

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON AUGUST 22, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 22, 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
Lisa Didde, South Plant Supt
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 AUGUST 8, 2022	Upon motion from Director Norris, seconded by Director Peterson, motion passed 5-0. RESOLVED (No. 15307) , that the Board approved minutes from August 8, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF AUGUST 31, 2022	RESOLVED (No. 15308) , that the Board approved: A. The payroll for the period ending August 31, 2022 amounting to gross pay of \$85,363.01 (composed of the following withholdings and deductions) Federal Income Tax - \$7,242.88; FICA- \$6,408.89; State Tax - \$3,557.52; KPERs - \$5,077.79, Insurance - \$2,295.62; United Way - \$140.00; Eq-flex - \$1,275.76; PEDC - \$3,272.50; Misc - \$15.00, Optional Group Life \$280.34 and Deposits \$55,796.71 including the following overtime amounts: Distribution 145.5 hours @ \$5,021.93, North Plant 8 hours @ \$294.42 and South Plant 13.5 hours @ \$459.21 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Special Claims \$454,367.96 and Special/Special as follows: Charter Communications \$364.99 and KDHE-\$50.00 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF JULY
2022 FINANCIAL
STATEMENT

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

RESOLVED (No. 15309), that the Board approved the July 2022 Financial Statements.

CONSIDERATION OF
CONTRACT WITH B&V FOR
WTP PLANNING & VALUE
ENGINEERING STUDY

Tabled to address legal review comments

CONSIDERATION OF PLANT-
2-PLANT REMOTE
OPERATIONS PROJECT

Due to vacant Plant Operator positions, staff has been exploring the possibility of remote plant to plant operations. Funding for the upfront, one-time costs include a quote of \$92,200 for RE Pedrotti Company, McGuire Electric quote of \$18,400, Atronics setup of \$600-\$700, and additional cameras for \$18,000 with expenses coming from our Capital Improvements Program. The reoccurring costs for AT&T of approximately \$1,500 per month and a camera monthly operation fee of \$24 would be expensed evenly in each Plant's operating budget.

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

RESOLVED (No. 15310), that the Board approved the project and related costs for an initial amount not to exceed \$135,000 and a yearly not to exceed amount of \$20,000.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Weekly meeting with Watersmart
- Scheduled meeting with Ms. West, Cyber Security Advisor, Region 7

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Waiting on materials.
2. Spruce St East of 10th Ave (2023)
Review plans almost ready.

3. Lecompton and Springdale Road (2023)

Nothing new.

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

Survey should be underway.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Expected to begin at 2nd Street after Labor Day.
- Pottawatomie Storm – Nothing new.
- Sanitary Sewer I/I – Expected to begin after Labor Day.
- Downtown 4th Street (Choctaw to Seneca) Improvements – New preliminary drawings for sewer and storm alignments expected later this month.

Water Distribution Operations

Between July 19th, 2022, and August 3rd, 2022, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: one repairs
- b) Radio-Read Installations: 25
- c) Water Main Breaks: 10

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant offline Tuesday and Wednesday.
2. Conducting interviews.

South Plant Summary

1. Trying to resolve the issues with access to the wellfield.

GENERAL MANAGER'S REPORT

- KMU Safety Training held August 15th on “Respiratory Protection & Crystalline Silica Awareness”.
- Water Tank Project (Waiting on BOP, DOJ and KDHE Permitting to proceed)
- North Treatment Plant Neptune R900 Gateway system
 - Filed for an aeronautical obstruction study with FAA (45 day review period)
 - Ordered Gateway equipment from supplier (90 day delivery)

time)

- Worked on Plant-to-Plant remote operation project.
- Worked on 2023 Budget and projections into 2024.

EXECUTIVE SESSION –
PERSONNEL MATTERS

At 5:40 PM, the Board recessed the regular board meeting to enter into executive session for the preliminary discussion on a personnel matter for 15 minutes.

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

RESOLVED (No. 15311), that the Board recessed the regular meeting and entered into executive session.

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

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

RESOLVED (No. 15312), that the Board ended the executive session and resumed the regular board meeting.

CONSIDERATION OF
RESIGNATION

Director Lough submitted his resignation from the Board, due to potential conflict with employment. Director Lough stated that he would still be interested in serving on the board in the future if the conflict resolves.

Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0 with Director Lough abstaining.

RESOLVED (No. 15313), that the Board approved the resignation of Director Lough.

Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary