



## **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, APRIL 18, 2019 – 7:00 P.M.

### **CALL MEETING TO ORDER**

The meeting is called to order by Chairman Gordon Brest at 7:08 p.m.

Board Members Present: Chairman Gordon Brest, Vice Chairperson Dawn Hein, Secretary Greg Hazen, Larry Means, and Andrew Breuer. George Pogge arriving at 7:22 p.m.

Board Members Absent: Treasurer Lynn Deters

Employees Present: Joe Osborn, Linda Lips

### **TREASURER'S REPORT**

**MOTION:** It was moved by Andrew Breuer and seconded by Greg Hazen to approve the payment of bills with the exception of the pipe hauling invoice from Daniels Excavating.

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

Joe Osborn will discuss the pipe hauling invoice with Daniels.

*Comments:* Clean-up and seeding was discussed at length. This topic will be on the agenda for the next meeting under Old Business and a policy will be finalized.

### **MINUTES FROM THE 03/21/2019 ANNUAL MEETING – REVIEW ONLY**

#### **MINUTES FROM 03/21/2019 PUBLIC BOARD MEETING**

**MOTION:** It was moved by Andrew Breuer and seconded by Dawn Hein to approve the minutes from the 03/21/2019 public board meeting.

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

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

**MOTION:** It was moved by Greg Hazen and seconded by Larry Means to approve the three new certificates and three transfers.

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

### **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 March is 24.9.0%.
- 3) City of Lawrence-Municipal Airport Easement: The easement is ready to be acknowledged at this meeting. Greg Hazen as Secretary signs the acknowledgement.
- 4) Pipe Inventory: 6" HDPE-390' and 8" HDEP-540' The pipe is located on Daniels trailer temporarily and eventually will be stored at the 54<sup>th</sup> St. tower. The cost of moving the pipe is discussed under the Treasurer's Report.
- 5) City of McLouth & LV#10 Emergency Rates: Changes to the contract are discussed. The changes will be finalized at a future meeting.

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

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

### **OLD BUSINESS**

- 1) Finalize and Submit: Emergency Water Supply Plan, Water Drought/Emergency Resolution, Cross Connection Policy, and Municipal Water Conservation Plan – The plans are reviewed in detail. Gordon Brest will incorporate the changes into the documents.

### **NEW BUSINESS**

- 1) Analyze Rate for City of McLouth and LV#10 – Rate analysis in general is discussed. Greg Hazen is willing to research a systematic method of determining water rates. The board is looking at increasing the monthly minimum for City of McLouth and LV#10 instead of the water rate. The maximum usage quantity for City of McLouth will change from 1,750,000 per month to 1,250,000 per month making it the same as LV#10. This topic will be discussed again in May.
- 2) KRWA Conference Notes from Staff and Board Members – Dawn Hein, George Pogge, and Andrew Breuer



- relay their notes from the conference.

3) Review Completed SSI Forms – The forms are circulated and reviewed by board members. Lynn Deters will need to provide his SSI form at the next meeting.

4) Bank Policy – Check signer rights are reviewed. The board discusses the importance of having a board member review the bank statements.

5) Review Calendar for Next Month's Agenda Items – The agenda items are: Review Rate for City of McLouth and LV#10 and Review Any Proposed or Planned Major Capital Improvement Projects.

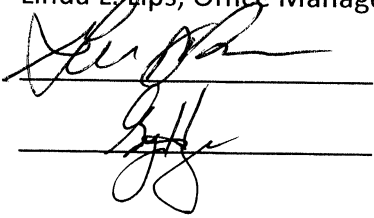
**ADJOURNMENT**

**MOTION:** It was moved by Dawn Hein and seconded by Larry Means to adjourn the meeting at 10:40 p.m.

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

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

Handwritten signature of Linda L. Lips, Office Manager, written over a horizontal line.

Gordon A. Brest, Chairman

Greg Hazen, Secretary