

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

The monthly meeting of Rural Water District #9 was held on Tuesday October 21, 2025 at the District office located at 20551 Parallel Road, Tonganoxie, Kansas 66086.

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

Office Manager Karen Armstrong; Operator Andy Grosko, Louis Funk, engineer with Bartlett & West

MEMBERS ABSENT: Cory Criqui, Ernie Rieke

PUBLIC PRESENT: Brant Daniels, LVRWD9 contractor

Janet Manson, district 9 patron

Vanessa Reid, out of district observer

Deputy Morlan, Leavenworth County Sheriff's office

Deputy Mc Burrey, Leavenworth County Sheriff's office

A quorum was established. The meeting was called to order by Craig Lohman, Chairman at 1831 hours.

1. Agenda: Items to add/remove prior to agenda approval

- Byron McFee, board member requested to discuss a procurement policy
- Byron McFee, board member requested to discuss the following:
 - Meeting video posted for public to view
 - Response about certificate of insurance (COI) for Elite Landscape
 - Digital packets
 - Operator License
 - Discuss LVRWD9's mission

- Interaction with customer

2. Approval of meeting agenda

Kim Buchanan motioned to approve the items to be added to the current agenda. Byron McFee seconded. Motion passed 4-0.

3. Approval of minutes of previous meeting-

Corrected August minutes and the September were distributed for board approval. Kim Buchanan motioned to approve the minutes from both August & September meetings. Jim Armstrong seconded. Motion passed 4-0.

4. Public Opportunity- None

5. Louis Funk; engineer with Bartlett & West

Louis Funk provided board members with two (2) Contractor Applications for Payment on the district's capital improvement projects from M-Con and Daniels Excavating along with one (1) Change Order on Daniels. Both applications are less a 5% retainage fee.

Mr. Funk explained a change order (#2) is necessary for Daniels due to final quantity adjustments. After discussion Kim Buchanan motioned to approve change order #2 for Daniels Excavating in the amount of \$20,831.60. Don Kirby seconded. Motion passed 4-0.

The board reviewed the payment application (#4) for Daniels Excavating. Kim Buchanan motioned to approve the payment application in the amount of \$138,029.30. Don Kirby seconded. Motion passed 4-0.

The board reviewed the payment application (#2) for M-Con in the amount of \$42,582.80. Kim Buchanan motioned to approve the payment application. Jim Armstrong seconded. Motion passed 4-0.

Mr. Funk spoke to the board about the scope of controls for the new wells. Comm-Tronix proposed to provide controls and communication for the two new wells and upgrades to the four existing wells. After discussion the board asked Mr. Funk to request a change order to include the four existing wells in the telemetry upgrade.

6. Board Members items added to the agenda-

Byron McFee revisited the procurement policy he proposed. Subject tabled.

Byron McFee requested the board consider posting our meeting videos for the public to see. Mr. McFee was reminded the cameras are a part of the district's security system and videos/images are for our lawful purpose only.

Byron McFee requested a response from the manager about the certificate of insurance for Elite Landscape. Mr. McFee was given two copies of this subcontractors COI's, one covering the timeframe the project was bid and started, a second for the renewal. Mr. McFee was asked if he is sharing the subcontractor's certificates with anyone and he said no they were strictly for board business.

Byron McFee motioned to have all meeting packets sent digitally to the board members. No second heard. Motion failed.

Byron McFee requested to know whose operator license Andy was working under. Manager Armstrong stated that Andy's mentor is Steve Nirschl from BPU and working under his license until Andy is eligible to take the test for his own certificate.

Byron McFee wished to address the mission statement on the district's website, specifically the quality of the water. The Manager reported we submit water quality testing in accordance with State guidelines, weekly, monthly and annually. All results always within acceptable range. The CCR report is posted to website annually. To look beyond that would be a filtration question for our engineer.

Byron McFee questioned the district manager about an in-person interaction she had with a customer. The manager declined discussion.

7. Treasurer's Report-

Office manager Armstrong reviewed the Accounts receivable and profit/loss report with board members.

A motion to approve the Treasurer's report with accounts receivable and profit/loss statement as presented was made by Kim Buchanan, seconded by Don Kirby. Motion passed unanimously 4-0.

8. Operator's Report- Andy Grosko

- Reviewed the monthly operations spreadsheet
- Recapped the Comm-Tronix upgrade
- Shared a quote from Soelter Services Group LLC for a GPS documentation device

- Meeting with operator mentor Steve Nirschl from BPU for his monthly training
- Met with Kris Kline from Kansas Rural Water Association (KRWA) and conducted testing on meters for reading accuracy.

9. Manager's Report- Karen Armstrong

- Manager Armstrong provided her monthly mileage report for Sept/Oct 2025. Don Kirby motioned to approve the mileage report. Seconded by Kim Buchanan. Motion passed 4-0 with Jim Armstrong abstaining and the Chairman voting.
- Karen gave updated progress reports on all three contractors for the capital improvement project.
- Manager Armstrong reported a customer inquiry about posting the board meeting videos.
- Manager Armstrong requested to speak to the board about concerns. Chairman Craig Lohman stated we would continue through the business of the meeting and go into executive session to discuss managers concerns just before adjournment.

10. Applications for transfer of service

- Shannon Dubbs to Brett/Katrina Rosene 22416 McIntyre Rd Lv, Ks
- AnnaLea Tanking to Scott/Rachel Berg 19864 211th St. Tongie, Ks
- Greg Russell to Lila Peckham-Wichman (x2) 21374 McLouth Rd, McLouth, Ks
- James Sutton to Hunter Angell 23104 219th St, Leavenworth, Ks

Jim Armstrong motioned to approve the applications for transfer of service, Don Kirby seconded. Motion passed 4-0.

11. New Applications for service

- Tim Tripp (contractor)/Vickie Hugo (property owner); 19753 211th Street, Tonganoxie, Ks (Pre-approved at the September meeting)
- Cooper/Bailey Sauders 21610 Fairmount Rd, Leavenworth, Ks (this is a meter re-install after a forfeiture and property sale)
- Jess Nehl 22013 Parallel Rd
- Jason Willey & Connie Leggett 19961 Mitchell Rd, Tongie, Ks

Kim Buchanan made a motion to approve the new applications for service, Jim Armstrong seconded. Motion passed 4-0.

Manager Armstrong reported that we have two new renters signing renter's agreements and one agreement returning to the owner's name.

- Kelsey Gaumond at 19407 218th St, Tongie, Ks
- Grady Stites at 21610 227th St, Tongie, Ks
- Back to owner Sandra Heim at 23829 235th St, Mc Louth, Ks

12. Authorization of payment of bills

A motion was made by Kim Buchanan to authorize payment of the current bills; motion was seconded by Jim Armstrong. Motion passed 4-0.

Two applications for payment from the capital improvement projects were approved earlier. Kim Buchanan made a motion to go ahead and cut/sign the checks once the funds are deposited from the state. Jim Armstrong seconded. Motion passed 4-0.

13. Chairman's call for Executive Session

Executive Session start: 2018 hours

Executive Session end: 2103 hours. No action taken.

14. Adjournment

Motion was made to adjourn meeting by Jim Armstrong, seconded by Kim Buchanan. Motion passed unanimously 4-0. Meeting adjourned at 2103 hours.

Respectfully submitted

Kim Buchanan, Secretary