

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

September 19, 2024 7:00 p.m.

LOCATION: District Water Office - 1951 Wellman Rd.

CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairperson Gordon Brest at 7:03 p.m.

Board Members Present: Chairperson Gordon Brest, Secretary George Pogge, Treasurer Paulette Schwerdt, Director Rick Reischman (7:07), Director John Hachmeister, Director Crystal Miles

Board Members Absent: Vice Chairman Andrew Breuer

GUESTS: Louis Funk with Bartlett & West

USDA LOAN PROJECTS:

MONTHLY UPDATE:

Louis Funk reports:

- 1) September 17th was the bid opening for the New Well. We received 2 bids, Sargent and Rieschick
Sargent had the low bid. Louis recommends issuing a Notice of Award to Sargent.
MOTION: It is moved by George Pogge and seconded by Paulette Schwerdt to issue a Notice of Award to Sargent contingent on USDA Approval
VOTE: So moved 6-0.
- 2) Regarding contracting a Hydrogeologist: Louis notes there is a company out of K.C. called L. R. E. and circulates a document that provides information for potential Hydrogeologists. Gordon suggests that Louis collect resumes and forwards them to Niki to send out to Board Members so they can review prior to next months meeting.
- 3) Louis circulates Hettinger's Pay App. #4 and explains its contents. He points out that they've completed the 12" line, are working on the 10" line and have currently started on the East end of 21st Street. He states that this Pay App includes invoicing from EFI, the fabricators for the Well Building.
Discussion: Gordon Brest requests that if EFI has started assembling, the next invoice be presented with pictures of their progress.
MOTION: It is moved by John Hachmeister and seconded by Crystal Miles to approve Hettinger's Pay App #4.
VOTE: So moved 6-0.
MOTION: It is moved by Rick Reischman and seconded by John Hachmeister to approve RD Monthly Payment Approval Request #20.
VOTE: So moved 6-0.

EXECUTIVE SESSION: - Personnel Matters of Non-Elected Personnel:

MOTION: It is moved by George Pogge and seconded by Crystal Miles to enter into Executive Session for 10 minutes

VOTE: So moved 6-0

The Board convenes executive session at 7:45. No binding actions or decisions are made as a result of executive session.

MONTHLY MEETING RESUMES, 7:46 p.m.

Discussion:

Regarding safety concerns when the project begins on DeHoff Road. The Contractor and equipment will be in the road and possibly expected to provide a Traffic Safety Plan to the County. Joe is encouraged to discuss this at the next monthly construction meeting.

CONSENT AGENDA:

MINUTES FROM 8/15/2024 BOARD MEETING

NEW CERTIFICATES - 2 TRANSFERS - 5

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

VOTE: So moved 6-0

TREASURER'S REPORT:

Financial Summary:

Paulette Schwerdt reports that the "Days on Hand" calculation has been based on the numbers from 2022. When modified to 2023 our days increase to 262 days as opposed to the 249 that shows on this months report.

She also points out that Depreciation is being booked monthly now in lieu of annually which changes the appearance of the budget.

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 Rick Reischman and seconded by John Hachmeister to pay bills.

VOTE: So moved 6-0.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

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

Discussion regarding continued maintenance on the South High Service Pump. Joe states it has been rebuilt several times causing the need to purchase a new pump as a backup, in case of failure. The Board agrees that was the original intent and encourages him to pursue the purchase.

Discussion regarding Budget vs. Actual: Gordon Brest presents a directive to Joe and Niki. If there is a discrepancy of \$3,000.00 or greater there needs to be an explanation as to why.

BUSINESS:

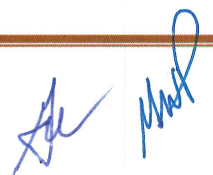
- 1) Proposal review for agreement for contract services (new/on call/maintenance services & emergency repairs).

A proposal from Daniels Excavating was reviewed. Per discussion a motion was made as follows:

MOTION: It is moved by Crystal Miles and seconded by Rick Reischman to accept Daniels Excavating's proposal.

VOTE: So moved 6-0

- 2) Review Calendar for Next Months Agenda Items



Handouts:

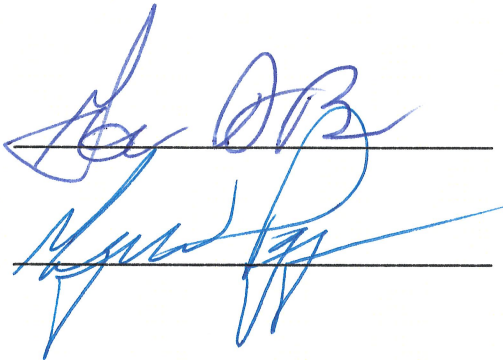
Bid Tabulation for Sargent & Rieschick (Source: Louis Funk)
Contractor's Application for Payment No. 4 (Source: Louis Funk)
Annual Maintenance Contract Proposal Tabulation (Source: Joe Osborn)
Water Rate Discussion & Analysis (Source: Rick Reischman)

ADJOURNMENT

MOTION: It is moved by John Hachmeister and seconded by Paulette Schwerdt to adjourn at 8:23 p.m.

VOTE: So moved 6-0.

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



A handwritten signature in blue ink, appearing to read 'Gordon A. Brest', is written over a horizontal line. Below this line is another horizontal line with a second handwritten signature in blue ink, which appears to read 'George Pogge'.

Gordon A. Brest, Chairperson

George Pogge, Secretary