

JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Rd. Lawrence, KS 66044

785-842-1502

www.jfrwd13.com

MONTHLY PUBLIC BOARD MEETING

December 19, 2024, 7:00 p.m.

LOCATION: District Water Office - 1951 Wellman Rd.

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, Vice Chairman Andrew Brewer, Secretary George Pogge, Treasurer Paulette Schwerdt, Director Crystal Miles

Board Members Absent: Director Rick Reischman, Director John Hachmeister

Staff Members Present: Niki Fincham

Guests: John Clinger, Louis Funk with Bartlett & West

Patron John Clinger is recognized and delivers his concerns regarding the state of his land. Mr. Clinger questions what “done” is supposed to look like when the Contractor finishes, according to the Contract, and invites the Board to visit his property to see the current condition. He asks that we provide him with a link to or a thumb drive of the Projects’ Contract and Specifications and is assured that we will.

USDA LOAN PROJECTS:

MONTHLY UPDATE:

Louis Funk reports:

- 1) Hettinger now has 2 crews on site. They have finished 21st Street and have moved on to 46th St. and 3rd Street which should be finished by the end of the year. At that time they will begin laying the pipeline to the new well. The second crew will move over to DeHoff with that piece possibly completed by the end of February.
- 2) The New Well: Received the shop drawings for the buildings last week and the concrete work is set to begin in January. The “well driller” will be there in January or February.
- 3) He presents Hydrogeologist Darin Duncan’s requested modification to his original agreement to include “reimbursement for my time and expenses accrued for meetings”.
MOTION: It is moved by Andrew Breuer and seconded by Crystal Miles to approve the changes on the Agreement with Darin Duncan.
VOTE: So moved 5-0.
- 4) Louis refers to Hettinger’s Pay App. #7 for approval.
MOTION: It is moved by George Pogge and seconded by Andrew Breuer to approve RD Monthly Payment Approval Request #23 (which includes Hettinger’s Pay App #7).
VOTE: So moved 5-0.



CONSENT AGENDA:

MINUTES FROM 11/21/2024 BOARD MEETING

NEW CERTIFICATES - 0 TRANSFERS - 2

MOTION: It is moved by Andrew Breuer and seconded by Paulette Schwerdt to approve the consent agenda.

VOTE: So moved 5-0

TREASURER'S REPORT:

Financial Summary:

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

Paulette Schwerdt reports there is nothing remarkable. Our cash is stable. And that due to our "small business" she will be discussing changing from the "Bill Pay" process in QuickBooks to simply writing a check in an effort to decrease administrative burden.

MOTION: It is moved by Andrew Breuer and seconded by Paulette Schwerdt to pay bills.

VOTE: So moved 5-0.

PLANT & DISTRIBUTION OPERATIONS MANAGER'S REPORT:

MONTHLY ACTIVITY REPORT: A detailed report is included with the Board packet regarding the following: West Well; Garden Villas Subdivision; Water Plant; Distribution, Water Usage & Water Loss; Water Sold Breakdown and Water Loss Report/Chart.

OFFICE OPERATIONS MANAGER'S REPORT:

All month end reports were processed and discussed with Paulette Schwerdt in the office earlier in the day.

BUSINESS:

1) Second draft of budget to be finalized – After much discussion the Budget is not passed.

2) City of McLouth and LV#10 contracts to be fully executed –

MOTION: It is moved by George Pogge and seconded by Crystal Miles to approve the contracts with Leavenworth #10 and the City of McLouth

VOTE: So moved 5-0

Contracts are signed.

3) Set dates for auditor to conduct audit (and sign engagement letter) – Niki reports that the scheduled date with the auditor is February 26th

4) Set feasibility study rates for the year – The Board requires no change to feasibility study rates

5) 2024 Christmas Bonuses – To be referred to in the future as Year End Discretionary Annual Bonus.

MOTION: It is moved by Andrew Breuer and seconded by George Pogge to approve Year End Discretionary bonuses as follows: \$750.00 for the Managers, \$350.00 for the Operator and \$75.00 for the weekend employees.

VOTE: So moved 3-1 - Paulette Schwerdt abstained

6) Nominating committee forms for annual election (newest elected members) – Andrew Breuer, George Pogge and Crystal Miles

7) Review Calendar for Next Month's Agenda Items



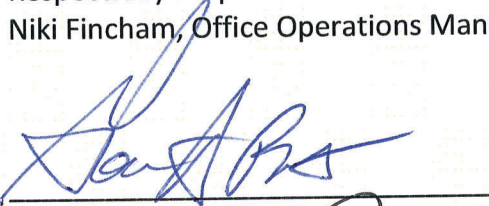
ADJOURNMENT

MOTION: It is moved by Andrew Breuer and seconded by Paulette Schwerdt to adjourn at 9:24 p.m.

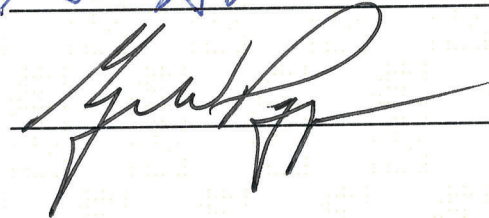
VOTE: So moved 5-0.

Handouts:

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



Gordon A. Brest, Chairperson



George Pogge, Secretary