

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, August 22, 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:

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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 July 18, 2019 Board Meeting Minutes | |
| b. Receive and File Financial Statements | |
| c. List of Payments for July, 2019 | |
| d. Purchasing and Expenditure Control Policy Report | |
| e. Customer Service & Accounts Receivable | |
| 3. Lease of Metal Out-Building at Stratford Treatment Plant | CEO/GM |
| 4. Bagley Bulk Water Purchase Agreement | CEO/GM |
| 5. Engineering Services – Boone East Elevated Water Storage Tank | CEO/GM |
| 6. Manager’s Updates | CEO/GM |
| • Johnston | |
| • Water Service to Woodward Resource Center | |
| • Water Service to Woodward Business Park | |
| 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 September 19, 2019 at 5:00 pm, Finance Committee meeting will be held September 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: 8/22/2019

Agenda Item # 2

Subject: Consent Agenda

- A. July 18, 2019 Board Meeting Minutes
Recommended Action: Approve July 18, 2019 Minutes
- B. Financial Statements
 - a. As of July 31, 2019, assets totaled \$134.9 million and liabilities totaled \$116.1 million.
 - b. Total operating income for July was \$1.429 million and net income totaled \$319,728.
 - c. Net Increase in Cash and Cash Equivalents was \$510,158 for July.**Recommended Action:** Receive and file the July, 2019 Financial Statements.
- C. List of payments for July, 2019
Recommended Action: Approve July, 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 July 31, 2019, total accounts receivable was \$981,128 and \$75,398 was past due.
 - b. District had 9 new service connections and 2 termination(s) in July. The District now has 10,218 active accounts as of July 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: 8/22/2019

Agenda Item # 3

Subject: Lease of Metal Out-Building at Stratford Treatment Plant

In 2013, Xenia entered into a lease agreement with the Iowa Department of Natural Resources (IDNR) for our shop building located at our Stratford Treatment Plant. The shop is an 8000 sq. ft. building which was intended to be a regional equipment storage facility. The original lease agreement was for 2 years at a rate of \$9,000 per year. The lease was extended for 2 years in 2015 and then again in 2017. The IDNR wants to extend the lease for an additional 2 years. Attached is a renewal lease agreement for a two-year period that has been prepared by the IDNR legal counsel. Xenia does not have any plans to utilize this building so staff would recommend renewing the lease agreement for another two years.

According to the North Central Farm Management Extension Committee's farm building rental rate survey, the average lease rate for a machinery storage building is \$.53/sq. foot. The range for this type of building is \$0.06 - \$1.65/sq. foot. Our lease agreement at \$9,000 would be \$1.125/sq. foot and has been in place since 2013. Xenia does pay for the electricity for the building, but the usage is minimal.

Attached to the memo are the 2017 State of Iowa Lease Agreement, 2014 Farm Building Rental Rate Survey and the proposed First Amendment to Lease Agreement.

Budget 2019 Impact - Allowance in Budget: \$9,000 was budgeted in 2019. If approved, \$9,000 will be budgeted for 2020 and 2021

Recommended Action: Approve the First Amendment to Lease Agreement with IDNR for the metal out-building at Stratford Treatment Plant for 2 years at \$9,000/year.

Motion from Board: Motion to approve the First Amendment to Lease Agreement with IDNR for the metal out-building at Stratford Treatment Plant for 2 years at \$9,000/year.

Prepared By: Corey Iben

HR & Administration Manager

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 8/22/2019

Agenda Item # 4

Subject: Bulk Water Purchase Agreement

Staff has amended the water service agreement, which was approved by the Board at the May meeting. The original agreement was written on the premise Xenia was to be responsible for the up-front costs to extend a water main to the City of Bagley and Bagley would reimburse Xenia by a “connection fee”. With a change in funding sources, Bagley’s financing agreement allows the City to handle all aspects of the construction and financing for the extension of Xenia’s services. Xenia will only be responsible for the up-front cost of the metering equipment as well as easement acquisitions. This agreement states that Xenia to be reimbursed for these expenses.

Staff will recommend authorizing the Chair and Secretary to execute the Bulk Water Purchase Agreement between Xenia and the City of Bagley, once all parties’ comments and legal reviews are addressed and the agreement is finalized.

Budget 2018 Impact: A water main extension to Bagley was not included in the 2019 capital budget. All costs associated with this project will be paid by Bagley.

Recommended Action: Authorize Chair and Secretary to execute the Bulk Water Purchase Agreement between Xenia and the City of Bagley, once the agreement is finalized.

Motion from Board: Motion to authorize Chair and Secretary to execute the Bulk Water Purchase Agreement between Xenia and the City of Bagley, once the agreement is finalized.

Prepared By: Corey Iben

HR & Administration Manager

Reviewed By:



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

Meeting Date: 8/22/2019

Agenda Item # 5

Subject: Engineering Services – Boone East Elevated Water Storage Tank

The 2019 capital budget includes funds to start the design of the booster pump station and elevated water storage tank for Boone East. The Board previously approved an agreement with Snyder & Associates Inc. for design of a new chemical feed building and pump station for the Boone East connection for a not-to-exceed fee of \$60,000.

Staff requested information from three consultants regarding design of a new elevated water storage tank (EWST) for the Boone East system. Information requested was: recent EWST projects (size, type, cost, manufacturer, location and date completed); project schedule from signed agreement to completed plans and specifications; project team; estimate for engineering fees; and sample agreement for services. Estimates for fees are listed here:

<u>HR Green</u>	<u>Shive-Hattery, Inc.</u>	<u>Snyder & Associates, Inc.</u>
\$58,100	\$32,400	\$72,500

After comparing the information submitted by the three consultants, staff will recommend the Board authorize staff to negotiate a final agreement with HR Green for engineering services for design of the Boone East Elevated Water Storage Tank. HR Green’s submittal included additional information such as a suggestion for tank mixers to maintain water quality in the tank. They had more tank projects in recent history and they included costs estimates they obtained from tank manufacturers for various types of EWSTs.

Budget 2019 Impact – \$130,000 was included in the 2019 capital budget to begin design work in the Boone East System. This engineering services fee will come out of that budget. With the \$60,000 fee to design the pump station and chemical feed facility and the \$58,100 fee to design the EWST, the total design fees will be \$118,000 which is \$12,000 under the budget.

Recommended Action: Authorize staff to negotiate and execute an agreement for engineering services for design of the Boone East Elevated Water Storage Tank with HR Green for an estimated fee of \$58,100.

Motion from Board: Motion to authorize staff to negotiate and execute an agreement for engineering services for design of the Boone East Elevated Water Storage Tank with HR Green for an estimated fee of \$58,100.

Prepared By: Gary Benjamin

CEO/GM

Reviewed By: _____

CEO/General Manager