

Franklin County Rural Water District #1  
Board Meeting Minutes  
January 15, 2019

PRESENT: Lance Town, David Kaub, Tom Wilson, Scott Wood, Nicole Roecker, Keith McAdoo, Karen Walburn, Cathy Duderstadt, and David Alderman.

VISITORS: Garrett Taylor(water district member)

1. CALL TO ORDER:

Lance Town called the meeting to order at 6:30 p.m.

2. READING AND ADOPTION OF MINUTES:

Karen Walburn moved to approve the minutes as presented, Keith McAdoo seconded, motion carried.

3. OPERATORS REPORT:

Tom Wilson, the water district's new operator started on January 14, 2019. Both Tom and Nicole submitted a report recapping Tom's first day on the job. (please see report) It will be a steep learning curve for Tom, but he seems to be looking forward to it. His first day involved touring the district, collecting samples with Nicole, getting new phones and emergency numbers sorted out, cleaning out the shop, and starting the investigation of a wireless system to record pump reading and associated data, which eventually would be expanded to possibly include cellular meter readings. Nicole has done a very good job of keeping the functions of the water district running since Bob McClay resigned.

4. FINANCIAL REPORT:

Cathy Duderstadt presented the financial statements for both December 2018, and year end 2018. We did record a loss in the month of December, due in large part to a water leak causing a larger than normal water purchase from the City of Ottawa. The leak was found and repaired in January. Cathy reviewed the Accounts Receivable Aging Report, and our one customer who has consistently failed to pay their bill. Plans were made to shut their water off, and the meter locked. Cathy reviewed the Water Loss Report, and bills to pay report. Karen Walburn made a motion to pay the bills, Keith McAdoo seconded, motion carried. Karen Walburn made a motion to approve the financial statements as presented, Scott Wood seconded, motion carried. It was noted that since Bob McClay's resignation last month both Cathy and Nicole have had an extra work load, and have done a very fine job maintaining the water districts operation.

## 5. OLD BUSINESS:

As a point of clarification, the Board needed to decide whether Tom's compensation would be classified as hourly, or salaried. Discussion on both options, Tom preferred having it be classified as a salary. Scott Wood made a motion to consider Tom's compensation salary, Karen Walburn seconded, motion carried.

Tom requested some consideration of his vacation benefit. He was earning a much higher rate of vacation allotment in his previous position, and then dropped to the lowest rate in this new position, and he wondered if there might be some type of adjustment made. The Board reviewed the personnel handbook, discussed several options, and in the end Karen Walburn moved to advance Tom and Cathy both, five days of vacation as a prerogative of the Board to show appreciation for their work. Scott Wood seconded, motion carried.

Trucks. Tom has a lead on a low mileage 2017 Ford truck that is equipped like he would prefer. He will follow up on it. The current truck needs some repairs/maintenance preformed on it, so an appointment to have it looked at will be made.

Uniforms. Discussed having some type of uniform for Tom and Nicole so customers can identify who they are, and who they work for was discussed. Cathy will order what is needed.

Made arrangements for debit cards for Tom, Nicole and Cathy.

Employee health insurance. Discussed the type of health care insurance that would be provided to both full time employees. Cathy had provided two options, Blue Cross Blue Shield, and United Health Care. The Board discussed both plans, and there may be others to look at, but in the end, Scott Wood made the motion to provide the two full time employees a fully paid family plan health insurance policy. The two employees, Tom and Cathy will continue to sort out which company offers the plan best suited for them. Karen Walburn seconded, motion carried.

Up grading meters was discussed. It was decided that because Tom would be more actively involved in the types of technology he would like to move the district forward with, he will investigate and bring his recommendations back to the Board.

2019 Budget. Cathy had furnished a preliminary budget using full year 2018 figures with only a few questions on a couple of line items. The Board discussed those items raising truck expense, and approving the three percent raise for Cathy and Nicole, and keeping the water rate the same as 2018. Karen Walburn moved to approve the 2019 budget with the changes just made, David Kaub seconded, motion carried.

Karen Walburn moved to give Cathy and Nicole a three percent raise for 2019, David Kaub seconded, motion carried.

Garrett Taylor has agreed to run for director. His name will be included on a ballot at the annual meeting next month. One more director is needed. If we cannot find one by the

annual meeting, we will continue to look to fill that position.

#### 6. NEW BUSINESS:

When the electronic reads were taken at the end of December 2018, two meters read zero water used when actually water was used, but the electronic read failed to record it. Board discussed the ethics of going back to the customers for payment, or to write off the loss, and investigate a zero read at the time of reading to prevent this type of situation from happening again. Board decided that it was not a problem caused by the customer, so they would not be charged, other than the minimum charge.

KRWA Conference. Tom and Cathy plan to attend, Keith and Lance may attend. Karen Walburn moved to pay Keith McAdoo \$100 for his time and mileage to run a water sample to the Lab in Topeka for the district. Scott Wood seconded, motion carried.

Board agreed to have Agler & Gaeddert do the district's 2018 audit. Lance will sign the engagement letter.

Scott Wood moved to put Karen Walburn on the signature card for signing checks at the Kansas State Bank, and to give her the authority to sign for the Franklin County Rural Water District #1, at other financial institutions for CD purchases, or any other financial needs. Keith McAdoo seconded, motion carried.

#### 7. ADJOURNMENT:

David Kaub moved to adjourn the meeting at 8:35 p.m. Keith McAdoo seconded, motion carried.