and supporting ledger information to CIWW on a daily or monthly basis. Payroll processes have been established using the ADP RUN platform.

CIWW's fiscal year is on a calendar basis of January 1 to December 31<sup>st</sup>. CIWW prepares its budget reports and demonstrates its budget compliance using the cash basis of accounting. The Contract Operators are responsible for preparing five-year capital improvement plans and budgets, as well as annual operational and capital budgets, and providing those budgets to PFM for rate-making analysis and general financial modeling. An outline of the five-year CIP and annual budgeting process is provided in Appendix B.

## **DESCRIPTION OF SERVICES REQUIRED**

The financial and accounting system and services to be created for CIWW are, at a minimum:

- Provide all systems, processes, services, and materials necessary to produce a complete set of financial records for all actual and budgeted financial transactions of CIWW, including a chart of accounts, general ledger, and certain subsidiary ledgers, including but not limited to Accounts Receivable, Investments, Fixed Assets, and Accounts Payable.
- Maintain banking and investment records and reconcile bank statement(s) monthly.
- Process bi-weekly or monthly payroll using timesheets submitted by CIWW staff. CIWW's existing ADP RUN platform may or may not be utilized and services in lieu of ADP may be, but are not required to be, included in any proposal.
- Process a weekly disbursement cycle for authorized miscellaneous payables and initiate monthly reimbursements to Contract Operators, or as business needs dictate.
- Create and generate miscellaneous invoices.
- Coordinate with Contract Operators, Executive Director, the Executive and Administrative Assistant, the Board Treasurer, and third-party financial service providers for the exchange of financial information as required to fulfill the duties outlined herein.
- Establish a robust system of internal controls.

- Create a set of defined management and financial reports to be provided monthly and/or annually, as well as ad hoc reports that may be reasonably requested by CIWW staff or Board from time to time.
- Coordinate and facilitate an annual audit by an independent auditor, including preparation of annual financial statements and audit workpapers and be available to answer questions and provide supporting documentation during the audit. Implement recommendation arising from the audit.
- Other related duties reasonably within the scope of initiating, recording, and reporting financial transactions and the overall financial condition of a business.

The above-described services are referred to herein as the “Required Services” and are further subject to other detailed specifications and technical requirements set forth below.

The financial system, records, and services must be designed to:

- Facilitate the periodic audit of CIWW’s accounts and operations.
- Be non-proprietary and capable of operation by any reasonably skilled provider of accounting services utilizing readily available hardware and software technology at reasonable cost.
- Integrate or receive information from certain ancillary systems, such as billing, payroll, budget, and others as business needs dictate.
- Provide complete transition services to any successor providers to CIWW of Required Services.
- Comply with applicable accounting principles and governing law as applied to political subdivisions in the State of Iowa and must otherwise support CIWW’s full compliance with applicable law as applied to financial matters.

Excluded systems and services include:

- Meter-to-cash services, including creating and generating monthly invoices to Member Agencies, and receiving related cash remittances directly from Member Agencies.
- Corporate insurance program.

As used in this RFP the term “audits” should be understood to mean audits performed by a third-party firm or government official in accordance with auditing standards generally accepted in the United States of America, Chapter 11 of the Code of Iowa, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. If a Single Audit is required, the audit is to also be performed in accordance with U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

## **ADDITIONAL PROFESSIONAL SERVICES**

CIWW may engage other professional services, such as human resources and benefits support, from time to time and the availability of such services and the proposed costs thereof may be included but are not required to be included as an optional alternative in any proposal.

## **TASKS**

The Required Services are divided into Separate Tasks as follows:

<b>Task</b>	<b>Description</b>
1	Detailed design of Financial System, Processes, and Internal Controls. Submission to CIWW for approval.
2	Creation of Financial System, Processes, and Internal Controls
3	Initial data entry/conversion
4	Commencement of Required Services, anticipated to be January 1, 2025
5	Required Services provided for calendar years 2025, 2026, 2027

CIWW staff and contractors will be available to assist with the Tasks by providing information, documentation and explanations.

The ongoing principal contacts with CIWW will be the Executive Director and the person designated by the CIWW Board as its Treasurer.

## **PROPOSAL REQUIREMENTS**

### General Requirements

Contact with personnel of CIWW other than as outlined in this RFP may be grounds for elimination from the selection process.

Submissions must include the following information:

- Title page - The title page showing the request for proposals' subject; the firm name; the name, address, and telephone number of a contact person; and the date of the proposal.
- Table of Contents
- Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period outlined, a statement of why the firms believes itself to be the best qualified to perform the Required Services, and a statement that the proposal is a firm and irrevocable offer for 90 days.

- Cost Proposal - The cost proposal should follow the format set forth in Appendix C.

### Technical Requirements

The purpose of the technical requirements is to demonstrate the qualifications, competency and capacity of firms seeking to undertake the Required Services to CIWW in conformity with the requirements of this request for proposals.

As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the staff to be assigned to provide services to CIWW. It should also specify an accounting approach that will meet the requirements outlined herein.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following bulleted subjects must be included. These represent the criteria against which the proposals will be evaluated.

- *Firm Qualifications and Experience*  
State the size of the firm, the size of the firm's staff, the location of the office from which the work for CIWW is to be performed, the number and nature of the professional staff to be assigned to CIWW on a full-time basis, and the number and nature of the staff to be assigned on a part-time basis.
- *Partner, Supervisory, and Staff Qualifications and Experience*  
Identify the principal supervisory and management staff, including partners, managers, other supervisors and specialists, who would be assigned to perform the Required Services and indicate whether each such person is licensed to practice in the State of Iowa as a certified public accountant.

The firm should provide relevant information regarding the number, qualifications, experience, and training, including continuing professional education, of the specific staff to be assigned to serve CIWW. The firm should also indicate how the quality of staff over the term of the agreement will be assured.

Partners, managers, other supervisor staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of CIWW. However, in either case, CIWW retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of CIWW which retains the right to approve or reject replacements.

- *Recommended Approach*  
Provide an overview of the firm's proposed approach, systems, and processes to perform the Required Services. Clearly identify any Required Service that is unable to be met.
- *Additional Optional Professional Services*  
To the extent the Proposer elects to propose providing human resources support, or any other services the firm offers that may be of value to CIWW, regardless of whether those services have been specifically included in this RFP, provide narrative on the firm's ability to provide the proposed additional services.
- *Other Municipal Clients*  
Provide information demonstrating experience with at least three clients receiving similar services as the Required Services, preferably municipalities or governmental agencies, that CIWW may contact as references. Identify any potential conflicts of interest and how those potential conflicts would be managed.
- *Costs*  
The cost should contain all pricing information relative to performing the Required Services and shall be in the format as shown in Appendix C and include the following:

One-Time Implementation Costs

Provide an amount for one-time implementation costs to perform Task 1 and Task 2.

Annual Costs

Provide an annual estimate of hourly rates and billed hours, with an annual Not To Exceed price for each of the three years of the contract. Additionally, provide any cost escalation for the two subsequent years, if applicable.

Rates for Additional Professional Services

If it should become necessary for CIWW to request the accountant to render any additional services to either supplement the services requested in this request for proposals or to perform additional work, then such additional work shall be performed only if set forth in an addendum to the contract between CIWW and the firm. Any such additional work agreed upon between CIWW and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost.

## **EVALUATION PROCEDURES**

Proposals will be reviewed for the firm's ability to perform the Requested Services, the quality and completeness of the firm's proposal, and the criteria as listed below.



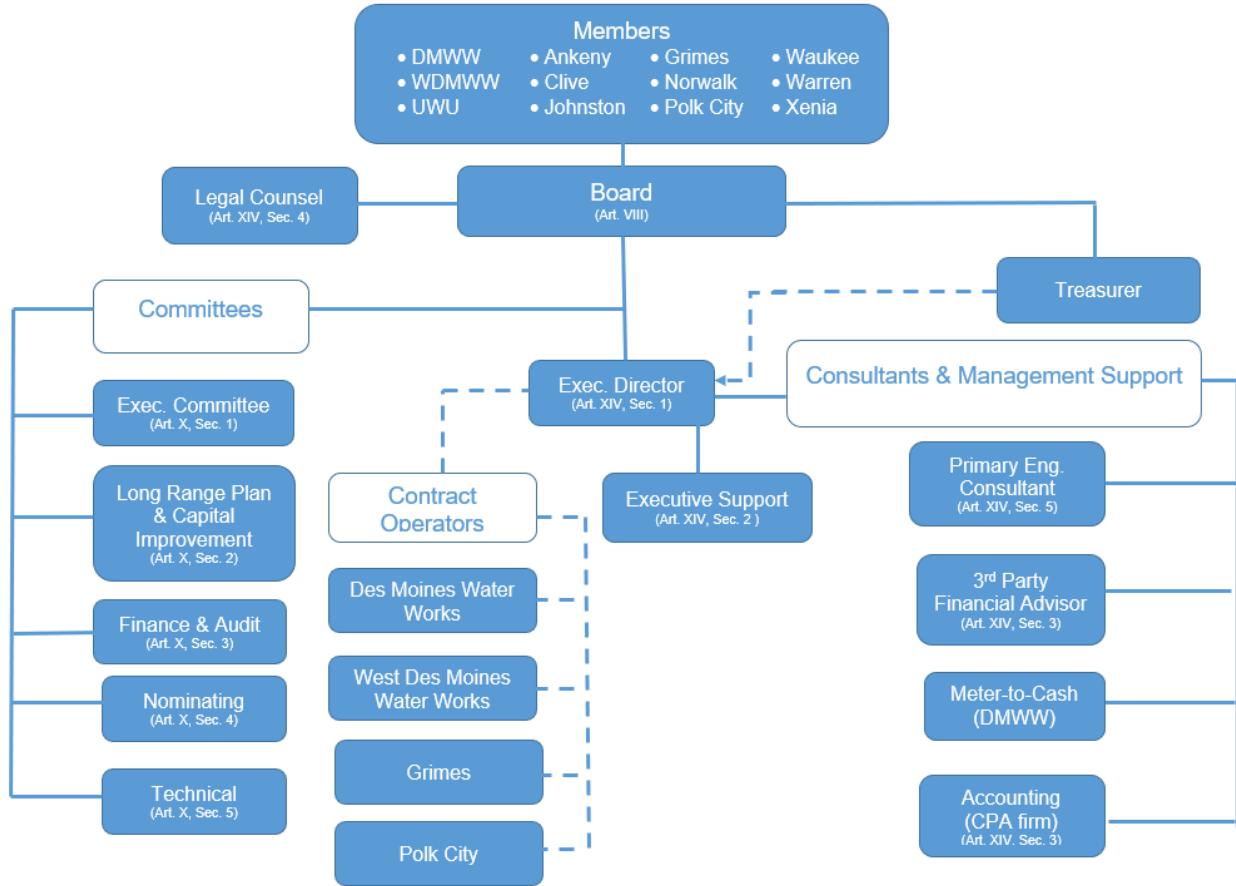
## Evaluation Criteria

Submissions will be primarily evaluated based on the firm's qualifications and experience, and the Recommended Approach as outlined in the Technical Requirements. Cost will not be the primary factor in the selection of the firm. Pricing will be considered in relation to the number of hours proposed, the firm's ability to meet the mandatory requirements of the proposals, and the firm's technical qualifications.

Submission of proposal indicates acceptance by the firm of the conditions contained in the request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CIWW and the firm selected.

CIWW will be subsequently issuing a Request for Proposals for an independent auditor. The selected firm to this RFP shall not be considered for selection as an audit firm.

## APPENDIX A CIWW Organizational Chart



**APPENDIX B**  
**CIWW CIP and Budget Cycle**  
**January – June**

	January	February	March	April	May	June
C I P	M e m b e r s	Water Producers finalize 5 Yr CIP & Communicate CIP to CIWW			5 YR CIP Plan Approved/Rec'd & Filed by Water Producers	
	C I W W		CIWW drafts 5-Year CIP	CIWW 5-YR CIP presented to Long Range Planning and CIP CIWW Committee	CIWW- 5-YR CIP approved by CIWW Board	
B U D G E T	M e m b e r s		Water Producers provide final prior year costs to CIWW		Water Producers DRAFT Operational Budgets	Water Producers REVIEW Operational Budgets
	C I W W	Calculate CIWW Flows for Jan - Dec of prior year; Finalize Max Day and calculate excess consumption reconciliation (Max Day and excess consumption analysis can generally be started in prior Oct - Nov)	CIWW Technical Committee Approves Capacity Calculations/Flows; CIWW calculates Producer True Up Reconciliation			

**APPENDIX B  
CIWW CIP and Budget Cycle  
July - December**

	July	August	September	October	November	December
C I P	M e m b e r s					
	C I W W					
B U D G E T	M e m b e r s		Water Producer Operational & Capital Budgets Adjusted for CIWW Information and finalize retail rates	Water Producer Finance Committees REVIEWS Operational & Capital Budgets and Rates	DMMWW Budget Public Hearing & Board Approval	WDMWW Budget Public Hearing & Board Approval; Budget Received and Filled by WDM/DSM City council
	C I W W	CIWW DRAFT Operational Budget	CIWW Operational & Capital DRAFT Budgets; CIWW Communicates Operating and Capital Budgets, and Rates to Members	CIWW Budget presented to CIWW Board w/justification	CIWW Budget Hearing & Board Approval; Identify current year Max Day; Begin current year excess consumption reconciliation calculated	

**APPENDIX C  
COSTS**

FIRM NAME \_\_\_\_\_

A. Outline Hourly Rates and Estimated Hours by Position

B. Summarize Not-To-Exceed Amounts as follows:

	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
One-Time Implementation Costs		n/a	n/a	n/a
Required Services				
Additional Professional Services (enumerate services and costs)				
Out-Of-Pocket Expenses, including supplies, materials, etc.				

C. Outline required terms of payment.