

Rural Water District No. 7, Johnson County, Kansas

Regular Board Meeting Minutes  
December 10, 2024

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Directors present: Frank Denning, Ken McCarty, Bill Locke, Brian Andrew, Charles Finley, Walter Johnston and Charlie Brovont. Director Shaun Henderson arrived after the start of the meeting. Directors present via ZOOM: Shawn Hughes. Others present: Allan Soetaert, Colin Stalter, Gary Duggan, Todd Luckman, Gary Hanson and Mindy Krouch. Others present via ZOOM: Brian Hess.

Chairman Frank Denning called the meeting to order at 5:30 PM.

**1. Consent Agenda Items**

Chairman Denning requested that the Board of Directors consider the Consent Agenda items. Director Andrew moved to approve the consent items noted on the agenda. Director McCarty seconded the motion. Motion passed unanimously.

**2. Consider Master Services Agreement w/PEC**

District Manager Allan Soetaert presented a proposed Master Services Agreement (MSA) with Professional Engineering Consultants (PEC), highlighting the benefits to the District of having such agreements with some of its consultants. He explained that the District has successfully collaborated with PEC on previous projects and believes the MSA would streamline processes by reducing the time and cost associated with reviewing and negotiating multiple consulting contracts. Specific tasks under the MSA would be managed through individual "Task Orders". Mr. Soetaert noted that the District has MSA's with several of its consulting firms. After discussion, Director Locke moved to approve the MSA with PEC and authorized the Chairman and Secretary to finalize the agreement. The motion was seconded by Director Andrew and passed unanimously.

**3. Consider Contract Amendment w/Infrastructure Solutions**

Colin Stalter, District Engineer, outlined the design/build agreement with Infrastructure Solutions (IS) for water main improvements along 183<sup>rd</sup> Street, related to the Evergy Power Station project. He explained that the proposed contract amendment reflects updated pricing for the work on the final accepted improvement design. Mr. Stalter noted that the Board of Directors (BOD) had previously approved the original contract, and this amendment requires authorization by the BOD before the District Manager can execute it. Following discussion, Director Brovont moved to approve Contract Amendment #1 with IS, contingent upon Evergy's approval. Once approved, the District Manager is authorized to finalize the amendment. Director McCarty seconded the motion. Motion passed unanimously.

**4. Consider Bids for Spoon Creek Road WMR (JCPW)**

Mr. Stalter reported that Johnson County Public Works (JCPW) has requested the relocation of a water main along Spoon Creek Road, north of 135th Street. He noted that in June 2024, the Board of Directors (BOD) approved a relocation agreement with JCPW and directed staff to solicit bids for upsizing the 2-inch main to an 8-inch main at the District's expense. Bids have since been received, with Trinity Excavating & Construction submitting the lowest bid of \$125,054.64. Mr. Stalter reported that with this bid, the cost to upsize the water main to 8-inch is expected to be approximately \$43,300. He also noted that because the District has no prior experience working with this contractor, GBA will evaluate their qualifications. After discussion, Director Andrew moved, pursuant to receiving the Engineer's Recommendation, and District's Manager and Counsel approval, to authorize the District Chairman and Secretary to enter into the appropriate agreement with the Contractor. Director Locke seconded the motion. Motion passed unanimously.

**5. Reports/Updates**

**5a. Reports by R&R Municipal Services**

Mr. Soetaert explained that our consultant, Leslee Rivarola, was unable to make the meeting tonight and this discussion will be postponed to a later date.

**5b. Monthly Report by Staff**

Mr. Stalter noted that the Moonlight Estates project is completed while the Everett Estates project is nearing substantial completion. Mr. Soetaert then updated the Board on ongoing discussions with neighboring entities for various projects.

**6. Counsel Review**

Chairman Denning welcomed Gary Hanson and Todd Luckman of Stumbo Hanson, expressing gratitude for their time and willingness to provide board training and other review. Gary Hanson began the presentation with an overview of rural water districts, highlighting how they differ from other governmental entities. He briefly explained the processes for modifying a district's boundaries and the importance of by-laws and policies.

Todd Luckman then covered the Kansas Open Meetings Act and the Kansas Open Records Act and discussed the expectations for executive sessions.

Mr. Hanson continued by outlining the roles and responsibilities of board members, followed by Mr. Luckman's discussion on county trends and the unique challenges they present.

The presentation concluded with a discussion, during which both Mr. Luckman and Mr. Hanson addressed questions from the Board of Directors.

**7. Chairman's Update**

Chairman Denning provided the Board of Directors (BOD) with an update on recent field site visits conducted by the Building Committee and outlined plans for upcoming site visits. He also shared updates regarding the farm lease at the Four Corners property. Additionally, he requested that Directors Henderson and Andrew serve on an Evaluation Committee to conduct the annual review of the District Manager position.

**6. Adjournment**

There being no further business, Chairman Denning requested a motion to adjourn the meeting. Director Andrew moved such. Director Locke seconded the motion. Motion passed unanimously. Time noted was 7:55 PM.

Respectfully submitted,



Brian Andrew, Secretary