

**JEFFERSON COUNTY RURAL WATER DISTRICT #13**

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

**785-842-1502**

**MONTHLY BOARD MEETING MINUTES**

**May 16, 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 7:04 p.m.

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

Board Members Absent: Vice Chairman Andrew Breuer

Employees Present: Niki Fincham, Joe Osborn

Guests: Brian & Kathy Pine

The Pines are welcomed and state they have decided they won't use a meter on their property. They would like the Boards approval to sell their Benefit Unit to another District Member who will have use for the meter.

After some discussion:

**MOTION:** It is moved by George Pogge and seconded by Paulette Schwerdt to approve the Pines' request contingent upon 1) A Draft Contract between the two parties; 2) The completion of a Feasibility Study Request for the new property and 3) The submittal of a copy of the Bill of Sale

**VOTE:** So moved 6-0

**CONSENT AGENDA**

MINUTES FROM 4/18/2024 BOARD MEETING

NEW CERTIFICATES-2 AND TRANSFERS-3

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

**VOTE:** So moved 6-0

**TREASURER'S REPORT**

**FINANCIAL SUMMARY:**

Paulette Schwerdt summarizes the financial status of the District and reports the District continues to exceed our days of "Cash on Hand" goal and explains the intent to move the Money Market accounts to Great American Bank.

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

**MOTION:** It is moved by Rick Reischman and seconded by John Hachmeister to pay bills.

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



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

- 1) **MONTHLY ACTIVITY REPORT:** A detailed report is included with the Board packet regarding the following: Water Operator Position: Filled, Garrett Wright: USDA Projects; Lead Service Line Inventory; Garden Villas Subdivision; Water Plant; Meter Installations; Water Usage & Water Loss; and Water Sold Breakdown.

**Water Operator Position**

Discussion: Rick Reischman suggests that Joe creates a “List of Duties” with an objective set of requirements regarding pay scale for the new Operator.

**Lead Service Line Inventory**

Discussion: Per Joes phone conversation with Jenny Smith at KDHE, the District must document two attempts at acquiring information from the questionnaire. The Board discusses possible incentives to increase the percentage of return.

**MOTION:** It is moved by John Hachmeister and seconded by George Pogge to approve and use the “\$20.00 Off Your Next Water Bill” incentive.

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

**Garden Villas Subdivision**

The Developers Agreement has been signed and the Engineer has started design work.

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

The water loss for April was 12.2%.

**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 REVIEW:** Niki Fincham provided a draft of a potential policy. The Board suggested some modifications to customize it to reflect the District specifically and will review the next draft.

**Discussion:** Regarding RD Payment Approval process and funding through Emprise Bank.

**MOTION:** It is moved by John Hachmeister and seconded by Paulette Schwerdt to move \$200,000.00 from the Capital Improvement Money Market Account to Emprise Bank.

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

**MOTION:** It is moved by Rick Reischman and seconded by John Hachmeister to pay QIS for Inspection Services

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



**BUSINESS:**

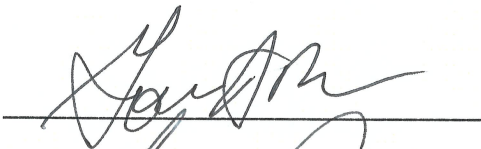
- 1) REVIEW RATE FOR CITY OF MCLOUTH AND LV#10: Documents are reviewed.
- 2) REVIEW AND DISCUSS CORRESPONDENCE FROM LEAVENWORTH CO. COMMISSION: Reviewed and discussed but not signed on advice from counsel, Todd Luckman.
- 3) REVIEW ANY PROPOSED OR PLANNED MAJOR CAPITAL IMPROVEMENT PROJECTS: Joe Osborn proposes 3 –
  - 1) New roof at Water Plant: Fall of 2024
  - 2) Wild Horse Tower Rehab: Fall/Winter 2024
  - 3) South Basin Sweeps Repair: Winter of 2024/25Gordon Brest directs Joe Osborn to acquire estimates for these projects.
- 4) REVIEW ANY PROPOSED CHANGES ON AGREEMENTS FOR CONTRACT SERVICES: Joe Osborn proposes one change. To increase service line bores from 80' to 120'. The Board declines this change and suggests that we be proactive and measure prior to installation.
- 5) REVIEW CALENDAR FOR NEXT MONTHS AGENDA ITEMS

**ADJOURNMENT**

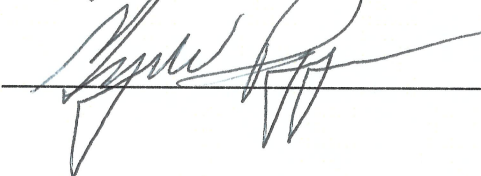
**MOTION:** It is moved by Rick Reischman and seconded by Paulette Schwerdt to adjourn at 9:53 p.m.

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

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



Gordon A. Brest, Chairperson



George Pogge, Secretary