

**Rural Water District #9**  
**Board of Directors Meeting**  
**Leavenworth County, Kansas**  
**December 17, 2024**

The monthly meeting of Rural Water District #9 was held on Tuesday December 17, 2024 at the District office located at 20551 Parallel Road, Tonganoxie, Kansas 66086.

**MEMBERS PRESENT:** Kim Buchanan, Jim Armstrong, Craig Lohman, Byron McFee, Nicole Davis, Don Kirby

Manager Karen Armstrong; Operator Wayne Wrosch

**MEMBERS ABSENT:** Erick Lowe

**PUBLIC PRESENT:** None

A quorum was established.

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

**1. Minutes**

A motion was made by Jim Armstrong to approve the minutes from both the Regular Meeting (Nov 19, 2024) and the Special Meeting (Nov 25, 2024). Motion was seconded by Nicole Davis, motion passed 5-0.

**2. Public Opportunity**

None

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

- The Boards request for fencing estimates on the LVRWD9 property will be review under the Managers Report.
- The Board reviewed the drafted letter to Dave Workman regarding his dissatisfaction with the restoration work to his property on 235<sup>th</sup> Street. Jim Armstrong motioned the Board approve the letter as drafted and go ahead and mail to Dave Workman; Kim Buchanan seconded the motion. Motion passed 5-0.
- Board member Byron McFee requested to discuss the topic of bank-to-bank wire transfer for payment of customer bills. Office Manager

Karen Armstrong discussed the current available options and discussed her concerns with distributing the districts account numbers. Mr. McFee will discuss this option with his bank.

#### **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 Don Kirby, seconded by Jim Armstrong. Motion passed unanimously 5-0.

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

- a. Wayne presented the monthly operations spreadsheet.
- b. Reported that two new meters were installed. The made 22 for the year.
- c. Wayne shared that the Baldock's on 193<sup>rd</sup> Street want an estimate to extend the line on 193<sup>rd</sup> Street.

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

- a. Manager Armstrong provided her mileage sheet for Nov/Dec 2024. After review, Nicole Davis motioned to approve the mileage reimbursement, seconded by Don Kirby. Motion passed 4-0, Jim Armstrong abstained.
- b. Karen updated the Board on the SRF loan. Reported that Bartlett and West made some corrections and would send a hard copy.
- c. Manager Armstrong shared all fence estimates received with the Board members. After much review and discussion of each estimate submitted, the Board requested Office Manager Armstrong ask the companies to re-bid the project with specific revised materials the Board identified. Also, part of the discussion included property lines and placement of the new fencing. Byron McFee motioned to request Joe Herrington to do a partial survey of the district property. Motion was seconded by Nicole Davis. Motion passed 5-0.
- d. Karen informed the Board it was time to renew the contract with our auditing firm of Acord & Cox. Jim Armstrong motioned to approve

contract renewal for the 2025 year. Motion was seconded by Don Kirby. Motion passed 5-0.

- e. Office Manager Armstrong updated the Board on interviews for the current full time opening for an Operator. She reported that Amber Caldwell has declined the offer.
- f. Karen reminded the Board the next raise in the water rate was upcoming and would need to be announced on the next outgoing bill. After a lengthy discussion Nicole Davis motioned to raise the basic water rate 1.35% in March of 2025 and the minimum rate would remain the same. Byron McFee seconded the motion. Motion passed 5-0.
- g. Manager Armstrong also reminded the Board it was time to make a decision on Cost of Living and Insurance Stipend for the 2025 budget. Byron McFee motioned the Board enter into executive session to discuss employee COLA and Stipend. Kim Buchanan seconded the motion. Motion passed 5-0. Board entered into executive session at 2031 hours. Executive Session ended at 2052 hours.

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

- Orison LLC to Amanda Clear at 20084 207<sup>th</sup> St, Tonganoxie, Ks
- Ken Claypool to Stranger Creek Properties LLC (Albert Miller) at 20311 199<sup>th</sup> St, Tonganoxie, Ks
- Invictus Builders to Lance Headrick at 20000 207<sup>th</sup> St, Tonganoxie, Ks

Motion was made by Nicole Davis to accept the transfers, seconded by Don Kirby. Motion passed unanimously 5-0.

## **8. New Applications for service**

None

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

A motion was made by Kim Buchanan for payment of current bills. Seconded by Jim Armstrong. Motion passed 4-0. Don Kirby abstained.

**10. Board member terms**

No change

**11. Adjournment**

Motion was made to adjourn meeting by Jim Armstrong, seconded by Byron McFee. Motion passed unanimously 5-0. Meeting adjourned at 2103 hours.

Respectfully submitted

Kim Buchanan, Secretary