Rural Water District No. 7, Johnson County, Kansas

Regular Board Meeting Minutes
September 8, 2026

Directors present: Mary Nelson, Ken Kearney, Walter Johnston, Brian Andrew, Dennis Carlson, Chuck Finley, and Chuck Lockey. Directors absent: Frank Denning and Ken McCarty. Others present: Brain Hess, Philip Ciesielski, Rodney Ranzenberger, Todd Luckman, Quentin Kurtz, Chester Bender, Allan Soetaert, Colin Stalter and Mindy Krouch

Chair Nelson called the meeting to order at 5:30 PM.

1. Consent Agenda Items

Chair Nelson requested that the Board of Directors consider the Consent Agenda items. Director Andrew moved to approve the consent items noted on the agenda. Director Carlson seconded the motion. Motion passed unanimously. Chair Nelson then introduced the guests in attendance.

2. Policy Considerations

2a. Public Comment Policy

Allan Soetaert, District Manager, began by explaining that the District does not have a public comment policy. He noted that, with increased attendance at local council meetings, it would be beneficial for the District to establish a formal policy. He reviewed the main topics included in public comment policies reviewed by staff. District Counsel, Todd Luckman, reviewed the draft and provided recommendations, including developing a separate policy addressing video recording of Board meetings. After discussion, staff will revise the draft public comment policy to address Board discussion and will present the revised policy at a later date.

2b. Benefit Unit Surrender Policy

Mr. Soetaert noted that the District has received several recent requests from patrons requesting to immediately surrender their Benefit Units. In the past, the District would delay these requests and handle them as forfeitures, requiring a 6-month waiting period in accordance with its By-Laws. Upon conferring with one of the District's counsel (Quentin Kurtz) it was determined that the District consider drafting a new policy to address such requests. Mr. Kurtz noted that the District's current By-Laws do not address the surrender of a Benefit Unit. He stated that he believes the District has the legal right to establish a policy regarding surrendering a Benefit Unit, but recommended that the matter also be addressed during a future By-Law review. Mr. Kurtz explained the legal differences between a forfeiture and a surrender. After board discussion, Director Finley moved to approve the agreement as presented in the agenda. Director Andrew seconded the motion. Motion passed unanimously.

3. Consider Contractor Proposals (GBA)

Rodney Ranzenberger, GBA, updated the Board on the General Contractor interviews held in August for the construction of the new District Administration and Shop facility. He explained the five evaluation criteria used to rank the 3 contractors, and he reviewed strengths of each. Chair Nelson then shared the committee's thoughts and rankings of all candidates that were interviewed. After board discussion, Director Finley moved that the District issue a letter of intent to Straub Construction. Director Kearney seconded the motion. Motion carried unanimously.

4. Reports/Updates

4a. PER – Gardner Lake Estates (PY)

Colin Stalter, District Engineer, explained that the District has received a request to provide water service to Gardner Lake Estates, 2nd Plat. He noted the development is generally located on the east side of Gardner Lake, east of Gardner East Road, and is proposed to include 12 large acre lots. The District's consulting engineer Chester Bender, PY, reviewed the existing water infrastructure in the surrounding area. He explained that per the District's current minimum main size policy, an 1,860 LF 8-inch water main extension along the newly constructed section of 154th Street would be required to serve the development along with an approximate 1,000 LF 8-inch water main extension along Gardner East Road. Mr. Bender noted that the existing mains have adequate capacity to provide fire flows. He estimated the cost of the proposed water main extensions at approximately $360,000. After discussion, Director Andrew moved to accept the report presented. Director Carlson seconded the motion. Motion passed unanimously.

4b. PER – Moonlight Road Subdivision (PY)

Mr. Stalter provided an overview of a proposed development on Moonlight Road between 127th and 135th Streets. Mr. Bender noted that the 40-acre tract is proposed to be subdivided into four 10-acre lots. This property is currently served by a 3.5-inch main on the east side of Moonlight Road. He explained that the existing main was identified as a "Low Capacity Main" in the 2023 Water System Study and would not have sufficient capacity to serve the additional 4 proposed lots. Mr. Bender recommended replacing 2,650 LF of the existing 3.5-inch main with an 8-inch main, in accordance to District policy. The estimated cost for this project is $256,600. After discussion, Director Carlson moved to approve the PER as presented. Director Andrew seconded the motion. Motion passed unanimously.

4c. PER – Four Corners Village (GBA)

Mr. Stalter reported that the District received an application for residential water service for a proposed 209-lot development at 167th Street and Four Corners Road. Brian Hess, GBA, reviewed the projected water requirements and the modeling used for analysis. He noted that the District's existing system can support the domestic water demands of Phase 1; however, additional improvements will be required as the development builds out to support fire flow capacity and improve water pressure. He further noted that a second system connection along Four Corners Road would be required to create a water main loop through the development that would improve water reliability. After discussion, Director Andrew moved to approve the PER as presented. Director Carlson seconded the motion. Motion passed unanimously.

4d. NW Service Area Update (GBA)

Mr. Stalter provided a brief overview of the topic. Philip Ciesielski, GBA, provided a presentation on ongoing projects and planning efforts in the District's Northwest Service Area. The presentation included updates on several commercial, multi-family, and residential developments in this area of the District. Mr. Ciesielski also briefly reviewed the Mt. Sunflower project, the 2023 Master Plan, and potential wholesale water supply options. Also discussed was the District's piping network in the area and outlined a current water main improvement along 95th Street, as well as future work and planning that was needed. After discussion, Mr. Soetaert noted that GBA has been requested to prepare a "Scope of Services" for review and planning work that is needed for this area; further, that this consideration would be addressed at a future BOD meeting. No action was taken by the BOD.

4e. KDHE SRF Project IUP

Mr. Soetaert noted that the four (4) District projects submitted to KDHE for SRF funding were included on the IUP list; however, all ranked below the funding limits. He mentioned that this further indicated that the District should consider alternate forms of project financing for several upcoming projects. He also noted that KDHE typically offers project funding annually and that the District would likely have opportunities in the future to submit project; however, the likelihood of funding those project from KDHE's SRF program appears low.

4e. Monthly Report by Staff

Mr. Stalter provided updates on construction projects throughout the District. He provided updates on Countryside Farms Development (De Soto), Edgerton Crossing Development (Edgerton), Horizon Point Development (Gardner). Mr. Stalter reviewed that the leak issues with the Gardner Road water main project has been resolved and the contractor is working on site restoration. He also noted that the District has revisited the proposed 183rd Street (aka: N400 Road) water main extension into Douglas County, which would provide an emergency interconnect with DG4 and provide water service to a previously unserved area. The District plans to begin contacting property owners in the area soon. He provided updates on the Brycliff Commercial Development (Spring Hill) noting that it is currently under design. Also reported was that the TimberRidge tank is fully operational, with the contractor (Gerard Tank) completing some remaining site cleanup. He also noted that University of Kansas students have been conducting weekly water quality sampling throughout the District's water system.

Mr. Soetaert reported on ongoing negotiations with neighboring entities as well as an update regarding Miami County RWD #2. He also reported that the District is awaiting completion of the District's audit, which will assist in finalizing some work with consultants.

4. Adjournment

There being no further business, Chair Nelson requested a motion to adjourn the meeting. Director Andrew moved such. Director Johnston seconded the motion. Motion passed unanimously. Time noted was 6:15 PM.

Respectfully submitted,

Dennis Carlson, Secretary