

Rural Water District #9
Board of Directors Meeting
Leavenworth County, Kansas
January 21, 2025

The monthly meeting of Rural Water District #9 was held on Tuesday January 21, 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: Richard Pettibon (customer / observer)

A quorum was established.

The meeting was called to order by Craig Lohman-Chairman at 1831 hours.

1. Minutes

A motion was made by Jim Armstrong to approve the minutes from the Regular monthly meeting held on December 17, 2024. Motion was seconded by Don Kirby, motion passed unanimously 5-0.

2. Public Opportunity

None

3. Board Members items to add to the agenda

None

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 5-0.

5. Operator's Report- Wayne Wrosch

- a. Wayne presented the monthly operations spreadsheet.
- b. Wayne shared that a letter of estimate was sent to the Baldock's regarding a line extension on 193rd Street.
- c. Wayne presented a list of needed district improvements to the board. Many were actually tied to upcoming Capital Improvement projects. The board asked him to revise the list with non-project improvements and coordinate his list with office manager Karen Armstrong.

6. Manager's Report- Karen Armstrong

- a. Manager Armstrong provided her mileage sheet for Dec 2024/Jan 2025. 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 project. Bids had been sent out and Louis Funk engineer with Bartlett & West would be at the district office on Thursday February 6th at 3 pm to open bids to accept them. Mr. Funk advised Karen of a regulatory revision made by the State of Kansas regarding the SRF loan. The district would now be charged with hiring a geologist to have on site for testing while the well digging project is active. Jim Armstrong motioned to hire geologist Darren Duncan for our well project. Motion was seconded by Don Kirby. Motion passed unanimously 5-0.
- c. Manager Armstrong discussed the surveyor's findings and what attorney Todd Luckman had to say about the property lines and advised on how we may want to proceed with our property fencing project. Nicole Davis motioned to have attorney Todd Luckman draft a letter of intent to mail to the affected adjoining property owners and mail out after office manager Karen Armstrong reaches out to these property owners by phone. Motion was seconded by Jim Armstrong. Motion passed unanimously 5-0.
- d. Karen provided the board members with the revised fence bids using our requested specs. After review of the bids, a motion was made by Don Kirby to accept the bid from Elite Landscape and Design, motion was seconded by Kim Buchanan. Motion passed 4-0 with Jim Armstrong abstaining.

- e. Karen advised the board members that the auditors would be at the district office on January 28, 2025 for their annual review.
- f. Manager Armstrong updated the board regarding ongoing interviews for the open Operators position. She reported she had hired one that didn't work out and will now reach out and make a job offer to Andy Grosko.
- g. Manager Armstrong shared the proposed 2025 budget to the board for review. After review and discussion, a motion was made by Jim Armstrong to approved the proposed budget and present it at the annual meeting in February. Motion was seconded by Kim Buchanan. Motion passed unanimously 5-0.
- h. Karen presented the mailing flyer for the annual meeting for board approval. After review, Jim Armstrong motioned to approve the flyer and go forward with mailing. Motion was seconded by Nicole Davis. Motion passed unanimously 5-0.

7. Application for transfer of service

None

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 5-0.

10. Board member terms

We have three board members with terms expiring in February 2025.

Kim Buchanan, Secretary (first term)
Erick Lowe, Vice Chairman (first term)
Ed Mullins (second term) being fulfilled by Don Kirby

11. Adjournment

Motion was made to adjourn meeting by Jim Armstrong, seconded by Kim Buchanan. Motion passed unanimously 5-0. Meeting adjourned at 2009 hours.

Respectfully submitted

Kim Buchanan, Secretary