

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

October 19, 2023 7:00 p.m.

LOCATION: District Water Office - 1951 Wellman Rd.

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CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairperson Gordon Brest at 7:07 p.m.

Board Members Present: Chairperson Gordon Brest, Vice Chairman Andrew Breuer, Secretary George Pogge
Treasurer Paulette Schwerdt, Director John Hachmeister, Director Linda Day

Board Members Absent: Director Rick Reischman

Employees Present: Niki Fincham. Joe Osborn arriving at 7:12 p.m.

Engineer Present: Louis Funk with Bartlett & West

Guests Present: Ed Bethard

CONSENT AGENDA

MINUTES FROM 09/21/2023 BOARD MEETING

NEW CERTIFICATES-2 AND TRANSFERS-2

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

VOTE: So moved 6-0.

TREASURER'S REPORT

FINANCIAL SUMMARY:

Paulette Schwerdt and Niki Fincham reviewed all financial reports earlier in the day. Joe Osborn reviewed them previously. Paulette Schwerdt presented and explained in detail the Executive Summary. A complete and thorough Executive Summary Report is included in the Board Packet.

UNPAID BILLS REPORT

MOTION: It is moved by John Hachmeister and seconded by Paulette Schwerdt to pay bills.

VOTE: So moved 6-0.

USDA Project Update Presented by Louis Funk:

Louis Funk with Bartlett and West presented an update on the upcoming USDA Projects preparing to bid stating that "we're basically down to the Permitting" and conveys communication between himself and KDHE regarding the same.

Louis begins an explanation of current issues in gaining water rights for the New Well and submits a handout detailing options for the West Well for the Board to consider. Option 2 'to keep existing West Well in standby mode' was the unanimous consensus by the Board.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

- 1) Monthly Activity Report: A detailed report is included with the Board packet regarding the following: Lead & Copper Testing; South Basin Column/Sweeps; Water Plant; Distribution; New Meter Installations; Water Usage & Water Loss; Water Sold Breakdown.
- 2) Joe Osborn begins a discussion regarding the selection of an inspector for the upcoming USDA projects based on the Request for Proposal (RFP) draft he submitted and requests a deadline for submittal of RFP's. It is decided to publish the RFP on Indeed and on KRWA's site and the Board will revisit this topic at next month's meeting.
- 3) Water Sales/Usage/Loss Report: The water loss for September was 18%.

OFFICE OPERATIONS MANAGER'S REPORT

- 1) Payment Method Review – Included in the Board packet.
- 2) Accounts Receivable Aging Report - Included in the Board packet. There are no collection issues at this time.

BUSINESS

- 1) Finalize RFP for Inspector of USDA Projects – (Detailed in Joe Osborns Report)
- 2) Begin budget discussions, review current budget and identify areas of concern. Handout provided.
- 3) Request fee schedule from Engineer and Attorney –
Bartlett & West: Anticipate 3% - 4% increase.
Stumbo -Hanson: Anticipate a \$25.00 hourly increase to \$200.00/hour.
- 4) Propose pay increase percentage. The pay increase percentage worksheet will be circulated at next month's meeting.
- 5) Set dates for auditor to conduct audit & MD&A review and sign engagement letter. Field work has been tentatively scheduled for the second week of March.
- 6) Review Calendar for Next Month's Agenda Items

Handouts:

Location of and Options for Well/ Water Rights (Source: Louis Funk with Bartlett & West)
First Draft of Budget for review (Source: Joe Osborn)

ADJOURNMENT

MOTION: It is moved by Andrew Breuer and seconded by John Hachmeister to adjourn the meeting at 9:18 p.m.

VOTE: So moved 6-0.

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


Gordon A. Brest, Chairperson


George Pogge, Secretary