

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING BY TELECONFERENCE

July 16, 2020 - 7:00 p.m.

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CALL MEETING TO ORDER

The meeting is called to order by Chairman Gordon Brest at 7:08 p.m.

Board Members Present: Chairman Gordon Brest, Secretary Greg Hazen, Director George Pogge, Director Larry Means, and Director Andrew Breuer. Treasurer Lynn Deters joined the meeting at 7:10 p.m.

Board Members Absent: Vice Chairperson Dawn Hein

Employees Present: Joe Osborn, Linda Lips

MINUTES FROM 06/18/2020 PUBLIC BOARD MEETING

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to approve the minutes from the 06/18/2020 public board meeting.

VOTE: So moved 5-0.

NEW CERTIFICATES-0 AND TRANSFERS-6

MOTION: It was moved by George Pogge and seconded by Greg Hazen to approve the transfers.

VOTE: So moved 5-0.

TREASURER'S REPORT

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

VOTE: So moved 6-0.



Comments:

Linda Lips refers to page 5 of the Board packet: Two CDs are coming due in August and one is the Bond Reserve. Central National Bank currently has a special of 0.50% APY for 9 months.

MOTION: It was moved by George Pogge and seconded by Greg Hazen to renew both CDs at the special rate of 0.50% APY for 9 months.

VOTE: So moved 6-0.

DISTRICT MANAGER'S REPORT

- 1) Monthly Activity Report: A detailed report is included with the Board packet.
- 2) Water Sales/Usage/Loss Report: The water loss for June is 26.1 %.

Update: Joe recommends that Bartlett & West handle the scope of work and all other aspects of the filter replacement project at the plant. A cost estimate for the engineering is 6.6% of the project total. The filter project will ideally take place in February 2021. Bid opening would need to take place at the January meeting.

OFFICE MANAGER'S REPORT

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

OLD BUSINESS

1) Review Agreement with City of Lawrence – No new activity from the City of Lawrence due to the COVID-19 situation. See next item under Old Business for new comments from the Board.

2) Finalize & Submit: Emergency Water Supply Plan and Cross Connection Policy (*The Water Drought/Emergency Resolution No. 2019-1 was passed by the Board on 08/15/2019 and approved by the Kansas Water Office on 09/10/2019 along with the Municipal Water Conservation Plan*) –

Gordon Brest has questions for the Board and Joe Osborn concerning emergency procedures. The agreement with City of Lawrence is considered and several concerns are addressed. The Board will discuss possible changes to the agreement in depth at the August meeting.

3) Confirm Voting Procedure and Other Details for Annual Meeting in August – After a review of the attorney's comments and ensuing discussion, the Board agrees to have the meeting commence at 7:00 p.m. and the voting take place between 7:00-7:30 p.m. at the District office. Nominations will be taken from the floor at 7:00 p.m. The annual and regular meeting will take place at the office and be available to attend by teleconference. Gordon Brest will email the Board a draft of the letter going out to all patrons announcing the annual meeting, reviewing mask requirements and other important information.

4) Finalize Changes on Agreement for Contract Services (On-Call/Maintenance Services & Emergency Repairs) Joe Osborn refers to page 27 of the Board packet: The two minor changes are confirmed as notated.



NEW BUSINESS

1) Review Bylaws and Rules & Regulations – No changes are required at this point. Greg Hazen suggests that the Bylaws be reviewed in 2020 as some of the wording appears to be outdated.

2) Review Employee Handbook – The Drug Policy changes can be found on pages 13-14 of the handbook. There are two comments regarding the changes from last month.

a) Ref. page 13 under **POLICY**: “The employee must notify the District of any citation for a violation of a criminal statute, a criminal drug statute, or any alcohol-related offense against the Kansas Statutes ~~no later than five calendar days after such conviction.~~”

Proposed replacement to strikethrough: *prior to the next scheduled shift.*

The Board agrees with this change.

b) Ref. page 14 under **EMPLOYEE ASSISTANCE**:

“The District desires that each employee recognize the dangers of drug and alcohol abuse in the workplace. Upon the request of the employee, or on an as needed basis as determined by the judgement of District Manager or Board of Directors, the District ~~will~~ provide the employee with counseling, rehabilitation and/or employee assistance through a qualified agency, organization or service provider. Providing such services does not negate the right of the District to engage in corrective action, up to and including termination, for violations of the policy. The facts and circumstances of each case will be determinative of the action taken.”

Proposed change to remove entirely because the companion discussion at the start of the Drug Policy was removed.

The Board decides to keep the section in place with one change: the word “will” is replaced with “*may*”, see strikethrough.

3) Review Calendar for Next Month’s Agenda Items – Annual Meeting, Review Water Rates & Monthly Minimum (includes City of McLouth & LV#10), Review Benefit Unit Application Procedures, and Agreement for Contract Services Goes Out for Proposal.

OTHER

New Sign for Office Frontage – A suggested style has been emailed to the Board. The Board agrees to move forward on a new sign.

Joe Osborn requests clarification on the following topics:

1) Agreement for Contract Services (On-Call/Maintenance Services & Emergency Repairs) – Joe Osborn asks for confirmation on using an engineer on the proposal process as in previous years. Joe believes that he can execute the process without an engineer. The Boards advises that the request for proposals must be in the mail by the September 17 meeting, if not the engineer will need to be involved. The proposal opening will take place at the October 15 Board meeting.

2) Filter Project at Plant – Joe Osborn requests confirmation on using the engineer.



MOTION: It is moved by George Pogge and seconded by Greg Hazen to send the project to the engineer to put the specifications together and send it out for bid.

VOTE: So moved 6-0.

The filter project at the plant will ideally take place in February 2021. Bid opening would need to take place at the January meeting.



ADJOURNMENT

MOTION: It was moved by Andrew Breuer and seconded by Larry Means to adjourn the meeting at 8:37 p.m.

VOTE: So moved 6-0.

Respectfully Submitted and Prepared by,

Linda L Lips, Office Manager

Gordon A. Brest, Chairman

Greg Hazen, Secretary