

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

October 20, 2022

LOCATION: District Water Office - 1951 Wellman Road

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

<https://global.gotomeeting.com/join/271876301>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 271-876-301

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/271876301>

CALL MONTHLY BOARD MEETING TO ORDER

The meeting is called to order by Chairperson Gordon Brest at 7:00 p.m.

Board Members Present: Chairperson Gordon Brest, Treasurer John Hachmeister, Secretary George Pogge, and Director Paulette Schwerdt

Board Members Absent: Vice Chairperson Andrew Breuer, Director Linda Day, Director Rick Reischman

Employees Present: Joe Osborn (via GoToMeeting) and Linda Lips

CONSENT AGENDA

MINUTES FROM 09-15-2022 BOARD MEETING

NEW CERTIFICATES-1 AND TRANSFERS-3

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

VOTE: So moved 4-0.

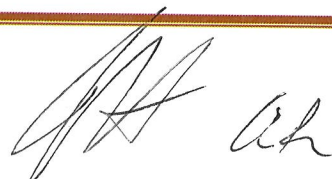
JEFFERSON COUNTY WATER AVAILABILITY FORM-C.U.P.

Applicant: Craig Guffey, Location: SE Corner of Wellman Rd. & 54th St., Project: Farm/Feed Store

The applicant owns a 5/8" meter, installed at 17653 54th St., and will be paying the costs to move the meter to the SE Corner of Wellman Rd. & 54th St. in order to accommodate this project.

MOTION: It was moved by John Hachmeister and seconded by Paulette Schwerdt to sign and approve the Water Availability Form/Project Type C.U.P.

VOTE: So moved 4-0.



TREASURER'S REPORT

UNPAID BILLS REPORT AND FINANCIAL SUMMARY

Discussion: John Hachmeister reports that the cost of cleaning the north lime settling pond came in at approximately \$21,000.00 less than estimated.

John reminded the Board that the New Meter Installation Reserve Funds are now formally back in the checking account (and not ledgered to the Reserve Fund). The amount of the reserve is notated on the financial summary page of the Board packet for tracking purposes.

Gordon Brest notes that R/M Distribution labor is higher than anticipated on the budget. There have been a lot of leak repairs (due to drought and contractors hitting our lines).

John states the importance of the co-manager reviewing the bank statements going forward, along with the treasurer's review.

MOTION: It is moved by John Hachmeister and seconded by George Pogge to pay bills.

VOTE: So moved 4-0.

USDA LOAN:

Easements: Update: Linda Lips distributes documents that will be included in the packet going out to property owners in locations where the District will be requesting new and/or updated easements (handout includes: cover letter/s, donation form, grantee handbook, and list of property owners). The easements are close to being ready to mail. A map specific to the property owner's location would also be included in the mailing. The Board reviews the handouts and provides comments. Paulette Schwerdt offers to make some improvements to the cover letters. Any changes to the letters will need to be approved by the attorney. Linda Lips is asked to check with the attorney regarding the grantee handbook: If it must be included, and if so, why.

New Well Project:

Test Drilling Update – Joe Osborn reports that Layne will perform a test drill during the first part of November, after the soybeans are harvested.

Submit Monthly Request to USDA - No . 4:

RD Monthly Payment Approval Request No. 4 for \$6,300.00 (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 with USDA on Monday.

MOTION: It is moved by George Pogge and seconded by Paulette Schwerdt to submit RD Payment Approval Request No. 4 for \$6,300.00 to USDA.

VOTE: So moved 4-0.

Single Audit Requirement:

Gordon Brest reports that any year that the District spends more than \$750,000 related to the USDA loan, the



District will need a single audit. A single audit is a separate compliance-based audit in addition to our regular financial statement audit. There will be an additional cost for this type of audit.

Interim Loan:

Emprise Checking Account – Emprise requested an immediate deposit into the account in order for it to remain active. Linda Lips issued a check for \$100.00 from the emergency fund to cover this amount.

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 September is 12.0%.
Gordon Brest commends Joe Osborn on keeping the water loss low despite the numerous water leak repairs.
- 3) LV#10 Wholesale Rate: Preliminary Allocation – Response from LV#10: No new information to date.

OFFICE MANAGER'S REPORT

- 1) Accounts Receivable Aging Report is included in the Board packet.
- 2) Payment Method Review is included in the Board packet.
- 3) Aqua Backflow, Inc.: In September, 19 surveys were mailed to new water patrons. The Board is considering sending out another mass mailing of surveys in December. Gordon Brest asks if a type of mailer could be sent out that does not look like junk mail. Linda Lips will research available options.

Personnel – Office Operations Manager Position: Linda Lips reports that 18 resumes have been received through Indeed. Three of the 18 were somewhat qualified but did not work out for various reasons. Increasing the starting pay could attract more qualified candidates. The Board agrees to increase the starting pay and make the position salaried, as opposed to hourly. The definition of salary is discussed. The position will also be posted on ZipRecruiter and other applicable venues.

BUSINESS

- 1) Begin Budget Discussions, Review Current Budget and Identify Areas of Concern – Joe Osborn reports that the 2023 budget draft is incomplete due to questions on the Office Operations Manager Position. Gordon Brest asks that the budget draft be emailed to Board members by next week. It is noted that the final draft is approved at the December meeting.
- 2) Request Fee Schedule from Engineer & Attorney –
Bartlett & West: Anticipate 5% increase.
Stumbo-Hanson: Anticipate a \$25 hourly increase.
- 3) Employee Reviews (by District Manager) – Joe Osborn reports only positive comments for Brandon Bethard and Linda Lips (the 2 full-time employees). A written review is not available at this time.

- 4) District Manager Review-First Draft (by Board) – It is decided to implement a new format. This format will be used for both the District Manager and Office Manager. At the next meeting (and in executive session) the Managers will have an opportunity to self-evaluate what went well and what could be improved upon, etc.
- 5) Propose Pay Increase Percentage – The pay increase percentage worksheet (prepared by Joe Osborn) is circulated.
- 6) Set Dates for Auditor to Conduct Audit and MD&A Review – The field work has been tentatively scheduled for 02/02/2023.
- 7) Review Calendar for Next Month's Agenda Items – Second Draft of Budget to be Finalized This Month or in December, District Manager Review-final draft (by Board)---Updated to new review format for both District Manager & Office Manager.

Handouts:

Request for Easement Packet Documents (Source: Todd Luckman, Stumbo-Hanson)
2023 Pay Increase Recommendations (Source: Joe Osborn)

ADJOURNMENT

MOTION: It is moved by John Hachmeister and seconded by Paulette Schwerdt to adjourn the meeting at 8:56 p.m.

VOTE: So moved 4-0.

Respectfully Submitted and Prepared by,

Linda L. Lips, Office Manager



Andrew Brewer Vice Chairperson
~~Gordon A. Brest, Chairperson~~

~~George Pogge, Secretary~~ Treas.
John Hachmeister