

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

March 18, 2021 : Beginning After the Annual Meeting

LOCATION: District Water Office - 1951 Wellman Rd.

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CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairman Gordon Brest at 7:25 p.m.

Board Members Present in Person: Chairman Gordon Brest, Secretary George Pogge, Director Larry Means, Director Andrew Breuer, and Director John Hachmeister.

Board Members Present by Teleconference: Vice Chairperson Dawn Hein and Treasurer Greg Hazen.

Employees Present: Joe Osborn by Teleconference, Linda Lips present in person.

Guests Present in Person: Louis Funk, Bartlett & West

Meter Reader Contract-Request for Proposals – The Request for Proposal (RFP) and contract are reviewed.

MOTION: It was moved by Andrew Breuer and seconded by John Hachmeister to approve the Request for Proposal and contract as presented.

VOTE: So moved 7-0.

Louis Funk reports that the RFP will go out either tomorrow or Monday.

USDA Loan - Attorney's Review of Required Engineering Agreement – The attorney's response is discussed.

MOTION: It is moved by Andrew Breuer and seconded by Dawn Hein to approve to engineering agreement for the USDA loan.

VOTE: So moved 6-1, with Larry Means opposing.

Filter Rehab Project Update – A change order has been submitted by Suez. The change order and support documents are circulated.

MOTION: It is moved by George Pogge and seconded by Andrew Breuer to accept the change order with the condition that the existing pipe support posts be replaced with stainless steel instead of carbon steel, at the same price.

VOTE: So moved 7-0.



Subdivision Development Policy: Final Draft – Linda Lips hands out the revised copy. The copy in the board packet was not the final draft.

MOTION: It was moved by Andrew Breuer and seconded by Dawn Hein to approve the Subdivision Development Policy.

VOTE: So moved 7-0.

Joe Osborn asks the board if he has the okay to use 2" HDPE in the subdivision. The 2" HDPE comes in 500' rolls and there would only be 3 mechanical joints. Using PVC, there would be a joint every 20'. The board agrees that HDPE is acceptable in this situation.

Subdivision Project Proposal Update – 3rd & Wellman Rd.:

MOTION: It was moved by John Hachmeister and seconded by George Pogge to approve the subdivision policy for Ethel, LLC at 3rd & Wellman Rd. to include \$8,000.00 (for the advance payment of engineering fees, etc. See: page 1, D.).

VOTE: So moved 7-0.

TREASURER'S REPORT

MOTION: It was moved by Dawn Hein and seconded by George Pogge to approve the payment of bills.

VOTE: So moved 7-0.

ELECTION OF OFFICERS

MOTION: It was moved by George Pogge and seconded by Dawn Hein to keep the slate of officers the same as last year.

VOTE: So moved 7-0.

MINUTES FROM 02/18/2021 BOARD MEETING

MOTION: It was moved by Andrew Breuer and seconded by Larry Means to approve the minutes from the 02/18/2021 board meeting.

VOTE: So moved 7-0.

NEW CERTIFICATES-0 AND TRANSFERS-4

MOTION: It was moved by George Pogge and seconded by John Hachmeister to approve the four transfers.

VOTE: So moved 7-0.



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 18.0%.
- 3) Filter Rehab Project Update: See Guests
- 4) Meter Reader Contract-Request for Proposals: See Guests
- 5) Subdivision Project Proposal Update – 3rd & Wellman Rd.: See Guests
- 6) Subdivision Development Policy: Final Draft – See Guests

OFFICE MANAGER'S REPORT

- 1) Accounts Receivable Aging Report
- 2) Benefit Unit Forfeiture Pending – B.U. #818
- 3) Payment Method Review

OLD BUSINESS

- 1) City of Lawrence: Review Agreement – The requested changes are still being reviewed by the City's engineer and now the fire chief is involved in the discussion. The City of Lawrence and the Lawrence Fire Dept. performed fire flow testing at the airport while the district had water flowing and determined that maximum GPM will be 200 or less.
- 2) USDA Loan – Attorney's Review of Required Engineering Agreement – See Guests
- 3) Employee Handbook – Finalize Changes

MOTION: It was moved by George Pogge and seconded by Andrew Breuer to approve the employee handbook with changes highlighted.

VOTE: So moved 7-0.

The board asks Joe Osborn to post the normal business hours at the office and plant.

- 4) Finalize & Submit: Emergency Water Supply Plan and Cross Connection Policy – (*The Water Drought/Emergency Resolution No. 2019-1 was passed by the Board on 08/15/2019 and approved by the Kansas Water Office on 09/10/2019 along with the Municipal Water Conservation Plan*): The Emergency Water Plan needs to be filed with the state by summer. – No new activity. Table until next month.

NEW BUSINESS

- 1) Request Any Changes to SSI Forms and Review Form Requirement – All newly elected directors must complete a new SSI form as confirmed by the attorney. The level of detail required on the form is discussed.
- 2) Leavenworth #9 - 4910 259th St.: Boundary Discussion – Joe Osborn was approached by the District Manager at LV#9 because the owner at 4910 259th St. is interested in rural water. We do not have water lines in this area. It is decided to have the boundary line be the creek (Nine Mile Creek) between Leavenworth Rd. and Parallel Rd.(through Section 33 Jefferson County). The property east of the creek would be attached to LV#9 by going through the required administrative process if LV#9 wants to move forward.

MOTION: It was moved by George Pogge and seconded by John Hachmeister to go through the administrative



process of attaching the discussed area to Leavenworth #9, if Leavenworth #9 wants to follow through with the process.

VOTE: So moved 7-0.

(All administrative costs would be absorbed by LV#9.)

3) Review Calendar for Next Month's Agenda Items – Analyze Rate for City of McLouth & LV#10, Review SSI Forms, and Review Proposals for Meter Reader Contract.

Handouts:

Suez - Change Order: Filter Project

Revised copy of Subdivision Policy

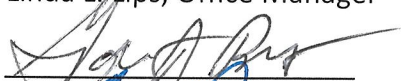
ADJOURNMENT

MOTION: It was moved by Dawn Hein and seconded by Andrew Breuer to adjourn the meeting at 8:59 p.m.

VOTE: So moved 7-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Gordon A. Brest, Chairman



George Pogge, Secretary