

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 12, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 12, 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
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.

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| 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 22, 2022 | <p>Upon motion from Director Peterson, seconded by Director Walters, motion passed 4-0.</p> <p>RESOLVED (No. 15314), that the Board approved minutes from August 22, 2022.</p> |
| CONSIDERATION OF CONSENT AGENDA | <p>Upon motion from Director Peterson, seconded by Director Walters, motion passed 4-0...</p> <p>RESOLVED (No. 15315), that the Board approved:</p> |
| A. PAYROLL DISBURSEMENT OF SEPTEMBER 15, 2022 | <p>A. The payroll for the period ending September 15, 2022 amounting to gross pay of \$88,134.26 (composed of the following withholdings and deductions) Federal Income Tax - \$7,447.96; FICA- \$6,631.58; State Tax - \$3,668.08; KPERS - \$5,221.73, Insurance - \$2,295.62; United Way - \$140.00; Eq-flex - \$1,136.71; PEDC - \$3,352.50; Misc - \$15.00, checks \$1,352.38 and Deposits \$56,872.70 including the following overtime amounts: Distribution 89.50 hours @ \$3,208.77, North Plant 44 hours @ \$1,465.89 and South Plant 63.50 hours @ \$1,938.59 be approved and disbursements made from the Revenue Fund for their respective amounts.</p> |
| B. PAYMENT OF CLAIMS | <p>B. Regular Claims \$138,063.90, Special Claims \$302,258.04 and Special/Special as follows: AT&T \$373.09, AT&T Mobility \$1,173.32, AXA Equitable \$6,545.00, Capital One \$136.58, Evergy \$54,406.09, Home Depot \$475.98, Verizon Wireless \$280.09, and Tractor Supply \$197.97 checks be drawn on the Revenue Fund for their respective amounts.</p> |

CONSIDERATION OF
CONTRACT WITH
BLACK&VEATCH FOR
WATER TREATMENT PLANT
PLANNING & ENGINEERING
STUDY

This item was tabled at the August 22nd meeting to allow staff and consultants to address some issues our Attorney noted. Black & Veatch developed a scope of services for engineering study on the treatment plants at a price of \$248,690. The contract does not relate to a specific capital improvement, the cost of the contract will be expensed as incurred.

Upon motion from Director Walters, seconded by Director Peterson, motion passed 4-0...

RESOLVED (No. 15316), that the Board authorized the General Manager to execute the Water Treatment Plant Planning & Value Engineering Study contract with Black & Veatch in the amount of \$248,690.

CONSIDERATION OF BRUSH
CLEARING ALONG NORTH
PLANT FENCE LINE

Board consensus was to not participate with the National Guard in the removal of brush and trees growing into our fence line due to their contractor's pricing.

PRELIMINARY 2023 BUDGET

The 2023 Budget was presented to the Board for review and consideration at the next meeting.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on portal data
- August Financial Statements

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Still waiting on materials.
2. Spruce St East of 10th Ave (2023)
Reviewing preliminary drawings.
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 – Equipment arriving on site.
- Pottawatomie Storm – Crews isolating watermain and preparing services, contractor finishing Ottawa first.
- Sanitary Sewer I/I – Nothing new.
- Downtown 4th Street (Choctaw to Seneca) Improvements – Nothing new
- 4th and Eisenhower – Crews removing hydrant on Monday.

Water Distribution Operations

Between August 18th, 2022, and September 7th, 2022, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: 8 kills; 5 repairs
- b) Radio-Read Installations: 21
- c) Water Main Breaks: (4) 2-inch and (3) 6-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant offline Tuesday and Wednesday.
2. Hired new employee started 9/01.

South Plant Summary

1. Still trying to resolve the issues with access to the wellfield.
2. AT&T started surveying the property.

GENERAL MANAGER'S REPORT

- Water Tank Project
 - Waiting on BOP, DOJ and KDHE Permitting to proceed
- Worked on the North Treatment Plant Neptune R900 Gateway system
- Worked on Plant-to-Plant remote operation project.
- Worked on 2023 Budget
- Held interviews with external Distribution Manager candidates

Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary