

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, June 22, 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 May 18, 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. Board Committee Assignments	Board Members
6. Financial Transaction Policy Update	CEO/GM
7. Worker's Compensation Coverage Renewal	CEO/GM
8. Woodward Water Treatment Plant 2017 Improvements Payment Application No. 1	CEO/GM

9. Woodward Water Treatment Plant 2017 Improvement
Change Order No. 1 CEO/GM
10. Manager's Updates CEO/GM
- Website Survey
 - Adel
 - Kelley
11. Departmental Reports CEO/GM
12. Old Business Board Members
13. New Business Board Members
14. Public Comments Audience
15. Next Board Meeting will be July 20, 2017 at 5:00 pm, Finance Committee meeting will be held July 20, 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: 6/22/2017

Agenda Item #5

Subject: Board Committee Assignments

This is a place-holder for the Board to complete their annual committee assignments. Assignments are needed for the Planning Committee, Executive/Personnel Committee and Finance Committee. The assignments should include a Chair for each committee.

Budget 2017 Impact – No budget impact.

Recommended Action: Defer to Board for Committee assignments.

Motion from Board: Defer to Board for Committee assignments.

Prepared By: Corey Iben

HR & Administration Manager

Reviewed By: Gary Benjamin, P.E.

CEO/General Manager



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

Meeting Date: 6/22/2017

Agenda Item # 6

Subject: Financial Transaction Policy Update

With Amy Kahler replacing Dan Lovett as Chairperson, Xenia needs to amend the financial transaction policy to remove Dan Lovett from the list of approved financial transactions as the Chairperson and add Amy Kahler to the list. A copy of the proposed Financial Transaction Policy is attached.

Budget 2017 Impact - No impact on the budget.

Recommended Action: Amend the financial transaction policy to remove Dan Lovett as Chairperson and add Amy Kahler as Chairperson.

Motion from Board: Motion to amend the financial transaction policy to remove Dan Lovett as Chairperson and add Amy Kahler as Chairperson.

Prepared By: Gary Andrews

Controller

Reviewed By: Gary Benjamin, P.E.

CEO/General Manager



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

Meeting Date: 06/22/2017

Agenda Item # 7

Subject: Worker's Compensation Coverage Renewal

Background:

Iowa Municipalities Workers Compensation Association (IMWCA) has provided worker's compensation insurance for the District for the past 6 years. Since enrolling with IMWCA, Xenia's premiums have decreased every year. The premium paid for the 2016-2017 policy was \$17,569.

This year's renewal quote is \$18,505, which is based on a payroll of \$1,437,092. The premium increased from last year's policy primarily due to increase in payroll along with a .12% increase in our base rate. The Experience Modification Factor also increased from .75 to .76.

A copy of this year's quote is attached.

Budget 2017 Impact - Allowance in Budget: \$19,808

Renewal will put Xenia \$1,303 under budget.

Recommended Action: Accept IMWCA renewal quote of \$18,505 for Worker's Compensation Insurance Policy.

Motion from Board: Motion to accept IMWCA renewal quote of \$18,505 for Worker's Compensation Insurance Policy.

Prepared By: Corey Iben

HR & Administration Manager

Reviewed By: Gary Benjamin, P.E.

CEO/General Manager



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

Meeting Date: 6/22/2017

Agenda Item #8

Subject: Woodward Water Treatment Plant 2017 Improvements – Payment Application No. 1

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.

C. L. Carroll has been working on tasks they can complete without impacting the operation of the treatment plant. C. L. Carroll has submitted Payment Application No. 1 in the amount of \$95,975.65 to HR Green and they have reviewed and approved the application. A copy of Payment Application No. 1 is attached.

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 project.

Recommended Action: Approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 1 for C. L. Carroll Co., Inc., in the amount of \$95,975.65.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 1 for C. L. Carroll Co., Inc., in the amount of \$95,975.65.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: Gary Benjamin, P.E.

CEO/General Manager



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

Meeting Date: 6/22/2017

Agenda Item #9

Subject: Woodward Water Treatment Plant 2017 Improvements – Change Order No. 1

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.

One of the tasks C. L. Carroll has been working on is installation of a 24" water main loop that will be used to provide contact time between chlorine and ammonia in the water for removal of the ammonia. In viewing the installation, staff voiced a concern that air could become trapped in the loop which would interfere with the flow of water through the loop.

Staff completed field locates of the water main leaving the plant and based on what was found, we will be able to simplify the original plans for installing a new fire hydrant just outside the plant to facilitate restarting the plant after the project is completed.

C. L. Carroll was asked to submit a change order with the costs to install an air release on the 24" water main loop and the cost deduct to modify the installation of the new fire hydrant. The cost to add the air release is \$2,070 and the cost deduct to modify the fire hydrant installation is \$226. The total change order cost for these two items is \$1,844. A copy of the change order is attached.

If the Board approves this change order, the new contract amount will be \$1,802,540.

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 project.

Recommended Action: Approve Woodward Water Treatment Plant 2017 Improvements Change Order No. 1 for C. L. Carroll Co., Inc., in the amount of \$1,844.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Change Order No. 1 for C. L. Carroll Co., Inc., in the amount of \$1,844.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: Gary Benjamin, P.E.

CEO/General Manager