

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JULY 11, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 11, 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

Chad Lough

Bob Walters, Member

Directors Absent (Excused)

Staff in Attendance

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Neil Seichepine, Plant Manager

Dennis Baragary, Distribution Manager

Kayla Manning, Engineer

Others in Attendance

Attorney Peter Robertson, Board Attorney

Dana Splichal, CPA with SSC CPAs, PA

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
JUNE 27, 2022

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

RESOLVED (No. 15292), that the Board approved minutes from June 27, 2022.

EXECUTIVE SESSION –
CONSULTATION WITH
ATTORNEY

At 5:05, the Board recessed the regular meeting and entered into executive session for 15 minutes.

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

RESOLVED (No. 15293), that the Board recessed the regular meeting and entered into executive session for a discussion of attorney – client privilege.

At 5:20, the Board ended the executive session and resumed the regular board meeting.

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

RESOLVED (No. 15294), that the Board ended the executive session and resumed the regular board meeting.

No action was taken.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF JULY
15, 2022

RESOLVED (No. 15295), that the Board approved:

A. The payroll for the period ending July 15, 2022 amounting to gross pay of \$84,264.50 (composed of the following withholdings and deductions) Federal Income Tax - \$7,030.27; FICA- \$6,324.90; State Tax - \$3,451.95; KPERS - \$5,011.87, Insurance - \$2,324.02; United Way - \$140.00; Eq-flex - \$1,275.76; PEDC - \$3,272.50; Misc - \$15.00, check \$397.06 and Deposits \$55,021.17 including the following overtime amounts: Distribution 37 hours @ \$1,342.25, North Plant 44 hours @ \$1,506.39 and South Plant 30 hours @ \$975.96 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. Regular Claims \$37,081.80, Special Claims \$310,394.62 and Special/Special as follows: AT&T Mobility \$1,042.26, Capital One \$214.14, Evergy \$42,471.95, Home Depot \$553.68, KS Gas \$520.84, Verizon Wireless \$280.13 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
2021 Audit

Dana Splicah, CPA delivered the 2021 audit report, but noted there was an adjustment to record revenue for the December City billing. Upon motion from Director Norris, seconded by Director Walters, motion passed 5-0.

RESOLVED (No. 15296), that the Board approved the 2021 Audit with the adjustment to record revenue for the December City billing.

CONSIDERATION MAY 2022
FINANCIAL STATEMENT

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

RESOLVED (No. 15297), that the Board approved the May 2022 Financial Statements.

UPDATE REGARDING
CYBERSECURITY AND
INFRASTRUCTURE
SECURITY,
US DEPT OF HOMELAND
SECURITY

Staff met with Ms. West with CISA, US Department of Homeland Security, to discuss their risk assessment services. Resources are available to the Water Department at no cost. After discussing the services to be provided, the consensus of the Board was to proceed.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked with auditors to finalize audit
- Met with Homeland Security to discuss cyber security
- Worked on database for new portal

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Nothing new.
2. Spruce St East of 10th Ave (2023)
Survey is mostly finished.
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 on July 6th, apparent low bidder is Lexeco.
- Pottawatomie Storm – Nothing new

Water Distribution Operations

Between June 24th, 2022, and July 6th, 2022, the following water-distribution activities have occurred:

- a) New Water Service Connections: one
- b) Service Kills, Relocations or Repairs: one repair
- c) Radio-Read Installations: 121
- d) Valves and Fire Hydrants: replaced (1) 6" valve
- e) Water Main Breaks: two 1" galvanized and 2" 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. Held meeting with Ms. West (Homeland Security) about Cybersecurity Assessment.
2. Went to court to address access along easement through private property.

GENERAL MANAGER’S REPORT

- KMU Safety Training held June 27th on “Distracted Employee”.
- Water Tank Project.
 - Finished and returned SRF Loan Agreement to KDHE.
 - Submitted Water Service Contract Solicitation response to BOP contracting.
 - Waiting on the Department of Justice to approve the permanent easement.
 - KDHE permitting still reviewing Contract 2 – Tank.
- Worked on expanding the Gateway AMI system.
- Worked with Attorney on wellfield access issue.
- Meeting scheduled with HDR on July 13th.

EXECUTION SESSION
-PERSONNEL MATTERS OF
NONELECTED PERSONNEL

At 6:05PM, the Board recessed the regular board meeting to entered into executive session for the preliminary discussion on nonelected personnel for 10 minutes.

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

RESOLVED (No. 15298), that the Board recessed the regular board meeting and entered into executive session

At 6:15PM, the Board ended the executive session and resumed the regular board meeting.

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

RESOLVED (No. 15299), that the Board ended the executive session and resumed the regular board meeting.

No action was taken.

Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary