

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, February 9, 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 December 22, 2016 Board Meeting Minutes	Board Members
3. 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	
4. Customer Service & Accounts Receivable	Controller
• Accounts Receivable Aging/Cut-offs/Reinstatements	
• New Customers/Water User Agreements/ Occupant Deposit Listing/Voluntary Terminations	
• Water Consumption Report	
5. Request Authorization to Solicit Bids for Woodward Water Treatment Plant 2017 Improvements and Establish the Date of Public Hearing as the Date of the March, 2017 Board Meeting	CEO/GM
6. Annual Meeting Update	CEO/GM
7. Employee 2016 Compensation Review and Acknowledgement	CEO/GM

- | | |
|--|---------------|
| 8. 2017 Employee Salaries | CEO/GM |
| 9. Coats Wastewater Rates | CEO/GM |
| 10. Garage Door Openers | CEO/GM |
| 11. 28E Agreement For The Installation Of A Shared Chlorine Analyzer Between City Of Kelley, City Of Slater And Xenia Rural Water District | CEO/GM |
| 12. Manager's Updates | CEO/GM |
| • Adel | |
| • Audit Update | |
| • New Service Install Fees | |
| • Customer Notes | |
| 13. Departmental Reports | CEO/GM |
| 14. Old Business | Board Members |
| 15. New Business | Board Members |
| 16. Public Comments | Audience |
| 17. Next Board Meeting will be March 23, 2017 at 5:00 pm, Finance Committee meeting will be held March 23, 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

Xenia Rural Water District, State of Iowa



23998 141st Street
Bouton, IA 50039
BOARD OF DIRECTORS
AGENDA ITEM FORM

Meeting Date: 2/9/2017
Agenda Item # 5

Subject: Request Authorization to Solicit Bids for Woodward Water Treatment Plant 2017 Improvements and Establish the Date of Public Hearing as the Date of the March, 2017 Board Meeting

HR Green, Inc. recently completed design of the Woodward Water Treatment Plant 2017 Improvements project. Staff has completed review of the plans and specifications and comments have been passed on to HR Green. The design documents have been sent to Iowa Department of Natural Resources for their review and permitting. The remaining steps in the bidding process for this project are:

1. Obtain permission from the Xenia Board to solicit bids for the project and set the date of the public hearing for award of the project.
2. Release design documents to prospective bidders on February 13 or 14.
3. Conduct a pre-bid tour on March 1.
4. Accept bids on March 14.
5. Conduct public hearing and award contract at the March 23rd board meeting.

Specifications call for the project to be substantially complete and ready for operation on or before April 31, 2018 and shall be fully complete on or before June 30, 2018.

Budget 2017 Impact – With this being a multi-year project, there is \$2,792,000 in the 2017 capital budget and the 2018 projected capital budget for the Woodward Water Treatment Plant 2017 Improvements project. The Professional Services Agreement with HR Green includes fees for services through construction administration at a total of \$339,000. The engineer’s estimate for constructing the project is \$2,453,000. The fees and construction cost estimate total \$2,792,000.

Recommended Action: Authorize staff to solicit bids for Woodward Water Treatment Plant 2017 Improvements and establish the date of public hearing as the date of the March, 2017 board meeting.

Motion from Board: Motion to authorize staff to solicit bids for Woodward Water Treatment Plant 2017 Improvements and establish the date of public hearing as the date of the March, 2017 board meeting and direct staff to publish notice as provided by law.

Prepared By: Gary Benjamin
CEO/General Manager

Reviewed By: _____
CEO/General Manager



23998 141st Street
Bouton, IA 50039
BOARD OF DIRECTORS
AGENDA ITEM FORM

Meeting Date: 2/9/2017
Agenda Item # 6

Subject: Annual Meeting Update

The 2017 Annual Meeting is scheduled for April 20th at 7:00 PM. We have 2 current board seats that will be up for re-election (Dan Lovett & Jerry Carris). In the past we have sent out information to our membership informing them of the vacancies and soliciting candidates. In order to give our members ample amount of time to elect to run for the Board of Directors, staff will begin mailing out the attached letter to our membership beginning with the billing on February 6th. The letter will be inserted with the billings for the next month to save on postage.

As detailed in the letter, potential candidates will have until March 8th to submit an application to the Xenia office. Staff would endeavor to mail out proxies beginning with the March 15th bill, utilizing the billing schedule to save on costs. Proxies would be due in the office April 14th.

Staff would also recommend holding the 2017 Annual Meeting at the Bouton office.

Budget 2017 Impact: N/A

Recommended Action: Staff would recommend the Board form a Nomination Committee to review the applications and meet the candidates.

Motion from Board: Discussion by Board members.

Prepared By: Corey Iben
HR & Administration

Reviewed By: _____
CEO/General Manager

Attachment



February 2017

To: The Members of Xenia Rural Water District
From: The Board of Directors of Xenia Rural Water District
Subject: Call to Action for Board Candidacy

The Annual Meeting of Xenia Rural Water District will be held on April 20, 2017 at 7:00 P.M. at our Bouton office. At this meeting, the District will fill, by election, any open board seat(s). The Board is now seeking potential nominees to stand for election. If you would like to be considered for inclusion on the proxy ballot, please complete the "Candidate Information Request" form found on the back of this memo. If you have a resume available, please also include it with the Candidate Information Request form.

The deadline for submitting this form is March 8, 2017. You may submit the information sheet and resume to Corey Iben at Xenia by e-mail, postal mail or in person. The e-mail address to use is ciben@xeniawater.org. If sending via postal mail, address the envelope to:

Xenia Rural Water District
Attn: Corey Iben – Board Candidate Submission
P.O. Box 39
Bouton, IA 50039

Members of the current Board of Directors will review submitted materials and contact potential candidates for personal or phone interviews to be held during the month of March.

The term of a board member's position is three years. The responsibilities of board members include:

- Attend monthly Board of Directors meetings
- Participate in a subcommittee of the board, which meets as needed, to discuss applicable business items

Thank you for your consideration of this important position. Your leadership, participation and interest in Xenia Rural Water District are valuable contributions you can make to the Members of the District. As a member of the board you also have many opportunities to learn about how quality drinking water is treated, distributed to customers, and the requirements of maintaining the water plants, pipeline system, storage tanks, pumping stations and other appurtenances. You can contribute to the continued rejuvenation of the District.

CANDIDATE INFORMATION REQUEST

Provide a brief statement describing your interest in serving on the Board of Directors of Xenia Rural Water District.

Persons interested in running for the board of directors must be Members of the District

Employment, Education, Professional Associations & Community Service

Please list your current and past places of employment:

COMPANY NAME	YOUR TITLE OR RESPONSIBILITES	DATE

Candidate’s Contact Information

Name	
Mailing Address	
Service Address (if different than above)	
City, State, Zip Code	
Home Phone	
Cell Phone	
E-Mail Address	
Xenia Account Number	



23998 141st Street
Bouton, IA 50039
BOARD OF DIRECTORS
AGENDA ITEM FORM

Meeting Date: 2/9/2017
Agenda Item # 7

Subject: Employee 2016 Compensation Review and Acknowledgement

As an internal control feature suggested by the State Auditor’s office, the Xenia Board is requested to review the District’s actual payroll results on an employee by employee basis and compare it to the amount budgeted for each employee. The purpose of this is to avoid any unauthorized and/or unreasonable compensation changes from the approved budget.

Presented in the 2016 employee compensation summary is the amount budgeted for each employee, the actual wages/salaries paid out during the year, the amount by which actual pay is over or under the amount budgeted and an explanation of the variance. This information is shown on the attached Payroll Budget to Actual spreadsheet.

Budget 2017 Impact: None

Recommended Action:
Review the budget to actual results and acknowledge having reviewed the information.

Motion from Board:
Review the budget to actual results and acknowledge having reviewed the information.

Prepared By: Gary Andrews
Title: Controller

Reviewed By: _____
CEO/General Manager



23998 141st Street
Bouton, IA 50039
BOARD OF DIRECTORS
AGENDA ITEM FORM

Meeting Date: 2/9/2017
Agenda Item # 8

Subject: 2017 Employee Salaries

As an internal control feature suggested by the State Auditor's office, the Xenia Board is requested to review the District's 2017 payroll budget on an employee by employee basis. The purpose of this is to avoid any unauthorized and/or unreasonable compensation changes from the approved budget.

Presented in the attached 2017 payroll budget is the amount budgeted for each employee. The payroll budget is broken down into three categories: regular pay for standard 40 hour/week wages, payroll budgeted for overtime and payroll budgeted for pager/afterhours calls.

The 2017 payroll budgeted is also presented by general ledger account to match the 2017 operating budget passed by the Board last November.

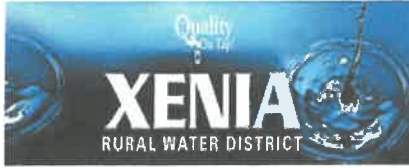
Budget 2017 Impact: None

Recommended Action:
Review the 2017 employee salaries budget and acknowledge having reviewed the information.

Motion from Board:
Review the 2017 employee salaries budget and acknowledge having reviewed the information.

Prepared By: Gary Andrews
Title: Controller

Reviewed By: _____
CEO/General Manager



23998 141st Street
Bouton, IA 50039
BOARD OF DIRECTORS
AGENDA ITEM FORM

Meeting Date: 2/9/2017

Agenda Item # 9

Subject: Coats Wastewater Rates

The current Coats wastewater system will require an estimated \$557,000 of repairs to the lagoon, currently planned to spread over the next two years. In December, the Board discussed the concept of Xenia loaning cash to the Coats wastewater system in an arms-length transaction using a current market rate of interest on the loan.

The Coats wastewater rate currently in place is sufficient to cover the cost of maintaining the Coats wastewater system as well as repaying the \$557,000 over a 35-year period. However, if a market rate of interest were charged on the repayment, an additional rate increase would be necessary to cover the cost of interest on the loan.

Calculations have been prepared to determine the cost of financing the repairs to the Coats wastewater lagoon. Based on repayment schedules ranging from 25-50 years and an interest rate of 3.60% (average rate of Series 2016 bonds), the annual interest payments would be \$11,259-\$12,896 per year. This calculation results in an additional \$14-\$15 per month per member needed to cover the annual interest expense.

Attached is a summary of each wastewater system operated by Xenia. Currently, there is \$442,734 of cumulative cash flows earned in three wastewater systems (Win/Worth, North Polk and Countyveiw) where operations have been discontinued. These funds are available to maintain any aspect of Xenia's operations. If combined with the \$64,552 of cumulative earnings in the Coats system, there would be \$507,286 currently available for covering the lagoon system repair costs. Staff will schedule lagoon repairs to address the higher priority issues first and will take into account wastewater fund balances for these scheduling these repairs and future wastewater rates discussion.

Budget 2017 Impact: Increasing the Coats wastewater rates as approved last December will result in an additional \$924 of wastewater revenues per year.

Recommended Action: Staff recommends maintaining the Coats wastewater rate increases as approved last December and utilize cash flows from discontinued wastewater operations to cover the costs of the Coats lagoon repairs. The new Coats wastewater rates will provide positive cash flow to reimburse the overall wastewater funds for the cost of the repairs.

Motion from Board: No motion needed, leave rates unchanged.

Prepared By: Gary Andrews

Controller

Reviewed By: _____

CEO/General Manager



23998 141st Street
Bouton, IA 50039
BOARD OF DIRECTORS
AGENDA ITEM FORM

Meeting Date: 2/9/2017

Agenda Item # 10

Subject: Garage Door Openers

The cold storage area, far west part of the Bouton complex, has eight, 14-foot high, overhead doors on the north and south sides that provide drive in, drive out operation for Xenia’s larger construction equipment. The doors are operated manually. When equipment is being taken out, the employee needs to open the door, drive the equipment out, get out of the equipment and close the door and get back into the equipment to leave. When equipment is brought back, the employee has to get out of the equipment, open the door, get back in the equipment and drive into the building and then close the door. At the end of the day, someone needs to check to make sure all eight doors are locked.

The capital budget for 2017 includes funds to install openers for these eight doors to make it more efficient for employees to remove and return construction equipment to the cold storage area. In addition, no one will have to remember to check each door at the end of the day to make sure they are locked.

Prices were received from three entities that provide and install commercial garage door openers. The prices received were:

<u>Vendor</u>	<u>Door Quoted</u>	<u>Price</u>
Door and Fence Store	Liftmaster T-75 (3/4 HP)	\$9,360
Door and Fence Store	Liftmaster T-33 (1/3 HP)	\$7,600
Overhead Door Co.	RSX-T (3/4 HP)	\$8,315
Ray’s Doors	Liftmaster BMT50-11 (1/2 HP)	\$10,575

Based on the equipment quoted and the associated prices, staff will recommend purchasing the eight garage door openers from Overhead Door Co. for \$8,315, including installation.

Budget 2017 Impact – \$12,000 is included in the 2017 capital budget for garage door openers. The recommended vendor and equipment, will be under budget by \$3,685.

Recommended Action: Authorize staff to purchase eight garage door openers from Overhead Door Co. for \$8,315 which will include installation.

Motion from Board: Motion to authorize staff to purchase eight garage door openers from Overhead Door Co. for \$8,315 which will include installation.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: _____

CEO/General Manager



23998 141st Street
Bouton, IA 50039
BOARD OF DIRECTORS
AGENDA ITEM FORM

Meeting Date: 2/9/2017

Agenda Item # 11

Subject: 28E Agreement For The Installation Of A Shared Chlorine Analyzer Between City Of Kelley, City Of Slater And Xenia Rural Water District

Xenia staff have been working with the City of Kelley and their engineering consultant on a connection to provide bulk water service to the city. Part of the connection infrastructure will include a chlorine analyzer that Kelley will utilize to monitor chlorine residual in the water they receive from Xenia. This is a requirement of the Iowa Department of Natural Resources (IDNR).

The City of Slater currently has a connection to Xenia's distribution system to provide water on an emergency only basis. Slater would like to take water from Xenia on a continuous basis but they would be required to take daily chlorine residual readings on Xenia's water coming into their system. They do not want to expend the labor necessary to obtain the chlorine residual readings seven days a week.

Xenia staff asked IDNR personnel if a chlorine analyzer, installed in Kelley's new meter pit and just 4 miles from Slater's connection, could be used to provide the IDNR required chlorine monitoring data for both cities. IDNR personnel agreed that one chlorine analyzer located in Kelley's meter pit could provide the chlorine monitoring data for both Kelley and Slater.

Xenia staff generated a draft agreement that calls for Kelley and Slater to share in the cost of a new chlorine analyzer and any future repairs or replacement of the analyzer. Kelley will obtain the chlorine data through their SCADA system, provide electrical service to the meter pit and maintain the rock drive to the meter pit. Slater will provide snow removal services for the meter pit drive. Xenia will provide the labor and reagents to calibrate the chlorine analyzer at the frequency required by IDNR and will provide the chlorine data from their SCADA system to Slater. After review from Kelley and Slater, the agreement was finalized and is ready for execution. Slater is scheduled to act on the agreement at their February 13 council meeting and Kelley is scheduled to act on the agreement at their February 14 council meeting.

Budget 2017 Impact – Some Xenia labor will be expended to calibrate the chlorine analyzer but this agreement will allow Slater to use water on a daily basis versus only as an emergency connection which will increase water sales revenue.

Recommended Action: Authorize Chair and Secretary to execute the 28E Agreement For The Installation Of A Shared Chlorine Analyzer Between City Of Kelley, City Of Slater And Xenia Rural Water District.

Motion from Board: Motion to authorize Chair and Secretary to execute the 28E Agreement For The Installation Of A Shared Chlorine Analyzer Between City Of Kelley, City Of Slater And Xenia Rural Water District.

Prepared By: Gary Benjamin
CEO/General Manager

Reviewed By: _____
CEO/General Manager