



## 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, FEBRUARY 21, 2019

### **CALL MEETING TO ORDER**

The meeting is called to order by Vice Chairperson Dawn Hein at 7:00 p.m.

Board Members Present: Vice Chairperson Dawn Hein, Secretary Greg Hazen, Larry Means, George Pogge and Andrew Breuer. Chairperson Gordon Brest is present via speaker phone at 7:00 p.m. with Treasurer Lynn Deters joining in via speaker phone at 8:26 p.m.

Board Members Absent: See above.

Employees Present: Joe Osborn, Linda Lips

Guests: Jim Long, Karlin & Long, LLC: Management's Discussion & Analysis (MD&A) Review – The MD&A draft is reviewed, and changes documented. Jim Long departs at 7:32 p.m.

### **MINUTES FROM 01/17/2019 PUBLIC BOARD MEETING:**

**MOTION:** It was moved by Greg Hazen and seconded by George Pogge to approve the minutes from the 01/17/2019 public board meeting.

**VOTE:** So moved 5-0.

### **NEW CERTIFICATES-0 AND TRANSFERS-3:**

**MOTION:** It was moved by Andrew Breuer and seconded by Larry Means to approve the three transfers.

**VOTE:** So moved 5-0.

## TREASURER'S REPORT

**MOTION:** It was moved by Greg Hazen and seconded by George Pogge to approve the payment of bills.

**VOTE:** So moved 5-0.

Comments: Linda Lips notes that the Average Actual Daily Expense figure has increased significantly from the prior year due to increased plant & distribution repairs & maintenance expenses in 2018.

## DISTRICT MANAGER'S REPORT

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

1) Water Sales/Usage/Loss Report: The water loss for January is 35.4%. Three leaks were repaired in January. KRWA will be coming out to test the meters at the wells. The well meters should be tested for accuracy every 3 years (and this information included in the Preventive Maintenance Plan). The distribution meter at the plant will be changed out and a meter vault installed this spring. The Scada system will be upgraded in order to enable a much more detailed reporting system of water usage.

2) Operator in Responsible Charge Requirements per KDHE Regulations – The population number with the state will be updated, putting the district in the Class 3 license zone. Shane Dye, who has a Class 4 license, will be registered as the Operator in Responsible Charge. (Details are included in the board packet.)

## 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) CD Maturing on 02/24/2019: \$136,759.69 Bond Reserve

Central National Bank Rates: 12 months 0.80% APY, 18 months 2.35% APY, 30 months 2.75% APY

**MOTION:** It was moved by George Pogge and seconded by Greg Hazen to renew the bond reserve CD for 18 months at the 2.35% APY rate.

**VOTE:** So moved 5-0. Amended to: 4-1, Larry Means opposing. 

5) Annual Meeting Details:

a) Confirm \$125.00 for use of school. The \$125.00 amount is confirmed.

b) Inclement weather date generally falls on the following Thursday, making it 03/28, which happens to be the last day of the conference and the day of the KRWA annual membership meeting. The board decides to stay with the 03/28 inclement weather date.

c) Official Notice of Annual Meeting: See draft attached. The notice, once approved, will be printed on the back side of the 02/28 billing statements, posted on the website, and by the front door of the office. A modified version of the notice goes to the Lawrence Journal-World, Tonganoxie Mirror, and Oskaloosa Independent. The Board agrees with the wording on the notice.

6) KRWA Conference: Hyatt reservations must be confirmed by 03/03 (a non-refundable deposit will be posted on 03/04). Andrew Breuer will need a room and Dawn Hein has made other arrangements.



7) 2016 Expansion Project: Request from Applicant (Rose) and General Review. See attached update letters to Mr. Rose for reference (same letters went to all applicants). Mr. Rose has sold his property and would like to know if he can pass the opportunity on to the buyer. Also, the last update letter sent to applicants was on 01/17/2017.

**MOTION:** It was moved by Greg Hazen and seconded by Larry Means to refund the \$300.00 to applicants and terminate the expansion project.

**VOTE:** So moved 5-0.

### **OLD BUSINESS**

1) Benefit Unit Price Based on Size of Meter/Flow Rate – The letter to patrons with non-standard meters has not been sent. Gordon Brest and Linda Lips will work on getting the letter sent as soon as possible.

2) Change to Jefferson County Subdivision Regulations – It is noted that the change in procedure, as outlined at the January 17, 2019 meeting, also affects Douglas and Leavenworth County.

3) HDPE vs. PVC Pipe – Create Policy: It was decided at the January 17, 2019 meeting to develop guidelines (not a policy) for using both types of pipe. (The use of HPDE only is no longer mandatory.) Joe Osborn is asked to include these guidelines in the S.O.P. for leak repairs.

4) Operator in Responsible Charge Requirements per KDHE Regulations – See District Manager's report.

5) Emergency Water Supply Options – This topic was discussed and will be on the agenda again in March. It is noted that as it stands the emergency City of Lawrence water is now piped to the clear well. A new pump station or an inter-connection are other options to be researched.

### **NEW BUSINESS**

1) Management's Discussion and Analysis (MD&A) Review (with auditor) – See Guests.

2) Identify Attendees for KRWA Conference – Dawn Hein, Andrew Breuer, Joe Osborn, and Shane Dye will be attending the conference.

3) Assign Voting Delegate and Alternate Delegate for KRWA Annual Business Meeting at KRWA Conference – Dawn Hein will be the voting delegate and Andrew Breuer will be the alternate delegate.

4) Report from Nominating Committee – There has been no interest submitted to date.

5) Conference Phone: Discuss Purchasing – A conference phone will be purchased, and a Skype account will be looked into so more than one person can call in.



6) Review Calendar for Next Month's Agenda Items – The items include: Annual Meeting, Regular Meeting, and Hand out SSI Forms (due at April meeting).

**Note:** The LV#10 and City of McLouth contracts were signed at this meeting.

**ADJOURNMENT**

**MOTION:** It was moved by Greg Hazen and seconded by Larry Means to adjourn the meeting at 9:15 p.m.

**VOTE:** So moved 6-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

A handwritten signature in black ink, appearing to read "Dawn Hein", written over a horizontal line.

Dawn Hein, Vice Chairperson

A handwritten signature in black ink, appearing to read "Greg Hazen", written over a horizontal line.

Greg Hazen, Secretary