

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

MONTHLY BOARD MEETING MINUTES

March 21, 2024, 7:00 p.m.

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 7:19 p.m.

Board Members Present: Chairperson Gordon Brest, Vice Chairman Andrew Breuer, Secretary George Pogge, Director John Hachmeister, Director Rick Reischman, Director Crystal Miles

Board Members Absent: Treasurer Paulette Schwerdt

Employees Present: Joe Osborn and Niki Fincham

Chairperson Gordon Brest Welcomes our newest Board Member Director Crystal Miles and offers a brief summary of our process.

CONSENT AGENDA

MINUTES FROM 2/15/2023 BOARD MEETING

NEW CERTIFICATES-0 AND TRANSFERS-3

MOTION: It is moved by Andrew Breuer and seconded by George Pogge to approve the consent agenda.

VOTE: So moved 5-0 (Director Crystal Miles Abstaining)

TREASURER'S REPORT

FINANCIAL SUMMARY:

Gordon Brest reviews the financial report provided by Treasurer Paulette Schwerdt via email prior to the meeting. A complete and thorough Executive Summary Report is included in the Board Packet.

MOTION: It is moved by Andrew Breuer and seconded by Rick Reischman to pay bills.

VOTE: So moved 5-0. (Director Crystal Miles Abstaining)

USDA LOAN PROJECTS

VOTE ON ADDITIONAL FUNDING TERMS – EMPIRISE BANK

MOTION: It is moved by George Pogge and seconded by Rick Reischman to accept the terms offered by Emprise Bank for the additional funding of \$1,716,000 at 5.17% fixed rate interest.

VOTE: So moved 6-0.

QIS - MODIFIED RATE PROPOSAL FOR INSPECTOR

Joe Osborn reviews the submitted modifications with the Board, which includes a daily per diem of \$166.00 due to the inability to find a local inspector.



PLANT & DISTRIBUTION OPERATIONS MANAGER’S REPORT:

- 1) **MONTHLY ACTIVITY REPORT:** A detailed report is included with the Board packet regarding the following: Water Operators Resignation; Garden Villas Subdivision; West Well Cleaning & Inspection; Water Plant; Distribution; New Meter Installations; Water Usage & Water Loss; and Water Sold Breakdown.
There is an extensive discussion regarding Garden Villas Subdivision: resulting in the need to invite Loius Funk with Bartlette & West to next months meeting for further ____review(?)____.
- 2) **WATER SALES/USAGE/LOSS REPORT:**
The water loss for February was 21.8%.
The annual average water loss for 2023 was 18%.
*Andrew Breuer asks when the last time was the Well meters were recalibrated and suggests that Joe look in to having it done soon.

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.
- 3) **KRWA CONFIRMATION DOCUMENTS:** Niki Fincham distributes copies of confirmations for rooms and registrations for the conference to all who will be attending.

BUSINESS:

- 1) **REVIEW/MODIFY/ADOPT WHISTLE-BLOWER POLICY:**
MOTION: It is moved by John Hachmeister and seconded by Rick Reischman to adopt a Whistle Blower Policy.
VOTE: So moved 6-0.
*Niki Fincham is tasked with finding some examples to review, possibly at the KRWA Conference.
- 2) **MANAGEMENT’S DISCUSSION and ANALYSIS (MD&A) REVIEW:** Provided by the Independent Auditor Included in the Board Packet.
- 3) **REQUEST ANY CHANGES TO SSI FORMS AND REVIEW FORM REQUIREMENTS:** All Board members are given copies of this years SSI forms to fill out and submit by next months meeting. No changes are requested.
- 4) **METER READER CONTRACT GOES OUT FOR PROPOSAL:** There have been no new interested parties to date.
- 5) **REVIEW CALENDAR FOR NEXT MONTHS AGENDA ITEMS**

Handouts:

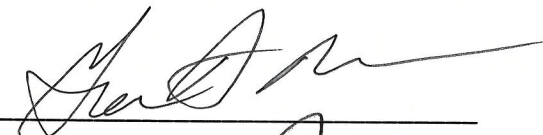
KRWA Conference Documents to Attendees
Whistle Blower Policy Example (source: Taylor Penick)
SSI Forms



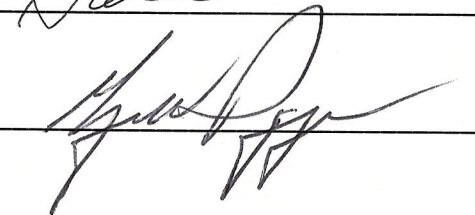
ADJOURNMENT

MOTION: It is moved by Andrew Breuer and seconded by George Pogge to adjourn at 9:17 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