

JEFFERSON COUNTY RURAL WATER DISTRICT #13
MINUTES OF THE MARCH 15, 2012 BOARD MEETING
1951 WELLMAN ROAD – DISTRICT OFFICE

CALL TO ORDER OF MEETING

The regular meeting is called to order by Vice Chairman Fales at 7:00 p.m. with Jim Woods, Debby Smith, and Larry Means present. Mike Stieben arrives at 7:10 p.m. George Pogge is present by speaker phone starting at 8:50 p.m. (Doug Schmitt is absent.)

GUESTS

Employees: Jerry Stewart and Linda Lips

Contractor: Ralph Bailey of Monarch Pipeline Construction, LLC

CONSENT AGENDA

Jim moves to approve the consent agenda including the minutes of the February 16, 2012 Board Meeting, seconded by Larry. Passes 4-0. There are no new certificates or transfers.

TREASURER'S REPORT

Unpaid Bills Report, Payroll Summary, P&L YTD Comparison & Balance Sheet, Capital Improvement Account
Six bills are being paid from the capital improvement account and there is discussion on how to define a capital improvement vs. repairs & maintenance. **Debby moves to approve the Treasurer's Report and pay bills, seconded by Larry. Passes 3-1 with Jim abstaining.**



DISTRICT MANAGER'S REPORT

Rate Setting Workshop - Jerry reports his findings from the workshop including rate comparisons and state averages. The state average for payment to meter readers is \$1.52 per meter. **Jim moves to raise the base pay to meter readers to \$1,400.00 (from \$1,300.00) and if fuel cost increases to \$4.00 per gallon or higher during the last week of the month to include an additional \$25.00 fuel surcharge subsidy (effective March 31, 2012), seconded by Mike. Passes 4-1 with Larry abstaining.** Larry requests actual mileage of the route.

Sarcoxie Fire Hydrant Update - Jim asks for a report on the status of the Fire Hydrant Contract and also the results of the meeting with the Lake Dabinawa Association. Jerry relays that at last Sarcoxie Township Meeting it was voted not to sign the newly revised Fire Hydrant Contract (a copy of this contract is attached to the minutes). In regard to the Sarcoxie Fire Hydrant Donation, Jerry reports there are three hydrants left in inventory and they are to be installed as leaks occur in designated areas, use of the hydrants will be prescribed in the Rules and Regulations. Jim asks Jerry to put this in writing to Bob Lockwood and that there be a copy in the Sarcoxie Fire Hydrant file.

Lake Dabinawa Association voted not to put in the regulators required to install a fire hydrant at 54th Street & Saratoga.

OFFICE MANAGER'S REPORT

Accounts Receivable Aging Report and Foreclosure/Bankruptcy/Watch List - Larry comments on receivables aged at 60 days (\$1,173.36).

OLD BUSINESS

Appoint Committee to Review Employee Manual – Debby, Larry, and George form the committee. The committee will meet at 6:00 p.m. prior to the Board Meeting on April 19th. The meeting will be an opening meeting and Linda is asked to publish the meeting as such on the website and including a notice on the front door of the office. George's involvement on the committee will be mostly via email.

Committee Report on Contractor Safety Regulations – Jim and John are working on the Independent Contractor Agreement. An item (No. 20) in the agreement specifies: *"Contractor must have a safety program and a copy is to be filed with Owner."* There is much discussion on the definition of safety program. Jerry will contact Stumbo-Hanson for advice on this item (and the overall agreement). John suggests an Employee Safety Program which could be included within the Employee Manual.



Finalize New Truck Purchase Proposal - Jerry reports the three best bids: Dodge Ram - \$23,211.00, Ford-150 - \$19,280.00 and Chevy Silverado - \$17,891.00. **John moves to go with the bid from Laird-Noller in Lawrence for the Ford F-150 at \$19,280.00, seconded by Mike. Passes 4-2 with Larry-No and Jim-abstaining. (Note: Includes George as a yes via speaker phone.)** It is agreed the color of the truck will be silver.

Discuss Cost to Run Underground Electrical Line to the Wells - Jerry is awaiting bids from Lynn Electric and Kraus Electric and will try to have the information at the April Board Meeting.

NEW BUSINESS

Appoint a Committee to Review Rules & Regulations (including fire hydrant use) - Mike and Doug form the committee. Fire Hydrant Use will be the first item to be addressed. Mike will contact Doug.

Set Water Rates for the Year – **Jim moves to leave the water rates the same, seconded by John. Passes 6-0. (Note: Includes George as a yes via speaker phone.)** George comments that he believes the reserves should be higher (between \$400-500,000.00) in anticipation of needing an additional well.

Set Benefit Unit Rates for the Year – **Jim moves to leave the benefit unit rates the same, seconded by John. Passes 6-0. (Note: Includes George as a yes via speaker phone.)**

Review Calendar for Year and Make Adjustments as Necessary - Employee reviews (by District Manager) and District Manager review (by Board) will be moved from November to September on the calendar.

Finalize and Submit – Emergency Water Supply Plan, Water Drought/Emergency Resolution, Cross Connection Policy, and Municipal Water Conservation Plan – Jerry reports all plans remain the same except for changing the date, excluding the Municipal Water Conservation Plan which he will present upon completion. **Debby moves to accept the completed plans with date changes only, seconded by Larry. Passes 6-0. (Note: Includes George as a yes via speaker phone.)**

Sunnyside School – Donation for Building Use - **Jim moves to donate \$100.00 to Sunnyside School for use of the school for the annual meeting including utilities, seconded by Debby. Passes 6-0. (Note: Includes George as a yes via speaker phone.)**



ADJOURNMENT

Jim moves to adjourn the meeting at 9:07 p.m., seconded by John. Passes 6-0. (Note: Includes George as a yes via speaker phone.)

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

Debby Smith 4/19/12

Debby Smith, Secretary

Mike Stieben

Mike Stieben, Chairman

Bob
2/12