



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, SEPTMEBER 20, 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, Secretary Greg Hazen, Larry Means, George Pogge, and Andrew Breuer

Board Members Absent: Vice Chairperson Dawn Hein, Treasurer Lynn Deters (arriving after adjournment to sign checks)

Employees Present: Joe Osborn, Linda Lips

MINUTES FROM 08/16/2018 PUBLIC BOARD MEETING:

MOTION: It was moved by Andrew Breuer and seconded by George Pogge to approve the minutes from the 08/16/2018 public board meeting.

VOTE: So moved 4-0, Gordon Brest abstaining.

NEW CERTIFICATES-1 AND TRANSFERS-3:

MOTION: It was moved by Larry Means and seconded by Andrew Breuer to approve the one new certificate and three transfers.

VOTE: So moved 4-0.

TREASURER'S REPORT

Average Actual Daily Expenses: The average actual daily expense amount on the financial report summary does not include the bond payment and capital improvements. The KanCap recommendation states the amount should include only daily normal operations as if in crisis mode. The district has a designated fund that would cover the amount of two bond payments; to be used should a crisis occur. The board agrees to start including the bond payment amount in the average actual daily expense total to provide a more accurate account of the financial status of the district. The capital improvements will not be included since the one of the purposes of the calculation is to determine funds available for capital improvements after we reach the 225 days of cash on hand total.

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

VOTE: So moved 4-0.

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 August is 10.2%. The 228,000 gallons used by King's Construction mostly in June and July has been calculated only in the month of August. It is agreed to average out the usage through June-August making the water loss figures more accurate.
- 3) Lake Dabinawa Culvert Replacement at Two Locations: This work is scheduled to begin soon. The Lake Association is paying all costs. King's Construction is doing the culvert work and Daniels Excavating will be moving the water lines.
- 4) Home Works USA: A 2" meter may be required. Fire flow requirements are discussed.
- 5) Update: 246th St. & 13th St. Project – The location of the new line and rock in the area is discussed (13th St.). Joe is monitoring the work and the inspector has been on site periodically. The trench should be inspected before any backfilling takes place.
- 6) Update: Agreement for Contract Services, On Call/Maintenance Services, and Emergency Repairs – It is noted that Daniels Excavating bid the cost of valve installation per item (e.g. valve and fitting are bid separately). Daniels Excavating still has the low bid.

OFFICE MANAGER'S REPORT

- 1) Accounts Receivable Aging Report
- 2) Payment Method Review
- 3) CD Renewal: A CD is maturing on 10/24/2018. Linda Lips will have CD rates at the 10/18 board meeting.

OLD BUSINESS



NEW BUSINESS

1) Set Water Rates and Monthly Minimum (includes City of McLouth & LV#10) – Gordon Brest circulates an analysis of 2010-2018 for review. The rate history is also reviewed. The board discusses projected capital improvement projects (line upgrades).

MOTION: It was moved by Andrew Breuer and seconded by Larry Means to not raise water rates or the monthly minimum (this includes City of McLouth & LV#10).

VOTE: So moved 3-2, with Greg Hazen and George Pogge opposing.

2) Distribute District Manager Review Form to Board Members – The form will be emailed to board members before the next meeting. The review form may need some improvement. The goal will be to evaluate Joe Osborn and to evaluate the form. These topics will be included in the discussion at the October meeting.

3) Review Calendar for Next Month’s Agenda Items – The items include: Begin Budget Discussions, Review Current Budget and Identify Areas of Concern, Request Fee Schedule from District Contractor (this item will be moved to August and retitled Maintenance Contract goes out for Bid), Engineer and Attorney, Employee Reviews (by District Manager), District Manager Review-First Draft (by Board), Propose Pay Increase Percentage, Set Dates for Auditor to Conduct Audit and MD&A Review.

Preliminary work on the 2019 budget will take place before the October meeting.

ADJOURNMENT

MOTION: It was moved by Greg Hazen and seconded by Andrew Breuer to adjourn the meeting at 8:55 p.m.

VOTE: So moved 4-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Gordon A. Brest, Chairman



Greg Hazen, Secretary

