

Rural Water District No. 7, Johnson County, Kansas

Regular Board Meeting Minutes  
February 18, 2025

---

Directors present: Bill Locke. Directors present via ZOOM: Frank Denning, Brian Andrew, Shaun Henderson, Shawn Hughes and Charles Finley. Directors absent: Charlie Brovont, Ken McCarty and Walter Johnston. Others present: Allan Soetaert, Gary Duggan and Mindy Krouch. Others present via Zoom: Colin Stalter, Mary Nelson, Brian Hess, Rodney Ranzenberger and Todd Luckman.

Chairman Frank Denning called the meeting to order at 5:32 PM noting appreciation to the board members for transitioning to this date and the video conferencing option due to weather.

**1. Consent Agenda Items**

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

**2. Consider Petition for Accessory Dwelling Allowance**

This agenda item was tabled and will be discussed at a later meeting.

**3. Appointment of Delegate/Alternate to the KRWA Annual Conference Meeting**

Mr. Denning notified the BOD that the KRWA Annual Meeting of Membership will be held Thursday, March 27, 2025. After discussion of attendance, Director Denning moved to nominate Chairman Henderson be designated as delegate with Allan Soetaert the alternate delegate. Director Locke seconded the motion. Motion passed unanimously.

**4. Consider Audit Engagement Proposal**

Manager Allan Soetaert noted that Troutt-Beeman has provided the District with an audit engagement letter for 2024. Legal counsel, Todd Luckman, informed the board he has reviewed the proposal and has no comments or concerns. After some discussion, Director Denning moved to authorize the District Chairman to sign and execute the engagement proposal from Troutt-Beeman, as presented. Director Henderson seconded the motion. Motion passed unanimously.

**5. Consider Pre-Design Engineering Services Proposal**

Chairman Denning introduced the discussion topic and invited Mr. Soetaert to provide an update on the process. Mr. Soetaert reported that staff had reached out to multiple architectural firms regarding the District's property at 16530 Four Corners Rd, but only one firm, GBA, responded. He outlined GBA's proposed two-phase scope of work, totaling approximately \$224,035.

Mr. Soetaert then introduced Rodney Ranzenburger of GBA to elaborate on the proposal. Mr. Ranzenburger explained that Phase 1, Programming and Pre-Design, would involve meetings and interviews to define project goals, user needs and expectations, along with site analysis and regulatory review. Phase 2, 30% Bridging Documents, would build upon Phase 1 findings to develop foundational documents for design-build firms, allowing for accurate construction cost estimates. He also presented examples of these documents.

Mr. Soetaert noted that while funds had already been allocated for part of the project, the Board was being asked to approve an additional \$50,000 to cover the full \$224,035 cost. Chairman Denning then requested input from District Counsel, Todd Luckman, who confirmed his review and approval of the proposal's terms. Following discussion, Chairman Denning moved to approve GBA's Pre-Design Engineering Services Proposal and the additional funding request. Director Locke seconded the motion, which passed unanimously.

**6. Reports/Updates**

**6a. ElevateEdgerton! Update**

This agenda item was tabled and will be discussed at a later meeting.

**6b. Employee Benefits Update by R&R Consulting**

This agenda item was tabled and will be discussed at a later meeting.

**6c. Legal Counsel Updates**

This agenda item was tabled and will be discussed at a later meeting.

**6d. Monthly Report by Staff**

Colin Stalter, District Engineer, provided an update on active construction projects. He reported that the Johnson County Public Works Spoon Creek water main relocation is nearly complete, with the tie-in scheduled for next week. Avondale Meadows is also approaching substantial completion, and Phase 2 construction will begin soon. Additionally, he noted that electrical conduit has been installed to the TimberRidge tank site, with Gerard Construction set to start foundation work in two weeks.

Mr. Soetaert added that Mr. Luckman is reviewing the latest version of the Miami 2 Wholesale Water Purchase Contract, while staff explores the appropriate funding for the project. He also mentioned ongoing work on the WaterOne contract and indicated that an additional wholesale opportunity will be presented at the next board meeting.

**7. 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 6:15 PM.

Respectfully submitted,



Brian Andrew, Secretary