

**Rural Water District #9**  
**Board of Directors Meeting**  
**Leavenworth County, Kansas**  
**December 19, 2023**

The monthly meeting of Rural Water District #9 was held on Tuesday, December 19, 2023 at the District office located at 20551 Parallel Road, Tonganoxie, Kansas 66086.

**MEMBERS PRESENT:** Craig Lohman, Kim Buchanan, Jim Armstrong, Ed Mullins, Don Kirby, Nicole Davis, Erick Lowe

Manager Karen Armstrong, Operator Wayne Wrosch, Contractor Brant Daniels

A quorum was established.

**MEMBERS ABSENT:**

**PUBLIC PRESENT:** None

The meeting was called to order by Chairman Craig Lohman at 1833 hours.

**1. Minutes**

A motion was made by Jim Armstrong to approve the minutes of the November 21, 2023 regular monthly meeting. Motion was seconded by Don Kirby. Motion passed unanimously.

**2. Public Opportunity None**

**3. Board Members items to add to the agenda**

Ed Mullins informed Board members of a cyber-security software opportunity to review through DRAGOS Technologies. Manager Armstrong informed the Board that she is currently enrolled in an upcoming cyber-security class given by the Environmental Protection Agency (EPA) and approved by the Kansas Rural Water Association (KRWA).

**4. Treasurer's Report- Karen Armstrong**

Manager Armstrong provided a review of Aged Accounts Receivables.

A motion to approve the Treasurer's report with accounts receivable and profit/loss statement as presented was made by Ed Mullins, seconded by Erick Lowe. Motion passed unanimously.

## **5. Operator's Report- Wayne Wrosch**

- a. Wayne presented the monthly operations spreadsheet.
- b. Reported that well #5 is down and waiting for a new pump.
- c. Wayne updated the Board on the current status of the 17-acre irrigation pond that Bill Murr is constructing on 251<sup>st</sup> Street. The Board also acknowledged the fact that LVRWD9 has not received any plans from an engineer involved in this project and there is no approved plan at either the County or State levels for this project that the district has been made aware of, and LVRWD9 shall continue to monitor the project to make sure there is no encroachment of RWD9 easements or damage to our lines and that we are okay with what has happened thus far. The Board still wants plans so they can give them to the LVRWD9 engineer for review.
- d. Wayne reported that he did line locates on the Dennis Workman and Kelly Gonser properties on 235<sup>th</sup> Street. Mr. Gonser's request for \$3,000 compensation for granting the easement was presented to the Board. Erick Lowe motioned to approve the compensation to Mr. Gonser, seconded by Don Kirby. Motion was approved unanimously. While at this time Mr. Workman had not requested any compensation for an easement. Jim Armstrong motioned the Board to give the manager the ability to negotiate up to the amount of \$2,500. Motion was seconded by Don Kirby. Motion carried with 5 voting yes and 1 abstain.
- e. Wayne reported the VFD on the #2 pump at the clear-well is out and will need to be replaced at a cost of \$4,400. The board discussed the fact that the #1 pump VFD although working is very old and since we were replacing one VFD maybe we should consider replacing both at the same time to keep them up to date and aged the same. After a discussion Don Kirby made a motion to replace both VFD's. Motion was seconded by Jim Armstrong. The motion carried with a 5 to 1 vote.

## **6. Manager's Report- Karen Armstrong**

- a. Manager Armstrong provided her monthly mileage report for November/December 2023. A motion was made by Ed Mullins to

approve mileage reimbursement. Kim Buchanan seconded. Motion passed unanimously.

- b. Karen reported that we have been clearing brush, laying gravel and installing fence/cable across the entrance of the south property.
- c. Reported that the reminder of the 2024 rate increases will go out on the December bills.
- d. Reported that the County had approved the 235<sup>th</sup> Street project and deposited a check for \$240,500 in the bank.
- e. Manager Armstrong reported we have requested an updated bid from Brant Daniels for the 235<sup>th</sup> Street project due to the need for yellow mine line where we have to bore through rock on the Gonser property. Brant Daniels offered a preliminary estimate for the addition of yellow mine to the Board members since we are on a timeline to finish the project. A motion was made by Ed Mullins to approve an additional funds on the Brant Daniels 235<sup>th</sup> Street bid for up to, but not to exceed \$25,000. Motion was seconded by Nicole Davis. Motion passed unanimously.
- f. Manager Armstrong reported she needs to send a revised agreement to the County for the Tonganoxie Rd widening project rejecting the offer of lump sum payment for the project. A motion was made by Nicole Davis to send the new agreement to the county, seconded by Don Kirby. Motion passed unanimously.
- g. Manager Armstrong reported to the Board that she had a revised easement agreement for Kelly Gonser.
- h. Manager Armstrong reported it was time to approve the annual auditor agreement for 2024. A motion was made by Jim Armstrong to renew agreement with Acord, Cox and Scott LLC. Motion was seconded by Ed Mullins. Motion approved unanimously.
- i. Manager Armstrong requested the Board to approve and sign the SRF loan agreement and give the attorney review of the SRF loan agreement. Motion was made by Jim Armstrong for approval of the agreement and approved request for attorney review of the SRF loan agreement. Motion as seconded by Nicole Davis. Motion approved unanimously.
- j. Manager Armstrong informed the Board the new subdivision on Highway 24-40 will have 72 houses. This new subdivision borders RWD9 property.

## **7. Application for transfer of service**

- Visionary Homes to Hannah McGreevy at 20194 207<sup>th</sup> St, Tongie, Ks

- Ron Bowen & Debbie Cree to Harold Herd at 24775 Dempsey Rd, Mc Louth, KS (pasture ground)
- Orison to Adam Osborne at 20196 207<sup>th</sup> St (Lot 4) Tonganoxie, KS
- Ron Johnson to Dennis & Shannon Sneed at 20589 251<sup>st</sup> St. Tonganoxie, KS

Nicole Davis motioned to approve these transfers of service, seconded by Ed Mullins. Motion passed unanimously.

### **8. New Application for service**

- Richard & Jacquelyn Egnatic at 00000 Ackerland Rd. (Lot 3) Mc Louth, KS

Nicole Davis motioned to approve the new applications for service, seconded by Kim Buchanan. Motion passed unanimously.

### **9. Installation of new meter**

- Mike Gibbens at 18881 218<sup>th</sup> Street, (benefit unit was paid for in 2019)

### **10. Authorization of payment of bills**

A motion was made by Don Kirby approving payment of current bills, seconded by Erick Lowe. Motion passed unanimously.

### **11. Board member terms**

No change

### **12. Request for Executive Session**

At 20:45 Jim Armstrong made a motion requesting a 15 minute Executive Session for discussion regarding RWD9 employees. Nicole Davis seconded this motion. Motion passed unanimously. Executive session was 2045 to 2100. Open meeting resumed at 2101.

A motion was made by Don Kirby to give both employees a \$500 Christmas bonus, a 5% annual raise and continue with health insurance stipend at current level. Motion was seconded by Erick Lowe. Motion passed unanimously.

### **13. Adjournment**

Motion was made to adjourn meeting by Jim Armstrong, seconded by Kim Buchanan. Motion passed unanimously. Meeting adjourned at 2114 hours.

Respectfully submitted

Kim Buchanan, Secretary