

**Resolution # \_\_\_\_\_**  
**XENIA RURAL WATER DISTRICT**  
**June 22, 2017 – 5:00 PM**  
**Regular Board Meeting Minutes**

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

Board Members Absent:

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

Call to Order

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

Approve Agenda

Motion #061701 made by Becker, seconded by Carris to introduce and approve the June 22, 2017 Agenda. Motion passed. No dissenting.

Approve Minutes

Motion #061702 made by Wilson, seconded by Becker to introduce and approve the May 18, 2017 minutes. Motion passed. No dissenting.

Financial Reports

Statement of Net Assets

Andrews reviewed statement of net assets. As of May 31, 2017 assets totaled \$131.2 million. Liabilities totaled \$120.3 million.

Income Statement

Andrews reviewed the income statement. Total Operating Income for the five months ending May 31, 2017 was \$5.868 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 June 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 12 new service connections and 3 terminations in May.

Motion #061703 made by Wilson seconded by Schrum to introduce and accept financial statements. Motion passed. No dissenting.

Board Committee Assignments

Board discussed and set the committees for 2017 as follows:

Planning Committee – Schrum (chair), Wilson, Becker

Executive Committee- Kahler (Chair), Carris, Wilson  
Finance Committee – Becker (Chair), Jensen, Tenold

Financial Transaction Policy

Motion #061704 made by Schrum, seconded by Jensen to amend the financial transaction policy to remove Dan Lovett as Chairperson and add Amy Kahler as Chairperson. Motion passed. No dissenting.

Workers Compensation Coverage Renewal

Motion #061705 made by Wilson, seconded by Carris to accept IMWCA's renewal quote of \$18,505 for Worker's Compensation Insurance Policy. Motion passed. No dissenting.

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

Motion #061706 made by Becker, seconded by Wilson 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. Motion passed. No dissenting.

Woodward Water Treatment Plant 2017 Improvement Change Order No. 1

Motion #061707 made by Carris, seconded by Becker to approve Woodward Water Treatment Plant 2017 Improvements Change Order No. 1 for C.L. Carroll Co., Inc., in the amount of \$1,844. Motion passed. No dissenting.

Manager's Report

Updates were given on the following projects: Adel service area, website survey that will be sent to a portion of the membership, connection for the City of Kelley, Polk County Conservation accounts, City of Madrid and Gary Benjamins upcoming time out of the office.

Departmental Reports

Department updates were reviewed

Old Business

None

New Business

None

Public Comments

None

Adjournment

Motion #051708 made by Becker, seconded by Carris to adjourn the meeting. Motion passed. No dissenting.

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Xenia Rural Water District, Secretary

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Date