

## LEAVENWORTH WATERWORKS

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

HELD ON APRIL 25, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 25, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman  
Christi Norris, Vice Chairman  
Eric Peterson, Secretary  
Chad Lough, Assistant Secretary  
Bob Walters, Member

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

##### **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**

Mr. Gene Gates, 916 N Hwy 5, Lansing

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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	Gene Gates informed the Board; he has observed illegal activities of contra- band and drug drops for inmates at Lansing Correction Facility. Mr. Gates blames the agricultural lease between the Board and DOC for inviting this activity. After discussion, it was the consensus of the Board to have staff research the situation and discuss it at the next meeting.
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF APRIL 11, 2022	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0.  <b>RESOLVED (No. 15271)</b> , that the Board approved minutes from April 11, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF APRIL 15, 2022	<b>RESOLVED (No. 15272)</b> , that the Board approved: <b>A.</b> The payroll for the period ending April 15, 2022 amounting to gross pay of \$81,980.18 (composed of the following withholdings and deductions) Federal Income Tax - \$6,553.88; FICA- \$6,142.76; State Tax - \$3,305.56; KPERS - \$4,874.80, Insurance - \$2,304.75; United Way - \$140.00; Eq-flex - \$1,372.02; PEDC - \$3,097.50; Misc - \$17.50, Optional Group Life \$301.44, Checks \$1,112.91, and Deposits \$52,757.06 including the following overtime amounts: Distribution 7 hours @ \$246.03, North Plant 16 hours @ \$577.44 and South Plant 6.50 hours @ \$252.04 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Special Claims \$316,981.78 and Special/Special as follows: Postmaster \$200.00, Charter Communications \$364.99, Smart Energy Systems \$16,500.00, and Cardmember Service \$1,903.40, checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
BOARD OF DIRECTORS  
VACANCY

The Board considered the appointment of Mr. Robert Walters to fill the unexpired term of Director Savage, until the next municipal election. Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0.

**RESOLVED (No. 15273)**, that the Board approved to appoint Mr. Robert Walters as the new board member.  
Mr. Walters completed the Oath of Office at this time.

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CONSIDERATION OF MARCH  
2022 FINANCIAL  
STATEMENT

Upon motion from Director Norris, seconded by Director Peterson, motion passed 5-0.

**RESOLVED (No. 15274)**, that the Board approved the March 2022 Financial Statements.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Financial Statements for March
- Working on 2021 audit
- Met with worker compensation representative

WATER DISTRIBUTION PROJECTS

1. Cherokee Street Water Main Replacement (2022)  
Nothing new.
2. Spruce St East of 10<sup>th</sup> Ave (2023)  
Signed contract.
3. Lecompton and Springdale Road (2023)  
Staff met with City regarding future road improvements.

City/County Projects

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

Water Distribution Operations

Between April 7<sup>th</sup>, 2022, and April 20<sup>th</sup>, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 11
- b. Service Kills, Relocations or Repairs: three repairs
- c. Water Main Breaks: zero

## TREATMENT PLANT SUMMARY

### Ohio Street Booster Station

Nothing new to report.

### North Plant Summary

IMI finished installing filters valves. (2021 Capital Improvement)

### South Plant Summary

- Met with Atchison Water. (Tour)
- Finalizing HVAC with engineering firm.
- Researching chemical pricing.

## GENERAL MANAGER'S REPORT

- KMU Safety Training held April 18<sup>th</sup> on "Preventing Strains & Sprains".
- Water Tank Project.
  - Worked with KDHE on correcting the SRF Loan Agreement.
  - BOP has approved the "Justification for Other than Full and Open Competition" (sole sourcing) the Solicitation for Storage and Service.
  - MEC has submitted final plans & specifications on Contract1 – Water Mains to KDHE Permitting with all comments addressed.
- City Commission to have Proclamation for National Drinking Water Week, May 1 to 7, at their meeting of April 26<sup>th</sup>.
- Completed the 2022 AWWA Salary Survey.
- Reviewed workers compensation/property insurance recommendations with Cincinnati Insurance representation.

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

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Richard Gervasini, Chairman

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Eric Peterson, Secretary