

# AGENDA

Board of Trustees  
Central Iowa Water Works  
September 25, 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: 824 0668 3155

Passcode: 753716

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 August 28, 2024 CIWW Board Meeting as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from August 14, 2024 Technical Committee Meeting
- C. Motion – Receive Draft Minutes from September 11, 2024 Technical Committee Meeting
- D. Motion – Receive and File Minutes from September 12, 2024 Executive Committee Meeting, subject to correction, as recommended by the Board Clerk
- E. Motion – Receive and File Minutes from September 16, 2024 Finance and Audit Committee Meeting, subject to correction, as recommended by the Board Clerk
- F. Motion – Receive and File August Financial Summary and Approve August Expenditures

***Item 6: Board Action Items***

- A. Motion – Approve Designation of Dorcelaine Davison as Board Clerk
- B. Resolution – Approval of a 28E Agreement between Central Iowa Water Works and the Board of Water Works Trustees of the City of Des Moines (DMWW) for Group Health Benefit Plans

- C. Motion – Approval of an Increase of Reimbursement to DMWW and WDMWW for CIWW Communications personnel/consultant

***Item 7: Recommendations from Committees***

- A. Executive Committee
  - 1. Information – Executive Director Recruitment/Search Process
- B. Finance and Audit Committee
  - 1. Resolution – Approval of Accounting Services Agreement with RSM

***Item 8: Reports***

- A. Interim Executive Director Report
  - 1. Readiness Review
  - 2. Insurance Update
    - i. Business Owners Policy (BOP)
    - ii. Cyber
    - iii. Crime
- B. Producers’ Reports
  - 1. Tour of A.C. Ward Water Treatment Plant, October 15th, 3:00 p.m.
- C. Technical Committee Report
- D. Long-Range Planning and Capital Improvements Committee Report
  - 1. Committee will meet October 9 in a Joint Technical Committee/Long-Range Planning meeting
- E. Finance and Audit Committee
  - 1. Proposed Rates – PFM Presentation on CIWW Rate Model and Rate Projections
- F. Board Chair's Report
  - 1. Appointment of Nominating Committee (Art X. Section 4)

***Item 9: Other Business***

***Adjournment***

<b>Upcoming CIWW Activities</b>			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
Oct 1-2		6701 Westown Parkway	Interviews with Executive Director candidates (Interviews may be held in Closed Sessions)
October 9	1:00 p.m.	Board Room, DMWW	Technical Committee and Long Range Planning Committee
October 15	3:00 p.m.	West Des Moines Water Works	Tour of A.C. Ward Treatment Plant
October 23	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees
November 20	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees
December 18	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees



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

**Meeting Date:** September 25, 2024

**ITEM NUMBER: 5A-E**

**SUBJECT:**

- A. Motion – Approve the Minutes from August 28, 2024; CIWW Board Meeting, as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from August 14, 2024; Technical Committee Meeting
- C. Motion – Receive Draft Minutes from September 11, 2024; Technical Committee Meeting
- D. Motion – Receive and File Minutes from September 12, 2024; Executive Committee Meetings, subject to correction, as recommended by the Board Clerk
- E. Motion – Receive and File Minutes from September 16, 2024; Finance and Audit Committee Meeting, 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: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read 'Bill Weiss', is written over a horizontal line.

**Item: 5A**

CENTRAL IOWA WATER WORKS BOARD OF TRUSTEES

Wednesday, August 27, 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  
John Edwards, Clive  
Diane Munns, Des Moines Water Works  
Susan Huppert, Des Moines Water Works Additional  
Tom Cope, Johnston  
Jake Anderson, Grimes  
Tom Phillips, Norwalk  
Neil Weiss (Alternate), Urbandale Water Utility\*  
Carol Freeman, Warren Rural Water\*  
Courtney Clarke, Waukee  
Jody Smith, West Des Moines Water Works  
Dan Lovett, Xenia Rural Water District\*  
\*Participated in the meeting via electronic means.

Such persons, being 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  
Scott Brennan (Alternate), West Des Moines Water Works  
Lyle Hammes, 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  
\*Participated in the meeting via electronic means

ITEM 3: Approving Agenda, as Presented or as Amended

Tom Cope made a motion to approve the agenda as presented. Courtney Clark seconded that motion. The motion was adopted by unanimous vote.

ITEM 4: Public Comment Period

There were no comments from the public.

**Item: 5A**

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

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

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

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

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ITEM 6: Board Action Items

- A. None

ITEM 7: Recommendations from Committees

A. Executive Committee

- 1. Information – Executive Director Recruitment/Search Process

B. Finance & Audit Committee

- 1. Information – Accounting Services RFP

C. Technical Committee

- 1. John Edwards made a motion to authorize reimbursement to WDMWW in an amount not to exceed \$50,000 for an Amendment to the Professional Services Agreement with HDR for the Future Water Production Study. Tom Cope seconded the motion. The motion was adopted by unanimous vote.
- 2. David Jones made a motion to authorize reimbursement to DMWW in an amount not to exceed \$95,000 for a Professional Services Agreement with HDR to Evaluate Suitability of Land for Future 50 MGD Expansion near Saylorville. John Edwards seconded the motion. The motion was adopted by unanimous vote.

ITEM 8: Reports

A. Interim Executive Director Report

- 1. Readiness Review
- 2. Insurance Requirements for CIWW Operational Status
- 3. Executive Assistant Recruitment

B. Producers Report

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

C. Technical Committee Report

D. Long Range and Capital Improvements Committee Report

- 1. Committee has not met yet

**Item: 5A**

E. Finance and Audit Committee

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 4:21 P.M.

Item: 5A

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

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

**CENTRAL IOWA WATER WORKS**  
**Statement of Net Position**  
**As of July 31, 2024**

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

**Item: 5A**

**Total Liabilities & Net Position**

**\$ 1,917,273**



**Item: 5A**

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

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

**Item: 5B**

**NOTICE OF MEETING**

**CENTRAL IOWA WATER WORKS  
TECHNICAL COMMITTEE**

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

August 14, 2024  
1:00 pm

**MINUTES**

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

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

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

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

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

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

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

## **Item: 5B**

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

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

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

### **Alternative 1:**

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

### **Alternative 2:**

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

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

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

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

## **Item: 5B**

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

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

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

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

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

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

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

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

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

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

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

## **Item: 5B**

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

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

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

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

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

**Item: 5B**

**NOTICE OF MEETING**

**CENTRAL IOWA WATER WORKS  
TECHNICAL COMMITTEE**

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

September 11, 2024  
1:00 pm

**MINUTES**

Present: Shawn Buckner (Ankeny), Caitlin Caldwell (DMWW), Don Clark (Ankeny), Kyle Danley (DMWW), Andy Fish (Warren Water), Jerry Freestone (Clive), Lyle Hammes (WDMWW), Corey Iben (Xenia), Matthew Jacob (UWU), Amy Kahler (DMWW), Rudy Koester (Waukee), Christina Murphy (WDMWW), Mitch Pinkerton (WDMWW), Lindsey Wanderscheid (DMWW), and Neil Weiss (UWU).

Item 1: The meeting was called to order at 1:03 p.m. by Kyle Danley.

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

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

Item 4: Executive Director & Administrative Assistant – Information: Andy Fish provided an update that Lainey Davison will begin as CIWW's Executive Assistant on September 16th, working initially in DMWW's engineering department for orientation and training. Interviews for CIWW's Executive Director position are scheduled to start in early October.

Item 5: Saylorville Water Treatment Plant 2 Land – Information: Kyle Danley discussed acquiring land for the new Saylorville Water Treatment Plant 2. HDR will modify and resubmit the proposal by the end of the week. Land evaluation is expected to be completed by year-end, with continued discussions with the landowner this week. Kyle inquired about interest from Technical Committee members for a workshop with HDR and DMWW. Soil boring will be coordinated to avoid damaging crops on the property.

Item 6: A.C. Ward Water Treatment Plant Facility Tour – Information: A.C. Ward Water Treatment Plant Facility Tour is scheduled for Tuesday, October 15, from 3:00 to 4:30 p.m. at 1505 Railroad Ave, West Des Moines.

Item 7: Preliminary Budget – Information – Amy Kahler provided a brief update on the current status of the producers' budgets and shared progress on the work PFM is undertaking to prepare the CIWW budget for presentation to the board.

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Item 8: Future Bidding Process of CIWW – Information: Caitlin Caldwell discussed with the group the need to develop a bidding process for CIWW. This includes the standardization of front-end documents, utilizing a bid hosting platform, ensuring transparency and accessibility, establishing bid submission protocols, maintaining compliance with regulations, and implementing a clear process for evaluation and selection.

Item 9: HDR Future Treatment Plant Study – Information: Lindsey Wanderscheid discussed comparison of Alternate 1 and Alternate 2 presented by HDR in the Future Treatment Plant Study. In the non-monetary evaluation, Alternative 2 scored 57.8, while Alternative 1 scored 54.6. In terms of monetary evaluation, Alternative 2 is estimated to cost approximately \$50 million more than Alternative 1, with a Class 5 cost estimate range of -35% to +60%. HDR recommends moving forward with Alternative 2, and there was discussion of when the Technical Committee should vote on a recommendation for an alternative.

### **Alternative 1:**

- McMullen: Increasing from 25 MGD to 37.5 MGD by 2030, remaining consistent through 2050.
- Saylorville: Expanding from 10 MGD to 20 MGD by 2030, with further increases to 45 MGD by 2035 and 70 MGD by 2045.
- Grimes: Projected to grow from 5.2 MGD to 8.5 MGD by 2040.
- Total Treatment Capacity: Increasing from 134.5 MGD to 210.3 MGD by 2045.

### **Alternative 2:**

- Saylorville: Projected to increase from 0 MGD to 20 MGD by 2030, 45 MGD by 2035, and 70 MGD by 2045.
- West: A new plant is projected to reach 12 MGD capacity by 2035.
- Grimes: Projected to grow from 4.4 MGD to 8.5 MGD by 2040.
- Total Treatment Capacity: Increasing from 133.7 MGD to 209.8 MGD by 2045.

A Modeling and Distribution Improvements Workshop is scheduled for September 17. The final presentation to the Technical Committee will take place on October 9, followed by a presentation to the CIWW Board on November 20.

Item 10: Saylorville 10MGD Expansion Update – Information: Lindsey Wanderscheid gave an update on the SWTP 10MGD expansion project focusing on progress at multiple well sites. Site 4 has been developed and testing is expected to begin this week. Site 7 is scheduled to be drilled this week, followed by the installation of monitoring wells, with testing planned for the week of September 23. Sites 5 and 6 remain on hold until access is granted by the US Army Corps of Engineers (USACE), anticipated for the week of October 7.

Item 11: Urbandale Water Utility ASR - Information: Neil Weiss shared with the Technical Committee that the UWU ASR Well project is expected to have a 3 MGD capacity and will be located at the 170th Street water tower. The project has an estimated cost of approximately \$13.95 million. The Preliminary Engineering Report (PER) was submitted to the Iowa Department of Natural Resources (IDNR) for State Revolving Fund (SRF) funding during the

**Item: 5B**

week of August 26, 2024. The design contract is scheduled for October.

Item 12: Grimes Projects Discussion: There was no representation from Grimes, and no discussion took place.

Item 13: Polk City Projects Discussion: There was no representation from Polk City, and no discussion took place.

Item 14: West Des Moines Water Works Projects Discussion: Lyle Hammes provided an update on their ongoing well project. There are ongoing discussions regarding the potential development of 2-3 additional wells in the near future. Additionally, the large MCC relocation and generator project is progressing and expected to be completed by the end of this year.

Item 15: Des Moines Water Works Projects Discussion: Lindsey Wanderscheid provided an update on the awarding of DMWW's 2024 Multiple Facilities Roof Repairs project. The repairs are planned for four locations, with an estimated cost of \$225,000. Two bids were received from Academy Roofing and ForSure Roofing, both of which came in under the estimate. The board approved awarding the contract to Academy Roofing for \$136,985.

The SWTP West Feeder Main Phase 3 project requires Change Order #2, totaling \$226,210.66, due to various unforeseen issues. These include a foundation obstruction at the Merle Hay Bridge (\$75,621.93), a utility conflict at the Merle Hay casing (\$46,302.94), storm sewer coordination at 62nd Street (\$71,959.32), and site alignment changes at the MEC substation (\$32,326.47). The previous Change Order #1 resulted in a deduction of \$143,368.17. The total change orders to date amount to \$82,842.49.

A roll call vote was conducted to approve Change Order #2 for the SWTP Feeder Main Phase 3 project. All attendees unanimously voted in favor of the decision to approve the change order.

The Maffitt East Feeder Valve Vault project, completed by WRH, is now finished, and the valve is in service. The final contract amount totaled \$1,308,550. The project will be formally accepted at the DMWW board meeting later this month.

Item 16: Other Business: No other business was discussed.

Item 17: The meeting was adjourned by mutual agreement at 1:47 p.m.



**Item: 5D**

**Minutes**  
Central Iowa Water Works  
Executive Committee  
September 12, 2024  
West Des Moines Water Works Conference Room  
1505 Railroad Avenue, WDM  
1:00 p.m.

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Chair Jody Smith called the meeting to order at 1:00 p.m. Those present were Jody Smith, David Jones, Diane Munns, John McCune, Courtney Clark (virtual), and Mark Peterson of GovHR.

Motion by John McCune to go into Closed Session pursuant to Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requested a Closed Session. Motion seconded by David Jones. Approved unanimously.

Executive Committee Members and Mark Peterson entered into Closed Session at 1:01 p.m.

Courtney Clark (virtual) left the meeting at 1:53 p.m.

Motion by John McCune seconded by Diane Munns to conclude the Closed Session. Approved unanimously at 2:11 p.m.

Chair Smith adjourned the meeting at 2:12 p.m.

**Item: 5E**

Minutes

Central Iowa Water Works

Finance and Audit Committee

September 16, 2024

Des Moines Water Works Board Room

2201 George Flagg Parkway, DSM

11:00 a.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\*

Others Present:

Amy Kahler, Des Moines Water Works

Ted Corrigan, Des Moines Water Works

Caitlin Caldwell, Des Moines Water Works

Neil Weiss, Urbandale Water Utility

Christina Murphy, West Des Moines Water Works\*

Pat Mullenbach, West Des Moines Water Works

Lainey Davison, Central Iowa Water Works

Matt Stoffel, PFM

Item 1: Call to Order

Chair Brennan called the meeting to order 11:12 a.m.

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

Item 3: Recommendation for CIWW Accounting Firm

## Item: 5E

Motion was made by John McCune to select RSM US LLP, as the accounting firm for CIWW. This firm will be responsible for providing accounting services as outlined in the scope of work provided by CIWW. The selection was based on a thorough review of the firm's qualifications, expertise, and cost-effectiveness. Tom Cope seconded that motion. The motion was adopted by unanimous vote.

Item 4: Presentation and Discussion on Proposed Rates for Preliminary CIWW 2025 Budget

**Presenter:** Matthew Stoffel, CFA, Director, PFM Financial Advisors LLC

**Preliminary Rates for the CIWW 2025 Budget:** Discussed are the fixed and variable costs associated with operating leases, CIWW organizational costs, joint capital debt service, and shared expansion debt.

**Projected Community Costs:** The report outlines demand costs and total joint expenses for each community.

### **Community-Specific Costs:**

1. **Ankeny:** \$1,888,147 for fixed costs and \$5,076,533 for variable costs.
2. **Clive:** \$800,412 for fixed costs and \$1,524,719 for variable costs.
3. **Des Moines Water Works (DMWW):** \$8,953,963 for fixed costs and \$19,455,158 for variable costs.
4. **Johnston:** \$1,029,210 for fixed costs and \$1,796,201 for variable costs.
5. **Grimes:** \$772,934 for fixed costs and \$1,328,999 for variable costs.
6. **Norwalk:** \$524,039 for fixed costs and \$880,738 for variable costs.
7. **Polk City:** \$251,032 for fixed costs and \$447,359 for variable costs.
8. **United Water Utilities (UWU):** \$2,064,794 for fixed costs and \$3,752,495 for variable costs.
9. **Warren Water District (WWD):** \$587,371 for fixed costs and \$1,393,487 for variable costs.
10. **Waukee:** \$923,715 for fixed costs and \$1,730,810 for variable costs.
11. **West Des Moines Water Works (WDMWW):** \$2,856,078 for fixed costs and \$6,142,618 for variable costs.
12. **Xenia:** \$594,161 for fixed costs and \$1,567,560 for variable costs.

### **Rate Calculations:**

Rates are based on both base allocations and extra capacity requirements. The cost per million gallons (MG) for the member communities is derived from both current and projected demand and capacity needs.

### **Financial Timeline:**

September 25, 2024: CIWW rate presentation to the board.

October 2024: Rate adoption resolution and public hearing for the 2025 budget.

**Item: 5E**

November 2024: Final public hearing

Matthew's presentation serves as a critical document guiding the fiscal responsibilities of each participating community and outlines how the CIWW will manage its financial obligations for the upcoming year.

Item 5: Other Business

It was decided by the group that a Doodle Poll would be sent out to determine the next time and date for the next Central Iowa Water Works Finance and Audit Committee meeting.

Item 6: Adjournment

Having no other business the meeting was adjourned by the Chair at 12:10 p.m.



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

**Meeting Date:** September 25, 2024

**ITEM NUMBER: 5F**

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

**SUMMARY:**

The following financial reports are attached:

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

Following are key financial highlights for the month:

- Cash of \$1.5 million was transferred to IPAIT in late August and invested in the money market fund, leaving approximately \$390k in Bankers Trust interest-bearing cash. The average monthly IPAIT rate was 5.081% for August. Interest bearing cash at Bankers Trust earns 3.5%.
- Total monthly expenses were approximately \$64k. YTD actual expenses are approximately \$191k, compared to YTD budgeted expenses of \$268k, resulting in a favorable budget variance YTD.
- The largest expense categories were legal expenses, primarily related to supporting board activities and preparing for asset transfer at Operational Commencement, and wage expense.
- August cash disbursements (excluding the \$1.5 million transferred to IPAIT) totaled \$31,465.29.
- CIWW's cash balance as of August 31 is \$390,855.
- Investment (IPAIT) balances as of August 31 are \$1,500,832.

**FINANCIAL IMPACT:**

As stated above.

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

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

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

A handwritten signature in black ink that reads 'Amy Kahler'. The signature is written in a cursive, flowing style. Below the signature is a horizontal line that extends across the width of the signature.

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

	Month	Year-To-Date
<b>Revenues</b>		
Revenue	\$ -	\$ -
Interest Revenue	\$ 5,880	\$ 18,136
<i>Total Revenue</i>	<u>\$ 5,880</u>	<u>\$ 18,136</u>
<b>Expenses</b>		
Wage Expense	\$ 11,475	\$ 38,963
Payroll Tax Expense	\$ 878	\$ 2,981
Legal Expense	\$ 51,032	\$ 124,702
Accounting Expense	\$ 350	\$ 2,200
Insurance Expense	\$ -	\$ 11,465
Public Relations and Communications Expense	\$ -	\$ 6,188
Interest Expense	\$ -	\$ -
Banking Expense	\$ 32	\$ 64
Materials & Supplies Expense	\$ -	\$ 3,771
Miscellaneous	\$ 117	\$ 351
<i>Total Expenses</i>	<u>\$ 63,883</u>	<u>\$ 190,683</u>
<b>Change in Net Position</b>	<u><b>\$ (58,004)</b></u>	<u><b>\$ (172,547)</b></u>
Net Position, Beginning of Year		\$ -
Capital Contributions		\$ 2,000,000
Net Position, Ending		<u>\$ 1,827,453</u>

**CENTRAL IOWA WATER WORKS**  
**Statement of Net Position**  
**As of August 31, 2024**

	<b>Assets</b>
Interest-Bearing Cash	\$ 390,855
Investments - Iowa Public Agency Investment Trust	\$ 1,500,832
Restricted Cash	\$ -
Accounts Receivable	\$ -
<b>Total Assets</b>	<u><b>\$ 1,891,687</b></u>
	<b>Liabilities &amp; Net Position</b>
Accounts Payable	\$ 51,882
Wages Payable	\$ 6,409
Payroll Taxes Payable	\$ 5,944
Net Position	\$ 1,827,453
<b>Total Liabilities &amp; Net Position</b>	<u><b>\$ 1,891,687</b></u>

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

<b>Check Number</b>	<b>Remitted To</b>	<b>Description</b>	<b>Amount</b>
1212	Brick Gentry	Legal Services	\$ 10,392.00
1213	DMWW	Interim Financial Services	\$ 550.00
1214	Dickinson Bradshaw	Legal Services	\$ 13,834.50
PR Register	Payroll	Payroll	\$ 3,620.04
PR Register	Payroll	Payroll Taxes	\$ 2,919.70
PR Register	Payroll	Payroll Fees	\$ 116.95
Banking Fees	Bankers Trust	Banking Fees	\$ 32.10
		<b>Disbursements</b>	<b>\$ 31,465.29</b>
ACH	IPAIT	Transfer to Investments	\$ 1,500,000.00
		<b>Total Cash Outflow</b>	<b>\$ 1,562,930.58</b>

**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>YTD Projected Expenditures</b>	<b>\$ 62,442</b>	<b>\$ 108,472</b>	<b>\$ 177,382</b>	<b>\$ 268,432</b>	<b>\$ 344,482</b>	<b>\$ 440,532</b>	<b>\$ 580,955</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:** September 25, 2024

**ITEM NUMBER:** 6A

**SUBJECT:** Motion – Approve Designation of Dorcelaine Davison as Board Clerk

**SUMMARY:**

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

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

The Board has authorized the hiring of an Executive Assistant to facilitate the activities of the Board and the Executive Director. Dorcelaine Davison has been selected as the CIWW Executive Assistant and started employment September 16<sup>th</sup>.

It is recommended that Dorcelaine Davison be designated as Board Clerk for the CIWW Board.

It is proposed that the Interim Board Clerks appointed in April (Ted Corrigan, Amy Kahler, and Christina Murphy) will continue to serve in their interim roles until an Executive Director has been appointed to facilitate knowledge transfer and transition.

**FINANCIAL IMPACT:**

None.

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

Motion to approve designation of Dorcelaine Davison as Board Clerk.

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

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



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

**Meeting Date:** September 25, 2024

**ITEM NUMBER: 6B**

**SUBJECT:** Resolution – Approval of a 28E Agreement between Central Iowa Water Works and the Board of Water Works Trustees of the City of Des Moines (DMWW) for Group Health Benefit Plans

**SUMMARY:**

Central Iowa Water Works (CIWW) is contemplated to have two initial staff members: Executive Director and Executive Assistant. The CIWW Executive Assistant has been hired and started employment September 16<sup>th</sup>. Health benefits are scheduled to begin October 1, 2024.

With a small stand-alone group of only two employees, health insurance benefits could be cost-prohibitive to CIWW. In an effort to keep costs low for CIWW and its member agencies, it is advantageous to attach to another member agency’s health benefit plan.

CIWW Legal Counsel, Rick Malm, has prepared the attached 28E Agreement between CIWW and DMWW that provides for CIWW employees to be covered under DMWW’s health benefit plans and outlines the terms of such a relationship. Mr. Malm has considered input of critical stakeholders, including Iowa Governmental Health Care Plan (IGHCP), of which DMWW is a member, and Wellmark, IGHCP’s health insurance carrier.

The plans offered to CIWW employees will conform in all respects to those offered by DMWW to its employees. CIWW will pay the same employer costs as DMWW pays for its employees and will follow DMWW’s current and future plan designs. The 28E provides for DMWW to receive an annual administration fee of \$100 per employee to recover costs associated with administration and support.

The 28E will be presented to the DMWW Board of Trustees on September 24<sup>th</sup> for approval.

**FINANCIAL IMPACT:**

This 28E Agreement for health benefits for CIWW employees will result in cost savings to CIWW and its member agencies when compared to the cost of a stand-alone employer-provided plan. As outlined in Schedule 1 to the 28E Agreement, the cost of monthly health benefits (through July 31, 2025) per employee is \$835.35 for single coverage and \$2,070.98 for family coverage.

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

Resolution to authorize the Chairperson to execute the 28E Agreement between Central Iowa Water Works and the Board of Water Works Trustees of the City of Des Moines, Iowa for Group Health Benefit Plans.

Prepared by: 

**28E AGREEMENT BETWEEN THE CENTRAL IOWA WATER WORKS AND THE BOARD OF WATER WORKS TRUSTEES OF THE CITY OF DES MOINES, IOWA FOR GROUP HEALTH BENEFIT PLANS**

THIS AGREEMENT is made and entered into by and between the Central Iowa Water Works (hereinafter "CIWW") and the Board of Water Works Trustees of the City of Des Moines, Iowa (hereinafter "DMWW").

WHEREAS, DMWW is a municipal water utility established and operating in the City of Des Moines, Iowa and elsewhere pursuant to Chapter 388 of the Code of Iowa and other applicable statutes;

WHEREAS, CIWW is an entity created under Chapter 28E and 28F, Iowa Code under an Agreement filed with the Iowa Secretary of State as Agreement M516883 among certain cities and municipal utilities, including DMWW, and certain rural water districts, and CIWW is supported by the public funds of its Member Agencies;

WHEREAS, DMWW has powers, capabilities and programs that can be shared with CIWW to support their respective needs on a mutually beneficial basis in the public interest, including health benefit plans maintained for the benefit of DMWW employees; and

WHEREAS, DMWW and CIWW desire to make this 28E Agreement for purposes herein stated;

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Part I – Exercise of Powers

1. Purpose of Agreement. The parties state that the purpose of this Agreement is to address and provide for availability of DMWW health benefits to CIWW employees.
2. Effective Date. This Agreement shall be effective upon its approval and execution by all Parties and filing with the Iowa Secretary of State.
3. Administration. No separate entity or joint board is created by this Agreement. The CEO and General Manager of DMWW shall be the sole administrator of this Agreement but shall regularly consult with the Executive Director of CIWW as needed for the proper administration of this Agreement.
4. Manner of financing. Each party shall fund its activities and costs hereunder from its regular sources of operating funds.

5. No Joint Property. Each of the parties shall at all times hold its own properties. No joint real or person property shall be acquired or held by either party under this Agreement, nor shall any property be distributable from or to either party upon termination.

### Part II – Term

6. Term. This Agreement shall become effective on the Effective Date and shall remain in effect until December 31, 2026 unless extended or terminated as provided herein ("Term").
7. Termination and Automatic Extension. Either party may terminate this Agreement as of December 31 of any year of the Term by giving written notice of termination to the other party on or before July 1 of such year. The Term shall be automatically extended for additional one-year terms, unless either party shall provide written notice on or before July 1 of the year of expiration of the original Term or any extended Term.

### Part III - Group Health Benefit Plans

8. Group Health Benefit Plans/Availability. Beginning on the effective date of this Agreement, DMWW shall make available, and will continue to make available during the Term, participation in DMWW's group health benefit plans to employees of CIWW on an annual basis from July 1<sup>st</sup> to June 30<sup>th</sup> of each year, subject to the following:
  - A. The rate for participation by CIWW in DMWW's group health benefit plans will be set by DMWW based on its actual costs of providing participation. CIWW shall also pay an Annual Administrative Fee of \$100.00 per CIWW employee, which administrative fee may be adjusted annually by DMWW upon 60 day written notice to CIWW of the adjusted administrative fee.
  - B. DMWW shall invoice CIWW for each participant's annual rate of benefits, plus the Annual Administrative Fee to CIWW during the Term, by July 31<sup>st</sup> each year. CIWW will pay DMWW by the due date on the invoice, generally 25 days from the date of the invoice. If arrangements can be made for direct billing of CIWW from the benefit provider, CIWW will pay the provider according to the payment terms of the provider. Failure to make any required timely payment is a breach of this Agreement.
  - C. The plans offered to CIWW employees shall conform in all respects to the those offered by DMWW to its employees, including without limitation options for coverage, open enrollment periods, and employee payment responsibility. By way of illustration only, the current plans offered to DMWW employee are set forth in Schedule 1 attached hereto. Such offering shall be modified annually by DMWW in its sole discretion. DMWW shall notify CIWW of such changes as they are adopted, but no such modification shall require an amendment to this Agreement.

9. Plan Administration. DMWW shall support and administer the plans offered to CIWW through its Human Resources Department in the same manner as it administers and supports the plans of its own employees. Such administration and support shall include initial, annual, and other enrollment services, COBRA support, answering employee questions related to benefits, and payroll deduction support.
10. Other Benefits. Other benefits offered by DMWW to its employees in addition to Group Health Benefits may be offered to CIWW employees if and to the extent DMWW and CIWW may so agree from time to time.

#### Part VI – General Provisions

11. Declaration of Default and Notice. In the event that either party determines that the other has defaulted in the performance of its obligations hereunder, the aggrieved party may declare that default has occurred and given notice thereof to the defaulting party. Notice of default shall be given in writing, shall specify the nature of the default and the provision of this Agreement involved, and shall specify what action is required of the defaulting party to correct the default. The defaulting party shall have thirty (30) days from the date of its receipt of the notice of default to correct the default. If at the end of said thirty-day period the default has not, in the opinion of the aggrieved party, been corrected, that party may thereupon pursue any remedies available to it.
12. Force Majeure. Neither party shall be liable for any failure to perform any or all of the provisions of this Agreement if and to the extent that performance has been delayed or prevented by reason of any cause beyond the reasonable control of such party. The expression "cause beyond the reasonable control shall be deemed to include, but not limited to: acts, regulations, laws, or restraints imposed by any governmental body (other than the Parties to this Agreement); wars, hostilities, sabotage, riots, or commotions; acts of God.
13. Notices. All notices which the parties are authorized or required to give one another pursuant to this Agreement shall be in writing and may be sent by ordinary mail or electronic mail. Mailed notices shall be deemed to be received by the party to whom directed when they are postmarked. Such notices and invoices shall be physically delivered or mailed to the following persons at the address listed:

Notices to CIWW:

Executive Director

Central Iowa Water Works

At the principal office address maintained by CIWW

Notices to DMWW:  
CEO and General Manager  
Des Moines Water Works  
2201 George Flagg Parkway  
Des Moines, Iowa 50321-1190

14. Interpretations of Law. This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the State of Iowa.
15. Severability. If any provisions of this Agreement shall be declared illegal, void or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.

[Execution Pages Follow]

**CENTRAL IOWA WATER WORKS**

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

Attest: \_\_\_\_\_  
Diane Munns, Board Secretary

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

By \_\_\_\_\_  
Andrea Bolton, Board Chairperson

Attest: \_\_\_\_\_  
Ted Corrigan, CEO, General Manager, and Board Secretary

## Schedule 1

	Single Rate	DMWW/CIWW Monthly Single Contribution	Employee Monthly Single Cost	Employee Single Cost Per Pay Period	Family Rate	DMWW/CIWW Monthly Family Contribution	Employee Monthly Family Cost	Employee Family Cost Per Pay Period
\$0 Deductible	\$1,010.61	\$835.35	\$175.26	\$80.89	\$2,506.99	\$2,070.98	\$436.01 <i>(17% of the premium)</i>	\$201.24
\$500/\$1,000 Deductible	\$928.17	\$835.35	\$92.82	\$42.84	\$2,301.09	\$2,070.98	\$230.11 <i>(10% of the premium)</i>	\$106.20
High Deductible/HSA \$3,200 Single/ \$6,400 Family Deductible	\$805.55	\$835.35	-\$29.80*	-\$13.75*	\$1,994.42	\$2,070.98	-\$76.56* <i>(-4% of the premium*)</i>	-\$35.34*

\*applied to eligible health savings account





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

**Meeting Date:** September 25, 2024

**ITEM NUMBER: 6C**

**SUBJECT:** Approval of an Increase of Reimbursement to DMWW and WDMWW for CIWW Communications Personnel/Consultant

**SUMMARY:**

On April 24, 2024, the Board approved the interim communications plan for CIWW, and authorized up to \$15,000 for implementation of a CIWW website and up to a \$25,000 reimbursement to Des Moines Water Works (DMWW) and West Des Moines Water Works (WDMWW) for use of their media personnel/consultant. A summary of the expenses incurred to date and the estimated future expenses to operational commencement is shown below.

Amount Incurred to Date	\$33,214.50
Estimated Amount to Operational Commencement	\$6,785.50
Less \$25,000 Previously Authorized	(\$25,000.00)
<b>Additional Amount Needed</b>	<b>\$15,000.00</b>

A majority of the incurred expenses include various tasks related to the website development (meetings, content creation, etc.) and the communications plan. Several other expenses have been incurred related to assistance with press releases and press conference, providing information to the media, attending CIWW planning sessions, reviewing/modifying the CIWW logo, and assisting with materials for recruitments. The estimated amount to Operational Commencement includes tasks related to additional website content creation, providing information to the media, and developing potential press releases.

The work provided by DMWW and WDMWW media personnel/consultant has been crucial to the success of CIWW. Staff has reviewed each invoice in detail for accuracy and recommends that the Board authorize a \$15,000 increase of reimbursement to DMWW and WDMWW.

**FINANCIAL IMPACT:**

CIWW will reimburse DMWW and WDMWW in an additional amount up to \$15,000, for a total amount not to exceed \$40,000.

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

Motion to authorize a \$15,000 increase of reimbursement to DMWW and WDMWW for CIWW communications personnel/consultant.

Prepared by: 



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

**Meeting Date:** September 25, 2024

**ITEM NUMBER:** 7B-1

**SUBJECT:** Resolution - Approval of Accounting Services Agreement with RSM

**SUMMARY:**

The Finance & Audit Committee formed a project team to lead the Request for Proposals (RFP) process to select an accounting firm for “CIWW Financial System Creation and Operations.” Finance & Audit Committee members John McCune and Sue Huppert, along with CIWW Interim Executive Director Bill Smith, and member agency staff Pat Mullenbach, Neil Weiss, and Amy Kahler, evaluated the proposals and conducted interviews.

Firms responding to the RFP and the project team’s aggregated scoring of each proposal is shown below:

Proposal	CIWW Project Team Weighted Score
RSM	8.84
Eide Bailly	7.50
Creative Planning	7.28
Clifton Larson Allen	5.74
Deloitte	4.56

Based on the project team’s evaluations, the team recommended RSM as the best fit for CIWW at the September 16<sup>th</sup> Finance & Audit Committee meeting. The Finance & Audit Committee took action to recommend RSM as CIWW’s accounting firm to the CIWW Board at the September Board meeting.

**FINANCIAL IMPACT:**

RSM fees for the Scope of Services were the lowest of all proposals received. The initial implementation costs incurred in 2024 will not exceed \$24,000. After Operational Commencement, the annual fees will not exceed \$100,400 in 2025; \$100,200 in 2026; and \$105,000 in 2026.

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

Resolution to authorize the Chair of the CIWW Board to sign the Accounting Services Agreement with RSM upon review and approval of the agreement by CIWW interim legal counsel.

Prepared by: 

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

**RESOLUTION APPROVING ENGAGEMENT OF RSM FOR CREATION  
OF SYSTEM OF FINANCIAL RECORDS AND ACCOUNTS AND  
FINANCIAL OPERATION SERVICES FOR CENTRAL IOWA WATER  
WORKS**

WHEREAS, Article XIV, Section 6 of the Central Iowa Water Works 28E/28F Agreement provides that Central Iowa Water Works (“CIWW”) may contract with third parties for all necessary or desirable services; and

WHEREAS, the Board of Trustees has determined that it is both necessary and desirable to engage an accounting firm to assist with the creation of a system of financial records and accounts and financial operation services for CIWW; and

WHEREAS, CIWW requested proposals from accounting firms for said services; and

WHEREAS, after evaluation and scoring of proposals and interviews with several of the accounting firms it is the recommendation of the Finance and Audit Committee to engage RSM for the services; and

WHEREAS, the Board of Trustees believes it is in the best interest of Central Iowa Water Works to engage RSM to assist with the creation of a system of financial records and accounts and financial operation services for CIWW.

NOW, THEREFORE IT IS HEREBY RESOLVED, by the Board of Trustees of Central Iowa Water Works, that RSM is hereby chosen to assist with the creation of a system of financial records and accounts and financial operation services for CIWW.

IT IS FURTHER RESOLVED that the Chair of the CIWW Board is hereby authorized to sign the Accounting Services Agreement with RSM upon review and approval of the agreement by CIWW interim legal counsel.

PASSED AND APPROVED this 25<sup>th</sup> day of September 2024.

\_\_\_\_\_  
Jody E. Smith, Board Chair

Attest:

\_\_\_\_\_  
Diane Munns, Board Secretary



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

**Meeting Date:** September 25, 2024

**ITEM NUMBER: 8E**

**SUBJECT:** 2025 CIWW Rate Presentation

**SUMMARY:**

Matt Stoffel, PFM, will present key highlights from the attached presentation, regarding the 2025 Central Iowa Water Works costs and rate projections.

**FINANCIAL IMPACT:**

As discussed and attached

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

Informational-No Action

Prepared by:

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



# Central Iowa Water Works

## Proposed Rates for Preliminary 2025 CIWW Budget

**Matthew Stoffel, CFA**  
**Director**

September 25, 2024

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PFM Financial  
Advisors LLC

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801 Grand Avenue  
Suite 3300  
Des Moines, IA

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[www.pfm.com](http://www.pfm.com)



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- ◆ Upcoming Calendar for Rates & Budget
- ◆ Mandatory Rate Setting Principles (Schedule VI-2)
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- ◆ October 2023 Projections
- ◆ Base Extra Capacity Method
- ◆ Allocation to Base - Changes over Time
- ◆ 2025 Cost per Million

Appendix A – 28E Schedules

Appendix B – Preliminary Budget Information



## Upcoming Calendar for Rates

- ◆ September 16 – Finance & Audit Committee Discussion
- ◆ September 25 – Rate Presentation & Discussion with Board

## Other Upcoming Actions

- ◆ Resolution Adopting Rates (October)
- ◆ Set Public Hearing for 2025 Budget (October)
- ◆ Hold Public Hearing for 2025 Budget (November)



## Mandatory Rate Principles (Schedule VI-2)

Cost / Expenditure Description	Base Costs	Extra-Capacity Costs	Allocated Capacity Costs	Member Agency Specific Expansion Costs
<b>Allocated Based on:</b>	<b>Average Day</b>	<b>Maximum Day</b>	<b>Allocated System Capacity</b>	<b>Pro Rata Share of Growth</b>
Variable Costs of Operating Leases	X			
Fixed Costs of Operating Leases	X	X		
CIWW Organizational Costs	X	X		
Joint Capital Debt Service	X	X		
Joint Capital Cash Funding	X	X		
Shared Expansion Debt Service (9%)			X	
Shared Expansion Cash Funding (9%)			X	
Allocated Expansion Debt Service (91%)				X
Allocated Expansion Cash Funding (91%)				X
<b>Totals</b>	<b>SXX</b>	<b>SXX</b>	<b>SXX</b>	<b>SXX</b>
Units	Total CIWW Volume Projected to be Produced for the year in MG	Total of Member Agencies' 5-year average MDD in MGD	Total of Member Agencies' Allocated Capacity in MGD	Member Agency Specific
Unit Cost	\$ / MG	\$ / MGD	N/A	N/A
Charge Type	Variable	Fixed	Fixed	Fixed
	Uniform cost per unit applicable to all Member Agencies		Specific to each Member Agency	Specific to each Member Agency





## Proposed Rates for CIWW 2025 Budget

	58.34%	41.66%			
	Base Costs	Extra Capacity	Allocated Capacity	Member Specific	Total
Variable Cost of Operating Contracts	\$ 16,425,997	\$ 0			\$ 16,425,997
Fixed Costs of Operating Contracts	\$ 15,331,041	\$ 10,947,741			\$ 26,278,782
CIWW Organizational Costs	\$ 3,657,095	\$ 2,611,494			\$ 6,268,589
Joint Capital Debt Service	\$ 1,407,997	\$ 1,005,436			\$ 2,413,433
Joint Capital Cash Funding	\$ 8,949,813	\$ 6,390,971			\$ 15,340,784
Shared Expansion Debt Service (9%)			\$ 69,517		\$ 69,517
Shared Expansion Cash Funding (9%)			\$ 0		\$ 0
Allocated Expansion Debt Service (91%)				\$ 702,898	\$ 702,898
Allocated Expansion Cash Funding (91%)					\$ -
Total	\$ 45,771,944	\$ 20,955,642	\$ 69,517	\$ 702,898	\$ 67,500,000

Source for Units	Production Budget	Schedule I-2B	Schedule V-3	Schedule IV-10
Unit Cost Driver	20,937,285	101.192		
Units	Per 1,000 gallons	Per MGD		
Unit Cost	\$ 2.1861	\$ 207,088		



## Projected Community Costs

Community	2025 Fixed Costs Allocations				Demand Costs	Total Costs
	Joint	Expansion	Total	Per Month	Joint	
Ankeny	\$1,750,938	\$177,509	\$1,928,447	\$160,704	\$5,152,534	\$7,080,981
Clive	\$805,369	\$13,579	\$818,949	\$68,246	\$1,547,545	\$2,366,494
DMWW	\$9,052,485	\$109,830	\$9,162,315	\$763,526	\$19,746,423	\$28,908,738
Johnston	\$1,004,589	\$47,743	\$1,052,332	\$87,694	\$1,823,092	\$2,875,424
Grimes	\$685,051	\$103,650	\$788,701	\$65,725	\$1,348,896	\$2,137,597
Norwalk	\$485,003	\$50,199	\$535,202	\$44,600	\$893,924	\$1,429,126
Polk City	\$243,537	\$13,100	\$256,637	\$21,386	\$454,057	\$710,693
UWU	\$2,056,395	\$55,730	\$2,112,124	\$176,010	\$3,808,674	\$5,920,798
WWD	\$587,926	\$12,977	\$600,902	\$50,075	\$1,414,349	\$2,015,252
Waukee	\$854,864	\$88,527	\$943,390	\$78,616	\$1,756,723	\$2,700,113
WDMWW	\$2,824,488	\$96,598	\$2,921,086	\$243,424	\$6,234,580	\$9,155,667
Xenia	\$605,114	\$2,974	\$608,088	\$50,674	\$1,591,029	\$2,199,117
<b>Total</b>	<b>\$20,955,759</b>	<b>\$772,415</b>	<b>\$21,728,174</b>	<b>\$1,810,681</b>	<b>\$45,771,826</b>	<b>\$67,500,000</b>
	A	B	C = (A+B)	C /12	D	E = (C +D)



## Estimated Community Cost Metrics

Community	Fixed Cost	Variable Costs	Fixed %	Variable %	Est. Effective Cost per Kgal
Ankeny	\$1,928,447	\$5,152,534	27%	73%	\$3.0208
Clive	\$818,949	\$1,547,545	35%	65%	\$3.3612
DMWW	\$9,162,315	\$19,746,423	32%	68%	\$3.2181
Johnston	\$1,052,332	\$1,823,092	37%	63%	\$3.4671
Grimes	\$788,701	\$1,348,896	37%	63%	\$3.4833
Norwalk	\$535,202	\$893,924	37%	63%	\$3.5144
Polk City	\$256,637	\$454,057	36%	64%	\$3.4397
UWU	\$2,112,124	\$3,808,674	36%	64%	\$3.4171
WWD	\$600,902	\$1,414,349	30%	70%	\$3.1321
Waukee	\$943,390	\$1,756,723	35%	65%	\$3.3785
WDMWW	\$2,921,086	\$6,234,580	32%	68%	\$3.2280
Xenia	\$608,088	\$1,591,029	28%	72%	\$3.0380
Total	\$21,728,174	\$45,771,826	32%	68%	\$3.2416



# CIWW Projected Revenue Requirements (October 2023)

Year	1	2	3	4	5	6	7	8	9	10
<b>Base Costs (Average Day)</b>										
Variable Costs of Operating Leases	\$16,291,517	\$16,666,222	\$17,049,545	\$17,441,684	\$17,842,843	\$18,253,229	\$18,673,053	\$19,102,533	\$19,541,891	\$19,991,355
Fixed Costs of Operating Leases	\$14,867,531	\$15,750,612	\$16,112,876	\$16,483,472	\$16,841,455	\$17,228,809	\$17,625,071	\$18,030,448	\$18,445,148	\$18,869,387
CIWW Organizational Costs	\$2,593,467	\$1,766,367	\$1,766,367	\$1,766,367	\$275,700	\$275,700	\$275,700	\$275,700	\$275,700	\$275,700
Joint Capital Debt Service	\$1,110,619	\$1,110,453	\$1,109,422	\$1,109,185	\$1,109,163	\$1,108,799	\$1,107,548	\$1,108,165	\$1,107,305	\$1,035,518
Joint Capital Cash Funding	\$10,157,606	\$12,519,222	\$13,463,454	\$13,262,167	\$13,567,197	\$13,879,243	\$14,198,465	\$14,525,030	\$14,859,106	\$15,200,865
<b>Total Base Costs</b>	<b>\$45,020,739</b>	<b>\$47,812,876</b>	<b>\$49,501,664</b>	<b>\$50,062,876</b>	<b>\$49,636,359</b>	<b>\$50,745,779</b>	<b>\$51,879,837</b>	<b>\$53,041,876</b>	<b>\$54,229,150</b>	<b>\$55,372,825</b>
Annual Demand (MG)	20,336.41	20,804.15	21,282.64	21,772.14	22,272.90	22,785.18	23,309.24	23,845.35	24,393.79	24,954.85
Unit Cost per MG	\$2,214	\$2,298	\$2,326	\$2,299	\$2,229	\$2,227	\$2,226	\$2,224	\$2,223	\$2,219
Unit Cost per Kgal	\$2.21	\$2.30	\$2.33	\$2.30	\$2.23	\$2.23	\$2.23	\$2.22	\$2.22	\$2.22
<b>Extra-Capacity Costs (Maximum Day)</b>										
Fixed Costs of Operating Leases	\$12,095,710	\$12,814,154	\$13,108,880	\$13,410,384	\$13,701,627	\$14,016,764	\$14,339,150	\$14,668,950	\$15,006,336	\$15,351,482
CIWW Organizational Costs	\$2,109,955	\$1,437,055	\$1,437,055	\$1,437,055	\$224,300	\$224,300	\$224,300	\$224,300	\$224,300	\$224,300
Joint Capital Debt Service	\$903,561	\$903,427	\$902,588	\$902,395	\$902,377	\$902,081	\$901,062	\$901,565	\$900,865	\$842,462
Joint Capital Cash Funding	\$8,263,877	\$10,185,207	\$10,953,401	\$10,789,641	\$11,037,803	\$11,291,673	\$11,551,381	\$11,817,063	\$12,088,855	\$12,366,899
<b>Total Extra-Capacity Costs</b>	<b>\$23,373,103</b>	<b>\$25,339,843</b>	<b>\$26,401,924</b>	<b>\$26,539,475</b>	<b>\$25,866,107</b>	<b>\$26,434,817</b>	<b>\$27,015,893</b>	<b>\$27,611,878</b>	<b>\$28,220,356</b>	<b>\$28,785,142</b>
Maximum Day (5-year Average)	102.267	103.290	104.323	105.366	106.419	107.484	108.558	109.644	110.741	111.848
Unit Cost (\$ per MGD)	\$228,550	\$245,328	\$253,080	\$251,879	\$243,058	\$245,943	\$248,860	\$251,832	\$254,833	\$257,360
<b>Member Agency Expansion Costs (Allocated Capacity)</b>										
Shared Growth Debt Service (9%)	\$73,553	\$324,732	\$743,268	\$937,672	\$1,170,138	\$1,170,313	\$1,170,225	\$1,170,117	\$1,170,224	\$1,170,139
Shared Growth Cash Funding (9%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Member Agency Expansion Costs (9%)</b>	<b>\$324,732</b>	<b>\$324,732</b>	<b>\$743,268</b>	<b>\$937,672</b>	<b>\$1,170,138</b>	<b>\$1,170,313</b>	<b>\$1,170,225</b>	<b>\$1,170,117</b>	<b>\$1,170,224</b>	<b>\$1,170,139</b>
<b>Member Agency Expansion Costs (Growth)</b>										
Allocated Growth Debt Service (91%)	\$743,701	\$3,283,399	\$7,515,263	\$9,480,908	\$11,831,393	\$11,833,166	\$11,832,273	\$11,831,183	\$11,832,262	\$11,831,408
Allocated Growth Cash Funding (91%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Member Agency Expansion Costs (91%)</b>	<b>\$743,701</b>	<b>\$3,283,399</b>	<b>\$7,515,263</b>	<b>\$9,480,908</b>	<b>\$11,831,393</b>	<b>\$11,833,166</b>	<b>\$11,832,273</b>	<b>\$11,831,183</b>	<b>\$11,832,262</b>	<b>\$11,831,408</b>
<b>Total Cost by Type</b>										
Variable Costs of Operating Leases	\$16,291,517	\$16,666,222	\$17,049,545	\$17,441,684	\$17,842,843	\$18,253,229	\$18,673,053	\$19,102,533	\$19,541,891	\$19,991,355
Fixed Costs of Operating Leases	\$26,963,241	\$28,564,766	\$29,221,756	\$29,893,856	\$30,543,082	\$31,245,573	\$31,964,221	\$32,699,398	\$33,451,484	\$34,220,868
CIWW Organizational Costs	\$4,703,422	\$3,203,422	\$3,203,422	\$3,203,422	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Joint Capital Debt Service	\$2,014,180	\$2,013,880	\$2,012,010	\$2,011,580	\$2,011,540	\$2,010,880	\$2,008,610	\$2,009,730	\$2,008,170	\$1,877,980
Joint Capital Cash Funding	\$18,421,483	\$22,704,429	\$24,416,855	\$24,051,809	\$24,605,000	\$25,170,915	\$25,749,846	\$26,342,093	\$26,947,961	\$27,567,764
Shared Growth Debt Service	\$73,553	\$324,732	\$743,268	\$937,672	\$1,170,138	\$1,170,313	\$1,170,225	\$1,170,117	\$1,170,224	\$1,170,139
Shared Growth Cash Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Growth Debt Service	\$743,701	\$3,283,399	\$7,515,263	\$9,480,908	\$11,831,393	\$11,833,166	\$11,832,273	\$11,831,183	\$11,832,262	\$11,831,408
Allocated Growth Cash Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue Requirements</b>	<b>\$69,211,097</b>	<b>\$76,760,850</b>	<b>\$84,162,118</b>	<b>\$87,020,931</b>	<b>\$88,503,996</b>	<b>\$90,184,076</b>	<b>\$91,898,228</b>	<b>\$93,655,053</b>	<b>\$95,451,992</b>	<b>\$97,159,514</b>
<b>Average Estimated Effective Rate per Kgal</b>	<b>\$3.40</b>	<b>\$3.69</b>	<b>\$3.95</b>	<b>\$4.00</b>	<b>\$3.97</b>	<b>\$3.96</b>	<b>\$3.94</b>	<b>\$3.93</b>	<b>\$3.91</b>	<b>\$3.89</b>



## Base Extra Capacity Method

### COST ALLOCATION REQUIREMENTS

Cost allocation shall be based on the “Base Extra-Capacity” method as described in the AWWA M1 Manual, which recognizes four primary cost components: base costs, extra-capacity costs, customer costs, and fire protection costs. CIWW costs shall be assigned to the four cost components as follows:

- Base Costs (\$/Million Gallons) shall include all O&M, Joint Capital and Shared Growth costs incurred in producing the volumes of water delivered to Member Agencies up to average-daily demand levels. Base costs shall be uniform for all Member Agencies and expressed as a cost per unit of volume delivered by CIWW with reasonable allowances for water losses determined per Schedule VI-3.
- Extra-Capacity Costs (\$/MGD) shall include all O&M, Joint Capital and Shared Growth costs incurred in producing and delivering volumes of water in excess of average-daily demand levels. Extra-capacity costs shall be uniform for all Member Agencies and expressed as a cost per unit of demand.

For illustration purposes only. Assume the average-day demand is 100 MGD and the Maximum Day Demand is 250 MGD. The allocation of costs between Base and Extra-Capacity components would be calculated as follows:

	Base	Extra Capacity	Total
System Demand	100 MGD	150 MGD	250 MGD
% Allocation	40% (100 / 250)	60% (150 / 250)	100% (250 / 250)

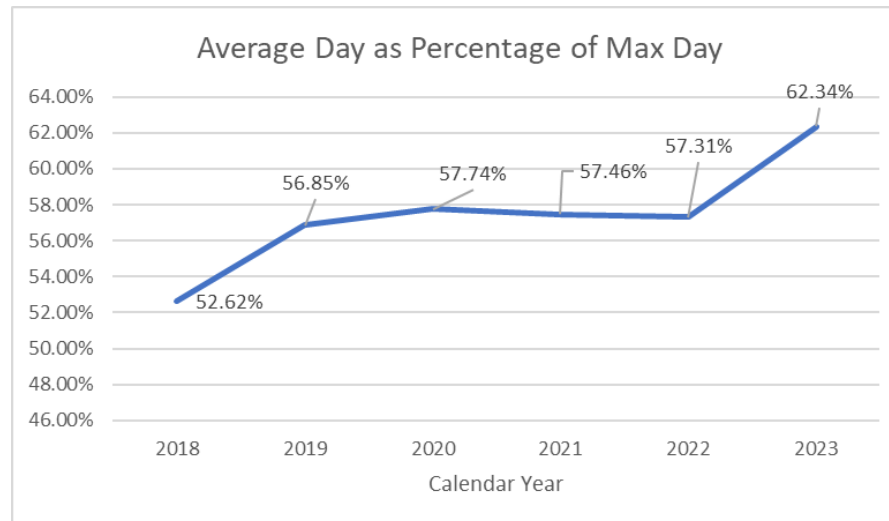
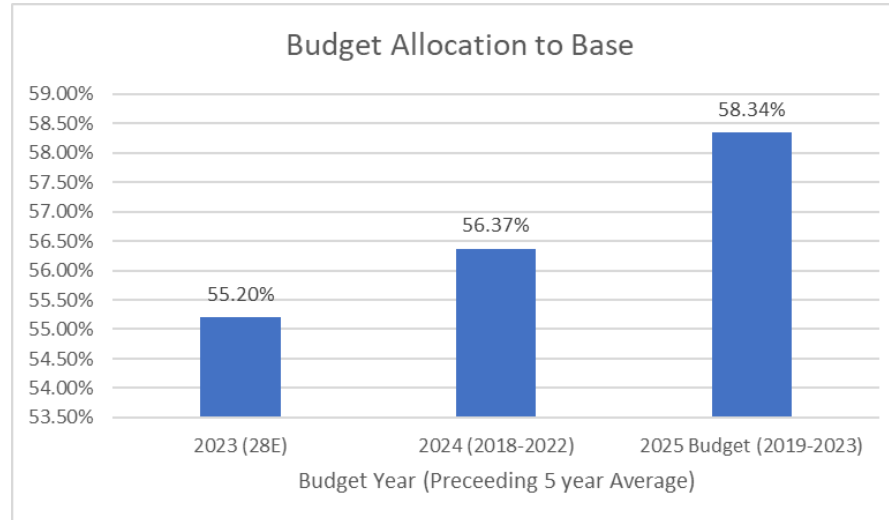


## Base Extra Capacity Method

Member	Annual Demand in Million Gallons					2025 Budget
	2019	2020	2021	2022	2023	5 Year Average
Ankeny	1,980.672	2,446.297	2,253.334	2,497.238	2,542.701	2,344.048
Clive	630.973	698.917	733.048	708.084	749.340	704.072
DMWW	8,639.098	8,759.255	9,125.502	9,214.623	9,177.227	8,983.141
Johnston	762.712	820.081	869.177	822.323	872.417	829.342
Grimes	536.634	542.878	652.932	654.552	681.354	613.670
Norwalk	320.817	418.642	423.545	419.307	450.910	406.644
Polk City	192.558	230.128	198.496	200.616	211.280	206.616
UWU	1,541.656	1,691.490	1,773.936	1,821.323	1,834.979	1,732.677
Warren Water District	643.547	628.457	625.806	642.937	676.321	643.414
Waukee	614.201	728.623	799.649	840.129	1,013.385	799.197
WDMWW	2,557.970	2,810.655	2,895.342	2,825.989	3,091.845	2,836.360
Xenia	667.829	705.625	747.278	741.075	757.570	723.875
<b>Totals</b>	<b>19,088.667</b>	<b>20,481.048</b>	<b>21,098.045</b>	<b>21,388.196</b>	<b>22,059.329</b>	<b>20,823.056</b>
Schedule VI-3 - Unmetered Water	688.950	640.327	691.838	812.194	787.782	724.218
Schedule VI-3 - Unmetered Water (%)	3.61%	3.13%	3.28%	3.80%	3.57%	3.48%
<b>Total Annual Demand including Water Loss</b>	<b>19,777.62</b>	<b>21,121.38</b>	<b>21,789.88</b>	<b>22,200.39</b>	<b>22,847.11</b>	<b>21,547.27</b>
Base	54.185	57.867	59.698	60.823	62.595	59.034
Maximum Day Demand	95.315	100.217	103.898	106.123	100.411	101.193
Percent Allocated to Base	56.85%	57.74%	57.46%	57.31%	62.34%	58.34%
Percent Allocated to Extra Capacity	43.15%	42.26%	42.54%	42.69%	37.66%	41.66%



## Allocation to Base – Changes over Time





## 2025 Community Cost per Million Dollars Budgeted

Joint Costs Allocation			
	Base Allocation	Extra Capacity	Joint Costs
<b>2025 Budget Percentage</b>	58.34%	41.66%	100.00%
<b>Cost Allocation per Million</b>	583,380	416,620	\$1,000,000
<b>Units</b>	20,823.06	101.192	
<b>Unit Cost</b>	\$0.0280	\$4,117.12	

Joint Costs					
Member	Base %	Extra Capacity %	Base \$\$	Extra Capacity \$\$	Total
<b>Ankeny</b>	11.257%	8.355%	\$65,671	\$34,809	\$100,480
<b>Clive</b>	3.381%	3.843%	\$19,724	\$16,011	\$35,735
<b>DMWW</b>	43.141%	43.199%	\$251,676	\$179,976	\$431,652
<b>Johnston</b>	3.983%	4.794%	\$23,236	\$19,973	\$43,209
<b>Grimes</b>	2.947%	3.269%	\$17,192	\$13,619	\$30,812
<b>Norwalk</b>	1.953%	2.314%	\$11,393	\$9,641	\$21,034
<b>Polk City</b>	0.992%	1.162%	\$5,787	\$4,841	\$10,628
<b>UWU</b>	8.321%	9.813%	\$48,543	\$40,883	\$89,426
<b>WWD</b>	3.090%	2.806%	\$18,026	\$11,690	\$29,717
<b>Waukee</b>	3.838%	4.079%	\$22,390	\$16,994	\$39,384
<b>WDMWW</b>	13.621%	13.478%	\$79,462	\$56,152	\$135,614
<b>Xenia</b>	3.476%	2.888%	\$20,278	\$12,032	\$32,310
<b>Total</b>	<b>100.000%</b>	<b>100.000%</b>	<b>\$583,380</b>	<b>\$416,620</b>	<b>\$1,000,000</b>

Expansion Costs		
Member	Expansion %	Expansion \$\$
<b>Ankeny</b>	22.981%	\$229,810
<b>Clive</b>	1.758%	\$17,580
<b>DMWW</b>	14.219%	\$142,190
<b>Johnston</b>	6.181%	\$61,810
<b>Grimes</b>	13.419%	\$134,190
<b>Norwalk</b>	6.499%	\$64,990
<b>Polk City</b>	1.696%	\$16,960
<b>UWU</b>	7.215%	\$72,150
<b>WWD</b>	1.680%	\$16,800
<b>Waukee</b>	11.461%	\$114,610
<b>WDMWW</b>	12.506%	\$125,060
<b>Xenia</b>	0.385%	\$3,850
<b>Total</b>	<b>100.000%</b>	<b>\$1,000,000</b>





## Estimated Community Cost per Million Dollars Budgeted per Historical Average Demand

	Avg Demand	Joint	Expansion
Member	I-2A	Cost per Kgal	Cost per Kgal
Ankeny	2,344.05	\$0.0429	\$0.0980
Clive	704.07	\$0.0508	\$0.0250
DMWW	8,983.14	\$0.0481	\$0.0158
Johnston	829.34	\$0.0521	\$0.0745
Grimes	613.67	\$0.0502	\$0.2187
Norwalk	406.64	\$0.0517	\$0.1598
Polk City	206.62	\$0.0514	\$0.0821
UWU	1,732.68	\$0.0516	\$0.0416
WWD	643.41	\$0.0462	\$0.0261
Waukee	799.20	\$0.0493	\$0.1434
WDMWW	2,836.36	\$0.0478	\$0.0441
Xenia	723.88	\$0.0446	\$0.0053
<b>Total</b>	<b>20,823.06</b>	<b>\$0.0480</b>	<b>\$0.0480</b>



# Appendix A – 28E Schedules & References



## Historic Finished Water Requirements (Schedule I-2A)

Member	Annual Demand in Million Gallons					5 Year Average	Percentage
	2019	2020	2021	2022	2023	2019-2023	2019-2023
Ankeny	1,980.672	2,446.297	2,253.334	2,497.238	2,542.701	2,344.048	11.257%
Clive	630.973	698.917	733.048	708.084	749.340	704.072	3.381%
DMWW	8,639.098	8,759.255	9,125.502	9,214.623	9,177.227	8,983.141	43.141%
Johnston	762.712	820.081	869.177	822.323	872.417	829.342	3.983%
Grimes	536.634	542.878	652.932	654.552	681.354	613.670	2.947%
Norwalk	320.817	418.642	423.545	419.307	450.910	406.644	1.953%
Polk City	192.558	230.128	198.496	200.616	211.280	206.616	0.992%
UWU	1,541.656	1,691.490	1,773.936	1,821.323	1,834.979	1,732.677	8.321%
WWD	643.547	628.457	625.806	642.937	676.321	643.414	3.090%
Waukee	614.201	728.623	799.649	840.129	1,013.385	799.197	3.838%
WDMWW	2,557.970	2,810.655	2,895.342	2,825.989	3,091.845	2,836.360	13.621%
Xenia	667.829	705.625	747.278	741.075	757.570	723.875	3.476%
<b>Totals</b>	<b>19,088.667</b>	<b>20,481.048</b>	<b>21,098.045</b>	<b>21,388.196</b>	<b>22,059.329</b>	<b>20,823.056</b>	<b>100.000%</b>



## Historic Maximum Day Utilization (Schedule I-2B)

Member	Million Gallons per Day (MGD)					Five-Year Average	Percentage
	2019	2020	2021	2022	2023	2019-2023	20219-2023
Ankeny	8.034	9.141	8.508	8.528	8.066	8.455	8.355%
Clive	3.563	3.877	4.158	4.008	3.841	3.889	3.843%
DMWW	40.835	42.763	45.563	46.763	42.643	43.713	43.199%
Johnston	4.975	4.877	5.027	4.793	4.581	4.851	4.794%
Grimes	3.665	3.386	2.808	3.080	3.600	3.308	3.269%
Norwalk	1.779	2.216	2.722	2.865	2.128	2.342	2.314%
Polk City	1.307	1.170	1.047	1.147	1.207	1.176	1.162%
UWU	8.997	10.269	10.122	10.557	9.705	9.930	9.813%
Warren Water District	2.656	2.467	2.824	3.290	2.959	2.839	2.806%
Waukee	3.594	3.770	4.281	4.274	4.721	4.128	4.079%
WDMWW	13.243	13.478	13.773	13.925	13.778	13.639	13.478%
Xenia	2.667	2.803	3.065	2.893	3.182	2.922	2.888%
<b>Total</b>	<b>95.315</b>	<b>100.217</b>	<b>103.898</b>	<b>106.123</b>	<b>100.411</b>	<b>101.192</b>	<b>100.000%</b>



## Schedule V-3 Capacity Allocation

Member	Maximum Day Demand in Millions of Gallons		
	Adjusted I-B2 (28E)	XIII-1 (28E)	V-3
	Five Year Average	Reserve Capacity	Initial Capacity
Ankeny	8.589	6.437	15.026
Clive	3.941	0.429	4.370
DMWW	45.127	3.217	48.344
Johnston	5.009	1.681	6.690
Grimes	3.365	3.791	7.156
Norwalk	2.283	1.824	4.107
Polk City	1.216	0.465	1.681
UWU	9.997	3.719	13.716
Warren Water District	2.782	0.429	3.211
Waukee	3.910	3.218	7.128
WDMWW	13.986	3.326	17.312
Xenia	2.862	2.897	5.759
<b>Total</b>	<b>103.067</b>	<b>31.433</b>	<b>134.50</b>



## Schedule IV-10 Estimated Saylorville Expansion Allocation

**\$159,054,000** Engineer's Opinion of Probable Cost

Member	V-3	I-9	2017 LRP %	9%	91%	Total	Allocation	Saylorville Capacity MGD	Capacity After Saylorville
	Initial Capacity MGD	Initial Capacity %	Growth %	Resiliency	Growth				
Ankeny	15.190	11.294%	24.150%	\$1,616,720	\$34,954,502	\$36,571,222	22.993%	2.415	17.605
Clive	4.381	3.257%	1.610%	\$466,235	\$2,330,300	\$2,796,535	1.758%	0.161	4.542
DMWW	47.515	35.326%	12.070%	\$5,056,868	\$17,470,013	\$22,526,881	14.163%	1.207	48.722
Johnston	6.732	5.005%	6.300%	\$716,459	\$9,118,566	\$9,835,025	6.183%	0.630	7.362
Grimes	7.252	5.392%	14.220%	\$771,857	\$20,581,906	\$21,353,763	13.425%	1.422	8.674
Norwalk	4.153	3.088%	6.840%	\$442,043	\$9,900,157	\$10,342,200	6.502%	0.684	4.837
Polk City	1.693	1.259%	1.740%	\$180,224	\$2,518,461	\$2,698,685	1.697%	0.174	1.867
UWU	13.924	10.352%	6.920%	\$1,481,874	\$10,015,948	\$11,497,822	7.229%	0.692	14.616
Warren Water District	3.222	2.396%	1.610%	\$342,984	\$2,330,300	\$2,673,284	1.681%	0.161	3.383
Waukee	7.210	5.361%	12.070%	\$767,420	\$17,470,014	\$18,237,434	11.466%	1.207	8.417
WDMWW	17.396	12.934%	12.470%	\$1,851,484	\$18,048,971	\$19,900,455	12.512%	1.247	18.643
Xenia	5.832	4.336%	0.000%	\$620,692	\$0	\$620,692	0.390%	0.000	5.832
<b>Totals</b>	<b>134.500</b>	<b>100.000%</b>	<b>100.000%</b>	<b>\$14,314,860</b>	<b>\$144,739,140</b>	<b>\$159,053,998</b>	<b>99.999%</b>	<b>10.000</b>	<b>144.500</b>



# Appendix B – Preliminary Budget Information



## Operating Budgets

	<u>DMWW</u>	<u>WDMWW</u>	<u>Grimes</u>	<u>Polk City</u>	<u>Total Producers</u>	<u>CIWW Costs</u>	<u>Total Operating</u>
<b>Total Fixed Costs</b>	\$ 21,497,992	\$ 2,779,549	\$ 1,035,502	\$ 128,390	\$ 25,441,433	\$ 2,290,046	\$ 27,731,479
<b>Total Variable Costs</b>	\$ 12,946,860	\$ 1,758,727	\$ 1,660,121	\$ 60,289	\$ 16,425,997	\$ -	\$ 16,425,997
<b>Total Production Costs</b>	\$ 34,444,852	\$ 4,538,276	\$ 2,695,623	\$ 188,679	\$ 41,867,430	\$ 2,290,046	\$ 44,157,476
<b>Operating Contractor 2% Recovery</b>	\$ 688,897	\$ 90,766	\$ 53,912	\$ 3,774	\$ 837,349	\$ -	\$ 837,349
<b>Total Production Costs Recovered</b>	\$ 35,133,749	\$ 4,629,042	\$ 2,749,535	\$ 192,453	\$ 42,704,779	\$ 2,290,046	\$ 44,994,825
<b>Production Costs per kgal</b>	\$1.93	\$2.37	\$3.93	\$2.35	\$2.04	\$0.11	\$2.11
						<b>Target Operating Reserved</b>	<b>\$ 11,248,706</b> <b>25.00%</b>
						<b>2025 Budgeted Operating Reserve</b>	<b>\$ 3,978,543</b> <b>8.84%</b>
<b>Estimated Pumpage (kgal)</b>	18,200,000	1,955,285	700,000	82,000	20,937,285		
<b>Percentage of Production</b>	86.9%	9.3%	3.3%	0.4%			
<b>Fixed %</b>	62%	61%	38%	68%	61%	100%	63%
<b>Variable %</b>	38%	39%	62%	32%	39%	0%	37%





## CIWW Estimated Organizational Costs

Category	Expense
Wages & Benefits	\$448,510
Consultants	\$200,000
Legal	\$150,000
Engineering and Title Services	\$5,000
Corporate Insurance	\$5,000
Bank Charges	\$3,000
Materials and Supplies	\$10,000
Communications	\$31,000
28E Reimbursements	\$1,033,743
Grounds Easement Fee	\$303,793
Office Space	\$50,000
Miscellaneous Expenses	\$50,000
<b>Total Budget</b>	<b>\$2,290,046</b>
<b>Operating Reserve</b>	<b>\$3,978,543</b>
<b>Total CIWW Costs in Rates</b>	<b>\$6,268,589</b>

Estimated Operating Reserve	\$3,978,543
Operating Budget	\$44,994,825
Reserve as a % of Budget	8.84%

Reserve as a % of Budget	25%
Operating Reserve Target	\$11,248,706
Estimated Operating Reserve	\$3,978,543
Difference	\$7,270,163



## Preliminary Capital Costs for 2025 Budget

<b>Joint Capital Cash Funding</b>	<b>\$15,340,784</b>
<b>Joint Capital Debt Service Funded</b>	<b>\$1,700,000</b>
<b>Expansion Cash Funded</b>	<b>\$0</b>
<b>Expansion Debt Service Funded</b>	<b>\$10,399,353</b>
<b>Total Capital Budget</b>	<b>\$27,440,137</b>
<b>Less Bond Proceeds</b>	<b>(\$12,099,353)</b>
<b>Capital Included in Budget</b>	<b>\$15,340,784</b>



## Debt Service

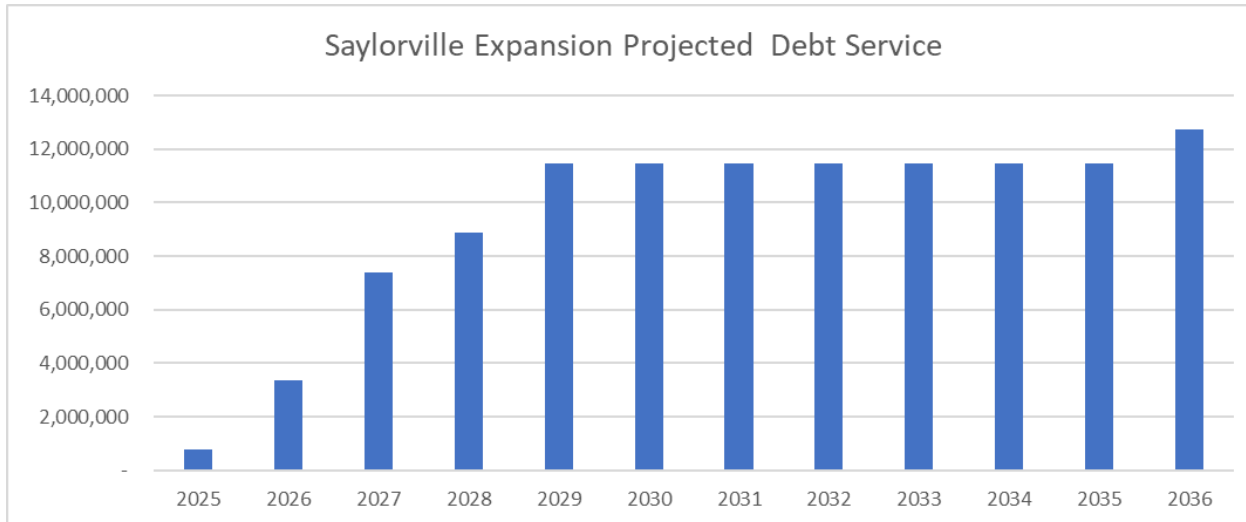
Joint Capital Debt Service	Interest 6/1/2025	Service Fee 6/1/2025	Principal 6/1/2025	Total 6/1/2025	Interest 12/1/2025	Service Fee 12/1/2025	Principal 12/1/2025	Total 12/1/2025	Projected Total
West Des Moines - Series 2017	\$ 18,908.75	\$ 2,701.25	\$ 144,000.00	\$ 165,610.00	\$ 17,622.50	\$ 2,517.50	\$ -	\$ 20,140.00	\$ 185,750.00
Grimes Series 2013	\$ 10,622.50	\$ 1,517.50	\$ 124,000.00	\$ 136,140.00	\$ 9,537.50	\$ 1,362.50	\$ -	\$ 10,900.00	\$ 147,040.00
Grimes Series 2016	\$ 3,176.25	\$ 453.75	\$ 27,000.00	\$ 30,630.00	\$ 2,940.00	\$ 420.00	\$ -	\$ 3,360.00	\$ 33,990.00
Grimes Series 2019-1	\$ 28,726.25	\$ 4,103.75	\$ 193,000.00	\$ 225,830.00	\$ 27,037.50	\$ 3,862.50	\$ -	\$ 30,900.00	\$ 256,730.00
Grimes Series 2019-3	\$ 10,526.25	\$ 1,503.75	\$ 71,000.00	\$ 83,030.00	\$ 9,905.00	\$ 1,415.00	\$ -	\$ 11,320.00	\$ 94,350.00
Grimes Series 2020	\$ 167,422.50	\$ 23,917.50	\$ 976,000.00	\$ 1,167,340.00	\$ 158,882.50	\$ 22,697.50	\$ -	\$ 181,580.00	\$ 1,348,920.00
Grimes Series 2023 (Production)	\$ 39,568.33	\$ 4,286.74	\$ 184,800.00	\$ 228,655.06	\$ 37,623.20	\$ 5,374.74	\$ -	\$ 42,997.94	\$ 271,653.00
Reserved	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ 75,000.00
<b>Total</b>	<b>\$ 278,950.83</b>	<b>\$ 38,484.24</b>	<b>\$ 1,719,800.00</b>	<b>\$ 2,037,235.06</b>	<b>\$ 263,548.20</b>	<b>\$ 37,649.74</b>	<b>\$ -</b>	<b>\$ 351,197.94</b>	<b>\$ 2,413,433.00</b>

Expansion Debt Service	Interest 6/1/2025	Service Fee 6/1/2025	Principal 6/1/2025	Total 6/1/2025	Interest 12/1/2025	Service Fee 12/1/2025	Principal 12/1/2025	Total 12/1/2025	Total 2025
DMWW Series 2024	\$ 161,752.43	\$ 16,175.25	\$ -	\$ 177,927.68	\$ 172,977.08	\$ 17,750.00	\$ 33,000.00	\$ 223,727.08	\$ 401,654.76
Reserved	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ 270,760.24	\$ -	\$ -	\$ 270,760.24	\$ 370,760.24
<b>Total</b>	<b>\$ 261,752.43</b>	<b>\$ 16,175.25</b>	<b>\$ -</b>	<b>\$ 277,927.68</b>	<b>\$ 443,737.32</b>	<b>\$ 17,750.00</b>	<b>\$ 33,000.00</b>	<b>\$ 494,487.32</b>	<b>\$ 772,415.00</b>



# 10 MGD Saylorville Expansion Projected Debt Service

	IV-10 Allocation	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Ankeny	22.981%	\$177,509	\$767,361	\$1,699,548	\$2,039,058	\$2,632,628	\$2,633,007	\$2,632,898	\$2,632,696	\$2,632,776	\$2,632,804	\$2,632,686	\$2,922,108
Clive	1.758%	\$13,579	\$58,702	\$130,012	\$155,984	\$201,391	\$201,420	\$201,411	\$201,396	\$201,402	\$201,404	\$201,395	\$223,535
DMWW	14.219%	\$109,830	\$474,788	\$1,051,559	\$1,261,623	\$1,628,882	\$1,629,116	\$1,629,049	\$1,628,924	\$1,628,974	\$1,628,991	\$1,628,918	\$1,807,992
Johnston	6.181%	\$47,743	\$206,390	\$457,113	\$548,428	\$708,075	\$708,177	\$708,148	\$708,093	\$708,115	\$708,122	\$708,091	\$785,934
Grimes	13.419%	\$103,650	\$448,075	\$992,395	\$1,190,641	\$1,537,236	\$1,537,458	\$1,537,394	\$1,537,277	\$1,537,323	\$1,537,339	\$1,537,271	\$1,706,269
Norwalk	6.499%	\$50,199	\$217,009	\$480,630	\$576,643	\$744,504	\$744,611	\$744,581	\$744,523	\$744,546	\$744,554	\$744,521	\$826,369
Polk City	1.696%	\$13,100	\$56,631	\$125,427	\$150,483	\$194,288	\$194,316	\$194,308	\$194,293	\$194,299	\$194,301	\$194,292	\$215,652
UWU	7.215%	\$55,730	\$240,917	\$533,582	\$640,172	\$826,527	\$826,646	\$826,612	\$826,548	\$826,573	\$826,582	\$826,545	\$917,411
WWD	1.680%	\$12,977	\$56,097	\$124,244	\$149,063	\$192,455	\$192,483	\$192,475	\$192,460	\$192,466	\$192,468	\$192,460	\$213,617
Waukee	11.461%	\$88,527	\$382,695	\$847,593	\$1,016,912	\$1,312,934	\$1,313,123	\$1,313,069	\$1,312,969	\$1,313,008	\$1,313,022	\$1,312,964	\$1,457,303
WDMWW	12.506%	\$96,598	\$417,589	\$924,875	\$1,109,632	\$1,432,646	\$1,432,852	\$1,432,793	\$1,432,684	\$1,432,727	\$1,432,742	\$1,432,678	\$1,590,178
Xenia	0.385%	\$2,974	\$12,856	\$28,472	\$34,160	\$44,104	\$44,111	\$44,109	\$44,105	\$44,107	\$44,107	\$44,105	\$48,954
	100.000%	\$772,415	\$3,339,110	\$7,395,450	\$8,872,800	\$11,455,670	\$11,457,320	\$11,456,848	\$11,455,970	\$11,456,316	\$11,456,437	\$11,455,925	\$12,715,323
	Annual Change	772,414	2,566,695	4,056,340	1,477,350	2,582,871	1,649	(471)	(878)	346	121	(513)	1,259,399





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

**Meeting Date:** September 25, 2024

**ITEM NUMBER:** 8F

**SUBJECT:** Nominating Committee

**SUMMARY:**

Under Article X, Section 4 of the Central Iowa Water Works 28E/28F Agreement provides for appointment of members to the Nominating Committee by the Board Chair on an annual basis. A Nominating Committee, consisting of at least three (3) Trustees, is established for the purpose of selecting and offering nominations for election to each office of the Board at the Annual Meeting of the Board.

With the Board Officers (Chair, Vice-Chair and Secretary) being elected, at the initial Board meeting, for terms expiring December 31, 2026, the 2024 Nominating Committee (and 2025 Committee) will be tasked with providing recommendations as to Executive and Finance Committee members who are to be selected at the Annual Meeting each year in December.

The following CIWW Trustees have agreed to serve as members of the 2024 Nominating Committee:

- John Edwards; Clive (an elected official)
- Sue Huppert; Des Moines Water Works (a utility board director/trustee)
- Jake Anderson; Grimes (a staff member from a Member Agency)

Attached is a memo from Chair Jody Smith regarding the Nominating Committee.

**FINANCIAL IMPACT:**

No fiscal impact

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

Informational-No Action

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

A handwritten signature in black ink, appearing to read 'William H. Smith', is written over a horizontal line.



DATE: September 20, 2024  
TO: CIWW Board  
FROM: Jody E. Smith, Board Chair  
SUBJECT: Nominating Committee

Article X, Section 4 of the CIWW 28E/28F reflects the following as to the annual appointment, by the Board Chair, of a Nominating Committee:

Section 4. Nominating Committee. A Nominating Committee, consisting of at least three (3) Trustees, is established for the purpose of selecting and offering nominations for election to each office of the Board at the Annual Meeting of the Board. Members of the Nominating Committee shall be appointed by the Chair, with the appointments announced at a regular Board meeting held at least three (3) months prior to the Annual Meeting of the Board. The Nominating Committee shall be chaired by a Committee member selected by the members of the Nominating Committee.

The following CIWW Trustees have agreed to serve as members of the 2024 Nominating Committee:

- John Edwards; Clive (an elected official)
- Sue Huppert; Des Moines Water Works (a utility board director/trustee)
- Jake Anderson; Grimes (a staff member from a Member Agency)

With the Board Officers (Chair, Vice-Chair and Secretary) being elected, at the initial Board meeting, for terms expiring December 31, 2026 the 2024 Nominating Committee (and 2025 Committee) will be tasked with recommendations as to Executive and Finance Committee members who are to be selected at the Annual Meeting each year (December).