

**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, March 23, 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 February 9, 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. Woodward Water Treatment Plant 2017 Improvements	CEO/GM
6. Dental Insurance	CEO/GM
7. Board Member Election (Discussion)	CEO/GM
8. Mowing Contract	CEO/GM

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|---|---------------|
| 9. New Trailers   | CEO/GM        |
| 10. Briggs Woods Park – Service Territory   | CEO/GM        |
| 11. Manager’s Updates   | CEO/GM        |
| • Audit Update  |               |
| • Adel Update   |               |
| 12. Departmental Reports  | CEO/GM        |
| 13. Old Business  | Board Members |
| 14. New Business  | Board Members |
| 15. Public Comments   | Audience      |
| 16. Next Board Meeting will be April 20, 2017 at 5:00 pm, Finance Committee meeting will be held April 20, 2017 at 4:00 pm. |               |

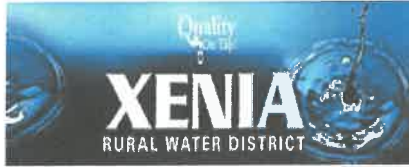
Adjournment

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

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Xenia Rural Water District, State of Iowa



23998 141<sup>st</sup> Street  
 Bouton, IA 50039  
**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 3/23/2017  
 Agenda Item # 5

**Subject: Woodward Water Treatment Plant 2017 Improvements**

At the February, 2017 Board meeting, the Board authorized 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. Plans, specifications and contract documents were taken out by 27 plan houses, contractors and suppliers and 2 bids were received and opened at 2:00 on March 14, 2016. The bids received were:

<u>Bidder</u>	<u>Alt. 1A Bid</u>	<u>Alt. 1B Bid</u>	<u>Alt. 2A Bid</u>	<u>Alt 2B Bid</u>
Woodruff Construction	\$1,920,650	\$1,833,300	\$1,893,700	\$1,797,200
C.L. Carroll Co., Inc.	\$1,905,696	\$1,800,696	\$1,869,696	\$1,701,346

The engineer's estimate for this project was \$2,450,000. Alt. 1A bid was for stainless steel internals for the clarifier and a new carbon dioxide (CO<sub>2</sub>) storage tank. Alt. 1B bid was for stainless steel internals for the clarifier and no new CO<sub>2</sub> storage tank. Alt. 2A bid was for carbon steel internals for the clarifier and a new CO<sub>2</sub> storage tank. Alt. 2B bid was for carbon steel internals for the clarifier and no new CO<sub>2</sub> storage tank. HR Green, Inc. and staff have evaluated the bids and recommend the Board enter into an agreement with C.L. Carroll, Co., Inc. for Alt. 1B in the amount of \$1,800,696. C.L. Carroll constructed the plant originally and they recently completed the upgrades to the Waukee Pump Station.

Stainless steel internals for the clarifier will be much more maintenance free than the carbon steel internals. Comparing our cost for CO<sub>2</sub> from the company that owns our current CO<sub>2</sub> storage tank with the price Des Moines Water Works pays for CO<sub>2</sub>, it would tank more than 20 years to make up the cost of a new tank. A copy of HR Green, Inc.'s recommendation letter is attached.

The capital budget for this project is \$2,450,000. The bid for Alt. 1B is \$649,304 under budget.

**Budget 2017 Impact – There is a total of \$2,450,000 in the 2017 and 2018 capital budget for this project.**

**Recommended Action: Enter into an agreement with C.L. Carroll Co. Inc. for Woodward Water Treatment Plant 2017 Improvements, Alt. 1B, in the amount of \$1,800,696 and authorize the Chair and CEO and General Manager to execute the agreement.**

- Motion from Board:**
1. Public Hearing – Opened by Chair for comments from the public regarding the form of contract, plans and specifications and estimated cost. Chair closes public hearing.
  2. Motion to enter into an agreement with C.L. Carroll Co. Inc. for Woodward Water Treatment Plant 2017 Improvements, Alt. 1B, in the amount of \$1,800,696 and authorize the Chair and CEO and General Manager to execute the agreement.

Prepared By: Gary Benjamin  
 CEO/General Manager

Reviewed By: \_\_\_\_\_  
 CEO/General Manager



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 3/23/2017

Agenda Item # 6

Subject: Dental Insurance

Since 2006, Xenia has used Principal Financial Group as the provider of dental insurance. On a periodic basis, most recently in 2014, Xenia has gone to the market to compare dental plans. Due to the fact we have a good dental plan at a reasonable cost; it was the determination of staff that we would continue to offer the Principal Dental plan for our employees.

The 2017 renewal from Principal includes a 4.9% increase in premiums. This will increase the total monthly premium paid by Xenia for all covered employees by \$50.90 or \$448.10 for the remainder of 2017. Xenia currently pays for 80% of the dental policy. Employees will pay an additional \$0.19 per paycheck for employee only plans, employee & spouse plans will increase \$0.39 per paycheck, employee & child plans will increase \$0.40 per paycheck and family plans will increase \$0.67 per paycheck.

Staff will work with our Insurance Broker, Mercer, to change the policy term for the dental insurance from an April 1<sup>st</sup> renewal to a January 1<sup>st</sup> renewal for 2018. This would change all insurance policies with the exception of Workers' Compensation to a January 1<sup>st</sup> renewal date, and help aid in the budgeting process.

Budget 2017 Impact - Allowance in Budget: \$11,930      Current Estimate \$12,930

With the renewal, Xenia will be over budget \$1,000 for the year. Xenia's renewal of health benefits on January 1, 2017 were under budget by \$9,310.

Recommended Action: Approve the renewal of dental insurance with Principal effective April 1, 2017.

Motion from Board: Motion to approve the renewal of dental insurance with Principal effective April 1, 2017.

Prepared By: Corey Iben  
HR & Administration Manager

Reviewed By: Gary Benjamin  
CEO/General Manager



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 3/23/2017  
Agenda Item # 7

**Subject: Board Member Election (Discussion)**

The 2017 Annual Meeting is scheduled for April 20<sup>th</sup> at 7:00 PM. We have two current board seats that will be up for re-election (Dan Lovett & Jerry Carris). Jerry will run for re-election this year. From the candidate request letters which were mailed out in February, we have received interest from two members for the open seats. Guy Tenold of rural Perry and Michael Ulmer of Ames submitted resumes. Their resumes are attached.

Staff will create the proxies, which will be mailed out to the participating members the week of March 27th. Members will have until April 14th to return their proxies, or they have the opportunity to fill out/hand in their proxy at the Annual Meeting.

**Budget 2017 Impact: N/A**

**Recommended Action: Discussion by Board members.**

**Motion from Board: Discussion by Board members.**

Prepared By: Corey Iben  
HR & Administration

Reviewed By: \_\_\_\_\_  
CEO/General Manager

**Attachments**

**XENIA RURAL WATER DISTRICT  
PROXY FOR ANNUAL MEETING  
Thursday, April 20, 2017  
7:00 p.m.**

**Xenia Rural Water District Office  
23998 141<sup>st</sup> Street  
Bouton, IA 50039**

**Annual Meeting Location  
23998 141<sup>st</sup> Street  
Bouton, IA 50039**

If you are unable to attend the Annual Meeting but wish to be represented, you may sign, date and return this proxy statement as instructed below.

The undersigned appoints Dan Lovett or, in his absence, the acting Chairperson, the attorney-in-proxy of the undersigned Participating Member, with power of substitution, to represent and vote for the undersigned on all matters at the Annual Meeting of Xenia Rural Water District to be held on April 20, 2017 at 7:00 p.m., and at any and all adjournments thereof.

The Proxy is directed to vote as specified below and in his/her discretion on all other matters coming before the meeting. If no direction is made, the proxies will vote FOR all committee nominees listed below in item 1 and in his discretion on item 2.

1. ELECTION OF DIRECTORS — VOTE FOR election of two (2) directors of the District from the nominees named below. Place an “x” or check mark in the box next to the candidates that you would like to choose.

**Incumbent Mr. Jerry Carris, Adel, Iowa:** Jerry has served on the Board of Directors for the past three years. During this time, the District successfully refinanced Xenia’s 2006 publicly traded bonds which will save the District over \$500,000 annually in interest payments. The savings has enabled Xenia to hold the 2017 water rates without an increase in cost to the members.

Jerry worked for Chicago Bridge and Iron for 38 years as senior estimator in the elevated water storage tank division and is currently working as facility coordinator for Dar Pro Ingredients in Adel.

**Mr. Mike Ulmer, Ames, Iowa:** Mr. Ulmer and his family recently moved to Ames from central Indiana. Since moving to Ames, he has sensed a strong community spirit, and feels his background and experience would be beneficial to the District.

Mr. Ulmer currently works for Danfoss, one of the largest manufacturing employers in Story County, as Plant Manager of Operations. Prior to moving to Iowa, Mike was the Dean of Technology at Ivy Tech Community College in Indiana, where he had the privilege to participate in numerous committee and board positions. Mike would like to bring his experience to Xenia and help the organization reach its’ targets and goals.

**Mr. Guy Tenold, Perry, Iowa:** Mr. Tenold has been a member of the District for 20 years, residing northeast of Perry. Guy is a graduate of Iowa State University and currently works as a Senior Consultant Contract Underwriter for Nationwide Surety & Fidelity and has over 30 years of experience in the surety bond market.

**(OVER)**

Mr. Tenold believes he has the qualifications to assist with the oversight of the District's operations.

VOTE WITHHELD from all nominees listed above.

OPTIONAL: If vote withheld from one or more nominees listed above, nominate and VOTE FOR the following individual(s) named below:

\_\_\_\_\_

NOTE: You may not nominate and vote for more than two (2) candidates. If you indicate more than two (2) candidates, the Proxy will nominate and vote for two (2) candidates, consisting first of any candidates that were nominees of the Board of Directors (listed above) as determined by the Proxy if more than two (2) are selected.

2. TO TRANSACT SUCH OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE MEETING OR ANY ADJOURNMENTS THEREOF

FOR  AGAINST  ABSTAIN

**FAILURE TO SIGN AND DATE THIS FORM WILL RESULT IN YOUR PROXY BEING DECLARED INVALID**

MUST BE SIGNED BY A PARTICIPATING MEMBER OF THE DISTRICT:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Full Name: \_\_\_\_\_ Account#: \_\_\_\_\_

Meter Address: \_\_\_\_\_

**PLEASE RETURN PROXIES ONLY IN THE ENCLOSED ENVELOPE. DO NOT INCLUDE YOUR PAYMENT IN THIS ENVELOPE, AS THIS ENVELOPE WILL NOT BE OPENED UNTIL THE DAY OF THE MEETING.**

**PROXIES MUST BE RETURNED TO THE XENIA RURAL WATER DISTRICT OFFICE BY 4:30 P.M. APRIL 14, 2017. YOU MAY REVOKE THIS PROXY BY WRITTEN REVOCATION DELIVERED TO THE XENIA BUSINESS OFFICE OR BY YOUR PERSONAL ATTENDANCE AT THE MEETING.**

I plan to attend the meeting at Xenia Business Office located south of Bouton, Iowa.



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 3/23/2017

Agenda Item # 8

**Subject: Mowing Contract**

**Background:**

Staff requested bids from contractors for mowing services in 2017. No Lawn Left Behind from Perry and PreciZion Lawn Care from Boxholm submitted bids, with No Lawn Left Behind being the lowest bidder. No Lawn has been the mowing service provider for the past five years.

The contract is for mowing 24 remote locations on a biweekly basis and mowing the Bouton office on a weekly basis.

No Lawn Left Behind's bid for performing this service is \$1,683 on a biweekly basis.  
PreciZion Lawn Care's bid for performing this service is \$2,216 on a biweekly basis.

Staff anticipates mowing all sites 10 times (bi weekly) this summer, mowing the Bouton Office Facility 20 times. In case of dry weather, Xenia will request the mowing frequency be decreased.

In addition to the mowing service, staff would like to have No Lawn Left Behind apply weed control at select sites, which will be determined later this spring, and to apply Round-up at Xenia's remote sites that have rock driveways. The cost for weed control for all sites is estimated at \$1,215 and the cost of Round-up is \$960.

For the regular mowing frequency, two applications of weed control at select sites and an application of Round-up at select sites, the anticipated expenditure is \$20,220. If less frequent mowing is requested due to dry weather, the expenditures will be less.

**Budget 2017 Impact - Allowance in Budget: \$29,500. Current Estimated Cost: \$20,220**  
Services are anticipated to be \$9,280 under budget

**Recommended Action: Approve the mowing proposal from No Lawn Left Behind for mowing services for 2017 at an estimated cost of \$20,220.**

**Motion from Board: Motion to approve the mowing proposal from No Lawn Left Behind for mowing services for 2017 at an estimated cost of \$20,220.**

**Prepared By: Corey Iben**

**Title: HR & Administration Manager**

**Reviewed By: Gary Benjamin**

**Title: General Manager/CEO**





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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 3/23/2017  
 Agenda Item # 9

**Subject: New Trailers**

The capital budget for 2017 includes replacing two equipment trailers – one 25-ton, 3-axle trailer and one 10-ton, 2-axle trailer.

Staff requested price quotes from trailer vendors. The three quotes received were:

<u>Vendor</u>	<u>25-Ton Trailer</u>	<u>10-Ton Trailer</u>
Kaufman Trailers of NE Inc.	\$18,000	\$6,880
Rampant Trailers LLC	\$17,999	\$8,130
Big Tex Trailers	\$25,950	\$8,955

The 25-ton trailer is used to haul our track hoe or back hoe equipment. The 10-ton trailer is used to haul our skid loader or mini-excavator. Based on the quotes received and the preference to order from one vendor (for only \$1 more), staff will recommend purchasing both trailers from Kaufman Trailers of NE Inc. in the combined amount of \$24,880.

The 2017 capital budget includes \$22,000 for the replacement of these two trailers. With the initial purchase of the trailers, we will be \$2,880 over budget. Once the new trailers are received, we will advertise the two existing trailers for sale. We expect to sell the 10-ton trailer for between \$2,000 and \$2,500 and the 25-ton trailer for between \$5,000 and \$6,000. Using the lower expected sale prices, we should end up around \$4,000 under budget.

Budget 2017 Impact – \$22,000 is included in the 2017 capital budget for replacing two trailers. After selling the two existing trailers, we should be around \$4,000 under budget.

**Recommended Action:** Authorize staff to purchase one 25-ton and one 10-ton trailer from Kaufman Trailers of NE Inc. for a total amount of \$24,880.

**Motion from Board:** Motion to staff to purchase one 25-ton and one 10-ton trailer from Kaufman Trailers of NE Inc. for a total amount of \$24,880.

Prepared By: Gary Benjamin  
 CEO/General Manager

Reviewed By: \_\_\_\_\_  
 CEO/General Manager



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 3/23/2017  
Agenda Item # 10

**Subject: Briggs Woods – Service Territory**

Briggs Woods is a county park up in Hamilton County, just south of Webster City. The park includes a golf course with clubhouse, the administration building for the Hamilton County Conservation, campgrounds and cabins.

Staff has visited and worked with the Brian Lammers, Executive Director of Hamilton County Conservation over the past couple of years regarding providing water service to the park. Recently, the park finalized the decision to add a new 12,000 square foot building they will use for conventions, meetings, weddings, etc. The total domestic demand peak was calculated at 80 gallons per minute (gpm) which Xenia could serve with existing water mains. They would have to install approximately 1,500 feet of 4-inch main from Xenia’s main to their facilities.

When their architect was working on the new building, he determined they would need a sprinkler system which would require a minimum of 250 gpm of water to function. Xenia staff modeled the distribution system and found that without major investment in new water mains, we cannot provide 250 gpm of fire flow in addition to the domestic flow.

To avoid spending a significant amount of money to connect a customer with an expected water bill of \$7,000/year and to allow the park to get out of the water business, I would recommend we look at selling the service territory. Brian feels his board would entertain the option of a buyout and then pursue water service from Webster City.

Based on their annual usage of 685,000 gallons, an estimated water bill of \$7,000 per year, and a cost of production and distribution of \$3.05/1,000 gallons, our gross margin would be \$4,911 per year if the park were a customer. For the Ames agreements, the gross margin was figured for the duration of the bond loan to calculate the buyout figure. For this case, with 25 years left on the bond payments, the buyout for the Briggs Woods Park would total \$122,775.

Budget 2017 Impact – No buyout fee for Briggs Woods Park was included in the budget. Any fee collected would be extra revenue.

**Recommended Action:** Authorize staff to propose a buyout fee of \$122,775 to Hamilton County Conservation and USDA for the Briggs Woods Park area and draft an agreement for the buyout of both parties agree to the amount. Any agreement would be brought to the Board for approval.

**Motion from Board:** Motion to staff to propose a buyout fee of \$122,775 to Hamilton County Conservation and USDA for the Briggs Woods Park area and draft an agreement for the buyout of both parties agree to the amount.

Prepared By: Gary Benjamin  
CEO/General Manager

Reviewed By: \_\_\_\_\_  
CEO/General Manager