

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

March 16, 2023 – Begins After Annual Meeting

LOCATION: District Water Office - 1951 Wellman Road

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/858983109>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (571) 317-3129

Access Code: 858-983-109

Get the app now and be ready when the first meeting starts:

<https://meet.goto.com/install>

CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairperson Gordon Brest at 7:13 p.m.

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

Board Members Present via GoToMeeting: Director Paulette Schwerdt

Employees Present: Joe Osborn, Linda Lips, Niki Fincham

Engineer Present: Louis Funk with Bartlett and West

Patron Present: Ed Bethard (husband of Linda Day)

ELECTION OF OFFICERS

MOTION: It is moved by George Pogge and seconded by Linda Day to nominate Gordon Brest as Chairperson.

VOTE: So moved 7-0.

MOTION: It is moved by George Pogge and seconded by John Hachmeister to nominate Andrew Breuer as Vice Chairperson.

VOTE: So moved 7-0.

MOTION: It is moved by Andrew Breuer and seconded by John Hachmeister to nominate George Pogge as Secretary.

VOTE: So moved 7-0.

MOTION: It is moved by John Hachmeister and seconded by Linda Day to nominate Paulette Schwerdt as Treasurer.

VOTE: So moved 7-0.

USDA Project Update Presented by Louis Funk with Bartlett & West

Louis Funk with Bartlett & West reviews the preliminary plans for the projects in detail. The final plans should



be ready to submit during the first part of May 2023, with the projects going out for bid by early Fall 2023 and construction starting early 2024. Louis also discussed the easement project. There are several locations where the road right-of-way will most likely end up being the best option. It is also noted that we are still waiting for the follow-up report from Layne on the new well.

PFAS Testing & Regulation Presented by Louis Funk with Bartlett & West & Joe Osborn

The EPA is working on guidelines for regulating PFAS in drinking water. It will take 3-4 years before those regulations are to be monitored and followed. The District is set up to participate in a voluntary PFAS monitoring program with KDHE. There is grant money potentially available through the State Revolving Fund for emerging contaminants, with PFAS being the primary concern.

CONSENT AGENDA

MINUTES FROM 02/16/2023 BOARD MEETING

NEW CERTIFICATES-0 AND TRANSFERS-5

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

VOTE: So moved 7-0.

TREASURER'S REPORT

FINANCIAL SUMMARY

Discussion: John Hachmeister and Linda Lips reviewed the financial reports earlier in the day.

Payment Service Network: Payment Issues Due to Silicon Valley Bank Closure – Deposits into our account were delayed for five days during while PSN waited for funding from SVB (bridge account) to resume.

Bank Pledging Explained: Linda Lips circulates a handout detailing how bank pledging works along with a recent pledging report. The pledging is required protection for deposits that exceed the FDIC limits.

UNPAID BILLS REPORT

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

VOTE: So moved 7-0.

USDA LOAN:

Request for Easements Update:

A spreadsheet showing the status of easement requests is included in the Board packet. There are several locations where the road right-of-way will most likely end up being the best option. Louis Funk discussed this topic during his presentation.

New Well Project:

Test Drilling Results – We are still awaiting the follow-up report from Layne. Louis Funk discussed this topic during his presentation. The Board discussed the importance of not paying an invoice in full until the work is completed.

Submit Monthly Request to USDA - No . 9:

RD Monthly Payment Approval Request No. 9 for \$8,400.00 (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 John Hachmeister and seconded by Andrew Breuer to submit RD Payment Approval Request No. 9 for \$8,400.00 to USDA.

VOTE: So moved 7-0.

Emprise – Request for Draw No. 1:

The first draw on the loan has been received in the amount of \$43,888.28 for the Layne invoice. The funds will be deposited into the general checking on 04/21.

Review of Bartlett & West Project Design Invoices: The Board has questions on the engineering fee invoices (project design). No detail is shown for work completed on the current invoice to be paid tonight (or prior invoices). Gordon Brest has emailed Louis Funk with a request for detail in the form of a summary of work completed.

Revised Timeline Review:

An updated timeline provided by Bartlett & West is included in the Board packet. Louis Funk elaborated on the subject during his presentation.

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 February is 21.6%.
- 3) PFAS Testing Update & Availability of Grant Money Available Through State Revolving Fund: Covered under Louis Funk's presentation.
- 4) LV#10 Wholesale Rate: Preliminary Allocation-Response from LV#10 – No new information.
- 5) Garden Villa Subdivision (42-lot): No new information.
- 6) Patterson Lane Project: The project should be completed within the next two weeks.

OFFICE MANAGER'S REPORT

- 1) Payment Service Network: Payment Issues Due to Silicon Valley Bank Closure – See Treasurer's Report.
- 2) Accounts Receivable Aging Report is included in the Board packet. There are no collection issues at this time.
- 3) Payment Method Review is included in the Board packet.
- 4) Aqua Backflow, Inc.: No new information.



BUSINESS

- 1) Interest in Line Extension on Loring Rd., 246th St., and Cantrell Rd – Ed Irvine (13561 246th St.) – We provided Mr. Irvine with requested maps and have not heard back from him to date.
- 2) Request Any Changes to SSI Forms and Review Form Requirements – Linda Lips circulates the SSI form.
- 3) Finalize & Submit: Emergency Water Supply Plan (06-17-2021), Water Drought/Emergency Resolution (08-15-2019), Cross Connection Regulation (Exhibit A in Rules & Regs as of 08-19-2021), Municipal Water Conservation Plan (03-17-2022), and Water Source Protection Plan (12-16-2021), EPA/AWIA Emergency Response Plan, EPA/AWIA Risk & Resilience Assessment – Joe Osborn is working on updating the plans.
- 4) Review Calendar for Next Month's Agenda Items – Analyze Rate for City of McLouth and LV#10, KRWA Conference Notes from Staff and Board Members, Review SSI Forms, Proposal Review for Meter Reader Contract (contract changed to 2-year period, review in 2024).

Other: Andrew Breuer is working with a company that is installing solar panels. He will be talking with Joe Osborn about potential savings at the plant if solar is implemented.

Handouts:

Water System Improvements – Preliminary Plans Updated 03/16/2023 (provided by Bartlett & West)
Payment Service Network Issues Update
Bank Pledging Information
SSI Form

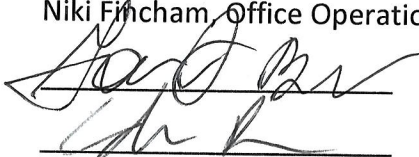
ADJOURNMENT

MOTION: It is moved by Andrew Breuer and seconded by John Hachmeister to adjourn the meeting at 9:17 p.m.

VOTE: So moved 7-0.

Respectfully Submitted and Prepared by,

Niki Fincham, Office Operations Manager



Gordon A. Brest, Chairperson

George Pogge, Secretary