

**Resolution # \_\_\_\_\_**  
**XENIA RURAL WATER DISTRICT**  
**November 20, 2014 – 5:00 PM**  
**Regular Board Meeting Minutes**

Board Members Present: Lovett, Jensen, Carris, Becker, Kahler

Board Members Absent: Wilson

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 #111401 made by Kahler, seconded by Jensen to introduce and approve the November 20, 2014 Agenda. Motion passed. No dissenting.

Approve Minutes

Motion #111402 made by Becker, seconded by Carris to introduce and approve the October 23, 2014 minutes. Motion passed. No dissenting.

Financial Reports

Statement of Net Assets

Andrews reviewed statement of net assets. As of October 31, 2014 assets totaled \$132.5 million. Liabilities totaled \$130.3 million.

Income Statement

Andrews reviewed the income statement. Total year-to-date Operating Income was approximately \$11.22 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 December 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 18 new service connections and 2 terminations in August.

Motion #111403 made by Jensen and seconded Becker to introduce and accept financial statements. Motion passed. No dissenting vote.

#### Waukee Pump Station Improvements

Board opened up Public Meeting to hear any public comments on the Waukee Pump Station Project. No comments from audience or in writing. Public Hearing Closed.

Motion #111404 by Becker, seconded by Jensen to enter into an agreement with C.L. Carroll Co., Inc. in the amount of \$448,513 and authorize the Chair and CEO and General Manager to execute the agreement.

Motion passed. No dissenting.

#### Approve 2015 Rate Increase

Motion #111405 by Jensen, seconded by Carris to approve a rate increase of 6% for all residential and commercial water consumption with the first billing cycle that starts in January 2015. Motion passed. No dissenting.

#### Approve 2015 Budget

Motion #111406 by Kahler, seconded by Becker to approve the 2015 budget based on a 6% rate increase with amendment for the addition of purchase capacity from the City of Kelly to be included. Motion passed. No dissenting.

#### Purchased Capacity

Benjamin updated the board on Xenia's bid to purchase 125,000 gallons of water purchase capacity in DMWW system, with the seller of the purchase capacity being Polk County Water District #1. Xenia was the highest bidder.

#### Des Moines River Crossing

Motion #111407 by Jensen, seconded by Kahler to authorize staff to issue a work order for a cost of up to \$55,000 for a contractor to complete the water main tie-ins for the Des Moines River Water Main Crossing Project. Motion passed. No dissenting.

#### Kelley Water Service

Board reviewed the bulk water purchase agreement with the City of Kelley. Discussion was tabled and review will be held of the agreement after revisions are made to the agreement.

#### Engineering Design Services for Woodward WTP Upgrades

Board members discussed putting together a committee to review and evaluate the Proposals for Design Service for the Woodward Water Treatment Plant Upgrades. Committee will consist of Lovett, Carris and Wilson.

#### Employee Updates

Benjamin updated the board on the changes that have occurred over the past year in staffing level and the changes in job responsibilities.

#### Employee Incentive Pay

Motion #111408 by Becker, seconded by Kahler to approve the incentive pay item #1 for all employees based on Xenia's financial status as of October 31, 2014. Item #2 will be discussed at the December board meeting. Motion passed. No dissenting.

#### Manager's Report

Updates were given on the following projects: City of Churdan's water connection, study on the Coats' Addition lagoon, distribution modeling.

Motion #111409 by Becker, seconded by Jensen to award Xenia's employee's an additional 4 hours of holiday pay for December 24, 2015. The office will be closed at 12:00 PM on December 24<sup>th</sup> and will reopen at 8:00 AM on December 26, 2015. Motion passed. No dissenting.

Departmental Reports

Department updates were reviewed

Old Business

Xenia will make a payment in the amount of \$20,000 to the Iowa Department of Economic Development and a payment in the amount of \$5,000 to Iowa Finance Authority for outstanding obligations.

New Business

Xenia will engage the State of Iowa Auditors office to complete Xenia's annual audit.

The District has seen an increase in the Nitrate levels in the Woodward Water system. The levels have not exceeded the minimum threshold, and to combat the problem, the Supply & Treatment Department has gone to breakpoint chlorination to reduce the nitrate levels.

Public Comments

None

Adjournment

Motion #111410 made by Kahler, seconded by Becker to adjourn the meeting. Motion passed. No dissenting.

\_\_\_\_\_  
Xenia Rural Water District, Secretary

\_\_\_\_\_  
Date