

JEFFERSON COUNTY RURAL WATER DISTRICT #13
1951 Wellman Rd. Lawrence, KS 66044
785-842-1502
MONTHLY BOARD MEETING MINUTES
July 18, 2024
LOCATION: District Water Office - 1951 Wellman Rd.

CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Vice Chairperson Andrew Breuer at 7:01 p.m.

Board Members Present: Vice Chairman Andrew Breuer, Secretary George Pogge, Treasurer Paulette Schwerdt, Director John Hachmeister, Director Rick Reischman, Director Crystal Miles

Board Members Absent: Chairperson Gordon Brest

Employees Present: Niki Fincham, Joe Osborn

Guests: Bob Lockwood

USDA LOAN PROJECTS:

MONTHLY UPDATE:

Joe Osborn provides a handout detailing the progress on each of the following: the South Well, Wild Horse Rd. 10", Stairstep Rd 6" and 1900 Rd. 6"

Discussion: Regarding the differences between Grant Township and the Contractor as to the condition of the ditch and amount of flooding after the work was completed. Rick Reischman asks if pictures have been taken by the inspector and encourages increasing the practice moving forward.

MONTHLY RD PAYMENT APPROVAL REQUEST:

Request #18 is included in the Board Packet.

CONSENT AGENDA

MINUTES FROM 6/20/2024 BOARD MEETING

NEW CERTIFICATES-0 AND TRANSFERS-5

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

VOTE: So moved 6-0

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 6-0.



Bob Lockwood is welcomed. Mr. Lockwood is affiliated with Sarcoxie Fire Department and states he has a couple of issues to discuss:

- 1) Requests we continue to give The Fire Dept. prior notice when we are planning to shut off a meter that affects them.
- 2) Concerned that the fill time on their hydrant (which he believes is a 2" line) is 9-10 minutes vs. the office hydrant (6" line) fill time is less than a minute. Asking if there are plans to change this.
Resolution: Joe Osborn will check the hydrant, confirm the sizes of line and follow up accordingly.
- 3) Received a notice of a registered letter from Aqua Backflow. He has a sprinkler system in his yard that he will not be using this year and doesn't want the expense of maintaining the Backflow requirements since it won't be in use. After a brief discussion the resolution from the Board: It should be fine as long as the sprinkler system can be isolated. Mr. Lockwood will pick up the letter from Aqua Backflow and bring it to Niki to read, research and advise.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

- 1) MONTHLY ACTIVITY REPORT: A detailed report is included with the Board packet regarding the following: Layne Invoices; Lead Service Line Inventory; Garden Villas Subdivision; Jefferson County RWD Focus Group; Office Cell Booster; Water Plant; Meter Installation; Distribution; 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 629 have been returned. That puts us at 56% currently.

- 2) WATER SALES/USAGE/LOSS REPORT:
The water loss for June was 31.8%.

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.

BUSINESS:

- 1) REVIEW BYLAWS AND RULES & REGULATIONS: Extensive changes and modifications were made in 2022. There are no new suggestions for issues to consider. Niki will email a current copy to all Board members.
- 2) REVIEW EMPLOYEE HANDBOOK: Same as #1 above: There are no new suggestions for issues to consider.
- 3) REVIEW CALENDAR FOR NEXT MONTHS AGENDA ITEMS



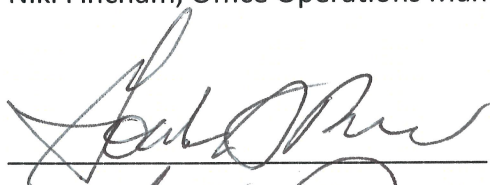
Handout:
USDA Project Update

ADJOURNMENT

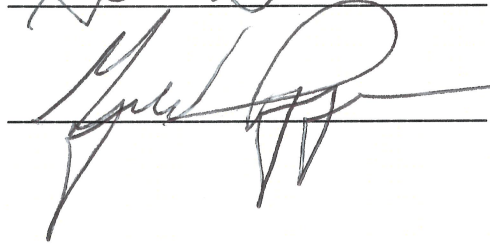
MOTION: It is moved by John Hachmeister and seconded by Paulette Schwerdt to adjourn at 8:23 p.m.

VOTE: So moved 6-0.

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

A handwritten signature in 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