

**Resolution # \_\_\_\_\_**  
**XENIA RURAL WATER DISTRICT**  
**May 22, 2014 – 5:00 PM**  
**Regular Board Meeting Minutes**

Board Members Present: Lovett, Wilson, Jensen, Becker, Carris  
Staff Present: Andrews, Benjamin, Lyons, Iben  
Others Present: None

Call to Order

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

Approve Agenda

Motion #051401 made by Ballard, seconded by Becker to introduce and approve the April 24, 2014 Agenda. Motion passed. No dissenting.

Tom Ballard's Resignation

Lovett commended Ballard on his service to the Board of Directors during his term.

Motion #051402 made by Jensen, seconded by Becker to approve the resignation of Tom Ballard from the Xenia Rural Water District Board of Directors. Motion passed. No dissenting.

2014 Board Officers and Committee Assignments

Chair – Dan Lovett Vice Chair – Troy Wilson Treasurer – Gary Becker Secretary – Harold Jensen  
Executive/Personnel Committee – Dan Lovett (Chair), Troy Wilson, Gary Becker  
Planning Committee – Harold Jensen (Chair), Troy Wilson, Jerry Carris  
Finance Committee – Gary Becker (Chair), Harold Jensen, Dan Lovett

Motion #051403 made by Jensen, seconded by Wilson to approve Board Officers and Board Committee assignments as described. Motion passed. No dissenting.

Approve Minutes

Motion #051404 made by Becker, seconded by Wilson to introduce and approve the April 24, 2014 minutes. Motion passed. No dissenting.

Financial Reports

Statement of Net Assets

Andrews reviewed statement of net assets. As of April 30, 2014 assets totaled \$132 million.  
Liabilities totaled \$130.7 million.

Income Statement

Andrews reviewed the income statement. Total year-to-date Operating Income was approximately \$1.864 million.

Statement of Cash Flows

Andrews reviewed the statement of cash flows.

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 June 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 10 new service connections and 2 terminations in April.

Motion #051405 made by Wilson and seconded Becker to introduce and accept financial statements and payment of parity lenders. Motion passed. No dissenting vote.

#### 2013 Audit

Motion #051406 made by Becker and seconded by Jensen to receive and file the 2013 audit report as released by the State Auditors. Motion passed. No dissenting.

#### Financial Transaction Policy

Motion #051407 by Wilson, seconded by Jensen to approve the amended financial transaction policy to remove Tom Ballard and add Gary Becker to the policy. Motion passed. No dissenting.

#### Operations and Maintenance Fund Balance

Motion #051408 by Becker, seconded by Carris to approve the authorization to allow Xenia's Operations and Maintenance Fund to be replenished up to \$700,000 per the agreement with the Parity Lenders. Motion passed. No dissenting.

#### Review and Approve Work Order with Snyder & Associates for Design of Waukee Pump Station Upgrades

Motion #051409 by Jensen, seconded by Becker to approve the work order with Snyder & Associates in the amount of \$34,000 for design of Waukee Pump Station upgrades. Motion passed. No dissenting.

#### Directors and Officers Insurance Renewal

Motion #051410 by Jensen, seconded by Wilson to accept Westchester Fire Insurance Company's quote of \$8,472 for Directors and Officers Insurance Policy with a liability limit of \$3,000,000. Motion passed. No dissenting.

#### Manager's Report

Benjamin updated the board on Xenia's legal fees to date and how they will be tracked. Updates were given on the following projects: ISU Research Park Service Territory, Madrid Turbidity Issues, Ames Boundaries, CIRDWC Study, Woodward Water Plant Study, Distribution System Modelling Software, Stratford Caulk Replacement and the Stratford Plant Chlorine Feed Equipment. Benjamin informed the Board the 2013 Consumer Confidence Reports will be made available to the customers thru the Xenia website. Notification will be placed on the bills informing the customers of the location of the reports.

#### Departmental Reports

Department updates were reviewed

#### Old Business

None

New Business

None

Public Comments

None

Adjournment

Motion #051411 made by Becker, seconded by Jensen to adjourn the meeting. Motion passed. No dissenting.

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Xenia Rural Water District, Secretary

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Date