

# JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

[www.jfrwd13.com](http://www.jfrwd13.com)

## MONTHLY PUBLIC BOARD MEETING

April 20, 2023 -

**LOCATION: District Water Office - 1951 Wellman Road**

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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 Chairperson Andrew Breuer, Treasurer Paulette Schwerdt, Director John Hachmeister and Director Rick Reischman

Board Members Present via GoToMeeting: Secretary George Pogge

Board Members Absent: Director Linda Day

Employees Present: Joe Osborn, Linda Lips, Niki Fincham

### **CONSENT AGENDA**

MINUTES FROM 03/16/2023 BOARD MEETING

NEW CERTIFICATES-0 AND TRANSFERS-5

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

**VOTE:** So moved 6-0.

MINUTES FROM 03-16-2023 ANNUAL MEETING ARE REVIEWED

### **TREASURER'S REPORT**

#### **FINANCIAL SUMMARY**

*Discussion:* Paulette Schwerdt, Joe Osborn, Linda Lips and Niki Fincham reviewed the financial reports in detail earlier in the day. Paulette Schwerdt discussed creating a Budget Variance Report using Gordon Brest's budget analysis.

#### **UNPAID BILLS REPORT**

**MOTION:** It is moved by John Hachmeister and seconded by Andrew Breuer to pay bills.

**VOTE:** So moved 6-0.

### **SAFETY DIVIDENDS**

This year the District received \$5,872.19 in Safety Dividends from EMC Insurance. A report showing the Safety Dividend history from 2009 to date is included in the Board packet.



## **USDA LOAN:**

### **Request for Easements Update:**

A spreadsheet showing the status of easement requests is included in the Board packet. The importance of concluding this portion of the project by the end of May is discussed.

### **New Well Project:**

Joe Osborn confirmed receipt of the Test Drilling Report from Layne. Louis Funk advises that with the information from Layne, they are finishing up the design/plans/specifications for the new well; their structural engineer will have his design complete this week on the concrete stem walls for the elevated well control building and generator; and their mechanical and electrical team should also be done this week with their design.

### **Submit Monthly Request to USDA - No. 10:**

RD Monthly Payment Approval Request No. 10 for \$12,600.00 (Engineering Design) is ready to submit to USDA for tracking purposes (along with copy of invoices and proof of payment). This request will not be submitted to the interim loan provider for reimbursement until toward the end of the projects unless the Board determines otherwise. The request is signed by the Chairman Gordon Brest and will be emailed to Dan Fischer and/or Sarah Hines with USDA next week.

**MOTION:** It is moved by Paulette Schwerdt and seconded by Andrew Breuer to submit RD Payment Approval Request No. 10 for \$12,600.00 to USDA.

**VOTE:** So moved 6-0.

### **Review of Bartlett & West Project Design Invoices:**

The Board has agreed to remove this item from the Agenda going forward.

### **Revised Timeline Review:**

A timeline provided by Bartlett & West is included in the Board packet. Louis Funk suggested a final review with Joe Osborn within 2-3 weeks. Gordon Brest asked to be notified of the date as he would like to attend.

### **Map of Project Locations (Including Set of Plans to Date):**

A rudimentary display map has been provided for the office and plant. In the future a project map will also be posted on the website.

## **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 March is 12.6%.
- 3) Patterson Lane Project (13<sup>th</sup> & Patterson Lane): The potential for error in determining the exact location of water lines throughout the district is reviewed. The importance of integrating an advanced GPS system is discussed in depth. Joe Osborn is instructed to research the availability of such system.
- 4) Ag Lot Split on Union Rd. and 31<sup>st</sup> St. (Williams Property): Bartlett & West denied new service at this location due to low pressure. Pressure will increase once DeHoff Project is completed.



- 5) South Basin Column/Sweeps: There is a mechanical breakdown possibly requiring major repairs. Gordon Brest, John Hachmeister and Rick Reischman will meet Joe Osborn at the plant in the morning to assess the situation.
- 6) LV#10 Wholesale Rate: Preliminary Allocation-Response from LV#10 – No new information.

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

- 1) Payment Method Review – Is included in the Board packet
- 2) Accounts Receivable Aging Report is included in the Board packet. There are no collection issues at this time.
- 3) Aqua Backflow, Inc.: No new information.

#### **BUSINESS**

- 1) Analyze Rate for City of McLouth and LV #10 – Joe Osborn states there is a chart within the long-range plan that will be helpful in establishing future rates. The usage history for City of McLouth and LV#10 is included in the Board packet.
- 2) KRWA Conference Notes from Staff and Board Members – Andrew Breuer and Joe Osborn attended the conference.
- 3) Review SSI Forms – Andrew Breuer, George Pogge and Linda Day need to submit current and updated SSI forms.
- 4) Proposal Review for Meter Reader Contract – Any changes will be presented at next month's meeting.
- 5) Review Calendar for Next Month's Agenda – Review Rate for City of McLouth and LV#10, Review any Proposed or Planned Major Capital Improvement Projects, Review any Proposed Changes on Agreement for Contract Services (new/on call/maintenance services and emergency repairs), Finalize & Submit: Emergency Water Supply Plan (06-17-2021), Water Drought/Emergency Resolution (08-15-2019) , Cross Connection Regulation (Exhibit A in Rules and Regs as of 08-19-2021), Municipal Water Conservation Plan (03-17-2022), and Water Source Protection Plan (12-16-2021), EPA/A WIA Emergency Response Plan, EPA/A WIA Risk & Resilience Assessment

#### **Handouts:**

2021-2022 Financial Audit Report  
Patterson Lane Project Report  
Page 22 Corrected – Preliminary Loan Expense



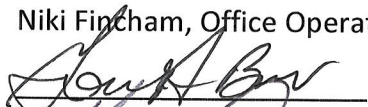
**ADJOURNMENT**

**MOTION:** It is moved by Andrew Breuer and seconded by Rick Reischman to adjourn the meeting at 8:15 p.m.

**VOTE:** So moved 6-0.

Respectfully Submitted and Prepared by,

Niki Fincham, Office Operations Manager



Gordon A. Brest, Chairperson



George Pogge, Secretary