

AGENDA

Annual Meeting
Board of Trustees
Central Iowa Water Works
December 18, 2024
Mid-American Energy Rec Plex, Community Room A
3:00 p.m.

[Join Zoom Meeting](#)

Meeting ID: 860 2488 3040

Passcode: 562887

United States:

+1 (309) 205-3325

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 November 20, 2024; CIWW Board Meeting as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Approve the Minutes from November 20, 2024; CIWW Board of Trustees Executive Committee, subject to correction, as recommended by the Board Clerk.
- C. Motion – Approve the Minutes from November 20, 2024; CIWW Board of Trustees Workshop, subject to correction, as recommended by the Board Clerk.
- D. Motion – Approve the Minutes from December 6, 2024; CIWW Special Board Meeting as published, subject to correction, as recommended by the Board Clerk.

- E. Motion – Receive and File Final Minutes from November 13, 2024, Technical Committee Meeting
- F. Motion – Receive Draft Minutes from December 11, 2024, Technical Committee Meeting
- G. Motion – Receive and File Minutes from December 10, 2024, Finance and Audit Committee Meeting, subject to correction, as recommended by the Board Clerk
- H. Motion – Receive and File November Financial Summary and Approve November Expenditures

Item 6: Discussion of Board Process for Consideration of CIWW Future Production Study Report by HDR

Item 7: Annual Meeting Action Items

- A. Committee Appointments

Item 9: Reports

- A. Producers
- B. Technical Committee
- C. Finance and Audit Committee
- D. Legal Counsel
- E. Executive Director / Interim Executive Director

Item 10: Board Action Items

- A. Motion – Resolution of Appreciation for the Member Agencies of Central Iowa Water Works

Item 11: Other Business

Adjournment

Upcoming CIWW Activities			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
January 8	1:00 p.m.	DMWW Board Room	Technical Committee
January 22	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees

CENTRAL IOWA WATER WORKS BOARD OF TRUSTEES

Wednesday, November 20th 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 E. Smith called the meeting to order at 3:14pm.

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
Tom Cope, Johnston
Jake Anderson, Grimes
George Meinecke, Norwalk
Chelsea Huisman (Alternate) Polk City
John McCune, Urbandale Water Utility
Carol Butler Freeman, Warren Water District*
Mayor Courtney Clarke, Waukee
Jody E. Smith, West Des Moines Water Works
Royce Hammitt, Xenia
*Participated in the meeting via electronic means.

Such persons, being all Trustees, constituted a quorum.

Others in Attendance:

Tami Madsen, Central Iowa Water Works
William Smith, Central Iowa 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 Works
Scott Brennan, West Des Moines, Water Works
Christina Murphy, West Des Moines, Water Works

Andy Fish (Alternate), Warren Water District
Amy Beattie, Brick Gentry PC
Rick Malm, Dickinson Bradshaw
*Participated in the meeting via electronic means.

Item 3: Approving Agenda, as Presented or as Amended

John McCune made a motion to approve the agenda as presented.
Tom Cope seconded the motion. The motion was adopted by a unanimous vote.

Item 4: Public Comment Period

There were no comments from the public.

Item 5: Public Hearings and Related Resolutions (Please state name, address and limit comments to five minutes.)

Item 5a: John McCune moved a Resolution approving Weighted Vote Allocation Among Members.
Tom Cope seconded. The motion was adopted by unanimous vote.

Item 5b: John Edwards moved a Resolution, Ratifying, Confirming and Approving, Publication of Notice of Public Hearing on the Issuance of Not to Exceed \$70,000.000 Water Revenue Capital Loan Notes. Courtney Clarke seconded the motion.

With the CIWW 28E/28F Agreement requiring a weighted vote on this matter, a roll call vote was taken with 100% of the Member Agencies attending and voting with 100% voting Aye and 0% voting Nay. Such vote being sufficient under the CIWW 28E/28F Agreement, the Resolution was adopted.

Item 5C: Public Hearing – Authorization of Loan and Disbursement Agreements and the issuance of Notes to evidence the obligation of Central Iowa Water Works thereunder. The notice was published on November 12. No members of the public offered statements or input.

Item 5D: Tom Cope moved a Resolution – Instituting Proceedings to Take Additional Action for the Authorization of Loan and Disbursement Agreements and the Issuance of Not to Exceed \$70,000,000 Water Revenue Capital Loan Notes. John McCune seconded the motion.

With the CIWW 28E/28F Agreement requiring a weighted vote on this matter, a roll call vote was taken with 100% of the Member Agencies attending and voting with 100% voting Aye and 0% voting Nay. Such vote being sufficient under the CIWW 28E/28F Agreement, the Resolution was adopted.

Item 5E: Public Hearing – CIWW 2025 Budget – The notice was published on November 4. No members of the public offered statements or input.

Item 6: Consent Agenda

John Edwards moved to approve the following consent agenda items.

- A. Motion – Approve the Minutes from October 23, 2024; CIWW Board Meeting
As subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from October 9, 2024, Technical Committee Meeting
- C. Motion – Receive Draft Minutes from November 13, 2024, Technical Committee Meeting
- D. Motion – Receive Minutes from November 13, 2024, Long Range Planning and Capital Improvements Committee Meeting, subject to correction, as recommended by the Board Clerk
- E. Motion – Receive and File Minutes from November 14, 2024, Finance and Audit Committee Meetings, subject to correction, as recommended by the Board Clerk
- F. Motion – Receive and File Minutes from November 5, 2024, Executive Committee Meetings, subject to correction, as recommended by the Board Clerk
- G. Motion – Extend appointments of Ted Corrigan, Christina Murphy, and Amy Kahler as Board Clerks
- H. Motion – Receive and File October Financial Summary and Approve October Expenditures
- I. Resolution –Approving Engagement of PFM Financial Advisors as Financial Advisor To Central Iowa Water Works Related to Debt Issuance Through the State Revolving Fund Program
- J. Resolution –Approving Service Agreement between The State of Iowa Retirement Investors’ Club Department of Administrative Services and Central Iowa Water Works (Deferred Compensation Plan)
- K. Motion - Approving Special Meeting to be held pursuant to the call of the Chair at Noon on December 6, 2024, at the Mid-American Energy Rec Plex, Community Rm A

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

Item 7A: Board Action Items – John McCune moved to Appoint Tami Madsen as Assistant Board Secretary and Authorize as Signatory on Accounts. Tom Cope seconded. The motion was adopted by unanimous vote.

Item 7B: John Edwards moved a Resolution to approve Updated Schedules I-2-A (Historic Annual Finished Water Requirements) and I-2-B (Five Year Average Maximum Day Demand). Courtney Clarke seconded. A roll call vote was taken with all the members voting aye.

Item 7C: David Jones moved a Resolution setting 2025 Rates for Central Iowa Water Works. Tom Cope seconded. A roll call vote was taken with all the members voting aye.

Item 7D: Tom Cope moved the Resolution approving Central Iowa Water Works Budget for the 2025 Calendar Year. Diane Munns seconded. A roll call vote was taken with all the members voting aye.

Item 7E: John Edwards moved a Resolution approving 2025-2029 Capital Plan (As Updated) For Central Iowa Water Works. Tom Cope seconded. A roll call vote was taken with all the members voting aye.

Item 7F: John Edwards moved a Resolution Approving and Authorizing Consummation of Asset Transfer to Central Iowa Water Works, and Commencement of Water Supply Operations as of January 1, 2025, Approving Assignment and Assumption Agreements and Other Documents Related to Asset Transfer and Authorizing all Actions Necessary or Appropriate to Complete Asset Transfer to Central Iowa Water Works. John McCune seconded. A roll call vote was taken with all the members voting aye.

Item 7G: John Edwards moved a resolution authorizing the engagement of Eide Bally as auditor for CIWW for 2025. David Jones seconded. The motion was adopted by unanimous vote.

Item 8: Recommendations from Committees

A. Executive Committee

Chair Smith reported that the RFP for general legal counsel had been released, and responses are due December 20th.

B. Finance and Audit Committee

Committee Chair Brennan reported that the committee recommended approval of the PFM engagement letter and the engagement of Eide Bailly as auditor for 2024.

Matt Stoffel from PFM provided a summary of the budget proposal.

Item 9: Reports

A. Executive Director / Interim Executive Director

Bill Smith updated on completed tasks, tasks remaining to reach operational commencement, and upcoming agenda items.

B. Producers

Ted Corrigan reported that the EPA rejected a portion of the IDNR Impaired Waters list. The EPA wants seven segments on five rivers in Iowa that are sources of drinking water added due to nitrate contamination. One of the sections is the Racoon River between I35 and the confluence of the Des Moines River. This would make them eligible for the development of a plan to improve their water quality.

C. Technical Committee

No planned report.

D. Long-Range Planning and Capital Improvements Committee

Lyle Hammes elected as Chair and Lindsay Wanderscheid as Vice Chair.

E. Finance and Audit Committee

Reported in Item 8B

F. Legal Counsel

Amy Beattie reported that the Operating Contracts and debt related documents will be ready for the December 6th meeting. Steve Nadel, Bond Counsel, will be in attendance.

Item 10: Other Business

Sue Huppert announced the Welcome Reception for new Executive Director, Tami Madsen, at the Des Moines Botanical Center Wednesday, December 11th at 4:00 P.M.

Chair Smith reported that CIWW hosted the Metro Managers luncheon where he provided an update concerning CIWW's progress over the past six months.

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

Item 11: Adjournment

Having no other business the meeting was adjourned by the Chair at 3:45 P.M.

CIWW Board Chair Jody E. Smith

Diane Munns, Secretary

MINUTES
Executive Committee
Central Iowa Water Works
November 20, 2024
Mid-American Energy Rec Plex, Community Room A
4:00 p.m.

Item 1: Chair Smith called the meeting to Order at 4:00 p.m.

Item 2: Roll Call

Committee Members present:

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

Others present:

Tami Madsen, Central Iowa Water Works
William Smith, Central Iowa Water Works
Ted Corrigan, Des Moines Water Works
Christina Murphy, West Des Moines Water Works
Neil Weiss, Urbandale Water Utility
Amy Beattie, Brick Gentry, P.C.
Jim Wine, Nyemaster Goode, P.C.
Richard Malm, Dickinson, Bradshaw, Fowler & Hagen P.C.

Item 3: Discussion of Operating Agreements

The Committee reviewed the form of Operating Contract as modified since the adoption of the CIWW 28E-28F Agreement. In addition, CIWW's Special Counsel requested client direction on drafting three provisions:

1. The allocation of risk and loss that may arise from unauthorized and unintended malicious misconduct by Operating Contractor employees is questioned. The

Operating Contractors believe this should be a shared regional risk. Special Counsel seek specific client direction on this point. See redline of changes proposed by the Operating Contractors in the following Sections: Article II, Section 4 and in Article IX, Sections 1 and 6.

2. Empowerment of the Operating Contractor to execute Joint Capital Projects that have a cost of \$100,000 or less without CIWW or CIWW Technical Committee review. See redline of change in Article V Section 4. The Operating Contractors seek this as a matter of efficiency. Special Counsel seek specific client direction on this point.
3. The definition of how Operation, Maintenance, and Management (“OM&M) budgets will apply during the pendency of any budget dispute is questioned. See Article VI, Section 3, which states that the Operating Contractor will operate under its proposed budget while any dispute is pending. This provision was contained in the draft written before CIWW was formed. Special Counsel seek specific client direction on this.

The Committee agreed on the first two provisions as drafted. It directed drafting a budget process to allow producers to operate under undisputed provisions and to provide deadline for completion of arbitration on disputed budget provisions.

Item 4: Other Business

The Committee discussed questions on loan provisions regarding prior non-compliance issues and concurred that CIWW could assist with compliance on these matters.

The Chair suggested that development of personnel policies should be undertaken.

The Chair adjourned the meeting at 4:45 p.m.

Board of Trustees Workshop
Central Iowa Water Works
November 20th at 2:00 P.M.

MEETING LOCATION:
Mid-American Energy RecPlex,
Community Room A

Minutes

Item 1: Call to Order

Board Chair Jody E. Smith called the meeting to order at 2:15pm.

Item 2: Roll Call

Trustees in Attendance:

David Jones, City of Ankeny
Matt McQuillen, Clive
Diane Munns, Des Moines Water Works
Susan Huppert, Des Moines Water Works
Tom Cope, Johnston
Jake Anderson, Grimes
George Meinecke, Norwalk
Chelsea Huisman, Polk City
John McCune, Urbandale Water Utility
Carol Butler Freeman, Warren Water District*
Courtney Clarke, Waukee
Jody E. Smith, West Des Moines Water Works
Royce Hammitt, Xenia Rural Water District
*Participated in the meeting via electronic means

Such persons, being all Trustees, constituted a quorum.

Others in Attendance:

Tami Madsen, Central Iowa Water Works
William Smith, Central Iowa Water Work
Ted Corrigan, Des Moines Water Works
Kyle Danley, Des Moines Water Works
Amy Kahler, West Des Moines Water Works
Melissa Walker, Des Moines Water Works
Neil Weiss, Urbandale
Scott Brennan, West Des Moines Water Works
Christina Murphy, West Des Moines Water Works
Andy Fish, Warren Water District

Royce Hammit (Alternate), Xenia Rural Water District
Matt Stoffel, PFM
Rick Malm, Dickenson Bradshaw
Amy Beattie, Brick Gentry PC
Jaime Buelt, West Des Moines Water Works
Eric Berggren, HDR
Derek Gardels, HDR
Rob Baker, HDR
Ashley Geesman, HDR

Item 3: Presentation of CIWW Future Production Study Report by HDR

HDR presented a study outlining two options for expanded treatment and transmission system capacity with Alternative Two being recommended for implementation due to higher overall resiliency and better long-term operational benefits. Alternative Two includes a new West WTP, an expansion of the Grimes WTP, and phased expansions of the Saylorville WTP. The preliminary engineer's estimate indicates Alternative Two as requiring a financial commitment of \$1.3B over the next 25 years.

Item 4: Board Discussion of Study

In response to general discussion, HDR confirmed population and demand projections in the study were formulated using data obtained from Member Agencies including recent research and master plans; through existing utilization outlined in the 28E/28F agreement; and by analyzing future population projections partially informed by MPO population data.

The Trustees requested the HDR presentation to be forwarded to the Board of Trustees and Alternates for further review.

No official board action took place during the Workshop.

Chair Smith adjourned the meeting at 3:10pm.

MINUTES
Special Board Meeting
Board of Trustees
Central Iowa Water Works
December 6, 2024
Mid-American Energy Rec Plex, Community Room A
12:00 p.m.

Item 1: Chair Smith called the meeting to Order at 12:01 p.m.

Item 2: Roll Call

Trustees in Attendance:

David Jones, City of Ankeny
John Edwards, Clive*
Diane Munns, Des Moines Water Works
Susan Huppert, Des Moines Water Works
Tom Cope, Johnston
Jake Anderson, Grimes
Tom Phillips, Norwalk
Chelsea Huisman, Polk City
Carol Butler Freeman, Warren Water District*
Jody Smith, West Des Moines Water Works
Royce Hammitt, Xenia*
*Participated in the meeting via electronic means.

Others present:

Tami Madsen, Central Iowa Water Works
William Smith, Central Iowa Water Works
Ted Corrigan, Des Moines Water Works
Kyle Danley, Des Moines Water Works
Christina Murphy, West Des Moines Water Works
Amy Beattie, Brick Gentry, P.C.
Richard Malm, Dickinson, Bradshaw, Fowler & Hagen, P.C.
Steve Nadel, Ahlers & Cooney, P.C.
Matt Stoffel, PFM Financial Advisors

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

Tom Cope moved to approve the agenda as amended on 12/02/2024 by email to add Item 6B, Susan Huppert seconded the motion. The motion was adopted by unanimous vote.

Item 4: Public Comment Period

There were no comments from the public.

Chelsea Huisman joined the meeting at 12:04p.m.

Item 5: Board Action Items (requiring a weighted vote)

Items 5A1 - 5A3: Tom Cope moved to approve a resolution approving and authorizing the form of Assignment and Assumption Agreement between Des Moines Water Works and Central Iowa Water Works; and ***Item 5A2:*** a resolution approving and authorizing the form of Assignment and Assumption Agreement between West Des Moines Water Works and Central Iowa Water Works; and ***Item 5A3:*** A resolution approving and authorizing the form of Assignment and Assumption Agreement between the City of Grimes, Iowa and Central Iowa Water Works. Tom Philips seconded the motion.

With the CIWW 28E/28F requiring a weighted vote on this matter a roll call vote was taken with 10 of the 12 Member Agencies attending and voting: 10 voting Aye and 0 voting Nay. The resolutions are adopted.

Items 5B1 and 5B2: Chelsea Huisman moved to approve form of Tax Exemption Certificate and ***Item 5B2*** a Resolution Approving and authorizing the form of Loan and Disbursement Agreements by and between Central Iowa Water Works, Iowa, and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$26,522,647.03 Water Revenue Capital Loan Notes, Series 2025A, of Central Iowa Water Works, Iowa, under the provisions of Chapter 28F of the Code of Iowa, and providing for a method of payment of said Notes. Jake Anderson seconded the motion.

With the CIWW 28E/28F requiring a weighted vote on this matter a roll call vote was taken with 10 of the 12 Member Agencies attending and voting: 10 voting Aye and 0 voting Nay. The form of Tax Exemption Certificate and the Resolution are adopted.

Item 5C1: Diane Munns moved to approve a resolution approving and authorizing the form of Loan and Disbursement Agreements by and between Central Iowa Water Works, Iowa, and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$22,484,366 Taxable Water Revenue Capital Loan Notes, Series 2025B, of Central Iowa Water Works, Iowa, under the provisions of Chapter 28F of the Code of Iowa, and providing for a method of payment of said Notes. David Jones seconded the motion.

With the CIWW 28E/28F requiring a weighted vote on this matter a roll call vote was taken with 10 of the 12 Member Agencies attending and voting: 10 voting Aye and 0 voting Nay. The Resolution is adopted.

Item 5D1: David Jones moved to approve a resolution Approving and authorizing the form of Interim Loan and Disbursement Agreements by and between Central Iowa Water Works, Iowa, and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$10,599,673 Water Revenue Capital Loan Notes Anticipation Project Notes, Series 2025C, of Central Iowa Water Works, Iowa, under the provisions of Chapter 28F of the Code of Iowa, and providing for a method of payment of said Notes. Tom Cope seconded the motion.

With the CIWW 28E/28F requiring a weighted vote on this matter a roll call vote was taken with 10 of the 12 Member Agencies attending and voting: 10 voting Aye and 0 voting Nay. The Resolution is adopted.

Item 5E: Jake Anderson moved to approve a Resolution Approving Post-Issuance Compliance Policy, Chelsea Huisman seconded the motion. This item did not require a weighted vote. The motion was adopted by unanimous vote.

Item 6: Board Action Items (majority vote)

Items 6A-6A5: Tom Cope moved a resolution approving operating contracts, including Insurance Exhibit, and approving Des Moines Water Works Meter to Cash Supplement for **Item 6A1**. Des Moines Water Works Operating Contract, **Item 6A1a**, Meter to Cash Supplement, **Item 6A2**. West Des Moines Water Works Operating Contract, **Item 6A3**. Polk City Operating Contract, **Item 6A4**. Grimes Operating Contract, and **Item 6A5**. Form of Resolution. Chelsea Huisman seconded the motion. The motion was adopted by unanimous vote.

Item 6B: Susan Huppert moved to approve the Executive Director Spending Authority of \$50,000. David Jones seconded. The motion was adopted by unanimous vote.

Item 7: Adjournment

Having no other business, the Chair adjourned the meeting at 12:14p.m.

CIWW Board Chair Jody E. Smith

Diane Munns, Secretary

NOTICE OF MEETING

CENTRAL IOWA WATER WORKS TECHNICAL COMMITTEE

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

November 13, 2024

1:00 pm (After Long Range Planning and Capital Improvements Committee Meeting)

MINUTES

Present: Tim Royer (Waukee), Rudy Koester (Waukee), Randy Franzen (Polk City), Jeff May (Clive), Matt Greiner (Johnston), Matt Stoffel (PFM), Kevin Hensley (Grimes), Shawn Buckner (Ankeny), Mitch Pinkerton (WDMWW), Lyle Hammes (WDMWW), Amy Kahler (DMWW), Christina Murphy (WDMWW), Royce Hammit (Xenia), Lindsey Wanderscheid (DMWW), Kyle Danley (DMWW), Andy Fish (Warren Water District), Matt Van Wyk (Warren Water District), Aaron Burke (Black and Veatch)

Item 1: The meeting was called to Order was called at 1:13 p.m. by Kyle Danley

Item 2: Introductions had already been made at the Long-Range Planning and Capital Improvements Committee

Item 3: Minutes for October 9, 2024 – minutes were approved with no objection

Item 4: CIWW Executive Director Update – Information: Vice Chair Andy Fish shared an update and general background of the new Executive Director, Tami Madsen who will start on Monday, November 18.

Item 5: CIWW Water Treatment Study – Recommendation: Chair Danley asked if there were any questions regarding the recommendation. It was clarified that the Recommendation up for a roll call vote was to support HDR’s recommendation to move forward with Alternative 2

Roll Call Vote: Ankeny – yes, Clive-yes, Des Moines Water Works-yes, Grimes – yes, Johnston -yes, Norwalk – yes via email to the Committee Chair -yes, Polk City -yes, Urbandale Water – yes via email to the Committee Chair -yes, , Warren Rural Water Works-yes, City of Waukee –

yes, West Des Moines Water Works -yes, Xenia Rural Water Works – yes. Motion passed unanimously.

Item 6: Motion to Recommend approving Schedule I-2-A and I-2-B: Matt Stoffel provided context about how these schedules will be used in the rate setting process

Motion recommended approving Schedule I-2-A and I-2-B. Roll Call Vote: Ankeny – yes, Clive-yes, Des Moines Water Works-yes, Grimes – yes, Johnston -yes, Norwalk – yes via email to the Committee Chair -yes, Polk City -yes, Urbandale Water – yes via email to the Committee Chair, Warren Rural Water Works-yes, City of Waukee – yes, West Des Moines Water Works - yes, Xenia Rural Water Works – yes. Motion passed unanimously.

Item 7: Review CIWW Operational Budget – Information: Matt Stoffel provided an overview of the budget information to the group. The Technical Committee is tasked with reviewing the operational sufficiency of the budget before the budget is approved at the Board level. Matt shared the budget, the rate schedule, the timeline for the budget, and went over how costs are going to be allocated to the individual member agencies. Initially, CIWW will need to monitor cash flow especially if it sells less water than projected and adjust the number of capital projects that are planned in the first year.

Item 8: Saylorville 10MGD Expansion Update – Information: Lindsey Wanderscheid shared DMWW completed test pumping by Layne Christensen and will expect a report in the next month. Topo survey and Geotech have been completed. Now they are reviewing the different disciplines to review all the design basis and starting on the plans.

Item 9: Saylorville Fiber/ICN Agreement – Information: Kyle Danley shared that DMWW communicates with FWTP control room thru a series of cables. Most of the cables are owned by DMWW but a portion owned by the City of Des Moines. DMWW has received notice they are required to be off cables/fiber by 2026. DMWW is looking for options to make this happen, leases may be possible. This cost is not currently in the CIWW 2025 budget. The goal is to have two redundant paths to the plants. More information will be shared in the future as options are explored.

Item 10: Grimes Projects Discussion: Kevin Hensley shared the ground storage tank is under construction and is expected to be completed towards the end of this month or next month. Currently, they are working on a plan for conversion to free chlorine in the next 4-6 weeks. Implementing the plan is meant to be coordinated with bringing the new ground storage reservoir online but weather could be a factor and delay the implementation.

Item 11: Polk City Projects Discussion: No updates

Item 12: West Des Moines Water Works Projects Discussion: Lyle Hammes provided an update on the MCC project including planned shutdowns for converting to new switchgear. No updates on the well project.

Item 13: Des Moines Water Works Projects Discussion: Lindsey Wanderscheid shared the following updates:

Award Treatment Basin Rechaining – Information - Bids due on 11/6. Two bids received and low bidder was Woodruff. Plan to award in November, three-year contract.

Award Well Rehabilitation – Information – Bids were due on 10.29. There were 2 bidders, Layne was the low bidder.

UF Membrane Procurement – Information – Received proposal from Veolia, will plan to try one UF replacement per year. This is a sole source since there is only one option. Long lead time of membranes will delay implementation. With the expansion of Saylorville, options for not sole sourcing will be available and considered.

DMWW completed a FWTP flood risk study in 2024. They are proceeding to hire an engineering firm to design a few flood improvement projects. This work is budgeted in 2025.

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

Item 15: The meeting was adjourned at 2:17 p.m.

MINUTES
CENTRAL IOWA WATER WORKS
TECHNICAL COMMITTEE
Des Moines Water Works Board Room
2201 George Flagg Parkway
Des Moines, Iowa
December 11, 2024

Present:

Lindsey Wanderscheid (DMWW), Tim Royer (Waukee), Lyle Hammes (WDMWW), Jeff May (Clive), Kyle Danley (DMWW), Matt Geiner (Johnston), Kevin Hensley (Grimes), Wayne Schwartz (Norwalk), Andy Fish (Warren Water District), Rudy Koester (Waukee), Christina Murphy (WDMWW), Royce Hammitt (Xenia), Randy Franzen (Polk City), Matthew Jacob (UWU), Amy Kahler (DMWW), Bill Smith (CIWW), Tami Madsen (CIWW), Matt Stoffel, PFM, Matt Van Wyk (Warren Water District)

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

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

Item 3: Minutes for the November 13, 2024, meetings of the Technical Committee and the Long Range Planning and Capital Improvements Committee were approved with no objections.

Item 4: CIWW Water Treatment Study

HDR presented its report to the CIWW Board in November and will respond to questions at the December meeting. Matt Stoffel gave an overview of the financial impact of the plan on Member Agencies. He requested members to report corrected or updated data to him. It is important to consider the time sequencing of expansion costs, thinking in five- and ten-year increments. The allocation to communities of the cost of expansion, totaling an estimated \$1.3 billion, should lead communities to consider their response, which may include demand management programs. Matt plans to send out a spreadsheet for each community to adjust forecast elements. Matt hopes to have each community's consent to the 2050 projections. Kyle mentioned a pilot project by DMWW to obtain more detailed customer usage information.

There was discussion of the buffer capacity of 15% included in the projections. The buffer capacity number in the HDR study is already existing but DMWW has carried a buffer in its wholesale rates; this will now be carried by CIWW and subscribed by individual members which will allow for redistribution of the buffer capacity holding cost within the system. A system cannot operate at nameplate ratings for extended times and a buffer is necessary. Matt noted that there is a real cost of members relying on other members' capacity. If agencies do not buy into the buffer capacity but end up using it, they will be subject to penalties for using the capacity of someone else who did buy into the buffer. Christina reminded the group that these are planning tools for a path forward and are not set in stone. The 28E agreement prescribes that long range plans should be completed every five years.

Tami Madsen joined the meeting at 1:45pm

Item 5: Operational Commencement Overview

Amy Kahler provided an update to the committee concerning the asset transfer, debt transfer, and general administrative details. Amy provided a handout concerning billing changes to the member agencies, it included sample bills and other examples of changes to come on January 1. DMWW will be delaying December billings until the first business day of January and will be using 11:59pm December 31 meter readings for these billings. Water sold after 11:59pm on December 31 will be sold as CIWW. Statements will come from DMWW for CIWW and will look like the DMWW bill. There will be a section clearly highlighting CIWW charges. Due to certain accounting and banking processes, member agencies will continue to remit to DMWW which will then be turned over to CIWW.

Item 6: Saylorville 10MG Expansion Update - Information

Lindsey Wanderscheid informed the committee that one site has been deemed unsuitable for a collector well. Pump testing has been completed. Three of the four sites tested by Layne appear to be favorable for placing collector wells. More information should be available by mid-December.

Item 7: Capital Improvement Plans (CIP) - Information

Lindsey Wanderscheid updated that capital improvement planning will begin in January and should be done in February. The Technical Committee will draft the CIP in March. Consideration is being given to drafting a ten-year CIP for financial forecasting and further planning, this would span 2026-2035. When drafting the CIP, land acquisition, West Plant Design and Construction, Grimes Expansions, Transmission Projects, and the SWTP II Design and Construction should be contemplated. Land acquisition is being discussed informally now but isn't ready to become a formal topic for the group.

Item 8: Grimes Projects Discussion

Kevin Hensley reported that the project is stalled on the ground storage tank and is waiting on piping. Grimes is continuing to work on plan to switch to free chlorine.

Item 9: Polk City Projects Discussion

No update

Item 10: West Des Moines Water Works Projects Discussion

Lyle Hammes reported that demolition has been completed on the high service pump three replacement project; electrical work has not been completed. WDMWW has experienced a series of power outages related to the MCC replacement, transfer switch, and generator controls project and expects to consider more time on backup power before the project is completed on the \$1M project. Van Maanen is the contractor completing this work and during one portion of the project has extended the time on backup power from the one hour planned outage to over eight hours.

Item 11: Des Moines Water Works Projects Discussion

FWTP HSP VFD Installation. Bids were due on December 10th and were estimated to be \$971,000, DMWW will be awarding the project to Waldinger who was the only bidder with a bid submitted at \$997,000.

Item 12: MOR/Pumpage – Tami Madsen requested pumpage and revenue reports from the producing agencies to be submitted at each technical committee meeting. These will be reviewed to gauge actual water production vs. expected water production at that point in the year. Amy Kahler suggested using a tool that has already been developed and is available in the Producers’ Teams channel. The producers will also put their MORs in the Producers’ Teams channel.

Item 13: Other business: The next meeting will be held on January 8, 2025.

Item 14: The meeting was adjourned by the chair at 2:40pm.

DRAFT

MINUTES
CENTRAL IOWA WATER WORKS
Finance and Audit Committee
West Des Moines Water Works Plant Conference Room
1505 Railroad Ave, WDM
December 10, 2024
12:00 p.m.

Present:

Scott Brennan, West Des Moines Water Works
Sue Huppert, Des Moines Water Works
George Meinecke, City of Norwalk
John McCune, Urbandale*
Carol Butler Freeman, Warren Water District*
**attended virtually*

Others Present:

Tami Madsen, CIWW
Amy Kahler, DMWW
Ted Corrigan, DMWW
Kyle Danley, DMWW
Christina Murphy, WDMWW
Kay Phillips, CIWW Temporary
Matt Stoffel, PFM

Item 1: The meeting was called to order at 12:08 p.m. by Chair Scott Brennan

Item 2: Roll Call

Item 3: Nomination of Vice Chair

Sue Huppert nominated George Meinecke as Vice Chair; John McCune seconded the motion. The motion passed unanimously by voice vote.

Item 4: Discussion – 2025 Finance and Audit Committee Meeting Schedule

The Committee discussed the proposed meeting schedule for 2025. The dates were set as follows: 3/25, 5/8, 6/12, 7/10, 8/14 (if necessary), 9/11, 10/9. These dates are generally the Thursday following the standing Technical Committee meeting.

Item 5: Discussion – Amendment to the Treasurer Agreement Between DMWW and CIWW

Discussion was held concerning the impending expiration of the Treasurer Agreement between DMWW and CIWW. Tami Madsen explained that during this period of transition, continued support from Amy

Kahler and her accounting team at DMWW is necessary to avoid a gap in accounting processes at CIWW. The F&A Committee expressed support for extending the Treasurer Agreement. Amy Kahler and Tami Madsen will develop an amendment to present to the F&A committee for recommendation to the Board of Trustees.

Item 6: Discussion – Purchasing and Expenditure Policy for CIWW

Tami Madsen requested clarification on her spending authority as it relates to budgeted items, contracted items, time sensitive expenditures, and any other items. General discussion was held concerning how DMWW, WDMWW, and others handle these types of expenditures. Guidance was provided to draw upon policies already in place with member agencies and surrounding communities to formulate a policy for the F&A Committee to review and discuss at a future meeting.

Item 7: Allocation of Expansion Costs

Matt Stoffel with PFM made a very high-level presentation to the Committee, to serve as a starting point, concerning the allocation of the expansion costs related to the information contained in the HDR study. To make a very specific presentation addressing the needs and concerns of each stakeholder, Matt would need a very large amount of information that is not yet available due to several factors. Key takeaways from Matt's presentation are that timelines and identifying infrastructure needs are important to understand the financial implications to each member agency. A discussion was held concerning how the West Plant would affect the need for additional transmission projects and if those would be considered expansion or distribution based on the nature of why the lines are designed and installed. Acquiring land is a complex issue that will require special treatment within the financial aspect of the project. The chart provided by Matt requires special study because it items such as ASR wells and industrial reserves that are not held uniformly by all members.

The outcomes from the HDR study will influence rates and engineering. Water allocation numbers need to be accurate and real before CIWW starts collecting money, establishing financing, and entering the design phase. Sizing a project based on an initial capacity, only to resize it later adds cost and time that is unaffordable. Decisions concerning the West Plant and Grimes need to be made soon to keep the projects on schedule.

Item 8: Discussion – Setting Threshold for Contracted Operators

Christina Murphy discussed a portion of Article V. Section 4. of the Operating Contracts between CIWW and the Water Producing Member Agencies, as referenced below:

“Joint Capital Projects. During the Term of this Contract, [water producing member agency] shall plan and execute such Joint Capital Projects, as defined in the CIWW 28E-28F Agreement, as CIWW and [water producing member agency] shall jointly deem necessary and proper to enable [water producing member agency] to meet its obligations under this Contract in light of the process defined by Section 5 of this Article V, but [water producing member agency] may proceed with any individual Joint Capital Project within limits of approved capital budgets with an estimated cost not to exceed one hundred thousand dollars (\$100,000.00), or other higher limit approved by the CIWW Board from time to time (“Small [water producing member agency] Projects”), without consultation with, or approval by, CIWW or the CIWW Technical Committee.”

Instead of imposing a \$100,000 limit on previously approved Joint Capital Projects, a request was made to allow Joint Capital Projects to proceed as approved without requiring “consultation with, or approval by, CIWW or the CIWW Technical Committee” unless they are expected to exceed the previously approved

budgeted amount by 10% or more. At which time they will need to be presented for consultation with, or approval by, CIWW, or the CIWW Technical Committee.

After discussion concerning the number of previously approved budgeted Joint Capital Projects that meet the \$100,000 threshold, and the implications of altering the threshold, a consensus was reached that Christina Murphy will draft a recommendation to the F&A Committee proposing the 10% or more alternative to the \$100,000 limit, as allowed by the Operating Contract language, “or other higher limit approved by the CIWW Board from time to time” for discussion at a future F&A Committee meeting.

Item 9: Other Business

No other business was discussed.

Item 10: Adjournment

The meeting was adjourned by Chair Brennan at 1:21p.m.

DRAFT



CENTRAL IOWA WATER WORKS
BOARD OF TRUSTEES ACTION ITEM FORM

Meeting Date: December 18, 2024

ITEM NUMBER: 5F

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

SUMMARY:

The following financial reports are attached:

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

Following are key financial highlights for the month:

- Interest-bearing cash as of November 30 totals approximately \$219k.
- Investment (IPAIT) balances are \$1.32 million at month-end. During the month of November, \$200k was transferred from IPAIT to the general cash account to provide sufficient working cash for start-up activities.
- Interest revenue in total was \$5,764 for the month. The average monthly IPAIT rate was 4.487% for November. Interest-bearing cash at Bankers Trust earned 2.85%.
- Total monthly expenses were approximately \$192k. YTD actual expenses are approximately \$582k, compared to YTD budgeted expenses of about \$581k, resulting in year-to-date actual results right on track with budget.
- Due to the significant effort related to preparing for Operational Commencement and asset transfers, the largest expense category was Legal Expense, with approximately \$134k incurred for legal activities. It should be noted that this significant monthly expense is in part related to the timing of legal bills received. Legal expenses recorded in October were lower due to the timing of billings. Those legal billings were caught up in November and are current as of November 30th.
- November cash disbursements totaled \$161,492.43.

FINANCIAL IMPACT:

As stated above.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

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

Prepared by: 

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

	Month	Year-To-Date	2024 Budget
Revenues			
Water Revenue	\$ -	\$ -	\$ -
Interest Revenue	\$ 5,764	\$ 37,512	\$ 45,086
<i>Total Revenue</i>	<u>\$ 5,764</u>	<u>\$ 37,512</u>	<u>\$ 45,086</u>
Expenses			
Wage Expense	\$ 35,148	\$ 104,894	\$ 142,567
Benefits	\$ 6,434	\$ 16,023	\$ 43,880
Legal Expense	\$ 134,389	\$ 336,927	\$ 326,532
Accounting Expense	\$ 875	\$ 7,735	\$ 42,500
Consulting Expense	\$ 12,617	\$ 36,710	\$ 85,000
Insurance Expense	\$ 2,062	\$ 14,555	\$ 11,000
Engineering & Title Expense	\$ -	\$ 14,329	\$ 30,000
Public Relations and Communications Expense *	\$ 338	\$ 42,100	\$ 54,850
Interest Expense	\$ -	\$ -	\$ -
Banking Expense	\$ 32	\$ 161	\$ 1,750
Materials & Supplies Expense	\$ -	\$ 4,782	\$ 7,500
Miscellaneous	\$ -	\$ 4,190	\$ 40,000
28E Reimbursements	\$ -	\$ -	\$ 863,743
<i>Total Expenses</i>	<u>\$ 191,893</u>	<u>\$ 582,404</u>	<u>\$ 1,649,322</u>
Change in Net Position	<u>\$ (186,129)</u>	<u>\$ (544,892)</u>	<u>\$ (1,604,236)</u>
Net Position, Beginning of Year		\$ -	\$ 0
Capital Contributions		\$ 2,000,000	\$ 2,000,000
Net Position, Ending		\$ 1,455,108	\$ 395,764

* PR & Communications Budget Increased by \$15K at September Board Meeting

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

	Assets
Interest-Bearing Cash	\$ 219,362
Investments - Iowa Public Agency Investment Trust	\$ 1,318,072
Restricted Cash	\$ -
Accounts Receivable	\$ -
Prepaid Expense	\$ 2,350
Total Assets	<u>\$ 1,539,784</u>
	Liabilities & Net Position
Accounts Payable	\$ 80,428
Medical Insurance Payable	\$ 4,248
Wages Payable	\$ -
Payroll Taxes Payable	\$ -
IPERS Payable	\$ -
Net Position	\$ 1,455,108
Total Liabilities & Net Position	<u>\$ 1,539,784</u>

Central Iowa Water Works
Disbursements for the Month of November 2024

Check Number	Remitted To	Description	Amount
1241	William Smith	Misc Expenses	\$107.00
1242	Brick Gentry	Legal Services	\$17,856.00
1243	WDMWW	Communications/Marketing	\$30,014.50
1244	GDMBG	Room Rental	\$337.50
1245	Holmes Murphy	Insurance Renewals	\$4,411.91
1246	Dickinson Bradshaw	Legal Services	\$34,844.00
1247	MGT Impact Solutions	Executive Director Search	\$11,141.51
1238	VOIDED Check to Tami Madsen	Executive Director Search	(\$1,815.47)
1248	Tami Madsen - Replacement Check	Executive Director Search	\$1,815.47
1249	Nyemaster	Legal Services	\$23,015.00
1250	Robert Half	Temp Admin Services	\$275.00
PR Register	Payroll	Payroll Taxes	\$3,820.45
PR Register	Payroll - November 8th	Payroll	\$6,067.90
PR Register	Payroll	Payroll Taxes	\$11,384.65
PR Register	Payroll - November 27th	Payroll	\$15,102.43
IPERS	IPERS - November	Pension	\$3,082.48
Banking Fees	Bankers Trust	Banking Fees	\$32.10
			\$161,492.43



DATE: December 12, 2024
TO: Central Iowa Water Works Board of Trustees
FROM: Nominating Committee
SUBJECT: Recommendations - 2025 Officers and Committees

Following appointment, by the Board Chair at the September 25, 2024 Board meeting the Nominating Committee (John Edwards - Clive, Sue Huppert - Des Moines Water Works, and Jake Anderson, Grimes) present this report to the Central Iowa Water Works (CIWW) Board of Trustees:

Board Officers: At the April 24, 2024 (initial) Board meeting the following individuals were elected for terms expiring December 31, 2026:

Jody Smith, West Des Moines Water Works
Chair

David Jones, Ankeny¹
Vice-Chair

Diane Munns, Des Moines Water Works
Secretary

Pursuant to Article X, Section 1 of the CIWW 28E/28F Agreement an **Executive Committee** is appointed by action of the Board each year at the Annual Meeting. The Nominating Committee is recommending the 2025 Executive Committee be comprised of:

¹ David Jones will become Urbandale's City Manager effective January 27, 2025. When Ankeny designates their new CIWW representative the Nominating Committee will, in accordance with Article IX Section 6 of the CIWW 28E/28F Agreement, make a recommendation to the Board for filling the vacancy.

Jody Smith (Committee Chair) - West Des Moines Water Works

Diane Munns - Des Moines Water Works

John McCune - Urbandale Water Utility

David Jones - Ankeny¹

Courtney Clarke - Waukee

Pursuant to Article X, Section 3 of the CIWW 28E/28F Agreement a **Finance & Audit Committee** is appointed by the Board Chair at the Annual Meeting. The Nominating Committee is recommending, and the Board Chair concurs, the 2025 Finance & Audit Committee be comprised of:

Scott Brennan - West Des Moines Water Works

Tom Cope - Johnston

Carol Freeman - Warren Water

Sue Huppert - Des Moines Water Works

John McCune - Urbandale Water Utility

George Meinecke - Norwalk

¹ David Jones will become Urbandale's City Manager effective January 27, 2025. When Ankeny designates their new CIWW representative the Nominating Committee will, in accordance with Article IX Section 6 of the CIWW 28E/28F Agreement, make a recommendation to the Board for filling the vacancy.