

## LEAVENWORTH WATERWORKS

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

HELD ON APRIL 11, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 11, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman

Eric Peterson, Secretary

Chad Lough, Member

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

Christi Norris, Vice Chairman

Storm Savage, Assistant Secretary

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

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Dennis Baragary, Distribution Manager

Neil Seichepine, Plant Manager

Kayla Manning, Engineer

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

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

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ROLL CALL, ANNOUNCEMENT OF QUORUM	Director Gervasini 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 MARCH 28, 2022	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.  <b>RESOLVED (No. 15266)</b> , that the Board approved minutes from March 28, 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. 15267)</b> , that the Board approved: <b>A.</b> The payroll for the period ending April 15, 2022 amounting to gross pay of \$80,410.82 (composed of the following withholdings and deductions) Federal Income Tax - \$6,475.44; FICA- \$6,022.77; State Tax - \$3,217.02; KPERS - \$4,780.65, Insurance - \$2,493.09; United Way - \$140.00; Eq-flex - \$1,372.02; PEDC - \$3,097.50; Misc - \$17.50 and Deposits \$52,794.83 including the following overtime amounts: Distribution 9 hours @ \$412.19, North Plant 40 hours @ \$1,332.30 and South Plant 20 hours @ \$633.66 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Regular Claims \$418,395.01, Special Claims \$258,383.06 and Special/Special as follows: AXA Equitable \$5,795.00, Ryan Cummings \$75.00, Shawn Higgins \$75.00, Justin Miller \$75.00, Tracy Weigle \$75.00, Price Chopper \$66.18, AT&T Mobility \$1,099.32, Capital One \$158.86, Evergy \$38,138.57, Home Depot \$2,497.57, AT&T \$1,176.52, Verizon Wireless \$280.13, and KS Gas Service \$3,700.45 checks be drawn on the Revenue Fund for their respective amounts.

BOARD OF DIRECTORS  
VACANCY

Director Savage has submitted his resignation from the Waterworks Board. The Board needs to do the following:

- Accept Director Savage’s resignation.
- Appoint someone to fill the position until the next municipal election.
- Appoint someone to fill the office of Assistant Secretary to the Board.

The Board accepted the resignation from Director Savage and appointed Director Lough as Assistant Secretary.

Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.

**RESOLVED (No. 15268)**, that the Board accepted the resignation from Director Savage and appointed Director Lough as Assistant Secretary.

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CONSIDERATION OF  
WEST GLEN 2  
SUBDIVISION  
WATERLINES

JMK Partners, LLC completed water distribution system for West Glen Subdivision 2<sup>nd</sup> plat. The project was inspected as it was built to our approved specifications. The system has been in operation for more than a year with no issues. The total cost of the project, including engineering and administrative costs, was \$162,304.00.

Upon motion from Director Lough, seconded by Director Peterson, motion passed 3-0.

**RESOLVED (No. 15269)**, that the Board approved the water distribution system for West Glen 2<sup>nd</sup> Subdivision in the value of \$162,304.00.00

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CONSIDERATION OF  
CONTRACT WITH BENESCH  
FOR WATERLINE  
REPLACEMENT SPRUCE AND  
GRAND

The main along Spruce is under pavement resulting in expensive repairs. The current watermains recommended for replacement are a mix of 2”, 6” and 8” diameter cast iron with a history of breaks. The new watermains will be 8 inch diameter and will provide additional fire protection. Alfred Benesch quoted a design fee not to exceed \$114,500.

Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.

**RESOLVED (No. 15270)**, that the Board authorized the General Manager to execute the design contract for Waterline Replacements Spruce Street from Terrace Road to S 10<sup>th</sup> St with Benesch at a not to exceed cost of \$114,500.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked with Auditors
- Financial Statements for March

### WATER DISTRIBUTION PROJECTS

1. Cherokee Street Water Main Replacement (2022)

Engineer is working on final edits, expected to finish in next couple weeks.

2. Spruce St East of 10<sup>th</sup> Ave (2023)

Staff reviewed site with engineer and sent information for contract and survey.

3. Lecompton and Springdale Road (2023)

Staff reviewed site with engineer.

### City/County Projects

- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box – Nothing New.

### Water Distribution Operations

Between March 24<sup>th</sup>, 2022, and April 6<sup>th</sup>, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 8
- b. Service Kills, Relocations or Repairs: one repaired and one relocation
- c. Water Main Breaks: zero

### TREATMENT PLANT SUMMARY

#### Ohio Street Booster Station

Preventative maintenance to the generator.

#### North Plant Summary

Working on capital improvement inside lighting project.

#### South Plant Summary

- HVAC Project is finished.
- Preventative maintenance to the generators (plant & collector well)
- Spring cleaning the basins.

### GENERAL MANAGER'S REPORT

- Worked on easement and agreement for Branches 3<sup>rd</sup> Subdivision.
- Water Tank Project.
  - Tree removal completed.
  - Reviewed SRF Loan Agreement.
    - Interest rate 1.34%
    - Construction schedule needs to be updated.
    - Financial Assurance requirement different than requested.

- Forwarded copy to Bond Counsel for legal review.
- Fort Leavenworth notified us they would continue to purchase water until May 2<sup>nd</sup>.
- Received request for additional information from FEMA on the Raw Water Main Relocation – still under consideration for reimbursement.

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

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Richard Gervasini, Chairman

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Eric Peterson, Secretary