

JEFFERSON COUNTY RURAL WATER DISTRICT #13
1951 Wellman Rd. Lawrence, KS 66044
785-842-1502
MONTHLY BOARD MEETING MINUTES
August 15, 2024
LOCATION: District Water Office - 1951 Wellman Rd.

CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairperson Gordon Brest at 7:06 p.m.

Board Members Present: Chairperson Gordon Brest, Secretary George Pogge, Treasurer Paulette Schwerdt, Director Rick Reischman, Director Crystal Miles

Board Members Absent: Vice Chairman Andrew Breuer, Director John Hachmeister

Employees Present: Niki Fincham, Joe Osborn

Guests: Louis Funk and Jarrod Saathoff with Bartlett & West

USDA LOAN PROJECTS:

MONTHLY UPDATE:

Louis Funk reports:

- 1) We have approved water rights for the new well from the State Office. On September 17th he will receive bids remotely and have them to submit for review at the Districts September Board Meeting.
- 2) The State has approved keeping the West Well as a backup.
- 3) Regarding Hettinger's current Pay Application #3. They are currently North of the treatment plant on 1600 Road and have completed Stairstep Road. Moving on to 21st Street next week.

MOTION: It is moved by Rick Reischman and seconded by George Pogge to approve Hettinger's Pay App #3.

VOTE: So moved 5-0.

- 4) Color samples are presented for the McLouth Booster Station and Well House. The Board members agree to select "Light Stone" as the building color with a "Roman Blue" roof.

CONSENT AGENDA

MINUTES FROM 7/18/2024 BOARD MEETING

NEW CERTIFICATES-2 AND TRANSFERS-4

MOTION: It is moved by Rick Reischman and seconded by Paulette Schwerdt to approve the consent agenda.

VOTE: So moved 5-0

TREASURER'S REPORT

FINANCIAL SUMMARY:

Paulette Schwerdt summarizes the financial status of the District and reports the District continues to exceed our days of "Cash on Hand" goal.

A complete and thorough Executive Summary Report and Cash/Cash Equivalents - Detail Report is included in the Board Packet with an Unpaid Bills Report.

MOTION: It is moved by Paulette Schwerdt and seconded by George Pogge to pay bills.

VOTE: So moved 5-0.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

- 1) **MONTHLY ACTIVITY REPORT:** A detailed report is included with the Board packet regarding the following: North High Service Distribution Pump; Lead Service Line Inventory; Garden Villas Subdivision; Water Plant; Meter Installation; Water Usage & Water Loss; Water Sold Breakdown and Water Loss Chart.

LSLI Questionnaire Discussion: 1127 questionnaires were mailed the first week of June and to date 673 have been returned. That puts us at 60% currently.

- 2) **WATER SALES/USAGE/LOSS REPORT:**
The water loss for June was 17.4%.

OFFICE MANAGERS REPORT:

- 1) **PAYMENT METHOD REVIEW:** A detailed report is in the Board Packet.
- 2) **ACCOUNTS RECEIVABLE AGING REPORT:** Included in the Board Packet.
- 3) **NATIONAL LIEN SEARCH, LLC.:** Company interested in the costs associated with reestablishing a previously forfeited meter. The Board discusses this issue and determines that information will only be given to the owners of the property, as shown on the deed.

BUSINESS:

- 1) **REVIEW AND SET WATER RATES AND MONTHLY MINIMUM FOR THE NEXT CALENDAR YEAR (INCLUDES CITY OF MCLOUTH & LV10)**

MOTION: It is moved by Rick Reischman and seconded by Paulette Schwerdt to raise the monthly minimum by \$1.00 (to \$37.00) and the water rate by .25 (to \$6.95/1000 gallons) for January 1, 2025.

VOTE: So moved 5-0.

MOTION: It is moved by Rick Reischman and seconded by Crystal Miles to raise the wholesale water rate by .25 (to \$7.05/1000 gallons) for January 1, 2025.

VOTE: So moved 5-0

- 2) **REVIEW BENEFIT UNIT APPLICATION PROCEDURES:**

After a brief discussion the Board determines no changes are needed at this time

- 3) **AGGREEMENT FOR CONTRACT SERVICES (NEW/ON CALL/MAINTENANCE SERVICES & EMERGENCY REPAIRS) GOES OUT FOR PROPOSAL**
- 4) **REVIEW CALENDAR FOR NEXT MONTHS AGENDA ITEMS**

Handouts:

Rate History Chart for Residential and Commercial Accounts

Rate History Chart for City of McLouth and LV #10

Examples of B.U. Application Procedures: (Request for Water Service Feasibility Study Form, email, Approval Letter, Benefit Unit Application and Water Users Agreement)

Siding and Roofing Color Samples by McElroy Metal

ADJOURNMENT

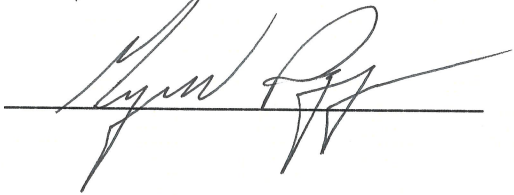
MOTION: It is moved by Paulette Schwerdt and seconded by George Pogge to adjourn at 8:42 p.m.

VOTE: So moved 5-0.

Respectfully Prepared and Submitted by,
Niki Fincham, Office Operations Manager

A handwritten signature in black ink, appearing to read "Gordon A. Brest", written over a horizontal line.

Gordon A. Brest, Chairperson

A handwritten signature in black ink, appearing to read "George Pogge", written over a horizontal line.

George Pogge, Secretary