

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, September 19, 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 August 22, 2019 Board Meeting Minutes | |
| b. Receive and File Financial Statements | |
| c. List of Payments for August, 2019 | |
| d. Purchasing and Expenditure Control Policy Report | |
| e. Customer Service & Accounts Receivable | |
| 3. Emergency Connection to Woodward Resource Center | CEO/GM |
| 4. Water Service to Woodward Business Park | CEO/GM |
| 5. Stratford Well Design Services Amendment No. 1 | CEO/GM |
| 6. Manager's Updates | CEO/GM |
| • Print Services | |
| • Madrid | |
| • Johnston | |
| • Bagley | |
| 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 October 24, 2019 at 5:00 pm, Finance Committee meeting will be held October 24, 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: 9/19/2019
Agenda Item # 2

Subject: Consent Agenda

- A. August 22, 2019 Board Meeting Minutes
Recommended Action: Approve August 22, 2019 Minutes
- B. Financial Statements
 - a. As of August 31, 2019, assets totaled \$135.3 million and liabilities totaled \$116.2 million.
 - b. Total operating income for August was \$1.388 million and net income totaled \$244,469.
 - c. Net Increase in Cash and Cash Equivalents was \$586,897 for August.**Recommended Action:** Receive and file the August, 2019 Financial Statements.
- C. List of payments for August, 2019
Recommended Action: Approve August, 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 August 31, 2019, total accounts receivable was \$903,715 and \$76,802 was past due.
 - b. District had 6 new service connections and 1 termination(s) in August. The District now has 10,223 active accounts as of August 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: 9/19/2019

Agenda Item # 3

Subject: Emergency Connection to Woodward Resource Center

Some time ago, Woodward Resource Center (WRC) staff inquired about Xenia’s physical ability to provide water service to their facilities in the event of an emergency. They were concerned with the reliability of their raw water infrastructure and were looking at Xenia as a backup water supply in the event they had problems producing their own water. Xenia staff inserted the WRC water demand into our distribution model and determined we could provide emergency water to their facility. We were then asked and provided a rough estimated cost of the new infrastructure to provide the emergency water supply.

We initially cautioned WRC staff that there may be a problem with Xenia providing emergency water to their facility as it is located within the current corporate boundary of the City of Woodward. Subsequent to that discussion, Xenia researched old files and found that Xenia had approached several counties back in 1990 about providing water service within their counties. Boone and Dallas were two of the counties Xenia petitioned. Both Boone and Dallas County Supervisors awarded Xenia the right to provide water service in their counties except areas within the city corporate boundaries, as they existed in 1990.

The WRC was not within the City of Woodward’s corporate boundary back in 1990 so Xenia has the legal right to provide water service to the WRC. Given that, and the fact that our distribution system can provide water service to the WRC, staff will recommend we continue working with the WRC to provide an updated, more definitive cost estimate for the emergency water connection and work with them to get the connection constructed, if they choose to proceed.

Budget 2019 Impact – There will be no impact to Xenia’s capital budget as the Woodward Resource Center (WRC) would pay all costs to install the emergency connection, if they choose to proceed. If they proceed, Xenia would contract to construct the emergency connection and WRC would reimburse Xenia for the cost.

Recommended Action: Approve Xenia staff to provide a cost estimate for an emergency connection to the Woodward Resource Center so they can decide if they want to proceed with the connection. If they decide to proceed, an agreement with the Woodward Resource Center and a contract to construct the connection will be brought to the Board for approval.

Motion from Board: Motion to approve Xenia staff to provide a cost estimate for an emergency connection to the Woodward Resource Center so they can decide if they want to proceed with the connection. If they decide to proceed, an agreement with the Woodward Resource Center and a contract to construct the connection will be brought to the Board for approval.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: _____

CEO/General Manager



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

Meeting Date: 9/19/2019

Agenda Item # 4

Subject: Water Service to Woodward Business Park

Staff recently met with the Mayor and a Council Member from the City of Woodward. They were interested in two primary items. They wanted to know if Xenia felt it had the right to provide an emergency connection to the Woodward Resource Center (WRC) and they wanted to know if Xenia felt the Woodward Business Park was in its service territory. The Woodward Business Park is located south of Highway 141 at the Woodward interchange.

When completing some file research as a result of the WRC staff inquiring about an emergency connection to Xenia, we found that Xenia had approached several counties back in 1990 about providing water service within their counties. Dallas County was included in the Xenia petition. Dallas County Supervisors awarded Xenia the right to provide water service for all areas north of Interstate 80, except the areas within city corporate boundaries, as they existed in 1990.

The Woodward Business Park was not within the City of Woodward's corporate boundary back in 1990 so Xenia has the legal right to provide water service to that area. Given that, and the fact that Xenia has a 10-inch water main just one mile west of the area, I told the Mayor and Council Member that I would recommend Xenia maintain the right to provide water service to the Woodward Business Park. I told them that I am not the final decision maker, that the Board has that responsibility. They requested that I bring this to the Board for a vote so I am making this recommendation for the Board to act on.

Budget 2019 Impact – There are no budget impact associated with this decision. If development does occur within the business park, additional revenue would be realized from the sale of water.

Recommended Action: Approve staff recommendation that Xenia retain the right to provide water service to the Woodward Business Park.

Motion from Board: Motion to approve staff recommendation that Xenia retain the right to provide water service to the Woodward Business Park.

Prepared By: Gary Benjamin
CEO/General Manager

Reviewed By: _____
CEO/General Manager



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

Meeting Date: 9/19/2019

Agenda Item # 5

Subject: Stratford Well Design Services Amendment No. 1

HR Green, Inc. has been working on the design for a new well at the Stratford Water Treatment Plant. In discussing the new well and issues with the current wells, staff asked HR Green to submit a proposal to address those issues. Desired design changes include: 1. Raise the drive to the wells above the 100-year flood elevation; 2. Raise the well access drives; 3. Remove existing manholes around each well and raise height of the pitless adapters; 4. Add individual flow meters and level transducers to each well; 5. Add new electrical service, electrical distribution panel and auto transfer switch (for generator); 6. Add new generator for wells; 7. Develop generator air discharge permit; 8. Add VFDs for each well; 9. Install fiber optic cabling to each well for monitoring/controlling the wells; and 10. Reprogram SCADA to communicate with and control well pumps. Staff also requested the cost to provide assistance with construction administration and construction observation.

HR Green has submitted a proposed amendment to the original design agreement to include the design of the modifications mentioned above. The proposed fee for the amendment is \$203,900. The total engineering design fee, including the original fee of \$48,200 for the new well, would be \$252,100. A copy of amendment No. 1 is attached.

The design fees for amendment No. 1 appear reasonable given the scope of work included. Staff will recommend acceptance of Stratford Well Design Services Amendment No. 1.

Budget 2019 Impact – The 2018 and 2019 capital improvement budgets included \$120,000 for engineering design and \$300,000 for construction of the new well for a total capital budget of \$420,000. The amended design fee of \$252,100 will come from that budget. As construction of this project will be completed in 2020, additional funds to complete the construction will be included in the capital budget for 2020.

Recommended Action: Authorize CEO/GM to execute the Professional Services Agreement Amendment No. 1 with HR Green, Inc. in the amount of \$203,900.

Motion from Board: Motion to authorize CEO/GM to execute the Professional Services Agreement Amendment No. 1 with HR Green, Inc. in the amount of \$203,900.

Prepared By: Gary Benjamin

CEO/General Manager

Reviewed By: _____

CEO/General Manager