

Resolution # _____
XENIA RURAL WATER DISTRICT
October 24, 2013 – 5:00 PM
Regular Board Meeting Minutes

Board Members Present: Lovett, Wilson, Ballard, Bromert, Jensen

Board Members Absent: Becker

Staff Present: McMullen, Andrews, Iben, Roberts

Others Present: Frank Hayer

Call to Order

Lovett called the meeting to order at 5:00 pm.

Approve Agenda

Motion #101301 made by Jensen, seconded by Ballard to introduce and approve the October 24, 2013 Agenda. Motion passed. No dissenting.

Approve Minutes

Motion #101302 made by Jensen, seconded by Bromert to introduce and approve the September 19, 2013 minutes. Lovett asked that September minutes reflect the letter received by the IDNR. Motion passed with changes. No dissenting.

Financial Reports

Statement of Net Assets

Andrews reviewed statement of net assets. As of September 30, 2013 assets totaled \$134.1 million. Liabilities totaled \$132.5 million. Total liabilities and fund balance was \$134 million.

Income Statement

Andrews reviewed the income statement. Total year-to-date Operating Income was approximately \$9.5 million.

Statement of Cash Flows

Andrews reviewed the statement of cash flows. Net increase in cash and cash equivalents is \$4.6 million YTD.

Operating Checking Transactions

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

Sinking Fund Allocations and Reserve Fund Allocations

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

Customer Service & Accounts Receivable

Accounts Receivable Aging/Cut-offs/Reinstatements

Andrews reviewed receivables.

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

District had 14 new service connections and 4 terminations in September.

Motion #101303 made by Ballard and seconded by Wilson to introduce and accept financial statements and payment of parity lenders. Motion passed. No dissenting vote.

Approve Partial Payment-Stratford Generator Power Supply

Motion #101304 made by Jensen, seconded by Bromert to approve fourth payment of \$11,334.15 to Drees Heating & Plumbing. Motion passed. No dissenting vote.

Accept the Stratford Generator Project & Release Final Retainer

Motion #101305 by Jensen, second by Wilson to accept project and release \$2982.67 of retainer after 30 days. Motion passed. No dissenting vote.

Approve Agreement with DMWW Regarding the City of Grimes

Motion #101306 by Ballard, seconded by Bromert to approve the rate agreement between Xenia and Des Moines Water Works for the Grimes emergency connection. Motion passed. No dissenting vote.

Public Meeting Regarding Rate Increase

Meeting will be held November 14, 2013 at 7:00 pm at the Bouton office Board room.

Approval of Employee Handbook

Motion #101307 by Bromert, second by Wilson to approve with updated Employee Handbook with the addition of a fuel card and credit card policy added to Section IV. Motion passed. No dissenting vote.

Approval of Credit Card Fees

Motion # 101308 made by Ballard, seconded by Wilson to approve the convenience fee of \$1.50 per payment type for online bill pay. Motion passed. No dissenting vote.

Approve the 28E Agreement for Menlo Sewer Billing Services

Motion #101309 Jensen, seconded by Wilson to approve the sewage billing agreement. Motion passed. No dissenting vote.

Lease Metal Building at Stratford Treatment Plant

Motion #101310 by Jensen, seconded by Bromert to approve the lease agreement pending approval by both Xenia and IDNR legal counsels. Motion passed. No dissenting vote.

Review Water Easement-Land Sale to PCCB

Board discussion, no action taken.

Review Water Easement-Possible Stratford Land Sale to IDNR

Board discussion, no action taken.

Departmental Reports

McMullen reviewed the highlights of the departmental updates. He has met with Flint Hills Resources regarding projected 2014 water usage. General Manager/CEO search has been narrowed to two candidates; they will be meeting with the Executive Committee next week.

Old Business

Reviewed status on new service connections and options with Central Iowa Rural Water for connections for river bore.

New Business

Board discussed and decided to rejoin the Iowa Rural Water Association.

Public Comments

Frank Hayer complimented Board on successes of the past year.

Adjournment

Motion #101311 made by Wilson, seconded by Bromert to adjourn the meeting at 7:15 pm. Motion passed. No dissenting.

Xenia Rural Water District, Secretary

Date