

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON FEBRUARY 14, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 14, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

##### **Directors in Attendance**

Christi Norris, Vice Chairman

Eric Peterson, Secretary

Chad Lough, Member

##### **Directors Absent (Excused)**

Richard Gervasini

Storm Savage, Assistant Secretary

##### **Staff in Attendance**

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Dennis Baragary, Distribution Manager

Neil Seichepine, Manager of Plants

Kayla Manning, Engineer

##### **Others in Attendance**

None

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

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ROLL CALL, ANNOUNCEMENT OF QUORUM	Director Norris 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 24, 2022	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.  <b>RESOLVED (No. 15246)</b> , that the Board approved minutes from January 24, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0...
A. PAYROLL DISBURSEMENT OF FEBRUARY 15, 2022	<b>RESOLVED (No. 15247)</b> , that the Board approved: <b>A.</b> The payroll for the period ending February 15, 2022 amounting to gross pay of \$81,554.77 (composed of the following withholdings and deductions) Federal Income Tax - \$6,489.42; FICA- \$6,100.89; State Tax - \$3,251.66; KPERS - \$4,824.10, Insurance - \$2,428.09; United Way - \$140.00; Eq-flex - \$1,473.29; PEDC - \$2,897.50; Misc - \$20.00, Check \$755.97 and Deposits \$53,173.85 including the following overtime amounts: Distribution 33 hours @ \$1,260.89, North Plant 13.50 hours @ \$458.71 and South Plant 34 hours @ \$982.79 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Regular Claims \$232,357.75, Special Claims \$271,285.95 and Special/Special as follows: Postmaster \$3,000.00, AT&T Mobility \$658.45, Evergy \$39,562.86, Home Depot \$1,136.27, Tractor Supply Credit \$35.13, AT&T \$1,167.84, and Verizon Wireless \$280.13 checks be drawn on the Revenue Fund for their respective amounts.

BRANCHES 3 SUBDIVISION  
DEVELOPER’S REQUEST TO  
COST-SHARE OFFSITE WATER  
MAIN

Board tabled the discussion until all members are available.

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CONSIDERATION OF FINAL  
PAYMENT WITH JOHN ROHRER  
CONTRACTING COMPANY FOR  
GARAGE FLOOR REPAIRS

The project is now complete. More work was required than originally anticipated, and the contractor reduced the unit prices to keep prices down when they revised the estimate on December 15, 2021. Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.

**RESOLVED (No. 15248)**, that the Board authorized the release of the final payment to John Rohrer Contracting Co. for \$94,513.25.

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CONSIDERATION OF  
CONTRIBUTIONS FOR TOWER  
FUND DONATIONS

The Board accepted the list of the organizations and donations to be made from the Tower Fund, no changes from 2021. Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Financials
- Year end items

WATER DISTRIBUTION PROJECTS

1. Cherokee Street Water Main Replacement (2022)  
Review comments sent to engineer to get ready to bid.

City/County Projects

- Centennial Bridge Project – Survey crews working in area of north plant.
- Pottawatomie Drainage Improvements – Storm project will cross waterline at 2 locations. Nothing major but will need to know what space contractor requires before we know what/if we will need to remove and replace.

Water Distribution Operations

Between January 21st, 2022, and February 9th, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 28
- b. Service Kills, Relocations or Repairs: two
- c. Service Renewals without Main Replacements: one
- d. Water-Line Breaks: two 2-inch cast iron

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Douglas Pump repaired and installed pump #3 back into service.

North Plant Summary

- New employee started 2/7/22
- Started on capital improvement list.

South Plant Summary

- C.S. Carey finished tree trimming project along the power line right-a- way.
- Attend KMU training on Accountability.

GENERAL MANAGER'S REPORT

- KMU Safety Training for January canceled due to instructor illness
- Water Tank Project.
  - Archeological Study approved by BOP and SHPO. No further review required. KPWSLF issued FONSI as a result.
  - Worked with BOP on temporary permit language. To address tree removal, agreed to reseed the cleared area and maintain it to seventy percent regrowth, should the project be abandoned.
  - Contacted by BOP Purchasing regarding “contracted water sales” and “solicitation for water storage”.
  - Attended an online meeting with BOP and our respective engineers to discuss our current project schedule.
  - Prepare a SPARK grant application under the American Rescue Plan Act State Fiscal Recovery Fund (ARPA SFRF) to finance the project.
- Reviewed and approved City Billing Charges for 2022.
- Closed February 21<sup>st</sup> for President’s Day holiday.
- Reviewing KS HB2686 “ Water Bill” regarding reorganization of State Departments relating to Water laws & regulation.

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Approved \_\_\_\_\_ 2022

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Christi Norris, Vice Chairman

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Eric Peterson, Secretary