Rural Water District #9

Board of Directors Meeting

Leavenworth County, Kansas

September 16, 2025

The monthly meeting of Rural Water District #9 was held on Tuesday September 16, 2025 at the District office located at 20551 Parallel Road, Tonganoxie, Kansas 66086.

MEMBERS PRESENT: Craig Lohman, Kim Buchanan, Jim Armstrong, Don Kirby, Cory Criqui, Byron McFee, Ernie Rieke

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

MEMBERS ABSENT: None

PUBLIC PRESENT: Brant Daniels, LVRWD9 contractor

Janet Manson, district 9 patron

Cody Reynolds, observer

Tim Tripp, out of district observer/builder

Deputy Leflet, Leavenworth County Sheriff's office

Deputy Horton, Leavenworth County Sheriff's office

Deputy Dunlap, Leavenworth County Sheriff's office

A quorum was established. The meeting was called to order by Craig Lohman, Chairman at 1830 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 the following:
        - a list of service providers with scope of service
        - Insurance certificates for the current service providers
        - Fence photos and a written confirmation of corrective actions

taken by Elite Landscape & Design.

- Kim Buchanan, board member requested to relay a text message from Tim Smith, Chief Tonganoxie Township Fire Department to the Board since he personally was deployed with Kansas Task Force 1 to wildfires in Montana. It was a message from Dylan Reynolds, Tonganoxie Township Fire and in case Dylan couldn't make it in person to the meeting, the Chief asked Kim to read the text.
- Raymond Reynolds, District #9 patron requested to speak to the board regarding ongoing issues with the board, issues with the fence project as well as his bill increasing $10 month.
- Dennis Workman, District #9 patron requested to speak to the board regarding the corrective action in his pasture and to sign a document that the district's work is complete.
- Dave Workman, District #9 patron requested to discuss issues with his property after the waterline upgrade as well as his property photos that were left at a prior meeting.

2. Approval of meeting agenda

Kim Buchanan motioned to approve the items to be added to the current agenda. Jim Armstrong seconded. Motion passed 6-0.

3. Approval of minutes of previous meeting-

Jim Armstrong motioned to approve the minutes from the August meeting. Don Kirby seconded. Discussion from Byron McFee asking for a correction under item 3, changing June to July. Correction was noted and will be made. Motion passed 6-0.

4. Public Opportunity

Raymond Reynolds- No Show
Dennis Workman- No show
Dave Workman- No Show

5. Board Members items added to the agenda-

Byron McFee passed out a sample procurement policy to board members for review. Subject was tabled to have time to review and digest information.

Byron McFee requested the following from the office manager: a list of service providers with scope of service, insurance certificates for the current service providers, fence photos and a written confirmation of corrective actions taken by Elite Landscape & Design.

Kim Buchanan requested to read a text message forwarded from Chief Tim Smith in the absence of Dylan Reynolds. Craig Lohman, Chairman denied the request and said that Dylan Reynolds or Chief Tim Smith would need to appear in person.

Louis Funk, engineer with Bartlett & West provided board members with three (3) Contractor Applications for Payment on the district's capital improvement projects. All applications are less a 5% retainage fee.

- M Con LLC in the amount of $97,348.40. After review, a motion was made by Jim Armstrong to approve the M Con application for payment. Cori Criqui seconded. Motion passed 6-0
- Rieschick Drilling Co in the amount to $91,290.36. After review, a motion was made by Jim Armstrong to approve the Rieschick application for payment. Kim Buchanan seconded. Motion passed 6-0
- Daniels Excavating in the amount of $123,623.12. After review a motion was made by Byron McFee to approve the Daniels application for payment. Jim Armstrong seconded. Motion passed 6-0
- Louis also suggested that the board look into possibility of purchasing a hand-held GPS receiver to geo-locate and map our district lines.

6. Treasurer's Report-

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

Manager Armstrong reported that the district had 2 Certificates of Deposit (CD's) due on September 27, 2025. She called several local banks asking about rates, finding that Community National Bank had the best rate at 4.26%. After discussion, Byron McFee motioned to reinvest both CDs at Community National Bank at the 4.26%. Motion was seconded by Cory Criqui. Motion passed 6-0

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 6-0.

7. Operator's Report- Andy Grosko

- Reviewed the monthly operations spreadsheet
- Repaired flush lines from wells #3 and #5 and buried them
- Brush hogged and mulched trees for flush lines at wells #3 & #5
- Replaced all valves and lines at the base of Tower 1

8. Manager's Report- Karen Armstrong

- Manager Armstrong provided her monthly mileage report for Aug/Sept 2025. Kim Buchanan made a motion to approve the mileage report. Seconded by Cory Criqui. Motion passed 5-0 with Jim Armstrong abstaining.
- Karen requested bank signature cards be signed by the Chairman, Treasurer and Secretary.
- The office manager presented updates on the Capital Improvement projects: M Con, Rieschick and Daniels
- Reported that at the request of the Chairman we installed two additional cameras on our current system. Both are interior, one in the office and one in the shop.
- Manager Armstrong discussed an issue at the residence of district patron Vicky Hugo at 19761 211th Street. Operator Grosko discovered that a second single-family residence was being constructed on the Hugo property and they were going to tap into the water line for the existing primary structure. Tim Tripp construction contractor asked to speak to the board and was granted permission. He explained that when he submitted documentation to the Leavenworth County Planning and Zoning office for a building permit, upon approval he asked Kyle if that was everything he needed and was told yes. Tim asked if the board would consider letting them leave what was already in place. After board discussion and referral to the by-laws the board denied the request due to the secondary structure having a separate physical address. A separate meter would need to be purchased and installed. Jim Armstrong made a motion to pre-approve the meter application so the contractor would not have to wait a whole month to get the application approved. Kim Buchanan seconded. Motion passed 6-0.

9. Fence Project Review-

Chairman Craig Lohman and Vice-Chair Don Kirby reviewed the follow up work done by Elite Landscape to address identified deficiencies. Photos were taken and shared with the board. A motion was made by Don Kirby to approve the follow up work and consider the fence project completed. Cory Criqui seconded. Motion passed 4-0 with Jim Armstrong and Byron McFee abstaining.

10. Applications for transfer of service

- Nona Myers to Ross Starcher (x2) at 23304 Garrett Rd., Tongie, Ks
- John Mollett to Clayton Chambers at 19577 Mitchell Rd., Tongie, Ks
- Tyler Vetter to Jerry Henn at 21570 McLouth Rd., McLouth, Ks
- Angela Townsend to Cherise Tieben at 24541Garrett Rd., McLouth, Ks
- Melinda Hearrold to Chris Jones at 21183 Hollingsworth Rd., Tongie, Ks

Jim Armstrong motioned to approve the applications for transfer of service, Byron McFee seconded. Motion passed 6-0.

11. New Applications for service

- Tim Tripp (contractor)/Vickie Hugo (property owner); 19753 211th Street, Tonganoxie, Ks

Refer to Section 8; Item 5 for motion and board approval.

12. Authorization of payment of bills

A motion was made by Jim Armstrong to authorize payment of the current bills; motion was seconded by Ernie Rieke. Motion passed 6-0.

All three applications for payment from the capital improvement projects were approved earlier. Ernie Rieke made a motion to go ahead and cut/sign the checks once the funds are deposited from the state. Kim Buchanan seconded. Motion passed 6-0.

13. Adjournment

Motion was made to adjourn meeting by Jim Armstrong, seconded by Kim Buchanan. Motion passed unanimously 6-0. Meeting adjourned at 1955 hours.

Respectfully submitted

Kim Buchanan, Secretary