

**Resolution # \_\_\_\_\_**  
**Notice and Call of Public Meeting**

Governmental Body: The Board of Directors of Xenia Rural Water District, State of Iowa.  
Date of Meeting: Thursday, August 24, 2017  
Time of Public Meeting: 5:00 p.m.  
Place of Meeting: Xenia Rural Water District Office, 23998 141st Street, Bouton, Iowa

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

Call to Order of the Public Meeting	Chairman of the Board
1. Approve Agenda	Board Members
2. Approve July 20, 2017 Board Meeting Minutes	Board Members
3. Briggs Woods Park Water Service Area	CEO/GM
4. Review Financial Reports	Controller
• Statement of Net Assets	
• Income Statement Schedules	
• Statement of Cash Flows	
• Operating Checking Transactions (separately reviewed by Board Treasurer)	
• Bond Reserve and Sinking Fund Allocations	
5. Customer Service & Accounts Receivable	Controller
• Accounts Receivable Aging/Cut-offs/Reinstatements	
• New Customers/Water User Agreements/ Occupant Deposit Listing/Voluntary Terminations	
• Water Consumption Report	
6. Woodward Water Treatment Plant 2017 Improvements Payment Application No. 3	CEO/GM
7. Manager's Updates	CEO/GM
• Website Survey	
• DeSoto	

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|---|---------------|
| 8. Departmental Reports   | CEO/GM        |
| 9. Old Business   | Board Members |
| 10. New Business  | Board Members |
| 11. Public Comments   | Audience      |
| 12. Next Board Meeting will be September 21, 2017 at 5:00 pm, Finance Committee meeting will be held September 21, 2017 at 4:00 pm. |               |

Adjournment

This notice is given at the direction of the Chairperson pursuant to Chapter 21, Code of Iowa, as amended, and the local rules of said governmental body.

Secretary, Xenia Rural Water District,  
State of Iowa

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Xenia Rural Water District, State of Iowa



23998 141<sup>st</sup> Street  
Bouton, IA 50039  
**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 8/24/2017

Agenda Item # 3

Subject: Briggs Woods Park Water Service Area

The Board authorized staff to propose a buyout fee of \$122,775 to Hamilton County Conservation for the Briggs Woods Park service area. This figure represents Xenia's gross margin on the potential water sales to park over a 25-year period (the remaining term on our bonds). This is similar to our buyout agreements with the developers in the Ames area. Their County Attorney has since proposed a \$14,000 buyout fee based on our two-mile agreement with Webster City. The agreement states that Webster City has to first annex an area and then the city has to request a buyout of that area. No annexation has taken place for the Briggs Woods Park.

I feel we have three options in responding to the \$14,000 buyout offer:

1. Federal law states that rural water systems do not have to provide fire service so we could insist on providing their domestic water service and let them look for other alternatives for fire service. Briggs Woods' options could include: obtaining fire service from Webster City; installing a non-water fire suppression system; or installing an on-site water tank with fire pumps and generator. Any of these would be an expensive option for Briggs Woods Park.
2. Accept the \$14,000 offer, even though the 2-mile agreement doesn't apply.
3. Deny the applicability of the 2-mile agreement and restate the \$122,775 buyout figure.
4. Deny the applicability of the two-mile agreement and offer a buyout figure less than the previous \$122,775 figure.

To not add a significant cost to Briggs Woods' building project, I would not recommend option 1. For the Board to meet their fiduciary responsibility to our members, I would not recommend option 2. Since Briggs Woods Park is a public owned facility, I recommend option 4 at a figure of \$61,387 which represents 50% of our gross margin on the potential water sales over a 25-year period.

Budget 2017 Impact – No buyout fee for Briggs Woods Park was included in the budget. Any fee collected would be extra revenue.

Recommended Action: Authorize staff to propose a buyout fee of \$61,387 to Hamilton County Conservation and USDA for the Briggs Woods Park area and draft an agreement for the buyout of both parties agree to the amount. Any agreement would be brought to the Board for approval.

Motion from Board: Authorize staff to propose a buyout fee of \$61,387 to Hamilton County Conservation and USDA for the Briggs Woods Park area and draft an agreement for the buyout of both parties agree to the amount. Any agreement would be brought to the Board for approval.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager



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Bouton, IA 50039  
**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 8/24/2017  
Agenda Item # 6

Subject: Woodward Water Treatment Plant 2017 Improvements – Payment Application No. 3

The Board awarded the Woodward Water Treatment Plant 2017 Improvements contract to C. L. Carroll Co., Inc. at the March, 2017 Board meeting in the amount of \$1,800,696. The Board approved Change Order No. 1 in the amount of \$1,844 at the June, 2017 Board meeting for a revised contract amount of \$1,802,540.

The Board previously approved Payment Application Nos. 1 and 2 in the total amount of \$157,393.15. C.L. Carroll has submitted Payment Application No. 3 in the amount of \$74,806.80 to HR Green and they have reviewed and approved the application. A copy of Payment Application No. 3 is attached.

If the Board approves Payment Application No. 3, the total paid to date will be \$232,199.95.

Budget 2017 Impact – There is a total of \$2,450,000 in the 2017 and 2018 capital budgets for this project. Engineering fees will total \$339,000 leaving \$2,111,000 for completion of this contract.

Recommended Action: Approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 3 for C. L. Carroll Co., Inc., in the amount of \$74,806.80.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 3 for C. L. Carroll Co., Inc., in the amount of \$74,806.80.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager