

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON October 10, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 10, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

##### **Directors in Attendance**

Richard Gervasini, Chairman  
Christi Norris, Vice Chairman  
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, Plants Manager  
Kayla Manning, Engineer

##### **Others in Attendance**

Jeffrey Logan, Jefferson County RWD #12 Chairman  
Ernest Allen, RWD #12 Treasurer  
Denise Eggers, RWD #12 Office Manager  
Michael Tullis, RWD #12

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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	Jefferson County, Rural Water District #12 board members thanked LWD for continuing to supply quality and reliable drinking water to them. They informed us that this has allowed them to enhance and grow their system. Leavenworth Water board's water storage tank project in the NE corner of Leavenworth was also discussed and how it will benefit RWD #12. Our board members thanked RWD#12 for being a purchasing water from us.
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF SEPTEMBER 26, 2022	Upon motion from Director Norris, seconded by Director Walters, motion passed 5-0.  <b>RESOLVED (No. 15324)</b> , that the Board approved minutes from September 26, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Walters, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF OCTOBER 15, 2022	<b>RESOLVED (No. 15325)</b> , that the Board approved: <b>A.</b> The payroll for the period ending October 15, 2022 amounting to gross pay of \$81,015.58 (composed of the following withholdings and deductions) Federal Income Tax - \$6,525.43; FICA- \$6,087.00; State Tax - \$3,257.35; KPERS - \$4,816.92, Insurance - \$2,344.44; United Way - \$90.00; Eq-flex - \$1,136.71; PEDC - \$3,177.50; Misc - \$15.00 and Deposits \$53,565.23 including the following overtime amounts: Distribution 37.50 hours @ \$1,396.21, and South Plant 12 hours @ \$488.34 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Regular Claims \$89,227.40, Special Claims \$263,132.32 and Special/Special as follows: AT&T \$375.38, AT&T Mobility \$1,145.54, AXA Equitable \$6,705.00, Capital One \$682.63, Dillon Stores \$41.99, Home Depot \$160.21, Evergy \$55,530.45, Tractor Supply \$143.15, Postmaster \$3,000.00, and Verizon Wireless \$280.13 checks be drawn on the Revenue Fund for their respective amounts.

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REVIEW OF TOWER FUND DONATIONS

At the last meeting the Board tabled the decision on tower fund donations, to verify the account balance before adding a one-time \$1,000 donation to Angel Flights Central.

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

**RESOLVED (No. 15326)**, that the Board approved the tower fund donation of \$1,000 to Angel Flights Central.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- Weekly portal checklist
- Checklist – upgrade IBM

**WATER DISTRIBUTION REPORTS**

1. Cherokee Street Water Main Replacement (2022)  
Edits were made by BG and plans and specs re-submitted to KDHE for approval.
2. Spruce St East of 10<sup>th</sup> Ave (2023)  
Staff is reviewing preliminary drawings.
3. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)  
Nothing new.

**City / County Projects**

- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box – 12” main is back in service along 2<sup>nd</sup> St.
- Pottawatomie Storm – Work is progressing.
- Sanitary Sewer I/I – Nothing new
- Downtown 4<sup>th</sup> Street (Choctaw to Seneca) Improvements – Conflicts have been identified and comments sent to the engineer.
- 4<sup>th</sup> and Eisenhower – Utilities were notified and met to discuss potential issues with temporary closure.

**Water Distribution Operations**

Between September 21st, 2022, and October 6th, 2022, the following water-distribution activities have occurred:

- a) Valves and Hydrants: Repaired valve at lagoons, misc. flushing

- b) Radio-Read Installations: 27
- c) Water Main Breaks: 2

**WATER TREATMENT SUMMARY**

Ohio Street Booster Station

- 1. Nothing new to report.

North Plant Summary

- 1. Plant offline Tuesday and Wednesday.
- 2. Installed new cameras for remote operating.

South Plant Summary

- 1. Kick-off meeting with Black & Veatch for WTP study.
- 2. Walk through with Water Systems Engineering.

**GENERAL MANAGER'S REPORT**

- Water Tank Project
  - Waiting on BOP (service contract) and DOJ (easement) to proceed
- Worked on North Treatment Plant Neptune R900 Gateway system – Site survey completed by Neptune for solar power panel.
- Drafted Caretaker Agreement for 779 N Hwy 5.
- Kick-off meeting with Black & Veatch for the WTP Study held on October 5<sup>th</sup>.

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Approved \_\_\_\_\_ 2022

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Richard Gervasini, Chairman

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Eric Peterson, Secretary