

**JEFFERSON COUNTY RURAL WATER DISTRICT #13**

**1951 Wellman Rd. Lawrence, KS 66044**

**785-842-1502**

**www.jfrwd13.com**

**MONTHLY PUBLIC BOARD MEETING**

**February 20, 2025, 7:00 p.m.**

**LOCATION: District Water Office - 1951 Wellman Rd.**

**CALL MONTHLY BOARD MEETING TO ORDER**

The meeting is called to order by Chairperson Gordon Brest at 7:00 p.m.

**Board Members Present:** Chairperson Gordon Brest, Vice Chairman Andrew Brewer, Director Rick Reischman, Director John Hachmeister, Director Crystal Miles, Treasurer: Paulette Schwerdt (via telecon)

**Board Members Absent:** Secretary George Pogge

**Staff Members Present:** Joe Osborn, Niki Fincham

**Guests:** Jarrod Saathoff with Bartlett & West and Patron David Nichols

David Nichols is recognized and explains he just wants a better understanding of what the Water District is doing on his property (on 17<sup>th</sup> St. between DeHoff Dr. and Wildhorse). He says he hasn't seen an easement. Joe Osborn presents the easement we have on file from 1975 and states that previously we had to spot dig on the property in search of an existing 4" line, which in turn will define the easement. Mr. Nichols asks that the current spot digging be completed closer to the timber on his property and not in the hay field. The Board assures him that's what will happen moving forward.

**USDA LOAN PROJECTS:**

**MONTHLY UPDATE:**

Jarrod Saathoff acknowledges Hettingers current Pay App #9 included in the Monthly Request to USDA #25.

**MOTION:** It is moved by Rick Reischman and seconded by John Hachmeister to approve the RD Monthly Payment Approval Request #25.

**VOTE:** So moved 6-0

**CONSENT AGENDA:**

MINUTES FROM 1/16/2025 BOARD MEETING

NEW CERTIFICATES - 0 TRANSFERS - 1

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

**VOTE:** So moved 6-0

**TREASURER'S REPORT:**

Paulette Schwerdt reports that the calculations of "Days On Hand" has been updated to reflect current numbers. Gordon Brest addresses the Board to see if we want to continue this calculation and the consensus is that "Yes, it remains a good reference point".



Financial Summary:

A complete and thorough Executive Summary Report and Cash/Cash Equivalents - Detail Report is included in the Board Packet with an Unpaid Bills Report.

Discussion regarding payment of bills: Gordon Brest wants to point out to the Board that some of the monthly bill payments have been changed to ACH/EFT in lieu of writing physical checks.

**MOTION:** It is moved by Paulette Schwerdt and seconded by Crystal Miles to pay bills.

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

**PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:**

**MONTHLY ACTIVITY REPORT:** A detailed report is included in the Board packet regarding the following: Archer Road Extension; Garden Villas; Meter Installations; Distribution; Water Usage & Water Loss; Water Sold Breakdown and Water Loss Report/Chart.

Also, Joe Osborn reports our current Water Operator, Garrett Wright, is leaving the District and we will be advertising for applicants to fill his position.

**OFFICE OPERATIONS MANAGER'S REPORT:**

All detailed reports are included in the Board packet

Niki requests that KRWA Conference participants complete and return their registration forms so she can get them registered next week. Also we need to submit the Designation of Voting Delegate (and Alternate).

**MOTION:** It is moved by Andrew Breuer and seconded by Paulette Schwerdt to Designate George Pogge as our Voting Delegate and Paulette Schwerdt as the Alternate.

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

**BUSINESS:**

1) Finalize 2025 Budget:

The Board discusses proposed changes to the P & L Reporting and determines that quarterly reports would suffice in lieu of Monthly with Comparisons.

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

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

2) Plant & Distribution Manager Review of Emergency Water Supply Plan (06-17-2021), Municipal Water Conservation Plan (02-17-2022), Water Drought/Emergency Resolution (08-15-2019), Cross Connection Regulation (Exhibit A in Rules & Regs as of 08-19-2021), Water Source Protection Plan (12-16-2021), Emergency Response Plan, and Risk & Resilience Assessment

Joe Osborn states he reviewed and made minor updates on these publications.

3) Report from Nominating Committee: Crystal Miles confirms with Gordon Brest and Paulette Schwerdt (incumbents) that they will run for reelection.

4) Review Calendar for Next Month's Agenda Items

**ADJOURNMENT**

**MOTION:** It is moved by Andrew Breuer and seconded by John Hachmeister to adjourn at 8:25 p.m.

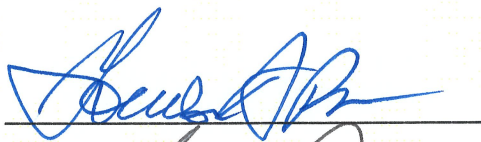
**VOTE:** So moved 6-0.



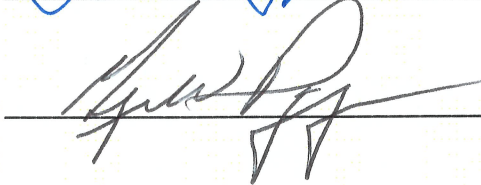
**Handouts:**

- 1) 2025 Budget w/Comparisons (source: Joe Osborn)

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

A handwritten signature in blue 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