

**Resolution # \_\_\_\_\_**  
**XENIA RURAL WATER DISTRICT**  
**May 24, 2012 – 6:00 PM**  
**Revised Regular Board Meeting Minutes**

Board Members Present: Tomenga, Hayer, Lovett, Mestad, Wilson, Ballard  
Board Members Absent:  
Staff Present: Mason, Iben, Andrews, Shires  
Others Present: Assured Rep, Wade Hauser, Dave Bert

Call to Order

Tomenga called the meeting to order.

Approve Agenda

Motion #051201 made by Wilson, seconded by Hayer to introduce and approve the May 24, 2012 Agenda. Motion passed. No dissenting.

Approve Minutes

Motion #051202 made by Wilson, seconded by Ballard to introduce and approve the April 19, 2012 minutes with changes: add Wade Hauser to “Others Present” and change “motion to adjourn” as having been made by Wilson, Motion passed. No dissenting.

Appointment of Board Member to Fulfill Remaining Term of Jean Bromert

Hayer spoke of 2012 candidate Dave Bert’s qualifications and nominated Mr. Bert for the position. Mr. Bert was in attendance and gave a brief talk indicating his willingness to fill the position. Hayer made motion #051203 to nominate Mr. Bert, seconded by Wilson. Motion passed. No dissenting.

Election of Board of Director’s Officers of Secretary and Treasurer

At the Annual Meeting on April 26, 2012 the positions of chairman and vice-chairman were filled. It was voted upon to wait until the May 24, 2012 meeting to elect the remaining officers, since two board members were not in attendance at the April 26<sup>th</sup> meeting.

Tomenga made motion #051204 to nominate Tom Ballard for the office of treasurer, seconded by Lovett. Motion passed. No dissenting.

Tomenga made motion #051205 to nominate Frank Hayer for the office of secretary, seconded by Wilson. Motion passed. No dissenting.

Board Committee Assignments 2012-2013

Staff recommended forming committees to facilitate collaboration and communication between the staff and the board members. Four committees were recommended and purpose described. They include; Executive Committee, Finance Committee, Planning Committee, Personnel Committee. The Chairman would appoint the committee members. Members of staff will be part of the committee meetings to provide background and other information deemed relevant.

Questions were asked about the need for a Governance Committee. Hayer noted Treasurer should be added to the Executive Committee. Chairperson Tomenga agreed.

2012-2013 Committees are as follows:

Executive Committee

Tomenga, Lovett, Ballard

Finance and Audit Committee

Ballard (Committee Chair), Tomenga, Lovett

Planning Committee

Tomenga, Lovett, Mestad

Personnel Committee

Hayer (Committee Chair), Wilson, Bert

#### February and March Financial Reports

##### Statement of Net Assets

Andrew reviewed statement of net assets. As of April 30, 2012 assets totaled \$137.1 million. Liabilities totaled \$134.5 million. Fund balance was \$2.6 million.

##### Income Statement

Andrews reviewed the income statement. Operating income for first four months of 2012 was \$3.7 million.

##### Statement of Cash Flows

Andrews reviewed the statement of cash flows. Net increase in cash and cash equivalents for the first four months of 2012 was 2.3 million.

##### Operating Checking Transactions

Andrews reviewed with treasurer the transactions that will take place in May to transfer monies into the Sinking and Reserve funds.

##### Sinking Fund Allocations and Reserve Fund Allocations

Fund Allocation includes \$425,106 from Revenue Fund to 2006 Bond Sinking Fund, \$43,544 to 2006 Bond Reserve Fund, \$77,180 to USDA Sinking Fund, and \$14,970 to the USDA Reserve Fund.

#### Customer Service & Accounts Receivable

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

Reviewed receivables.

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

District had eight new members and three terminations in April.

Motion #051206 made by Ballard to introduce and approve financial statements and moving of funds to sinking and reserve accounts. Motion passed. No dissenting vote.

Approve Contract for Consulting Engineering Services

Mason updated the board on the progress of the contract with Snyder. Will have final contract for board approval in June. Currently working off prior contract with work orders initiated for any new jobs.

2012-2013 Business Insurance Program Update

Iben reviewed property and liability coverage. Will have liability insurance in place with Public Officials Liability coverage in June. Property coverage was reviewed line by line and found some items did not need to cover any longer since the District does not do construction and has sold some of the assets associated with such.

2012-2013 Employee Benefits Package

Dental and Disability remained the same. BC/BS came back with 34% increase for same plan. Requested quotes from Coventry and UHC. Coventry responded and had lower rate than BC/BS, but employees had concerns with loss of what has been paid in toward deductible and other issues with Coventry. Looking at different plans with BC/BS that would not raise rates as much and could carry over deductible.

CEO and General Manager Comments

Mason reviewed the Departmental Updates. Tomenga asked that it is communicated to department managers that the reports are very helpful and well done.

New Business

None

Public Comments

None

Executive Closed Session

Board entered into closed session at 7:45pm. Per Iowa Code 21.5 (1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Lovett made motion to go into closed session, seconded by Ballard. Motion passed. No dissenting.

Hayer made motion to end closed session at 9:00pm. Motion passed. No dissenting.

Adjournment

Meeting adjourned.

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Xenia Rural Water District, Secretary

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Date

