

**Rural Water District #9**  
**Board of Directors Special Meeting**  
**Leavenworth County, Kansas**  
**November 25, 2024**

A special meeting of Rural Water District #9 was held on Tuesday November 25, 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, Erick Lowe, Don Kirby (by phone)

Manager Karen Armstrong, Operator Wayne Wrosch

**MEMBERS ABSENT:** None

**PUBLIC PRESENT:** None

A quorum was established.

The special meeting was called to order by Craig Lohman-Chairman at 1830 hours.

**1. Operator's Report- Wayne Wrosch**

- a. Wayne reported his intent to resign his position (with tentative timeline) in 2025 to the Board.

**2. Manager's Report- Karen Armstrong**

- a. Manager Armstrong provided Board members with a job description for the operators position along with current pay and benefits for Wayne's position.
- b. Karen gave her thoughts on Wayne's resignation and hiring a replacement.

**3. Board Members reaction**

Board members reviewed the job description along with pay schedule and current benefits for the operator position. The Board members listened to Wayne's thoughts on hiring/training his replacement. After discussion Erick

Lowé motioned for the Board to go into Executive Session to discuss options, motion was seconded by Jim Armstrong. Motion passed 6-0.

Executive Session began 1908 hrs.

Executive Session ended 1925 hrs.

Wayne left the meeting after Executive Session. The Board discussed offering a full-time position to Amber Caldwell since she had previously worked for the district. Erick Lowe motioned to approve Karen to hire an employee for the position for the current position available. Nicole Davis seconded the motion. Motion passed 6-0.

Board members requested Karen to take an inventory of contents of the district work truck.

Office manager Karen Armstrong was also tasked with looking into going to a bi-weekly pay system versus the currently once a month. Adding a new phone to the district cell plan. The Board also asked her to get a written letter of resignation from Wayne Wrosch.

#### **4. Adjournment**

Motion was made to adjourn meeting by Jim Armstrong, seconded by Erick Lowe. Motion passed unanimously 6-0. Meeting adjourned at 1957 hours.

Respectfully submitted

Kim Buchanan, Secretary