

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

MONTHLY BOARD MEETING MINUTES

April 18, 2024

LOCATION: District Water Office - 1951 Wellman Rd.

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

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CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairperson Gordon Brest at 7:06 p.m.

Board Members Present: Chairperson Gordon Brest, Secretary George Pogge, Treasurer Paulette Schwerdt, Director Rick Reischman, Director Crystal Miles

Board Members Absent: Vice Chairman Andrew Breuer, Director John Hachmeister

Employees Present: Niki Fincham

Engineer Present: Louis Funk with Bartlett & West

CONSENT AGENDA

MINUTES FROM 3/21/2024 BOARD MEETING

NEW CERTIFICATES-0 AND TRANSFERS-3

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

VOTE: So moved 5-0

MINUTES FROM 3/21/2024 ANNUAL 2/15/2023 BOARD MEETING ARE REVIEWED

USDA LOAN PROJECTS:

Update provided by Louis Funk: Regarding the upcoming Projects. "The contracts are all signed and the ball is in Rural Developments court for their approval." The next step will be setting up the Preconstruction Conference to supply the Contractor with a Notice to Proceed, once we select a new inspector, which could possibly happen as soon as next week.

TREASURER'S REPORT

FINANCIAL SUMMARY:

Paulette Schwerdt reports the District is exceeding our days of "Cash on Hand" goal.

Also, that the District received a Safety Dividend check in the amount of \$10,297.55 from Employers Mutual Casualty Company which is about double the usual, annual, amount.

She then suggests we move the 2 remaining Money Market accounts to Great American Bank due to greater return and asks Niki Fincham to facilitate the process.

There is a discussion regarding the necessity of the MD&A report that accompanies an Annual Audit. This will be discontinued as its not required either legally or by the current accountant/auditor.

A complete and thorough Executive Summary Report is included in the Board Packet.

MOTION: It is moved by Paulette Schwerdt and seconded by Rick Reischman to pay bills.

VOTE: So moved 5-0.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

- 1) **MONTHLY ACTIVITY REPORT:** A detailed report is included with the Board packet regarding the following: Tier 3 Violation; Project Inspector; Meter Reader Proposal; Lead Service Line Inventory; New Water Operator Position; Garden Villas Subdivision; Water Plant; Distribution; Water Usage & Water Loss; and Water Sold Breakdown.

Discussion-

Regarding hiring a new inspector: The Board reviews 2 new resumes and determines that both applicants are good candidates. The decision will be left to Joe Osborns discretion. The Board will approve based on his decision after making contact with them.

Discussion-

Regarding the EPA Lead Service Line Inventory (LSLI) requirement, due 10/16/2024: We must develop an inventory of both water system owned and customer owned service lines. A questionnaire will be mailed/emailed with a message by phone ("Voice Shot") to all members of the District for their response. Incentive options are discussed to obtain the greatest return in an effort to meet compliance standards.

- 2) **WATER SALES/USAGE/LOSS REPORT:**

The water loss for March was 21.1%.

OFFICE MANAGERS REPORT:

- 1) **PAYMENT METHOD REVIEW:** A detailed report is in the Board Packet.
- 2) **ACCOUNTS RECEIVABLE AGING REPORT:** Included in the Board Packet.
- 3) **WHISTLE BLOWER POLICY EXAMPLES:** Niki Fincham provided a few samples as handouts and suggests she will create a customized policy to present to the Board soon.

BUSINESS:

- 1) **ANALYZE RATE FOR CITY OF MCLOUTH AND LV#10:** Documents are reviewed.
- 2) **KRWA CONFERENCE NOTES FROM STAFF & BOARD MEMBERS:** Niki Fincham, Rick Reischman and George Pogge gave brief monologues regarding their experiences at the conference.
- 3) **REVIEW SSI FORMS:** SSI Forms are completed and submitted by all Board Members to be filed by the respective due date.
- 4) **PROPOSAL REVIEW FOR METER READER CONTRACT:**
MOTION: It is moved Crystal Miles and seconded by Paulette Schwerdt to approve the Meter Readers proposals.
VOTE: So moved 5-0.
- 5) **REVIEW CALENDAR FOR NEXT MONTHS AGENDA ITEMS**



Handouts:

Whistle Blower Policy Examples

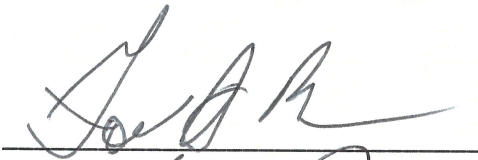
SSI Forms

ADJOURNMENT

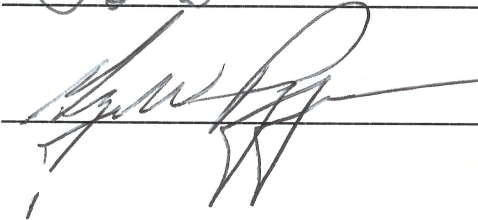
MOTION: It is moved by Paulette Schwerdt and seconded by Rick Reischman adjourn at 9:04 p.m.

VOTE: So moved 5-0.

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



Gordon A. Brest, Chairperson



George Pogge, Secretary

