



## JEFFERSON COUNTY RURAL WATER DISTRICT # 13

1951 Wellman Road  
Lawrence, KS 66044

(785) 842-1502  
FAX: (785) 842-6315

MONTHLY PUBLIC BOARD MEETING  
HELD AT BUCK CREEK SCHOOL – 15456 13<sup>TH</sup> ST.  
THURSDAY, MARCH 21, 2019 - Beginning after Annual Meeting

### CALL MEETING TO ORDER

The meeting is called to order by Chairman Gordon Brest at 7:21 p.m.

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

Employees Present: Joe Osborn, Shane Dye, and Linda Lips

Guest: Jim Long, Karlin & Long LLC – Mr. Long departed after the Treasurer's Report.

Gordon Brest introduces Operator Shane Dye. Shane's one-year anniversary with the District is coming up on April 2<sup>nd</sup>.

### TREASURER'S REPORT

**MOTION:** It was moved by Dawn Hein and seconded by Andrew to approve the payment of bills.

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

Comments: Gordon Brest notes that the average actual daily expenses have increased from \$1,737.34 per day in 2017 to \$2,285.46 in 2018. Linda Lips is asked to include the current daily average on the summary report.

### ELECTION OF OFFICERS

**MOTION:** It was moved by Greg Hazen and seconded by Larry Means to re-elect the slate of officers as it currently stands.

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

## **OTHER**

The requirements of where the District publicizes the annual meeting notice is discussed. There was a problem with the Journal-World this year; Linda Lips requested via email that the notice be published in the Journal-World and Tonganoxie Mirror as in previous years and the Journal-World made the decision to publish the notice only in the Tonganoxie Mirror. It is noted that the notice was published in the Oskaloosa Independent. The requirements will be researched and discussed at a future meeting. There are no specific requirements mentioned in the Bylaws regarding publications.

## **MINUTES FROM 02/21/2019 PUBLIC BOARD MEETING**

Larry Means notes a correction in the minutes. The vote on the CD maturing on 02/24/2019, should be 4-1 (not 5-0), Larry Means opposing.

**MOTION:** It was moved by Greg Hazen and seconded by Andrew Breuer to approve the minutes from the 02/21/2019 public board meeting as amended.

**VOTE:** So moved 5-0, Lynn Deters abstaining.

## **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 6-0.

## **OTHER**

Benefit Unit Price Based on Size of Meter/Flow Rate – The letter to 11 patrons with non-standard meters was mailed on March 5, 2019 by certified mail/return receipt requested. Gordon Brest asks if there has been any feedback. Linda Lips reports that all but one letter has been delivered and we have only heard back from two patrons. Pines International and Airport Motel contacted the office to ask for clarification on the specifics.

## **DISTRICT MANAGER'S REPORT**

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

2) Water Sales/Usage/Loss Report: The water loss for February is 33.0%.

The two leaks repaired early in the month of March appear to have made a difference in run times at the plant. Joe will know for certain at the end of the month. Gordon Brest asks Joe to include the cause of failure in the leak section of the Manager's Report (for example: age vs. improper installation).

Leak locations are now being tracked on a map at the office (2009 to present). The lifespan of PVC pipe is discussed.

3) 246<sup>th</sup> St. Upgrade Project: Gordon Brest asks if the project is complete. He is concerned that there is still



pipe on site. Joe reports that the clean-up still needs to be completed on 246<sup>th</sup> St. & 13<sup>th</sup> St. Gordon asks that all pipe in inventory is moved to a protected location ASAP. A list of all pipe will be provided at the next meeting.

4) New Meter Vault at Plant – The specifications are discussed. Joe has been working with the engineer on this project.

### **OFFICE MANAGER'S REPORT**

- 1) Accounts Receivable Aging Report
- 2) Payment Method Review

### **OLD BUSINESS**

1) Emergency Water Supply Options – Joe Osborn explains an economical way of bypassing the plant in order to access City of Lawrence water in case of an extreme emergency. Joe is asked to review the City of McLouth and LV#10 contracts regarding emergency water rates.

### **NEW BUSINESS**

1) Hand out SSI Forms (Due at April Meeting) – The SSI forms are distributed.

2) Review Calendar for Next Month's Agenda Items – The agenda items are: Analyze Rate for City of McLouth and LV#10, KRWA Conference Notes from Staff and Board Members, and Review Completed SSI Forms

### **OTHER**

1) Additional Signatory on Bank Accounts – Dawn Hein suggests that the Board add another signatory on the bank accounts. At the last Board meeting she was the only signatory present.

**MOTION:** It is moved by Larry Means and seconded by Andrew Breuer to have all elected officers be set up as signatories on the bank accounts.

**VOTE:** So moved 5-0, Lynn Deters abstaining.

Linda Lips will contact the bank to get the necessary paperwork in motion.

2) Water Rate Increase – Greg Hazen would like to encourage the Board to consider the notion of a rate increase in September when the topic is on the Board calendar.



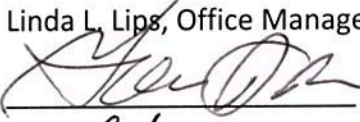
**ADJOURNMENT**

**MOTION:** It was moved by Andrew Breuer and seconded by Greg Hazen to adjourn the meeting at 8:45 p.m.

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

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



\_\_\_\_\_  
Gordon A. Brest, Chairman



\_\_\_\_\_  
Greg Hazen, Secretary