



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, OCTOBER 18, 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, Andrew Breuer (arriving at 7:03 p.m.), and Treasurer Lynn Deters (arriving at 7:12 p.m.)

Employees Present: Joe Osborn (departs at 9:00 p.m. due to illness), Linda Lips

MINUTES FROM 09/20/2018 PUBLIC BOARD MEETING:

MOTION: It was moved by Greg Hazen and seconded by George Pogge to approve the minutes from the 09/20/2018 public board meeting.

VOTE: So moved 4-0.

NEW CERTIFICATES-1 AND TRANSFERS-7:

MOTION: It was moved by Greg Hazen and seconded by Larry Means to approve the one new certificate and seven transfers.

VOTE: So moved 5-0.

TREASURER'S REPORT

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

VOTE: So moved 6-0.

DISTRICT MANAGER'S REPORT

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

- 1) Water Sales/Usage/Loss Report: The water loss for September is 44.50%. There were several leaks in the month of September including a big leak at 246th & Evans Rd. that apparently had been running for a while.
- 2) Lake Dabinawa Culvert Replacement at Two Locations: An invoice for additional work is discussed. It is concluded that \$1,000.00 of the charges are the district's responsibility.
- 3) Home Works USA: Meter size and fire flow requirements are discussed at length. Joe will get back in touch with the engineers involved in the project. Benefit Unit/Meter price based on the size of meter and flow rate will be on the agenda at the November meeting.
- 4) Update: 246th St. & 13th St. Project – The board discusses change orders and the fact that they should not be presented at the end of the project but should be detailed as they occur. Daniels submits the change order to Joe and Joe reviews the change order with the engineer. This topic will be discussed further with the project engineer.
- 5) Update: Agreement for Contract Services, On Call/Maintenance Services, and Emergency Repairs – The contract is signed at this meeting and it is noted that the dates have been changed from 10/01/2018 thru 10/01/2019 to 11/01/2018 to 11/01/2019.
- 6) 5586 Pawnee Rd. – This property is landlocked and the property owner is interested in a benefit unit/meter. The board advises to check if a permanent easement for the property at 5600 Pawnee Rd. (access point) is on file at the Register of Deeds office. The easement needs to contain the name of the landlocked party.
- 7) Emergency on 10/03: The problem with both high service pumps failing at the plant on 10/03 is discussed in detail. A disaster preparedness plan and planned maintenance program is discussed, and the discussion will be continued at the November meeting.
- 8) Tier 3 Violation: The district did not collect enough required public water supply samples during the month of September which triggered a violation with the state. A public notice must be issued no later than 10/16/2019. Written procedures will be put into effect immediately to ensure this won't happen again.

OFFICE MANAGER'S REPORT

A detailed report is included in the board packet.

- 1) Accounts Receivable Aging Report
- 2) Payment Method Review
- 3) CD Maturing on 10/24/2018:

MOTION: It was moved by Andrew Breuer and seconded by Dawn Hein to renew the CD at Central National Bank for 24 months at 3.0% APY.

VOTE: So moved 6-0.

- 4) B.U. #886 Self-forfeiture on 09/30/2018

- 5) Monthly Minimum Based on Meter Size: Linda will compile a list of meters over the standard 5/8" size for

JSH
10/16

review at the November meeting.

6) Audit Related Dates-Tentative: See New Business

OTHER

A file cabinet moved from the plant and containing employee files is opened by the board. George Pogge will keep the files until the next meeting when a lockable file cabinet is available.

OLD BUSINESS

NEW BUSINESS

1) Begin Budget Discussions, Review Current Budget and Identify Areas of Concern – Gordon Brest presents a spreadsheet showing 2015-17 actual expenses and 2018 expenses estimated through yearend compared with the 2018 budget. The spreadsheet also projects a 0%-3% increase in payroll only for 2019. Further discussion will take place at the November meeting.

2) Request Fee Schedule from Engineering and Attorney – Linda Lips reports the engineering fee will likely see a 3% increase (per Bartlett & West) and the attorney fee will not increase (per Stumbo-Hanson) in 2019.

3) Employee Reviews (by District Manager) – This item is tabled until next month.

4) District Manager Review-First Draft (by Board) and Evaluate Review Form – The review process is discussed and re-evaluated. Gordon Brest will email an updated review form to the board. The actual review of the District Manager will take place at the November board meeting.

5) Propose Pay Increase Percentages – This item is tabled until next month.

6) Set Dates for Auditor to Conduct Audit and MD&A Review –

Audit Related Dates-Tentative: The tentative dates are approved with the exception that Gordon Brest would like to have the preliminary audit results earlier than 02/12/2019 if possible. The engagement letter with Karlin & Long, LLC is signed at this meeting.

7) Review Calendar for Next Month's Agenda Items – The items include: Second Draft of Budget to be Finalized this Month or in December and District Manager Review-Final Draft (by Board).



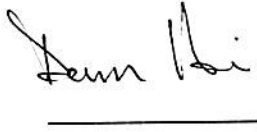
ADJOURNMENT

MOTION: It was moved by Greg Hazen and seconded by Dawn Hein to adjourn the meeting at 10:23 p.m.

VOTE: So moved 6-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager


_____ for

Gordon A. Brest, Chairman

↳ Dawn Hein, Vice Chair



Greg Hazen, Secretary