



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, DECEMBER 20, 2018**

CALL MEETING TO ORDER

The meeting is called to order by Vice Chairperson Dawn Hein at 6:04 p.m.

Board Members Present: Vice Chairperson Dawn Hein, Secretary Greg Hazen, Larry Means, George Pogge and Andrew Breuer. Treasurer Lynn Deters arriving at 6:18 p.m. and Chairman Gordon Brest arriving at 6:47 p.m.

Employees Present: Joe Osborn, Linda Lips

Guests: Brant Daniels, Daniels Excavating LLC – Review of 2018 upgrade project.

Note: George Pogge graciously provided the refreshments for the meeting.

MINUTES FROM 11/15/2018 PUBLIC BOARD MEETING:

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to approve the minutes from the 11/15/2018 public board meeting.

VOTE: So moved 5-0.

NEW CERTIFICATES-1 AND TRANSFERS-4:

MOTION: It was moved by Larry Means and George Pogge seconded by to approve the one new certificate and four transfers.

VOTE: So moved 5-0.

A handwritten signature in black ink, appearing to be 'Dawn Hein', located in the bottom right corner of the page.

TREASURER'S REPORT

MOTION: It was moved by Greg Hazen and seconded by George Pogge 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 November is 36.2%. There were six water main breaks in November. Two of the line breaks were very sizable.
- 2) Update: 246th St. & 13th St. Upgrade Project: The Contractor's Application for Payment No. 1, Progress Report and Change Order No. 1 is discussed and signed.
- 3) Home Works USA: Meeting at the District Office on November 29 to review the plans. Attending: A representative from Home Works USA, Herb Stoskopf with Reno Township Fire Dept, Louis Funk with Bartlett & West, Board Secretary Greg Hazen, and Joe Osborn.
- 4) Lake Dabinawa Culvert Project: The project is completed, and the Lake Association has been invoiced.
- 5) Maintenance Contract: The contract is reviewed, and notations made. The topic of overtime is discussed.

OFFICE MANAGER'S REPORT

A detailed report is included in the board packet.

- 1) Accounts Receivable Aging Report
- 2) Payment Method Review
- 3) Self-forfeiture of B.U. #831 at 1873 E. 1400 Rd. effective 12/20/2018.

OLD BUSINESS

1) Employee Reviews (by District Manager) –

EXECUTIVE SESSION MOTION:

Mr. Chairman, I, Greg Hazen, move we go into executive session to discuss individual employee performance pursuant to K.S.A. 75-4319 (b) (1) personnel matters of nonelected personnel, for 10 minutes, starting at 6:55 p.m. and the open meeting will resume in this room at 7:05 p.m., seconded by Lynn Deters.

VOTE: So moved 6-0.

The Board comes out of executive session at 7:05 p.m. No decisions are made during or as a result of executive session.

2) District Manager Review-Final Draft (by Board) –

EXECUTIVE SESSION MOTION:

Mr. Chairman, I, Greg Hazen, move we go into executive session to discuss District Manager performance pursuant to K.S.A. 75-4319 (b) (1) personnel matters of nonelected personnel, for 10 minutes, starting at 7:05 p.m. and the open meeting will resume in this room at 7:15 p.m., seconded by Lynn Deters.



VOTE: So moved 6-0.

The Board comes out of executive session at 7:15 p.m. No decisions are made during or as a result of executive session.

3) Benefit Unit Price Based on Size of Meter/Flow Rate – The topic was discussed, and the history of non-standard benefit unit sales reviewed. Joe Osborn is asked to double check with the engineer on capacity taken from the District based on meter size. There will be more discussion at the next meeting.

4) Disaster Preparedness Plan – It is important to compile a list of emergency contacts (pump suppliers, etc.). The networking in case of emergency could be improved.

5) Preventative Maintenance Plan – Tabled until next month.

NEW BUSINESS

1) Change to Jefferson County Subdivision Regulations – Greg Hazen and Linda Lips will work on a draft of a new policy to cover this topic. This policy will be included in the Policy Handbook. (The new regulations are included in the board packet.)

2) Finalize Budget – Preventative maintenance costs are incorporated into the budget. The budget details are discussed at length.

MOTION: It was moved by Andrew Breuer and seconded by Dawn Hein to approve the 2019 Budget as presented.

VOTE: So moved 6-0.

3) Set Feasibility Study Rates for the Year – Linda Lips advises of a probable 3% increase from Bartlett & West in 2019 (per Louis Funk).

MOTION: It was moved by Andrew Breuer and seconded by George Pogge to increase the Feasibility Study fee to \$100.00 (from \$90.00) effective January 1, 2019.

VOTE: So moved 6-0.

4) Finalize Pay Increase Percentage (to start January 1) –

EXECUTIVE SESSION MOTION:

It was moved by Larry Means and seconded by Dawn Hein to go into executive session to discuss personnel matters of nonelected personnel, for 15 minutes, starting at 9:05 p.m. and the open meeting will resume at 9:20 p.m.

VOTE: So moved 6-0.

The Board comes out of executive session at 9:20 p.m.

A Professional Development Program Committee is formed consisting of Gordon Brest, Dawn Hein, Lynn Deters and Andrew Breuer. Dawn Hein will be heading up the committee. One of the purposes of the committee is to assist Joe Osborn in setting and achieving goals.

MOTION: It was moved by Greg Hazen and seconded by Dawn Hein to accept Joe Osborn's recommendations on wage and benefit increases for subordinates, effective January 1, 2019. (Note: Shane Dye's wage increase is effective at his one-year anniversary, 04/01/2019.)

VOTE: So moved 6-0.

MOTION: It was moved by Andrew Breuer and seconded by Larry Means to offer Joe Osborn an annual salary of \$56,500.00, effective January 1, 2019.

VOTE: So moved 6-0.

5) Nominating Committee Forms for Annual Meeting (newest elected directors) – Dawn Hein, George Pogge and Andrew Breuer form the nominating committee. Gordon Brest and Larry Means terms are up in March 2019.

6) Determine Location of Annual Meeting – Linda Lips advises the Buck Creek School is available. The Board determines this location is good for the annual meeting.

7) Review Calendar for Next Month's Agenda Items – The items include: Review Calendar for Year and Make Adjustments as Necessary, Finalize and Submit: Emergency Water Supply Plan, Water Drought/Emergency Resolution, Cross Connection Policy, and Municipal Water Conservation Plan. Gordon Brest asks Linda Lips to follow-up with the state on the status of the Water Plan review (includes emergency plans).

ADJOURNMENT

MOTION: It was moved by Greg Hazen and seconded by Larry Means to adjourn the meeting at 9:55 p.m.

VOTE: So moved 6-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Gordon A. Brest, Chairman



Greg Hazen, Secretary