

**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, June 20, 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 May 23, 2019 Board Meeting Minutes       |               |
| b. Receive and File Financial Statements            |               |
| c. List of Payments for May, 2019                   |               |
| d. Purchasing and Expenditure Control Policy Report |               |
| e. Customer Service & Accounts Receivable           |               |
| 3. Board: Director Opening; Election of Officers    | Board         |
| 4. Worker's Compensation Coverage Renewal           | CEO/GM        |
| 5. Engineering Services – Boone East Booster Pumps  | CEO/GM        |
| 6. New Pickup Truck                                 | CEO/GM        |
| 7. Manager's Updates                                | CEO/GM        |
| • Johnston  |               |
| • Bagley  |               |
| • Stratford Aerator Cleaning                        |               |
| • Bond Paying Agent                                 |               |
| 8. Departmental Reports                             | CEO/GM        |
| 9. Old Business                                     | Board Members |

10. New Business

Board Members

11. Public Comments

Audience

12. Next Board Meeting will be July 18, 2019 at 5:00 pm, Finance Committee meeting will be held July 18, 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 141<sup>st</sup> Street  
Bouton, IA 50039  
**BOARD OF DIRECTORS**  
**AGENDA ITEM**

Meeting Date: 6/20/2019  
Agenda Item # 2

Subject: Consent Agenda

- A. May 23, 2019 Board Meeting Minutes  
**Recommended Action:** Approve May 23, 2019 Minutes
- B. Financial Statements
  - a. As of May 31, 2019, assets totaled \$134.0 million and liabilities totaled \$115.7 million.
  - b. Total operating income for May was \$1.253 million and net income totaled \$305,659.
  - c. Net Decrease in Cash and Cash Equivalents was \$789,661 for May due to the bond payment.**Recommended Action:** Receive and file the May, 2019 Financial Statements.
- C. List of payments for May, 2019  
**Recommended Action:** Approve May, 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 May 31, 2019, total accounts receivable was \$870,430 and \$73,196 was past due.
  - b. District had 9 new service connections and 1 termination(s) in May. The District now has 10,198 active accounts as of May 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 141<sup>st</sup> Street  
Bouton, IA 50039  
**BOARD OF DIRECTORS**  
**AGENDA ITEM**

Meeting Date: 6/20/2019  
  
Agenda Item #3

Subject: Board: Director Opening; Election of Officers

This is a place-holder for the Board to;

1. Discuss the opening left by Amy Kahler's resignation last month. District By-Laws do not specify a certain number of Directors, it only says the Board may consist of up to nine members. As I see it there are two options available to the Board:
  - a. The Board can choose a successor, by majority vote, to fill the remainder of the unexpired term (this term expires in April, 2021).
  - b. Amy relayed that her conflict should last 8 to 9 months, so the Board could not fill the position at this time and choose Amy to fill it once her conflict is over.
  
2. Complete their annual election of officers. Xenia's By-Laws call for election of a chairperson, vice chairperson, secretary and treasurer after each annual meeting.

Budget 2019 Impact – No budget impact.

Recommended Action: Defer to Board for decision on Director opening and election of officers.

Motion from Board: Defer to Board for decision on Director opening and election of officers.

Prepared By: Corey Iben

HR & Administration Manager

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

CEO/General Manager



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

Meeting Date: 6/20/2019  
Agenda Item # 4

Subject: Worker's Compensation Coverage Renewal

**Background:**

Iowa Municipalities Workers Compensation Association (IMWCA) has provided worker's compensation insurance for the District for the past 8 years. Since enrolling with IMWCA, Xenia's premiums have decreased every year until the 2018-2019 premium year. The premium paid for the 2018-2019 policy was \$29,217.

This year's renewal quote is \$49,904, which is based on a payroll of \$1,493,356. Unfortunately, we had a significant claim that has lasted two years. This claim has increased our Experience Modification Factor from 0.95 to 1.45, which is the primary reason for our increase in premium. We also lost our Good Experience bonus, but our premium rate decreased from 4.93% to 4.25%.

Work Comp insurance takes into account a 3-year lookback period, so we will see higher premiums for a few years before we will see a decrease in premiums.

A copy of this year's quote is attached.

Budget 2019 Impact - Allowance in Budget: \$41,330  
Renewal will put Xenia \$8,574 over budget. The budget overage will be covered by the savings in premiums from the property, casualty and surety insurance as well as the health insurance.

Recommended Action: Accept IMWCA renewal quote of \$49,904 for Worker's Compensation Insurance Policy for the 2019-2020 premium year.

Motion from Board: Motion to accept IMWCA renewal quote of \$49,904 for Worker's Compensation Insurance Policy for the 2019-2020 premium year.

Prepared By: Corey Iben  
HR & Administration Manager

Reviewed By: \_\_\_\_\_  
General Manager/CEO



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

Meeting Date: 6/20/2019  
  
 Agenda Item # 5

**Subject: Engineering Services – Boone East Booster Pumps**

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’ for design of a new chemical feed building for the Boone East connection. That design has been put on hold until the DOT selects a new alignment for 200<sup>th</sup> Street, east of Boone, as part of the DOT realignment project for Highway 17. Staff requested fee estimates from Snyder to add expansion of the chemical feed building design to include the booster pumps. The scope of services and not-to-exceed fees for each phase are:

| <u>Scope of Services</u>    | <u>Chemical Feed Building</u> | <u>Booster Pumps</u>      | <u>Total</u>              |
|-----------------------------|-------------------------------|---------------------------|---------------------------|
|                             | <u>Not-to-Exceed Fees</u>     | <u>Not-to-Exceed Fees</u> | <u>Not-to-Exceed Fees</u> |
| Survey Phase                | \$5,500                       | \$0                       | \$5,500                   |
| Environmental Documentation | \$5,000                       | \$0                       | \$5,000                   |
| Design Phase                | \$35,000                      | \$10,500                  | \$45,500                  |
| Bidding Phase               | <u>\$2,500</u>                | <u>\$1,500</u>            | <u>\$4,000</u>            |
| Not-to-Exceed Total         | \$48,000                      | \$12,000                  | \$60,000                  |

A copy of the cover letter and Exhibit A-Amendment No. 1, that includes the total fees for the Boone East Chemical Feed Building and Booster Pumps, is attached.

Staff will recommend acceptance of the Snyder & Associates amendment for adding engineering services for the Boone East Booster Pumps in the not-to-exceed amount of \$12,000 for a total not-to-exceed design fee of \$60,000.

Budget 2019 Impact – \$130,000 was included in the 2019 capital budget to begin design work in the Boone East System. These engineering services fees will come out of that budget.

**Recommended Action:** Authorize staff to execute the agreement amendment for engineering services to include the Boone East Booster Pumps with Snyder & Associates in the not-to-exceed total of \$12,000.

**Motion from Board:** Motion to Authorize staff to execute the agreement amendment for engineering services to include the Boone East Booster Pumps with Snyder & Associates in the not-to-exceed total of \$12,000.

Prepared By: Gary Benjamin  
  
 CEO/GM

Reviewed By: \_\_\_\_\_  
  
 CEO/General Manager



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

Meeting Date: 6/20/2019  
  
Agenda Item # 6

Subject: New Pickup Truck

Staff recently decided to create one additional Water Technician position. We have seen an increase in construction projects and locate requests and there are several tasks that we have not had an opportunity to accomplish. We have between 600 and 700 water meters that need to be replaced and we have not been able to begin a valve exercising program that is a critical piece of our preventative maintenance program. The Water Technicians drive a company truck to complete their tasks so we need a new pickup truck for this additional position. Staff requested quotes from four Chevrolet dealers for a half-ton double cab truck and we received the following quotes:

|                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|
| Woodhouse        | Bob Brown        | Shottenkirk      | Deery Brothers   |
| <u>Chevrolet</u> | <u>Chevrolet</u> | <u>Chevrolet</u> | <u>Chevrolet</u> |
| \$32,953         | \$33,100         | \$31,490         | \$29,984         |

Based on the above quotes, staff will recommend purchasing a new half-ton double cab pickup from Deery Brothers Chevrolet at a cost of \$29,984.

The 2019 capital budget included \$30,000 for a new pickup truck. Those funds were allocated to a new pickup truck purchased in January. Funds to purchase this pickup truck will come from savings in capital projects or from the Surplus Fund.

Budget 2019 Impact – The 2019 capital budget includes \$30,000 for a new pickup which was purchased in January. Funds to purchase this pickup truck will come from savings in capital projects or from the Surplus Fund

Recommended Action: Approve the purchase of a new pickup from Deery Brothers Chevrolet for a cost of \$29,984.

Motion from Board: Motion to approve the purchase of a new pickup from Deery Brothers Chevrolet for a cost of \$29,984.

Prepared By: Gary Benjamin  
  
CEO/General Manager

Reviewed By: \_\_\_\_\_  
  
CEO/General Manager