

NWLEPG BOARD MEETING

January 3rd, 2019 @ 1:00PM
Thomas County Office Complex – Board Room
Minutes Approved – March 7th, 2019

County / Board Member	6/6	6/21	9/23	11/1	1/3
(CN) No representative					
(DC) Marilyn Gamblin	X			X	
(GL) Corbin Meyers					
(GO) Duane Vollbracht	X	X		X	X
(LE) Arlene Doll					X
(LG) Rhonda Sperber	X	X		X	X
(RA) Louis Sabatka, Treasurer	X	X		X	
(SC) Monica Beeson		X		X	X
(SD) Joe Bainter, President	X	X		X	X
(SH) Donna Terry, Vice President	X	X		X	X
(TH) Byron Sowers	X	X		X	X
(TR) Wesley Hobbs		X			X
(WA) Bruce Bolen					X

LEPG Staff: Tim Hansen, Kathy Britton, & Connie Albers

Guest: Mike Baughn – fill in for Byron Sowers.

Shirley & Raymond Weber

1. Determination of a quorum

- The meeting was called to order at 1:00 PM by President Joe Bainter with a quorum of nine voting members present.

2. Additions/approval of Agenda

- Donna suggested moving Copy Fees from Executive Session to the Financial Report.
- Joe suggested to remove number six, because it was a duplicate.

Duane moved to approve amendments to the Agenda. Arlene seconded. Motion carried.

3. Approval of Minutes

- Board members pointed out several typos that need corrected.

Duane moved and Monica seconded that the changes be accepted. Motion carried.

4. Financial Report

- Year-end report
 - Tim reported that we had a good year, LOI's were up and water tests were off the chart.
 - NWLEPG was well received by the Health Departments. Health Departments were a big help in getting the word out about the water testing.
 - There was a correction in Lane county for the total of LOI's. There were two LOI's and they both came from the Health Department.
 - Year-end billing is almost completed and all the averages are up.
 - Tim discussed the late fees for not filing income taxes/KPERS due to office personnel changes.

Duane moved to approve the financial report. Donna seconded. Motion carried.

- Copy Fees
 - Tim suggested that we raise the copy charges that were set in 2000 from \$0.25 to \$0.50 per page and add \$5.00 per document to be e-mailed.

- Arlene suggested we also add a faxing fee for requested documents. She stated that her county charges \$1.00 per page up to 5 pages with the maximum charge being \$5.00.

Duane moved to approve the copy fee changes. Bruce seconded. Motion carried.

5. Office Equipment

- Tim said Connie is using the new laptop right now. We have also purchased and installed Microsoft Office. Thank you for the approval of the purchase of the new laptop.
- Donna said that Tim didn't use his whole budget for the new laptop. She suggested looking into replacing the old computer and copier/fax. Tim said that he would like to keep the current office equipment as is for the time being.
- Tim stated that he has contacted the Office Works Technician and when they have time, they are going to try to get the old printer to sync to the both computers.

6. Hansen Grant

- Reports for FY 2018 Submitted & Accepted
- Tim said that Kathy Britton took charge of the project. She did a lot of the leg work and submitted all of the reports. The foundation was pleased with the format that Donna suggested.
- If we continue to apply for grants for our water testing, the Hansen Foundation respectfully requested that we use the main Foundation located in Logan instead of our local Foundation.

7. Executive Session

Donna moved to take twenty minutes to discuss personnel in Executive Session. Bruce seconded. Motion carried.

Donna moved to take a 5-minute recess after the executive session. Arlene seconded. Motion passed.

Joe called the meeting back to order at 2:00 PM.

Arlene moved that the NWLEPG retain legal counsel for the future. Rhonda seconded. Motion passed

8. Director

- NORA Conference – Lawrence, KS
- KGWA Conference – Mulvane, KS January 24-25, 2019
- KDHE Conference in Hays for the Sanitarian personnel on January 22nd. Tim asked if Connie could accompany him to this meeting. Leave the office about 6:30-7:00 AM & be back by 5:30PM.
- February 19th Registration will be from 8-8:30AM & the meeting will start at 9:00AM.

Arlene moved to approve all of the travel mentioned above for Tim and Connie. Donna Seconded. Motion passed.

9. Adams Brown Beran & Ball

- Quarterly Reports & KPERS up to date
- Tim called Adams Brown Beran & Ball to help submit the 3rd and 4th quarter reports of 2018 and the 1st quarter reports for 2019.
- They are also submitting the KPERS reports to help get us caught up. This was needed due to personnel turn over in the office. Very grateful for their assistance.

Tim would like to thank Kathy Britton for all of her help.

10. Adjournment

- With no other business before the board, Donna moved to adjourn the meeting. Wesley seconded. Motion carried. Meeting was adjourned at 2:15 PM.

Respectfully Submitted

Connie Albers, NWLEPG Secretary