

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, March 21, 2019
Time of Public Meeting: 5:00 p.m.
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. Consent Agenda	Board Members
a. Approve February 28, 2019 Board Meeting Minutes	
b. Receive and File Financial Statements	
c. List of Payments for February, 2019	
d. Purchasing and Expenditure Control Policy Report	
e. Customer Service & Accounts Receivable	
3. Board Member Election (Discussion)	CEO/GM
4. Linden Water Tank Lead Abatement	CEO/GM
5. Mowing Contract	CEO/GM
6. Manager's Updates	CEO/GM
• Johnston	
• Bagley	
• Audit 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 April 19, 2018 at 5:00 pm, Finance Committee meeting will be held April 19, 2018 at 4:00 pm, and the Annual Board Meeting will be April 19, 2018 at 7:00 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 FORM

Meeting Date: 3/21/2019

Agenda Item # 2

Subject: Consent Agenda

- A. February 28, 2019 Board Meeting Minutes
Recommended Action: Approve February 28, 2019 Minutes
- B. Financial Statements
 - a. As of February 28, 2019, assets totaled \$134.3 million and liabilities totaled \$116.7 million.
 - b. Total operating income for February was \$1.189 million and net income totaled \$250,603.
 - c. Net Increase in Cash and Cash Equivalents was \$689,524 for February.**Recommended Action:** Receive and file the February 2019 Financial Statements.
- C. List of payments for February, 2019
Recommended Action: Approve February, 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. For February, 2019, total accounts receivable was \$902,382 and \$89,834 was past due.
 - b. District had 35 new service connections and 0 termination(s) in February. The District now has 10,163 active accounts as of February 28, 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



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Bouton, IA 50039
BOARD OF DIRECTORS
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Meeting Date: 3/21/2019

Agenda Item # 3

Subject: Board Member Election

The 2019 Annual Meeting is scheduled for April 18th at 6:00 PM. We have 3 current board seats that will be up for re-election (Troy Wilson, Gary Becker and Peter Jensen). All three existing Board members are running for re-election and no other Members submitted their names for the election.

Staff generated the proxies and they were delivered to Mail Services. They will be mailed out in the next round of water bills. Proxies are due in the office April 17th which gives Members ample time to submit their vote.

A copy of the proxy is attached to this memo.

Budget 2019 Impact: N/A

Recommended Action: No action is required.

Motion from Board: Discussion by Board members.

Prepared By: Corey Iben

HR & Administration

Reviewed By: _____

CEO/General Manager

Attachment



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

Meeting Date: 3/21/2019

Agenda Item # 4

Subject: Linden Water Tank Lead Abatement

The Linden water tank is under a maintenance contract with Suez. The contract covers, inspection, cleaning, renovating, painting and a 100% warranty on coatings during the lifetime of the contract. The painting process usually involves cleaning the tank surface and adding a new coat of paint over the existing paint. When the time comes that the first layer of paint starts to delaminate from the tank, the tank needs to be sand blasted down to bare metal followed by new paint coatings.

Linden water tank's original coating is a lead-based paint and when lead-based paint needs to be removed, it requires special steps to capture all of the lead-based paint as it is sand blasted from the tank. This is accomplished by surrounding the tank with a drape or curtain during the sand blasting process. One of the few items that is not covered with the tank maintenance contract is the containment needed during removal of lead-based paint. In these cases, the customer is responsible for the cost of the drape containment only. Suez is responsible for all other aspects during the lead abatement including labor, repairs, materials, removal of debris, etc.

Suez gave us a quote of \$98,552.00 for drape containment for the Linden water tank. It is best to have Suez complete this process as they will complete the sand blasting and re-paint the tank right after the old paint is removed. To verify the quote from Suez was reasonable, we asked Snyder & Associates if they had a recent project that involved lead abatement for a water tank. They had one in 2017 for a 500,000 gallon tank that cost \$183,692.00. The Linden tanks is a 30,000 gallon tank so the Suez quote would appear to be reasonable.

Budget 2019 Impact – The 2019 capital budget does not include removal of the lead-based paint as it was not anticipated to be needed when generating the budget for 2019. The funds to cover this project will come from savings on other capital projects or from the Surplus Fund

Recommended Action: Approve the quote from Suez to provide drape containment during the removal of lead-based paint from the Linden water tank at a cost of \$98,552.00.

Motion from Board: Motion to approve the quote from Suez to provide drape containment during the removal of lead-based paint from the Linden water tank at a cost of \$98,552.00.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: _____

CEO/General Manager



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AGENDA ITEM FORM

Meeting Date: 3/21/2019

Agenda Item # 5

Subject: Mowing Contract

Staff requested proposals from four contractors for mowing services in 2019. Short's Lawn Care LLC from Redfield, Scenic Valley Mowing LLC from Woodward and No Lawn Left Behind from Perry have submitted proposals. No Lawn's proposal came in with the lowest proposal of \$16,720. Short's Lawn Care was the next lowest proposal of \$19,408. No Lawn Left Behind performed the work for five years before being out bid for the services last year.

The contract is for mowing 23 remote locations on a bi-weekly basis and mowing the Bouton office on a weekly basis.

The 2018 mowing contract was awarded for \$17,000, but the performance was considerably under par.

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

Budget 2017 Impact - Allowance in Budget: \$33,000. Current Estimated Cost: \$16,720. Services are anticipated to be \$16,280 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 2019 at an estimated cost of \$16,720.

Motion from Board: Motion to approve the mowing proposal from No Lawn Left Behind for mowing services for 2019 at an estimated cost of \$16,720.

Prepared By: Corey Iben

Title: HR & Administration Manager

Reviewed By: _____

Title: General Manager/CEO