



## 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, NOVEMBER 15, 2018

### CALL MEETING TO ORDER

The meeting is called to order by Secretary Greg Hazen at 7:13 p.m.

Board Members Present: Secretary Greg Hazen, Larry Means, Andrew Breuer and Treasurer Lynn Deters via speaker phone. Chairman Gordon Brest via speaker phone starting at 8:22 p.m. George Pogge arriving at 9:04 p.m.

Board Members Absent: Vice Chairperson Dawn Hein

Employees Present: Joe Osborn, Linda Lips

Guests: Louis Funk, Bartlett & West:

1) Home Works USA: Review Plans –

**MOTION:** It was moved by Greg Hazen and seconded by Andrew Breuer to allow Home Works USA to run a 6" line from the road crossing at their cost up to the two hydrants that they have requested to be used for residential fire suppression and for the in-home sprinkler systems and set a 1" meter (the charge for the meter will be calculated using the current methodology) at the road crossing and let them (Home Works USA) be responsible for the residential potable water.

**VOTE:** So moved 4-0.

2) 246<sup>th</sup> St. & 13<sup>th</sup> St. Project: Change Orders – A final change order will be submitted at the end of the project.

### MINUTES FROM 10/18/2018 PUBLIC BOARD MEETING:

**MOTION:** It was moved by Larry Means and seconded by Andrew Breuer to approve the minutes from the 10/18/2018 public board meeting.

**VOTE:** So moved 4-0.

#### **NEW CERTIFICATES-0 AND TRANSFERS-4:**

**MOTION:** It was moved by Andrew Breuer and seconded by Larry Means to approve the four transfers.

**VOTE:** So moved 4-0.

#### **TREASURER'S REPORT**

**MOTION:** It was moved by Andrew Breuer and seconded by Larry Means to approve the payment of bills.

**VOTE:** So moved 4-0.

#### **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 October is 27.6%. A leak on a 10" line near 4023 Wellman Rd. is being repaired now (at the time of the board meeting). The leak may have been running on a small scale for a while.

Gordon Brest advises we remove the cost of water loss on future reports. The C.U.P. (chemicals, utilities and personnel) calculation does not reflect the actual cost of water loss. For one, the personnel costs would be accrued regardless of the water loss/leaks.

2) LV#10 Minimum Usage Not Used: The meter was tested and calibrated on 10/01 and the pressure was turned down at that time. Gary Bennett (LV#10 Manager) did not report this until 10/20. LV#10 only took 53,000 for the entire month. 200,000 gallons (the minimum) could've been taken during the last 11 days of the month.

#### **OFFICE MANAGER'S REPORT**

A detailed report is included in the board packet.

1) Accounts Receivable Aging Report

2) Payment Method Review

#### **OLD BUSINESS**

1) Employee Reviews (by District Manager) – This item has been tabled until next month.

2) Propose Pay Increase Percentage – This item has been tabled until next month.

3) Benefit Unit Price Based on Size of Meter/Flow Rate – This item was discussed under Guests: Home Works USA. There will be more general discussion at a later date. A list of benefit unit owners with meters over the standard 5/8" size is included in the board packet.



4) Disaster Preparedness Plan – This item has been tabled until next month.

5) Preventive Maintenance Plan – Gordon Brest suggests eMaint software costing \$99 per month. A program like eMaint could provide continuity through personnel changes. Gordon and his colleague would implement the program. The manager’s report could be produced through this system (tracks leaks and all repairs). The board is interested in looking into the eMaint program.

**NEW BUSINESS**

1) Second Draft of Budget to be Finalized This Month or in December – This item has been tabled until next month.

2) District Manager Review-Final Draft (by Board) – This item has been tabled until next month.

3) Review Calendar for Next Month’s Agenda Items – The items include: Finalize Budget, Set Feasibility Rates for the Year, Finalize Pay Increase Percentage (to start January 1<sup>st</sup>), Nominating Committee Forms for Annual Election (newest elected directors), Determine Location for Annual Meeting.

The board makes a decision to start the December 20 board meeting at 6:00 p.m.

**OTHER**

**MOTION:** It was moved by Andrew Breuer and seconded by Larry Means to keep the Christmas bonus amounts the same as last year: \$200.00 after taxes for full-time employees and \$50.00 after taxes for part-time employees. (Checks will be issued at the next meeting.)

**VOTE:** So moved 4-0.

**ADJOURNMENT**

**MOTION:** It was moved by Larry Means and seconded by Andrew Breuer to adjourn the meeting at 9:06 p.m.

**VOTE:** So moved 5-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Gordon A. Brest, Chairman



Greg Hazen, Secretary