

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

July 15, 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 7:05 p.m.

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

Board Members Absent: Vice Chairperson Dawn Hein, Director Andrew Breuer

Employees Present: Joe Osborn and Linda Lips

Guest/Engineer Present: Evan Sutherland, Bartlett & West:

1) New Well Location: Handouts – Potential New Well Site Map

Executive Session:

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 17 minutes starting at 7:08 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 7:25 p.m.

VOTE: So moved 5-0.

The Board comes out of executive session at 7:25 p.m. and no binding actions or decisions are made as a result of executive session.

2) Cultural Resource Survey (USDA and KDHE loan application requirement): Evan Sutherland reports that the groundwork has been completed and they are waiting for the report documentation.

3) USDA and Alternative Funding (KDHE) Update: The USDA loan is a 40-year loan and the interest rate remains at 2.25%. The KDHE loan is a 30-year loan and the interest rate is 1.33% for the month of July. The District has been selected in the KDHE 2022 Intended Use Plan (IUP) to apply for a loan in the amount of



\$3,900,000 from the KPWSLF. The deadline to respond is October 15, 2021.

Evan reminds the Board that the USDA loan comes with 1926(b) federal protection of boundaries.

No final decisions have been made to date.

American Rescue Plan Act Funds: Greg Hazen attended a webinar presented by Mr. Jeremy Hall, Chief Counsel for the Kansas Association of Counties; he discussed the American Rescue Plan Act (ARPA) and how rural water districts might apply for the funding through their county. Greg has contacted Jefferson County Commissioner Lynn Luck and will also be contacting Leavenworth and Douglas counties.

Evan Sutherland departs.

MINUTES FROM 06/17/2021 BOARD MEETING

MOTION: It is moved by Greg Hazen and seconded by John Hachmeister to approve the minutes from the 06/17/2021 Board meeting.

VOTE: So moved 5-0.

NEW CERTIFICATES-3 AND TRANSFERS-3 and WATER AVAILABILITY CERTIFICATES-0:

MOTION: It is moved by Larry Means and seconded by Greg Hazen to approve the three new certificates, and three transfers.

VOTE: So moved 5-0.

TREASURER'S REPORT

MOTION: It is moved by Greg Hazen and seconded by John Hachmeister to approve the payment of bills.

VOTE: So moved 5-0.

Comments: Greg Hazen advises that there is a small increase in remaining capital even after making an almost \$67,000 bond payment. Bills for the filter project (Suez) and Ousdahl subdivision (Banks) will be coming due soon.

Linda Lips advises that a CD is coming due on 08/26/2021.

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 June is 10.8%.
- 3) Filter Rehab Project Update: The project is complete other than some touch-up painting. The stands/pipe braces are deemed necessary and will be taken care of in-house.

OFFICE MANAGER'S REPORT

- 1) Accounts Receivable Aging Report
- 2) Payment Method Review
- 3) Forfeited B.U. #818: A lender has come forward and the reinstatement amount should be paid soon.
- 4) B.U. #126 – Midland Farm Store: The property is under contract and interesting historical information has surfaced. Linda Lips distributes copies of newspaper articles from 1902 and on.



OLD BUSINESS

- 1) City of Lawrence: Review Agreement – The requested changes are still being reviewed by the City's engineer. No new information.
- 2) USDA Loan Update – See Guests
- 3) Finalize & Submit: Cross Connection Policy – Greg Hazen volunteers to rework the policy to fit our new Policies and Procedures guidelines.
- 4) Security: Physical Security and Cyber Security – Gordon Brest suggests that the Board give Joe Osborn the go ahead to remove any obsolete items from in and around the plant. The Board agrees with this assessment.

NEW BUSINESS

1) Review Bylaws and Rules & Regulations – Bylaw review will be tabled until the next meeting. There is one change recommended in the Rules & Regulations: page 8, Cost of Benefit Units for Demand System, the suggested new wording is: Benefit Unit cost is set annually by the Board of Directors based on size of service. Original wording is: Benefit Unit cost at the time of these revised regulations: \$6,000.00 (effective October 1, 2014).

MOTION: It is moved by Greg Hazen and seconded by George Pogge to change the wording as suggested in the stated recommendation.

VOTE: So moved 5-0.

2) Review Employee Handbook – Gordon Brest has reviewed the handbook and believes there are items in the handbook that are technically District policies. The handbook will be updated as the Board works through the Policies and Procedures project.

3) Policies and Procedures – Information presented by Greg Hazen.

A. Subdivision Policy: After discussion, the Board decides that refunds will be considered on a case-by-case basis.

MOTION: It is moved by Greg Hazen and seconded by George Pogge to remove the first sentence on page 2, Section H.: Upon completion of construction, and the end of any warranty period, if the cost of the project is less than the amount deposited on the project the same will be refunded to the developer.

VOTE: So moved 5-0.

B. Benefit Unit, Line Extension, and Subdivision Policies/Procedures:

1. Policy Objectives

- 1.1 Purpose of the Policy.** The policy is intended to provide guidance for the sale of benefit units, line extensions, and subdivision infrastructure.
- 1.2 Reason for the Policy.** The policy exists to provide the District Manager and Office Manager a standardized process that is understandable and up to date. With consistent policies in place, employees have a common understanding, can refer to the same guidance for decisions, and the guidance remains in place when personnel change.



2. Procedures

- 3.1 **Benefit Unit and/or Line Extension.** Procedures for obtaining a benefit unit and/or line extension are found in the attached Benefit Unit Application and Water User's Agreement, the Request for Water Service Feasibility Study, and the Rate Structure for Meter Size document.
- 3.2 **Subdivisions.** Procedures for obtaining infrastructure for subdivisions is found in the attached Subdivision Development Policy document.
- 3.3 **Administrative Fee.** In addition to the procedures outlined above for Subdivisions, an administrative fee of 10% of the estimate for materials and labor (excluding any engineering fees) will be added to the materials and labor estimate as an administrative fee.

MOTION: It is moved by Greg Hazen and seconded by George Pogge to adopt the Benefit Unit, Line Extension, and Subdivision Policies/Procedures.

VOTE: So moved 5-0.

C. Bid Solicitation Requirement on Projects with Labor Over \$10,000: Discuss possible increase in limit. The Board agrees to look at projects on a case-by-case basis. A boiler plate contract needs to be developed for work not covered in the maintenance contract.

4) Discuss Continuing Use of GoToMeeting – It is decided to continue using GoToMeeting. Greg Hazen has been logging in to open the meeting through his laptop. It is his preference that in the future District equipment is used and it is suggested that a webcam would be a good addition to the experience.

5) Review Calendar for Next Month's Agenda Items – Review Water Rates and Monthly Minimum (includes City of McLouth & LV#10), Review Benefit Unit Application Procedures, Agreement for Contract Services (on call/maintenance services and emergency repairs) Goes out for Proposal

Other:

Requested Meter Tests – Reference page 7 of the Rules & Regulations: The procedure is discussed regarding the patron attending the 06/17 meeting (B.U. #757).

Office Siding: The office needs to be re-sided. It is suggested to wait until lumber prices go down (cement board could be an option).

Handouts:

Updated Potential New Well Site Map – Provided by Evan Sutherland in Executive Session

Cross Connection Policy

Bylaws

Rules & Regulations

Employee Handbook



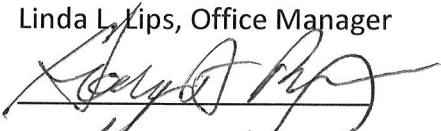
ADJOURNMENT

MOTION: It was moved by John Hachmeister and seconded by George Pogge to adjourn the meeting at 9:15 p.m.

VOTE: So moved 5-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Gordon A. Brest, Chairman



George Pogge, Secretary