

**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, May 23, 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 April 18, 2019 Board Meeting Minutes      |               |
| b. Receive and File Financial Statements             |               |
| c. List of Payments for April, 2019                  |               |
| d. Purchasing and Expenditure Control Policy Report  |               |
| e. Customer Service & Accounts Receivable            |               |
| 3. Election of Officers                              | Board Members |
| 4. 2018 Audit  | CEO/GM        |
| 5. Bagley Water Main Extension Agreement             | CEO/GM        |
| 6. Bagley Water Main Extension Professional Services | CEO/GM        |
| 7. Riverside Trail Water Main Replacement            | CEO/GM        |
| 8. Weed Treatment Service                            | CEO/GM        |
| 9. Manager's Updates                                 | CEO/GM        |
| • Johnston   |               |
| • Adel Emergency Connection                          |               |
| • Stratford Aerator Bypass                           |               |

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|---|---------------|
| 10. Departmental Reports  | CEO/GM        |
| 11. Old Business  | Board Members |
| 12. New Business  | Board Members |
| 13. Public Comments   | Audience      |
| 14. Next Board Meeting will be June 20, 2019 at 5:00 pm, Finance Committee meeting will be held June 20, 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: 5/23/2019

Agenda Item #3

Subject: Election of Officers

This is a place-holder for the Board to 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 election of officers.

Motion from Board: Defer to Board for election of officers.

Prepared By: Corey Iben

HR & Administration Manager

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

CEO/General Manager



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 5/23/2019

Agenda Item # 4

Subject: 2018 Audit

The 2018 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 2018 audit report.

Budget 2019 Impact - Allowance in Budget: \$28,500

We have not received the State Auditor's invoice yet, but it is anticipated that the actual cost of the 2018 audit will be less than the budgeted amount. The cost of the 2017 audit was \$27,683.59.

Recommended Action:

Receive and file the 2018 audit report as released by the State Auditors.

Motion from Board:

Motion to receive and file the 2018 audit report as released by the State Auditors.

Prepared By: Gary Andrews

Controller

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

CEO/General Manager



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 5/23/2019

Agenda Item # 5

Subject: Bagley Water Main Extension Agreement

As mentioned in an update earlier this month, the City of Bagley will be working with USDA for loan and grant funds to construct the water main extension to receive water service from Xenia. USDA prefers that Xenia design and construct the water main and then charge Bagley a "Connection Fee" to cover all of Xenia's costs to construct the connection. To that end, an agreement will need to be executed between Xenia and Bagley to ensure Xenia will be reimbursed via the connection fee for all costs associated with construction of the water main extension to provide water service to Bagley.

The agreement basically states that Bagley agrees they wish to receive water service from Xenia and that they agree to reimburse Xenia for all costs associated with constructing the water main extension to provide that service. The agreement is written as if Bagley will be a bulk water customer but they will hold an election (likely in August) to become a Franchise Customer. If the election is successful, we will need to execute an agreement amendment to change them to a franchise customer. A copy of the draft agreement is attached.

Staff will recommend authorizing the Chair and Secretary to execute the Bagley Water Main Extension 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 included in the "Connection Fee" assessed to Bagley.

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

Prepared By: Gary Benjamin

CEO/GM

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

CEO/General Manager



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 5/23/2019

Agenda Item # 6

Subject: Bagley Water Main Extension Professional Services

As mentioned in an update earlier this month, the City of Bagley will be working with USDA for loan and grant funds to construct the water main extension to receive water service from Xenia. USDA prefers that Xenia design and construct the water main and then charge Bagley a “Connection Fee” to cover all of Xenia’s costs to construct the connection. To that end, Xenia will need to hire a consultant to provide the engineering services for this connection.

Bagley has previously utilized JEO Consulting Group, Inc. for their engineering services. JEO will complete the design of the booster station that will be constructed at the end of the water main extension to Bagley. As there will need to be close coordination between the design of the water main and Bagley’s booster station, staff asked JEO for a scope of professional services for the water main extension to Bagley. JEO’s proposed agreement for professional services is attached. The not-to-exceed fees for the preliminary design phase through the post-construction phase is \$62,000. Staff generated a cost estimate for the new water main last year at \$380,000. The \$62,000 not-to-exceed fee would be about 16% of the construction estimate which is reasonable for the five phases included in the fees.

Staff will recommend acceptance of the JEO Consulting Group, Inc. agreement for professional services for the Bagley Water Main Extension project in the not-to-exceed amount of \$62,000. We will wait until we have an executed Bagley Water Main Extension Agreement between Xenia, the City of Bagley and USDA before we sign this agreement for professional services.

Budget 2018 Impact – design of a water main to Bagley was not included in the 2019 capital budget. These professional services fees will be included in the “Connection Fee” assessed to Bagley.

Recommended Action: Authorize staff to execute the agreement for professional services for the Bagley Water Main Extension project with JEO Consulting Group, Inc. in the not-to-exceed total of \$62,000, after the Bagley Water Main Extension Agreement is executed.

Motion from Board: Motion to authorize staff to execute the agreement for professional services for the Bagley Water Main Extension project with JEO Consulting Group, Inc. in the not-to-exceed total of \$62,000, after the Bagley Water Main Extension Agreement is executed.

Prepared By: Gary Benjamin

CEO/GM

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

CEO/General Manager



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**BOARD OF DIRECTORS**  
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Meeting Date: 5/23/2019

Agenda Item # 7

Subject: Riverside Trail Water Main Replacement

Xenia has a 3-inch water main that lies along Riverside Trail which runs along the Des Moines River up in Webster County. The bluffs uphill from Riverside Trail are experiencing significant sloughing which is causing the road and our water main to move towards the river. There have been three sloughing events in the last four weeks and each event has caused a break in our water main.

The county does not have a plan in place to address the sloughing, even though their road is being impacted. Staff proposes to install a replacement main that would get our main out of the area where the sloughing is occurring.

We have applied for a DNR construction permit and have asked Trenchless Solutions Iowa (TSI) for a price to install the new main which includes a crossing under the Des Moines River (see attached drawing). TSI installed the replacement main under the North Raccoon River when the previous main was washed out due to the river flooding. They did an excellent job with the river bore and did so at a very reasonable cost.

TSI's cost quote for installing 1,850 feet of 3-inch water main is \$15,500 which equates to \$8.38/foot which is a very reasonable cost – especially with the river crossing.

Staff will recommend utilizing TSI to install the Riverside Trail replacement main.

Allowance in the 2019 capital budget is \$30,000 for "Pipelines, valves, and hydrant replacement in the Xenia System". This installation cost and the cost of the water main materials (\$7,640) will come from that budget.

Recommended Action: Approve installation of Riverview Trail Water Main Replacement by Trenchless Solutions Iowa, at a cost of \$15,500.

Motion from Board: Motion to approve installation of Riverview Trail Water Main Replacement by Trenchless Solutions Iowa, at a cost of \$15,500.

Prepared By: Gary Benjamin

CEO/General Manager

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

CEO/General Manager



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**BOARD OF DIRECTORS**  
**AGENDA ITEM FORM**

Meeting Date: 5/23/2019  
Agenda Item # 8

Subject: Weed Treatment Services

At the March Board Meeting, the Board approved No Lawn Left Behind to perform the mowing services. The cost for the mowing service did not include the cost for weed control. Along with weed control, staff have talked with No Lawn about the possibility of applying Roundup to the fence lines of the properties. In the past, mowing contractors have left a buffer strip near the fences, which tend to get overgrown during the course of the summer. By applying Roundup, we hope it will improve the appearance of our properties.

The cost to perform this work would be \$2,465.

Budget 2019 Impact - Allowance in Budget: \$16,280. Current Estimated Cost: \$2,465.  
The allowance in the budget was created by the mowing contract coming in \$16,280 under budget. With the weed control, we will be \$13,815 under budget.

Recommended Action: Approve the weed treatment services proposal from No Lawn Left Behind at an estimated cost of \$2,465.

Motion from Board: Motion to approve the weed treatment services proposal from No Lawn Left Behind at an estimated cost of \$2,465.

Prepared By: Corey Iben  
Title: HR & Administration Manager

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