

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 27, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 27, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman
Bob Walters, Member

Directors Absent (Excused)

Eric Peterson, Secretary
Chad Lough

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 Norris mentioned a ransomware training seminar she knew of. She will forward information on to the Finance Manager for review.
APPROVE MINUTES OF JUNE 13, 2022	Upon motion from Director Norris, seconded by Director Walters, motion passed 3-0. RESOLVED (No. 15287) , that the Board approved minutes from June 13, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Norris, seconded by Director Walters, motion passed 3-0...
A. PAYROLL DISBURSEMENT OF JUNE 30, 2022	RESOLVED (No. 15288) , that the Board approved: A. The payroll for the period ending June 30, 2022 amounting to gross pay of \$80,145.13 (composed of the following withholdings and deductions) Federal Income Tax - \$6,649.44; FICA- \$6,009.76; State Tax - \$3,253.79; KPERS - \$4,764.15, Insurance - \$2,298.65; United Way - \$140.00; Eq-flex - \$1,275.76; PEDC - \$3,272.50; Misc - \$15.00, Optional Group Life \$301.44, Checks \$1,035.03 and Deposits \$51,129.61 including the following overtime amounts: Distribution 22.50 hours @ \$863.29, North Plant 4 hours @ \$151.80 and South Plant 8 hours @ \$292.62 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Special Claims \$429,284.39 and Special/Special as follows: KS Dept of Health & Environment \$200.00, Postmaster \$3,000.00, BCBS of KS \$29,521.91, Cardmember \$494.46 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
FINAL AUDIT

Tabled until next meeting.

CONSIDERATION MAY 2022
FINANCIAL STATEMENT

Tabled until next meeting.

PRESENTATION OF BOP
SUBMITTAL

The General Manager presented a draft of the response to the Bureau of Prisons' Solicitation for Water Service. He explained how he arrived at the dollar amounts for the meter connection, Water Storage, and the fixed, firm pricing as they requested. He also explained the alternatives he prepared for the BOP's considerations and the risks to each party. Although the BOP is requesting firm fixed pricing, they are open to negotiations if the pricing is to their advantage, such as using our standard retail rate structure with the Board reserving the right to adjust rates as the Board sees fit.

Upon motion from Director Norris, seconded by Director Walters, motion passed 3-0.

RESOLVED (No. 15289), that the Board authorized the General Manager to submit the response to the Federal Bureau of Prisons' Water Utility Service Solicitation as prepared.

DIVISION REPORTS

ADMINISTRATION SUMMARY

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Received contract documents.
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 is scheduled for July 6th. Reviewing Plans
- Pottawatomie Storm – Nothing new

Water Distribution Operations

Between June 7th, 2022, and June 23rd, 2022, the following water-distribution activities have occurred:

- a) New Water Service Connections: one
- b) Service Renewals without Main replacement: one
- c) Service Kills, Relocations or Repairs: three repairs and one relocation
- d) Radio-Read Installations: 19
- e) Valves and Fire Hydrants: replaced (1) 16" valve
- f) Water Main Breaks: one 6" CI

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant offline Tuesday and Wednesday

South Plant Summary

1. Talking with Kansas District (Homeland Security) about Cybersecurity Assessment.
2. Met with R.E. Pedrotti about remote access for plants.
3. Met with Black & Veatch about upgrades for Water Treatment plants.

GENERAL MANAGER'S REPORT

- KMU Safety Training cancelled by Instructor, rescheduled June 27th.
- Water Tank Project.
 - Closed on the payment insurance for the SRF Loan Agreement. Assembling final document.
 - Worked on Water Service Contract Solicitation from BOP contracting.
 - Waiting on the Department of Justice to approve the permanent easement.
- Worked on expanding the Gateway AMI system for better meter reading coverage. Received revised propagation study of additional Gateway sites from Neptune.

- Worked with Attorney on wellfield access issue.
- Reviewed and commented on draft 2021 Audit Report.
- Met with B&V to discuss Plant Study scope of services.

EXECUTION SESSION
 -PERSONNEL MATTERS ON
 NONELECTED PERSONNEL
 -PRELIMINARY DISCUSSION OF
 THE ACQUISITION OF REAL
 PROPERTY

At 5:45PM, the Board recessed the regular board meeting to entered into executive session for the preliminary discussion of the acquisition of real property for 10 minutes.

Upon motion from Director Norris, seconded by Director Walters, motion passed 3-0.

RESOLVED (No. 15290), that the Board recessed the regular board meeting and entered into executive session

At 5:55PM, the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Norris, seconded by Director Walters, motion passed 3-0.

RESOLVED (No. 15291), that the Board ended the executive session and resumed the regular board meeting.

No action was taken on the acquisition of real estates.

The executive session on discussion on non-elected personnel was tabled until the next meeting.

Approved _____ 2022

 Richard Gervasini, Chairman

 Eric Peterson, Secretary