

**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 22, 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 February 22, 2018 Board Meeting Minutes	Board Members
3. Review Financial Reports	Controller
<ul style="list-style-type: none"><li>• Statement of Net Assets</li><li>• Income Statement Schedules</li><li>• Statement of Cash Flows</li><li>• Operating Checking Transactions (separately reviewed by Board Treasurer)</li><li>• Bond Reserve and Sinking Fund Allocations</li></ul>	
4. Customer Service & Accounts Receivable	Controller
<ul style="list-style-type: none"><li>• Accounts Receivable Aging/Cut-offs/Reinstatements</li><li>• New Customers/Water User Agreements/ Occupant Deposit Listing/Voluntary Terminations</li><li>• Water Consumption Report</li></ul>	
5. Dental Insurance	CEO/GM
6. Board Member Election (Discussion)	CEO/GM
7. Central Iowa Regional Drinking Water Commission (CIRDWC) - Xenia Representatives	CEO/GM
8. Woodward Water Treatment Plant 2017 Improvements Payment Application No. 10	CEO/GM

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 9. Churdan Water Distribution System and Wastewater Lagoon System Operating Agreement                                                                                                       | CEO/GM        |
| 10. Engineering Services – New Stratford Well                                                                                                                                               | CEO/GM        |
| 11. Tank Mixers                                                                                                                                                                             | CEO/GM        |
| 12. Mowing Contract                                                                                                                                                                         | CEO/GM        |
| 13. Manager’s Updates                                                                                                                                                                       | CEO/GM        |
| • Kelley Water Service                                                                                                                                                                      |               |
| • Johnston                                                                                                                                                                                  |               |
| • City of Jamaica                                                                                                                                                                           |               |
| • Audit Update                                                                                                                                                                              |               |
| 14. Departmental Reports                                                                                                                                                                    | CEO/GM        |
| 15. Old Business                                                                                                                                                                            | Board Members |
| 16. New Business                                                                                                                                                                            | Board Members |
| 17. Public Comments                                                                                                                                                                         | Audience      |
| 18. Next Board Meeting will be April 19, 2018 at 5:00 pm, Finance Committee meeting will be held April 19, 2018 at 4:00 pm, and the Annual Board Meeting will be April 19, 2018 at 7:00 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**

Meeting Date: 3/22/2018  
Agenda Item # 5

Subject: Dental Insurance

Since 2006, Xenia has used Principal Financial Group as the provider of dental insurance. Staff took the plan to market this year for a cost comparison, and received a quote from Delta Dental as an alternative.

The 2018 renewal quote provided by Principal Financial Group included a 4.9% increase in premiums. This will increase the total premium paid by Xenia for all covered employees by \$64.00 per month or \$576.00 for the remainder of 2018. Xenia currently pays for 80% of the dental policy. Employees will pay an additional \$0.07 per paycheck for employee only plans, employee & spouse plans will increase \$0.15 per paycheck, employee & child plans will increase \$0.15 per paycheck and family plans will increase \$0.24 per paycheck.

Delta Dental's quote would increase the total premium to a 27%, with a comparable coverage level.

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 2019. 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 2018 Impact - Allowance in Budget: \$11,930. Current Estimate \$12,930.

With the renewal, Xenia will be over budget \$1,000 for the year.

Recommended Action: Approve the renewal of dental insurance with Principal Financial Group effective April 1, 2018.

Motion from Board: Motion to approve the renewal of dental insurance with Principal Financial Group effective April 1, 2018.

Prepared By: Corey Iben

HR & Administration Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager



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

Meeting Date: 3/22/2018  
Agenda Item # 6

Subject: Board Member Election

The 2018 Annual Meeting is scheduled for April 19<sup>th</sup> at 7:00 PM. We have 2 current board seats that will be up for re-election (Amy Kahler & Michael Schrum). Amy and Mike are both running for re-election along with three Members that submitted their names to be added to the proxies. Troy and Jerry have met with the three new candidates, which are Dr. Kate Zimmerman from Boone, Leah Turck from Dallas Center and Jim Nelson from Menlo.

Staff compiled the proxies following the meetings with the candidates. Proxies were delivered to Mail Services and they will be mailed out by March 19<sup>th</sup>. Proxies are due in the office April 13<sup>th</sup> which gives Members ample time to submit their vote.

A copy of the proxy is attached to this memo.

Budget 2018 Impact: N/A

Recommended Action: No action is required.

Motion from Board: Discussion by Board members.

Prepared By: Corey Iben

HR & Administration

Reviewed By: \_\_\_\_\_

CEO/General Manager



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

Meeting Date: 3/22/2018  
Agenda Item # 7

Subject: Central Iowa Regional Drinking Water Commission (CIRDWC) - Xenia Representatives

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 and an alternate 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. In visiting with Dan about his involvement with CIRDWC, he felt Xenia would be best served to elect a new representative due to a change in the availability of his time. The Board should discuss this situation and determine who they wish to serve as Xenia's representative and as an alternate on CIRDWC.

Budget 2018 Impact: N/A

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

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

Prepared By: Gary Benjamin  
CEO/General Manager

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



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

Meeting Date: 3/22/2018  
Agenda Item # 8

Subject: Woodward Water Treatment Plant 2017 Improvements – Payment Application No. 10

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, Change Order No. 2 in the amount of \$31,173.00 at the November, 2017 Board meeting and Change Order No. 3 in the amount of \$40,098.25 at the February, 2018 Board meeting for a revised contract amount of \$1,873,811.25.

The Board previously approved Payment Application Nos. 1 through 9 in the total amount of \$1,431,148.88. C.L. Carroll has submitted Payment Application No. 10 in the amount of \$116,850.00 to HR Green and they have reviewed and approved the application. A copy of Payment Application No. 10 is attached.

If the Board approves Payment Application No. 10, the total paid to date will be \$1,547,998.88.

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, Alliant Energy's work will total \$17,671.30 and painting the lime silo will total \$12,647 leaving \$2,080,681.70 for completion of this project.

Recommended Action: Approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 10 for C. L. Carroll Co., Inc., in the amount of \$116,850.00.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 10 for C. L. Carroll Co., Inc., in the amount of \$116,850.00.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager



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

Meeting Date: 3/22/2018  
Agenda Item # 9

Subject: Churdan Water Distribution System and Wastewater Lagoon System Operating Agreement

The City of Churdan is currently a Xenia bulk water customer. They have had a problem finding a new operator for their water distribution system and their wastewater lagoons. They hired a person two years ago when their previous operator retired and he was supposed to obtain his DNR operator certification while the previous operator filled in as an operator by affidavit. The new person was not able to obtain the necessary operator certification during the two years so he is no longer employed there. The Mayor of Churdan asked Xenia if we would provide operational services for their water distribution system and wastewater lagoon system.

Staff drafted an agreement to cover the operational services and the City of Churdan approved the draft agreement as written. A copy of the agreement is attached.

Under the proposed agreement, Xenia (Dominic Hayden) will fill in as the operator in charge and Churdan staff will complete some of the daily testing to minimize Xenia's time. The agreement calls for Churdan to pay all lab fees, contractor bills, etc. directly and Xenia will invoice them every month for any labor and mileage costs spent on operating their systems. Labor charges will be billed at 1.5 times the salaries for Xenia employees that work on their system.

For normal operation tasks, the revenue is estimated at just under \$10,000 per year.

Budget 2018 Impact: This operational opportunity was unknown during budget generation last year so all revenue from this agreement will be unbudgeted revenue.

Recommended Action: Approve the Churdan Water Distribution System and Wastewater Lagoon System Operating Agreement and authorize staff to execute the agreement.

Motion from Board: Motion to approve the Churdan Water Distribution System and Wastewater Lagoon System Operating Agreement and authorize staff 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**

Meeting Date: 3/22/2018  
Agenda Item # 10

Subject: Engineering Services – New Stratford Well

The Stratford Water Treatment Plant currently has four wells providing raw water to the plant. There were times last year when all four wells were required to meet the demand in the North System. When that occurs, we have no backup in the event there is an issue with one of the wells. Staff included a new well in the capital budget for 2018 and we would like to start the process to install a new well to provide a backup to the existing wells for the Stratford Water Treatment plant.

The first step for this project is to hire a consultant to help us to determine the best location for a new well that would produce the best quantity of water and not interfere with the yield from the current wells. Staff will request authorization to generate a Request for Proposal (RFP) for engineering services for this project. A recommendation will be brought back to the Board once the RFPs are received and evaluated.

Budget 2018 Impact: The 2018 capital budget includes \$120,000 for a new well at Stratford. The engineering fees will be paid from this budget.

Recommended Action: Authorize staff to produce and issue a Request for Proposal for engineering services to select a location and design a new well for the Stratford Water Treatment Plant.

Motion from Board: Motion to authorize staff to produce and issue a Request for Proposal for engineering services to select a location and design a new well for the Stratford Water Treatment Plant.

Prepared By: Gary Benjamin  
CEO/General Manager

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





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

Meeting Date: 3/22/2018  
Agenda Item # 11

Subject: Tank Mixers

The 2018 capital budget includes \$150,000 for purchasing and installing tank mixers in four elevated water storage tanks.

Xenia has experienced water quality issues in the Woodward, Highway 169, Luther and Service Area 8 elevated water storage tanks due to lack of mixing which leads to excessive water age as the first water to enter the tank is the last to leave. Mixers utilize mechanically induced flows in the tank that continually mix the tank so you don't end up with stratified water and high water age issues.

Staff proposes to generate the specifications in house that would be issued to potential bidders to receive bids for providing and installing tank mixers in the four elevated water storage tanks. When the specification is completed and sent out to prospective bidders, staff will request the Board set a date for a public hearing to evaluate the bids and award a contract for the mixers that are in the best interest of Xenia Rural Water District.

Budget 2018 Impact: The 2018 budget includes \$150,000 for installation of tank mixers in four elevated water storage tanks.

Recommended Action: Authorize staff to produce bid documents for receiving bids to purchase and install tank mixers in the Woodward, Highway 169, Luther and Service Area 8 elevated water storage tanks.

Motion from Board: Motion to authorize staff to produce bid documents for receiving bids to purchase and install tank mixers in the Woodward, Highway 169, Luther and Service Area 8 elevated water storage tanks.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager



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

Meeting Date: 3/22/2018  
Agenda Item # 12

Subject: Mowing Contract

**Background:**

Staff requested bids from contractors for mowing services in 2018. No Lawn Left Behind from Perry, Scenic Valley Mowing LLC from Woodward 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 six years.

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

PreciZion Lawn Care's bid for performing this service is \$1,700 on a biweekly basis.  
No Lawn Left Behind's bid for performing this service is \$1,728 on a biweekly basis.  
Scenic Valley Mowing LLC's bid for performing this service is \$1,970 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.

Budget 2017 Impact - Allowance in Budget: \$20,523.      Current Estimated Cost: \$17,000.

**Recommended Action:** Approve the mowing proposal from PreciZion Lawn Care for mowing services for 2018 at an estimated cost of \$17,000.

**Motion from Board:** Motion to approve the mowing proposal from PreciZion Lawn Care for mowing services for 2018 at an estimated cost of \$17,000.

Prepared By: Corey Iben

Title: HR & Administration Manager

Reviewed By: \_\_\_\_\_

Title: General Manager/CEO