

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, May 18, 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 April 20, 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. Election of Officers	Board Members
6. 2016 Audit	CEO/GM
7. Xenia Representative on Central Iowa Regional Drinking Water Commission	CEO/GM
8. West Des Moines Water Works Memorandum of Understanding	CEO/GM

- | | |
|--|---------------|
| 9. Lime Residuals Removal at Stratford Water Treatment Plant | CEO/GM |
| 10. Manager's Updates | CEO/GM |
| <ul style="list-style-type: none">• Woodward Water Treatment Plant Improvements• Consumer Confidence Reports (CCR)• Adel | |
| 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 June 22, 2017 at 5:00 pm, Finance Committee meeting will be held June 22, 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: 5/18/2017

Agenda Item #5

Subject: Election of Officers

This is a place-holder for the Board to complete their annual election of officers. Xenia's by-laws call for election of a chairperson, vice chairperson, secretary and treasurer after each annual meeting.

Budget 2017 Impact – No budget impact.

Recommended Action: Defer to Board for election of officers.

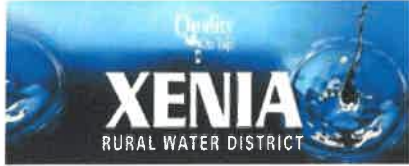
Motion from Board: Defer to Board for election of officers.

Prepared By: Corey Iben

HR & Administration Manager

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 5/18/2017

Agenda Item # 6

Subject: 2016 Audit Report Status

The 2016 audit fieldwork was completed in March, but the report itself is still being reviewed by the State Auditor's staff. A draft of the report has been reviewed by Xenia's staff as well as the State Auditor's senior management. There are no pending items holding the audit up and we anticipate the audit report to be released within the next two weeks at a cost in line with the budget (\$28,000).

Budget 2017 Impact: Cost of audit should be within the amount budgeted for 2017.

Recommended Action: Information only, no action required

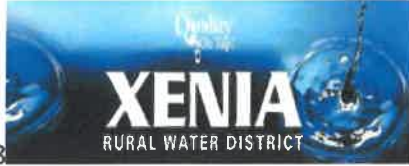
Motion from Board: No action required

Prepared By: Gary Andrews

Title: Controller

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 5/18/2017

Agenda Item # 7

Subject: Xenia Representative on the Central Iowa Regional Drinking Water Commission

The Central Iowa Regional Drinking Water Commission (CIRDWC) is a group of public water suppliers throughout Central Iowa, formed by a 28E Agreement to improve Central Iowa through coordinated planning and cooperation in an effort to promote the wise use of resources. The Commission's goal is to provide efficient, effective infrastructure and operations to deliver adequate, safe, and affordable drinking water to the region. Xenia has been a member of CIRDWC since its inception. A copy of CIRDWC's Amended and Restated Rules and Bylaws is attached.

Each public water supplier appoints a representative to serve on CIRDWC. Representatives may be elected officials, such as council persons, or a member of the community who has an interest in water issues. Dan Lovett is currently Xenia's representative on CIRDWC. Dan's term on Xenia's Board expired in April and Dan did not run for another term. Dan has voiced an interest in remaining on CIRDWC. The Board should discuss this situation and determine who they wish to serve as Xenia's representative on CIRDWC. Keeping Dan as the representative or appointing a new representative are both viable options.

Budget 2017 Impact: N/A

Recommended Action: Discussion by Board members and selection of a Xenia representative on the Central Iowa Regional Drinking Water Commission.

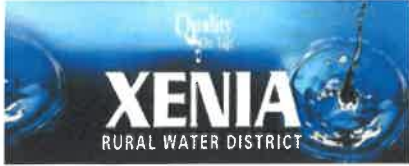
Motion from Board: Motion to approve a Xenia representative on the Central Iowa Regional Drinking Water Commission.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 5/18/2017

Agenda Item # 8

Subject: West Des Moines Water Works Memorandum of Understanding

Xenia and West Des Moines Water Works (WDMWW) executed an agreement in March of 2012 where WDMWW purchased some service territory from Xenia south I-80. The agreement called for WDMWW to take over operation and maintenance responsibilities for the water mains in the area while Xenia would continue to serve the customers in the area. A map is attached and the water mains affected by the 2012 agreement are inside the red clouded area.

We recently had a situation where a contractor, working along V Court, caused movement of soil that created a main break on the water main along V Court. This occurred at the end of business hours and left Xenia customers out of water. In order to minimize the time of water outage for our customers, Xenia staff proceeded to fix the water main in question. The following day, we notified WDMWW of the main break and worked out a deal where Xenia would bill the contractor for all time, material, equipment, etc. to repair the main break. Because of this situation, I visited with Diana Wilson, General Manager for WDMWW, and we agreed that it made more sense for Xenia to take back operation and maintenance responsibilities for the water mains in the area since we had the experience and materials to fix the size of water mains in the area and since the customers affected by outages in this area are Xenia customers. Attached is a draft of a Memorandum of Understanding to affect this change in operation and maintenance responsibility until the time when WDMWW has the infrastructure in place to take over water service to the customers in this area. Even though Xenia would have operation and maintenance responsibilities for the water mains, we will be reimbursed for any costs associated with maintenance and repair work, including planned and emergency repairs.

The draft is currently being reviewed by WDMWW legal and once that review is completed, Xenia will submit the document to legal counsel for review.

Budget 2017 Impact: No impact – Xenia will be reimbursed for all maintenance and repair costs.

Recommended Action: Approve the draft Memorandum of Understanding and authorize execution of the document when legal reviews have been completed.

Motion from Board: Motion to approve the draft Memorandum of Understanding and authorize execution of the document when legal reviews have been completed.

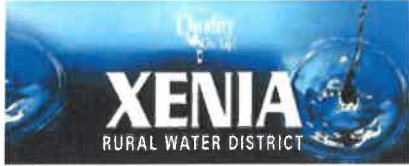
Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: _____

CEO/General Manager

Attachments



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

Meeting Date: 5/18/2017

Agenda Item # 9

Subject: Lime Residuals Removal at Stratford Water Treatment Plant

The Stratford Water Treatment Plant has three cells for storing and dewatering the lime residuals from the lime softening process. The last time the limes residuals were removed from one of the cells was 2012

Staff has been working to obtain proposals from two contractors to remove the lime residuals from one of the cells for land application. One proposal received is from MPI Farms, a large farming operation in Amboy, Minnesota. Their proposal includes a price of \$10.40/cubic yard if they clean one cell and \$9.60 if they clean two cells. We are still waiting on a price from Neese Inc., who is the contractor that cleaned one of the lime cells at Stratford in 2012. Their prices from 2012 were based on haul distances at the following rates:

- \$12.50 per cubic yard if hauled within 1 mile.
- \$14.00 per cubic yard if hauled from 1 mile to 2 miles.
- \$17.00 per cubic yard if hauled from 2 miles to 6 miles.

Neese has indicated they will get us their proposal later this week or next week. If Neese were to keep the same costs as 2012, MPI would be the low price. Based on Xenia's estimate of 7,680 cubic yards per cell, the cost for cleaning one cell would be \$79,872. The cost for cleaning two cells would be \$147,456. If we go ahead and clean two cells, we would save \$12,288 over cleaning one cell this year and one next year – assuming MPI's cost for one cell would stay the same.

The 2017 budget includes \$120,000 for removal of lime residuals from Stratford Water Treatment Plant. Staff recommends we execute an agreement with MPI for removal of lime residuals from two cells in 2017 at a cost of \$147,456, unless the proposal from Neese results in a lower cost.

Budget 2017 Impact: The budget for 2017 includes \$120,000 for Stratford lime residuals removal. The cost to remove lime residuals will be \$27,456 over budget. The 2017 operating budget includes \$100,000 for unexpected expenses. The overage would come from those funds if approved.

Recommended Action: Authorize staff to finalize an agreement with MPI for lime residuals removal from two cells at the Stratford Water Treatment Plant in the amount of \$147,456 or with Neese if their proposal results in a lower cost.

Motion from Board: Motion to authorize staff to finalize agreement with MPI for lime residuals removal from two cells at the Stratford Water Treatment Plant in the amount of \$147,456 or with Neese if their proposal results in a lower cost.

Prepared By: Dominic Haden

Treatment Manager

Reviewed By: _____

CEO/General Manager