

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, July 20, 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 June 22, 2017 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. Financial Transaction Policy Update	CEO/GM
6. Berwick Purchased Capacity Sale	CEO/GM
7. Woodward Water Treatment Plant 2017 Improvements Payment Application No. 2	CEO/GM
8. Manager's Updates	CEO/GM

- Website Survey
- Briggs Woods
- Adel
- Kelley

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| 9. Departmental Reports | CEO/GM |
| 10. Old Business | Board Members |
| 11. New Business | Board Members |
| 12. Public Comments | Audience |
| 13. Next Board Meeting will be August 24, 2017 at 5:00 pm, Finance Committee meeting will be held August 24, 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

Meeting Date: 7/20/2017
Agenda Item # 5

Subject: Financial Transaction Policy Update

At the June 22, 2017 Board meeting, the financial transaction policy was updated to remove Dan Lovett as a check signer and add Amy Kahler as a check signer. The policy currently requires the Board Treasurer or Board Chairperson to sign for payments in excess of \$75,000.

Briefly discussed at last month's Board meeting was the possibility of amending the policy to waive the requirement for the Board Treasurer or Board Chairperson to sign checks in excess of \$75,000 in instances where the Board has approved the payment via a Board motion.

Staff recommends amending the Financial Transaction policy to allow Xenia staff, currently approved to sign checks, to sign both signatures for payments in excess of \$75,000, when the payment has been approved via a Board motion.

Requiring a Board Member's signature for a payment that has been approved by the Board is redundant and at times adds a layer of logistical difficulty, particularly when the Chairperson or Treasurer are not readily available or when payments need to be expedited.

Budget 2017 Impact - No impact on the budget.

Recommended Action: Amend the Financial Transaction Policy to allow Xenia staff, currently approved to sign checks, to sign both signatures for payments in excess of \$75,000, when the payment has been approved via a Board motion.

Motion from Board: Motion to amend the Financial Transaction Policy to allow Xenia staff, currently approved to sign checks, to sign both signatures for payments in excess of \$75,000, when the payment has been approved via a Board motion.

Prepared By: Gary Andrews
Controller

Reviewed By: Gary Benjamin
CEO/General Manager



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

Meeting Date: 7/20/2017

Agenda Item # 6

Subject: Berwick Purchased Capacity Sale

Berwick is a small community located northeast of Des Moines. The community has always purchased their water from Des Moines Water Works (DMWW) and has entered into a full-service agreement with DMWW. With the full service agreement in place, they no longer need their purchased capacity so they are looking to sell it through sealed bids. A copy of the notice of sale is attached. Three things to note from the notice: the amount of purchased capacity for sale is 250,000 gallons per day (gpd); the sealed bids are due by 4:00 p.m. on July 28, 2017; and the minimum bid is \$2.25 per gallon.

Xenia currently has 2,949,560 gallons per day of purchased capacity. Xenia violated its purchased capacity on June 8 and we will realize a \$0.03/1,000 gallons increase for water purchased from DMWW for all of 2018. With the new housing being constructed in this service territory around Adel, our demand on the DMWW system will only increase. The current DMWW water rate, with purchased capacity, is \$1.85/1,000 gallons. The current DMWW water rate, without purchased capacity, is \$3.84/1,000 gallons. With the eminent growth in water demand and the significant difference in DMWW water rates (with versus without purchased capacity), I feel we should submit a bid for Berwick's purchased capacity. This is likely to be the last opportunity to buy any purchased capacity in the foreseeable future.

Polk County Rural Water District #1 was the last entity to auction off purchased capacity (December, 2014) and Xenia was the successful bidder at \$2.581/gallon. Norwalk submitted a bid of \$2.55/gallon and Ankeny submitted a bid of \$2.56/gallon.

Budget 2017 Impact – The cost of the purchased capacity would come out of the 2017 capital budget.

Recommended Action: Authorize staff to work with Mike Schrum and Troy Wilson to submit a bid for Berwick's 250,000 gallons per day of purchased capacity at an amount deemed in the best interest of Xenia Rural Water District.

Motion from Board: Motion to authorize staff to work with Mike Schrum and Troy Wilson to submit a bid for Berwick's 250,000 gallons per day of purchased capacity at an amount deemed in the best interest of Xenia Rural Water District.

Prepared By: Gary Benjamin
CEO/General Manager

Reviewed By: Gary Benjamin
CEO/General Manager



23998 141st Street
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BOARD OF DIRECTORS
AGENDA ITEM

Meeting Date: 7/20/2017
Agenda Item # 7

Subject: Woodward Water Treatment Plant 2017 Improvements – Payment Application No. 2

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 approved Payment Application No. 1 in the amount of \$95,975.65 at the June, 2017 Board meeting. C.L. Carroll has submitted Payment Application No. 2 in the amount of \$61,417.50 to HR Green and they have reviewed and approved the application. A copy of Payment Application No. 2 is attached.

If the Board approves Payment Application No. 2, the total paid to date will be \$157,393.15.

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. 2 for C. L. Carroll Co., Inc., in the amount of \$61,417.50.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 2 for C. L. Carroll Co., Inc., in the amount of \$61,417.50.

Prepared By: Gary Benjamin, P.E.
CEO/General Manager

Reviewed By: Gary Benjamin
CEO/General Manager