

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JULY 25, 2022

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

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman (by phone)
Eric Peterson, Secretary
Chad Lough, Assistant Secretary
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

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 JULY 11, 2022	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0. RESOLVED (No. 15300) , that the Board approved minutes from July 11, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF JULY 15, 2022	RESOLVED (No. 15301) , that the Board approved: A. The payroll for the period ending July 31, 2022 amounting to gross pay of \$81,448.14 (composed of the following withholdings and deductions) Federal Income Tax - \$6,790.45; FICA- \$6,109.39; State Tax - \$3,335.64; KPERS - \$4,842.88, Insurance - \$2,368.70; United Way - \$140.00; Eq-flex - \$1,275.76; PEDC - \$3,272.50; Misc - \$15.00, Optional Group Life \$301.44 and Deposits \$52,996.38 including the following overtime amounts: Distribution 47 hours @ \$1,944.71, North Plant 4 hours @ \$142.62 and South Plant 18 hours @ \$568.35 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Special Claims \$625,833.29 and Special/Special as follows: Charter Communications \$364.99, and KDHE-Bureau of Water \$50.00 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION JUNE 2022
FINANCIAL STATEMENT

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

RESOLVED (No. 15302), that the Board approved the June 2022 Financial Statements.

DISCUSSION OF 2023
BUDGET PREPARATION

The Board reviewed and discussed revenue, operating budgets, capital improvement projects and future issues for the preliminary 2023 budget. The Board’s consensus was to plan for a five percent salary pool and continue with water main replacement projects. Also, staff should make every effort not to have a rate increase in 2023. With the understanding that future needs may necessitate one.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Sent billing files to portal company
- Worked on database for new portal

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Material expected around September
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
- Downtown 4th Street (Choctaw to Seneca) Improvements – Meeting July 20th with Engineer to discuss potential conflicts

Water Distribution Operations

Between July 7th, 2022, and July 19th, 2022, the following water-distribution activities have occurred:

- a) New Water Service Connections: four
- b) Service Kills, Relocations or Repairs: three repairs

- c) Radio-Read Installations: 49
- d) Valves and Fire Hydrants: replaced (1) 6" valve
- e) Water Main Breaks: one 4" CI

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant offline Tuesday and Wednesday.
2. Conducting interviews for open positions.

South Plant Summary

1. Met with D&F Services for polymer trials.

GENERAL MANAGER'S REPORT

- KMU Safety Training held July 18th on "Tailgate Briefing/Situational Awareness".
- Water Tank Project.
 - Met online with BOP to discuss Water Service Contract Solicitation Response July 12th. Revised and resubmitted Response July 15th.
 - Waiting on the Department of Justice to approve the permanent easement.
 - Making progress KDHE Permitting on Contract 2 – Tank
- Worked on expanding the Neptune Gateway AMI system.
- Worked with Attorney on wellfield access issue. Waiting on Court procedures.
- Met with KDOT and HDR on the Centennial Bridge Replacement project. Recommended relocating the North Plant's transmission mains at KDOT cost to limit their risk. Also discussed security fencing, construction sequencing and access.

EXECUTION SESSION -PERSONNEL MATTERS OF NONELECTED PERSONNEL

At 5:40PM, the Board recessed the regular board meeting to entered into executive session for discussion on nonelected personnel for 30 minutes. Upon motion from Director Norris, seconded by Director Lough, motion passed 5-0.

RESOLVED (No. 15303), that the Board recessed the regular board meeting and entered into executive session

At 6:10 PM, the Board ended the executive session and resumed the regular board meeting.

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

RESOLVED (No. 15304), 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