

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MAY 9, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 9, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Eric Peterson, Secretary

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Finance Manager
Neil Seichepine, Plant Manager
Kayla Manning, Engineer

Others in Attendance

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

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	Director Gervasini inquired about cyber security and ransom ware insurance coverage. A short discussion by the Board followed. No action taken at this time.
APPROVE MINUTES OF APRIL 25, 2022	Upon motion from Director Lough, seconded by Director Walters, motion passed 4-0. RESOLVED (No. 15275) , that the Board approved minutes from April 25, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Norris, seconded by Director Walters, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF MAY 15, 2022	RESOLVED (No. 15276) , that the Board approved: A. The payroll for the period ending May 15, 2022 amounting to gross pay of \$82,587.65 (composed of the following withholdings and deductions) Federal Income Tax - \$6,669.17; FICA- \$6,189.25; State Tax - \$3,341.11; KPERS - \$4,822.85, Insurance - \$2,187.61; United Way - \$140.00; Eq-flex - \$1,372.02; PEDC - \$3,097.50; Misc - \$17.50, Deposits \$54,750.64 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. Regular Claims \$64,573.20, Special Claims \$255,935.43 and Special/Special as follows: Blue Cross & Blue Shield of Kansas \$29,105.14, AT&T \$364.38, AT&T Mobility \$1,083.95, Capital One \$825.54, Evergy \$39,024.35, Home Depot \$353.20, Leavenworth Times \$23.97, Suez Wts \$547.13, Postmaster \$200.00, AXA Equitable \$13,803.03, and Postmaster \$3,000.00, checks be drawn on the Revenue Fund for their respective amounts.

DISCUSSION OF 889 N
HWY 5 PROPERTY

Following up on the complaint from Mr. Gene Gates regarding 779 N Hwy 5 property:

- Deputy Warden at LCF was contacted to address the contraband issue and develop a plan of action.
- Ordered No Trespassing signs to post on the property, so Sheriff's Department has more reason to act.
- Board to review the Agriculture Farm Lease

On April 28th, Mr. Gates changed the lock on the gate to the wellfield access road and refused to give us a key. We have made arrangements with LCF and Stiger's Island Farm to gain access temporarily to the wellfield. Our Attorney's were contacted.

The Board had a discussion about action to be taken.

Upon motion from Norris, seconded by Director Lough, motion passed 4-0.

RESOLVED (No. 15277), that the Board authorized our Attorney to take any legal action necessary with Mr. Gates to regain our right of access to the wellfield.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Financial Statements for April
- Working on 2021 audit

WATER DISTRIBUTION PROJECTS

1. Cherokee Street Water Main Replacement (2022)

Project will bid May 18th, 2022.

2. Spruce St East of 10th Ave (2023)

Nothing new.

3. Lecompton and Springdale Road (2023)

Staff met with City regarding future road improvements.

City/County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Nothing New.
- Pottawatomie Storm – City rebid May 4th

Water Distribution Operations

Between April 21st, 2022, and May 3rd, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 9

- b. Service Kills, Relocations or Repairs: three repairs
- c. Valves and Fire Hydrants (new and replacements): 1 replacement 6" valve.
- d. Water Main Breaks: zero

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Working with R.E. Pedrotti to update SCADA communications.

South Plant Summary

1. Met with Mr. Gates and Deputy Warden Nicholas Ball.
2. Received permission to access Knetter's Farm Road until situation with Mr. Gates is cleared up.

GENERAL MANAGER'S REPORT

- Worked on 779 N Hwy 5 issues.
- Water Tank Project.
 - Worked with Bond Counsel on the SRF Loan Agreement.
 - Began gathering information for Build America Mutual to make determination on loan payment insurance and cost.
 - Arranged to have a Resolution regarding the loan on the April 10th City Commission meeting.
 - Reviewed and approved list of Stipulations for the site easement for DOJ.
- Responded to FEMA request for additional information on 2019 flood damage.

Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary