



JEFFERSON COUNTY RURAL WATER DISTRICT # 13

1951 Wellman Road
Lawrence, KS 66044

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MONTHLY PUBLIC BOARD MEETING
HELD AT DISTRICT OFFICE – 1951 WELLMAN ROAD
THURSDAY, JANUARY 17, 2019

CALL MEETING TO ORDER

The meeting is called to order by Chairman Gordon Brest at 7:00 p.m.

Board Members Present: Chairman Gordon Brest, Vice Chairperson Dawn Hein, Secretary Greg Hazen, Larry Means, George Pogge and Andrew Breuer.

Board Members Absent: Treasurer Lynn Deters

Employees Present: Linda Lips

Employees Absent: Joe Osborn

MINUTES FROM 12/20/2018 PUBLIC BOARD MEETING:

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to approve the minutes from the 12/20/2018 public board meeting.

VOTE: So moved 5-0.

NEW CERTIFICATES-0 AND TRANSFERS-2:

MOTION: It was moved by Larry Means and seconded by Dawn Hein to approve the two transfers.

VOTE: So moved 5-0.

TREASURER'S REPORT

MOTION: It was moved by Andrew Breuer and seconded by Larry Means to approve the payment of bills.

VOTE: So moved 5-0.

Comments: The invoice for generator repair is reviewed.

DISTRICT MANAGER'S REPORT (The items listed below are discussed in Joe Osborn's absence.)

Monthly Activity Report: A detailed report is included in the board packet.

1) Water Sales/Usage/Loss Report: The water loss for December is 34.5%. There were nine water main breaks in December and two of the line breaks were very sizable. The board is of the agreement that determining the cause of the water loss is a high priority. Joe Osborn will be advised to move forward with the new meter vault and meter replacement project at the plant & wells. The district may also need to eventually shut off sections of the district systematically to determine leak locations within the distribution system.

2) Update: 246th St. & 13th St. Upgrade Project – Clean-up will be completed in the spring.

3) Operator in Responsible Charge Requirements (per KDHE regulations) are discussed. The level of certification required is based on type of system and population served. This topic will be on the agenda for the next meeting.

4) HDPE vs. PVC Pipe: Since the district will more than likely be transitioning in to using PVC instead of HDPE in the future, is Joe allowed to quote projects in PVC (for example: Home Works USA)? The engineer has indicated that use of HDPE cannot be cost justified. There are situations where HDPE is recommended, such as at a creek crossing.

MOTION: It was moved by Greg Hazen and seconded by George Pogge to allow the use of PVC where appropriate and to develop guidelines for using both types of pipe.

VOTE: So moved 5-0.

5) Home Works USA: The labor on this project is estimated to be over \$10,000.00. Is Joe required to put this project out for bid? The board agrees that the project will need to go out for bid, using the engineer.

6) Crititech – 1" benefit unit/meter is required due to fire flows. Benefit Unit Price Based on Size of Meter/Flow Rate from Old Business is discussed at this time. City of McLouth and LV #10 have contracts with the District and will be discussed separately and at a later date. (The Board Meeting Calendar has *Analyze Rate for City of McLouth & LV #10* listed for the month of April.) A Proposed Rate Structure Based on Meter Size has been prepared by the engineer and is included in the board packet.

MOTION: It was moved by Andrew Breuer and seconded by Greg Hazen to have the engineer's Proposed Rate Structure Based on Meter Size become the district's board policy on benefit units/meters for new benefit units and transfers. The transfers will only be affected by the new monthly minimum. (The rate schedule is attached to the minutes.)

VOTE: So moved 5-0.

Gordon Brest will prepare a letter to be sent to all patrons affected by this change.

5) City of Lawrence – To pump from City of Lawrence in case of an emergency would require a new pump station costing anywhere between \$350-500,000 per the engineer. It appears that the City of Lawrence has the capacity, but we do not have any other details at this time. Other options will be researched, and this topic will be on the agenda next month under Old Business.

OFFICE MANAGER'S REPORT

A detailed report is included in the board packet.

1) Accounts Receivable Aging Report

2) Payment Method Review

3) Foreclosure/Bankruptcy/Watch List

4) Central National Bank – Positive Pay: This is a check verification service offered by the bank and there is a \$10 monthly fee. A waiver will need to be signed if the district decides to opt out of the service.

MOTION: It was moved by Greg Hazen and seconded by Larry Means to opt out of Positive Pay at this time.

VOTE: So moved 5-0.

The waiver is signed by Chairman Gordon Brest.

5) CD Renewal: A CD is maturing on 02/24/2019. Linda Lips will have CD rates at the 02/21 board meeting. The CD coming due is the required bond reserve.

OLD BUSINESS

1) Benefit Unit Price Based on Size of Meter/Flow Rate – This topic is covered under the District Manager's Report.

2) Change to Jefferson County Subdivision Regulations – Greg Hazen is on the Board of Zoning Appeals for Jefferson County. Greg believes that requiring a feasibility study will satisfy the regulations. The County understands that a feasibility study approval is only good for 60 days and that the only way to guarantee water service is to pay for a benefit unit. The \$100.00 feasibility study fee will be charged for every lot.

NEW BUSINESS

1) Professional Development Program Committee – Re: Kansas Open Meetings Act

It is decided that Dawn Hein only will work directly with Joe Osborn.

2) Review Calendar and Make Adjustments as Necessary - Bid Opening for Maintenance Contract will be scheduled for the month of September.

3) Finalize & Submit: Emergency Water Plan, Water Drought/Emergency Resolution, Cross Connection Policy and Municipal Water Conservation Plan – Linda Lips reports that there has been a change of staff at Kansas Water Office (KWO); however, the plan submitted by Gordon Brest in May 2018 has been forwarded to the new person (Diane Knowles). The district will be hearing back from KWO, but it will mostly not be in the near future. Linda Lips will stay in contact with them on this project.

4) Review Calendar for Next Month's Agenda Items – The items include: Management's Discussion and Analysis (MD&A) Review with Auditor, Identify Attendees for KRWA Conference, Assign Voting Delegate and Alternate Delegate for KRWA Annual Business Meeting at KRWA Conference, Report from Nominating Committee.



EXECUTIVE SESSION

As Chairman, I, Gordon Brest, move to go into executive session to discuss and individual employee's performance, pursuant to K.S.A. 75-4319 (b) (1) personnel matters of nonelected personnel for 15 minutes, starting at 9:30 p.m. and the open meeting will resume in this room at 9:45 p.m., seconded by Greg Hazen. The board comes out of executive session at 9:45 p.m. No decisions are made during or as a result of executive session.

ADJOURNMENT

MOTION: It was moved by Andrew Breuer and seconded by Larry Means to adjourn the meeting at 9:45 p.m.

VOTE: So moved 5-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

Handwritten signature of Gordon A. Brest in black ink, written over a horizontal line.

Gordon A. Brest, Chairman

Handwritten signature of Greg Hazen in black ink, written over a horizontal line.

Greg Hazen, Secretary