

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 23, 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 March 19, 2020 Board Meeting Minutes | |
| b. Receive and File Financial Statements | |
| c. List of Payments for March, 2020 | |
| d. Purchasing and Expenditure Control Policy Report | |
| e. Customer Service & Accounts Receivable | |
| 3. 2019 Audit | CEO/GM |
| 4. Mowing Contract | CEO/GM |
| 5. New Pickup | CEO/GM |
| 6. Manager's Updates | CEO/GM |
| • Coronavirus – operations status | |
| • Stratford High Service Pump VFDs | |
| • Johnston update | |
| 7. Departmental Reports | CEO/GM |
| 8. Old Business | Board Members |
| 9. New Business | Board Members |

10. Public Comments

Audience

11. Next Board Meeting will be May 21, 2020 at 5:00 pm, Finance Committee meeting will be held May 21, 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: 4/23/2020

Agenda Item # 2

Subject: Consent Agenda

- A. March 19, 2020 Board Meeting Minutes
Recommended Action: Approve March 19, 2020 Minutes
- B. Financial Statements
 - a. As of March 31, 2020, assets totaled \$134.9 million and liabilities totaled \$114.2 million.
 - b. Total operating income for March was \$1.202 million and net income totaled \$166,642.
 - c. Net Increase in Cash and Cash Equivalents was \$589,146 for March.**Recommended Action:** Receive and file the March, 2020 Financial Statements.
- C. List of payments for March, 2020
Recommended Action: Approve March, 2020 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 March 31, 2020, total accounts receivable was \$674,917 and \$70,678 was past due.
 - b. District had 14 new service connections and 2 termination(s) in March. The District now has 10,284 active accounts as of March 31, 2020.**Recommended Action:** Receive and file Accounts Receivable & Customer Service report.

Budget 2020 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: 4/23/2020
Agenda Item # 3

Subject: 2019 Audit

The 2019 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 2019 audit report.

Budget 2019 Impact - Allowance in Budget: \$29,000

We have not received the State Auditor's invoice yet, but it is anticipated that the actual cost of the 2019 audit will be in line with the budgeted amount. The cost of the 2018 audit was \$28,143.

Recommended Action:

Receive and file the 2019 audit report as released by the State Auditors.

Motion from Board:

Motion to receive and file the 2019 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: 4/23/2020
Agenda Item # 4

Subject: Mowing Contract

Staff requested proposals for mowing services in 2020. Two contractors responded with proposals. Creative Cuts Lawn Care from Perry and No Lawn Left Behind from Perry. No Lawn's proposal was for all sites, while Creative Cuts proposal only included the sites on the north portion of our system including the Bouton Office. Staff contacted Creative Cuts and was told they were not interested in mowing the southern sites.

No Lawn's total proposal is \$16,440, which is \$80 less than last year's proposal. Creative Cuts proposal is \$7,900, which includes only 9 remote sites plus the Bouton office. No Lawn's proposal for those sites is \$8,260. No Lawn Left Behind has performed the work successfully for 7 years.

The contract is for mowing 25 remote locations on a bi-weekly basis and mowing the Bouton office on a weekly basis.

The 2019 mowing contract was awarded for \$16,720.

Staff anticipates mowing all remote sites 10 times (bi-weekly) this summer and mowing the Bouton Office Facility 20 times (weekly). In case of dry weather, Xenia will request the mowing frequency be decreased and the final cost would decrease accordingly.

Staff will recommend approving No Lawn Left Behind to have a single contractor take care of all lawn services.

Budget 2020 Impact - Allowance in Budget: \$36,675. Current Estimated Cost: \$16,440. Services are anticipated to be \$20,235 under budget. The savings will be used for weed control - those proposals will be brought to the Board for approval at a future Board meeting.

Recommended Action: Approve the mowing proposal from No Lawn Left Behind for mowing services for 2020 at an estimated cost of \$16,440.

Motion from Board: Motion to approve the mowing proposal from No Lawn Left Behind for mowing services for 2020 at an estimated cost of \$16,440.

Prepared By: Corey Iben

Title: HR & Administration Manager

Reviewed By: _____

Title: General Manager/CEO



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

Meeting Date: 4/23/2020

Agenda Item # 5

Subject: New Pickup

At the March 19, 2020 meeting, the Board approved the purchase of two half-ton pickups from Karl Chevrolet at a total cost of \$51,700. When staff called Karl Chevrolet to order the pickups, they stated that General Motors was not taking any vehicle orders as their plants were shut down due to the coronavirus situation. Karl looked at their current inventory and the price for the closest equipped pickup was \$29,372 which is \$3,522 over the amount approved by the Board.

I then looked at the pickups in inventory at Woodhouse Auto Family and Shottenkirk Chevrolet and Shottenkirk was the only one that had pickups in inventory that had MSRPs similar to the pickups originally quoted by Karl Chevrolet. Shottenkirk had one pickup in stock they quoted at \$24,832 and a second one they quoted at \$27,497. Those two prices put us \$629 over the \$51,700 amount previously approved by the Board.

We purchased the \$24,832 pickup and will ask the Board to approve the additional \$629 so we can purchase the \$27,497 pickup.

The 2020 capital budget includes replacing two current pickups with two new ones. With the new prices for the in-stock pickups, the total for two pickups will be \$52,329 which is \$7,671 under the capital budget of \$60,000 for vehicle replacement.

Budget 2020 Impact - Allowance in Budget: \$60,000. The recommendation would put us \$7,671 under budget without the sale (outright or at a DOT auction) of the two pickups being replaced.

Recommended Action: Approve an additional \$629 over last month's approval total to purchase a second pickup from Shottenkirk Chevrolet.

Motion from Board: Motion to approve an additional \$629 over last month's approval total to purchase a second pickup from Shottenkirk Chevrolet.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: _____

CEO/General Manager