

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

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

November 19, 2020

LOCATION: District Water Office - 1951 Wellman Rd.

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CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Vice Chairperson Dawn Hein at 7:00 p.m.

Board Members Present in Person: None

Board Members Present by Teleconference: Vice Chairperson Dawn Hein, Treasurer Greg Hazen, Secretary George Pogge, Director Larry Means, Director Andrew Breuer, and Director John Hachmeister.

Board Members Absent: Chairman Gordon Brest

Employees Present: Joe Osborn by Teleconference, Linda Lips by Teleconference from the District Office.

MINUTES FROM 10/15/2020 SPECIAL MEETING AND REGULAR BOARD MEETING

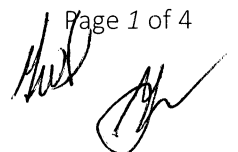
MOTION: It was moved by Andrew Breuer and seconded by George Pogge to approve the minutes from the 10/15/2020 Special Meeting and Regular Board Meeting.

VOTE: So moved 6-0.

NEW CERTIFICATES-1 AND TRANSFERS-7

MOTION: It was moved by Andrew Breuer and seconded by George Pogge to approve the one new certificate and seven transfers.

VOTE: So moved 6-0.



TREASURER'S REPORT

MOTION: It was moved by Andrew Breuer and seconded by John Hachmeister to approve the payment of bills.

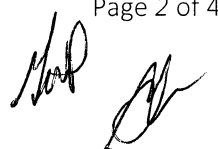
VOTE: So moved 6-0.

DISTRICT MANAGER'S REPORT

- 1) Monthly Activity Report: A detailed report is included with the Board packet.
- 2) Water Sales/Usage/Loss Report: The water loss for October is 34.7%. A large leak was repaired on October 19th on 25th St. The leak was found by David & Karen Shirk (meter readers) when they were out specifically searching for leaks for the District.
- 3) Capacity Reached in Two Areas: Areas discussed are included in the 20-year long range plan. The first area is scheduled for upgrade in 2036: 6" on 1900 Rd. west of airport and there is one more meter install pending that will bring that area to capacity. The second area is scheduled for upgrade in 2027: 6" loop on Stairstep Rd. There is interest in developing an 8-15 lot subdivision off Washington Rd. and north of Northwind Subdivision. Joe Osborn asks if this would be enough of an incentive to complete the upgrade ahead of schedule. The Board agrees to discuss this further under Old Business: USDA Loan-Determine Projects to Include.
- 4) Nine Lot Subdivision at 3rd & Wellman (formerly Ousdahl Subdivision): The property has been purchased by an LLC and infrastructure will need to be installed at the developers cost.
- 5) Filter Rehab Project Update – The engineer is waiting for Suez to submit a materials list.
- 6) Surge Suppression at Booster Stations: Free State Electric cannot provide suppressors at 3 phase configurations. Joe will have the same company that is handling the Evergy sites, complete necessary installations at the booster stations.
- 7) Rock Clause on New Meter Install (B.U. #1092-Evans Rd.): Per the maintenance contract, Daniels Excavating charged 3.5 times the normal rate due to extreme rock. The District has the option of charging the patron extra; however, has never followed through with this option. The response from the attorney on the subject is discussed. The applicant was not initially made aware of the rock clause and/or provided a description of additional estimated charges. Applicant had made the District aware of rock in the area. Under the circumstances the Board agrees to not charge the additional amount for this installation. Going forward the rock clause will be enforced.

Linda Lips is advised to inform applicants of the rock clause and the additional charge of up to 3.5 times. Further details will be confirmed at the December meeting.

The wording may need to be changed in the following forms and letters: Request for Water Service Feasibility Study, Feasibility Study Approval Letter and the Benefit Unit Application & Water User's Agreement, in order to explain the rock clause in detail.



An alternative meter installation option is presented by Andrew Breuer. Other districts have the property owner hire a contractor to install the meter. The materials are provided by the district and the district inspects after installation. There will be further discussion on this topic at the December meeting.

OFFICE MANAGER'S REPORT

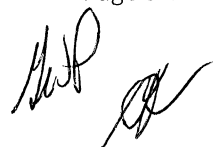
- 1) Accounts Receivable Aging Report
- 2) Payment Method Review
- 3) Insurance: Sign Linebacker Application – The application is signed by Vice Chairperson Dawn Hein. There is a notation on the application indicating the attorney will be reviewing the Employee Handbook. The attorney will be contacted next week. Joe Osborn and/or Linda Lips will advise of any required changes at the December meeting.
- 4) City of McLouth & LV#10 Contracts Signed – The contracts have been signed by all required parties.

OLD BUSINESS

- 1) Finalize & Submit: Emergency Water Supply Plan and Cross Connection Policy (*The Water Drought/Emergency Resolution No. 2019-1 was passed by the Board on 08/15/2019 and approved by the Kansas Water Office on 09/10/2019 along with the Municipal Water Conservation Plan*) – Work on the District plans is ongoing. It is noted that Gordon Brest and Dawn Hein attended (virtually) the Emergency Planning Workshop on October 22 sponsored by KDHE in partnership with Kansas Municipal Utilities and the EPA.
- 2) City of Lawrence: Review Agreement – The City has completed updating the agreement (from 1990) to match their current standard form. The Board finalizes proposed changes for Joe Osborn to submit to the City.
- 3) USDA Loan - Determine Which Projects Would be Included in the Funding – Projects are selected and will be submitted to the engineer next week. This is the first step in the process. It is noted that the submittal of the loan application does not commit the District to accept the funding.

NEW BUSINESS

- 1) Second Draft of Budget to be Finalized This Month or in December – Treasurer Greg Hazen requests that due to the next phase the District is entering into (start of major capital improvement in 2021: filter rehab project at plant-1975 side and possibly taking out a USDA loan), that the District have a CPA look over the budget and how capital improvements are being handled. Greg has a CPA with QuickBooks expertise in mind. The District books are currently set up on QuickBooks. The Board agrees with his proposal and Greg has the okay to proceed.
The Board also agrees that the Plant (1975 side) Filter Rehab Project not be included in the 2021 budget.
- 2) Review Calendar for Next Month's Agenda Items – Finalize Budget, Set Feasibility Rates for the Year, Finalize Pay Increase Percentage (to start January 1st), Nominating Committee Forms for Annual Election (newest



elected directors), Determine Location of Annual Meeting, and Review Calendar for Next Month's Agenda Items.

3) District Manager Review-Final Draft (by Board) –

Joe Osborn and Linda Lips exit the teleconference session, and the session is locked.

Executive Session:

MOTION: It was moved by Greg Hazen and seconded by John Hachmeister to go into executive session for 15 minutes starting at 9:00 p.m. to discuss an individual employee's performance, pursuant to K.S.A. 75-4319 (b) (1) personnel matters of nonelected personnel, and the open meeting will resume in this room at 9:15 p.m.

VOTE: So moved 6-0.

The Board comes out of executive session at 9:15 p.m. and no binding actions or decisions are made as a result of executive session.

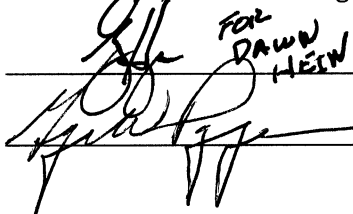
ADJOURNMENT

MOTION: It was moved by John Hachmeister and seconded by Andrew Breuer to adjourn the meeting at 9:16 p.m.


VOTE: So moved 6-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

A handwritten signature in black ink, appearing to read "Dawn Hein". The signature is written over a horizontal line. Above the signature, the words "FOR DAWN HEIN" are written in capital letters.

Dawn Hein, Vice Chairperson

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

George Pogge, Secretary