

**Resolution # \_\_\_\_\_**  
**XENIA RURAL WATER DISTRICT**  
**December 21, 2017 – 5:00 PM**  
**Regular Board Meeting Minutes**

Board Members Present: Kahler, Wilson, Becker, Carris, Jensen, Tenold, Schrum

Board Members Absent: None

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

Call to Order

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

Approve Agenda

Motion #121701 made by Wilson, seconded by Becker to introduce and approve the December 21, 2017 Agenda. Motion passed. No dissenting.

Approve Minutes

Motion #121702 made by Schrum, seconded by Wilson to introduce and approve the November 16, 2017 minutes. Motion passed. No dissenting.

Financial Reports

Statement of Net Assets

Andrews reviewed statement of net assets. As of November 30, 2017 assets totaled \$132.1 million. Liabilities totaled \$118.9 million.

Income Statement

Andrews reviewed the income statement. Total Operating Income for the eleven months ending November 30, 2017 was \$13.969 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 January 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 17 new service connections and 4 terminations in November.

Motion #121703 made by Becker seconded by Carris to introduce and accept financial statements. Motion passed. No dissenting.

#### 2018 Property Insurance

Motion #121704 made by Wilson, seconded by Jensen to accept True North's quote of \$72,920 from Allied Public Risk for 2018 Property & Casualty Insurance renewal and Travelers Casualty & Surety Company's quote of \$6,325 for Fidelity Insurance. Motion passed. No dissenting.

#### 2018 Health Insurance

Motion #121705 made by Schrum, seconded by Carris to approve the health insurance options with United Healthcare effective January 1, 2018 and change the amount Xenia contributes to the health plan by paying 90 percent of the employee's health benefit and 70 percent of the family's health benefit. Motion passed. Wilson dissented.

#### 2018 Chemical Bids

Motion #121706 made by Schrum, seconded by Becker to approve the chemical suppliers and costs for 2018 chemicals as listed in the table provided to the board. Motion passed. No dissenting.

#### Payment to Iowa Finance Authority

Motion #121707 made by Jensen, seconded by Becker to approve the payment of \$25,000 to Iowa Finance Authority for December 22, 2017. Motion passed. No dissenting.

#### Authorize State Auditor's Office to Perform Annual Audit

Motion #121708 made by Tenold, seconded by Jensen to authorize the State Auditor's office to perform Xenia's 2017 annual audit. Motion passed. No dissenting.

#### Purchase Trailer Mounted Vacuum Excavator

Motion #121709 made by Becker, seconded by Carris to approve the purchase of a new trailer mounted vacuum excavator from Ditch Witch of Minnesota and Iowa and trading in the existing unit for a final cost of \$33,606.90. Motion passed. No dissenting.

#### Purchase Mini Excavator

Motion #121709 made by Becker, seconded by Wilson to approve the purchase of a new mini excavator from Capital City Kubota and trading in the existing backhoe at a final cost of \$53,995.00. Motion passed. No dissenting.

#### Purchase Pickup Trucks

Motion #121710 made by Wilson, seconded by Carris to approve the purchase of two new V6 pickups from Shottenkirk Chevrolet for a total cost of \$50,200 and authorize staff to sell the two pickups being replaced. Motion passed. No dissenting.

#### Coats Wastewater Rates

Motion #121711 made by Wilson, seconded by Becker to increase the wastewater rate for the Coats subdivision to a base rate of \$32.00 and a variable rate of \$2.30 for each 1,000 gallons over the 2,000 gallon base and authorize staff to provide notification. Motion passed. No dissenting.

#### Water Rate for Flint Hills Ethanol Plant at Menlo

Motion #121712 made by Schrum, seconded by Jensen to increase the rate for the Flint Hills Ethanol Plant to \$3.20/1000 gallons and authorize staff to provide notification. Motion passed. No dissenting.

Water Rate for Poet Ethanol Plants at Jewell and Gowrie

Motion #121713 made by Becker, seconded by Carris to keep the rate for the Poet Ethanol Plants at \$1.77/1000 gallons and authorize staff to provide notification. Motion Passed. No dissenting.

Water Rates for Bulk and Emergency Customers

Motion #121714 made by Jensen, seconded by Becker to keep the bulk water rates for the cities of Minburn, Stuart, Churdan and Slater unchanged and the emergency water rates for Grimes, Dallas Center and Dexter unchanged and authorize staff to provide notification. Motion passed. No dissenting.

Woodward Water Treatment Plant 2017 Improvements Payment Application No. 7

Motion #121715 made by Tenold, seconded by Carris to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 7 for C.L. Carroll Co., Inc., in the amount of \$357,824.02. Motion passed. No dissenting.

CEO/GM Performance Evaluation and Adjustment

Motion #121716 made by Wilson, seconded by Jensen to authorize an amendment to the section of the employee handbook pertaining to Vacation Time to add the following language "Vacation accruals shall follow the schedule above unless otherwise approved by the Board." Motion passed. No dissenting

Motion #121717 made by Wilson, seconded by Schrum to award the CEO and General Manager a 2% wage increase and 40 hours of additional vacation time, which will be accrued over a period of 26 pay periods, bringing the CEO and General Manager's annual vacation accrual to 224 hours. Motion passed. No dissenting.

Woodward Water Treatment Plant 2017 Improvements Work Change Directive No. 1

Motion #121718 made by Wilson, seconded by Carris to approve Woodward Water Treatment Plant 2017 Improvements Work Change Directive No. 1 for C.L. Carroll Co., Inc., in the not-to-exceed amount of \$17,850. Motion passed. No dissenting.

Manager's Report

Updates were given on the following projects: Regional Utility discussion, City of Madrid water discussion, Adel potential emergency connection, Churdan's request for operations assistance, Lohrville bulk rate proposal, City of Johnston discussions and the delivery of Board packets.

Departmental Reports

Department updates were reviewed

Old Business

None

New Business

None

Public Comments

None

Adjournment

Motion #121717 made by Tenold, seconded by Becker to adjourn the meeting. Motion passed. No dissenting.

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Xenia Rural Water District, Secretary

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Date