

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 13, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 13, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman
Eric Peterson, Secretary
Bob Walters, Member (by phone)

Directors Absent (Excused)

Chad Lough, 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

Dana Splichal, SSC CPAs
JR Reilly, Reilly and Sons, Insurance

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	None
APPROVE MINUTES OF MAY 23, 2022	Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0. RESOLVED (No. 15284) , that the Board approved minutes from May 23, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF MAY 31, 2022	RESOLVED (No. 15285) , that the Board approved: A. The payroll for the period ending June 15, 2022 amounting to gross pay of \$84,610.42 (composed of the following withholdings and deductions) Federal Income Tax - \$7,196.35; FICA- \$6,351.34; State Tax - \$3,490.82; KPERS - \$5,009.25, Insurance - \$2,356.23; United Way - \$140.00; Eq-flex - \$1,275.76; PEDC - \$3,272.50; Misc - \$15.00, Deposits \$55,503.17 including the following overtime amounts: Distribution 62.50 hours @ \$2,172.05, North Plant 35 hours @ \$1,208.69 and South Plant 27 hours @ \$924.20 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Regular Claims \$334,926.94, Special Claims \$263,829.44 and Special/Special as follows: Blue Cross & Blue Shield of Ks \$30,352.13, Cardmember \$1,229.88, AT&T \$364.62, AXA Equitable \$6,195.00, Capital One \$141.29, Postmaster \$3,000.00, AT&T Mobility \$1,041.46, Evergy \$34,785.94, Home Depot \$743.14, Ks Gas \$960.33, Tractor Supply \$124.98, AT&T \$1,174.19, Verizon Wireless \$280.21, and Charter Communications \$364.99 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
2021 AUDIT

Dana Splichal CPA with SSCCPAs distributed the draft audit, but noted that it was still in the review stage. They had already identified some minor typos and encouraged staff and the board to let Lesia or herself know if there were any additional comments or questions and they would be addressed.

CONSIDERATION OF
PROPERTY INSURANCE FOR
2022/2023

JR Reilly reviewed the proposed Insurance Renewal for July 2022 to June 2023. Cincinatti Insurance is again offering to fix their price for the next 3 years. Overall, the premiums look good. Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0.

RESOLVED (No. 15286), that the Board approved the Property Insurance renewal with Reilly.

DISCUSSION OF PLANNING
& VALUE ENGINEERING
STUDY

The last major treatment plant upgrades were almost 20 years ago. Minor things have been addressed, and water quality and plant operation has been going well. At this moment in time, it seems appropriate to start a review to see what could be improved for treatment and efficiency between the plants. Since Black and Veatch is most familiar with the plants, it is recommended to have them develop the Planning & Value Engineering Study of the Water Treatment Plants. Scope and fees have not yet been discussed, but staff would like permission to begin negotiating the terms of the study using part of the budget that had been allocated to painting the basins but will not be spent this year due to low river levels. The Board's consensus was to authorize the General Manager to negotiate a contract with Black & Veatch for a Planning & Value Engineering Study of the Water Treatment Plants to bring it to the board for approval.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked with Auditors
- Met with Gabe Smith, FEMA - finalized 2019 Flood
- Reviewed Property Insurance renewal with JR Reilly

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Reviewing submittals
2. Spruce St East of 10th Ave (2023)
Nothing new.

3. Lecompton and Springdale Road (2023)

Nothing new.

4. Ottawa and Osage 13th to 20th (2023)

Nothing new.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Bid July 6
- Pottawatomie Storm – Nothing new

Water Distribution Operations

Between May 18th, 2022, and June 17th, 2022, the following water-distribution activities have occurred:

- a) Radio-Read Installations: 12
- b) Valves and Fire Hydrants: replaced (1) 4" valve
- c) Water Main Breaks: 2

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant offline Tuesday and Wednesday
2. HSP #3 repaired and running
3. New employee hired

South Plant Summary

1. Talking with KDHE about the plant being controlled by the South Plant
2. Met with AT&T about fiber network

GENERAL MANAGER'S REPORT

- Worked on WTP to WTP SCADA operations concept.
- Water Tank Project.
 - Worked with Bond Counsel on the SRF Loan Agreement.
 - Received Services Contract Solicitation from BOP contracting and am reviewing.
 - MEC has finalized the waste stream analysis as required by KDHE. Once reviewed by KDHE, we should receive the construction permit for Contract #2 – Tank construction.
 - Waiting on Department of Justice to approve the permanent easement.
- Worked on expanding the Gateway AMI system for better meter reading coverage.
- Reviewed insurance proposal with JR Reilly.

- Met with FEMA representative for project closeout. We should receive an additional \$40,246.00 for a total of \$449,232.53

Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary