

## AGENDA

Board of Trustees  
Central Iowa Water Works  
July 23, 2025  
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: 810 4233 4898

Passcode: 633509

United States:

+1 (309) 205-3325

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**Item 1: Call to Order**

**Item 2: Roll Call**

**Item 3: Approving Agenda, as presented or 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 June 25, 2025, CIWW Board Meeting as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Approve the Minutes from June 30, 2025, CIWW Special Board Meeting as published, subject to correction, as recommended by the Board Clerk.
- C. Motion – Receive and File Final Minutes from May 30, 2025, Technical Committee Meeting
- D. Motion – Receive and File Final Minutes from June 10, 2025, Technical Committee Meeting

- E. Motion – Receive and File Final Minutes from June 11, 2025, Technical Committee Meeting
- F. Motion – Receive and File Final Minutes from June 12, 2025, Technical Committee Meeting
- G. Motion – Receive and File Final Minutes from second June 12, 2025, Technical Committee Meeting
- H. Motion – Receive and File Final Minutes from June 13, 2025, Technical Committee Meeting
- I. Motion – Receive and File Final Minutes from June 18, 2025, Technical Committee Meeting
- J. Motion – Receive Draft Minutes from June 24, 2025, Technical Committee Meeting
- K. Motion – Receive Draft Minutes from June 25, 2025, Technical Committee Meeting
- L. Motion – Receive Draft Minutes from June 26, 2025, Technical Committee Meeting
- M. Motion – Receive Draft Minutes from July 7, 2025, Technical Committee Meeting
- N. Motion – Receive Draft Minutes from July 9, 2025, Technical Committee Meeting
- O. Motion – Receive and File Final Minutes from May 22, 2025, Finance and Audit Committee Meeting
- P. Motion – Receive and File Final Minutes from June 13, 2025, Finance and Audit Committee Meeting
- Q. Motion – Receive and File June Financial Summary and Approve June Expenditures
- R. Motion – Receive and File CIWW June 2025 Revenue and Usage Summary
- S. Motion – Receive and File Project Update and Capital Expenditure Reimbursement Report

**Item 6: Board Action Items**

- A. Motion – Request Authorization to Solicit Bids for Central Iowa Water Works (CIWW) Saylorville Water Treatment Plant (SWTP) Hickman Road Feeder Main and Establish the Date of the Public Hearing as the Date of the September 2025 Board Meeting.
- B. Motion – Approve Reallocation of \$1.2M from the 2025 CIP Des Moines River Well Field project to the Fleur Drive Nitrate Removal Facility Expansion project.
- C. Motion – Authorize the Executive Director to accept the price quote extending the Eide Bailly agreement for auditing services through December 31, 2026, with an option for an additional two years.
- D. Resolution – Adopt Employee Handbook.

**Item 7: Information Items**

- A. Executive Director Comments
- B. Contract Operator Updates

C. Board Committee Reports

-Executive Committee

- City of Grimes Request for temporary waiver from water shortage plan:
  - Motion – Denial of request by City of Grimes for temporary waiver from Water Shortage Plan, declaration of default by the City of Grimes under Article XXIII of the CIWW 28E Agreement due to noncompliance with Water Shortage Plan, and instruction to CIWW Executive Director to send to City of Grimes a demand for cure resulting from Water Shortage Plan noncompliance.

-Technical Committee

-Finance and Audit Committee

-Water Usage Best Practices Committee

**Item 8: Other Business**

**Item 9: Closed Session**

- A. Closed Session – Purpose of the closed session is to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for the property, as permitted by Iowa Code Section 21.5(1)(j).

**Adjournment**

Upcoming CIWW Activities			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
August 13, 2025	1:00 p.m.	DMWW Board Room	Technical Committee
August 18, 2025	2:30 p.m.	Virtual	Executive Committee
August 21, 2025	8:00 a.m.	Central Iowa Water Works	Finance & Audit Committee
August 27, 2025	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees

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## Minutes

Board of Trustees  
Central Iowa Water Works  
June 25, 2025  
Mid-American Energy Rec Plex, Community Room A  
3:00 p.m.

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**Item 1:** Chair Jody Smith called the meeting to order at 3:00 p.m.

**Item 2:** Roll Call

Trustees in Attendance

Mike Schrock, Ankeny  
John Edwards, Clive  
Diane Munns, Des Moines Water Works  
Susan Huppert, Des Moines Water Works  
Jake Anderson, Grimes  
George Meinecke, Norwalk  
Chelsea Huisman, Polk City  
Neil Weiss, Urbandale Water Utility  
Carol Butler Freeman, Warren Water District  
Brad Deets, Waukee  
Jody Smith, West Des Moines Water Works  
Dan Lovett, Xenia\*

Others Present

Tami Madsen, Central Iowa Water Works  
Dustin Delvaux, Central Iowa Water Works  
Kyle Danley, Des Moines Water Works  
Jamie Buelt, En Q Strategies  
Ted Corrigan, Des Moines Water Works  
Matt Greiner, Johnston  
Neal Westin, Nyemaster Goode  
Scott Brennan, West Des Moines Water Works  
Christina Murphy, West Des Moines Water Works  
Matt Stoffel, PFM  
Royce Hammitt, Xenia

Eileen Wixted, Wixted  
Aaron Vollmer, AE2S  
Melissa Walker, Des Moines Water Works  
Andrea Bolton, Des Moines Water Works\*  
Lyle Hammes, West Des Moines Water Works\*  
John McCune, Urbandale Water Utility\*

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

John Edwards moved to approve the agenda as presented; Chelsea Huisman seconded.  
The motion was adopted by unanimous voice vote

**Item 4: Public Comment**

Public comment was given by Resident Angie Wenell (26085 270<sup>th</sup> Place, Dallas Center) related to the lawn watering ban and its negative impact on the sod industry.

Public comment was given by Resident Greg Rothenell (1896 Quarry Trail, Winterset) concerning the lawn watering ban and its negative impact on the sod industry.

Jody Smith provided a statement thanking central Iowans for coming together during this time and eliminating lawn watering. He recognizes the difficulty for citizens, especially those in the sod business, the implementation of Stage III of the Water Shortage Plan has had. CIWW is working on a phased plan to exit Stage III of the Plan, when it is appropriate to do so, and has begun looking into how to make this process smoother if an event like this were to happen again.

**Item 5: Public Hearings and Related Resolutions**

- A. Public Hearing – Authorizing of Loan and Disbursement Agreements and the issuance of Notes to evidence the obligation of Central Iowa Water Works thereunder.

There were no comments from the public. Chair Smith then closed the Public Hearing.

- B. John Edwards moved to approve a resolution – Instituting Proceedings to Take Additional Action for the Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$22,725,000 Water Revenue Capital Loan Note; seconded by Chelsea Huisman.

With the CIWW 28E/28F requiring a weighted vote on this matter, a weighted vote was taken with 11 of the 12 Member Agencies in attendance: 11 voting Aye and 0 voting Nay.

- C. John Edwards moved to approve a resolution – Approving and authorizing a form of Interim Loan and Disbursement Agreement, and authorizing and providing for the issuance and securing the payment of \$22,725,000 Water Revenue Capital Loan Note Anticipation Project Note, Series 2025E, under the provisions of the Code of Iowa, and providing for a method of payment of said Note; seconded by Mike Schrock.

With the CIWW 28E/28F requiring a weighted vote on this matter, a weighted vote was taken with 11 of the 12 Member Agencies in attendance: 11 voting Aye and 0 voting Nay.

- D. Diane Munns moved to approve a resolution – Institution Proceedings to Take Additional Action for the Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$5,050,000 Water Revenue Capital Loan Note; seconded by George Meinecke.

With the CIWW 28E/28F requiring a weighted vote on this matter, a weighted vote was taken with 11 of the 12 Member Agencies in attendance: 11 voting Aye and 0 voting Nay.

- E. Chelsea Huisman moved to approve a resolution – Approving and authorizing a form of Interim Loan and Disbursement Agreement, and authorizing and providing for the issuance and securing the payment of \$5,050,000 Water Revenue Capital Loan Note Anticipation Project Note, Series 2025F, under the provisions of the Code of Iowa, and providing for a method of payment of said Note; seconded by Brad Deets.

With the CIWW 28E/28F requiring a weighted vote on this matter, a weighted vote was taken with 11 of the 12 Member Agencies in attendance: 11 voting Aye and 0 voting Nay.

**Item 6: 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)**

John Edwards moved to approve the following consent agenda; seconded by Mike Schrock. The motion to approve all such consent agenda items was adopted by unanimous voice vote.

- A. Motion – Approve the Minutes from May 28, 2025, CIWW Board Meeting as published, subject to correction, as recommended by the Board Clerk.
- B. Motion – Receive and File Final Minutes from May 14, 2025, Technical Committee Meeting
- C. Motion – Receive Draft Minutes from May 30, 2025, Technical Committee Meeting
- D. Motion – Receive Draft Minutes from June 10, 2025, Technical Committee Meeting
- E. Motion – Receive Draft Minutes from June 11, 2025, Technical Committee Meeting
- F. Motion – Receive Draft Minutes from June 12, 2025, Technical Committee Meeting
- G. Motion – Receive Draft Minutes from the second June 12, 2025, Technical Committee Meeting
- H. Motion – Receive Draft Minutes from June 13, 2025, Technical Committee Meeting
- I. Motion – Receive Draft Minutes from June 18, 2025, Technical Committee Meeting
- J. Motion – Receive and File May Financial Summary and Approve May Expenditures
- K. Motion – Receive and File CIWW May 2025 Revenue and Usage Summary
- L. Motion – Receive and File Project Update and Capital Expenditure Reimbursement Report

**Item 7: Board Action Items**

- A. John Edwards moved to approve Master Service Agreement with Task Orders with Advanced Engineering and Environmental Services (AE2S) for General Engineering and Program Management; seconded by Susan Huppert. Dan Lovett voiced his concerns about AE2S' appointment which were addressed by Tami Madsen. The motion was adopted by unanimous voice vote.
- B. Chelsea Huisman moved to approve Master Service Agreement with Task Orders with Strand Associates for a West Treatment Plant Preliminary Engineering Report not to exceed \$1,573,000; seconded by Neil Weiss. The motion was adopted by unanimous voice vote.
- C. Mike Schrock moved to approve a resolution – Approve Schedule XIII Asset Transfer Terms; seconded by Chelsea Huisman. Amy Kahler addressed the Board's questions about differences in amounts between the 28E and the final Schedule XIII. The motion was adopted by unanimous voice vote.
- D. Susan Huppert moved to receive and file the letter from the City of Grimes requesting a Temporary Waiver from the Water Shortage Plan, referring the request for temporary waiver to the Executive Committee to bring it back to the Board of Trustees with a recommendation; seconded by Mike Schrock. The motion was passed by unanimous voice vote.

## **Item 8: Reports**

### **A. Executive Director**

#### **a. Information**

Tami Madsen reported to the board that since entering Stage III of the Water Shortage Plan on June 12<sup>th</sup>, CIWW has been able to continue producing water that meets all safe drinking water standards. Given that there have been near-historic levels of nitrates in both the Des Moines and Raccoon rivers, this is a major accomplishment. She provided a detailed outline beginning with the initial action of entering Stage I of the Water Shortage Plan on May 30, 2025, to the current day. There has been a positive response from the community and the member agencies that helped reduce demand by 30%, allowing CIWW to avoid exceeding EPA's recommended safety standards for nitrate in finished water. She recognized the challenges faced by the residents, business owners, member agencies' staff, water producers, and those on the CIWW committees who had to make difficult decisions quickly. These challenges, however unwanted, have provided an opportunity to learn, grow, and enact change to hopefully avoid similar events in the future and, if unavoidable, better handle them as they arise.

Tami Madsen advised the committee of the steps taken to spread the message to as many people as possible. Some actions taken include engaging Wixted & Company, holding press conferences with updates, inviting news media into the Des Moines Water Works labs to educate on how water is tested for nitrate, tours in the water treatment plants, daily social media posts, and daily emails that have been shared with the member agencies, their policy makers and elected representatives. CIWW has also met with local media meteorologists to share information as to how rain, or lack of it, can affect nitrates, meeting with members of the sod industry, and an upcoming meeting with Iowa Turfgrass Institute to learn more about sod and its water requirements.

## B. Contract Operators

### a. Water Quality Update

Ted Corrigan presented on operations and water quality. The nitrate removal facility at the Fleur Drive plant has been in operation for sixty-six days. Nitrate concentrations are elevated and there has been a lot of fluctuations in source water nitrate concentrations due to the rain. Rain can be both good and bad: it can dilute the nitrates in the rivers, but it can also wash more nitrates into water sources. The Fleur Treatment Plant has also started enacting their flood plan due to the heavy rains and potential flood concerns. The nitrate plant was never built to handle both the highest level of nitrate and the highest level of demand.

Kyle Danley advised the committee about the cost-analysis of increasing the amount of nitrate removal facilities. He ran numbers using a nitrate level of 20 mg/L in the river source waters, and 12 mg/L in the Gallery, while running the Fleur Treatment Plant at full capacity, which is 75 MGD. The calculations resulted in needing 26 nitrate removal vessels. The current facility has 8 vessels. In addition, these vessels discharge waste which is handled through the WRA via a permit and the WRA has stated that they could, at most, take and treat 25% more waste from the vessels than they do currently. To combat nitrates three Aquifer Storage Recovery (ASR) wells have previously been built, which allows blending, as well as the McMullen Water Treatment Plant and Saylorville Water Treatment Plant. These have allowed central Iowa to avoid Stage III in previous years.

John McCune exited the meeting at 3:48 p.m.

Christina Murphy advised that AC Ward is being used to push additional water to specific zones in West Des Moines not typically covered by that treatment plant in an effort to provide some relief for the other plants.

Tami Madsen advised that Polk City has also continued to run their plant at maximum capacity to provide relief to the system.

## B. Technical Committee

Kyle Danley reported to the board the highlights of the numerous Technical Committee meetings that have occurred since the last board meeting.

## C. Finance and Audit Committee

Scott Brennan provided a summary of discussions held at the last Finance and Audit Committee meeting.

## D. Water Usage Best Practices Committee

Diane Munns provided information discussed at the last Water Usage Best Practices Committee and expressed, given the current situation, that this committee is very much needed.

## Item 9: Other Business

Jody Smith announced to the committee that the CIWW office will be ready to move in on July 1, 2025, although it may not happen right away due to the important events occurring at the moment.

Jody Smith spoke about Ted Corrigan’s upcoming retirement as CEO of Des Moines Water Works. He worked for Des Moines Water Works for 35 years with his last five as CEO and has skillfully handled the challenges that arose during that time. His work towards regionalization is one of the reasons that Central Iowa Water Works exists. He is known as a listener, collaborator, facilitator, planner and a trustworthy partner.

Susan Huppert expressed appreciation to the board, the committees and all the staff across the member agencies who have had to help to get through this current nitrate challenge.

**Adjournment**

Chair Smith adjourned the meeting at 3:59 p.m.

Upcoming CIWW Activities			
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting</u>
July 9, 2025	1:00 p.m.	DMWW Board Room	Technical Committee
July 10, 2025	8:00 a.m.	West Des Moines Water Works	Finance & Audit Committee
July 23, 2025	3:00 p.m.	Mid-American Rec Plex Community Room A	Board of Trustees

## Minutes

Board of Trustees  
Central Iowa Water Works  
June 30, 2025  
8:00am  
Via Zoom

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**Item 1:** Chair Jody Smith called the meeting to order at 8:01 a.m.

**Item 2: Roll Call**

Trustees in Attendance

Mike Schrock, 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  
Neil Weiss, Urbandale Water Utility  
Carol Butler Freeman, Warren Water District  
Courtney Clarke, Waukee  
Jody Smith, West Des Moines Water Works  
Dan Lovett, Xenia

Others Present

Tami Madsen, Central Iowa Water Works  
Dustin Delvaux, Central Iowa Water Works  
Ted Corrigan, Des Moines Water Works  
Kyle Danley, Des Moines Water Works  
Christina Murphy, West Des Moines Water Works  
Amy Kahler, Des Moines Water Works  
Melissa Walker, Des Moines Water Works  
Royce Hammitt, Xenia  
Matt McQuillen, Clive  
Neal Westin, Nyemaster Goode  
Jerry Corris  
Angela Wenell

### **Item 3: Board Action Items**

- A. John Edwards moved to waive the five-day notice for a special board meeting; seconded by Susan Huppert. A roll call vote was taken. The motion passed unanimously.
- B. John Edwards moved to authorize the Technical Committee to determine the process, whether full or staggered, by which Stage III and Stage IV Limitations and Restrictions can be implemented or lifted; seconded by Tom Phillips.

Diane Munns proposed an amendment to the motion, which would allow the Technical Committee to determine “*and implement*” the process rather than solely determining it. John Edwards and Tom Phillips, who made the motion and seconded the motion were agreeable to the amendment.

Tom Cope moved a further amendment imposing a time limit, which would then read “To authorize the Technical Committee to determine the process and implement, whether full or staggered, by which the Stage III and Stage IV Limitations and Restrictions can be implemented or lifted *with such authority expiring December 31, 2025*. Courtney Clarke seconded. The amendment to the original motion was passed by unanimous voice vote.

With no further discussion Chair Smith asked for a vote on the original motion as amended. The original motion, as amended, was passed by a unanimous voice vote.

### **Item 4: Adjournment**

Chair Smith adjourned the meeting at 8:21 a.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
May 30<sup>th</sup>, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
10:00 a.m.

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Present: Andy Fish (Warren Water District), Kyle Danley (DMWW), Royce Hammit (Xenia), Lyle Hammes (WDMWW), Dustin Schultz (AE2s), Tami Madsen (CIWW), Dustin Delvaux (CIWW), Kevin Hensley (Grimes), Nathan Casey (DMWW), Jeff May (Clive), Matt Van Wyk (Warren Water District), Mike Schulte (Polk City), Neil Weiss (Urbandale Water Utility), Wayne Schwartz (Norwalk), Melissa Walker (DMWW), Rudy Koester (Waukee), Lindsey Wanderscheid (DMWW), Matt Greiner (Johnston), Don Clark (Ankeny), Amy Kahler (DMWW), Ted Corrigan (DMWW), Daria Dilparic (WDMWW), Shawn Buckner (Ankeny), Matthew Jacob (Urbandale Water Utility)

ITEM 1: Call to Order

Chair Kyle Danley started meeting at 10:01 a.m.

ITEM 2: Source Water Challenges and Reduced Treatment Capacity

Kyle Danley reviewed the most recent nitrate numbers for all of Des Moines Water Works' water sources focusing on the Raccoon River and the Des Moines River (both just under 15 mg/L) and the Gallery (currently at 8.92 mg/L) which has been increasing. He advised that microcystin on the DM River has been declining the past few days so it's no longer a concern.

Kyle Danley advised that his concern is water demand over the weekend and Monday. There is a possibility that customer demand will increase since there is no rain in the forecast until Tuesday. This typically indicates higher lawn irrigation behavior.

Currently six of eight nitrate removal vessels are on with seven able to be run at one time.

Kyle Danley provided different scenarios for the committee that involved different customer demands and how close they would be to capacity.

Lyle Hammes advised of the possibility to increase WDMWW production by about 1 MGD.

Several of the committee members including Matt Greiner, Shawn Buckner, Neil Weiss, Wayne Schwartz and Jeff May voiced their support of following the water shortage plan stage one: a voluntary 25% reduction in lawn watering.

Kevin Hensley motioned to move to stage one of the emergency plan; Andy Fish seconded. The motion passed unanimously by voice vote.

The messaging will be carried out by CIWW and supplied to all member agencies through their Board Members, Technical Committee Members, and media spokespeople.

ITEM 3: Other Business

ITEM 4: Adjourn

Chair Danley ended the meeting at 10:45 a.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 10<sup>th</sup>, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
1:00 p.m.

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Present: Melissa Walker (DMWW), Kyle Danley (DMWW), Nathan Casey (DMWW), Daria Dilparic (WDMWW), Gary Eshelman (WDMWW), Steve Mount (WDMWW), Lindsey Wanderscheid (DMWW), Royce Hammitt (Xenia), Randy Franzen (Polk City), Rudy Koester (Waukee), Jeff May (Clive), Christina Murphy (WDMWW), Lyle Hammes (WDMWW), Andy Fish (Warren Water District), Tami Madsen (CIWW), Wayne Schwartz (Norwalk), Matt Greiner (Johnston), Neil Weiss (Urbandale Water Utility), Matthew Jacob (Urbandale Water Utility), Matt Van Wyk (Warren Water District), Shane Kinsey (Johnston), Dominic Hayden, Kevin Hensley (Grimes), Matt Ahrens (Grimes), Amy Kahler (DMWW), Dustin Delvaux (CIWW)

ITEM 1: Call to Order

Chair Kyle Danley started the meeting at 1:01 p.m.

ITEM 2: Source Water Challenges and Reduced Treatment Capacity

Kyle Danley presented an update of nitrate levels in the source water with the Raccoon River as his biggest concern since its at 19.98 mg/L and rose above 20.55 mg/L on June 8<sup>th</sup>. The last time nitrate levels rose above 20 mg/L was in 2013.

Microcystin in the Des Moines River is up as well reaching a high of 2.15 ppb on 6/7/25. It currently is at 1.25 ppb and being treated at the Fleur Drive plant.

There is a small chance of rain on Thursday and Friday, which should help demand. All ASR wells are being utilized. Six of the eight nitrate vessels are operating now with the expectation that seven will be running by the end of the day.

Kyle Danley provided capacity and demand scenarios for the next few days.

Jeff May requested that demand and capacity numbers get sent out daily during these water shortage plan stages to get a better idea of the effectiveness of the different water shortage plans.

The current message, with consensus from the Technical Committee, is to continue pushing out the stage one water shortage plan of voluntary 25% water reduction on lawn watering while representatives

will reach out to their cities about reducing water usage for public works.

ITEM 3: Other Business

ITEM 4: Adjourn

Chair Danley ended the meeting at 1:33 p.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 11, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
1:00 p.m.

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Present: Jeff May (Clive), Kyle Danley (DMWW), Matt Greiner (Johnston), Kevin Hensley (Grimes), Wayne Schwartz (Norwalk), Randy Franzen (Polk City), Neil Weiss (Urbandale Water Utility), Andy Fish (Warren Water District), Rudy Koester (Waukee), Christina Murphy\* (WDMWW), Royce Hammitt (Xenia), Shawn Buckner (Ankeny), Jerry Freestone (Clive), Lindsey Wanderscheid (DMWW), Matthew Jacob (Urbandale Water Utility), Matt Van Wyk (Warren Water District), Lyle Hammes\* (WDMWW), Bob Bash (Ankeny), Tami Madsen\* (CIWW), Amy Kahler (DMWW), Daria Dilparic (WDMWW), Dustin Delvaux (CIWW) Gary Eshelman (WDMWW), Nathan Casey (DMWW), Melissa Walker (DMWW), Matt Stoffel (PFM), Nick Babberl (PFM), Dustin Schultz\* (AE2S)

\*Attended virtually

ITEM 1: Call to Order

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

Kyle Danley requested to move source water quality to after minutes approval. The committee consented.

ITEM 2: Introductions

ITEM 3: Approve Minutes for May 14, 2025 – Approval

The minutes of the May 14, 2025, meeting were approved, with no objections, by voice vote.

ITEM 4: Source Quality Water Update

Tami Madsen advised that source water conditions have pushed the need to enter Water Shortage Plan Stage II: Voluntary 50% Reduction in Lawn Watering. She also determined that the

committee is very close to needing to discuss entering stage III. If demand and source water quality are not under control, lawn watering will be prohibited.

Kyle Danley presented on water quality. June 10, 2025, demand was at 67 MGD, higher than anticipated. Nitrates on the Raccoon River were the same as yesterday which is not being used as source water for treatment. The Des Moines River has risen as well as the Gallery. 1 mg/L increase in nitrates means losing 4 MGD of finished water. He proceeded to present scenarios that showed that even with 7 nitrate vessels on, all treatment facilities running at full capacity, and injecting ASR water, that customer demand is still looking to reach almost 100% capacity today, and tomorrow it is predicted to exceed that capacity meaning CIWW be close to exceeding nitrate levels in the finished water if demand does not go down.

Christina Murphy stated West Des Moines Water Works could push about 0.5 MGD to 0.7 MGD from their plants into another pressure zone in West Des Moines. Due to medical facilities that are sensitive to water changes they need to be notified ahead of time.

Polk City treatment plant is currently maxed out.

Grimes isn't hooked up to the core network and could not assist in reducing treatment demand on the remaining CIWW system.

Various suggestions of how to encourage reducing customer demand were provided to the committee.

Tami Madsen clarified that CIWW needs to move to stage II with strong messaging that there needs to be a concerted effort to reduce unnecessary water usage. Rudy Koester recommended moving to Water Shortage Plan Stage II; Shawn Buckner seconded. The recommendation was approved unanimously by voice vote.

Neil Weiss recommended that if finished nitrates exceed 10 mg/L, CIWW will send out notice even though this is not technically a violation under DNR standards until it reaches 10.49 mg/L; Royce seconded. The committee approved the recommendation unanimously by voice vote.

A Technical Committee Meeting to update further was set for 9:00 a.m. on June 12, 2025.

#### ITEM 5: Firm Capacity | New Plants – Policy Discussion

Tami Madsen informed the committee that during the Q&A sessions with firms bidding on the Grimes Expansion project, many asked about whether they should plan for a 20-hour firm capacity or 24-hour firm capacity plant. After much discussion, the Grimes Technical Team advised that the CIWW Technical Committee consider 24-hour firm capacity designation for all new water facilities and expansions.

Kyle Danley stated that 20-hour firm capacity means plant needs to be bigger and needs more room. 24-hour firm capacity seems reasonable and would not be overbuilding on facilities.

Matt Greiner recommended going forward all new water facilities and expansions have 24-hour firm capacity; Jeff May seconded. The committee agreed unanimously by voice vote.

ITEM 5: West Plant Master Services Agreement (MSA)

- Design Team Volunteers

Tami Madsen advised that she is working with Strand and WDMWW on a scope for the West Plant Expansion. She provided a memo outlining the current proposed scope and fee and asked for a consensus vote to recommend the provided scope and estimated fee, with a marginal change, to the Board of Trustees. This would still allow for further negotiations between the Technical Committee and Board of Trustees meeting. Since the memo was sent to the committee members, she received more information on the task order but still lacks certain clarifications. She amended the recommendation to three different options: continue negotiating this scope and fee with the team and take to the board, not to exceed \$1.5 million; continue negotiations and have another Technical Committee meeting before the June Board of Trustees meeting to review further discussions; or delay it a month which will put everything a month behind including preliminary work.

Kevin Hensley recommended giving Tami the ability to negotiate up to \$1.6 million and latitude to negotiate the scope; Shawn Buckner seconded. Approved by voice vote.

Kyle Danley advised the committee of the volunteer opportunity to join the design team for the West Plant Expansion or the Grimes Expansion.

ITEM 6: Grimes RFQ – Update

Tami Madsen advised that the Grimes RFQ team accepted five firms' requests to meet with the Grimes RFQ team for a Q&A. Proposals are due June 26, 2025, and will be awarded July 23, 2025. A sixth firm has since advised they will also be submitting a proposal.

ITEM 7: Saylorville Plant Update

- West Feeder Main Phase 3 Update

Kyle Danley updated that this project has completed pipe installation and is now 75% complete. Multiple joint leaks need repairing which is very unusual. It also has not passed pressure testing, so the contractor is performing helium testing to find leaks which has caused the project to take an additional month to finish.

Lindsey Wanderscheid explained that the SWTP Expansion is working on water supply. Geological testing is necessary so there will be additional boring and pump tests needed. \$172k was the best estimate provided from Traut. Since this is a large change order, she has brought it to the Technical Committee for approval. Unanimously approved through roll call vote.

ITEM 8: Grimes Projects - Discussion

Kevin Hensley is still waiting for a second quote for lime removal on the roof.

ITEM 9: Polk City Projects – Discussion

Randy Franzen should have 3 bids next time for the roof replacement at Polk City's plant.

ITEM 10: West Des Moines Water Works Projects – Discussion

Daria Dilparic said they applied for an IUP for the alluvial wells. Test drilling will commence in a couple of weeks. There is an RFQ out for facilities improvement project to address structural aspects of AC Ward.

ITEM 11: Des Moines Water Works Projects - Discussion

Lindsey Wanderscheid informed the committee that the FWTP Pump station HVAC upgrades are complete. There were some change orders, so the current plan is to take the total amount to the DMWW board for acceptance.

She updated the committee on the 2024 FWTP filter media replacement. This was an ongoing project as they could only replace one filter at a time and had to avoid summer months. Hydro-Klean did the work with around \$90k in change orders. Work on this project will be completed by the time DMWW board meets in June.

ITEM 12: Pumpage and Revenue Summary – Information

Tami Madsen advised there was nothing to update.

ITEM 13: Other Business

No Other Business.

ITEM 14: Adjourn

Kyle adjourned the meeting at 2:28 p.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 12<sup>th</sup>, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
9:00 a.m.

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Present: Dustin Delvaux (CIWW), Matthew Jacob (Urbandale Water Utility), Tami Madsen (CIWW), Matt Ahrens (Grimes), Melissa Walker (DMWW), Andy Fish (Warren Water District), Shawn Buckner (Ankeny), Lyle Hammes (WDMWW), Nathan Casey (DMWW), Royce Hammitt (Xenia), Kyle Danley (DMWW), Matt Van Wyk (Warren Water District), Jeff May (Clive), Randy Franzen (Polk City), Josh Heggen (WDMWW), Steve Mount (WDMWW), Gary Eshelman (WMDWW), Rudy Koester (Waukee), Amy Kahler (DMWW), Matt Greiner (Johnston), Wayne Schwartz (Norwalk), Christina Murphy (WDMWW), Shane Kinsey (Johnston), Kevin Hensley (Grimes), Neil Weiss (Urbandale Water Utility), Don Clark (Ankeny)

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 9:01 a.m.

ITEM 2: Source Water Challenges and Reduced Treatment Capacity

Kyle Danley stated that they were able to mostly refill the towers overnight, but they are still about 5 MGD short. Customer demand exceeded treatment capacity by a little bit and the Des Moines River nitrates jumped up again last night to 17 mg/L. Demand for June 11, 2025, was higher than expected. The plants have been running 100% for the past 24 hours and will continue. WDM has pushed their plant on to give some relief (about .8 MGD).

Kyle Danley ran through scenarios. Yesterday customer demand was at 108% of the current treatment capacity, and he doesn't expect any relief Thursday or Friday. Kyle's team estimates a 60% chance to exceed 10 mg/L nitrate levels in the next couple of days if the Water Shortage Plan Stage III is not enacted.

Neil Weiss shared with the group that decisions need to be data driven and with what all the experts have said, he would feel comfortable moving to stage III with Rudy Koester and Jeff May voicing their support for the move as well.

Nathan Casey did confirm that they have done everything they can do to prevent the rise in nitrates

while meeting demand.

Shawn Buckner would like to inform their cities before sending out messaging going to stage III.

Tami Madsen wants to meet again at 1:30 p.m. after everyone has had an opportunity to discuss this with their cities.

There were questions about whether watering sod and performing hydroseeding would fall under stage III. Sports facilities were also brought up since Ankeny has a contractual policy about field safety.

Tami Madsen requested a timeline of when to be out of stage III. Nathan Casey stated that it depends on the weather. Nitrates, historically, get better around the last week of June so it could last a few weeks.

Tami Madsen requested members send their additional questions to herself and Dustin Delvaux.

ITEM 3: Other Business

ITEM 4: Adjourn

Chair Danley ended the meeting at 9:45 a.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 12<sup>th</sup>, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
1:30 p.m.

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Present: Matthew Jacob (Urbandale Water Utility), Neil Weiss (Urbandale Water Utility), Andy Fish (Warren Water District), Dominic Hayden, Corey Iben (Xenia), Daria Dilparic (WDMWW), Tami Madsen (CIWW), Randy Franzen (Polk City), Lindsey Wanderscheid (DMWW), Jeff May (Clive), Dustin Delvaux (CIWW), Shawn Buckner (Ankeny), Lisa Cofman (Warren Water District), Jerry Freestone (Clive), Wayne Schwartz (Norwalk), Matt Van Wyk (Warren Water District), Matt Greiner (Johnston), Mike Schulte (Polk City), Melissa Walker (DMWW), Kyle Danley (DMWW), Rudy Koester (Waukee), Don Clark (Ankeny), Matt Ahrens (Grimes), Jamie Buel (En Q Strategies), Kevin Hensley (Grimes)

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 1:32 p.m.

ITEM 2: Source Water Challenges and Reduced Treatment Capacity

Tami Madsen led the discussion clarifying the phrasing of the 28E in regard to notifying those in violation of stage III and the 48-hours before terminating water supply. Some member agencies advised that the 28E states that it is up to the member agency to enforce violations.

Tami Madsen advised there is a Press Conference today at three o'clock at Polk County Emergency Management.

The Technical Committee discussed restrictions, and support was given to continue sod watering on 2025 or newer only. It was determined that turf grass at sports facilities defer to the contracts in place at the city level. If there is the ability to reduce watering, then that should be done.

Rudy Koester recommended moving to Water Shortage Plan Stage 3; Jeff May seconded. Unanimously approved by voice vote.

ITEM 3: Other Business

ITEM 4: Adjourn

Chair Danley adjourned the meeting at 2:02 p.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 13<sup>th</sup>, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
1:30 p.m.

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Present: Dustin Delvaux (CIWW), Tami Madsen (CIWW), Lyle Hammes (WDMWW), Josh Heggen (WDMWW), Steve Mount (WDMWW), Gary Eshelman (WDMWW), Daria Dilparic (WDMWW), Corey Iben (Xenia), Shawn Buckner (Ankeny), Matthew Jacob (Urbandale Water Utility), Randy Franzen (Polk City), Lindsey Wanderscheid (DMWW), Andy Fish (Warren Water District), Royce Hammitt (Xenia), Kyle Danley (DMWW), Wayne Schwartz (Norwalk), Amy Kahler (DMWW), Christina Murphy (WDMWW), Ted Corrigan (DMWW), Kevin Hensley (Grimes), Matt Greiner (Johnston), Shane Kinsey (Johnston), Rudy Koester (Waukee), Matt Van Wyk (Warren Water District), Jeff May (Clive), Don Clark (Ankeny), Neil Weiss (Urbandale Water Utility)

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 1:30 pm.

ITEM 2: Roll Call

Kyle Danley provided an update before item 3. There was positive news with both nitrates and microcystin decreasing in the source water. Demand on June 12 was lower than expected. This provided some room to increase capacity if the nitrates do go up and allowed to refill storage overnight.

ITEM 3: Additional FAQ – Discussion

Tami Madsen has been getting quite a lot of questions about golf courses. Many agencies advised that their golf courses draw from private wells or ponds to water their courses and those that are on city water have been asked to spot irrigate tees and greens only.

The following topics were discussed:

- Pool Filling

Encourage people to hold off on filling empty pools with water. If it's necessary to fill the pool, like in the case of new in-ground pools, fill slowly, enough to keep weight in them. Topping off a pool that loses water from normal use and evaporation is ok.

- Data Center Usages

Data Center water usage is 2-6% versus outdoor water usage is 40% or more.

- Car Washes

Commercial car washes can continue.

- Fire Department Training

Avoiding the use of any water for training if possible.

- Bulk Water Filling Stations

Bulk water filling stations are typically used to assist in necessary construction activities so they can continue to be used.

- Hydrant Meters

These are typically used in construction, watering flowers or watering of new sod and seed which is already allowed by the Stage 3 Water Reduction plan.

- Can a turf farmer continue to water turf? Can they sell new turf jobs that will need water?

They can continue to water to keep it in good health but conserve water as much as possible. There should be no new sales or placement of turf if Stage 3 is in effect.

ITEM 4: Other Business

Ted Corrigan will send out demand/capacity percentage and nitrate levels to the Technical Committee to keep them updated.

ITEM 5: Adjourn

Chair Danley ended the meeting at 2:25 p.m.

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## Minutes

Technical Committee  
Central Iowa Water Works  
June 18<sup>th</sup>, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
10:00 a.m.

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Present: Dustin Delvaux (CIWW), Kyle Danley (DMWW), Matthew Jacob (Urbandale Water Utility), Neil Weiss (Urbandale Water Utility), Royce Hammitt (Xenia), Daria Dilparic (WDMWW), Kevin Hensley (Grimes), Lyle Hammes (WDMWW), Josh Heggen (WDMWW), Gary Eshelman (WDMWW), Steve Mount (WDMWW), Tim Royer (Waukee), Andy Fish (Warren Water District), Randy Franzen (Polk City), Melissa Walker (DMWW), Wayne Schwartz (Norwalk), Shawn Buckner (Ankeny), Jeff May (Clive), Tami Madsen (CIWW), Jerry Freestone (Clive), Ted Corrigan (DMWW), Matt Greiner (Johnston), Lindsey Wanderscheid (DMWW), Amy Kahler (DMWW), Don Clark (Ankeny), Christina Murphy (WDMWW)

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 10:01 a.m.

ITEM 2: Roll Call

ITEM 3: Source Water Quality Update

Kyle Danley provided a nitrates update. The Raccoon River is lower than the Des Moines River but DMWW will remain pulling source water from Des Moines River due to Variable Frequency Drives (VFD) on the DM river pumps that allow more flow adjustment. Finished water is around 8 mg/L of nitrate. Customer demand has been around 50 MGD for the past three days. Waukee and Ankeny have turned off one ASR each.

ITEM 4: FAQ Update – Discussion

Tami Madsen has had several communities who would like to turn back on the splash pads because of the rising temperatures. There is belief that this is an equity issue, and a very minimal amount of water is used for splash pads (1 MGD) versus irrigation and lawn watering (40 MGD).

Ankeny, Des Moines, Grimes, Johnston, and Clive expressed desire to allow splash pads to be turned back on with a reduction in hours. Ted Corrigan stated that it is a free family activity for the communities. Matt Greiner advised the benefits of resuming splash pad activities with the rising temperatures. Jeff May referred to the wording in the Water Shortage Plan Stage III that it is specifically

a reduction in lawn watering and irrigation and emphasized that they are not in Stage IV. Kevin Hensley considered whether this was a Technical Committee decision or a Board of Trustees decision.

Waukee and West Des Moines were both willing to support the decision of the Technical Committee with a clear message provided for distribution.

Urbandale expressed a desire to have splash pads remain off. There was concern that turning them on while continuing to enforce a lawn watering ban would add to the confusion and discontent of the communities. They stated that if the Technical Committee did vote to turn the splash pads on, communication and messaging would be important.

Tami Madsen addressed Kevin Hensley's concern by informing the committee that the 28E enables the Technical Committee to move into water shortage plans based on capacity and demand levels.

Matt Greiner recommended opening splash pads at a 50% reduction in hours with a reevaluation in a few days; Christina Murphy seconded. Passed by voice vote: 11 Ayes; 1 Nay – Neil Weiss (Urbandale).

Tami Madsen brought concern from the community about lawn pests during this time of year requiring pesticides, using water, to control. The Technical Committee stated that the water use should be minimal in these types of situations.

There was a brief discussion over the release of the messaging and when splash pads should be turned on.

ITEM 5: Other Business

No other business.

ITEM 6: Adjourn

Chair Danley adjourned the meeting at 10:37 a.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 24, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
8:30 a.m.

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Present: Dustin Delvaux (CIWW), Jeff May (Clive), Tim Royer (Waukee), Matthew Jacob (Urbandale Water Utility), Kyle Danley (DMWW), Randy Franzen (Polk City), Andy Fish (Warren Water District), Neil Weiss (Urbandale Water Utility), Lyle Hammes (WDMWW), Matt Van Wyk (Warren Water District), Shawn Buckner (Ankeny), Kevin Hensley (Grimes), Matt Greiner (Johnston), Matt Ahrens (Grimes), Lindsey Wanderscheid (DMWW), Wayne Schwartz (Norwalk), Daria Dilparic (WDMWW), Tami Madsen (CIWW), Amy Kahler (DMWW), Christina Murphy (WDMWW), Mike Schulte (Polk City)

ITEM 1: Call to Order

Kyle Danley called to order at 8:32 a.m.

ITEM 2: Roll Call

ITEM 3: Stage III Update

Kyle Danley provided updates on nitrates. There has not been much change and rain is in the forecast for the week.

Tami Madsen talked about sod farmers and how their business activities have been disrupted by the ban. The goal of CIWW is to meet safe water standards for people and she also understands the need to consider how it impacts businesses. AE2S has a task order of how to help handle this situation. She requested a committee with members of the Technical Committee to work with AE2S. Kyle Danley, Neil Weiss, Shawn Buckner, and Andy Fish volunteered to be on the committee.

Tami Madsen has advised that the 48 hours' notice for people to stop watering their lawn is up. She wanted communities to state if any of them have been taking any action. Jeff May investigated Clive's city code with their attorney and was not sure if they could turn off water for anything other than non-payment and that they've had a 90% reduction in irrigation use. Neil Weiss stated that Urbandale did shut off a few people yesterday but after some conversation they turned them back on. Urbandale figured it would be confusing when messaging is one community is turning off water but not the

neighboring community across the street. Wayne Schwartz advised that Norwalk is starting at noon today with water shutoff on customers they have advised 3 or more times for violating the ban. Shawn Buckner stated that Ankeny is on the verge of shutting people off who get the notice and continue to water.

Tami Madsen is also working with AE2S to come up with a plan for how to enter phase III if that happens in the future. If they disregard ban there is potential to violate the safedinking water act. She also articulated that people are reporting violators to the water ban and if communities aren't acting, there may be a loss of trust from community members who are trying to help enforce the ban.

Christina Murphy wanted to know if the group should put together some guidelines.

Jeff May said Clive isn't opposed to it but still is worried about codes. Other concerns are that to shut off some irrigation water, drinking water also needs to be cut off.

Tami Madsen stated that sod farmers and sod installers have contacted anyone they could, letting them know that they are going to lay the sod and it's the property owner's responsibility to water. Some sod companies are worried that they are losing business because they are following rules while others aren't.

Tami Madsen sent out a letter to over 130 people - including board members, council members and more – with appreciation for their cooperation throughout this time. She was wondering if she should send out the daily graphic about water quality to all the people on the list. Christina Murphy clarified that the information was not reaching all the people at the top and she supported Tami Madsen's proposal to send it out to the bigger group. Neil Weiss, Tim Royer, Matt Greiner, and Jeff May agreed that it should be sent out. No one voiced an opinion against. Tami Madsen stated Dustin Delvaux will provide each Technical Committee member with the group that is relevant to their area that it is getting sent to so that they can suggest additions to the list.

ITEM 4: Other Business

ITEM 5: Adjourn

Chair Danley adjourned at 9:02 a.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 25, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
11:00 a.m.

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Present: Dustin Delvaux (CIWW), Aaron Vollmer (AE2S), Andy Fish (Warren Water District), Ben Champ, Candace Bell, Christina Murphy (WDMWW), Corey Iben (Xenia), Ted Corrigan (DMWW), Kyle Danley (DMWW), Jeff May (Clive), Jerry Freestone (Clive), Amy Kahler (DMWW), Kevin Hensley (Grimes), Lyle Hammes (WDMWW), Madeline Sturms, Tami Madsen (CIWW), Matt Ahrens (Grimes), Matt Greiner (Johnston), Matt Van Wyk (Warren Water District), Mike Schulte (Polk City), Royce Hammitt (Xenia), Ryan Curell (Wixted), Laura Sarcone, Shari Buehler, Shawn Buckner (Ankeny), Tim Royer (Waukee), Melissa Walker (DMWW), Matthew Jacob (Urbandale Water Utility), Neil Weiss (Urbandale Water Utility)

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 11:01 a.m.

ITEM 2: Roll Call

ITEM 3: Stage III Update

ITEM 4: Other Business

The sod community is very upset and reaching out to law makers and representatives. The answer is very nuanced between the primary goal of providing drinking water that meets the safety standards while not hurting businesses or new homeowners.

Tami Madsen stated a potential solution of issuing sod permits. The permits would be issued to sod companies so that CIWW can track the water demand by issuing twenty-five permits per company and including an expiration date so they can be reissued if they go unused. Companies must bring in their business license to obtain permits. It is important to limit the number of initial permits and then add more as confidence to support more lawn watering for new sod installations. The sod installers are not responsible for the watering process. If demand reaches beyond capacity, then CIWW could reach out to the homeowner/property owner to reduce watering. She emphasized that this is just a proposal at this time.

Concern was voiced about what would happen if the nitrates rise quickly, demand isn't slowing down, and now there are sod permits that say they have the right to water.

Historically nitrates decrease when entering July. The permit is about buying time until the nitrates decrease while allowing sod businesses to continue, even if to a lesser degree. One of the larger sod companies said they do about 75 properties over the month of July. Des Moines Water Works can handle about 1-2 MGD more on the system but not much beyond that at this time. Given the number of permits expected to be issued to sod companies, the estimated amount of water use is around 1 MGD which means the system can support it.

Neil Weiss stated that we should hold steady where we are and plan proposals for the next time, especially since we will have more data.

Matt Greiner was worried that if we don't do this now, and the data doesn't change next week, then we are a week behind where we could have been.

The Executive Committee has requested any decision in regard to this be brought to the board.

Christina Murphy motioned to implement a permitting process with a 1 MGD for new sod and ask that DMWW operator evaluate and make a report to the CIWW Executive Director. Tim Royer seconded the motion.

Roll Call vote: Aye – Ankeny, Des Moines Water Works, Johnston, Grimes, Warren Water District, Waukee, West Des Moines Water Works, Xenia. Nay – Clive, Urbandale. Absent – Norwalk.

ITEM 5: Adjourn

Chair Danley adjourned the meeting at 11:53 a.m.

## Minutes

Technical Committee  
Central Iowa Water Works  
June 26, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
4:00 p.m.

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Present: Tim Royer (Waukee), Dustin Delvaux (CIWW), Kyle Danley (DMWW), Neil Weiss (Urbandale), Shawn Buckner (Ankeny), Jeff May (Clive), Andy Fish (Warren Water District), Ted Corrigan (DMWW), Lyle Hammes (WDMWW), Royce Hammitt (Xenia), Tami Madsen (CIWW), Ryan Currell (Wixted), Kevin Hensley (Grimes), Matt Greiner (Johnston), Lindsey Wanderscheid (DMWW), Matt Van Wyk (Warren Water District), Christina Murphy (WDMWW), Amy Kahler (DMWW), Melissa Walker (DMWW)

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 4:01p.m.

ITEM 2: Roll Call

ITEM 3: Stage III Update

Kyle Danley provided the committee with an update on nitrates. Nitrates reported in the morning were 6.4 mg/L on the Raccoon River and 14 mg/L on the Des Moines River. Nitrates on the Raccoon River are now higher this afternoon than this morning. Given these levels, Des Moines Water Works could use 100% of the Fleur Drive Treatment plant if necessary. These lower nitrate numbers are temporary as a result of dilution from the recent rain. The Fleur Treatment Plant finished water is 7.81 mg/L which is higher than the Raccoon River because they are continuing to pull water from the Gallery.

The Des Moines River dropped 2 mg/L and then came right back up and the Raccoon River at Van Meter showed nitrates dropping to zero and then rising back up to 10 mg/L by the afternoon.

ITEM 4: Other Business

Tami Madsen has been receiving emails from legislators and city councils about destroying the sod industry and putting people on unemployment.

Tami Madsen advised the committee that CIWW is continuing to talk about allowing sod watering but

not everything else. Allowing people to resume water could be tiered by sod, residential lawn watering, commercial lawn watering, and finally city watering. This is necessary so that the system doesn't become overwhelmed by the sudden increase in watering that would happen if CIWW went straight from Stage III to Stage II.

Christina Murphy added that once residential and commercial are allowed to water again they would require even/odd schedule. To move toward allowing residential lawn watering one of the water sources needs to be at 10 mg/L and on a downward trend which is not happening right now.

Kyle Danley shared historical trends. 2013 was record setting for nitrates in the source water which came after several years of low nitrates due to drought conditions in 2012. There were then higher nitrates on Raccoon River throughout July (above 10) back in 2013 meaning that it could be above 10 for another month in 2025. Before the heavy rain this week the nitrates were dropping. Now the rain is making it somewhat unpredictable. He agreed with Tami on needing a multi staged approach because he doesn't want the plants to get overwhelmed with everyone turning water on all at once.

Jeff May inquired about enforceability. He wanted to know if irrigation of residential or commercial uses more water. He also believes the message would be confusing if CIWW says laying sod and watering it is ok but then fining those who are commercially and residentially watering their lawns.

There is not much of a way to enforce it. Residential lawn watering was assumed to require more capacity.

Matt Greiner would like to know if CIWW can message it in a way that shows if residential water is turned back on the effect it would have on capacity.

Tami Madsen agreed that a visual representation of that would be beneficial, and she will work with AE2S on coming up with some calculations. She reminded the committee that we are a long way away from residential lawn watering.

Kyle Danley asked about implementing the sod portion of the plan.

Tami said it could be ready to go Monday if necessary.

ITEM 5: Adjourn

Chair Danley adjourned the meeting 4:38 p.m.

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## Minutes

Technical Committee  
Central Iowa Water Works  
July 7, 2025  
4:00 p.m.

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Present: Dustin Delvaux (CIWW), Corey Iben (Xenia), Shawn Buckner (Ankeny), Andy Fish (Warren Water District), Matthew Jacob (Urbandale), Rudy Koester (Waukee), Matt Van Wyk (Warren Water District), Randy Franzen (Polk City), Jeff May (Clive), Kyle Danley (DMWW), Lyle Hammes (WDMWW), Tami Madsen (CIWW), Christina Murphy (WDMWW), Don Clark (Ankeny), Kevin Hensley (Grimes), Wayne Schwartz (Norwalk), Lindsey Wanderscheid (DMWW), Royce Hammitt (Xenia), Melissa Walker (DMWW), Matt Greiner (Johnston), Neil Weiss (Urbandale)

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 4:00 p.m.

ITEM 2: Roll Call

ITEM 3: Stage III Update

Kyle Danley informed the committee that the water treatment plants are at about 61% capacity. Nitrates in rivers were trending downwards but upstream they are ticking up slowly.

ITEM 4: Other Business

Tami Madsen stated that issuing sod permits received a big response with a decent amount of capacity available. She inquired about how cities were handling people who are non-compliant with watering ban since the situation remains ongoing, and people are beginning to water their lawns despite the rain.

Discussion was held concerning how member agencies are enforcing the ban.

Tami Madsen requested an update from anyone who has had a chance to speak with their representatives about the phased in plan of going residential, commercial, government.

None of the committee members received feedback at this time.

Tami Madsen had a question about allowing fire department to use water in their training activity. Fire departments within the service territories of two member agencies have made requests to train with water.

ITEM 5: Adjourn

Chair Danley adjourned the meeting at 4:24 p.m.

DRAFT

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## Minutes

Technical Committee  
Central Iowa Water Works  
July 9, 2025  
Des Moines Water Works Board Room  
2201 George Flagg Parkway  
Des Moines, Iowa  
1:00 p.m.

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Present: Don Clark (Ankeny), Kyle Danley (DMWW), Matt Greiner (Johnston), Kevin Hensley (Grimes), Wayne Schwartz (Norwalk), Neil Weiss (Urbandale), Andy Fish (Warren Water District), Royce Hammitt (Xenia), Shawn Buckner (Ankeny), Jerry Freestone (Clive), Lindsey Wanderscheid (DMWW), Randy Franzen (Polk City), Matthew Jacob (Urbandale), Matt Van Wyk (Warren Water District), Lyle Hammes (WDMWW), Amy Kahler (DMWW), Matt Stoffel (PFM), Tami Madsen (CIWW), Dustin Delvaux (CIWW), Rudy Koester (Waukee)\*, Daria Dilparic (WDMWW) Ben Hammes

\*Attended Remotely

ITEM 1: Call to Order

Chair Kyle Danley called the meeting to order at 1:01p.m.

ITEM 2: Introductions

ITEM 3: Approve Minutes for May 30, 2025 – Approval  
Approve Minutes for June 10, 2025 – Approval  
Approve Minutes for June 11, 2025 – Approval  
Approve Minutes for June 12, 2025 – Approval  
Approve Minutes for June 12 1:30 p.m., 2025 – Approval  
Approve Minutes for June 13, 2025 – Approval  
Approve Minutes for June 18, 2025 – Approval  
Approve Minutes for June 24, 2025 – Approval  
Approve Minutes for June 25, 2025 – Approval  
Approve Minutes for June 26, 2025 – Approval

The minutes of the Technical Committee meetings from May 30, 2025, to June 18, 2025, were approved, with no objections, by voice vote. The minutes for June 24, 2025, to June 26, 2025, did not have time to be sent out and reviewed by the committee members before the meeting and

will be added to the next meeting.

ITEM 4: West Plant – Update

Lyle Hammes updated the committee that the CIWW Board of Trustees at their June 25, 2025, meeting approved the Master Service Agreement not to exceed \$1,573,000 with Strand. The contract documents are ready to be executed.

Jerry Freestone entered the meeting at 1:05 p.m.

ITEM 5: Grimes RFQ – Update

Tami Madsen informed the committee that the RFQ submission period has closed and that five contractors have submitted their responses. CIWW has extended the contract award date to August 27, 2025.

Don Clark entered the meeting at 1:07 p.m.

ITEM 6: Saylorville Plant Update

Lindsey Wanderscheid advised that Des Moines Water Works is finishing up plans and specs for the SWTP Hickman Road Feeder Main and will request approval to solicit bids at the July CIWW board meeting. The construction will be for next summer. The bids will be due September 3<sup>rd</sup> and will come to the Technical Committee for their recommendation before going to the CIWW Board of Trustees to award.

For the 10 MGD Expansion she met with USACE, Traut, HDR, and Black & Veatch to look at sites for test pumping. Seven of the sites are on USACE property and she is waiting on them to grant access before proceeding.

ITEM 7: Grimes Projects - Discussion

Kevin Hensley informed the committee that he received the third quote for the roof replacement for the Grimes lime water treatment plant. Academy Roofing came in the lowest at \$78,000 and it will be going to Grimes City Council at the end of July. He advised that he will review the CIP amount of \$400k for this project to determine what that estimate included.

ITEM 8: Polk City Projects - Discussion

Randy Franzen informed the committee that he received three bids. Academy Roofing came in lowest at \$28k. He will take this project to the Polk City city council for approval.

ITEM 9: West Des Moines Water Works Projects - Discussion

Lyle Hammes provided an update on the following West Des Moines Water Works Projects.

- Geotech drilling is scheduled for next week at the alluvial wells. If the results of the drilling are favorable, test pumping and water quality analysis will be conducted.
- A.C. Ward facility repairs have an RFQ for professional services prepared and will be posted in the next two weeks. This project addresses several items at A.C. Ward including structural repairs, filter blower air pipe improvements, air backwash blower replacement, and more.
- The 98<sup>th</sup> St Tower Exterior Cleaning contractor did not complete the work and will not be compensated. The contractor also left ruts in the neighboring property that will need to be reclaimed. WDMWW will reach out to the next lowest bid to complete the cleaning. Cathodic protection needs to be implemented within the next two years.

Daria Dilparic provided information on the Source Water Protection (SWP) plan for Purple Martin Lake. WDMWW is laying out guidelines for protecting the source water from future contamination using the IDNR Source Water Protection Guidebook which lays out a 7-step plan. Approval by the IDNR can open potential opportunities for future SWP funding.

#### ITEM 10: Des Moines Water Works Projects – Discussion

Lindsey Wanderscheid provided updates on the following Des Moines Water Works Projects

- DMWW will competitively bid for RO Membranes. The bids are due on July 11, 2025, and will be awarded at the July DMWW board meeting. \$219k has been budgeted for the project.
- The Fleur Water Treatment Plant has a new 5 kV control system being built and is expected to be delivered this fall. They are planning to obtain approval to solicit bids from the DMWW board for the installation, with the intention of awarding the contract in September 2025. Estimated cost \$500k.
- DMWW has a professional service agreement to hire Stanley consultants to install new eyewash and safety showers and temper some existing ones.
- DMWW is collaborating with the Polk County Conservation Board and ICON Water Trails to establish a permanent easement for construction and long-term maintenance of an enhanced portage trail around the dam. The easement for the trail is on DMWW property around the dam, which is owned by CIWW. The DMWW staff and legal are still working out the details to the easement terms.

Kyle Danley presented a request to reallocate \$1.2M dollars from the DM River Well Field Project to the Nitrate Removal Facility Project. The WRA has advised they can handle the waste for two more nitrate removal vessels. The original design held space to expand the nitrate removal facility by two vessels; this space has since been used for bulk sodium hypochlorite storage. Part of this project would require relocating the storage tanks to regain the space for the vessels.

This project is in the CIP for 2027, but Kyle would like to begin preliminary design on this project in 2025. Part of the scope could include looking at alternatives to salt, but he did advise that a study was done years ago with different options to remove nitrates.

Don Clark moved to recommend the reallocation of \$1.2M from the DM River Well Field

Project to the FDWTP NO3 Removal Facility Expansion to the CIWW board of trustees; Matt Greiner seconded. The committee approved by unanimous voice vote.

ITEM 11: Pumpage and Revenue Summary – Information

The pumpage and revenue data was not available at the time of the meeting.

ITEM 12: Other Business

Kyle Danley provided updates on nitrate concentrations stating that while they have continued rising after each rain event, the resulting spikes are not as high.

Tami Madsen explained to the committee answers to two important questions that she has been getting asked. Why is this year's nitrate issue different? Why isn't there a definitive exit date?

Tami Madsen asked the committee for feedback on inquiries she has received:

- Is hydroseeding allowed? – The committee advised that hydroseeding uses less water than laying new sod and it is permitted.
- Is watering allowed for grub pesticide? – The committee advised that liquid grub pesticide is available and permitting lawn watering for this use is not necessary.
- Can fire departments resume fire fighter training? The committee agreed that because the fire department provides an emergency service they can train with water. We will request that water is used wisely.
- When it is applicable, would the committee like to have a tiered roll back from the watering ban (Residential, Commercial, City) or allow all watering to resume at once? The committee stated there were many unknowns and enforceability might be an issue. However, the consensus was to have a tiered roll back.
- Where do golf courses fit in? The committee agreed it was under the commercial tier of the roll back plan.
- Where do athletic fields stand? The committee agreed that they were already allowed to remain watering enough to meet player safety standards.

Matt Stoffel of PFM advised the committee that approximately \$4M in water needs to be sold or that budgeted expenditures will need to be reassessed.

The committee was reminded to submit their water allocation requests for the new plant expansions

ITEM 13: Adjourn

Chair Danley adjourned the meeting at 2:38 p.m.

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## Minutes

Finance and Audit Committee

Central Iowa Water Works

May 22<sup>nd</sup>, 2025

West Des Moines Water Works Administrative Conference Room

8:00 a.m.

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Present: Scott Brennan (WDMWW), Carol Butler Freeman (Warren Water District), George Meinecke (Norwalk), John McCune (Urbandale Water Utility), Susan Huppert (DMWW)\*, Amy Kahler (DMWW), Dustin Delvaux (CIWW), Tami Madsen (CIWW), Matt Stoffel (PFM), Elizabeth Hanson (Clive)\*, Gary Andrews (Xenia)\*, Sarah Swisher (Johnston)\*, Linda Burkhardt (Waukee)\*, Brian Unsen (Eide Bailly)\*, Brad Theisen (Eide Bailly)\*, Nick Schaul (City of Des Moines)\*, Neil Weiss (Urbandale Water Utility)\*, Kathy Barger (Urbandale Water Utility)\*, Nicci Lamb (Urbandale Water Utility)\*, Matt Van Wyke (Warren Water District)\*, Matt Probasco (WDMWW), Christina Murphy (WDMWW)

\*attended virtually

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

Chair Scott Brennan called the meeting to order at 8:03 a.m.

### **Item 2: Roll Call**

### **Item 3: Bank Qualifications (BQ) – Recommendation**

Matt Stoffel provided a brief overview of PFM’s differing methods of determining debt allocations for member agencies of CIWW to use. The member agencies need to vote with one for the current year. PFM recommended schedule V-3 for Joint Capital Tax Exempt Loans and IV-10 for Expansion Loans.

### **Item 4: CIWW Audit Presentation by Eide Bailly**

Brian Unsen and Brad Theisen of Eide Bailly presented the 2024 Central Iowa Water Works audit report. They stated their goal was to obtain reasonable, not absolute, assurance about whether the financial statements are accurate. The results of the audit determined the financial statements were prepared using General Accepted Accounting Principles (GAAP), there are no material weaknesses or significant deficiencies, no state compliance issues, and very clean internal controls in place.

Susan Huppert entered the meeting at 8:18 a.m.

Tami Madsen stated that the audit will be presented to the Board of Trustees where it will be received and filed.

**Item 5: Planning & Development (P&D) Loans – Information**

Tami Madsen provided a brief overview.

**Item 6: CIWW CIP Presentation – Information**

Tami Madsen advised that the timeline for the CIP is to have it received and filed at the upcoming Board of Trustees meeting. The CIP will be approved in a future Board of Trustees meeting.

**Item 7: Other Business**

John McCune moved to have the minutes from the March 25, 2025, Finance & Audit Committee meeting approved; George Meinecke seconded. Approved by voice vote.

Tami Madsen reviewed producer expenses and member agency usage for the month of April.

**Item 8: Closed Session for Land – Recommendation**

- A. Closed Session – Purpose of the closed session is to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for the property, as permitted by Iowa Code Section 21.5(1)(j).

George Meinecke moved to enter the closed session; Carol Butler Freeman seconded. Approved by voice vote.

Enter closed session at 8:30 a.m.

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The Committee returned to open session at 8:51 a.m.

John McCune made a recommendation to move forward to the Board of Trustees and give Tami Madsen the ability to negotiate the price of land; George Meinecke seconded. Approved by voice vote.

**Adjournment**

George Meinecke moved to adjourn; Carol Butler Freeman seconded. Approved by voice vote.

Meeting adjourned at 8:55 a.m.

## Minutes

Finance and Audit Committee  
Central Iowa Water Works  
June 13, 2025  
West Des Moines Water Works Plant Conference Room  
8:00 a.m.

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### **Present:**

Scott Brennan (WDMWW), Susan Huppert (DMWW), John McCune (Urbandale Water Utility), George Meinecke (Norwalk), Carol Butler Freeman (Warren Water District), Tom Cope (Johnston)

Tami Madsen (CIWW), Dustin Delvaux (CIWW), Matt Stoffel (PFM), Amy Kahler (DMWW), Christina Murphy (WDMWW), Matt Probasco (WDMWW)

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

Chair Scott Brennan called the meeting to order at 8:00 a.m.

### **Item 2: Roll Call**

### **Item 3: Approve Minutes for May 22, 2025 – Approval**

The minutes of the May 22, 2025, meeting were not included in the packet, so they were deferred to the next meeting.

### **Item 4: Asset Transfer Schedule XIII-1 – Discussion**

Tami Madsen advised that agencies have until June 18, 2025, to provide feedback on the asset transfer schedule. The board of trustees will receive the memo in June, so no action is required from Finance and Audit. Amy Kahler organized all the accounting information.

Scott Brennan asked about the \$1 million difference. Amy Kahler provided that the variances are primarily attributed to a combination of minor differences in book values of capital assets contributed by Water Producing Agencies and \$2.6M more cash contributed to CIWW by Des Moines Water Works than was projected in the original calculations.

Tom Cope entered 8:03 a.m.

### **Item 5: Annual Audit Services – Recommendation**

Tami Madsen requested a recommendation for Eide Bailly to provide a scope of services to continue as auditors for 2 years, creating a three-year contractual relationship. At the end of three years, an RFQ would be issued for auditing services.

John McCune recommended that Tami Madsen obtain a scope from Eide Bailly for two additional years, plus an option for two more; Tom Cope seconded. Unanimously approved by voice vote.

### **Item 6: Preliminary Budget - Discussion**

Matt Stoffel presented the preliminary budget with a reminder that the budget needs to be ready for the October Board of Trustees meeting. The preliminary total budget for 2026 is around \$160 million with revenue requirements are around \$84 million.

Year over Year Budget Comparison: Matt provided a lot of flexibility for one year out. The percentage change from 2025 to 2026 for variable and fixed costs of operating contracts is 7.5%. The organizational costs have decreased almost a million dollars because outstanding obligations to communities related to CIWW reimbursements were required to be paid in 2025.

Organizational costs will continue to decrease as CIWW builds liquidity by planning for 25% cash reserves over four years. Joint capital cash funding is currently projected at \$26.7 million, but the cash obligation could be reduced by debt funding certain projects. The budget has not been calculated to include any available loan forgiveness due to its uncertainty.

Tami Madsen requested a recommendation to consider debt funding \$10M worth of projects. The committee agreed by consensus.

### **Item 7: May Revenue and Usage Summary – Information**

Tam Madsen provided the usage summary to the committee.

### **Item 8: Other Business**

Susan Huppert thanked both Amy Kahler and Tami Madsen for the work they have done on all the water quality concerns.

### **Adjournment**

Chair Brennan adjourned the meeting at 8:57 a.m.



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

**Meeting Date: July 23, 2025**

**ITEM NUMBER: 5Q**

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

**SUMMARY:**

The following financial reports are attached:

1. Statement of Revenues, Expenses, and Change in Net Position for the month of June
2. Statement of Revenues, Expenses, and Change in Net Position – 12 Month Trend
3. Statement of Net Position as of June 30, 2025
4. Statement of Net Position – 12 Month Trend
5. Monthly Disbursement Listing for the month of June

Following are key financial highlights for the month:

- Interest-bearing operating cash as of June 30 totals approximately \$13.9 million. This amount is higher than the previous month, primarily due to the timing of payment of invoices.
- Restricted cash balances, including the Bond Sinking Fund and Debt Service Reserve Fund, total \$4.44 million at month-end.
- Accounts Receivable of \$4.38 million represents member water charges billed for June consumption and unpaid at month-end.
- Accounts Payable at month-end totals \$1.48 million, which is higher than the previous month. The increase has to do with the timing of bills received against when they are paid.
- During January, Des Moines Water Works (DMWW) transferred to CIWW \$5 million cash as a good faith payment towards the amount owed per Schedule IV-11 of the 28E/28F. This Schedule represents DMWW revenues collected for joint capital projects that are incomplete as of 12/31/24. This \$5 million is shown on the financials as “Joint Capital Payable,” as these amounts will be reimbursed to DMWW as the joint capital projects are completed. Additional cash is anticipated to be transferred by DMWW to CIWW subsequent to DMWW’s year-end processes and its final calculation of incomplete joint capital projects
- Long-term Debt of \$47.25 million represents member SRF borrowings on water supply facilities transferred to CIWW at Operational Commencement, plus additional loan drawdowns for these facilities that occurred in 2025.
- Water Sales Revenue for June was \$91k below budget. Since this is the first year of operations, monthly budgets were developed without the benefit of previous years’ experience so there will be variances from month to month. YTD Water Sales are tracking closely to YTD budget.
- Contract Operator Expenses totaling \$20.50 million YTD are reimbursements to contract operators for production costs incurred. These costs are a fixed monthly amount determined on a seasonal basis and will be trued up to actual costs periodically throughout the year. Actual contract operator expenses are aligning closely with budget YTD.
- Investment income was \$36,622 for the month and \$170k YTD.
- Interest expense is accrued interest for outstanding bonds, totaling \$468k YTD.

- Total operating expenses are approximately \$21.0 million YTD which is on target with budget. Legal and Accounting Fees are over budget due to transfers of assets, easements, and general start-up expenses.
- June cash disbursements totaled \$4,348,916.15.


**FINANCIAL IMPACT:**

None.

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

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

Prepared by:

  
\_\_\_\_\_

Central Iowa Water Works  
Statement of Net Position  
As of June 30, 2025  
Year To Date 06/30/2025

**Assets**

## Current Assets

Cash and Cash Equivalents	13,916,782
Restricted Cash	4,440,738
Accounts Receivable	4,376,118
Total Current Assets	22,733,638

Capital Assets, Net	43,581,355
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**Total Assets**

<b>66,314,993</b>
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**Liabilities**

## Current Liabilities

Accounts Payable	1,477,939
Accrued Liabilities	934,933
Accrued Payroll Liabilities	42,733
Joint Capital Payable	5,000,000
Total Current Liabilities	7,455,605

Long-Term Debt, Net	47,245,199
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**Total Liabilities**

<b>54,700,804</b>
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**Net Position**

<b>11,614,189</b>
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**Total Liabilities and Net Position**

<b>66,314,993</b>
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Central Iowa Water Works  
Statement of Net Position - Trend  
As of June 30, 2025

	Month Ending 07/31/2024 Actual	Month Ending 08/31/2024 Actual	Month Ending 09/30/2024 Actual	Month Ending 10/31/2024 Actual	Month Ending 11/30/2024 Actual	Month Ending 12/31/2024 Actual	Month Ending 01/31/2025 Actual	Month Ending 02/28/2025 Actual	Month Ending 03/31/2025 Actual	Month Ending 04/30/2025 Actual	Month Ending 05/31/2025 Actual	Month Ending 06/30/2025 Actual
<b>Assets</b>												
Current Assets												
Cash and Cash Equivalents	1,917,273	1,891,687	1,784,097	1,693,162	1,537,434	1,398,026	4,354,783	6,406,499	7,524,517	12,166,983	9,611,475	13,916,782
Restricted Cash	0	0	0	0	0	0	3,886,428	4,113,208	4,341,672	4,570,226	4,799,699	4,440,738
Accounts Receivable	0	0	0	0	0	0	3,833,844	4,337,713	4,332,054	3,435,468	5,317,538	4,376,118
Prepaid Expenses	0	0	0	0	2,350	2,350	0	0	0	0	0	0
Total Current Assets	1,917,273	1,891,687	1,784,097	1,693,162	1,539,784	1,400,376	12,075,055	14,857,420	16,198,243	20,172,677	19,728,712	22,733,638
Capital Assets, Net	0	0	0	0	0	0	36,629,467	39,142,799	39,239,766	42,065,813	42,103,416	43,581,355
<b>Total Assets</b>	<b>1,917,273</b>	<b>1,891,687</b>	<b>1,784,097</b>	<b>1,693,162</b>	<b>1,539,784</b>	<b>1,400,376</b>	<b>48,704,522</b>	<b>54,000,219</b>	<b>55,438,009</b>	<b>62,238,490</b>	<b>61,832,128</b>	<b>66,314,993</b>
<b>Liabilities</b>												
Current Liabilities												
Accounts Payable	25,277	51,882	36,496	49,328	78,655	0	93,522	912,826	45,439	2,830,703	45,308	1,477,939
Accrued Liabilities	0	0	0	473	1,773	1,302,807	866,285	863,743	1,074,311	1,144,501	1,214,690	934,933
Accrued Payroll Liabilities	6,539	12,352	0	2,124	4,248	19,150	17,822	13,097	20,283	28,029	36,383	42,733
Joint Capital Payable	0	0	0	0	0	0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Total Current Liabilities	31,816	64,234	36,496	51,925	84,676	1,321,957	5,977,629	6,789,666	6,140,033	9,003,233	6,296,381	7,455,605
Long-Term Debt, Net	0	0	103	0	0	0	40,358,231	42,812,194	42,968,529	45,631,894	45,767,260	47,245,199
<b>Total Liabilities</b>	<b>31,816</b>	<b>64,234</b>	<b>36,599</b>	<b>51,925</b>	<b>84,676</b>	<b>1,321,957</b>	<b>46,335,860</b>	<b>49,601,860</b>	<b>49,108,562</b>	<b>54,635,127</b>	<b>52,063,641</b>	<b>54,700,804</b>
<b>Net Position</b>	<b>1,885,457</b>	<b>1,827,453</b>	<b>1,747,498</b>	<b>1,641,237</b>	<b>1,455,108</b>	<b>78,420</b>	<b>2,368,662</b>	<b>4,398,359</b>	<b>6,329,447</b>	<b>7,603,363</b>	<b>9,768,487</b>	<b>11,614,189</b>
<b>Total Liabilities and Net Position</b>	<b>1,917,273</b>	<b>1,891,687</b>	<b>1,784,097</b>	<b>1,693,162</b>	<b>1,539,784</b>	<b>1,400,376</b>	<b>48,704,522</b>	<b>54,000,219</b>	<b>55,438,009</b>	<b>62,238,490</b>	<b>61,832,128</b>	<b>66,314,993</b>

For internal purposes-subject to client review and analysis only. These financial statements were generated from the client's financial reporting system and have not been modified.

Central Iowa Water Works  
Statement of Revenues, Expenses, and Change in Net Position  
For the Period Ending June 30, 2025

	Month Ending 06/30/2025			Year To Date 06/30/2025			Year Ending 12/31/2025	% Remaining
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	
<b>Change in Net Position</b>								
Operating Revenue(Expense), Net								
Operating Revenue								
Water Sales Revenue	5,774,914	5,865,778	(90,865)	32,456,149	32,448,354	7,795	66,727,586	51 %
Expansion Revenue	64,367	64,368	(1)	386,202	386,208	(5)	772,415	50 %
<b>Total Operating Revenue</b>	<b>5,839,281</b>	<b>5,930,146</b>	<b>(90,866)</b>	<b>32,842,351</b>	<b>32,834,562</b>	<b>7,790</b>	<b>67,500,001</b>	<b>51 %</b>
Operating Expenses								
Personnel								
Salaries & Wages	25,523	28,333	2,811	140,143	170,000	29,857	340,000	59 %
Payroll Taxes	2,030	2,167	138	11,201	13,005	1,803	26,010	57 %
Employee Benefits	8,202	6,875	(1,328)	43,195	41,250	(1,944)	82,500	48 %
<b>Total Personnel</b>	<b>35,755</b>	<b>37,375</b>	<b>1,621</b>	<b>194,539</b>	<b>224,255</b>	<b>29,716</b>	<b>448,510</b>	<b>57 %</b>
Professional Services								
Legal and Accounting Fees	53,399	20,834	(32,565)	246,120	125,000	(121,120)	280,000	12 %
Professional Services - Other	0	25,416	25,416	25,776	52,500	26,724	1,108,743	98 %
<b>Total Professional Services</b>	<b>53,399</b>	<b>46,250</b>	<b>(7,149)</b>	<b>271,896</b>	<b>177,500</b>	<b>(94,396)</b>	<b>1,388,743</b>	<b>80 %</b>
Contract Operator Expenses								
Contract Operator Expenses	3,843,431	3,843,430	(1)	20,498,301	20,498,295	(6)	42,704,779	52 %
<b>Total Contract Operator Expenses</b>	<b>3,843,431</b>	<b>3,843,430</b>	<b>(1)</b>	<b>20,498,301</b>	<b>20,498,295</b>	<b>(6)</b>	<b>42,704,779</b>	<b>52 %</b>
Occupancy and Office								
Mailing & Production	0	500	500	88	3,000	2,912	6,000	99 %
Facility & Equipment Expenses	0	5,000	5,000	3,657	30,000	26,343	60,000	94 %
IT & Telecommunications	0	0	0	2,026	0	(2,027)	0	0 %
Licenses & Fees	0	0	0	0	0	0	303,793	100 %
<b>Total Occupancy and Office</b>	<b>0</b>	<b>5,500</b>	<b>5,500</b>	<b>5,771</b>	<b>33,000</b>	<b>27,228</b>	<b>369,793</b>	<b>98 %</b>
Other								
Travel Expense	175	0	(174)	2,496	0	(2,496)	0	0 %
Business Expenses	5,261	2,500	(2,762)	31,372	15,000	(16,372)	30,000	(5) %
Other Expenses	261	4,417	4,156	4,269	26,500	22,231	53,000	92 %
<b>Total Other</b>	<b>5,697</b>	<b>6,917</b>	<b>1,220</b>	<b>38,137</b>	<b>41,500</b>	<b>3,363</b>	<b>83,000</b>	<b>54 %</b>
<b>Total Operating Expenses</b>	<b>3,938,282</b>	<b>3,939,472</b>	<b>1,191</b>	<b>21,008,644</b>	<b>20,974,550</b>	<b>(34,095)</b>	<b>44,994,825</b>	<b>53 %</b>
<b>Total Operating Revenue(Expense), Net</b>	<b>1,900,999</b>	<b>1,990,674</b>	<b>(89,675)</b>	<b>11,833,707</b>	<b>11,860,012</b>	<b>(26,305)</b>	<b>22,505,176</b>	<b>47 %</b>
Non-Operating Revenue(Expense), Net								
Investments, net	36,622	0	36,622	169,794	0	169,794	0	0 %
Interest Expense	91,919	0	(91,919)	467,732	0	(467,731)	0	0 %
<b>Total Non-Operating Revenue(Expense), Net</b>	<b>(55,297)</b>	<b>0</b>	<b>(55,297)</b>	<b>(297,938)</b>	<b>0</b>	<b>(297,937)</b>	<b>0</b>	<b>0 %</b>
<b>Total Change in Net Position</b>	<b>1,845,702</b>	<b>1,990,674</b>	<b>(144,972)</b>	<b>11,535,769</b>	<b>11,860,012</b>	<b>(324,242)</b>	<b>22,505,176</b>	<b>49 %</b>

For internal purposes-subject to client review and analysis only. These financial statements were generated from the client's financial reporting system and have not been modified.

**Central Iowa Water Works**  
**Statement of Revenues, Expenses, and Change in Net Position - Trend**  
**For the Period Ending June 30, 2025**

	Month Ending 07/31/2024 <small>Actual</small>	Month Ending 08/31/2024 <small>Actual</small>	Month Ending 09/30/2024 <small>Actual</small>	Month Ending 10/31/2024 <small>Actual</small>	Month Ending 11/30/2024 <small>Actual</small>	Month Ending 12/31/2024 <small>Actual</small>	Month Ending 01/31/2025 <small>Actual</small>	Month Ending 02/28/2025 <small>Actual</small>	Month Ending 03/31/2025 <small>Actual</small>	Month Ending 04/30/2025 <small>Actual</small>	Month Ending 05/31/2025 <small>Actual</small>	Month Ending 06/30/2025 <small>Actual</small>
<b>Change in Net Position</b>												
Operating Revenue(Expense), Net												
Operating Revenue												
Water Sales Revenue												
Water Sales	0	0	0	0	0	0	3,517,199	3,249,826	3,435,171	3,418,423	4,329,042	4,027,877
Joint Fixed Revenue	0	0	0	0	0	0	1,746,315	1,746,315	1,746,315	1,746,315	1,746,315	1,747,037
<b>Total Water Sales Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,263,514</b>	<b>4,996,141</b>	<b>5,181,486</b>	<b>5,164,738</b>	<b>6,075,357</b>	<b>5,774,914</b>
Expansion Revenue	0	0	0	0	0	0	64,367	64,367	64,367	64,367	64,367	64,367
<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,327,881</b>	<b>5,060,508</b>	<b>5,245,853</b>	<b>5,229,105</b>	<b>6,139,724</b>	<b>5,839,281</b>
Operating Expenses												
Personnel												
Salaries & Wages	6,075	11,475	7,335	23,338	35,074	39,471	22,082	16,770	22,943	26,410	26,415	25,523
Payroll Taxes	465	878	564	1,775	2,673	2,199	1,752	1,380	1,877	2,053	2,111	2,030
Employee Benefits	0	0	0	4,269	3,761	6,685	3,448	8,364	7,065	7,426	8,687	8,202
<b>Total Personnel</b>	<b>6,540</b>	<b>12,353</b>	<b>7,899</b>	<b>29,382</b>	<b>41,508</b>	<b>48,355</b>	<b>27,282</b>	<b>26,514</b>	<b>31,885</b>	<b>35,889</b>	<b>37,213</b>	<b>35,755</b>
Professional Services												
Legal and Accounting Fees	24,776	51,381	48,643	33,853	135,264	230,646	17,391	35,382	71,877	33,437	34,636	53,399
Professional Services - Other	0	0	24,093	14,329	12,616	230,902	304	0	21,473	4,000	0	0
<b>Total Professional Services</b>	<b>24,776</b>	<b>51,381</b>	<b>72,736</b>	<b>48,182</b>	<b>147,880</b>	<b>461,548</b>	<b>17,695</b>	<b>35,382</b>	<b>93,350</b>	<b>37,437</b>	<b>34,636</b>	<b>53,399</b>
Contract Operator Expenses												
Contract Operator Expenses	0	0	0	0	0	0	2,982,982	2,982,218	3,002,808	3,839,582	3,847,280	3,843,431
<b>Total Contract Operator Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,982,982</b>	<b>2,982,218</b>	<b>3,002,808</b>	<b>3,839,582</b>	<b>3,847,280</b>	<b>3,843,431</b>
Occupancy and Office												
Mailing & Production												
Postage and Shipping	0	0	0	0	0	0	0	88	0	0	0	0
<b>Total Mailing &amp; Production</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Facility & Equipment Expenses												
Facility Expense	0	0	0	0	0	0	0	0	0	0	3,393	0
Materials & Supplies	0	0	0	1,011	0	1,193	0	45	96	122	0	0
<b>Total Facility &amp; Equipment Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,011</b>	<b>0</b>	<b>1,193</b>	<b>0</b>	<b>45</b>	<b>96</b>	<b>122</b>	<b>3,393</b>	<b>0</b>
IT & Telecommunications												
Telecommunication Expense	0	0	37	74	74	74	0	0	0	0	0	0
IT Software & Subscriptions	0	0	0	0	0	578	0	167	150	0	0	0
IT Hardware & Equipment	0	0	0	0	0	0	0	0	0	0	1,709	0
<b>Total IT &amp; Telecommunications</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>74</b>	<b>74</b>	<b>652</b>	<b>0</b>	<b>167</b>	<b>150</b>	<b>0</b>	<b>1,709</b>	<b>0</b>
<b>Total Occupancy and Office</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>1,085</b>	<b>74</b>	<b>1,845</b>	<b>0</b>	<b>300</b>	<b>246</b>	<b>122</b>	<b>5,102</b>	<b>0</b>
Other												
Travel Expense												
Travel	0	0	0	0	0	0	0	353	924	0	459	175
Meal and Entertainment Expense	0	0	0	874	0	452	275	48	0	263	0	0
<b>Total Travel Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>874</b>	<b>0</b>	<b>452</b>	<b>275</b>	<b>401</b>	<b>924</b>	<b>263</b>	<b>459</b>	<b>175</b>
Business Expenses												
General Insurance Premiums	0	0	0	1,028	2,062	0	2,350	0	0	0	11,464	0
Advertising and Publishing Expense	0	0	0	0	0	0	0	0	1,079	2,500	130	161
Public Relations and Communications	500	0	6,061	29,515	337	5,393	0	2,750	0	0	0	0

For internal purposes-subject to client review and analysis only. These financial statements were generated from the client's financial reporting system and have not been modified.

Central Iowa Water Works  
Statement of Revenues, Expenses, and Change in Net Position - Trend  
For the Period Ending June 30, 2025

	Month Ending 07/31/2024	Month Ending 08/31/2024	Month Ending 09/30/2024	Month Ending 10/31/2024	Month Ending 11/30/2024	Month Ending 12/31/2024	Month Ending 01/31/2025	Month Ending 02/28/2025	Month Ending 03/31/2025	Month Ending 04/30/2025	Month Ending 05/31/2025	Month Ending 06/30/2025
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Expense												
Dues and Subscriptions Expense	0	0	0	0	0	0	0	482	477	0	0	5,100
Education and Training	0	0	0	0	0	0	0	4,145	0	30	703	0
Total Business Expenses	500	0	6,061	30,543	2,399	5,393	2,350	7,377	1,556	2,530	12,297	5,261
Other Expenses												
Bank Fees	32	32	32	32	32	32	2,534	192	86	101	75	75
Miscellaneous Expenses	117	117	187	2,777	1	864,188	181	179	244	137	279	186
Total Other Expenses	149	149	219	2,809	33	864,220	2,715	371	330	238	354	261
Total Other	649	149	6,280	34,226	2,432	870,065	5,340	8,149	2,810	3,031	13,110	5,697
Total Operating Expenses	31,965	63,883	86,952	112,875	191,894	1,381,813	3,033,299	3,052,563	3,131,099	3,916,061	3,937,341	3,938,282
Total Operating Revenue(Expense), Net	(31,965)	(63,883)	(86,952)	(112,875)	(191,894)	(1,381,813)	2,294,582	2,007,945	2,114,754	1,313,044	2,202,383	1,900,999
Non-Operating Revenue(Expense), Net												
Investments, net												
Investment Income	6,108	5,879	6,997	6,615	5,765	5,125	20,526	21,752	26,902	31,062	32,930	36,622
Total Investments, net	6,108	5,879	6,997	6,615	5,765	5,125	20,526	21,752	26,902	31,062	32,930	36,622
Interest Expense	0	0	0	0	0	0	24,865	0	210,568	70,190	70,189	91,919
Total Non-Operating Revenue(Expense), Net	6,108	5,879	6,997	6,615	5,765	5,125	(4,339)	21,752	(183,666)	(39,128)	(37,259)	(55,297)
<b>Total Change in Net Position</b>	<b>(25,857)</b>	<b>(58,004)</b>	<b>(79,955)</b>	<b>(106,260)</b>	<b>(186,129)</b>	<b>(1,376,688)</b>	<b>2,290,243</b>	<b>2,029,697</b>	<b>1,931,088</b>	<b>1,273,916</b>	<b>2,165,124</b>	<b>1,845,702</b>

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## Central Iowa Water Works Monthly Disbursements Listing

Posting date	Vendor name	Account title	Amount
6/2/2025	Iowa Finance Authority	Interest Payable	372,676.51
6/2/2025	City of Grimes	Construction in Progress	37,602.15
6/5/2025	Automatic Data Processing, Inc.	Withholding Taxes Payable	7421.49
6/5/2025	Automatic Data Processing, Inc.	Accrued Salary	17,245.01
6/5/2025	Eide Bailly LLP	Audit	4,725.00
6/5/2025	RSM US LLP	Accounting	8,764.88
6/5/2025	City of Grimes	Contract Operator Expenses	247,458.00
6/5/2025	City of Polk City	Contract Operator Expenses	17,321.00
6/5/2025	Gannett Iowa LocalIQ	Advertising and Publishing Expense	161.60
6/5/2025	West Des Moines Water Works	Contract Operator Expenses	416,614.00
6/9/2025	Bankers Trust Company	General Insurance Premiums	812.11
6/9/2025	Bankers Trust Company	Travel	458.97
6/11/2025	IPERS	IPERS Payable	3,738.91
6/12/2025	Iowa Environmental Council	Dues and Subscriptions Expense	100.00
6/13/2025	Automatic Data Processing, Inc.	Miscellaneous Expenses	185.70
6/17/2025	Bankers Trust Company	Bank Fees	74.90
6/20/2025	Heartland Business Systems LLC	IT Hardware & Equipment	1,709.48
6/20/2025	Des Moines Water Works	Contract Operator Expenses	3,162,038.00
6/20/2025	Dustin Delvaux	Travel	174.44
6/20/2025	City of Grimes	Legal	44,634.00
6/27/2025	Greater Des Moines Partnership	Dues and Subscriptions Expense	5,000.00
<b>Sum Total</b>			<b>4,348,916.15</b>

Central Iowa Water Works  
Member Billing - June Revenue

Member Name	Account #	Bill Code	Description	Consumption		June Revenue	Balance Forward	Paid	A/R - 06/30/2025
				Cubic Feet	Kgals				
CITY OF ANKENY	0012470-005039	CE1	CIWW Base - Consumption	3,658,314	27,366	59,930.50	\$148,207.72	\$148,207.72	\$59,930.50
	0012470-005040	CE1	CIWW Base - Consumption	4,611,644	34,497	75,547.95	\$208,498.96	\$208,498.96	\$75,547.95
	0012470-084793	CE1	CIWW Base - Consumption	4,279,000	32,009	70,098.58	\$178,940.59	\$178,940.59	\$70,098.58
	0012470-099890	CE1	CIWW Base - Consumption	4,756,000	35,577	77,912.79	\$214,391.24	\$214,391.24	\$77,912.79
	0012470-101656	CE1	CIWW Base - Consumption	4,176,000	31,239	68,411.23	\$176,450.52	\$176,450.52	\$68,411.23
	0012470-105134	CF1	CIWW Expansion - Ankeny	0	0	14,792.00	\$14,792.00	\$29,584.00	\$0.00
		CG4	CIWW Joint Fixed Costs - Ankeny	0	0	145,912.00	\$145,912.00	\$291,824.00	\$0.00
	0070846-084542	CE1	CIWW Base - Consumption	0	0	0.00	\$0.00	\$0.00	\$0.00
<b>CITY OF ANKENY Total</b>				<b>21,480,958</b>	<b>160,688</b>	<b>512,605.05</b>	<b>\$1,087,193.03</b>	<b>\$1,247,897.03</b>	<b>\$351,901.05</b>
City of Clive	0010362-038471	CE1	CIWW Base - Consumption	1,312,000	9,814	21,493.18	\$21,341.18	\$21,341.18	\$21,493.18
	0010362-062939	CE1	CIWW Base - Consumption	63,070	472	1,033.21	\$868.56	\$868.56	\$1,033.21
	0010362-064409	CE1	CIWW Base - Consumption	850,500	6,362	13,932.89	\$21,960.07	\$21,960.07	\$13,932.89
	0010362-105135	CF2	CIWW Expansion - Clive	0	0	1,132.00	\$0.00	\$1,132.00	\$0.00
		CG5	CIWW Joint Fixed Costs - Clive	0	0	67,114.00	\$0.00	\$67,114.00	\$0.00
	0022523-083773	CE1	CIWW Base - Consumption	5,955,500	44,550	97,563.00	\$106,933.51	\$106,933.51	\$97,563.00
	0220444-067362	CE1	CIWW Base - Consumption	169,000	1,264	2,768.56	\$2,866.85	\$2,866.85	\$2,768.56
<b>City of Clive Total</b>				<b>8,350,070</b>	<b>62,462</b>	<b>205,036.84</b>	<b>\$153,970.17</b>	<b>\$222,216.17</b>	<b>\$136,790.84</b>
CITY OF GRIMES	0036327-105145	CF5	CIWW Expansion - Grimes	0	0	8,638.00	\$0.00	\$8,638.00	\$0.00
		CG8	CIWW Joint Fixed Costs - Grimes	0	0	57,088.00	\$0.00	\$57,088.00	\$0.00
	0036327-105152	CE1	CIWW Base - Consumption	7,207,170	53,913	118,067.86	\$127,441.85	\$127,441.85	\$118,067.86
<b>CITY OF GRIMES Total</b>				<b>7,207,170</b>	<b>53,913</b>	<b>183,793.86</b>	<b>\$127,441.85</b>	<b>\$193,167.85</b>	<b>\$118,067.86</b>
CITY OF JOHNSTON	0024246-057063	CE1	CIWW Base - Consumption	766,500	5,734	12,556.80	\$12,401.17	\$5,168.52	\$19,789.45
	0024246-065845	CE1	CIWW Base - Consumption	866,000	6,478	14,186.81	\$45,099.65	\$10,476.29	\$48,810.17
	0024246-087010	CE1	CIWW Base - Consumption	4,170,750	31,199	68,325.23	\$121,446.32	\$45,120.12	\$144,651.43
	0024246-099730	CE1	CIWW Base - Consumption	3,504,181	26,213	57,405.49	\$132,922.72	\$69,686.46	\$120,641.75
	0024246-105136	CF4	CIWW Expansion - Johnston	0	0	3,979.00	\$3,979.00	\$3,979.00	\$3,979.00
		CG7	CIWW Joint Fixed Costs - Johnston	0	0	83,716.00	\$83,716.00	\$83,716.00	\$83,716.00
<b>CITY OF JOHNSTON Total</b>				<b>9,307,431</b>	<b>69,624</b>	<b>240,169.33</b>	<b>\$399,564.86</b>	<b>\$218,146.39</b>	<b>\$421,587.80</b>
CITY OF NORWALK	0249590-044039	CE1	CIWW Base - Consumption	2,280,000	17,056	37,350.96	\$41,118.82	\$41,118.82	\$37,350.96
	0249590-051829	CE1	CIWW Base - Consumption	11,600	87	190.03	\$222.80	\$222.80	\$190.03
	0249590-102922	CE1	CIWW Base - Consumption	3,533,145	26,430	57,879.98	\$62,018.29	\$62,018.29	\$57,879.98
	0249590-105137	CF6	CIWW Expansion - Norwalk	0	0	4,183.00	\$0.00	\$4,183.00	\$0.00
		CG9	CIWW Joint Fixed Costs - Norwalk	0	0	40,417.00	\$0.00	\$40,417.00	\$0.00
<b>CITY OF NORWALK Total</b>				<b>5,824,745</b>	<b>43,573</b>	<b>140,020.97</b>	<b>\$103,359.91</b>	<b>\$147,959.91</b>	<b>\$95,420.97</b>
CITY OF POLK CITY	0237803-005459	CE1	CIWW Base - Consumption	1,523,000	11,393	24,949.79	\$35,016.53	\$0.00	\$59,966.32
	0237803-105138	CF7	CIWW Expansion - Polk City	0	0	1,092.00	\$0.00	\$0.00	\$1,092.00
		CH1	CIWW Joint Fixed Costs - Polk City	0	0	20,295.00	\$0.00	\$0.00	\$20,295.00
	0237803-105150	CE1	CIWW Base - Consumption	1,101,552	8,240	18,045.62	\$33,632.53	\$14,301.90	\$37,376.25
<b>CITY OF POLK CITY Total</b>				<b>2,624,552</b>	<b>19,633</b>	<b>64,382.41</b>	<b>\$68,649.06</b>	<b>\$14,301.90</b>	<b>\$118,729.57</b>
CITY OF WAUKEE	0012341-058559	CE1	CIWW Base - Consumption	7,055,014	52,775	115,575.24	\$149,005.58	\$149,005.58	\$115,575.24
	0012341-082625	CE1	CIWW Base - Consumption	1,939,500	14,508	31,772.89	\$37,744.13	\$37,744.13	\$31,772.89
	0012341-098837	CE1	CIWW Base - Consumption	1,600,247	11,971	26,215.25	\$27,470.16	\$27,470.16	\$26,215.25
	0012341-105139	CG1	CIWW Expansion - Waukee	0	0	7,377.00	\$0.00	\$7,377.00	\$0.00
		CH4	CIWW Joint Fixed Costs - Waukee	0	0	71,239.00	\$0.00	\$71,239.00	\$0.00
<b>CITY OF WAUKEE Total</b>				<b>10,594,761</b>	<b>79,254</b>	<b>252,179.38</b>	<b>\$214,219.87</b>	<b>\$292,835.87</b>	<b>\$173,563.38</b>
DES MOINES WATER WORKS	0215002-105146	CF3	CIWW Expansion - DMWW	0	0	9,153.00	\$0.00	\$9,153.00	\$0.00
		CG6	CIWW Joint Fixed Costs - DMWW	0	0	754,374.00	\$0.00	\$754,374.00	\$0.00
	0215002-105149	CE1	CIWW Base - Consumption	111,836,959	836,596	1,832,113.06	\$1,754,421.30	\$1,754,421.30	\$1,832,113.06
<b>DES MOINES WATER WORKS Total</b>				<b>111,836,959</b>	<b>836,596</b>	<b>2,595,640.06</b>	<b>\$1,754,421.30</b>	<b>\$2,517,948.30</b>	<b>\$1,832,113.06</b>
URBAN DALE WATER UTILITY	0222909-037901	CE1	CIWW Base - Consumption	283	2	4.64	\$2.15	\$2.15	\$4.64
	0222909-037902	CE1	CIWW Base - Consumption	202	2	3.31	\$0.00	\$0.00	\$3.31
	0222909-037903	CE1	CIWW Base - Consumption	3,196	24	52.36	\$49.95	\$49.95	\$52.36
	0222909-052133	CE1	CIWW Base - Consumption	10,495,831	78,514	171,942.70	\$208,201.80	\$208,201.80	\$171,942.70
	0222909-054053	CE1	CIWW Base - Consumption	559	4	9.16	\$7.77	\$7.77	\$9.16
	0222909-073198	CE1	CIWW Base - Consumption	9,931,750	74,294	162,701.93	\$171,975.78	\$171,975.78	\$162,701.93
	0222909-074693	CE1	CIWW Base - Consumption	1,000	7	16.38	\$8.19	\$8.19	\$16.38

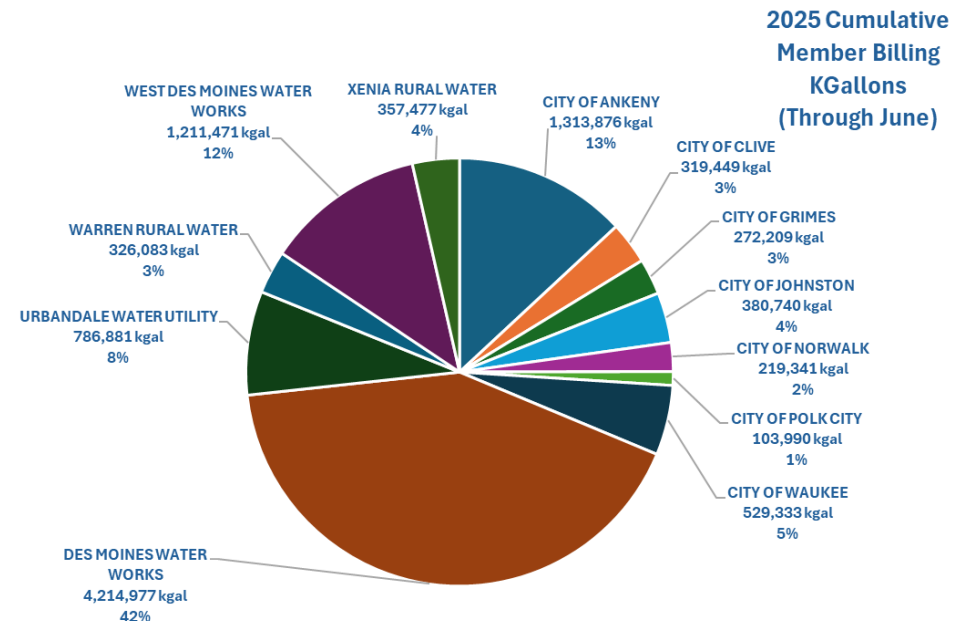
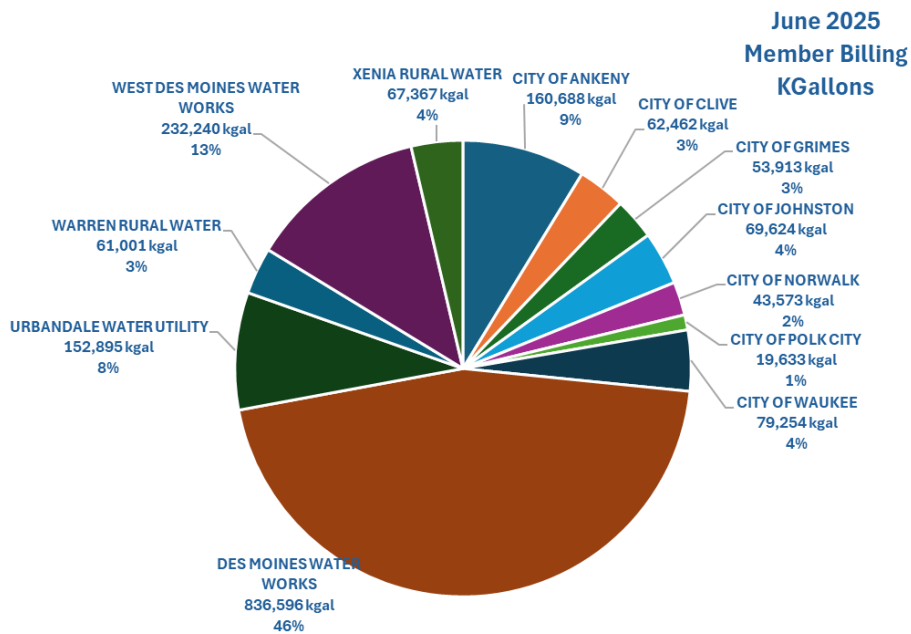
URBANDALE WATER UTILITY	0222909-104087	CE1	CIWW Base - Consumption	6,391	48	104.70	\$78.88	\$78.88	\$104.70
	0222909-105140	CF8	CIWW Expansion - UWU	0	0	4,644.00	\$0.00	\$4,644.00	\$0.00
		CH2	CIWW Joint Fixed Costs - UWU	0	0	172,088.09	\$0.00	\$172,088.09	\$0.00
<b>URBANDALE WATER UTILITY Total</b>				<b>20,439,212</b>	<b>152,895</b>	<b>511,567.27</b>	<b>\$380,324.52</b>	<b>\$557,056.61</b>	<b>\$334,835.18</b>
WARREN RURAL WATER	0150261-005279	CE1	CIWW Base - Consumption	0	0	0.00	\$0.00	\$0.00	\$0.00
	0150261-005280	CE1	CIWW Base - Consumption	4,751,500	35,544	77,839.07	\$80,943.46	\$80,943.46	\$77,839.07
	0150261-064408	CE1	CIWW Base - Consumption	3,403,095	25,457	55,749.50	\$61,308.83	\$61,308.83	\$55,749.50
	0150261-105141	CF9	CIWW Expansion - WWD	0	0	1,081.00	\$0.00	\$1,081.00	\$0.00
		CH3	CIWW Joint Fixed Costs - WWD	0	0	48,994.00	\$0.00	\$48,994.00	\$0.00
<b>WARREN RURAL WATER Total</b>				<b>8,154,595</b>	<b>61,001</b>	<b>183,663.57</b>	<b>\$142,252.29</b>	<b>\$192,327.29</b>	<b>\$133,588.57</b>
WEST DES MOINES WATER WORKS	0102137-085433	CE1	CIWW Base - Consumption	49,700	372	814.19	\$1,044.35	\$1,044.35	\$814.19
	0189348-098842	CE1	CIWW Base - Consumption	2,703,013	20,220	44,280.76	\$41,079.26	\$41,079.26	\$44,280.76
	0189348-099617	CE1	CIWW Base - Consumption	4,760	36	77.98	\$81.78	\$81.78	\$77.98
	0240344-005548	CE1	CIWW Base - Consumption	18,908	141	309.75	\$374.77	\$374.77	\$309.75
	0240344-005549	CE1	CIWW Base - Consumption	13,161	98	215.60	\$10,261.26	\$10,261.26	\$215.60
	0240344-048523	CE1	CIWW Base - Consumption	513,000	3,837	8,403.97	\$15,734.91	\$15,734.91	\$8,403.97
	0240344-067347	CE1	CIWW Base - Consumption	0	0	0.00	\$401.36	\$401.36	\$0.00
	0240344-084852	CE1	CIWW Base - Consumption	4,778,500	35,746	78,281.39	\$100,618.24	\$100,618.24	\$78,281.39
	0240344-099901	CE1	CIWW Base - Consumption	13,500	101	221.16	\$10,443.53	\$10,443.53	\$221.16
	0240344-100863	CE1	CIWW Base - Consumption	528,000	3,950	8,649.70	\$15,620.24	\$15,620.24	\$8,649.70
	0240344-105142	CG2	CIWW Expansion - WDMWW	0	0	8,050.00	\$0.00	\$8,050.00	\$0.00
		CH5	CIWW Joint Fixed Costs - WDMWW	0	0	235,374.00	\$0.00	\$235,374.00	\$0.00
	0240344-105151	CE1	CIWW Base - Consumption	22,423,501	167,739	367,341.79	\$316,455.88	\$316,455.88	\$367,341.79
0189348-085833	CE1	CIWW Base - Consumption	0	0	0.00	\$32,436.36	\$32,436.36	\$0.00	
<b>WEST DES MOINES WATER WORKS Total</b>				<b>31,046,043</b>	<b>232,240</b>	<b>752,020.29</b>	<b>\$544,551.94</b>	<b>\$787,975.94</b>	<b>\$508,596.29</b>
XENIA RURAL WATER	0223361-005186	CE1	CIWW Base - Consumption	2,312,893	17,302	37,889.81	\$53,968.10	\$53,968.10	\$37,889.81
	0223361-005187	CE1	CIWW Base - Consumption	258	2	4.23	\$7.55	\$7.55	\$4.23
	0223361-085893	CE1	CIWW Base - Consumption	1,096,405	8,202	17,961.31	\$67,545.18	\$67,545.18	\$17,961.31
	0223361-098831	CE1	CIWW Base - Consumption	5,596,037	41,861	91,674.28	\$166,002.63	\$166,002.63	\$91,674.28
	0223361-105144	CG3	CIWW Expansion - Xenia	0	0	246.00	\$246.00	\$492.00	\$0.00
	CH6	CIWW Joint Fixed Costs - Xenia	0	0	50,426.00	\$50,426.00	\$100,852.00	\$0.00	
<b>XENIA RURAL WATER Total</b>				<b>9,005,593</b>	<b>67,367</b>	<b>198,201.63</b>	<b>\$338,195.46</b>	<b>\$388,867.46</b>	<b>\$147,529.63</b>
<b>Grand Total</b>				<b>245,872,089</b>	<b>1,839,246</b>	<b>5,839,280.66</b>	<b>\$5,314,144.26</b>	<b>\$6,780,700.72</b>	<b>\$4,372,724.20</b>

CIWW Base - Consumption	\$4,027,876.57
CIWW Expansion	\$64,367.00
CIWW Joint Fixed Costs	\$1,747,037.09
<b>Total June Revenue</b>	<b>\$5,839,280.66</b>



## CIWW June 2025 Usage Summary

	Cumulative To Date	Cumulative % To Date	May	% Total	Change From Previous Month	June	% Total	Change From Previous Month
CITY OF ANKENY	1,313,876	13%	232,976	14.93%	42,891	160,688	10.29%	-72,288
CITY OF CLIVE	319,449	3%	70,308	4.50%	20,294	62,462	4.00%	-7,846
CITY OF GRIMES	272,209	3%	58,194	3.73%	11,041	53,913	3.45%	-4,281
CITY OF JOHNSTON	380,740	4%	82,842	5.31%	23,274	69,624	4.46%	-13,218
CITY OF NORWALK	219,341	2%	47,197	3.02%	11,662	43,573	2.79%	-3,624
CITY OF POLK CITY	103,990	1%	24,817	1.59%	9,347	19,633	1.26%	-5,184
CITY OF WAUKEE	529,333	5%	97,819	6.27%	28,059	79,254	5.08%	-18,565
DES MOINES WATER WORKS	4,214,977	42%	801,120	51.32%	142,784	836,596	53.60%	35,476
URBANDALE WATER UTILITY	786,881	8%	173,668	11.13%	50,955	152,895	9.79%	-20,773
WARREN RURAL WATER	326,083	3%	64,956	4.16%	13,195	61,001	3.91%	-3,955
WEST DES MOINES WATER WORKS	1,211,471	12%	248,658	15.93%	45,180	232,240	14.88%	-16,418
XENIA RURAL WATER	357,477	4%	74,213	4.75%	17,136	67,367	4.32%	-6,846
	10,035,827		1,976,768		415,818	1,839,246		-137,522



**Grimes**

Request for Reimbursement For Capital Expenditures

Project #	Asset Description	2025 Budget	Reallocated Budget	Remaining Budget	Reallocation	Cash or Debt	January	February	March	April	May	June	Total
	Lime Plant Roof Repairs	\$ 288,000.00	\$ 204,366.00	\$ 204,366.00	\$ (83,634.00)								\$ -
	Lime Plant HVAC Components	\$ 15,000.00		\$ 15,000.00									\$ -
	Jordan Well drop pipe with stainless steel	\$ 220,000.00	\$ 303,634.00	\$ -	\$ 83,634.00				\$ 303,634.00				\$ 303,634.00
	<b>Total</b>	<b>\$ 523,000.00</b>		<b>\$ 219,366.00</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 303,634.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 303,634.00</b>
	<i>Ties to PFM 2025</i>												
	<i>Grimes Capital Budget</i>												
	Total Expended					Cash	\$ -	\$ -	\$ 303,634.00	\$0.00	\$0.00	\$0.00	
	Total Expended					Debt	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	

**Polk City**

Request for Reimbursement For Capital Expenditures

Asset Description	2025 Budget	Reallocated Budget	Remaining Budget	Reallocation	Cash or Debt	January	February	March	April	May	June	Total
Fiber connection from water plant to tower communication	\$ 15,000.00		\$ 15,000.00									\$ -
			\$ -									\$ -
			\$ -									\$ -
<b>Total</b>	<b>\$ 15,000.00</b>		<b>\$ 15,000.00</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Ties to PFM*

*2025 Polk City*

*Capital Budget*

Total Expended - Cash

Total Expended - Debt

Cash \$ - \$ - \$ - \$0.00 \$0.00 \$0.00

Debt \$ - \$ - \$ - \$0.00 \$0.00 \$0.00

## DMWW

Request for Reimbursement For Capital Expenditures

Asset Description	Primary Asset	Asset Category	GL Account	Asset Life - Years	2025 Budget	Reallocated Budget	Remaining Budget	Reallocation	Cash or Debt	Month						Total								
										February	January	February	March	April	May		June							
5kv Switch Gear Controls Upgrade	FDTP Treatment	Buildings & Machinery	16100		\$ 396,483.00		\$ 358,579.63		Cash	\$	335.80	\$	14,696.66	\$	14,355.01	\$	7,467.75	\$	461.73	\$	586.42	\$	37,903.37	
CO2 Feed	FDTP Treatment	Buildings & Machinery	16100		\$ 286,131.00		\$ 286,131.00		Cash														\$ -	
ELL Isolation Valve	FDTP Source of Supply	Buildings & Machinery	16100		\$ 543,254.00		\$ 543,254.00		Cash														\$ -	
Filter Plant Rehabilitation	FDTP Treatment	Buildings & Machinery	16100		\$ 1,013,597.00		\$ 809,002.69		Cash	\$	3,275.07	\$	113,728.10	\$	31,070.27	\$	27,469.60	\$	27,110.17	\$	1,941.10	\$	204,594.31	
SCADA Network Improvement	SCADA Software				\$ 195,058.00		\$ 54,007.51		Cash	\$	2,078.46	\$	797.66	\$	8,170.65	\$	26,763.23	\$	19,769.09	\$	83,471.40	\$	141,050.49	
Treatment Basin Rechain (ongoing)	FDTP Treatment	Buildings & Machinery	16100		\$ 680,437.00		\$ 399,365.47		Cash	\$	53,597.83	\$	6,438.44	\$	26,271.59	\$	125,371.87	\$	136.80	\$	69,255.00	\$	281,071.53	
Maffitt Reservoir Tunnel & Channel	MWTP Source of Supply	Water Supply System	16120		\$ 258,750.00		\$ 258,750.00		Cash														\$ -	
McM Rehab Collector Wells	MWTP Source of Supply	Water Supply System	16120		\$ 658,022.00		\$ 163,670.16		Cash	\$	205.20	\$	1,041.06	\$	16,360.69	\$	450,910.66	\$	23,765.83	\$	68.40	\$	492,351.84	
Expansion of Raw Water - 10 MGD Expansion	SWTP Source of Supply	Water Supply System	16120		\$ 2,781,039.00		\$ 2,778,747.71		Debt	\$	331.34	\$	365.20	\$	545.29	\$	432.42	\$	511.36	\$	105.68	\$	2,291.29	
RO Membrane Replacement (ongoing)	SWTP Treatment	Buildings & Machinery	16100		\$ 228,807.00		\$ 219,905.25		Cash			\$	3,349.32	\$	5,426.50						\$	125.93	\$	8,901.75
UF Membrane Replacement	SWTP Treatment	Buildings & Machinery	16100		\$ 583,565.00		\$ 374,980.12		Cash	\$	208,458.95						\$	125.93					\$ 208,584.88	
Source Water Expansion	Future Treatment Source of Supply	Water Supply System	16120		\$ 39,602.00		\$ 39,602.00		Cash														\$ -	
Treatment & Transmission Expansion	Future Treatment	Buildings & Machinery	16100		\$ 284,621.00		\$ 284,621.00		Cash														\$ -	
Plant Expansion - 10 MGD Expansion	SWTP Treatment	Buildings & Machinery	16100		\$ 1,564,614.00		\$ 1,041,285.49		Debt	\$	2,454.11	\$	93,765.21	\$	130,455.53	\$	142,177.90	\$	69,294.80	\$	85,180.96	\$	523,328.51	
DICO Feeder Main Replacement	Transmission Mains	Pipelines	16130	100	\$ -		\$ (23,401.44)		Cash			\$	154.34	\$	77.17	\$	385.85	\$	11,008.14	\$	11,775.94	\$	23,401.44	
DICO Feeder Main Replacement	Transmission Mains	Pipelines	16130	100	\$ 3,105,000.00		\$ 3,104,228.30		Cash	\$	771.70												\$ 771.70	
Joint Seal 16th & Tuttle - Design					\$ -		\$ (414.36)		Cash					\$	77.17	\$	231.51	\$	105.68				\$ 414.36	
Joint Seal 16th & Tuttle - Construction	Transmission Mains	Pipelines	16130	100	\$ 517,500.00		\$ 516,381.20		Cash	\$	1,118.80												\$ 1,118.80	
16th St 24" Replacement - Tuttle to MLK - Design					\$ -		\$ (8,785.11)		Cash					\$	308.68	\$	1,791.70	\$	4,986.99	\$	1,697.74	\$	8,785.11	
SWTP - West Feeder Main Ph 3 Const	Transmission Mains	Pipelines	16130	100	\$ 3,173,533.00		\$ 629,943.02		Debt	\$	8,072.82	\$	838,151.87	\$	114,159.79	\$	103,159.90	\$	27,788.14	\$	1,452,257.46	\$	2,543,589.98	
Tenny to LP Moon Feeder Connection	Transmission Mains	Pipelines	16130	100	\$ 2,555,943.00		\$ 2,499,323.05		Cash	\$	1,550.18	\$	8,220.38	\$	12,104.24	\$	17,674.07	\$	9,412.26	\$	7,658.82	\$	56,619.95	
FD Center Court Parking Lot	FDTP Treatment	Buildings & Machinery	16100		\$ 387,215.00		\$ 360,855.43		Cash	\$	62.50	\$	218.75	\$	31.25	\$	64.38	\$	22,134.06	\$	3,848.63	\$	26,359.57	
FDT - HVAC	FDTP Treatment	Buildings & Machinery	16100		\$ 269,959.00		\$ 269,959.00		Cash														\$ -	
FDT Control Center Upgrades	FDTP Treatment	Buildings & Machinery	16100		\$ 155,250.00		\$ 132,411.12		Cash			\$	1,619.66	\$	7,868.73	\$	7,173.39	\$	6,078.61	\$	98.49	\$	22,838.88	
FDT Levee Gates	FDTP Treatment	Buildings & Machinery	16100		\$ 139,660.00		\$ 139,492.10		Cash						\$	167.90							\$ 167.90	
FDTP - Building Improvements	FDTP Treatment	Buildings & Machinery	16100		\$ 162,886.00		\$ 162,886.00		Cash														\$ -	
MWTP Safety Showers & Tempering	MWTP Treatment	Buildings & Machinery	16100		\$ 197,019.00		\$ 196,367.05		Cash			\$	68.40			\$	36.35	\$	410.40	\$	136.80	\$	651.95	
Routine Production Replacements					\$ 1,250,000.00		\$ 1,250,000.00		Cash														\$ -	
585-875 Fleur Drive Automation	FDTP Treatment	Buildings & Machinery	16100		\$ -		\$ (15,090.92)		Cash	\$	10,984.77	\$	1,822.73	\$	1,141.71	\$	1,061.59	\$	80.12				\$ 15,090.92	
585-884 SWTP Automation	SWTP Treatment	Buildings & Machinery	16100		\$ -		\$ -		Cash														\$ -	
585-075 McMullen Automation	MWTP Treatment	Buildings & Machinery	16100		\$ -		\$ -		Cash														\$ -	
585-102 Fleur Drive Reinvestment	FDTP Treatment	Buildings & Machinery	16100		\$ -		\$ (245,138.68)		Cash	\$	24,887.69	\$	11,760.02	\$	51,302.96	\$	155,142.67	\$	1,615.46	\$	429.88	\$	245,138.68	
585-103 McMullen Reinvestment	MWTP Treatment	Buildings & Machinery	16100		\$ -		\$ (151,870.08)		Cash	\$	9,749.38	\$	39,633.18	\$	12,776.68	\$	50,296.04	\$	716.93	\$	38,697.87	\$	151,870.08	
585-104 SWTP Reinvestment	SWTP Treatment	Buildings & Machinery	16100		\$ -		\$ (51,815.85)		Cash	\$	2,550.45	\$	22,510.74			\$	4,162.59	\$	1,312.08	\$	21,279.99	\$	51,815.85	
Roof Replace & Repairs	FDTP Treatment	Buildings & Machinery	16100		\$ 156,750.00		\$ 156,750.00		Cash														\$ -	
Facility Upgrades	FDTP Treatment	Buildings & Machinery	16100		\$ 293,375.00		\$ 292,222.00		Cash	\$	1,076.16					\$	76.84						\$ 1,153.00	
Vehicle & Equipment Replacement	Vehicles	Vehicles	16170		\$ 1,000,000.00		\$ 871,908.42		Cash	\$	20,646.45			\$	53,359.91	\$	54,085.22						\$ 128,091.58	
Safety Compliance	FDTP Treatment				\$ 207,064.00		\$ 207,064.00		Cash														\$ -	
Crystal Lake Pump Station	MWTP Source of Supply	Water Supply System	16120		\$ -		\$ (2,998.33)		Cash			\$	400.00	\$	400.00	\$	2,078.72	\$	119.61				\$ 2,998.33	
DM River Well Field	FDTP Source of Supply	Water Supply System	16120		\$ -		\$ -		Cash														\$ -	
FDTP Levee Improvement	FDTP Source of Supply	Water Supply System	16120		\$ -		\$ (139,718.15)		Cash	\$	295.31	\$	20,359.33	\$	38,361.52	\$	38,708.25	\$	16,158.84	\$	25,834.90	\$	139,718.15	
FDTP Gallery	FDTP Source of Supply	Water Supply System	16120		\$ -		\$ (1,239.97)		Cash					\$	350.77	\$	68.40	\$	752.40	\$	68.40	\$	1,239.97	
Lime Sludge Filter Press	FDTP Treatment	Buildings & Machinery	16100		\$ -		\$ (86,521.43)		Cash	\$	1,889.70	\$	598.34	\$	26,440.23	\$	28,306.17	\$	29,286.99				\$ 86,521.43	
FDTP Ops Storm Water Improvements	FDTP Treatment	Buildings & Machinery	16100		\$ -		\$ (29.08)		Cash						\$	29.08							\$ 29.08	
FTP-Filter Media Replacement	FDTP Treatment	Buildings & Machinery	16100		\$ -		\$ (249,116.11)		Cash	\$	6,072.20	\$	2,359.39	\$	57,107.39	\$	124,655.72	\$	16,745.45	\$	42,175.96	\$	249,116.11	
Fluoride Room Improvements	FDTP Treatment	Buildings & Machinery	16100		\$ -		\$ (4,496.79)		Cash	\$	154.34				\$	3,300.00							\$ 4,496.79	
Isolation Clear Well - Gallery	FDTP Source of Supply	Water Supply System	16120		\$ -		\$ (594.08)		Cash							\$	460.60	\$	133.48	\$	133.48	\$	594.08	
EHL Suction Well - Elevate Grade	FDTP Transmission	Pipelines	16130	100	\$ -		\$ (478.81)		Cash								\$	345.33	\$	133.48	\$	478.81	\$ -	
FD Gallery Valves - Ongoing	FDTP Source of Supply	Water Supply System	16120		\$ -		\$ (36.35)		Cash						\$	36.35							\$ 36.35	
FD VFD High Lift Pumps	FDTP Transmission	Pipelines	16130	100	\$ -		\$ (635,871.99)		Cash	\$	1,450.43	\$	2,841.42	\$	75,776.41	\$	304,567.39	\$	106,595.06	\$	144,641.28	\$	635,871.99	
FD ELL/EHL Flood Protect	FDTP Source of Supply	Water Supply System	16120		\$ -		\$ (2,562.44)		Cash	\$	132.96	\$	1,185.56			\$	421.71	\$	822.21	\$	822.21	\$	2,562.44	
FD PAC Facility Upgrades	FDTP Treatment	Buildings & Machinery	16100		\$ -		\$ -		Cash														\$ -	
FD WHL Pump Rebuild	FDTP Transmission	Pipelines	16130	100	\$ -		\$ (10,086.68)		Cash			\$	523.42	\$	6,456.02	\$	1,881.57	\$	1,116.51	\$	109.16	\$	10,086.68	
McM Ferric Chloride Expansion	MWTP Treatment	Buildings & Machinery	16100		\$ -		\$ (35,794.92)		Cash	\$	62.35	\$	3,617.12	\$	9,749.39	\$	6,714.88	\$	6,765.12	\$	8,886.06	\$	35,794.92	
McM Ferric Chloride Line Replace	MWTP Treatment	Buildings & Machinery	16100		\$ -		\$ (183.93)		Cash							\$	183.93						\$ 183.93	
McM PAC System	MWTP Treatment	Buildings & Machinery	16100		\$ -		\$ (142,041.12)		Cash	\$	2,444.77	\$	1,376.65	\$	65,233.13	\$	62,116.12	\$	3,523.67	\$	7,346.78	\$	142,041.12	
Hickman Feeder	Transmission Mains	Pipelines	16130	100	\$ -		\$ (1,272.51)		Cash			\$	191.82	\$	149.02	\$	91.50	\$	66.10	\$	774.07	\$	1,272.51	
Riverbank Protection	FDTP Source of Supply	Water Supply System	16120		\$ -		\$ -		Cash															

546-634 SCADA Backbone Improvements	SCADA			\$ -	\$ (60,101.16)	Cash	\$ 15,437.11	16,800.92	27,863.13	\$ 60,101.16			
548-753 DMWW-Polk City Booster Stn	Booster/Storage	Buildings & Machinery	16100	\$ -	\$ (47.72)	Cash	\$ 47.72			\$ 47.72			
555-063 CIWW Wholesale Meters	Meters	Meters		\$ -	\$ (13,437.40)	Cash	\$ 11,689.26	1,748.14		\$ 13,437.40			
546-531 Tenny Standpipe Painting	Booster/Storage	Buildings & Machinery	16100	\$ -	\$ (5,553.08)	Cash	\$ 1,848.07	3,705.01		\$ 5,553.08			
Remote Pumping					\$ (11,495.73)	Cash		507.00	10,988.73	\$ 11,495.73			
Remote Storage	Tenny Standpipe	Water Supply System	16120		\$ (530.00)	Cash			530.00	\$ 530.00			
FDTP - Building Improvements	FDTP Treatment	Buildings & Machinery	16100		\$ (3,588.40)	Cash			3,588.40	\$ 3,588.40			
<b>Total</b>				<b>\$ 23,085,134.00</b>	<b>\$ 16,306,768.23</b>		<b>\$ 372,071.38</b>	<b>\$ 1,254,283.53</b>	<b>\$ 777,829.25</b>	<b>\$ 1,856,149.25</b>	<b>\$ 440,282.34</b>	<b>\$ 2,077,750.02</b>	<b>\$ 6,778,365.77</b>

*Ties to PFM  
2025 DMWW Capital Budget*

Total Expended	Cash	\$ 361,213.11	\$ 322,001.25	\$ 532,668.64	1,610,379.03	319,926.97	497,235.66
Total Expended	Debt	\$ 10,858.27	\$ 932,282.28	\$ 245,160.61	245,770.22	97,594.30	1,537,544.10

Billed to CIWW

Cash	
Debt	\$ 833,314.31

Balance

Cash	\$ 361,213.11	\$ 322,001.25	\$ 532,668.64	1,610,379.03	319,926.97	497,235.66
Debt	\$ 10,858.27	\$ 98,967.97	\$ 245,160.61	245,770.22	97,594.30	1,537,544.10
Monthly Total	\$ 372,071.38	\$ 420,969.22	\$ 777,829.25	1,856,149.25	417,521.27	2,034,779.76
YTD	\$ 372,071.38	\$ 793,040.60	\$ 1,570,869.85	3,427,019.10	3,844,540.37	5,879,320.13

**WDMWW**

Request for Reimbursement From CIWW For Capital Expenditures

Asset Description	2025 Budget	Reallocated Budget	Remaining Budget	Reallocation	Cash or Debt	January	February	March	April	May	June	Total
Replace HSP No. 3/Update Electrical/VFD	\$ 450,000.00		\$ 353,073.59			\$ -	\$ 91,922.66	\$ 5,003.75				\$ 96,926.41
Structural Repairs- Bldgs 1,2,3,4,6	\$ 200,000.00		\$ 200,000.00			\$ -	\$ -					\$ -
Clearwell, Backwash Tank, and Filter Access Impr	\$ 450,000.00		\$ 450,000.00			\$ -	\$ -					\$ -
98th Street Exterior Cleaning & Inspection	\$ 62,000.00		\$ 62,000.00			\$ -	\$ -					\$ -
SCU1 Drive Repairs & VFD Addition	\$ 150,000.00		\$ 150,000.00			\$ -	\$ -					\$ -
Two Vertical 30-Ton CO2 Tanks (likely no PSF sy	\$ 275,000.00		\$ 275,000.00			\$ -	\$ -					\$ -
Shallow Wells Construction	\$ 1,700,000.00		\$ 1,678,884.00		Debt	\$ -	\$ -		\$ 507.00		\$ 20,609.00	\$ 21,116.00
Plant Equipment & Building Upgrades	\$ 300,000.00		\$ 300,000.00			\$ -	\$ -					\$ -
Filters A-E Valve Replacement	\$ 230,000.00		\$ 230,000.00			\$ -	\$ -					\$ -
Security fencing at A.C. Ward Treatment Plant	\$ -		\$ -			\$ -	\$ -					\$ -
<b>Total</b>	<b>\$ 3,817,000.00</b>		<b>\$ 3,698,957.59</b>			<b>\$ -</b>	<b>\$ 91,922.66</b>	<b>\$ 5,003.75</b>	<b>\$ 507.00</b>	<b>\$ -</b>	<b>\$ 20,609.00</b>	<b>\$ 118,042.41</b>
	<i>Ties to PFM 2025</i>											
	<i>WDMWW Capital</i>											
	<i>Budget</i>											
Total Expended					Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expended					Debt	\$ -	\$ -	\$ -	\$ 507.00	\$ -	\$ 20,609.00	\$ -



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

**Meeting Date: July 23, 2025**

**ITEM NUMBER: 6A**

**SUBJECT:** Motion – Authorizing Solicitation of Bids for Central Iowa Water Works (CIWW) Saylorville Water Treatment Plant (SWTP) Hickman Road Feeder Main

**SUMMARY:**

The Central Iowa Water Works (CIWW) Saylorville Water Treatment Plant (SWTP) Hickman Road Feeder Main is a transmission project necessary to support the 10 MGD capacity expansion at the SWTP. The 2017 Long Range Plan recommended two major feeder mains to deliver the additional capacity throughout the metro region. Installation of one of these feeder mains is nearing completion, and will help move water from the SWTP to Johnston and the Tenny Standpipe. The Hickman Road Feeder Main will connect existing feeder mains at Merle Hay Road and at 70<sup>th</sup> St. & Wilshire Blvd, helping to move water from the Tenny Standpipe to the western segments of the system.

The project includes installation of approximately 5000 linear feet of 24-inch ductile iron water main with connections to existing 30-inch and 36-inch prestressed concrete cylinder pipe water mains, all associated appurtenances, disinfection, and pressure testing. Ancillary work includes considerable pavement removals and replacement, traffic control, utility relocations, and restoration.


The Engineer’s estimate is \$5,500,000.00. Project bidding is scheduled for September 3, 2025, with construction anticipated to begin in early 2026 and completion expected by the end of 2026.

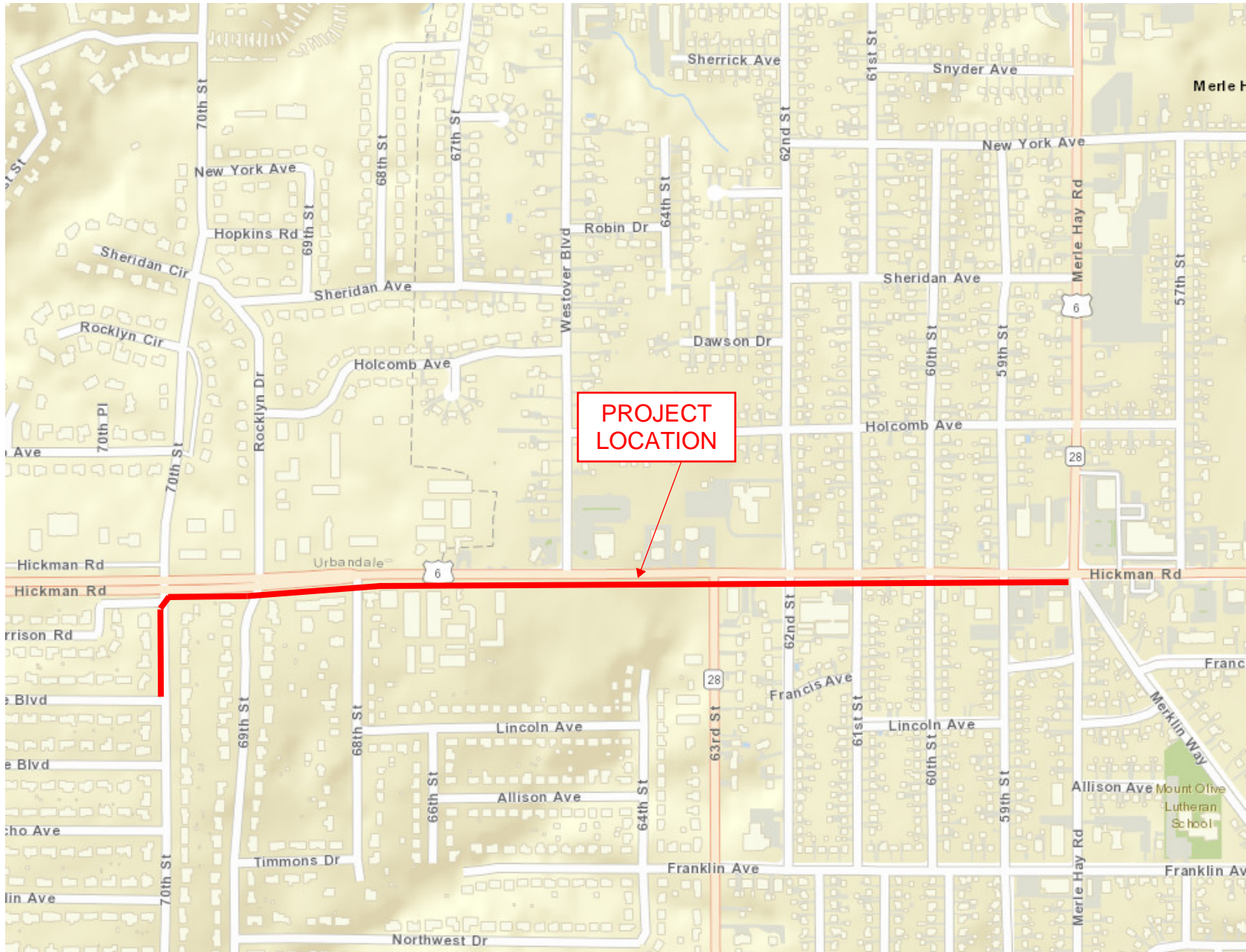
**FINANCIAL IMPACT:**

Funding will be provided through an Iowa State Revolving Fund (SRF) loan.

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

Approve the motion authorizing staff to solicit bids for the Central Iowa Water Works (CIWW) Saylorville Water Treatment Plant (SWTP) Hickman Road Feeder Main project and to establish the date of the Public Hearing as the date of the September 2025 Board meeting.

Prepared by:  7/16/2025  
Jami Madsen



CIWW SWTP HICKMAN ROAD  
FEEDER MAIN



NOT TO SCALE



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

**Meeting Date: July 23, 2025**

**ITEM NUMBER: 6B**

**SUBJECT:** Motion – Approve Reallocation of \$1.2M from the 2025 CIP Des Moines River Well Field Project to the Fleur Drive Nitrate Removal Facility Expansion Project.

**SUMMARY:**

At the July 9, 2025 Technical Committee meeting, the committee made a recommendation to reallocate \$1.2M from the Des Moines River Well Field Project to the Fleur Drive Nitrate Removal Facility Expansion Project (named - FDWTP NO3 Removal Facility Expansion in CIP). The Fleur Drive Nitrate Removal Facility Expansion Project is already approved in the five-year CIP and is scheduled to commence in 2027. However, approving the reallocation from the Des Moines River Well Field Project will enable CIWW's contract operator to advance the study period into 2025.

The Fleur Nitrate Removal Facility uses a process called ion exchange. Fleur's nitrate removal facility involves eight ion exchange vessels each rated for 1,000 gallons per minute or 1.4 million gallons per day. A portion of the \$1.2 million reallocation will be used to conduct a study that aims to determine the maximum number of vessels that can be added, assess the WRA's ability to accept additional waste, and evaluate whether expanding this technology is the most suitable solution for the Fleur Drive Treatment Plant, among other topics.

**FINANCIAL IMPACT:**

Both projects were already approved in the CIP, one in 2025 and one in 2027. There are no new funds being requested in this motion.

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

Pass the motion approving the reallocation of \$1.2M from the 2025 CIP Des Moines River Well Field Project to the Fleur Drive Nitrate Removal Facility Expansion Project.

Prepared by: *Jami Madsen*



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

**Meeting Date: July 23, 2025**

**ITEM NUMBER: 6C**

**SUBJECT:** Motion - Authorize Executive Director to accept the price quote extending the Eide Bailly agreement for auditing services through December 31, 2026, with an option for an additional two years.

**SUMMARY:**

Eide Bailly provided audit services to Central Iowa Water Works for the year ended December 31, 2024. The services delivered by the firm were of exceptional quality, and the total cost was less than initially quoted. During CIWW’s inaugural audit year, Eide Bailly implemented accounting and auditing practices that will continue to benefit from the firm's ongoing involvement until the standards are fully developed.

At the June Finance and Audit Committee meeting, the committee recommended requesting a price quote to extend Eide Bailly’s 2024 contract by two years, with an option to add an additional two years. This extension would establish a more common three-year contractual relationship. After reviewing the quote presented at the July Finance and Audit Committee meeting, the committee recommended authorizing an agreement with Eide Bailly based on the quote dated July 9, 2025.

**FINANCIAL IMPACT:**

The quote provided by Eide Bailly indicates a slightly higher rate for 2025 than 2026 due to work related to capital assets that will not be required in the following years.

	<u>Audit of Financial Statements</u>
December 31, 2025	\$ <u>39,000</u>
December 31, 2026	\$ <u>37,000</u>
December 31, 2027 (Optional)	\$ <u>39,000</u>
December 31, 2028 (Optional)	\$ <u>41,000</u>

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

Authorize Executive Director to accept the price quote extending the Eide Bailly agreement for auditing services through December 31, 2026, with an option for an additional two years.

Prepared by: *Jami Madsen*



July 9, 2025

Tami Madsen  
Executive Director  
Central Iowa Water Works  
2201 George Flagg Parkway  
Des Moines, IA 50321

Dear Ms. Madsen:

We are responding to your request for a price quote to extend the agreement for auditing services for Central Iowa Water Works (CIWW) for the years ending December 31, 2025 through December 31, 2026, with an option for another two years.

We will perform your audits in accordance with the following:

- Chapter 11 of the *Code of Iowa*
- Auditing standards generally accepted in the United States of America
- The standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States

A compliance and internal control report will also be issued to be in compliance with *Government Auditing Standards*.

Our not to exceed fees to perform the audit will be as follows:

	<u>Audit of Financial Statements</u>
December 31, 2025	<u>\$ 39,000</u>
December 31, 2026	<u>\$ 37,000</u>
December 31, 2027 (Optional)	<u>\$ 39,000</u>
December 31, 2028 (Optional)	<u>\$ 41,000</u>

Fee includes preparing, formatting, and the printing of the financial statements. In addition to the fees above, a technology fee of 5% will be added to the stated fees in this letter, to support and enhance the quality work we provide by investing in technology.

The fees above do not include a single audit performed in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). If a single audit applies in a year, an appropriate fee will be discussed with CIWW based on the complexity of the major program to be audited.

Our fee increases for future years will be consistent with inflationary increases in the industry. They are also contingent upon no major changes to CIWW, and assuming significant accounting and auditing rule changes and procedures remain consistent with current requirements. Fees do not include additional time that could be incurred due to changes to the scope of the engagement.

We have enjoyed working with CIWW in the past and look forward to continuing the relationship. If you have any questions, feel free to contact me.

Sincerely,

EIDE BAILLY LLP



Brian Unsen, CPA  
Partner

ACCEPTED BY CENTRAL IOWA WATER WORKS

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(Signature)

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(Date)

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(Title)



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

**Meeting Date: July 23, 2025**

**ITEM NUMBER: 6D**

**SUBJECT:** Resolution – Adopt Employee Handbook

**SUMMARY:**

A proposed final draft of the Central Iowa Water Works Employee Handbook has been included in the board packet for adoption.

The handbook was presented at the June board meeting for review and comment by the Trustees. It has undergone multiple revisions by the Executive Committee and has been reviewed by Nyemaster Good, P.C.

**FINANCIAL IMPACT:**

None

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

Adopt the employee handbook provided in the board packet.

Prepared by: Jami Jadsen

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

**RESOLUTION APPROVING EMPLOYEE HANDBOOK FOR CENTRAL  
IOWA WATER WORKS**

WHEREAS, Article II of the Central Iowa Water Works 28E/28F Agreement gives the Board of Trustees the powers generally to conduct of the affairs of Central Iowa Water Works ("CIWW") in accordance with the law and consistent with the Agreement;

WHEREAS, the Board of Trustees has determined that it is best practice to adopt an Employee Handbook for CIWW; and

WHEREAS, the Board of Central Iowa Water Works believes that the Employee Handbook in the form presented and attached hereto as Exhibit "A" should be adopted.

NOW, THEREFORE IT IS HEREBY RESOLVED, by the Board of Central Iowa Water Works, that the Employee Handbook in the form attached hereto is acknowledged and is adopted as the Employee Handbook of Central Iowa Water Works.

PASSED AND APPROVED this 23<sup>rd</sup> day of July 2025.

---

Jody E. Smith, Board Chair

Attest:

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Diane Munns, Board Secretary

# **EMPLOYEE HANDBOOK**

**Central Iowa Water Works (CIWW)**

**July 2025**

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## **SECTION 1: EMPLOYEES**

### **1.1 At Will Employment**

#### **DISCLAIMER & AT WILL STATUS**

This handbook is designed to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment with Central Iowa Water Works (hereafter referred to as “CIWW”). CIWW reserves the right to change, delete, suspend, or discontinue any policy or benefit described herein at any time and with or without prior notice to the extent permitted by law. If a discrepancy exists between the information contained in this handbook versus the original plan documents, provisions of the official plan documents will govern. To the extent there is a conflict in this handbook to applicable law, CIWW will follow the applicable law.

The policies contained in this handbook are not intended to create a contract of employment and do not constitute one. All employment with CIWW is “at will.” This means that each employee is free to leave the employment of CIWW at will, without notice or cause, and CIWW is equally free to terminate the services of any employee at will, without notice or cause, for any lawful reason. Nothing in this handbook or any letter, notice, or employment agreement overrules this principle, except as modified by written contracts of employment approved and signed by the board of trustees. No verbal or written statements by supervisors or other management change the fact that employment with CIWW is at will.

This handbook supersedes all previously issued policies, whether written or oral, policy manuals, and employee handbooks.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **1.2 Equal Employment Policy**

### **POLICY:**

CIWW is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates federal, state, or local law. Discrimination on the basis of race, color, creed, religion, sex (including pregnancy), national origin, age, physical or mental disability, marital status, sexual orientation, gender identity, genetic information, or any other category protected by local, state, or federal law is expressly prohibited. CIWW also prohibits any form of discipline or retaliation for reporting incidents or harassment or discrimination in good faith or participating in investigations of such incidents.

Reasonable accommodations to perform the essential functions of the job will be provided to any qualified employee or applicant with a disability as required by applicable federal and state law, so long as the reasonable accommodation does not create an undue burden on the employer.

This policy will be adhered to during recruitment, hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

### **1.3 Reasonable Accommodations for Pregnant Workers Policy**

#### **POLICY:**

As required by the federal Pregnant Workers Fairness Act (PWFA), CIWW will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the CIWW's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the Executive Director. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable.

Qualified individuals may be entitled to reasonable accommodations under the PWFA even if they are not experiencing a pregnancy-related disability, as defined under the Americans with Disabilities Act. Further, an employee may request leave as a reasonable accommodation under this policy, which shall run concurrently with other applicable leaves; however, CIWW will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

CIWW prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **1.4 Work Week, Work Hours and Attendance Policy**

### **POLICY:**

#### **Work Week and Work Hours**

Full-time employment is defined as working 40 hours in the period beginning midnight Sunday to 11:59 pm the following Saturday.

The regular work hours from 8:00 am to 5:00 pm shall be adhered to, but an alternate schedule may be approved by the Executive Director if deemed necessary. Foremost in the decision to change an employee's schedule will be the ability to meet operational requirements and customer service needs.

#### **Attendance Policy**

Reliable and punctual attendance is an essential job function of every position with CIWW. All employees are expected to report to work regularly and on time. Excessive absenteeism or tardiness may result in discipline, up to and including termination. Absent exceptional circumstances, employees must call their supervisor or manager no less than thirty (30) minutes prior to the scheduled starting time in the case of an unscheduled absence or if they will be more than fifteen (15) minutes late. Notice must be provided on each consecutive day of an employee's absence, or an anticipated return date based on medical advice must be provided.

An employee who is absent from work for more than three (3) consecutive days without supervisor or manager notification will be considered to have voluntarily quit employment.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## 1.5 Annual Reviews

### **POLICY:**

Annual performance appraisals will be generally conducted to document employee performance and to determine individual needs for future training and development.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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## 1.6 Dress Code

### **POLICY:**

Appearance, personal hygiene, and dress should be appropriate for the job being performed, both for safety reasons and to reflect a positive image for CIWW. Should an employee arrive for work wearing clothing or accessories that, in the sole discretion of management, are inappropriate or their personal hygiene is inappropriate, the employee may be required to remedy the issue prior to commencing or continuing work that day.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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## **1.7 Employee Travel and Related Expenses**

### **POLICY:**

#### **Travel**

Employees are expected to consider alternatives to travel such as virtual meetings, webinars, and tele- and videoconferencing when suitable. Judgment should be used to assess the purpose and cost of the trip to ensure the best use of CIWW time and resources.

#### **Expenses**

All travel expenses must be approved by the Executive Director in advance. Management and employees will receive the then allowable IRS rate provided for mileage and reasonable lodging and meals, excluding alcohol, for travel that requires an overnight stay. Failure to provide supporting receipts may result in a refusal to reimburse expenses related to travel.

Abuse of this policy, including noncompliance, falsifying expense reports to reflect costs not incurred by the employee, or falsifying business purposes or expense types, may be subject to disciplinary action up to, and including, dismissal.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **1.8 Drug Free Workplace**

### **POLICY:**

CIWW is committed to maintaining a work environment that is free from the influence of illegal drugs to protect the health, safety, and well-being of its employees, members, and the public. CIWW has therefore adopted this Drug-Free Workplace Policy for employees:

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on CIWW premises or while conducting CIWW business off CIWW premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

CIWW recognizes drug dependency as an illness and a major health problem and also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to seek help from the appropriate agencies and may use the health insurance plan when appropriate. Employees who voluntarily disclose the excessive use of illegal drugs before being confronted, tested, or otherwise involved in drug related discipline or proceedings will not be discriminated against because of this disclosure nor will the information that is disclosed be used as the sole basis for discipline.

Employees must report any conviction under a criminal drug statute for violations occurring on or off CIWW premises while conducting CIWW business within five (5) calendar days of conviction.

### **Drug Testing**

Nothing in this drug testing policy is intended, nor should it be construed by the employee, to alter the at-will employment relationship between CIWW and its employees. Either CIWW or the employee may terminate the employment relationship with or without cause, and with or without notice, at any time. CIWW also reserves the right to modify or terminate the provisions of this testing policy at any time, with or without prior notice.

### **DEFINITIONS.**

The following terms, when used in this policy, are defined as follows:

1. "Drug": A substance considered a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. § 801, et. seq.
2. "Employee": A person employed by CIWW, including the chief executive officer, president, vice presidents, supervisors, managers, and officers of the CIWW who are actively involved in the day-to-day operations of the business.

3. "Good Faith": A reasonable reliance on facts, or that which is held out to be factual, without the intent to be deceived, and without reckless, malicious, or negligent disregard for the truth.
4. "Prospective Employee": A person who applies, whether orally or in writing, for employment with CIWW, and who is determined to be minimally qualified, having passed the first round of applicant screening.
5. "Reasonable Suspicion Drug Testing": Drug testing based upon evidence that an employee is using or has used drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this policy, facts and inferences may be based upon, but are not limited to, any of the following:
  - a. observable phenomena while at work such as direct observation of drug use or abuse or of the physical symptoms or manifestations of being impaired due to drug use;
  - b. abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
  - c. a report of drug use provided by a reliable and credible source;
  - d. evidence that an individual has tampered with any drug test during the individual's employment with the current employer;
  - e. evidence that an employee has caused an accident while at work which resulted in an injury to a person that, if suffered by an employee, a record or report could be required by Chapter 88 of the Iowa Code, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand (\$1,000) dollars; or
  - f. evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the employer's premises or while operating any of the employer's vehicles, machinery, or equipment.
6. "Sample": A sample from the human body capable of revealing the presence of drugs or their metabolites, which shall include only urine, saliva, breath, and blood. "Sample" only includes blood when a blood test was administered by or at the direction of a person providing treatment to an employee involved in a workplace accident. A blood sample cannot be administered at the request or suggestion of the employer. "Sample" may also include hair but only for prospective employees. The hair to be tested cannot be longer than one and one-half inches and is limited to the hair closest to the skin.
7. "Legal Drug": A prescription medication prescribed for the employee consuming the medication, and being taken in the amount prescribed by the employee's treating physician, and in accordance with the prescribed directions, or over-the-counter medication being taken and used for its intended purpose and in accordance with any applicable directions.

## PROHIBITED CONDUCT.

CIWW strictly prohibits the use, possession, consumption, sale, transfer (or any attempt to sell or transfer) of alcohol or any illegal or unauthorized drug including any "look alike" substance, or being under the influence of alcohol or any illegal or unauthorized drug, during work time, while conducting any type of business on CIWW's behalf, or while on CIWW's premises or property. Any employee engaging in such activity, shall be subject to discipline up to and including the immediate termination of their employment with CIWW, even if a drug test is not performed.

Furthermore, CIWW may immediately discharge any employee who tests positive for drug use pursuant to the procedures outlined in this policy, and to the extent permitted by Iowa law, without first offering the employee substance abuse evaluation, treatment, rehabilitation, or any related service.

An employee may use, possess, and be under the influence of a legal drug while on CIWW's premises or property or during working time provided the medication is kept in the container or packaging in which it was received from the pharmacy, and provided the prescription or over-the-counter drug will not impair the employee's work performance or present a safety risk to the employee, others or property. CIWW reserves the right to take appropriate action (including relieving the employee from his/her work duties) if an employee's use of legal drugs either impairs or are likely to impair the employee's ability to perform his or her work assignments.

Failure to submit to any drug testing under this policy including, but not necessarily limited to, an employee's failure to report in a timely manner to a collection site, sign any required consent form or otherwise fully cooperate in the collection of any authorized sample, is strictly prohibited, and may be treated by CIWW the same as a confirmed positive drug test.

Any action taken against an employee or prospective employee pursuant to this policy based on a drug test will be based only on the results of the drug test.

## WHEN DRUG TESTING MAY BE CONDUCTED.

CIWW reserves the right to conduct any form of drug testing permitted under Iowa law. The testing methods CIWW may use to test employees or prospective employees for drug use include, but are not necessarily limited to, the following methods:

### A. Pre-employment Testing.

Prospective employees, who are determined to be minimally qualified and who have passed at least the first round of applicant screening, or to whom a conditional offer of employment has been made, may be required to submit to pre-employment drug testing. If drug testing is required as part of the hiring process, prospective employees must obtain a negative test result to be considered qualified for employment with CIWW.

If drug testing is required, the testing shall screen for the presence of the following substances or similar substances:

Cocaine                      Amphetamines  
Marijuana                    Opiates  
Phencyclidine (PCP)

Prospective employees will be given an opportunity to provide any information which may be considered relevant to the test, including identifying prescription or non-prescription drugs currently or recently used, or other relevant medical information.

A prospective employee who receives a confirmed positive drug test result may not be considered qualified for employment at CIWW and may not be allowed to re-apply or be considered for a position with CIWW for a period of two years. A prospective employee's refusal to submit to drug testing may be viewed as a confirmed positive drug test.

**B. Reasonable Suspicion Testing.**

Any employee for whom a reasonable suspicion exists that the employee is under the influence of an illegal or unauthorized substance will be subject to drug testing. Any employee who refuses to submit to testing under this provision may be deemed to have received a confirmed positive drug test. Reasonable suspicion testing is defined in Section II(5) of this policy.

If drug testing is required, the testing shall screen for the presence of the following substances or similar substances:

Cocaine                      Amphetamines  
Marijuana                    Opiates  
Phencyclidine (PCP)

Employees will be given an opportunity to provide any information which may be considered relevant to the test, including identifying prescription or non-prescription drugs currently or recently used, or other relevant medical information.

If the employee being tested holds a position involving duties which could subject the employee, others, or property to injury or damage, the employee will be removed from his or her normal work duties and will be placed in a job that will not subject the employee, others, or property to injury or damage until the results of the reasonable suspicion drug test are received. If the employee's reasonable suspicion drug test is confirmed positive in violation of this policy, the employee may be discharged immediately.

**SUSPENSIONS.**

CIWW reserves the right to suspend a current employee, with or without pay, following a, but prior to, receipt of the final results of the drug test. If an employee is suspended without pay, and the confirmed test results are negative, CIWW shall reinstate the employee, with back pay with interest, provided other reasons do not exist to terminate the employee's employment. CIWW shall have sole discretion to determine if sufficient reasons exist to terminate the employment relationship with or without a confirmed positive test result.

**EMPLOYEE ASSISTANCE.**

Recognizing that employees' personal problems can damage or interfere with job performance, CIWW provides an Employee Assistance Program (EAP) to give confidential therapy and counseling to all employees and their families for marital, familial, emotional, psychological, and financial problems, as well as for overcoming drug and alcohol dependency.

Employees may call the EAP therapist themselves to arrange counseling, or they may be referred to the therapist by a supervisor. All counseling is strictly confidential, and, in the case of a supervisor referral, the supervisor will only be notified that contact has occurred between the employee and the counselor.

Using the EAP services does not protect an employee from enforcement of this policy or in any way prevent testing or prevent CIWW from enforcing appropriate consequences for employees who violate this policy.

#### CONFIDENTIALITY.

CIWW shall regard as confidential all communications it receives that pertain to the drug test results of an employee or prospective employee, or any information CIWW otherwise receives through its drug testing program. CIWW, however, reserves the right to disclose the results of a drug test, or other related information, as required by law or as permitted in any administrative or judicial proceeding where any action taken by CIWW, based on a positive test result as defined by this policy, is either relevant or challenged or pursuant to any other reason identified in Iowa Code Section 730.5.

#### ACCESS TO RECORDS.

Employees or prospective employees who are subject to a drug test pursuant to this policy, and for whom a positive test result is obtained, shall be given access to any records relating to the employee's drug test, including records of the laboratory where the testing was conducted, and any records relating to the medical review officer selected by CIWW to interpret the test result.

Notwithstanding the above, a prospective employee shall be entitled to records under this section only if the prospective employee requests the records within fifteen (15) calendar days from the date CIWW provides the prospective employee with written notice of his or her test result as required by Iowa law. CIWW shall not release any records concerning a positive test result obtained by a prospective employee unless the records are requested within that fifteen-day (15) period.

All requests for drug testing records shall be made in writing and addressed to the attention of Executive Director, CIWW, 4601 Westown Parkway Suite 122, West Des Moines, IA 50266.

#### TRAINING.

CIWW will provide annual training to supervisory personnel involved with drug testing under this policy. The training shall include, but is not limited to, information concerning the recognition of evidence of employee drug abuse, the documentation and corroboration of employee drug abuse, and the referral of employees who abuse drugs to the employee assistance program or to the resource file maintained by CIWW.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

### **1.9 Smoking and Vaping**

#### **POLICY:**

To maintain a safe and comfortable working environment and to ensure compliance with Iowa's Smoke Free Air Act, smoking or vaping in any CIWW offices, facilities and CIWW vehicles is strictly prohibited. Because the organization may be subject to criminal and civil penalties for violations of the applicable smoking law, we must insist on strict adherence to this policy. An employee's failure to abide by this CIWW policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be brought directly to the Executive Director. No employee will face any discrimination or retaliation for reporting violations of this policy to the organization.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

DRAFT

## **1.10 Safety Policy**

### **POLICY:**

CIWW will establish safe working practices and procure and maintain tools and equipment that will permit all work performed by employees to be in the safest manner possible and to ensure compliance with applicable state and federal safety laws and regulations.

All employees are required to follow all CIWW safety rules and regulations and those of the CIWW member agencies when working on their properties. All work-related incidents, injuries, or property damage involving CIWW property or employees should be reported immediately to appropriately designated personnel. Reportable incidents include, but are not limited to:

- On-the-job accidents
- On-the-job injuries
- Occupational illnesses
- Property damage

Approved: Anticipated approval at July 23, 2025, Board Meeting.

### **1.11 Respectful Work Environment**

#### **POLICY:**

CIWW seeks to provide and maintain a professional and respectful work environment free from violence, discrimination, and other offensive or degrading remarks or conduct. The following categories of behavior are expressly prohibited:

- A. Violent Behavior: including the use of physical force, harassment, intimidation, or the abuse of power or authority when the intent is to control by causing pain, fear, or hurt. Threats, intimidation, and acts of violence will not be ignored, condoned, or tolerated. These acts may be referred to legal authorities.
- B. Discriminatory Behavior: including inappropriate remarks about or conduct related to an employee's race, color, creed, religion, sex (including pregnancy), national origin, age, physical or mental disability, marital status, sexual orientation, gender identity, genetic information, or any other category protected by local, state, or federal law is expressly prohibited.
- C. Offensive Behavior: including, but not limited to, such work-related actions as rudeness, avoidance, exclusion, angry outbursts, inappropriate joking, vulgar obscenities, name calling, or disrespectful language.
- D. Unprincipled Behavior: including requests to engage in illegal, immoral, or unethical conduct, retaliation for making a good faith complaint, or intentionally providing false or misleading information in the investigation of a complaint.

Any employee who feels subjected to or witnesses violent, discriminatory, or offensive behavior of any kind is strongly encouraged to report the behavior to the Executive Director. Complaints regarding concerns identified in this section committed by the Executive Director should be reported to the Chair of the Board of Trustees. There will be no retaliation against any employee who makes a good faith complaint or raises a good faith concern under this policy. Similarly, any employee who participates in the investigation of a charge of harassment or discrimination or who supports an individual in good faith will be protected from retaliation.

It is the responsibility of both management and employees to preserve a respectful environment. As such, any employee that is found to have acted in violation of this policy will be subject to appropriate disciplinary action, up to and including discharge.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **1.12 Harassment and Discrimination**

### **POLICY:**

#### **A. Harassment Based on a Protected Class**

To maintain a productive work environment, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, creed, religion, sex (including pregnancy), national origin, age, physical or mental disability, marital status, sexual orientation, gender identity, genetic information, or any other category protected by local, state, or federal law is expressly prohibited.

#### **B. Sexual Harassment**

While all forms of harassment and discrimination are prohibited, it is CIWW's policy to emphasize that sexual harassment is specifically prohibited. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwarranted and unwelcomed. Sexual harassment may involve persons of the same or opposite sex; conduct includes, but is not limited to, unwelcome:

1. Sexual flirtations, touching, advances or propositions;
2. Sexual jokes and innuendo;
3. Verbal abuse of a sexual nature;
4. Graphic or suggestive comments about an individual's dress or body;
5. Sexually degrading words to describe an individual;
6. Workplace display of sexually suggestive objects or pictures;
7. Any other conduct that creates an intimidating, offensive or hostile work environment based on sex.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Management shall not threaten or insinuate, explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, compensation, advancement, assigned duties, or any other condition of employment.

#### **C. Reporting Harassment or Discrimination**

Any employee who feels that he or she has been the subject of workplace harassment or discrimination by a fellow employee or non-employee during the course of business should report the incident immediately to the Executive Director. Complaints regarding the Executive Director should be reported to the Chair of the Board of Trustees. Employees are encouraged to report harassment or discrimination before it becomes pervasive or severe; therefore, no fixed reporting period has been established. CIWW urges the prompt reporting or complaints or concerns so that rapid and constructive action can be taken.

D. Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly and at a level that is commensurate with the seriousness of the allegations. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as discreetly as possible and all matters discussed will be held in confidence to the maximum extent possible.

E. No Retaliation Policy

There will be no retaliation against any employee who makes a good faith complaint or raises a good faith concern under this policy. Similarly, any employee who participates in the investigation of a charge of harassment or discrimination or supports an individual in good faith will be protected from retaliation.

F. Discipline

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as CIWW believes appropriate based on the severity of the conduct and after consideration of all the circumstances. Any employee who is found to have knowingly made a false accusation will also be subject to disciplinary action, up to and including termination.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

### **1.13 Disciplinary Action Guidelines**

#### **POLICY:**

If corrective discipline is warranted, the following list of actions may occur:

1. Formal Verbal Warning
2. Formal Written Warning
3. 3-5-day Suspension (paid or unpaid)
4. Discharge (including immediate termination without following the other steps)

Although CIWW generally encourages the use of the progressive corrective discipline policy outlined above, this policy is not intended as a contract, nor does it create any contractual rights in any employee or otherwise change any employee's at-will status. CIWW maintains the sole discretion to determine whether to impose disciplinary action and the type of action to impose. Termination of employment may occur with or without any prior warnings or disciplinary action, depending on the nature of the employee's offense.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

### **1.14 Resignation of Employment**

**POLICY:**

Employees wishing to resign employment in good standing are expected to give as much advance notice as possible and at least two (2) weeks' written notice.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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## **1.15 Electronic Device and Resource Usage**

### **POLICY:**

CIWW owns all hardware and software electronic communication devices provided to employees. Information resulting from the use of these resources is to be treated like shared paper files.

Downloading or installing “freeware” or “shareware” without prior authorization is prohibited. Employees are required to safeguard electronic devices to prevent theft or damage. In the event an electronic device is lost or stolen, the employee is required to notify management immediately.

CIWW reserves the right to disable, destroy, and/or remove data on CIWW-provided devices or personal devices used for CIWW business that are lost or stolen. This may include the destruction of personal data or files. All employees consent to and authorize CIWW to take such steps as a condition of their employment and agree to hold CIWW harmless for any loss of personal data that may occur.

Communication resources, including, but not limited to e-mail, voicemail, internet access, and electronic devices, are intended to be used for business purposes only. Occasional use for informal or personal purposes is permissible, provided such use is outside of work time and does not interfere with the completion of the employee’s tasks. Employees are prohibited from utilizing email addresses beyond those specifically assigned by CIWW for official business communications.

Communication resources may not be used to create, send, store, or view any offensive materials. Materials that are considered offensive include messages or images related to pornography, sexual implications, racial or ethnic slurs, gender-based comments, or any other offensive comments or jokes based on any characteristic protected by local, state, and federal law. Employees who receive material of this nature should notify management immediately and delete the material.

Communication resources may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, propriety financial information or similar materials without proper authorization.

No employee should have any expectation of privacy with respect to CIWW e-mail, internet, voicemail, and computer systems. All messages or information composed, sent, or received via CIWW communication devices and/or resources are and remain the property of CIWW, even if they are personal in nature. All e-mail and internet use is subject to the right of CIWW to monitor, access, read, disclose and use such information or messages without prior notice to the originators and recipients. All employees consent to this right of CIWW as a condition of their employment.

Abuse of CIWW’s electronic communication devices and/or resources through excessive personal use or use in violation of CIWW policies may result in disciplinary action, up to and including termination of employment.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **1.16 Driver Safety**

### **POLICY:**

All employees and other passengers are required to always wear seat belts while in a moving vehicle being used for CIWW business, whether they are the driver or a passenger.

Employees are strictly prohibited from using cell phones or other electronic devices while driving a vehicle being used for CIWW business, except when used in hands-free or voice-activated mode.

Use of alcohol, drugs, or other substances, that in any way impair driving ability, are prohibited.

All employees are expected to follow all driving laws and safety rules while operating a motor vehicle being used for CIWW business. Employees who incur traffic fines or tickets while operating CIWW vehicles are required to promptly pay any amount due to the relevant authorities and will not be reimbursed by CIWW for such amounts.

Employees are required to report any accidents involving a CIWW vehicle or involving a personal vehicle while on CIWW business to local law enforcement as well as management as soon as possible, but no later than before the end of the next business day absent exceptional circumstances.

Employees are required to report any moving or parking violations received while driving a CIWW vehicle or involving a personal vehicle while on CIWW business to local law enforcement as well as management as soon as possible, but no later than before the end of the next business day absent exceptional circumstances. Employees will be personally responsible for any parking tickets or fines from any traffic or moving violation.

Failure to adhere to these procedures may result in disciplinary action, up to and including termination.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## SECTION 2: EMPLOYEE BENEFITS

### 2.1 Employee Compensation

#### **POLICY:**

CIWW will establish separate compensation schedules for hourly (non-exempt) and salaried (exempt) employees, as applicable.

The Executive Committee will annually review the performance of the Executive Director and the Board will approve the compensation of the Executive Director at a regularly scheduled Board meeting.

**Definitions:** The following standardized terms and definitions will be interpreted as indicated:

**Employees:** All persons who receive wages or salaries through CIWW's payroll.

**Regular full-time employees:** Employees who work the normal work week (at least 30, and typically 40 hours) and whose employment is not limited to a specific period of time or purpose. All regular full-time employees are eligible for all employment benefits provided by CIWW to its employees in general.

**Regular part-time employees:** Employees who work less than the normal workweek and whose employment is not limited to a specific period of time or purpose. Regular part-time employees are eligible for limited employment benefits, as specified in the benefits section of this handbook.

**Temporary full-time employees:** Employees whose service is intended to be of limited duration but who work the normal workweek. This definition excludes individuals supplied under contract by an outside agency. Temporary full-time employees are eligible for paid holidays if they occur during the term of employment. Unless otherwise specified in the handbook, these employees are only eligible for benefits mandated by law.

**Temporary part-time employees:** Employees whose service is intended to be of limited duration and who work less than the normal workweek. Unless otherwise specified in the handbook, these employees are only eligible for benefits mandated by law.

#### A. Pay Periods and Statements

Employee paychecks will be issued, by direct deposit, bi-weekly on Fridays. If Friday is a holiday, then paychecks will be issued on Monday. A paystub or statement will be provided for each pay period indicating hours worked, rate of pay, required state and federal deductions, and any authorized deductions. CIWW prohibits any improper deductions. In the event employees believe a deduction was improper, they must immediately inform their supervisor.

Reports of improper deductions will be promptly investigated. If it is determined an improper deduction has occurred, the employee will be promptly reimbursed.

B. Overtime and the Fair Labor Standards Act

“Exempt” (salaried) employees are excluded from specific provisions of federal and state wage and hour laws and are not entitled to overtime pay. Exempt employees are paid a guaranteed salary each pay period that covers all hours worked.

“Non-exempt” (hourly) employees are entitled to overtime pay under specific provisions of federal and state laws for hours worked in excess of forty (40) per workweek.

C. Holiday Pay

CIWW will pay all regular and temporary full-time employees eight hours for the holiday if the holiday occurs during the days of Monday – Friday for holidays identified in this handbook.

Any non-exempt employee requested to work on a designated holiday will be paid eight hours for the holiday if the holiday occurs during the days of Monday – Friday, plus his or her regular rate of pay for the number of hours actually worked that day for holidays identified in this handbook.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.2 Insurance**

CIWW reserves the right to interpret, modify, or discontinue any portion of its benefits program at any time to the extent permitted by law. The Summary Plan Description provides the details for all insurance policies. Any questions or concerns you may have should be directed to the Executive Director.

### **POLICY:**

Full-time employees (defined as those who work 30 hours or more per week) are eligible for health, vision, and dental benefits through CIWW.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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### **2.3 Employee Pension Plan**

**POLICY:**

CIWW participates in the Iowa Public Employee Retirement System (IPERS). For more information, speak to the Executive Director.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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## 2.4 Paid Time Off

### **POLICY:**

Regular full-time employees will be entitled to a bank of paid time off (PTO) provided January 2 of each calendar year in accordance with the following:

<u>Length of Service</u>	<u>Paid Time Off Bank</u>
0 - 3 years	22 Days
4 - 6 years	25 Days
7 - 10 years	30 Days
11+ years.	35 Days

The maximum PTO that may be carried over to next year by any individual employee is as follows:

<u>Length of Service</u>	<u>Maximum Time Carried Over</u>
0 - 6 years	15 Days
After 6 years	20 Days

Any days in excess of 15 at the end of each calendar year will be forfeited without any cash value to the employee.

Employees can use PTO in one-hour increments.

This paid time off schedule may be modified for individual employees at the discretion of the Executive Director when deemed to be in the best interest of the organization.

If an employee does not work and is out of PTO, the time will be unpaid as permitted by law and could lead to disciplinary action for failure to appropriately manage one's PTO.

#### A. Paid Time Off Notification

PTO can be used for any reason. Employees must notify their immediate supervisor at least twenty-four (24) hours in advance of any use of the PTO. For paid time off lasting more than three (3) consecutive days, management should be notified at least one (1) week in advance. All PTO must be approved by management to ensure there is no conflict in scheduling. If an employee is unable to predict needed time away in advance, such as with an illness or injury of themselves or a family member, the employee must notify the supervisor as soon as possible.

#### B. Paid Time off on Holidays

When a holiday falls during an employee's scheduled PTO, one additional day of PTO shall be granted.

C. Exempt Employees

Exempt employees who have exhausted PTO must take unpaid time off in full day increments only. No deductions from an exempt employee's salary can be made for unpaid leave for absences of less than a full day. The Executive Director reserves the right to discipline an exempt employee who has failed to manage his or her PTO.

All awarded but unused PTO is payable to the employee upon employee departure. CIWW reserves the right to withhold unused paid time off (PTO) if an employee separates from their position without maintaining good standing.

Neither permanent nor temporary part-time employees are entitled to any paid time off.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.5 Workers' Compensation**

### **POLICY:**

CIWW employees are covered by Workers' Compensation Insurance as required by law to protect employees who are injured on the job. If a work-related accident or injury occurs, inform the Executive Director immediately.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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## **2.6 Holiday Schedule**

### **POLICY:**

Regular and temporary full-time employees of CIWW are paid but not required to work the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Day
- The day before or after Christmas
- Two floating holidays

Whenever a holiday falls on a Saturday, the preceding day may be observed as the holiday. When a holiday falls on a Sunday, the following day may be considered the holiday.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.7 Leave Without Pay**

### **POLICY:**

Leave without pay is an approved leave of absence from work without pay and may be granted to an employee under appropriate circumstances. Paid time off does not accrue during leave without pay. Leave without pay must be approved by the employee's supervisor and the Executive Director.

If the leave is to last more than three consecutive days, the conditions of the leave, the status of benefits, and the terms and conditions of the return to work must be in writing between the employee and the Executive Director. Leave without pay may not be granted for more than 30 calendar days unless additional leave is provided as accommodation for a disability to an eligible employee. Should an employee fail to return to work at the expiration of the leave, the employee may be terminated unless other arrangements have been made.

The employer reserves the right to require medical information verifying the illness or condition if such is the basis for leave; in the absence of such required medical information, the employer may discontinue authorization for such leave, or any benefit related thereto.

The employee is required to exhaust all paid time off before taking unpaid leave.

Only authorized leaves compensated through paid time off will apply toward continuous service. Leave taken without pay or without authorization by the Executive Director will not apply toward such continuous service unless otherwise required by law.

No benefits (PTO or holiday pay) will be earned during a leave of absence or during a leave without pay. The Executive Director may at his or her discretion determine the time at which the insurance premium will no longer be paid by CIWW for the employee.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.8 Bereavement Leave**

### **POLICY:**

Paid bereavement leave will be granted to full-time employees for work time lost due to a death in the family. This leave must be taken within 6 months of the death. Up to five days will be granted for the death of a spouse, parent, child (including miscarriage), stepchild, or foster child. Up to three days will be granted for the death of a father-in-law/mother-in-law, stepparent, brother/sister, or stepbrother/stepmother. Up to eight hours will be granted for the death of a grandparent, grandchild, brother-in-law/sister-in-law, son-in-law/daughter-in-law or any other family member, or to act as a pallbearer at any service. Up to four hours will be given to attend the service of a fellow employee or retiree. If additional time is needed, an employee may use PTO. Any request for additional leave beyond available PTO will be at the sole discretion of the Executive Director.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.9 Jury Duty**

### **POLICY:**

Employees who receive a summons for jury duty or a subpoena for a court appearance in a matter in which the employee is not a party shall notify their supervisor immediately with a copy of the summons or subpoena attached. For any time lost from work, an employee will receive full pay.

An employee will not be paid by CIWW for time taken for court appearance in cases in which he/she is personally involved, or in which he/she appears on a voluntary basis. This time must be taken as paid time off or leave without pay.

An employee who is required to appear as a witness on behalf of CIWW will be paid his/her regular salary, plus actual travel expenses.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.10 Family and Medical Leave Act**

### **POLICY:**

As a public employer, CIWW is covered by the Family and Medical Leave Act (FMLA) that provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for certain qualifying reasons. However, CIWW does not have, nor does it anticipate having, any eligible employees. To be an employee of a public employer eligible and entitled to FMLA leave, the employee must have worked for their employer at least 12 months, have worked at least 1,250 hours over the past 12 months, and work at a location where CIWW employs 50 or more employees within 75 miles.

**CIWW does not employ the requisite number of employees to entitle any employee to be eligible for FMLA leave.** If you have questions about this, please see the Executive Director.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.11 Work-Related Leave**

### **POLICY:**

Employees may be permitted to attend schools, conventions, or meetings that are related to their position responsibilities, as approved in advance by the Executive Director. Where such attendance is deemed appropriate, the employee shall receive his or her regular salary during all workday(s) involved. Any registration fee, lodging, commercial transportation, or mileage costs incurred will be paid by CIWW. To obtain reimbursement, receipts for meals, fees, and lodging must be presented to management.

The Executive Director must obtain authorization from the Executive Committee when traveling to conduct business in any state other than Iowa.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

## **2.12 Military Duty**

### **POLICY:**

CIWW allows members of the uniformed services, including the National Guard and Military Reserve, to take leave for military duty, including military training, regardless of part-time or full-time status and will fully comply with applicable state and federal law.

For additional information on military leave, please contact the Executive Director.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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## **SECTION 3: ETHICS**

### **3.1 Code of Ethical Conduct**

#### **POLICY:**

CIWW will manage and operate business activities in conformity with all applicable laws and with high ethical standards and expects that Trustees, management, and all employees will similarly comply with all relevant laws, refrain from any illegal, dishonest, or unethical conduct, act in a professional manner, and treat members and individuals with respect. If a situation arises where it becomes difficult to determine the proper course of ethical conduct, the matter should be brought to the attention of CIWW Trustees.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

### 3.2 CIWW Assets

**POLICY:**

Use of CIWW's property, assets, or resources in the pursuit of personal financial gain is strictly prohibited.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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### **3.3 Confidential Information**

#### **POLICY:**

Financial and other non-public personal information about Trustees, management, employees, members, and business associates that is private, confidential, or proprietary must be held in strict confidence. Confidential business information is the property of CIWW, as is all work product of an employee while working for CIWW. Employees have a personal, professional, and legal responsibility to safeguard any and all such information to prevent its being discussed with anyone outside CIWW, unless authorized by management or the Board of Trustees. Employees who disclose confidential or proprietary information may be subject to disciplinary action, up to and including termination.

Employees must not retain any confidential business information or other property of CIWW after termination of employment and must return all such property and all copies of such confidential business information immediately upon termination of employment.

Employees must follow the Records Request Policy and, in all instances, CIWW must comply with the Iowa Open Records laws.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

### **3.4 Requests for Comment**

**POLICY:**

To ensure clear, consistent, and effective communication across all channels, all requests for comment from CIWW should be directed to the Executive Director. The Executive Director is authorized to provide comment on matters that align with the vision and mission of CIWW and are in the best interest of the organization. The Chair of the Board of Trustees is authorized to comment on an urgent matter if the Executive Director is not available.

Approved: Anticipated approval at July 23, 2025, Board Meeting.

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## ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge that I have read CIWW's employee handbook and have had the opportunity to ask questions regarding its application to my employment with CIWW. I understand that my employment is "at will" and subject to termination at any time, with or without prior notice, for any lawful reason. I understand that this handbook is not a contract of employment, express or implied. I understand that the handbook is for informational purposes only and the policies and benefits described may be modified, suspended or abolished at any time at the Board of Trustees' or management's sole discretion to the extent permitted by law.

I acknowledge that I have read and understand CIWW policies and agree to abide thereby, including CIWW harassment and discrimination policies. I further understand that I have an obligation to promptly report such harassment or discrimination. I understand that any report of harassment or discrimination made in good faith under these policies will in no way jeopardize or damage my employment status.

I acknowledge that I have read and understand CIWW policies regarding use of CIWW communication resources and agree to abide by such policies. I understand that the use of CIWW communication resources is subject to monitoring and review by CIWW without notice to employees. I understand that CIWW reserves the right to search any employee's personal belongings, desk, work area and locker as dictated by business necessity. I expressly authorize and consent to such searches as a condition of employment. I also authorize and consent to CIWW's review of all messages and information created or received using CIWW communication resources, including voice mail, e-mail or computer messages or files. I consent to CIWW's disclosure of such information without my permission when necessary for business purposes and agree to hold CIWW harmless for such disclosure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_