

**JEFFERSON COUNTY RURAL WATER DISTRICT #13**

**1951 Wellman Rd. Lawrence, KS 66044**

**785-842-1502**

**www.jfrwd13.com**

**MONTHLY BOARD MEETING**

**Location: District Office – 1951 Wellman Road**

**October 19, 2017**

**CALL MEETING TO ORDER:**

**GUESTS:**

**MINUTES FROM 09/21/2017 BOARD MEETING:**

**MINUTES FROM 10/05/2017 SPECIAL PUBLIC BOARD MEETING**

**NEW CERTIFICATES-2 AND TRANSFERS-2:**

**TREASURER’S REPORT:**

- ✓ Financial Summary
- ✓ Unpaid Bills Report

**MANAGER’S REPORT:**

- ✓ Water Sales/Usage/Loss Report

**OFFICE MANAGER’S REPORT:**

- ✓ Accounts Receivable Aging Report
- ✓ Payment Method Review

**OLD BUSINESS:**

- ✓ Upgrade Project Review: 246<sup>th</sup> St. and 13<sup>th</sup> & Republic Rd.
- ✓ Project Work – How to Proceed
- ✓ Home Works, USA – 26050 Chieftain Rd.: Update

**NEW BUSINESS:**

- ✓ Designate New Secretary
- ✓ Interim Manager
- ✓ Manager Position – Hiring Update
- ✓ Begin Budget Discussions, Review Current Budget and Identify Areas of Concern
- ✓ Request Fee Schedule from District Contractors, Engineer, and Attorney
- ✓ Employee Review (by District Manager)
- ✓ District Manager Review-First Draft (by Board)
- ✓ Propose Pay Percentage Increase
- ✓ Set Dates for Auditor: Review Books (January) and MD& A Review (February)
- ✓ Review Calendar for Next Month’s Agenda Items

**NEXT MEETING November 16, 2017**