

# Jefferson County Rural Water District #10 Board Meeting Minutes - February 15, 2022

Meeting called to order by Samantha Wilson at 7:01 p.m.

## Board Members Present

Samantha Wilson, Jennifer Wiseman-Secretary

## Others Present

Bev Koerner, Office Manager

## First Order of Business

The following persons were invited by the two current sitting members to join the Board of Rural Water District #10: Deborah Davis, Ralph Wilson, and J. 'Andy' Davis. They were introduced to LSEID residents and the roles of each 5 members were given as follows:

President - Samantha Wilson

Treasurer - Jennifer Wiseman

Secretary - Deborah Davis

Voting Members - Ralph Wilson

Andy Davis

Motion to Accept: Samantha Wilson - Seconded by: Jennifer Wiseman - Motion passed

## AGENDA

Minutes were reviewed for January 11, 2022 & 'Special Session' held on January 27th, 2022, no changes were needed.

➡ Motion to Accept: Samantha Wilson - Seconded by: Jennifer Wilson - Motion passed

Treasurer's Report: Operating Acct: \$178,351.69, Maintenance Acct: \$8,183.58,

Reserve Acct: \$28,965.62

➡ Motion to Accept: Jennifer Wiseman - Seconded by: Samantha Wilson - Motion passed

## Old Business

1. Steve Pruitt was introduced as Rural Water Dist. #10's new Plant Operator
2. The overage of Chlorine is being addressed by Steve and daily water tests are being performed by members of the Water Board at a variety of locations. Tank was changed Feb. 1st, 2022. The Board offered to test any homes for Chlorine concerns; at present no resident has accepted the offer.
3. FEMA
  - A. Reimbursement was made for the completion of the new floor in the amount of \$5,000.
  - B. Bond Project - Shore Stabilization Project
    - a. FEMA approved payment for Fabric and Riprap increasing the reimbursement to an approximate total of \$80,000.
4. Trautloff Excavating Co. has asked for prepayment of the 'material' costs amounting to \$81,277;  
➔ Motion to accept this request by: Jennifer Wiseman and Seconded by: Samantha Wilson. Motion Passed
5. Engineers who staked out the project will make 2 inspection visits to make sure work is being done correctly; one will be at the end when the work is finished. Each visit will cost \$400-\$500.
6. KDHE is requiring 2 new plug-ins to be installed and an Electrician will be hired to do so.
7. The Water Board with the guidance of Plant Operator Steve Pruitt will determine if it is necessary for the water meter vault to be moved.
8. Board will be asking for an additional bid from Suez to also clean the tanks at the Water Plant, and install a Water Overflow Valve. A motion was made to accept the bid that was given for \$3,400 to clean & inspect the towers. And at that time they can bid for additional work including painting the clear wells.  
➔ Motion to accept initial bid so work may start: Samantha Wilson - 2nd by Jennifer Wiseman - Passed
9. Board is curious as to where Douglas Pump's bid is for installing new pump's.

## New Business

1. KDHE Report was good.
2. LSEID Website is shared by the Water Board that is provided by GoDaddy at a cost of \$25/month. Discussion began to change the website.
3. Security measures for the Water Office
  - A. With the resignations of the prior members, passwords were changed for obvious reasons and because those members held keys to the Water Office, a motion was made to change the keys to the doors and the security code for the building.
  - B. Due to the resignation of Lori Criqui, Harold Courter, and Frank Courter the bank needs to take their names off of all 3 accounts and add only Samantha Wilson to all 3 accounts.

➔ Motion to Accept: Deborah Davis - 2nd by Jennifer Wiseman - Motion passed

### 4. Water Board Truck & Backhoe

- A. Some in the community have been concerned as to 'where' the truck might be; it has been parked at Samantha & Ralph Wilson's home since previous Water Plant operators resigned. A free estimate will be made as to the condition of the truck & what it would take to fix it. At that time the Water Board will determine if it is in it's best interest to have repairs made or to sell the truck for best offer.
- B. Backhoe; the Backhoe is in great working condition. The Water Board is considering selling it due to the fact that the new Plant Operator has access to one if it is ever needed. The balance of loan on Backhoe is approximately \$1,000. LSEID board President has asked the Water Board to consider selling it to them for use throughout the community. Good idea!

5. A motion was made that the Water Office 'outside payment box', would no longer be used for CASH payments. Cash payments must be made during business hours so Bev can provide an immediate receipt for all CASH payments. A new sign that states this would be applied to the exterior payment box immediately.

➔ Motion to Accept: Jennifer Wiseman - 2nd by Deborah Davis - Motion passed

6. SAM Acct expired in February, if we need a Federal grant, possibly Keith Jeffers or 'Laura' could help because we need a 'grant writer'. It should not affect FEMA payments. Keeping this active will help us apply for grants in the future if needed.

7. KDHE inspection informed us that the pool must have a Certified Backflow test turned in yearly.

8. A motion has been made that Water accounts will be turned off due to non-payment for 60 days. Residents must make contact with the Water Office if they need a payment plan. No contact equals shut off after 60 days. A letter will be sent 5 days from the due date for non payment, notifying resident of shut off.

➡ Motion to Accept: Samantha Wilson - 2nd by Ralph Wilson - Motion passed

9. A concern on New Meter readings was voiced, Steve will be checking the meter readings for this.

10. Because Rural Water District #10 is tax exempt so we do not have to do any tax stuff, but Jennifer will find out for sure if that is indeed the case.

11. We need an audit done for Bond purposes. Possibly our Bank can do this.

#### Patrons Concerns:

1. LSEID has been given the ideal location for the new 'Tornado siren' to be installed by the end of March, that location is at the Water Towers on the power pole there. This lot is owned by the Water Board. (Need a motion for this decision at the March Water Board Meeting.)

Executive Session called by Jennifer Wiseman at 8:45 p.m.

Executive Session readjourned by Samantha Wilson at 8:51 p.m.

Next meeting set for March 8th at 7:00 p.m.

➡ Motion to adjourn at 8:52 p.m. by: Samantha Wilson - 2nd by Jennifer Wilson - Motion passed

#### ACTION ITEMS for Follow up discussion

- |                                    |  |
|------------------------------------|--|
| 1. Sell of Backhoe to LSEID        | 7. Electrician for plug in's                 |
| 2. Siren placement approval vote   | 8. Douglas pump still in the mix?            |
| 3. How are the meter readings now? | 9. Suez scheduled for work & additional bid? |
| 4. Audit                           | 10. Locks/keys changed?                      |
| 5. Truck estimate                  | 11. Shoreline materials paid?                |
| 6. Website update                  | 12. Chlorine level & AMAZING Water taste!    |