

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

July 20, 2023 - 7:00 p.m.

LOCATION: District Water Office - 1951 Wellman Road

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, Director John Hachmeister, Director Linda Day and Director Rick Reischman

Board Members Absent: Vice Chairman Andrew Breuer, Treasurer Paulette Schwerdt

Employees Present: Joe Osborn, Niki Fincham

CONSENT AGENDA

MINUTES FROM 06/15/2023 BOARD MEETING

NEW CERTIFICATES-2 AND TRANSFERS-5

MOTION: It is moved by John Hachmeister and seconded by George Pogge to approve the consent agenda.

VOTE: So moved 5-0.

COUNTY WATER AVAILABILITY FORMS Ag Lot Split, C.U.P, Platted Subdivision - 0

TREASURER'S REPORT

FINANCIAL SUMMARY:

There is a complete and thorough financial summary included in the Board Packet.

UNPAID BILLS REPORT

MOTION: It is moved by Linda Day and seconded by John Hachmeister to pay bills.

VOTE: So moved 5-0.



USDA LOAN:

Request for Easements Update:

A spreadsheet showing the status of easement requests is included in the Board packet. All have been resolved except two and those revisions have been completed.

Submit Monthly Request to USDA - No . 13:

RD Monthly Payment Approval Request No. 13 for \$10,500.00 (Engineering Design) is ready to submit to USDA for tracking purposes (along with copy of invoices and proof of payment). This request will not be submitted to the interim loan provider for reimbursement until toward the end of the projects unless the Board determines otherwise. The request is signed by the Chairman Gordon Brest and will be emailed to Dan Fischer and/or Sarah Hines with USDA next week.

MOTION: It is moved by George Pogge and seconded by Rick Reischman to submit RD Payment Approval Request No. 13 for \$10,500.00 to USDA.

VOTE: So moved 5-0.

Revised Timeline Review:

Louis Funk with Bartlett & West provided an email outlining the current timeline.

The forms and certification map for the waterline easements are being completed. Once they are signed, they will be submitted to USDA Rural Development for review by their counsel.

USDA's State Engineer has reviewed the plans and specifications and had a few modifications. Once those are incorporated, they will be resubmitted.

Douglas County Planning and Zoning will set a date in August for us to meet with the County Commissioners to get approval on the site plan for the new will control building.

We are still on course for advertising the project for bids in October or November.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

1) Monthly Activity Report: A detailed report is included with the Board packet regarding Natural Gas Line Construction; Employee Raise; Weekend Operator Leaving District; Insurance Claims; New Well (USDA Project) Sediment Issues at 17609 3rd St.; Patterson Lane Line Relocation; South Basin Column/Sweeps; Mapping; Water Plant; Distribution; New Meter Installations; Water Usage & Water Loss and Water Sold Breakdown.

2) Water Sales/Usage/Loss Report: The water loss for June is 12.8%.

3) LV#10 Wholesale Rate: Preliminary Allocation-Response from LV#10 – No new information

OFFICE OPERATIONS MANAGER'S REPORT

1) Payment Method Review – Is included in the Board packet.



- 2) Accounts Receivable Aging Report is included in the Board packet. There are no collection issues at this time.
- 3) Aqua Backflow, Inc.: No new information.
- 4) CD Maturing August 26th – Gordon Brest instructs Niki Fincham to check resources for renewal rates.
- 5) Rooms are booked for KRWA Conference 2024.

BUSINESS

- 1) Review Bylaws and Rules and Regulations – Tabled for August Board Meeting.
- 2) Review Employee Handbook – Previously reviewed and revised this year.
- 3) Finalize & Submit: Emergency Water Supply Plan (06-17-2021), Water Drought/Emergency Resolution (08-15-2019) , Cross Connection Regulation (Exhibit A in Rules and Regs as of 08-19-2021), Municipal Water Conservation Plan (03-17-2022), and Water Source Protection Plan (12-16-2021), EPA/A WIA Emergency Response Plan, EPA/A WIA Risk & Resilience Assessment:
- 4) Review Calendar for Next Month's Agenda Items
- 5) Executive Session – Personnel: No Decisions made as a result of Executive Session

Handouts:

Reminder of bylaw changes voted on 10/15/2020.


ADJOURNMENT

MOTION: It is moved by John Hachmeister and seconded by George Pogge to adjourn the meeting at 8:00 p.m. to enter in to Executive Session.

VOTE: So moved 5-0.

Respectfully Submitted and Prepared by,

Niki Fincham, Office Operations Manager



Gordon A. Brest, Chairperson

George Pogge, Secretary