

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, April 20, 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 March 23, 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. 2016 Audit Report Status	CEO/GM
6. Xenia Representative on the Des Moines Water Works Finance and Audit Committee	CEO/GM
7. Xenia Website Discussion	CEO/GM
8. Manager's Updates	CEO/GM

- Consumer Confidence Reports (CCRs)
- Adel
- Briggs Woods Park

- | | |
|---|---------------|
| 9. Departmental Reports | CEO/GM |
| 10. Old Business | Board Members |
| 11. New Business | Board Members |
| 12. Public Comments | Audience |
| 13. Next Board Meeting will be May 18, 2017 at 5:00 pm, Finance Committee meeting will be held May 18, 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: 4/20/2017

Agenda Item # 5

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. It has been reviewed by the in-charge manager and a senior manager. There are no pending items holding the audit up and we anticipate the audit report to be released before the May Board meeting 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

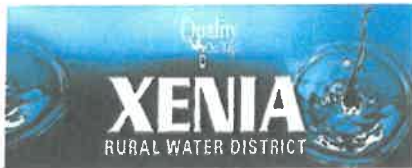
Prepared By: Gary Andrews

Title: Controller

Reviewed By: 

CEO/General Manager

4/13/17



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

Meeting Date: 4/20/2017
Agenda Item # 6

Subject: Xenia Representative on the Des Moines Water Works Finance and Audit Committee

Xenia received a letter (copy attached) from Leslie Gearhart, Des Moines Water Works (DMWW) Board Chair dated February 21, 2017. The letter stated that the DMWW Board of Trustees has recently discussed expanding membership on the DMWW Finance and Audit Committee. The letter further states that "Based on these discussion, DMWW has begun drafting a proposal to add a member from Xenia and others from surrounding areas to the committee." When the DMWW Board acts on this proposal, they will ask Xenia to appoint a representative to the committee.

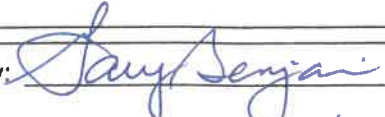
The Board may want to discuss this opportunity and select a representative to the DMWW Finance & Audit Committee in the event the DMWW Board does approve expansion of membership on the committee.

Budget 2017 Impact: N/A

Recommended Action: Discussion by Board members and selection of a Xenia representative for the DMWW Finance and Audit Committee in the event that the DMWW Board approves expansion of membership on the committee.

Motion from Board: Motion to approve a Xenia representative for the DMWW Finance and Audit Committee in the event that the DMWW Board approves expansion of membership on the committee.

Prepared By: Gary Benjamin
CEO/General Manager

Reviewed By: 
CEO/General Manager

4/13/17

Attachment



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

Meeting Date: 4/20/2017

Agenda Item # 7

Subject: Xenia Website Discussion

A suggestion has been made that staff look at updating/improving Xenia's website. We did request budget quotes for updating the website during budgeting for 2016 and received quotes for approximately \$20,000. We did not budget a website update in 2016 due to the cost estimate and we do not have any funds budgeted in 2017 for an update.

I would like the Board to discuss the subject of updating Xenia's website and give staff some direction on the subject. Discussion items could include:

1. What information would the Board like to see added to the website?
2. What functionality would the Board like to see added to the website?
3. Do we complete a website update this year or budget it for 2018?
4. What level of cost would the Board suggest we target for the update?

Staff will be ready to act on the direction given by the Board regarding Xenia's website.

Budget 2017 Impact: No funds were budgeted for updating Xenia's website, however funds are available to complete the updating in 2017 if the Board so desires.

Recommended Action: Discussion by Board members on the desired updates to Xenia's website and the timing for those updates.

Motion from Board: Motion to approve the desired updates to Xenia's website and the timing for those updates.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By:

CEO/General Manager

Gary Benjamin
4/13/17