



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, JULY 18, 2019 – 7:00 P.M.**

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

Employees Present: Joe Osborn, Linda Lips

MINUTES FROM 06/20/2019 PUBLIC BOARD MEETING

MOTION: It was moved by George Pogge and seconded by Dawn Hein to approve the minutes from the 06/20/2019 public board meeting.

VOTE: So moved 5-1, Andrew Breuer abstaining.

NEW CERTIFICATES-0 AND TRANSFERS-12

MOTION: It was moved by George Pogge and seconded by Andrew Breuer to approve the 12 transfers.

VOTE: So moved 6-0.

TREASURER'S REPORT

MOTION: It was moved by Andrew Breuer and seconded by Larry Means to approve the payment of bills.

VOTE: So moved 6-0.

Comments: Greg Hazen notes that the bond payment is included in the Average Daily Expense total and the Board discusses if that is necessary since the District has a bond reserve to cover two payments. Gordon Brest believes it's best to leave the bond payment in the Average Daily Expense figure. The report on page 6 of the

Board packet is being used as a barometer for the financial well being of the District. The report contains the number of days of cash on hand and remaining capital. Also, a new report is included in the packet (ref. page 14-16) showing a previous year comparison of actual ordinary income and expenses.

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 June is 19.2%.
- 3) Home Works USA – The bid opening took place at the District Office on July 10, 4:00 p.m. Daniels Excavating, LLC came in with the low bid at \$16,337.50. The bid does not include materials.

OFFICE MANAGER'S REPORT

- 1) Accounts Receivable Aging Report
- 2) Payment Method Review
- 3) **CD Maturing on 08/26/2019:** \$55,341.33
CNB Special Rates: 12-60 months 2.30 % APY (Rate could change by 08/26)
- 4) **Shaw Easement-25940 Chieftain Rd.:** A right-of-way easement was granted in exchange for the right and option to purchase two (2) benefit units/meters for the price of \$5,500.00 per benefit unit/meter. The option was to extend for seven (7) years after the signing of the easement. The easement was signed on 07/13/2006. The Shaw trustees are asking if the District would still honor the agreement. They are interested in one (1) benefit unit/meter. The current price is \$6,000.00. There would be a highway crossing at this location. (The applicant would pay for the road crossing.)
MOTION: It was moved by Andrew Breuer and seconded by George Pogge to honor the Shaw easement agreement and the price of \$5,500.00 for one (1) benefit unit/meter.
VOTE: So moved 5-1, Larry Means opposing.
Comments: Joe Osborn will determine the best plan to access the property.
- 5) **Grant Township:** The township is interested in a benefit unit/meter at their maintenance shop located across from Pines International at 1992 E. 1400 Rd. and just north of the railroad tracks (the shop address is: 1993 E. 1400 Rd.). The Board agrees to sell Grant Township a benefit unit/meter for installation cost. A water meter agreement similar to what we used for Sunny Side EHU would be implemented. Linda Lips will advise John Naramore, trustee for the Grant Township. The Board will vote on the agreement next month.
- 6) **Lease Advisors-Cell Sites on Water Towers:** This company is only interested in purchasing existing cell tower lease portfolios.
- 7) **Brad Vincent, Ground Water Geologist with Ground Water Associates, Inc. in Goddard, KS:** Mr. Vincent attended the 05/19/2016 Board meeting to discuss potential locations for a third well. His contact information is at the office. Linda Lips is asked to contact Mr. Vincent and ask if he can relay where he left off on the project.

OLD BUSINESS

- 1) Finalize and Submit: Emergency Water Supply Plan, Water Drought/Emergency Resolution, Cross Connection Policy, and Municipal Water Conservation Plan – Gordon Brest submitted changes to Diane Knowles with the Kansas Water Office and is awaiting a reply.
- 2) Review Agreement with City of Lawrence – Linda Lips is asked to contact Mike Lawless with the City and determine how to proceed with updating the agreement.
- 3) Finalize Changes on Agreement for Contract Services – Further changes on the agreement are discussed. The changes will be consolidated and presented at the August 15 meeting with the goal of having the agreement ready to go out for bid on August 16.
Joe Osborn has compiled a list of unit items to be used when comparing and evaluating bids.

EXECUTIVE SESSION MOTION:

Mr. Chairman, I, Greg Hazen, move we go into executive session to discuss the terms of the Agreement for Contract Services pursuant to K.S.A. 75-4319 (b) (3) employer-employee negotiations whether or not in consultation with the representative or representatives of the public body or agency, starting at 8:23 p.m. and the open meeting will resume in this room at 8:30 p.m., seconded by Andrew Breuer.

VOTE: So moved 6-0.

The Board comes out of executive session at 8:30 p.m. No decisions are made during or as a result of executive session.

NEW BUSINESS

- 1) Home Works USA: Notice of Award

MOTION: It was moved by Andrew Breuer and seconded by Lynn Deters to approve the low bid from Daniels Excavating, LLC and sign the notice of award.

VOTE: So moved 6-0.

- 2) Review Bylaws and Rules & Regulations – No changes are required at this time.

- 3) Review Employee Handbook – Drug testing is discussed. Gordon Brest has completed some preliminary work on this topic and will forward it to Andrew Breuer. Andrew will do further research and report back to the Board next month.

Joe Osborn asks for a revision of Working on Holidays for full-time employees (ref. page 9, No. 1)

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to change the full-time Working on Holidays pay to read: Full-time District employees shall be paid for 8 hours holiday pay and one and one-half times their regular pay for actual hours worked.

VOTE: So moved 6-0.

- 4) Review Calendar for Next Month's Agenda Items – The agenda items are: Review Water Rates and



Monthly Minimum (includes City of McLouth & LV#10), Review Benefit Unit Application Procedures, and Agreement for Contract Services goes out for Bid.

Dawn Hein reports that another item on the agenda under New Business next month will be the presentation of Joe Osborn's performance goals. The performance goals will be used as an evaluation tool. Dawn Hein & Joe Osborn have been working together over the past few months on this project.

Handouts Separate from Board Packet

- 1) City of Lawrence Agreement (from 1990)
- 2) Agreement for Contract Services: On Call/Maintenance Services and Emergency Repairs
- 3) Bylaws & Rules & Regulations
- 4) Employee Handbook


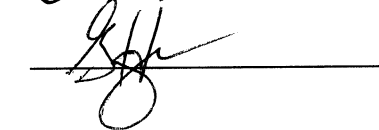
ADJOURNMENT

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to adjourn the meeting at 9:00 p.m.

VOTE: So moved 6-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

Gordon A. Brest, Chairman

Greg Hazen, Secretary