

**Resolution # \_\_\_\_\_**  
**XENIA RURAL WATER DISTRICT**  
**March 23, 2017 – 5:00 PM**  
**Regular Board Meeting Minutes**

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

Board Members Absent:

Staff Present: Andrews, Benjamin, Hayden, Lyons

Call to Order

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

Approve Agenda

Motion #031701 made by Wilson, seconded by Carris to introduce and approve the March 23, 2017 Agenda. Motion passed. No dissenting.

Approve Minutes

Motion #031702 made by Becker, seconded by Jensen to introduce and approve the March 9, 2017 minutes. Motion passed. No dissenting.

Financial Reports – January 2017

Statement of Net Assets

Andrews reviewed statement of net assets. As of January 31, 2017 assets totaled \$131.1 million. Liabilities totaled \$121.8 million.

Income Statement

Andrews reviewed the income statement. Total Operating Income for the one month ending January 31, 2017 was \$1.169 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 February to transfer monies into the Sinking and Reserve funds.

Financial Reports – February 2017

Statement of Net Assets

Andrews reviewed statement of net assets. As of February 28, 2017 assets totaled \$131.6 million. Liabilities totaled \$122.0 million.

Income Statement

Andrews reviewed the income statement. Total Operating Income for the two months ending February 28, 2017 was \$2.306 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 March 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 10 new service connections and 0 terminations in January & February.

Motion #031703 made by Becker, seconded by Schrum to introduce and accept financial statements. Motion passed. No dissenting.

#### Woodward Water Treatment Plant 2017

Public hearing was opened to hear comments from the public regarding the form of contract, plans and specifications and estimated cost. No comments were made and the public hearing was closed.

Motion #031704 made by Carris, seconded by Kahler 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. Motion passed. No dissenting.

#### Dental Insurance

Motion #031705 made by Kahler, seconded by Becker to approve the renewal of dental insurance with Principal effective April 1, 2017. Motion passed. No dissenting.

#### Board Member Election (Discussion)

There are two open positions for the 2017 Board of Directors. Xenia has received interest from three individuals for the openings. The Executive Committee will meet with the candidates prior to the Annual Meeting.

#### Mowing Contract

Motion #031706 made by Carris, seconded by Becker to approve the mowing proposal from No Lawn Left Behind for mowing services for 2017 at an estimated cost of \$20,220. Motion passed. No dissenting.

#### New Trailers

Motion #031707 made by Schrum, seconded by Jensen to 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 passed. No dissenting.

#### Briggs Woods Park – Service Territory

Motion #031707 made by Kahler, seconded by Becker to 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 if both parties agree to the amount. Any agreement would be brought to the Board for approval. Motion passed. No dissenting.

Manager's Report

Updates were given on the following projects: Development ground around the City of Adel, status update on the annual audit, potential water service to the Woodward Resource Center, site visit with the Poet Ethanol plant in Jewell, Chris Moran and the Waukee annexation plans.

Departmental Reports

Department updates were reviewed

Old Business

None

New Business

None

Public Comments

None

Adjournment

Motion #031708 made by Kahler, seconded by Wilson to adjourn the meeting. Motion passed. No dissenting.

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Xenia Rural Water District, Secretary

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Date