

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, January 18, 2018
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 December 21, 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. Annual Meeting Update | CEO/GM |
| 6. Employee 2017 Compensation Review and File | CEO/GM |
| 7. 2018 Employee Salaries | CEO/GM |
| 8. Woodward Water Treatment Plant 2017 Improvements Payment Application No. 8 | CEO/GM |

9. Manager's Updates CEO/GM
- Total New Customers in 2017
 - Newsletter
 - Churdan Operating Agreement
 - Lohrville
 - Adel Emergency Connection
 - DeSoto Emergency Connection
 - Waukee Service Territory
 - Audit Update
10. Departmental Reports CEO/GM
11. Old Business Board Members
12. New Business Board Members
13. Public Comments Audience
14. Next Board Meeting will be February 22, 2018 at 5:00 pm, Finance Committee meeting will be held February 22, 2018 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

Meeting Date: 1/18/2018
Agenda Item # 5

Subject: Annual Meeting Update

The 2018 Annual Meeting is scheduled for April 19th at 7:00 PM. We have 2 current board seats that will be up for re-election (Amy Kahler & Mike Schrum). In the past we have sent out information to our membership informing them of the vacancies and soliciting candidates. In order to give our members time to decide whether or not to run for the Board of Directors, staff began mailing out the attached letter to our membership beginning with the billing on January 5th. The letter is being inserted with the billings for the month to save on postage.

As detailed in the letter, potential candidates will have until February 9th to submit an application to the Xenia office. Staff will mail out proxies beginning with the March 5th bill, utilizing the billing schedule to again save on costs. Proxies would be due in the office April 13th.

Staff would also recommend holding the 2018 Annual Meeting at the Bouton office.

Budget 2017 Impact: N/A

Recommended Action: Staff would recommend the Board form a Nomination Committee to review the applications and meet the candidates.

Motion from Board: Discussion by Board members.

Prepared By: Corey Iben

HR & Administration

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 1/18/2018

Agenda Item # 6

Subject: Employee 2017 Compensation Review and File

As an internal control feature suggested by the State Auditor's office, the Xenia Board is requested to review the District's actual payroll results on an employee by employee basis and compare it to the amount budgeted for each employee. The purpose of this is to avoid any unauthorized and/or unreasonable compensation changes from the approved budget.

Presented in the 2017 employee compensation summary is the amount budgeted for each employee, the actual wages/salaries paid out during the year, the amount by which actual pay is over or under the amount budgeted and an explanation of the variance. This information is shown on the attached Payroll Budget to Actual spreadsheet.

Budget 2018 Impact: None

Recommended Action:

Review the budget to actual results and file the information.

Motion from Board:

Motion to review the budget to actual results and file the information.

Prepared By: Gary Andrews

Title: Controller

Reviewed

By: _____



23998 141st Street
Bouton, IA 5039
BOARD OF DIRECTORS
AGENDA ITEM

Meeting Date: 1/18/2018
Agenda Item # 7

Subject: 2018 Employee Salaries

As an internal control feature suggested by the State Auditor's office, the Xenia Board is requested to review the District's 2018 payroll budget on an employee by employee basis. The purpose of this is to avoid any unauthorized and/or unreasonable compensation changes from the approved budget.

Presented in the attached 2018 payroll budget is the amount budgeted for each employee. The payroll budget is broken down into three categories: regular pay for standard 40 hour/week wages, payroll budgeted for overtime and payroll budgeted for pager/afterhours calls.

The 2018 payroll budgeted is also presented by general ledger account to match the 2018 operating budget passed by the Board last November.

Budget 2018 Impact: None

Recommended Action:
Review the 2018 employee salaries budget and file the information.

Motion from Board:
Motion to review the 2018 employee salaries budget and file the information.

Prepared By: Gary Andrews

Title: Controller

Reviewed

By: _____



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

Meeting Date: 1/18/2018
Agenda Item # 8

Subject: Woodward Water Treatment Plant 2017 Improvements – Payment Application No. 8

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 \$1,800,696.00. The Board approved Change Order No. 1 in the amount of \$1,844.00 at the June, 2017 Board meeting and Change Order No. 2 in the amount of \$31,173.00 at the November, 2017 Board meeting for a revised contract amount of \$1,833,713.00.

The Board previously approved Payment Application Nos. 1 through 7 in the total amount of \$1,026,499.57. C.L. Carroll has submitted Payment Application No. 8 in the amount of \$124,450.00 to HR Green and they have reviewed and approved the application. A copy of Payment Application No. 8 is attached.

If the Board approves Payment Application No. 8, the total paid to date will be \$1,150,949.57.

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 and Alliant Energy’s work will total \$17,671.30 leaving \$2,093,328.70 for completion of this project.

Recommended Action: Approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 8 for C. L. Carroll Co., Inc., in the amount of \$124,450.00.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 8 for C. L. Carroll Co., Inc., in the amount of \$124,450.00.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: _____

CEO/General Manager