

**Rural Water District #9**  
**Board of Directors Meeting**  
**Leavenworth County, Kansas**  
**March 19, 2024**

The monthly meeting of Rural Water District #9 was held on Tuesday March 19, 2024 at the District office located at 20551 Parallel Road, Tonganoxie, Kansas 66086.

**MEMBERS PRESENT:** Kim Buchanan, Jim Armstrong, Byron Mc Fee, Ed Mullins, Craig Lohman, Nicole Davis

Manager Karen Armstrong, Operator Wayne Wrosch

**MEMBERS ABSENT:** Erick Lowe

**PUBLIC PRESENT:** Brant Daniels, General Contractor

A quorum was established.

The meeting was called to order by Craig Lohman-Chairman at 1829 hours.

**1. Minutes**

A motion was made by Jim Armstrong to approve the minutes of the February 20, 2024 regular monthly meeting. Motion was seconded by Byron McFee. Motion passed unanimously.

**2. Public Opportunity**

Brant Daniels-general contractor wanted to report some changes to his bid estimate for the 235<sup>th</sup> Street project.

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

Board Chairman Craig Lohman asked to board members to consider giving an appreciation token to Don Kirby for his many years of service to Leavenworth Rural Water District 9. After a short discussion by board members, Kim Buchanan motioned to purchase a \$400 gift card to be given to Don Kirby to show our appreciation for his service. Motion was seconded by Nicole Davis. Motion passed unanimously.

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

Manager Armstrong provided a review of Accounts Receivables/Profit & Loss report.

A motion to approve the Treasurer's report with accounts receivable and profit/loss statement as presented was made by Kim Buchanan, seconded by Jim Armstrong. Motion passed unanimously.

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

- a. Wayne presented the monthly operations spreadsheet.
- b. Wayne discussed the progress being made on 235<sup>th</sup> Street line relocation project.
- c. Wayne reported an old air release valve was hit/damaged with the ongoing work being done at 251<sup>st</sup> and Fairmount Road. Since this valve was no longer in use, it was removed.

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

- a. Manager Armstrong provided her mileage sheet for Feb/March 2024. After review, Ed Mullins motioned to approve the mileage reimbursement, seconded by Nicole Davis. Motion passed unanimously.
- b. Karen reported that all required easements for the SRF Loan projects have been forwarded to Louis Funk, engineer with Bartlett & West.
- c. Manager Armstrong also reported the auditors completed their annual audit on March 14, 2024. Karen provided the board with a draft of the findings and asked the board to review to approve. After review and discussion, Jim Armstrong motioned to approve the draft of the annual audit. Motion was seconded by Nicole Davis. Motion passed unanimously.
- d. Manager Armstrong shared some cost estimates with the board to digitize and laminate maps. After discussion the board decided to table this topic for future discussion so other options could be looked into due to the high cost.
- e. Manager Armstrong reported to the board that Jim Denholm is going to make a subdivision on his mom's property at 207<sup>th</sup> and Donahoo. The subdivision would result in 6 lots that would be served off of 207<sup>th</sup> Street. After review of the map area, Ed Mullins motioned to let Mr.

Denholm proceed with the subdivision and provide water to the 6 lots. Jim Armstrong seconded the motion. Motion passed unanimously.

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

- James Garrison to Meghan Freier, 21413 211<sup>th</sup> St, Tonganoxie, Ks.
- Cornerstone Development to Jimmy Salamon, 20437 Mitchell Rd Tonganoxie, Ks.

Motion was made by Nicole Davis to accept the transfers, seconded by Jim Armstrong. Motion passed unanimously.

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

- Orison LLC 21462 207<sup>th</sup> Street, Tonganoxie, Ks.
- Invictus Builders LLC 20000 207th St. Highland Ranch Lot 8 Tonganoxie, Ks.

Motion was made by Nicole Davis to approve the new applications, seconded by Ed Mullins. Motion passed unanimously.

#### **9. Authorization of payment of bills**

A motion was made by Jim Armstrong to authorize payment of current bills, seconded by Ed Mullins. Motion passed unanimously.

#### **10. Board member terms**

Board is current

#### **11. Adjournment**

Motion was made to adjourn meeting by Craig Lohman, seconded by Nicole Davis. Motion passed unanimously. Meeting adjourned at 1953 hours.

Respectfully submitted

Kim Buchanan, Secretary