JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044
785-842-1502
www.jfrwd13.com
MONTHLY PUBLIC BOARD MEETING – ~~Beginning after Special Public Meeting~~
June 17, 2021
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 7:00 p.m.

Board Members Present: Chairman Gordon Brest, Vice Chairperson Dawn Hein, Treasurer Greg Hazen, Secretary George Pogge, Director John Hachmeister, and Director Larry Means

Board Members Absent: Director Andrew Breuer

Employees Present: Joe Osborn and Linda Lips

Guests:
Kristi Tallent – B.U. #757: Questioning High Usage on New Meter
Based on their average usage the Board decides to reduce the bill accordingly.
MOTION: It is moved by John Hachmeister and seconded by Larry Means to reduce the bill for the two months in question to $100.00 for each month.
VOTE: So moved 6-0.

C.L. Maurer, Landplan Engineering: Washington Estates Subdivision Preliminary Plat – 12-Lot
The Jefferson County Water Availability Form is signed under New Certificates, Transfers, and Water Availability Certificates. Water is not currently available for this project. According to Mr. Maurer, this step is required in order to move forward in the process regardless of stating that water is not currently available.

Engineers Present: Louis Funk and Evan Sutherland, Bartlett & West:
1) Ousdahl Subdivision Project: Louis Funks requests formal approval of the contract with Banks Construction. Gordon Brest signs the approval and George Pogge attests.

2) New Well Location: Handouts – Potential New Well Site Map and PFAS Information
Executive Session:
Louis Funk, Evan Sutherland, Joe Osborn, and Linda Lips are included in the executive session.

MOTION: It is moved by Greg Hazen and seconded by Dawn Hein to go into executive session for 15 minutes starting at 7:40 p.m. to discuss water wells, pursuant to K.S.A. 75-4319 (b) (6) preliminary discussions relating to the acquisition of real property, and the open meeting will resume in this room at 7:55 p.m.
VOTE: So moved 6-0.

The Board comes out of executive session at 7:55 p.m. and no binding actions or decisions are made as a result of executive session.

Executive Session:
Louis Funk, Evan Sutherland, Joe Osborn, and Linda Lips are included in the executive session.
MOTION: It is moved by Greg Hazen and seconded by George Pogge to go into executive session for 15 minutes starting at 7:55 p.m. to discuss water wells, pursuant to K.S.A. 75-4319 (b) (6) preliminary discussions relating to the acquisition of real property, and the open meeting will resume in this room at 8:10 p.m.
VOTE: So moved 6-0.

The Board Comes out of executive session at 8:10 p.m. and the following motion is a result of executive session.
MOTION: It is moved by Greg Hazen and seconded by Dawn Hein to authorize Bartlett & West to contact landowners of potential well sites.
VOTE: So moved 6-0.

3) City of McLouth Pump Station: Handout – Preliminary Cost Allocation Breakdown
The City of McLouth pump station and meter vault are included in the proposed upgrade projects within the 20-year long range plan. The Board agrees to have Louis Funk and Joe Osborn meet with City of McLouth to discuss the projected cost allocations.

4) USDA and Alternative Funding (KDHE) Update: The USDA loan is a 40-year loan and the current interest rate is 2.25%. The KDHE loan is a 30-year loan with an interest rate of 1.58%. The District is on the KDHE phase one application list. The USDA loan comes with 1926(b) federal protection of boundaries. USDA rates may change on July 1. No final decisions have been made to date.

Louis Funk and Evan Sutherland depart.

MINUTES FROM 05/20/2021 SPECIAL BOARD MEETING (Re: USDA Loan):
It is noted that Jerry Glasgow B.U. #130 was in attendance by phone.
MOTION: It is moved by Greg Hazen and seconded by George Pogge to approve the minutes from the 05/20/2021 Special Board meeting as amended to show Jerry Glasgow B.U. #130 in attendance.
VOTE: So moved 6-0.

MINUTES FROM 05/20/2021 BOARD MEETING
MOTION: It is moved by George Pogge and seconded by Dawn Hein to approve the minutes from the 05/20/2021 Board meeting.
VOTE: So moved 6-0.

NEW CERTIFICATES-2 AND TRANSFERS-3 and WATER AVAILABILITY CERTIFICATES-2:

MOTION: It is moved by George Pogge and seconded by John Hachmeister to approve the one new certificate, two transfers, and two water availability certificates.

VOTE: So moved 6-0.

TREASURER'S REPORT

MOTION: It is moved by Dawn Hein and seconded by Larry Means to approve the payment of bills.

VOTE: So moved 6-0.

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 May is 18.6%.

3) Filter Rehab Project Update: The project is scheduled to be completed next week.

4) Conditional Use Permit (C.U.P.) Application: Emerson – B.U. #1102 at (north of) 4190 Republic Rd. - The Jefferson County Water Availability Form is signed under New Certificates, Transfers, and Water Availability Certificates. RWD #13 water is not required for this project.

5) New Development (6-lot) at 25800 Linwood Rd. in Leavenworth County:

A feasibility study has been approved for this project.

MOTION: It is moved by Greg Hazen and seconded by Dawn Hein to have Joe Osborn initiate the annexation process for the new development.

VOTE: So moved 6-0.

MOTION: It is moved by George Pogge and seconded by John Hachmeister to approve water availability to the new development.

VOTE: So moved 6-0.

Joe Osborn advises there is a 3-lot development in process to the west of Rocking C Estates in Leavenworth County.

OFFICE MANAGER'S REPORT

1) Accounts Receivable Aging Report

2) 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. Joe Osborn reports that at 200 GPM (280,000 gallons per day), during an emergency the District would need to instate water rationing procedures, especially during peak months.

2) USDA Loan Update – See Guests

3) 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 has been approved by Helen Holm, KDHE. Linda Lips makes an exception to Section V. Inventory of Emergency Equipment Available (page 3). This section is not up to date. The Board reviews and updates the District owned equipment list and Joe Osborn will contact Daniels Excavating to complete updating the locally owned equipment list.
MOTION: It was moved by Greg Hazen and seconded by Dawn Hein to approve the Emergency Water Supply Plan as amended with addition of the information discussed.
VOTE: So moved 6-0.
The annual review sign off sheet is signed by Gordon Brest and Joe Osborn.

Sign Certifications for Community Water System Emergency Response Plan & Risk and Resilience Assessment in Compliance with America's Water Infrastructure Act of 2018. The two assessments conducted by DHS (Physical Security on 05/10 and Cyber Security on 06/02) fulfill the requirements. The certifications are due by 06/30/2021.
It is noted that District is lacking in a policy manual and this project will be ongoing.

MOTION: It is moved by Greg Hazen and seconded by Dawn Hein to authorize Gordon Brest to sign the two certifications.
VOTE: So moved 6-0.

5) Security: Physical Security and Cyber Security – CISA Assessment conducted by Geoffrey Jenista, Cybersecurity Advisor on 06/02 held from 8:30 a.m. to 4:30 p.m. at the District Office in executive session. Gordon Brest, Greg Hazen, John Hachmeister, Dawn Hein (lunch only), Joe Osborn, and Linda Lips attending.
– Moved to the end of the meeting in executive session.

NEW BUSINESS
1) Meet with City of McLouth & LV#10 to Advise of Rate Increase Estimate (budgetary range) – See Guests
Recent usage history is included in the Board packet. The current rate is $6.20 per 1000 gallons. Joe Osborn is asked to talk to Louis Funk about possibly approaching LV#10 with a similar proposal as with City of McLouth.

2) Set Benefit Unit Rates for the Year – The benefit unit rates (standard size) were increased from $6,000.00 to $6,500.00 on January 1, 2021.
MOTION: It was moved by Greg Hazen and seconded by John Hachmeister to keep the rates the same at $6,500.00.
VOTE: So moved 4-2, with George Pogge and Larry Means opposing.

3) Finalize Changes on Agreement for Contract Services (on call/maintenance services and emergency repairs)
Linda Lips has consulted the attorney on requested changes to the signature page of the contract. The changes and comments and approval from the attorney are included in the Board packet. There are no other changes required.

4) Review Calendar for Next Month's Agenda Items – Review Bylaws and Rules & Regulations, Review Employee Handbook.

Other:
Policies and Procedures Policy – Greg Hazen hands out a proposed Policies and Procedures Policy.
MOTION: It is moved by Dawn Hein and seconded by John Hachmeister to approve the Policies and Procedures Policy.
VOTE: So moved 6-0.

(Ref. Old Business)
Security: Physical Security and Cyber Security – CISA Assessment conducted by Geoffrey Jenista, Cybersecurity Advisor on 06/02 from 8:30 a.m. to 4:30 p.m. at the District Office in executive session. Gordon Brest, Greg Hazen, John Hachmeister, Dawn Hein (lunch only), Joe Osborn, and Linda Lips attending. The CISA Physical Security Assessment conducted by Chuck Clanahan, Protective Security Advisor on 05/10 is also discussed. Joe Osborn provides a handout generated from that assessment.
Executive Session:
Joe Osborn and Linda Lips are included in the executive session.
MOTION: It is moved by Greg Hazen and seconded by Dawn Hein to go into executive session per Kansas Statute 45-221, paragraph 12: Records of emergency or security information or procedures of a public agency, or plans, drawings, specifications or related information for any building or facility which is used for purposes requiring security measures in or around the building or facility or which is used for the generation or transmission of power, water, fuels or communications, if disclosure would jeopardize security of the public agency, building or facility. Executive session will be for 15 minutes from 9:30 p.m. to 9:45 p.m.
VOTE: So moved 6-0.

The Board comes out of executive session at 9:45 p.m. and no binding actions or decisions are made as a result of executive session.

Handouts:
Potential New Well Site Map – Provided by Louis Funk in Executive Session
PFAS Information – Provided by Evan Sutherland in Executive Session
McLouth Preliminary Cost Allocation – Provided by Louis Funk
Policies and Procedures Policy – Provided by Greg Hazen
Security Upgrade List – Provided by Joe Osborn in Executive Session

ADJOURNMENT

MOTION: It was moved by Greg Hazen and seconded by Larry Means to adjourn the meeting at 9:46 p.m.

VOTE: So moved 6-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager

Gordon A. Brest, Chairman

George Pogge, Secretary