

Rural Water District #9
Board of Directors Meeting
Leavenworth County, Kansas
November 21, 2023

The monthly meeting of Rural Water District #9 was held on Tuesday November 21, 2023 at the District office located at 20551 Parallel Road, Tonganoxie, Kansas 66086.

MEMBERS PRESENT: Craig Lohman, Kim Buchanan, Jim Armstrong, Ed Mullins, Manager Karen Armstrong, Operator Wayne Wrosch, Engineer Louis Funk, Contractor Brant Daniels, Amber Caldwell-potential job applicant

A quorum was established.

MEMBERS ABSENT: Don Kirby, Nicole Davis, Erick Lowe

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 October 17, 2023 regular monthly meeting. Motion was seconded by Kim Buchanan. Motion passed unanimously.

2. Public Opportunity None

3. Louis Funk- Engineer; Bartlett & West: 235th Street Project/Tonganoxie Road Project Update

Brandt Daniels- District Contractor: 235th Street Project update

Mr. Funk-engineer presented Board members with an updated project map by re-marking the County Plan and downsizing to 4" pipeline for the 235th Street project. Leavenworth County approved the cost estimate and offered us a lump sum project payment. A motion was made by Ed Mullins to approve the revised map and accept Leavenworth County's proposal of a \$240,500 lump sum payment for the district's portion of the project. The motion was seconded by Jim Armstrong. Motion was approved unanimously.

Brant Daniels, District contractor presented two revised cost estimates for contractor work on the 235th Street project. The difference in the two estimates being the quantity of 4" pipe for the project. Board members discussed the two options and agreed on option #1 increasing the quantity of 4" pipe. A motion was made by Ed Mullins to cancel the previously approved bid estimate from contractor Daniels. Jim Armstrong seconded the motion. Motion was approved unanimously. A motion was made by Jim Armstrong to approved revised option 1 estimate. Motion was seconded by Kim Buchanan. Motion was approved unanimously.

Manager Karen Armstrong discussed with Board members the holdup on securing an easement from the Gonser property located at 22909 235th Street. Mr. Gonser expressed his concerns with how the easement document is written and will not sign. He feels compensation for the easement is necessary and also did not like the wording in the document about the water line placement in his front yard. After Brant Daniels discussed how easements water line placement will be with Mr. Gonser and Louis Funk-engineer discussed how to estimate an easement for compensation with Mr. Gonser, he agreed to the estimated figures and the water line placement in his front yard. Ed Mullins motioned to approve easement compensation to Mr. Gonser for property at 22909 23th Street up to the amount estimated by contractor. Motion was seconded by Craig Lohman. Motion passed unanimously.

Mr. Funk-engineer updated Board members on agreement negotiations for the Tonganoxie Road project. Leavenworth County offered the district a lump sum payment for its portion of the project cost. Board members discussed the option of invoicing as we go versus the lump sum payment. It was decided to submit a revised plan to invoice as we go. A motion was made by Jim Armstrong to enter into a revised agreement with the County/State to invoice as we go on the Tonganoxie Road project. Ed Mullins seconded the motion. Motion passed unanimously.

Mr. Funk- Updated Board members that the loan work plans are underway for the Comprehensive Plan projects identified in the loan application.

Board Members items to add to the agenda

Manager Armstrong reported a recent incident to Board members that happened on Leavenworth Rural Water #9 property located at 20551 Parallel Road, Tonganoxie, Ks 66086. A neighbor witnessed an individual walking through the district property carrying a back pack. He dropped the back pack

in the ditch in front of the district property and took off on foot. A very short time later a car drove up, an individual got out and retrieved the back pack and drove off. The Neighbor called the Sheriff and Manager Armstrong to report the incident. This suspicious activity prompted conversations on the need for surveillance cameras on District property. Board members agreed and tasked Manager Armstrong with pricing some camera options for the district to report back to the Board.

Manager Armstrong introduced Amber Caldwell to the Board members. This individual is seeking full time employment as back up assistant to both office manager and district operator. She is asking for \$20/hour and 40 hours/week. The Board determined they would have to wait until the new yearly budget would be completed and see if a third employee would be warranted. Board members also agreed the position would have to be opened to the general public.

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 Kim Buchanan. Motion passed unanimously.

5. Operator's Report- Wayne Wrosch

- a. Wayne presented the monthly operations spreadsheet
- b. Reported that he performed acid treatments on well #3 and #5, with two wells remaining to be treated.
- c. Wayne did line locating on 251st Street for new 17-acre pond project for Bill Murr.
- d. Will be doing line locates at Workman's and Gonser's properties on 235th Street the following week.

6. Manager's Report- Karen Armstrong

- a. Manager Armstrong provided her monthly mileage report for October/November 2023. A motion was made by Ed Mullins to approve mileage reimbursement. Kim Buchanan seconded. Motion passed unanimously.
- b. Manager Armstrong reported she will be sending out reminders of the 2024 price increase on the November billing. Board members discussed the impending increase amounts and decided not to

increase the full amount since the loan process was not underway at this time for the Comprehensive Plan projects. Ed Mullins motioned to increase the monthly minimum to 28.50 and the volume charge to .775 for 2024. Motion was seconded by Kim Buchanan. Motion passed unanimously.

- c. Karen reported she had mailed out the Lead and Copper Surveys and had received back 123 to date.
- d. Manager Armstrong reported the 235th Street Project agreement had been approved by the Leavenworth County Commissioners.
- e. Karen reported she had to request an undated cost estimate from Brant Daniels for the 235th Street Project due to location of lines.
- f. Manager Armstrong reported we needed to revise and re-send another agreement to the County regarding the Tonganoxie Road Project.
- g. Manager Armstrong reported the second Certificate of Deposit (CD) came due on November 17, 2023 and per Board agreement she cashed out the CD and re-deposited the cash and interest earned back into the district's bank account.
- h. Karen distributed a copy of Amber Caldwell's resume to all Board members for consideration.
- i. Manager Armstrong reported that Kelly Gonser at 22909 235th Street would not sign the easement document as it is written, he feels compensation is warranted for granting easement.
- j. Karen reported that Bill Murr is constructing a new 17-acre pond on 251st Street and is having our attorney send him a letter regarding the easement and existing water line on 251st Street. Jim Armstrong made a motion to have District Attorney Todd Luckman send a letter to Bill Murr regarding easement issues and his pond construction project. Kim Buchanan seconded the motion. Motion was approved unanimously.

7. Application for transfer of service

- Visionary Homes to John & Leigh Oliver at 20410 207th St, Tongie, Ks
- David Davis to Garon & Heidi Wease at 21814 McLouth Rd, Mc Louth, Ks

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

8. New Application for service

- Joshua & Ciera Bogatz at 20021 Mitchell Rd, Tongie, Ks

Jim Armstrong motioned to approve the new applications for service, seconded by Ed Mullins. Motion passed unanimously.

9. Authorization of payment of bills

A motion was made by Jim Armstrong approving payment of current bills, seconded by Ed Mullins. Motion passed. Kim Buchanan abstained.

10. Board member terms

No change

11. Adjournment

Motion was made to adjourn meeting by Jim Armstrong, seconded by Ed Mullins. Motion passed unanimously. Meeting adjourned at 2101 hours.

Respectfully submitted

Kim Buchanan, Secretary