

**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, February 28, 2019  
Time of Public Meeting: 4:00 p.m. Tour of Woodward Water Treatment Plant followed by  
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	Chairman of the Board
1. Approve Agenda	Board Members
2. Approve January 24, 2019 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. Annual Meeting Update	CEO/GM
6. Coats Wastewater Rates	CEO/GM
7. 28E Agreement By and Between the City of Waukee, Iowa, Xenia Rural Water District and the Board of Water Works Trustees of the City of Des Moines, Iowa	CEO/GM

8. New Electric Feed to Woodward Water Treatment Plant  
North and South Wells CEO/GM
9. Woodward Water Treatment Plant North Well Repairs CEO/GM
10. Demonstration of New Xenia Website HR & Admin. Mgr.
11. Manager's Updates CEO/GM
  - Audit Update
  - Johnston Update
  - ISURP Payment
12. Departmental Reports CEO/GM
13. Old Business Board Members
14. New Business Board Members
15. Public Comments Audience
16. Next Board Meeting will be March 21, 2019 at 5:00 pm, Finance Committee meeting will be held March 21, 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

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Xenia Rural Water District, State of Iowa



23998 141<sup>st</sup> Street  
Bouton, IA 50039  
**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 2/28/2019

Agenda Item # 5

Subject: Annual Meeting Update

The 2019 Annual Meeting is scheduled for April 18<sup>th</sup> at 6:00 PM. We have 3 current board seats that will be up for re-election (Troy Wilson, Gary Becker and Peter Jensen). Staff mailed out a candidate request letter to our membership beginning with the billing on January 14<sup>th</sup>. The letter was inserted with the billings for the month to save on postage.

As detailed in the letter, potential candidates had until February 15<sup>th</sup> to submit an application to the Xenia office. As of February 21<sup>st</sup>, we have not received any interest from our membership in serving on the Board. Luckily, all three incumbents have given their interest in running for another term.

Staff will mail out proxies beginning with the March 4<sup>th</sup> bill, utilizing the billing schedule to again save on costs. Proxies would be due in the office April 12<sup>th</sup>.

Budget 2019 Impact: N/A

Recommended Action: No action required.

Motion from Board: Discussion by Board members.

Prepared By: Corey Iben

HR & Administration

Reviewed By: \_\_\_\_\_

CEO/General Manager



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Meeting Date: 2/28/2019

Agenda Item # 6

Subject: Coats Wastewater Rates

Xenia maintains both a water distribution system and a wastewater system for the Coats subdivision. The current wastewater rate is structured based on water consumption as follows:

Base rate: \$32.00/first 2,000 gallons

Variable rate: \$2.30/each 1,000 gallons beyond the first 2,000 gallons

The attached summary has been prepared showing the cost to operate the Coats wastewater system including the known capital costs, which have been amortized over 35 years at three different interest rates: 1) the 2013 USDA refinanced rate of 1.875%, 2) the 2016 average bond refinanced rate of 3.985% and 3) a 2.930% rate which is a blended rate of the USDA and bond rates.

Also provided in the summary are rate structures with base rates from \$37.00 to \$46.00. Each rate structure has a variable rate of \$2.50 for each 1,000 gallons beyond the 2,000 gallon base rate.

On average, Coats residents use slightly more than 3,000 gallons per month.

A variable rate of \$2.50 represents an 8.0% increase.

A base rate of \$38.00 represents an 18.75% increase.

Budget 2019 Impact:

Increasing the rate will result in additional revenues from \$4,400 (\$37.00 base) to \$12,000 (\$46.00 base) depending on the rate approved.

Recommended Action: Effective with the March 2019 consumption, increase the wastewater rate for the Coats subdivision to a base rate of \$38.00 and a variable rate of \$2.50 for each 1,000 gallons over the 2,000 gallon base and authorize staff to provide notification.

Motion from Board: Motion to increase the wastewater rate for the Coats subdivision effective with the March 2019 consumption to a base rate of \$38.00 and a variable rate of \$2.50 for each 1,000 gallons over the 2,000 gallon base and authorize staff to provide notification.

Prepared By: Gary Andrews

Controller

Reviewed By: \_\_\_\_\_

CEO/General Manager



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Meeting Date: 2/28/2019

Agenda Item # 7

Subject: 28E Agreement By and Between the City of Waukee, Iowa, Xenia Rural Water District and the Board of Water Works Trustees of the City of Des Moines, Iowa

The possibility of selling some capacity in Xenia’s Clive Booster Station and the 24-inch feeder main along Hickman Road was discussed at the February 22, 2018 Board meeting. The Board approved the concept with the caveat that the 28E agreement would be brought to the Board for approval once the agreement was finalized. A copy of the February 22, 2018 Board memo is attached.

The agreement has been finalized and a copy is attached. Waukee’s City Council approved the agreement on February 4<sup>th</sup> and Des Moines Water Works’ Board is scheduled to act on the agreement at their February 26<sup>th</sup> Board meeting.

To summarize the agreement, Waukee will purchase 400,000 gallons per day of capacity in Clive’s Booster Station and the 24-inch feeder main along Hickman, from the booster station, west to T Avenue. The fee to purchase this capacity is \$121,216.67 for the feeder main and \$135,686.11 for the booster station for a total fee of \$256,902.78. The fees are to be paid within 30 days of the execution of the agreement.

The agreement calls for Waukee to pay to construct a new chloramination station and control valve/meter pit near the intersection of Hickman Road and T Avenue. The station will include storage and feed pumps for chlorine and ammonia and a backup generator. The control valve will open and close based on water level in Xenia’s Waukee or Highway 44 elevated water towers. This station and pit will serve as Xenia’s new water source from the booster station and feeder main. Waukee will also pay to construct a new control valve/meter pit to provide the new water service to Waukee. Since the booster station and feeder main will serve both Xenia and Waukee, Des Moines Water Works will take over operation and maintenance (O&M) of these facilities and will bill Xenia and Waukee quarterly for the costs of the O&M, based on the percentage of water each entity receives from the facilities during that billing cycle.

Budget 2019 Impact – No sale of Clive Booster Station or Feeder Main capacities were included in the 2019 budget. The total fee of \$256,902.78 will be unbudgeted revenue.

Recommended Action: Approve the Chapter 28E Agreement By and Between the City of Waukee, Iowa, Xenia Rural Water District, and the Board of Water Works Trustees of the City of Des Moines.

Motion from Board: Motion to approve the Chapter 28E Agreement By and Between the City of Waukee, Iowa, Xenia Rural Water District, and the Board of Water Works Trustees of the City of Des Moines.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager



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Meeting Date: 2/28/2019

Agenda Item # 8

Subject: New Electric Feed to Woodward Water Treatment Plant North and South Wells

Back in November of 2018, we shut down the plant for a short time so the painting contractor could paint the plant piping without the pipes dripping with condensation. When it came time to restart the plant, the first well started and ran for a short time then failed. The second well was started and it ran for a short time then failed. Troubleshooting found that both pumps had failed and the electrical feed to the north well was shorted to ground. The electrical feed to the south well was found to not have a ground cable. Also, the existing cables must be spiced underground somewhere between the plant and the well as the cables in the well motor starter are different than the cables at the well.

We need to replace the electrical cables to the north well as they are shorted to ground and staff would like to replace the electrical cabling to the south well to add a ground cable and eliminate the underground splice and ensure a trouble-free electric feed to the well. Staff solicited quotes to replace the existing direct bury electrical cables with a new conduit and new electrical cables. We received two quotes as follows:

	Luellen
<u>Drees Co.</u>	<u>Enterprises Inc.</u>
\$51,862	\$28,500

There is a significant spread between the two quotes. In visiting with the two firms, it appears Drees Co. has a significant backlog of work and quoted accordingly. Luellen has successfully completed work for Xenia in the past so we will recommend them to complete this work.

This work is not included in the 2019 budget as the issues with the electrical feeds to the wells were not known. Funds to complete this work will come from savings on budgeted projects or from the Improvement Fund.

Budget 2019 Impact – No funds included for this work in the 2019 budget. Funds will come from savings on budgeted projects or from the Improvement Fund.

Recommended Action: Approve the quote from Luellen Enterprises Inc. to install new conduit and electrical cabling for the Woodward Water Treatment Plant North and South wells for a total cost of \$28,500.

Motion from Board: Motion to approve the quote from Luellen Enterprises Inc. to install new conduit and electrical cabling for the Woodward Water Treatment Plant North and South wells for a total cost of \$28,500.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager



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Meeting Date: 2/28/2019

Agenda Item # 9

Subject: Woodward Water Treatment Plant North Well Repairs

Back in November of 2018, we shut down the plant for a short time so the painting contractor could paint the plant piping without the pipes dripping with condensation. When it came time to restart the plant, the first well started and ran for a short time then failed. The second well was started and it ran for a short time then failed. Troubleshooting found that both pumps had failed and the electrical feed to the north well was shorted to ground. We contacted our well contractor and they pulled the old pump and motor from both wells and found them to be un-repairable. They had a new pump and motor in stock so we had them install the new pump and motor in the south well under an emergency scenario as we had no raw water supply for the plant.

Cahoy has given us a quote to televise and clean the north well and to install a new pump and motor for a total cost of \$31,995.

This work is not included in the 2019 budget as failure of the well pumps was not anticipated. Funds to complete this work will come from savings on budgeted projects or from the Improvement Fund.

Budget 2019 Impact – No funds included for this work in the 2019 budget. Funds will come from savings on budgeted projects or from the Improvement Fund.

Recommended Action: Approve the quote from The Cahoy Group to televise and clean the north well and install a new pump and motor for a total cost of \$31,995.

Motion from Board: Motion to approve the quote from The Cahoy Group to televise and clean the north well and install a new pump and motor for a total cost of \$31,995.

Prepared By: Gary Benjamin, P.E.

CEO/General Manager

Reviewed By: \_\_\_\_\_

CEO/General Manager



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Agenda Item # 10

Subject: Demonstration of New Website

In July 2018, staff conducted a survey of 1,000 members to obtain their feedback regarding our current website and to determine if there were additional features desired for the site. The survey was conducted to determine if the cost to update the site (estimated at \$15,000), was worth the expense. The results of the survey showed that a majority of our members do not utilize our site more than a few times a year. It was the consensus of the Board and staff that a rework of our website was not worth the cost at that point in time.

In October, staff was contacted by Rural Water Impact, a company that provides webhosting for rural water utilities throughout the country including Rathbun Regional Water and West Central Iowa Rural Water. The annual hosting price for their services is \$357.50 with a one-time setup fee of \$299. The current website is hosted by Blue Compass Interactive, LLC at a cost of \$990 per year. Blue Compass is the company that had provided the quote of \$15,000 to rebuild the website.

Staff has worked with members of Rural Water Impact to design a new website that we plan to launch in early March.

The site is easily updatable and Rural Water Impact automatically updates the site periodically with new, water related articles.

A demonstration of the proposed new website will be given at the Board meeting.

Budget 2019 Impact: The new website will save us \$632.50 in hosting expenses.

Recommended Action: No action required.

Motion from Board: Discussion by Board members.

Prepared By: Corey Iben

HR & Administration

Reviewed By: \_\_\_\_\_

CEO/General Manager