



## **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 19, 2018**

### **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, Treasurer Lynn Deters, Secretary Greg Hazen, Larry Means, George Pogge, and Andrew Breuer

Board Members Absent: Vice Chairperson Dawn Hein

Employees Present: Joe Osborn, Linda Lips

### **MINUTES FROM 03/15/2018 PUBLIC BOARD MEETING:**

**MOTION:** It was moved by Greg Hazen and seconded by Lynn Deters to approve the minutes from the 03/15/2018 public board meeting.

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

### **NEW CERTIFICATES-2 AND TRANSFERS-5:**

**MOTION:** It was moved by Greg Hazen and seconded by Andrew Breuer to approve the two new certificates and five transfers.

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

### **TREASURER'S REPORT**

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

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

A handwritten signature in black ink, appearing to be 'Gordon Brest', is located in the bottom right corner of the page.

Comments: It is noted that the Days of Cash on Hand for March is 365 (225 days is the target).

### **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 18.9%.

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

- 1) Accounts Receivable Aging Report
- 2) Payment Method Review
- 3) Statement of Substantial Interests (SSI) Review – Per the guidelines, existing Board members will be asked to update the SSI annually. The SSI form will be handed out at the March meeting and reviewed at the April meeting. (For 2018, the forms are handed out at this meeting and will be reviewed at the May meeting.) A candidate for the Board must file the SSI form within five days of becoming a candidate. He or she would become a candidate at the point in time that they accept a nomination or indicate their desire to be considered for the position. A nominee from the floor must file the SSI within five days after the annual meeting. Candidate SSI forms will be reviewed by the nominating committee.

### **OLD BUSINESS**

- 1) Agreement for Contract Services – The Board agrees that there should be a maintenance contract (leak repairs, new meter installs, etc.) and specific contracts for individual projects (for example the line upgrade projects). The importance of getting bids vs. estimates is discussed. A contract is important so that the District gets what is paid for, to our specifications, and in a timely fashion. Contracts benefit both parties. Andrew Breuer is asked to review the maintenance contract template and include additional items. Andrew will be working with Joe Osborn on this project. There will be further discussion at the next meeting. Joe is asked to get bids (including specs) for the 8" valve cluster near the plant. This information will be reviewed at the May Board meeting.
- 2) Discussion of the Engineers' Preliminary Pipeline Layouts and Cost Estimates for 13<sup>th</sup> St. West of Wellman-6" 5,600', 21<sup>st</sup> St. East of Wellman-10" 10,600', 17<sup>th</sup> & DeHoff-8" 18,300' and 6" 1,200' – Joe Osborn is asked to have the engineer provide an estimate to finish 246<sup>th</sup> St. This information will be reviewed at the May Board meeting.
- 3) Expansion Project – Phase 3 & 4 (Chieftain Rd. and 261<sup>st</sup> St. & Cantrell Rd) – The Board agrees that no work will be completed on this project in the foreseeable future. Applicants may stay on the list or request a refund (\$300.00). Gordon Brest will prepare a letter to go the applicants in the expansion area.



4) Finalize and Submit: Emergency Water Supply Plan, Water Drought/Emergency Resolution, Cross Connection Policy, and Municipal Water Conservation Plan – The Municipal Water Conservation Plan is reviewed in detail. Gordon Brest will submit the updated report to the state.

**NEW BUSINESS**

1) Analyze Rate for City of McLouth and LV#10 – Preliminary discussion only. The 2016-2018 usage & rate history was included in the Board packet.

2) KRWA Conference Notes from Staff and Board Members – Gordon Brest and Joe Osborn provide feedback on the conference.

3) Drug Testing Policy/Procedure – The Employee Handbook, page 3, F. Recruitment, 2. Examinations, states that the applicant may be required to undergo drug screening, physical, driving record and background check. On page 12, Employee Conduct, E. Drug-Free Workplace there is more information regarding the Drug-Free Workplace Act of 1988. The Board discusses random drug testing, testing upon employment, and testing if there is an accident.

4) Review Calendar for Next Month’s Agenda Items – The items include: Review Rate for City of McLouth & LV #10 and Review Any Proposed or Planned Major Capital Improvement Projects.

**OTHER:**

Plant Tour on 04/22 – Gordon Brest and Greg Hazen toured the plant on 04/22. There are some areas of the plant requiring painting (rusty areas). Overall, the plant looked good considering Joe has been running things by himself over the past few months.

**ADJOURNMENT**

**MOTION:** It was moved by Greg Hazen and seconded by Larry Means to adjourn the meeting at 10:20 p.m.

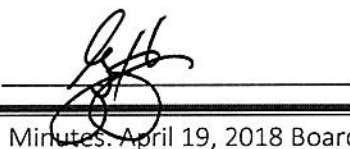
**VOTE:** So moved 5-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Gordon A. Brest, Chairman



Greg Hazen, Secretary