

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 24, 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 April 19, 2018 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. 2017 Audit	CEO/GM
7. Woodward Water Treatment Plant 2017 Improvements Payment Application No. 12	CEO/GM

8. Stratford Water Treatment Plant – New Raw Water Well
Engineering Design Services CEO/GM
9. Woodward Water Treatment Plant 2017 Improvements
Change Order No. 4 CEO/GM
10. Manager’s Updates CEO/GM
- Consumer Confidence Reports (CCR)
 - Stratford Well #4
 - Johnston Water Service Boundary
 - Bagley
 - Adel Emergency Connection
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 21, 2018 at 5:00 pm, Finance Committee meeting will be held June 21, 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: 5/24/2018
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 2018 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

Meeting Date: 5/24/2018
Agenda Item # 6

Subject: 2017 Audit

The 2017 audit report has been released by the State Auditors. The final step in the audit process is for the Board to acknowledge receipt of the final report by approving a motion to receive and file the 2017 audit report.

Budget 2018 Impact - Allowance in Budget: \$28,000

We have not received the State Auditor's invoice yet, but it is anticipated that the actual cost of the 2017 audit will be less than the budgeted amount. The cost of the 2016 audit was \$27,140.

Recommended Action:

Receive and file the 2017 audit report as released by the State Auditors.

Motion from Board:

Motion to receive and file the 2017 audit report as released by the State Auditors.

Prepared By: Gary Andrews

Controller

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 5/24/2018
Agenda Item # 7

Subject: Woodward Water Treatment Plant 2017 Improvements – Payment Application No. 12

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. The result of these change orders is a revised contract amount of \$1,873,811.25.

The Board previously approved Payment Application Nos. 1 through 11 in the total amount of \$1,646,926.46. C.L. Carroll has submitted Payment Application No. 12 in the amount of \$114,581.83 to HR Green and they have reviewed and approved the application. A copy of Payment Application No. 12 is attached.

If the Board approves Payment Application No. 12, the total paid to date will be \$1,761,508.29.

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 totaled \$17,280.21 and painting the lime silo will total \$12,647 leaving \$2,081,072.79 for completion of this project.

Recommended Action: Approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 12 for C. L. Carroll Co., Inc., in the amount of \$114,581.83.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 12 for C. L. Carroll Co., Inc., in the amount of \$114,581.83.

Prepared By: Gary Benjamin, P.E.
CEO/General Manager

Reviewed By: _____
CEO/General Manager



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

Meeting Date: 5/24/2018
Agenda Item # 8

Subject: Stratford Water Treatment Plant – New Raw Water Well Engineering Design Services

At the March, 2018 Board meeting, the Board authorized staff to issue a request for proposals (RFP) for engineering design services for a New Stratford Well.

The RFPs were sent to four consultants: HR Green; ISG; SEH; and Snyder & Associates, Inc. Proposals were received from all four consultants.

Staff evaluated the proposals and scored them based on the six different criteria listed in the RFP. The six criteria were: Project Manager & Key Staff Experience; Firm Experience; Project Familiarity and Approach to Desired Project; Design Cost; Design Schedule; and Terms of Professional Services Agreement. Based on the staff scores, HR Green was selected as the preferred consultant. Their design cost, as stated in the proposal, is \$48,200.

Budget 2018 Impact – The 2018 capital improvement budget includes \$120,000 for engineering design and the portion of the new Stratford Water Treatment Plant well construction that will occur in 2018. The 2019 capital improvement budget will include funds to complete the well construction in 2019. Total costs for engineering design and well construction are estimated to total \$250,000.

Recommended Action: Approve selection of HR Green as the engineering consultant for the Stratford Water Treatment Plant – New Raw Water Well project and authorize staff to execute an agreement in the amount of \$48,200.

Motion from Board: Motion to approve selection of HR Green as the engineering consultant for the Stratford Water Treatment Plant – New Raw Water Well project and authorize staff to execute an agreement in the amount of \$48,200.

Prepared By: Gary Benjamin
CEO/General Manager

Reviewed By: _____
CEO/General Manager



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

Meeting Date: 5/24/2018

Agenda Item # 9

Subject: Woodward Water Treatment Plant 2017 Improvements – Change Order No. 4

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. The result of these change orders is a revised contract amount of \$1,873,811.25.

C. L. Carroll was asked to submit a change order to cover four scope changes: 1. Add a check valve and air release valve to the raw water influent line, add an air release valve to the backwash supply line and modify supply lines to turbidity meters to prevent air binding; 2. Add insulation to process piping above the blower and liquid chemical feed equipment to prevent condensation onto the equipment; 3. Add a hand/off/auto switch for the air scour blower and a disconnect for the shaker motor on the lime silo dust collector; and 4. Modify the 6" pipe loop return piping to eliminate air entrainment.

C. L. Carroll submitted a change order with the following costs for the items listed above:

1. \$3,900.00 adder
2. \$2,008.65 adder
3. \$2,894.85 adder
4. \$3,450.00 adder

The total for Change Order No. 4 is \$12,253.50 or about 0.7% of the original contract amount. The total change order amount would be \$85,368.75 or 4.7% of the original contract amount. The change order has been reviewed and approved by HR Green and a copy is attached.

If the Board approves this change order, the new contract amount will be \$1,886,064.75.

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 totaled \$17,280.21 and painting the lime silo will total \$12,647 leaving \$2,081,072.79 for completion of this project.

Recommended Action: Approve Woodward Water Treatment Plant 2017 Improvements Change Order No. 4 for C. L. Carroll Co., Inc., in the amount of \$12,253.50.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Change Order No. 4 for C. L. Carroll Co., Inc., in the amount of \$12,253.50.

Prepared By: Gary Benjamin, P.E.
CEO/General Manager

Reviewed By: _____
CEO/General Manager