

Resolution # _____
XENIA RURAL WATER DISTRICT
April 23, 2015 – 5:00 PM
Regular Board Meeting Minutes

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

Board Members Absent: Kahler

Staff Present: Andrews, Benjamin, Iben, Hayden, Lyons

Others Present: None

Call to Order

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

Approve Agenda

Motion #041501 made by Wilson, seconded by Carris to introduce and approve the April 23, 2015 Agenda.

Motion passed. No dissenting.

Approve Minutes

Motion #031502 made by Becker, seconded by Carris to introduce and approve the March 19, 2015 minutes.

Motion passed. No dissenting.

Financial Reports

Statement of Net Assets

Andrews reviewed statement of net assets. As of March 31, 2015 assets totaled \$131.5 million. Liabilities totaled \$128.5 million.

Income Statement

Andrews reviewed the income statement. Total Operating Income for the two months ended March 31, 2015 was \$3.227 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 April 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 4 new service connections and 1 termination in March.

Motion #041503 made by Becker and seconded Carris to introduce and accept financial statements.

Motion passed. No dissenting vote.

2014 Audit Report Status

Benjamin and Andrews updated the board on when they anticipate the audit to be released.

2015 Employee Salaries

Motion #041504 made by Jensen, seconded by Carris to approve the budgeted employee salaries for 2015 as listed on the attached spreadsheet. Motion passed. No dissenting

2014 Incentive Pay

Andrews reviewed the final budget to actual numbers as it related to the Incentive Pay Program.

2015 Property and Casualty Insurance Renewal

Motion #041505 made by Jensen, seconded by Wilson to accept EMC's quote of \$85,682 for the 2015 Property & Casualty Insurance Renewal. Motion passed. No dissenting.

Mowing Contract

Motion #041506 made by Wilson, seconded by Carris to approve the mowing proposal from No Lawn Left Behind for mowing service for 2015 at an estimated cost of \$18,620. Motion passed. No dissenting.

Organizational Chart and Salary System

Benjamin reviewed the new organizational chart and salary system developed by management staff and approved by Personnel Committee.

Waukee Pump Station Improvements – Partial Pay Request

Motion #041506 made by Becker, seconded by Jensen to approve Waukee Pump Station Improvements Partial Pay Estimate #1 for C.L. Carroll Co., Inc., in the amount of \$5,225.

Manager's Report

Updates were given on the following projects: Bella Glen Development at the Ames Golf and Country Club, Des Moines River crossing tie-ins, City of Kelley's future connection, agreements with ISURP, Ames and Xenia, update on the service territory agreement with Waukee and the purchase of vehicles.

Departmental Reports

Department updates were reviewed

Old Business

None

New Business

None

Public Comments

Adjournment

Motion #041507 made by Becker seconded by Wilson to adjourn the meeting. Motion passed. No dissenting.

Xenia Rural Water District, Secretary

Date