

**JEFFERSON COUNTY RURAL WATER DISTRICT #13**

**1951 Wellman Rd. Lawrence, KS 66044**

**785-842-1502**

**www.jfrwd13.com**

**MONTHLY PUBLIC BOARD MEETING**

**November 21, 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 Vice Chairperson Andrew Bruer at 7:02 p.m.

Board Members Present: Secretary George Pogge, Director Rick Reischman, Director John Hachmeister, Director Crystal Miles (7:05)

Board Members Absent: Chairperson Gordon Brest, Treasurer Paulette Schwerdt

Staff Members Present: Joe Osborn, Niki Fincham

Guests: Louis Funk with Bartlett & West, Cathleen Breuer

**USDA LOAN PROJECTS:**

**MONTHLY UPDATE:**

Louis Funk reports:

- 1) It was "slow going" for Hettinger this last month. Multiple challenges, lots of leaks, fittings that are coming loose, rolled gaskets etc. Having a tough time pressure testing the line.
- 2) The New Well Contract is ready for the next steps: i.e. The Preconstruction Conference with Sargent Drilling as well as issuing the Notice to Proceed. The District must approve a hydrogeologist first and Darin Duncans Statement of Qualifications is reviewed.

**MOTION:** It is moved by Crystal Miles and seconded by George Pogge to accept Darin Duncan as the inspector for this project.

**VOTE:** So moved 5-0.

- 3) Louis circulates Hettinger's Pay App. #6 and explains its contents.

**MOTION:** It is moved by Rick Reischman and seconded by George Pogge to approve Hettinger's Pay App #6.

**VOTE:** So moved 5-0.

**MOTION:** It is moved by Rick Reischman and seconded by John Hachmeister to approve RD Monthly Payment Approval Request #22.

**VOTE:** So moved 5-0.

**CONSENT AGENDA:**

MINUTES FROM 10/17/2024 BOARD MEETING

NEW CERTIFICATES - 0 TRANSFERS - 4

**MOTION:** It is moved by John Hachmeister and seconded by Crystal Miles to approve the consent agenda.

**VOTE:** So moved 5-0



### **TREASURER'S REPORT:**

#### **Financial Summary:**

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

Niki reports that there are 2 CDs at Great American Bank that mature in December.

**MOTION:** It is moved by George Pogge and seconded by John Hachmeister to let them roll over at their best interest rates.

**VOTE:** So moved 5-0.

Regarding the Unpaid Bills Report:

**MOTION:** It is moved by George Pogge and seconded by Rick Reischman to pay bills.

**VOTE:** So moved 5-0.

### **PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:**

**MONTHLY ACTIVITY REPORT:** A detailed report is included with the Board packet regarding the following: Archer Road Extension; West Well; Garden Villas Subdivision; Water Plant; Meter Installations; Distribution (detailing 8 leaks); Water Usage & Water Loss; Water Sold Breakdown and Water Loss Report/Chart.

Discussion: Archer Road Extension regarding appropriate line size and other possible issues.

**MOTION:** It is moved by George Pogge and seconded by John Hachmeister to approve the Archer Road line extension.

**VOTE:** So moved 5-0.

Andrew Breuer instructs Joe to acquire easements and to place stakes showing where the line will go.

### **OFFICE OPERATIONS MANAGER'S REPORT:**

Possible KRWA Conference Attendees – Andrew Breuer, George Pogge & Joe Osborn confirmed

### **BUSINESS:**

- 1) Second draft of budget to be finalized this month or in December - Tabled to December
- 2) Annual District Review to be presented by Plant & Distribution Manager and Office Manager Reports are presented and Handouts are available with the Board Packet
- 3) 2024 Christmas Bonuses – Tabled to December
- 4) Discuss Backflow Prevention Program – Niki circulates a handout detailing the present status of Backflow participants.
- 5) Review Calendar for Next Month's Agenda Items

### **ADJOURNMENT**

**MOTION:** It is moved by John Hachmeister and seconded by Rick Reischman to adjourn at 8:48 p.m.

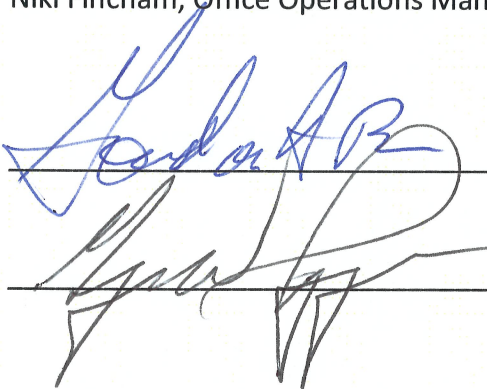
**VOTE:** So moved 5-0.



**Handouts:**

- Darin R. Duncan Statement of Qualifications (Source: Louis Funk)
- Contractor's Application for Payment No. 6 (Source: Louis Funk)
- State of the District Report (Source: Joe Osborn)
- State of the District Office Report (Source: Niki Fincham)
- Profit & Loss Budget Performance (Source: Joe Osborn)
- Aqua Backflow Status Report (Source: Niki Fincham)

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, another handwritten signature in black ink is written over a second horizontal line.

Gordon A. Brest, Chairperson

George Pogge, Secretary