

**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, September 20, 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 August 23, 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. Engineering Services – Boone East Chemical Feed Building	CEO/GM
6. Purchase New Mini Excavator	CEO/GM
7. Woodward Water Treatment Plant 2017 Improvements Payment Application No. 14	CEO/GM
8. Purchase New Pickup Truck	CEO/GM

9. Hach 5500 Analyzers CEO/GM
10. Manager's Updates CEO/GM
- Water Service to City of Jamaica
  - City of Johnston Update
  - Adel Emergency Connection
  - 2019 Budget
  - New Fire Hydrants - Boxholm
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 October 18, 2018 at 5:00 pm, Finance Committee meeting will be held October 18, 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

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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: 9/20/2018  
Agenda Item # 5

Subject: Engineering Services – Boone East Chemical Feed Building

Xenia purchases water from the City of Boone through our Boone East connection. We add ammonia and chlorine to the water to form chloramine. Chloramine is not as strong of a disinfectant as free chlorine but it lasts longer and has less formation potential for trihalomethanes than free chlorine. The Iowa Department of Natural Resources just issued a new operation permit for the Boone East System and they are now requiring daily samples and analysis for free ammonia and monochloramine for systems that add ammonia for chloramination. Daily sampling means 7 days-a-week, including holidays. To save on labor, we are looking at purchasing new Hach 5500 analyzers that measure both free ammonia and chloramine.

We currently have two small fiberglass buildings that house the ammonia and chlorine feed systems at the Boone East connection. The two buildings are undersized – getting the Hach 5500 analyzer in one of the buildings will be a challenge. In addition, the buildings are not in very good physical condition. We would like to replace them with a permanent building similar to the one we built at the Waukee Pump Station site. Snyder & Associates was the consultant for the Waukee chemical feed building and we would like to utilize them to design the new building for the Boone East System. We will recommend the Board allow staff to negotiate an agreement with Snyder & Associates to provide design services for the new Boone East Chemical Feed Building. Once an agreement is generated, we will bring the agreement to the Board for approval.

Budget 2018 Impact - Allowance in the 2018 capital budget is \$255,000 for a Boone East Pump Station and Elevated Water Storage Tank. Additional funds will be included in the 2019 capital budget.

Recommended Action: Approve staff negotiating with Snyder & Associates to provide engineering design services for a new Boone East Chemical Feed Building. A design services agreement will be brought to the Board for approval.

Motion from Board: Motion to approve staff negotiating with Snyder & Associates to provide engineering design services for a new Boone East Chemical Feed Building.

Prepared By: Gary Benjamin  
CEO/General Manager

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



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

Meeting Date: 9/20/2018  
  
 Agenda Item # 6

Subject: Purchase New Mini Excavator

Our current Caterpillar mini excavator has developed a leak in the hydraulic tank. The 2018 capital budget includes \$50,000 for replacement of this excavator. Staff has decided to not repair the hydraulic tank leak and to trade in the Caterpillar as is. We solicited quotes from four mini excavator dealers and asked them to include a trade-in price for our existing mini excavator and a new hydraulic breaker attachment. The quotes received are:

<u>Make</u>	<u>Capital City Kubota</u>	<u>Bobcat of Ames</u>	<u>Titan Machinery</u>	<u>Murphy Tractor &amp; Equip. Co.</u>
Kubota	\$36,230.00	-	-	-
Case	-	-	\$43,870.00	-
Hitachi	-	-	-	\$39,500.00
Bobcat	-	\$31,938.80	-	-

Based on the bids, staff will recommend purchasing a Kubota mini excavator with a hydraulic breaker attachment from Capital City Kubota and trading in the existing mini excavator for a final cost of \$36,230.00. The Kubota quote was not the lowest cost but staff feels the quality of the Kubota is better, the machine operates smoother and the operators really like the Kubota we purchased in 2017. Local contractors that staff visited with have switched to Kubota because they feel the quality is better and they receive excellent customer service from Capital City.

Budget 2018 Impact - Allowance in the 2018 budget is \$50,000 and the recommended purchase and trade-in cost is \$36,230.00. The recommendation would be \$13,770 under budget.

Recommended Action: Approve the purchase of a new mini excavator with hydraulic breaker from Capital City Kubota and trading in the existing mini excavator at a final cost of \$36,230.00.

Motion from Board: Motion to approve the purchase of a new mini excavator with hydraulic breaker from Capital City Kubota and trading in the existing mini excavator at a final cost of \$36,230.00.

Prepared By: Gary Benjamin  
 CEO/General Manager

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



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

Meeting Date: 9/20/2018  
Agenda Item # 7

Subject: Woodward Water Treatment Plant 2017 Improvements – Payment Application No. 14

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, Change Order No. 3 in the amount of \$40,098.25 at the February, 2018 Board meeting and Change Order No. 4 in the amount of \$12,253.50 at the May, 2018 Board meeting. The result of these change orders is a revised contract amount of \$1,886,064.75.

The Board previously approved Payment Application Nos. 1 through 13 in the total amount of \$1,774,190.79. C.L. Carroll has submitted Payment Application No. 14 in the amount of \$10,920.25 to HR Green and they have reviewed and approved the application. A copy of Payment Application No. 14 is attached.

If the Board approves Payment Application No. 14, the total paid to date will be \$1,785,111.04.

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. 14 for C. L. Carroll Co., Inc., in the amount of \$10,920.25.

Motion from Board: Motion to approve Woodward Water Treatment Plant 2017 Improvements Payment Application No. 14 for C. L. Carroll Co., Inc., in the amount of \$10,920.25.

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: 9/20/2018  
  
 Agenda Item # 8

Subject: Purchase New Pickup Truck

A Xenia employee was involved in an accident this past Monday involving a bridge rail. Fortunately the employee was not injured but the pickup sustained significant damage. Our insurance adjuster has not issued an opinion yet but we feel the pickup will be totaled. We requested quotes from three Chevrolet dealers for a half-ton crew cab work truck with a V6 engine. We received three quotes as follows:

Karl	Bob Brown	Shottenkirk
<u>Chevrolet</u>	<u>Chevrolet</u>	<u>Chevrolet</u>
\$26,047.00	\$27,611.00	\$25,900.00

Based on the above quotes, staff will recommend purchasing a new half-ton crew cab work truck pickup from Shottenkirk Chevrolet at a cost of \$25,900.

No funds in the 2018 capital budget for this pickup. Previous truck/equipment purchases from the 2018 budget are:

Two pickups	\$19,800 under budget
Sold 2 pickups	\$12,200 total
Mini excavator	\$3,995 over budget
Vacuum excavator	\$16,393 under budget
One-ton truck	<u>\$9,462</u> under budget
Total	\$53,860 under budget

Budget 2018 Impact – No funds in the 2018 capital budget for this pickup. Cost of \$25,900 will come from the savings from previous equipment/vehicle purchases.

Recommended Action: Approve the purchase of a new V6 pickup from Shottenkirk Chevrolet for a cost of \$25,900 if our insurance company declares the current pickup to be totaled.

Motion from Board: Motion to approve the purchase of a new V6 pickup from Shottenkirk Chevrolet for a cost of \$25,900 if our insurance company declares the current pickup to be totaled.

Prepared By: Gary Benjamin  
 CEO/General Manager

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



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

Meeting Date: 9/20/2018  
  
Agenda Item # 9

Subject: Hach 5500 Analyzers

The Iowa Department of Natural Resources just issued a new operation permit for the Boone East System and they are now requiring daily samples and analysis for free ammonia and monochloramine for systems that add ammonia for chloramination. Daily sampling means 7 days-a-week, including holidays. Samples will need to be collected at our connection to Boone (Source Entry Point (SEP)) and at one location out in the distribution system (Distribution). We also add ammonia to the water we purchase from Des Moines Water Works so we will have to collect and analyze SEP and Distribution samples. We receive water from Warren Water for our Service Area 8 (SA8). Warren Water adds ammonia to the water they purchase from DMWW so we will have to collect and analyze a Distribution sample for SA8. In total, we will have to collect and analyze samples from five different sites.

Two options are available to us – we can manually drive to take the five samples every day and analyze them or we can purchase Hach 5500 analyzers for each sample site that measure both free ammonia and chloramine. We requested pricing from Hach for the 5500 analyzers and they quoted a 5.5% discount if we purchase 2 units, 10.5% discount if we purchase 3-4 units and 15% discount if we purchase 5 or more units. They also offer a WarrantyPlus Service Agreement (WPSA) which covers all labor and parts to calibrate the unit, complete any recommended maintenance, make any repairs and replace any defective parts.

Staff completed a conservative cost analysis between completing the sample collection and analysis manually versus purchasing the 5500 analyzers both with and without the WPSA. The cost to purchase 2-5500 units for the Boone East system has a payback of 2.4 years without the WPSA and 2.7 years with the WPSA. The cost to purchase 3-5500 units for the Des Moines and SA8 systems has a payback of 3.1 years without the WPSA and 3.7 years with the WPSA. Copies of the payback calculations are attached.

Budget 2018 Impact – No funds in the 2018 budget for these analyzers. We just discovered DNR is requiring sampling and analyzing for free ammonia and monochloramine when we received our operating permit.

Recommended Action: Approve the purchase of a five Hach 5500 analyzers with License Kit and WarrantyPlus Service Agreement for a total cost of \$107,511.35.

Motion from Board: Motion to approve the purchase of a five Hach 5500 analyzers with License Kit and WarrantyPlus Service Agreement for a total cost of \$107,511.35.

Prepared By: Gary Benjamin  
CEO/General Manager

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