

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, November 21, 2019
Time of Public Meeting: Public Meeting at 5:00 p.m. at District Office
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	Board Chair
1. Approve Agenda	Board Members
2. Consent Agenda	Board Members
a. Approve October 24, 2019 Board Meeting Minutes	
b. Receive and File Financial Statements	
c. List of Payments for October, 2019	
d. Purchasing and Expenditure Control Policy Report	
e. Customer Service & Accounts Receivable	
3. 2019 Rural Water District's Water Rates and Possible Impact of Ethanol Plant Revenue – Discussion	Controller
4. 2020 Residential and Commercial Water and Wastewater Rates	Controller
5. 2020 Budget	Controller
6. ID Shield	CEO/GM
7. Bouton Sewer Main Replacement	CEO/GM
8. Manager's Updates	CEO/GM
• Johnston	
• Bagley	
• Health Insurance Broker	
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 December 19, 2019 at 5:00 pm, Finance Committee meeting will be held December 19, 2019 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: 11/21/2019
Agenda Item # 3

Subject: 2019 Rural Water District's Water Rates and Possible Impact of Ethanol Plant Revenue - Discussion

At last month's Board meeting, requests were made for the following information to be made available to the Board:

1. A comparison of water rates charged by the larger rural water utilities operating in Iowa.
2. A summary of information on the three ethanol plants operating inside of Xenia's territory and the potential financial impact on Xenia, were they to discontinue operations.

Attached are summaries that address these requests.

Budget 2019 Impact: No impact, for discussion purposes only

Recommended Action: Information only, no action required

Motion from Board: No action required

Prepared By: Gary Andrews

Title: Controller

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 11/21/2019
Agenda Item # 4

Subject: 2020 Residential and Commercial Water and Wastewater Rates

Attachments referenced in this memo are attached to the following 2020 Budget memo. The attachments are:

- 2020 draft operating budget based on a 0.0% rate increase
- 2020 draft capital improvements budget
- 2020 Cash flow report supporting the recommendation of a 0.0% rate increase
- 2020 draft Bouton wastewater budget based on a 0.0% rate increase

This budget has been prepared using conservative estimates with the intent of providing a level of comfort that all future cash flow needs will be met.

The 2020 budget must be passed no later than November 30, 2019.

Budget 2020 Impact: A 0.0% rate increase will result in revenues sufficient to cover all of the District's operating, financing and capital improvement needs, while still allowing the District to accumulate a cash surplus necessary to mitigate any future financial contingencies. A 0.0% rate increase will also be sufficient to maintain annual revenues of at least 120% of the maximum annual debt service on all bonds and parity obligations as required under Section 16 of the Series 2016 Bond Resolution.

Recommended Action: Approve no rate increase or decrease for residential and commercial water consumption and no rate increase or decrease for the Bouton wastewater system until further notice.

Motion from Board: Motion to approve no rate increase or decrease for residential and commercial water consumption and no rate increase or decrease for the Bouton wastewater system until further notice.

Prepared By: Gary Andrews

Title: Controller

Reviewed By: _____

Title: CEO/General Manager



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

Meeting Date: 11/21/2019
Agenda Item # 5

Subject: 2020 Budget

Attached are the following 2020 budget reports:

- 2020 draft operating budget based on a 0.0% rate increase
- 2020 draft capital improvements budget
- 2020 Cash flow report supporting the recommendation of a 0.0% rate increase
- 2020 draft Bouton wastewater budget based on a 0.0% rate increase

This budget has been prepared using conservative estimates with the intent of providing a level of comfort that all future cash flow needs will be met.

The 2020 budget must be passed no later than November 30, 2019.

Budget 2020 Impact: A 0.0% rate increase will result in revenues sufficient to cover all of the District's operating, financing and capital improvement needs, while still allowing the District to accumulate a cash surplus necessary to mitigate any future financial contingencies. A 0.0% rate increase will also be sufficient to maintain annual revenues of at least 120% of the maximum annual debt service on all bonds and parity obligations as required under Section 16 of the Series 2016 Bond Resolution.

Recommended Action: Approve the 2020 water system budget based on a 0.0% rate increase for residential and commercial water consumption and approve the 2020 Bouton Wastewater system budget based on a 0.0% rate increase.

Motion from Board: Motion to approve the 2020 water system budget based on a 0.0% rate increase for residential and commercial water consumption and approve the 2020 Bouton Wastewater system budget based on a 0.0% rate increase.

Prepared By: Gary Andrews

Title: Controller

Reviewed By: _____

Title: CEO/General Manager



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

Meeting Date: 11/21/2019

Agenda Item # 6

Subject: ID Shield

Information was provided to the Board at last month's meeting regarding the ID Shield plan. The plan provides identity theft protection and provides a guarantee that they "will do whatever it takes for as long as it takes to restore an identity". The plan also provides \$1 M insurance that covers costs incurred as a result of identity theft. A copy of the plan is attached.

A presentation for ID Shield was given at a recent IRWA Managers Meeting. The presenter asked for a show of hands of those districts that provided ID Shield to their employees and a majority of the managers raised their hands. Those districts provide the plan for their employees at no cost for an individual plan and the employees can pay the difference to receive a family plan. The cost for an individual plan is \$8.95/month. Some of the utilities that provide the individual ID Shield plan for their employees also provide the plan for their Board members.

If Xenia were to provide the individual ID Shield plan for its employees, the cost would be \$259.55/month or \$3,114.60/year. If Xenia were to include Board members, the cost would be \$322.20/month or \$3,866.40/year.

Staff will recommend Xenia provide the individual ID Shield Identity Theft Protection Plan to employees and Board members with the caveat that employees and Board members can pay the difference to upgrade to family coverage.

Allowance in the 2019 budget. There are no funds in the 2019 budget specific to providing this plan. The cost for the remainder of 2019 will come from operating cost savings. The cost for the plan in 2020 will come from \$4,000 in contingencies included in the 2020 office supplies budget.

Recommended Action: Approve providing individual ID Shield Identity Theft Protection Plan for employees and Board members and allow employees and Board members to pay for upgrading to family coverage.

Motion from Board: Motion to approve providing individual ID Shield Identity Theft Protection Plan for employees and Board members and allow employees and Board members to pay for upgrading to family coverage.

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: 11/21/2019
Agenda Item # 7

Subject: Bouton Sewer Main Replacement

We have experienced several breaks on the Bouton sewer force main in the area of Van-Wall Equipment along Hwy 141. A piece of the broken main was taken to our pipe supplier and they believe the pipe was damaged by a solvent which made the plastic pipe brittle. Staff completed a site visit of a customer we suspect may have discharged a chemical that could have caused the damage to the sewer pipe. Staff found no area in the facility where chemicals could be discharged to the sanitary sewer and found no solvent-type chemicals stored on the site. Staff has purchased a sampler that will allow us to sample from the bottom of sewer pits and have the samples tested for solvents.

In the meantime, we need to replace the sewer main to stop the main breaks. Staff requested a quote from Trenchless Solutions Iowa who successfully completed a river crossing under the Raccoon River and is scheduled to install a new water main under the Des Moines River as part of the Riverview Trail water main replacement. TSI's cost quote for boring in 1,800 feet of 4-inch sewer main is \$17,100 which equates to \$9.50/foot, which is a very reasonable cost. A map showing the location of the sewer main replacement is attached.

Xenia will provide the 4-inch sewer main pipe out of stock. The book cost for the pipe is \$4.17/foot or \$7,506 for 1,800 feet of pipe. Total cost for the Bouton sewer main replacement will be \$24,606.

Staff will recommend utilizing TSI to install the Bouton sewer main replacement.

Allowance in the 2019 capital budget. There are no capital funds in the Bouton wastewater budget for this main replacement. The funds for this project will be charged against the Bouton wastewater account.

Recommended Action: Approve Bouton Sewer Main Replacement by Trenchless Solutions Iowa, at a cost of \$17,100.

Motion from Board: Motion to approve Bouton Sewer Main Replacement by Trenchless Solutions Iowa, at a cost of \$17,100.

Prepared By: Gary Benjamin
CEO/General Manager

Reviewed By: _____
CEO/General Manager