

## LEAVENWORTH WATERWORKS

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

HELD ON MARCH 28, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 28, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman (arrived 5:12PM)

Christi Norris, Vice Chairman

Eric Peterson, Secretary

Chad Lough, Member (phone 5-5:20PM)(arrived 5:20PM)

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

Storm Savage, Assistant Secretary

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

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Neil Seichepine, Plant Manager

Kayla Manning, Engineer

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

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Director Norris, called the meeting to order at 5:07 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	Director Savage verbally resigned from the Board, due to medical reasons. He will follow up with a written statement.
APPROVE MINUTES OF MARCH 14, 2022	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.  <b>RESOLVED (No. 15261)</b> , that the Board approved minutes from March 14, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0...
A. PAYROLL DISBURSEMENT OF MARCH 31, 2022	<b>RESOLVED (No. 15262)</b> , that the Board approved: <b>A.</b> The payroll for the period ending March 31, 2022 amounting to gross pay of \$94,740.53 (composed of the following withholdings and deductions) Federal Income Tax - \$7,115.34; FICA- \$7,094.22; State Tax - \$3,539.06; KPERS - \$5,639.43, Insurance - \$2,469.45; United Way - \$140.00; Eq-flex - \$1,673.29; PEDC - \$10,505.53; Misc - \$20.00, Optional Group Life \$301.44 and Deposits \$56,242.77 including the following overtime amounts: Distribution 8 hours @ \$274.40, North Plant 24 hours @ \$787.98 and South Plant 4 hours @ \$170.82 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Special Claims \$285,534.67 and Special/Special as follows: Blue Cross & Blue Shield of Kansas \$31,575.50, and Cardmember Service \$25.98 checks be drawn on the Revenue Fund for their respective amounts.
CONSIDERATION OF ENGAGEMENT LETTER FOR	The Engagement Letter for the 2021 audit was presented at the last meeting. The fee for the 2021 audit is not to exceed \$15,225.



Between March 9<sup>th</sup>, 2022, and March 23<sup>rd</sup>, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 19
- b. New Water-Service Connections: one
- c. Service Kills, Relocations or Repairs: one
- d. Water Main Breaks: zero

#### TREATMENT PLANT SUMMARY

##### Ohio Street Booster Station

Nothing new to report

##### North Plant Summary

Douglas Pump replaced flush valve.

##### South Plant Summary

HVAC Project still ongoing due to some company illness.

#### GENERAL MANAGER'S REPORT

- KMU Safety Training held March 21<sup>st</sup> on "Heat Stress & Exhaustion"
- Quarterly KMU Management Training held March 21<sup>st</sup> on "Interviewing".
- Reminder: a two percent retail rate change goes into effect April 1<sup>st</sup>.
- Worked on agreement for Branches 3<sup>rd</sup> Subdivision.
- Water Tank Project.
  - Tree removal started March 1<sup>st</sup>. After a misunderstanding about the scope of the project, it should be complete week of March 28<sup>th</sup>.
  - MEC addressed comments from the KDHE construction permit review.
  - BOP working on permanent easement and "solicitation for storage".
- Received check from the Kansas Department of Emergency Management for the Federal (75%) and State (10%) shares of the approved emergency response costs relating to the June 2019 flooding - \$408,986.53.

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

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Richard Gervasini, Chairman

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Eric Peterson, Secretary