

**Resolution # \_\_\_\_\_**  
**XENIA RURAL WATER DISTRICT**  
**June 22, 2011 – 6:00 PM**  
**Regular Board Meeting Minutes**

Board Members Present: Tomenga, Hayer, Wilson, Bromert, Mestad, Lovett, Rinehart  
Board Members Absent:  
Staff Present: Clay, Iben  
Others Present:

Call to Order

Tomenga called the meeting to order.

Approve Agenda

Motion #061101 made by Rinehart, seconded by Wilson, to introduce and approve the June 22, 2011 Agenda. Motion passed. No dissenting.

Approve Minutes

Motion #061102 made by Rinehart, seconded by Wilson to approve May 19, 2011 Board Meeting Minutes. Motion passed. No dissenting.

May Financial Reports

Income Statement

Clay reviewed the income statement. The water revenues for the month were \$839,871.83. Total operating income for May was \$867,210.75 with total direct expenses of \$606,054.23.

Statement of Net Assets

The District realized a decrease in net assets of \$358,904 during April.

Statement of Cash Flows

Clay reviewed the statement of cash flow and noted cash increased \$512,437 during the month of May giving the District an end of the month cash balance of \$7,330,129.

Operating Checking Transactions

Mestad reviewed these transactions.

Revenue, Operations & Maintenance, Sinking Fund Allocations

Clay reviewed the transactions that will take place in April to transfer monies into the Sinking and Operating & Maintenance funds. \$515,473 will be moved from the Revenue fund into the Operations and Maintenance Fund and \$286,059 from the Revenue fund into the Sinking fund.

Motion #061103 made by Hayer, seconded by Wilson to introduce and approve financial statements and the funds transfer subject to correction of inaccuracies. Motion passed. No dissenting vote.

## Customer Service & Accounts Receivable

### Accounts Receivable Aging/Cut-offs/Reinstatements

In the month of May, the District disconnected 45 members service due to delinquent accounts and reinstated 35 accounts after payment was received. The total amount due for the accounts disconnected was \$12,151.50.

### New Customers/Water User Agreements/Occupant Deposit Listing/Voluntary Terminations

Board reviewed the new occupant listing. Four members terminated their service in May. Eight new connections were added to the system. The District has 9,363 active accounts.

Motion #061104 made by Wilson, seconded by Lovett, to approve new customers/water user agreements. Motion passed. No dissenting vote.

## Management & Operation Reports

### Replenish Retainer for Bartlett & West

Tomenga reviewed the projects in which Bartlett & West Engineers have in process. The District will need to replenish the retainer back to the \$10,000 amount agreed to by the board.

### City of Minburn Request for Release from Water Agreement

Tomenga and Marc DeLong met with officials from the City of Minburn to update them on the changes being made to the Woodward Treatment Plant. Water quality is anticipated to improve due to the changes. City appreciated the update but will still investigate the potential of building a new treatment facility.

### Surplus Assets Sales

- Winn/Worth Water/Wastewater Systems – The District has a free and clear title on property. Waiting on Counsel from Worth County to draft purchase agreement.

### CEO Interviews

The Selection Committee has narrowed the search to 3 final candidates to bring in for a second interview. Board and Staff will have an opportunity to meet the candidates when they arrive. The committee hopes to have the interview completed by mid-July.

### Finance Committee Reorganization

Financial committee was organized to have 4 members, which was determined to be a quorum. The committee will be reduced to 3 members who include Walt Tomenga, Steve Mestad and Frank Hayer.

### Central Iowa Regional Drinking Water Commission Representative

Jean Bromert will serve as the representative of the District for the CIRDWC.

Old Business

None

New Business

Staff is looking into the cost projections and the implementation schedule of a combined SCADA system.

Open Forum

None

Adjournment

Motion #061105 made by Lovett, seconded by Bromert, to approve adjournment of the meeting. Motion passed. No dissenting vote.

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Xenia Rural Water District, Secretary

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Date