

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON AUGUST 8, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 8, 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, Assistant Secretary
Bob Walters, Member (by phone)

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 25, 2022	Upon motion from Director Norris, seconded by Director Lough, motion passed 5-0. RESOLVED (No. 15304) , that the Board approved minutes from July 25, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF AUGUST 15, 2022	RESOLVED (No. 15305) , that the Board approved: A. The payroll for the period ending August 15, 2022 amounting to gross pay of \$83,086.64 (composed of the following withholdings and deductions) Federal Income Tax - \$6,917.10; FICA- \$6,234.86; State Tax - \$3,426.04; KPERS - \$4,941.17, Insurance - \$2,295.62; United Way - \$140.00; Eq-flex - \$1,275.76; PEDC - \$3,272.50; Misc - \$15.00, check \$1,206.37 and Deposits \$53,362.22 including the following overtime amounts: Distribution 64.50 hours @ \$2,394.51, North Plant 14 hours @ \$474.78 and South Plant 16 hours @ \$523.65 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Regular Claims \$82,116.26, Special Claims \$258,332.25 and Special/Special as follows: AT&T \$386.14, AXA Equitable \$6,545.00, Capital One \$96.27, Evergy \$55,332.61 and KS Gas \$232.49 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
TARGET CASH RESERVES
REPORT

The Board reviewed and adopted the Targeted Cash Reserve Guidelines report.

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

RESOLVED (No. 15306), that the Board approved the Targeted Cash Reserve Report.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Weekly meeting with Watersmart
- Worked on WC audit

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)

Nothing New.

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

List of questions received on meter locations. Review plans expected in about a month.

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 – Expected to begin in February.
- Pottawatomie Storm – Attended pre-construction meeting, project expected to start in about a month. Two minor conflicts.
- Sanitary Sewer I/I – will need to watch crossings.
- Downtown 4th Street (Choctaw to Seneca) Improvements – No major conflicts on preliminary design, but proposed inlet elevations are not available yet.

Water Distribution Operations

Between July 19th, 2022, and August 3rd, 2022, the following water-

distribution activities have occurred:

- a) New Water Service Connections: three
- b) Service Kills, Relocations or Repairs: two repairs
- c) Radio-Read Installations: 24
- d) Water Main Breaks: 6

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant offline Tuesday and Wednesday.
2. Compressor project (2021) completed.

South Plant Summary

1. Met with R.E. Pedrotti about remote access for both plants.

GENERAL MANAGER'S REPORT

- Tank Project.
 - BOP reviewing Water Services Contract Solicitation Response.
 - Waiting on the Department of Justice to approve the permanent easement.
 - KDHE Permitting has given tentative approval of Contract 2 – Tank.
- Worked on the Neptune Gateway system to be located on the North Treatment Plant property, subject to FAA and FCC approval due to runway approaches for Sherman Army airfield.
- Worked with Attorney on wellfield access issue. Received copy of the Temporary Injunction.
- Reviewing potential and costs of Plant-to-Plant remote operations.
- Began working on 2023 Budget.

Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary