

JEFFERSON COUNTY RURAL WATER DISTRICT #13
1951 Wellman Rd. Lawrence, KS 66044
785-842-1502

MONTHLY BOARD MEETING MINUTES

June 20, 2024

LOCATION: District Water Office - 1951 Wellman Rd.

Please join the meeting from your computer, tablet or smartphone.

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CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairperson Gordon Brest at 7:02 p.m.

Board Members Present: Chairperson Gordon Brest, Vice Chairman Andrew Breuer, Treasurer Paulette Schwerdt, Director John Hachmeister, Director Rick Reischman, Director Crystal Miles

Board Members Absent: Secretary George Pogge

Employees Present: Niki Fincham, Joe Osborn

Guests: Engineer Louis Funk with Bartlett & West

USDA PROJECTS:

MONTHLY UPDATE:

Louis Funk reports that the Contractor began the projects on 1900 Road and has now moved on to Stairstep Road completing roughly 2 miles of line and reviewed the challenges incurred. He presents Hettinger Excavating's Pay Application #1.

MOTION: It is moved by Andrew Breuer and seconded by Rick Reischman to approve Hettingers Pay App. #1 for \$278,749.00 (RD Monthly Payment Approval Request #17).

VOTE: So moved 6-0.

Niki will scan respective paperwork to Sarah Hopkins at Rural Development for approval, copying Louis respectively.

MAINLINE PRV CHANGE ORDER:

Louis Funk provides the 1st Change Order relative to 1900 Road. It proposes an additional 1" PRV.

It is decided the Board will make a decision on this at the August meeting.

GARDEN VILLAS SUBDIVISION:

Louis Funk reports that the Engineering is complete, and plans will be submitted to KDHE. The only question is: The developer is comfortable with and prefers Daniels Excavating as the Contractor. Does the District want to bid it out or agree to have Daniels do it?

MOTION: It is moved by Rick Reischman and seconded by Andrew Breuer to approve Daniels Excavating as Contractor.

VOTE: So moved 5-1 - Crystal Miles passes

Joe Osborn will coordinate with the Engineer, Developer and Contractor

JEFFERSON COUNTY LETTER:

Must be signed by the Board Authorizing Joe Osborn to sign the building permit for the McLouth Booster Station. Required by Jefferson County.

MOTION: It is moved by John Hachmeister and seconded by Crystal Miles to authorize Joe Osborn as signatory for the Building Permit.

VOTE: So moved 6-0.

RD MONTHLY PAYMENT REQUESTS TO USDA:

MOTION: It is moved by Andrew Breuer and seconded by Crystal Miles to pay the RD Monthly Payment Approval Requests #s 14, 15 & 16..

VOTE: So moved 6-0

CONSENT AGENDA

MINUTES FROM 5/16/2024 BOARD MEETING

NEW CERTIFICATES-2 AND 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 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 John Hachmeister to pay bills.

VOTE: So moved 6-0.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

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

LSLI Questionnaire Discussion: 1127 questionnaires were mailed the first week of June and to date 451 have been returned. That puts us at 40% in 2 weeks. The Board is extremely pleased with these numbers.

- 2) WATER SALES/USAGE/LOSS REPORT:
The water loss for May was 25.1%.

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) **DISCUSS MARK HINDS METER:** Mr. Hinds is requesting 2 meters temporarily while they build a new house.
Joe Osborn is instructed to create a MOU (Memo of Understanding) showing a monthly minimum for both meters for a maximum length of time (18 months).

- 2) **MEET WITH CITY OF MCLOUTH & LV #10 TO ADVISE OF RATE INCREASE ESTIMATE:**
MOTION: It is moved by Rick Reischman and seconded by Paulette Schwerdt to estimate a 3%-5% increase.
VOTE: So moved 6-0
Joe will meet with and advise.

- 3) **SET BENEFIT UNIT RATES FOR THE YEAR:**
MOTION: It is moved by Andrew Breuer and seconded by John Hachmeister keep the rates the same. (\$7,000.00)
VOTE: So moved 6-0

- 4) **ADDITION: DISCUSS GOTO MEETING:** Gordon Brest suggests we discontinue GoTo Meeting Recordings. The Board is in agreement. Niki will cancel the service.

- 5) **REVIEW CALENDAR FOR NEXT MONTHS AGENDA ITEMS**
Joe Osborn and Niki Fincham are tasked with reviewing the Employee handbook for suggestions

Handout:


Todd Luckman letter Re: Leavenworth County

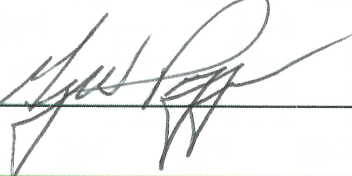
ADJOURNMENT

MOTION: It is moved by Rick Reischman and seconded by Andrew Bruer to adjourn at 8:40 p.m.

VOTE: So moved 6-0.

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





Andrew Breuer Vice Chairperson

Gordon A. Brest, Chairperson

George Pogge, Secretary