

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, January 30, 2020
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:

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|---|---------------|
| Call to Order of the Public Meeting | Board Chair |
| 1. Approve Agenda | Board Members |
| 2. Consent Agenda | Board Members |
| a. Approve December 19, 2019 Board Meeting Minutes | |
| b. Receive and File Financial Statements | |
| c. List of Payments for December, 2019 | |
| d. Purchasing and Expenditure Control Policy Report | |
| e. Customer Service & Accounts Receivable | |
| 3. Computerized Maintenance Management System (CMMS) Proposal | CEO/GM |
| 4. Employee 2019 Compensation Review and File | CEO/GM |
| 5. 2020 Employee Salaries | CEO/GM |
| 6. 2020 Board Meeting Dates | CEO/GM |
| 7. Annual Meeting Update | CEO/GM |
| 8. Stratford HVAC | CEO/GM |
| 9. Manager's Updates | CEO/GM |
| • Johnston | |
| • Stuart | |
| • Flint Hills | |

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| 10. Departmental Reports | CEO/GM |
| 11. Old Business | Board Members |
| 12. New Business | Board Members |
| 13. Public Comments | Audience |
| 14. Closed session at employee's request per Iowa Code 21.5.1(i) to evaluate performance of CEO/GM | Board Members |
| 15. Return to open session: Possible action on CEO/GM performance evaluation | Board Members |
| 16. Next Board Meeting will be February 20, 2020 at 5:00 pm, Finance Committee meeting will be held February 20, 2020 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: 1/30/2020
Agenda Item # 2

Subject: Consent Agenda

- A. December 19, 2019 Board Meeting Minutes
Recommended Action: Approve December 19, 2019 Minutes
- B. Financial Statements
 - a. As of December 31, 2019, assets totaled \$133.9 million and liabilities totaled \$113.7 million.
 - b. Total operating income for December was \$1.254 million and net income totaled \$134,181.
 - c. Net Increase in Cash and Cash Equivalents was \$660,099 for December.**Recommended Action:** Receive and file the December, 2019 Financial Statements.
- C. List of payments for December, 2019
Recommended Action: Approve December, 2019 payments.
- D. Purchasing and Expenditure Control Policy Report
Recommended Action: Approve the Purchasing and Expenditure Control Policy Report
- E. Accounts Receivable & Customer Service
 - a. Through December 31, 2019, total accounts receivable was \$694,043 and \$85,898 was past due.
 - b. District had 1 new service connections and 3 termination(s) in December. The District now has 10,271 active accounts as of December 31, 2019.**Recommended Action:** Receive and file Accounts Receivable & Customer Service report.

Budget 2019 Impact – No impact to budget.

Recommended Action: Approve Consent Agenda Items A, B, C, D and E.

Motion from Board: Motion to approve Consent Agenda Items A, B, C, D and E.

Prepared By: Gary Andrews
Controller

Reviewed By: _____
CEO/General Manager



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

Meeting Date: 1/30/2020
Agenda Item # 3

Subject: Computerized Maintenance Management System (CMMS) Proposal

One of the big issues facing utilities, including Xenia, is the potential loss of institutional knowledge when current employees leave or retire. A lot of our maintenance tasks are in a notebook on someone's shelf, on someone's calendar or in someone's memory. A Computerized Maintenance Management System (CMMS) is a software package where all of the maintenance tasks can be stored, maintenance work orders are automatically generated and completion of tasks are tracked.

Doug Oscarson was a maintenance supervisor at Des Moines Water Works (DMWW) and Doug was a leader in implementing a maintenance management software for DMWW. Doug has retired from DMWW and runs a consulting business especially geared toward selecting and implementing maintenance management systems for water and wastewater utilities.

I asked Doug if he would be interested in assisting Xenia with selecting and implementing a CMMS. Doug researched systems and recommended Fiix Software. Doug arranged a demonstration of the software for staff and based on its features and cost, I asked Doug to put a proposal together that included the software and his assistance in implementing the software. A copy of the proposal is attached.

The proposal includes \$11,500 for the software and \$11,988 for Doug's assistance with the implementation for a total first-year cost of \$23,488. The future cost for DMMS will be \$9,900/year for a proposed 15 users (\$55/user/month).

Budget 2020 Impact: There is no line item in the 2020 capital budget for the CMMS. The \$23,488 cost will be covered by savings or deferral of other capital projects.

Recommended Action: Approve the Douglas Oscarson Consulting proposal for purchasing Computerized Maintenance Management System software and providing the labor to implement the system at a total cost of \$23,488.

Motion from Board: Motion to approve the Douglas Oscarson Consulting proposal for purchasing Computerized Maintenance Management System software and providing the labor to implement the system at a total cost of \$23,488.

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: 1/30/2020
Agenda Item # 4

Subject: Employee 2019 Compensation Review and File

As an internal control feature suggested by the State Auditor's office, the Xenia Board is requested to review the District's actual payroll results on an employee by employee basis and compare it to the amount budgeted for each employee. The purpose of this is to avoid any unauthorized and/or unreasonable compensation changes from the approved budget.

Presented in the 2019 employee compensation summary is the amount budgeted for each employee, the actual wages/salaries paid out during the year, the amount by which actual pay is over or under the amount budgeted and an explanation of the variance. This information is shown on the attached Payroll Budget to Actual spreadsheet.

Budget 2020 Impact: None

Recommended Action:
Review the budget to actual results and file the information.

Motion from Board:
Motion to review the budget to actual results and file the information.

Prepared By: Gary Andrews

Title: Controller

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 1/30/2020

Agenda Item # 5

Subject: 2020 Employee Salaries

As an internal control feature suggested by the State Auditor's office, the Xenia Board is requested to review the District's 2020 payroll budget on an employee by employee basis. The purpose of this is to avoid any unauthorized and/or unreasonable compensation changes from the approved budget.

Presented in the attached 2020 payroll budget is the amount budgeted for each employee. The payroll budget is broken down into three categories: regular pay for standard 40 hour/week wages, payroll budgeted for overtime and payroll budgeted for pager/afterhours calls.

The 2020 payroll budgeted is also presented by general ledger account to match the 2020 operating budget passed by the Board last November.

Budget 2020 Impact: None

Recommended Action:
Review the 2020 employee salaries budget and file the information.

Motion from Board:
Motion to review the 2020 employee salaries budget and file the information.

Prepared By: Gary Andrews

Title: Controller

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 1/30/2020
Agenda Item # 6

Subject: 2020 Board Meeting Dates

With a few exceptions, Xenia Board meetings are held the Thursday of the third full week each month. Working around holidays and pending any special circumstances, the proposed Board meeting dates for 2020 are:

January 23
February 20
March 19
April 23
May 21
June 18
July 23
August 20
September 24
October 22
November 19
December 17

Budget 2020 Impact – No budget implications.

Recommended Action: Informational only.

Motion from Board: Informational only.

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: 1/30/2020
Agenda Item # 7

Subject: Annual Meeting Update

The 2020 Annual Meeting is scheduled for April 23rd at 6:00 PM. We have 2 current board seats that will be up for re-election (Jerry Carris and Guy Tenold). In the past we have sent out information to our membership informing them of the vacancies and soliciting candidates. In order to give our members time to decide whether or not to run for the Board of Directors, staff began mailing out the attached letter to our membership beginning with the billing on January 14th. The letter is being inserted with the billings for the month to save on postage.

As detailed in the letter, potential candidates will have until February 14th to submit an application to the Xenia office. Staff will mail out proxies beginning with the March 2nd bill, utilizing the billing schedule to again save on costs. Proxies would be due in the office April 17th.

Staff would also recommend holding the 2020 Annual Meeting at the Bouton office.

Budget 2020 Impact: N/A

Recommended Action: Staff would recommend the Board form a Nomination Committee to review the applications and meet the candidates.

Motion from Board: Discussion by Board members.

Prepared By: Corey Iben

HR & Administration

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 1/30/2020
Agenda Item # 8

Subject: Stratford HVAC

The Stratford Water Treatment Plant has an aging geothermal unit that is no longer able to heat and cool the non-production area of the treatment plant. The geothermal unit needs replacement, and it has been the determination of staff that utilizing geothermal may not be the best method for heating and cooling.

Staff has solicited bids from two companies for replacement of the current system. American Mechanical and Ames Heating and Cooling provided bids for the removal of the current system and installation of a new, propane furnace and air conditioning system.

American Mechanical's bid came in at \$18,095, which includes all the work needed for installation including all electrical work. Ames Heating and Cooling's bid was \$21,584, which did not include the electrical work needed.

Staff is working with Agriland FS to provide a bid to install a new dedicated propane line for the furnace unit. The cost to complete this should be minimal.

The quotes are attached to the memo.

Budget 2020 Impact: There are no funds in the 2020 capital budget for this project. Funds for the new HVAC system will come from savings on other capital projects or from the Surplus Fund.

Recommended Action: Staff would recommend the approval of American Mechanical's quote to replace the HVAC system at the Stratford Water Treatment Plant in the amount of \$18,095.

Motion from Board: Motion to approve of American Mechanical's quote to replace the HVAC system at the Stratford Water Treatment Plant in the amount of \$18,095.

Prepared By: Corey Iben

HR & Administration

Reviewed By: _____

CEO/General Manager