



## JEFFERSON COUNTY RURAL WATER DISTRICT # 13

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1951 Wellman Road  
Lawrence, KS 66044

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MONTHLY PUBLIC BOARD MEETING  
HELD AT DISTRICT OFFICE – 1951 WELLMAN ROAD  
THURSDAY, JANUARY 18, 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, Vice Chairperson Dawn Hein, Treasurer Lynn Deters, Secretary Greg Hazen, and George Pogge

Board Members Absent: Larry Means

Employees Present: Joe Osborn, Linda Lips

Patrons Present: Zach Hein, B.U. #643

Guests:

Chris Wagner & Betty Wagner: 1121 Republic Rd. (Sunnyside School) – Chris Wagner has purchased 1121 Republic Rd. effective 02/08/2018. The agreement with Sunny Valley EHU was terminated upon transfer of ownership. If possible, Chris Wagner would like continuation of water service under the same terms as the agreement with Sunny Valley EHU. To date Chris Wagner is uncertain of how the school will be used.

**MOTION:** It was moved by George Pogge and seconded by Lynn Deters to turn the water back on for 90 days and give Chris Wagner an opportunity to come back and let the Board know what his plans are for the facility and its status.

**VOTE:** 3-0, Greg Hazen abstaining from the vote and all discussion.

Chris Wagner will be billed at the standard rate.

Auditor: Jim Long, CPA with Karlin & Long, LLC – The Management's Discussion & Analysis draft prepared by Chairman Gordon Brest is reviewed and changes were made accordingly.

Jim Long departs at 8:50 p.m.

A handwritten signature in black ink, appearing to be 'Gordon Brest', is located in the bottom right corner of the page.

**MINUTES FROM 01/18/2018 PUBLIC BOARD MEETING:**

**MOTION:** It was moved by Greg Hazen and seconded by Lynn Deters to approve the minutes from the 01/18/2018 public board meeting.

**VOTE:** 3-0, George Pogge abstaining

**NEW CERTIFICATES-2 AND TRANSFERS-5:**

**MOTION:** It was moved by Dawn Hein and seconded by Greg Hazen to approve the two new certificates and five transfers.

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

**TREASURER'S REPORT**

**MOTION:** It was moved by Greg Hazen and seconded by George Pogge 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 January is 19.6%. Joe Osborn reports (per KRWA) the state average for water loss is 18.0%.
- 3) Water Operator Position – Five candidates will be interviewed on 02/28.

**OFFICE MANAGER'S REPORT**

- 1) Accounts Receivable Aging Report
  - 2) Foreclosure/Bankruptcy/Watch List – None on list.
  - 3) Payment Method Review
- Other:
- 4) Self-forfeited B.U. – B.U. Unit #268 at 1263 Rice Rd. has been self-forfeited effective 02/12/2018.
  - 5) Reinstate Forfeited B.U. – The Board voted to forfeit B.U. #566 at 25248 Hemphill Rd. on 10/20/2016 due to non-payment. The property is now in foreclosure and a realtor is submitting a bill to Fannie Mae to reinstate services. This is the first reinstatement since House Bill 2080 took effect on 07/01/2017 and the District updated the Rules & Regulations accordingly. The total due to reinstate services is \$1,764.05 as of 28 February 2018.
  - 6) Home Works USA at 26050 Chieftain Rd. – The District received an update from the Construction Manager on 01/24/2018 (email is in Board packet). They will be starting on the final plat and the sewer system design



soon.

7) KRWA Conference Lodging – This morning the District received notice that rooms have opened up at the Hyatt (we were on a waiting list).

8) Buck Creek School – Confirm donation amount and refreshments.

**MOTION:** It was moved by Greg Hazen and seconded by George Pogge to donate \$125.00 for the use of Buck Creek School for the annual meeting.

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

The refreshments will consist of bakery cookies and drinks provided by the District.

### **OLD BUSINESS**

1) Agreement for Contract Services – This item is tabled.

Linda Lips has questions on Certificate of Insurance requirements. The Board agrees that if the District is requiring a W-9 then we should also be requesting a Certificate of Insurance including workers compensation coverage. Ideally, the contractor's coverage should equal the District's coverage.

2) Discussion of the Engineers' Preliminary Pipeline Layouts and Cost Estimates for 13<sup>th</sup> St. West of Wellman-6" 5,600', 21<sup>st</sup> St. East of Wellman-10" 10,600', 17<sup>th</sup> & DeHoff-8" 18,300' and 6" 1,200' – The 2018 budget allows \$59,055.00 for Capital Improvements. Joe Osborn is asked to determine how these funds can be best used. The budget allows \$273,800.00 for Repairs & Maintenance-Distribution and a portion of that amount will go toward changing out valves in the District. Gordon Brest asks Joe to ask the engineer how to spec valve installations.

3) Expansion Project – Phase 3 & 4 (Chieftain Rd. and 261<sup>st</sup> St. & Cantrell Rd) – Gordon Brest will prepare an update letter to go the applicants in the expansion area. No work will be done on this project in 2018.

4) Finalize and Submit: Emergency Water Supply Plan, Water Drought/Emergency Resolution, Cross Connection Policy, and Municipal Water Conservation Plan – This item is tabled.

5) Review Calendar for the Year and Make Changes as Necessary – No changes are required.

### **NEW BUSINESS**

1) Management's Discussion & Analysis Review with Auditor Present – This topic is covered under Guests.

2) Identify Attendees for KRWA Conference – The item is tabled until next month.

3) Assign Voting Delegate and Alternate Delegate for KRWA Annual Business Meeting at KRWA Conference – This item is tabled until next month.

4) Report from Nominating Committee – George Pogge has decided to re-run. Two candidates have provided a bio (included in Board packet). A patron would like to run for a position on the Board, however her name is



not on the property deed and therefore not on the Benefit Unit certificate. The bylaws specify that directors must be participating members of the District. The State of Kansas ownership property laws allow that since married, the spouse is also owner, therefore the patron could run for a position. Linda Lips will advise the patron accordingly.

5) Review Calendar for Next Month's Agenda Items – The agenda items are: Annual Meeting and Regular Meeting.

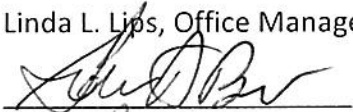
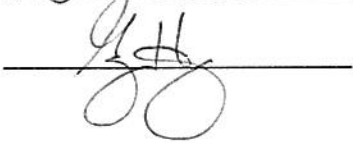
**ADJOURNMENT**

**MOTION:** It was moved by Greg Hazen and seconded by Dawn Hein to adjourn the meeting at 9:50 p.m.

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

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

Gordon A. Brest, Chairman

Greg Hazen, Secretary