

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JANUARY 24, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 24, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman (by phone 5:06)

Eric Peterson, Secretary

Storm Savage, Assistant Secretary (by phone)

Chad Lough, Member)

Directors Absent (Excused)

Christi Norris, Vice Chairman

Staff in Attendance

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Dennis Baragary, Distribution Manager

Neil Seichepine, Manager of Plants

Others in Attendance

None

Director Peterson, called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM	Director Peterson noted that a quorum was present.
REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC	None
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF JANUARY 10, 2022	Upon motion from Director Peterson, seconded by Director Savage, motion passed 3-0. RESOLVED (No. 15243) , that the Board approved minutes from January 10, 2021.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Savage, motion passed 3-0...
A. PAYROLL DISBURSEMENT OF JANUARY 31, 2022	RESOLVED (No. 15244) , that the Board approved: A. The payroll for the period ending January 31, 2022 amounting to gross pay of \$81,684.91 (composed of the following withholdings and deductions) Federal Income Tax - \$6,522.63; FICA- \$6,108.00; State Tax - \$3,273.85; KPERS - \$4,846.21, Insurance - \$2,522.15; United Way - \$137.50; Eq-flex - \$1,473.29; PEDC - \$2,947.50; Misc - \$20.00, Optional Group Life \$332.08, and Deposits \$53,501.70 including the following overtime amounts: Distribution 24.50 hours @ \$965.15, North Plant 35.25 hours @ \$1,070.20 and South Plant 32.50 hours @ \$1,052.21 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Special Claims \$348,017.33 and Special/Special as follows: Verizon wireless \$40.01, Aflac \$120.51, SASI \$1233.24, Charter Communications \$364.99, City of Leavenworth \$257,983.74, B&W Fire LLC \$1,349.15, Convergeone \$1,320.00, Postmaster \$3,000.00, and Postmaster \$265.00 checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION OF MT. OLIVET TANK SCHEDULE The Board reviewed the updated Tank Project schedule. No action was taken.

CONSIDERATION OF DECEMBER 2021 FINANCIAL STATEMENTS Upon motion from Director Peterson, seconded by Director Gervasini, motion passed 4-0.

RESOLVED (No. 15245), that the Board approved the December Financial Statements.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Financials
- Year end items

WATER DISTRIBUTION PROJECTS

1. Western St and Misc Water Main Replacement (2021)
Complete. Closing out project paperwork.

2. Girard Ave and Misc Water Main Replacement (2021)
Complete. Closing out project paperwork.

Distribution Dept. Floor Repairs

Contractor has completed repairs and sealing of the concrete floor.

City/County Projects

Nothing new.

Water Distribution Operations

Between January 5, 2022, and January 20, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 15
- b. Frozen Lines: 6
- c. Water-Line Breaks: two 2-inch cast iron

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Met with Ft. Leavenworth about fence line.

South Plant Summary

Finished water usage report for 2021.

GENERAL MANAGER'S REPORT

- Water Tank Project.
 - Worked with BOP on temporary permit language.
 - Obtained quote for site clearing.
 - Waiting on permanent easement, and “solicitation for water storage” from BOP/DOJ.
 - Archeological study firm verbally reported finding no artifacts on site.
 - Staff completed and filed Annual Water Use Report with DWR.
 - Worked on responses to questions from FEMA on flood repairs.
 - Reviewing COVID return-to-work protocols. Unless the Board objects, 40 hours of additional, COVID-related leave will be made available to all employees retroactive to January 1, 2022, due to the Omicron COVID surge. (No objections by Board)
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Approved _____ 2021

Richard Gervasini, Chair

Eric Peterson, Secretary