



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, MAY 17, 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, 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 04/19/2018 PUBLIC BOARD MEETING:

MOTION: It was moved by Greg Hazen and seconded by George Pogge to approve the minutes from the 04/19/2018 public board meeting.

VOTE: So moved 5-0.

NEW CERTIFICATES-0 AND TRANSFERS-9:

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to approve the nine 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.

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 19.8%. Andrew Breuer believes that the consistency of the water loss amount indicates a possible problem with the meters. It is agreed to send in three high volume and three old meters for testing.
- 3) New Meter Installation Specifications: A handout from Bartlett & West is circulated.
- 4) Preventative Maintenance: The topic of the generator repairs and maintenance brought up the broader topic of developing a preventative maintenance plan. This topic will be put on the June agenda and the generator will be discussed specifically.
- 5) Valve Cluster Replacements: Estimates from Conley and Daniels for replacing the 8" (near the plant) and 6" (46th & Dabinawa) valve clusters are circulated and discussed. The Board agrees to have Joe choose the contractor he'd like to use. The estimate amount provided must be all inclusive.

OFFICE MANAGER'S REPORT

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

OLD BUSINESS

- 1) Agreement for Contract Services – Maintenance Contract & Specific Contract: Andrew Breuer has provided a bid form used by Suburban Water, Inc. which could be used as a template. Greg Hazen will be working on this project.
- 2) Review Estimate to Complete 246th St. Upgrade Project: Bartlett & West's estimate is circulated and discussed. The Board agrees to have Bartlett & West put together bid packages with specifications to finish the 246th St. and 13st St. projects. We will require part-time inspection on these projects.
- 3) Statement of Substantial Interests (SSI) – Review Board Members Updated Information: The updated SSI forms are circulated and discussed. George Pogge will have his ready for the next meeting.

NEW BUSINESS

- 1) Review Rate for City of McLouth and LV#10 – Joe Osborn will be asked to advise City of McLouth & LV#10 that the rate increase for 2018 will be 2.5% or less (budgetary estimate).
- 2) Review Any Proposed or Planned Major Capital Improvement Projects – The completion of the 13th St. & 246th St. will be the capital improvement projects for 2018.



3) Review Calendar for Next Month's Agenda Items – The items include: Meet with City of McLouth & LV#10 to Advise of Rate Increase Estimate-Budgetary Range and Set Benefit Unit Rates for the Year.

OTHER:

Bartlett & West Recommendations for Prioritizing Two Future Projects (reference handout):

Project #1: 2 miles of 10" pipe along 21st St. between Wellman and Union Roads

Project #2: 3-1/2 miles of 8" pipe generally along Dehoff between Wild Horse Rd. and 246th St.

As a starting point, Bartlett & West recommends we install pressure recorders (monitors) for 5 to 7 days at two specified locations: near 27th St. & Republic Rd. on the west end of the District and near 238th & Dehoff on the east end of the District.


ADJOURNMENT

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to adjourn the meeting at 8:50 p.m.

VOTE: So moved 5-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Gordon A. Brest, Chairman



Greg Hazen, Secretary