

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 26, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 26, 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 (by phone)

Directors Absent (Excused)

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Finance Manager
Neil Seichepine, Plants 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	<p>The employment issue resolved, Chad Lough was appointed to the Board to complete unexpired term, until the next municipal election.</p> <p>Upon motion from Director Gervasini, seconded by Director Norris, motion passed 4-0.</p> <p>RESOLVED (No. 15317), that the Board appointed Chad Lough to the Board until the next municipal election.</p> <p>Director Norris requested the Board consider a donate to Angel Flight using the tower fund. The proposal will be considered at the next meeting.</p>
APPROVE MINUTES OF SEPTEMBER 12, 2022	<p>Upon motion from Director Peterson, seconded by Director Walters, motion passed 5-0.</p> <p>RESOLVED (No. 15318), that the Board approved minutes from September 12, 2022.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...</p>
A. PAYROLL DISBURSEMENT OF SEPTEMBER 30, 2022	<p>RESOLVED (No. 15319), that the Board approved:</p> <p>A. The payroll for the period ending September 30, 2022 amounting to gross pay of \$85,365.14 (composed of the following withholdings and deductions) Federal Income Tax - \$6,856.15; FICA- \$6,419.71; State Tax - \$3,458.35; KPERS - \$5,077.61, Insurance - \$2,437.16; United Way - \$140.00; Eq-flex - \$1,136.71; PEDC - \$3,352.50; Misc - \$15.00, Optional Group Life \$322.54 and Deposits \$56,149.41 including the following overtime amounts: Distribution 38 hours @ \$1,232.69, North Plant 4 hours @ \$149.76 and South Plant 26.50 hours @ \$906.00 be approved and</p>

disbursements made from the Revenue Fund for their respective amounts.

- B. PAYMENT OF CLAIMS B. Special Claims \$568,112.72 and Special/Special as follows: Blue Cross & Blue Shield of Kansas \$30,173.36 checks be drawn on the Revenue Fund for their respective amounts.
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CONSIDERATION OF
AUGUST 2022 FINANCIAL
STATEMENT

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

RESOLVED (No. 15320), that the Board approved the August 2022 Financial Statements.

CONSIDERATION OF 2023
BUDGET

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

RESOLVED (No. 15321), that the approved the 2023 Budget.

CONSIDERATION 2023 RATE
AND FEE ADJUSTMENT

The Board agreed to adjust rates and fees, effective April 1, 2023. The adjustments include a two percent increase in the retail schedule, a \$4.23 increase in the base rate for wholesale customers, a \$10.00 increase in monthly Administration Fee for fire hydrant meters, and an adjust new meter fees are about 21 percent.

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

RESOLVED (No. 15322), that the Board approved the 2023 rate and fee adjustment.

CONSIDERATION OF
TERMINATION OF FARM
LEASE WITH KDOC

The Board reviewed and approved the 90 days written notice of termination of the Agriculture Farm Lease for the property known as 779 Highway K-5, Lansing, KS.

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

RESOLVED (No. 15323), that the Board approved the 90 days termination of Agriculture Farm lease of 779 Highway K-5, Lansing, KS with the Ks Dept of Corrections.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Weekly portal checklist
- August Financial Statements

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Received comments from KDHE.
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)
Consultants making progress, trying to minimize design costs.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Contractor is currently crossing the water main at 2nd Street.
- Pottawatomie Storm – Work is progressing.
- Sanitary Sewer I/I – Work expected to begin around October 1st.
- Downtown 4th Street (Choctaw to Seneca) Improvements – Final drawings being reviewed.
- 4th and Eisenhower – No additional conflicts expected, staff will stay in touch with contractor as needed.

Water Distribution Operations

Between September 8th, 2022, and September 21st, 2022, the following water-distribution activities have occurred:

- a) Service Renewals without Main Replacements: 2
- b) Radio-Read Installations: 23
- 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. Swann painted inside of intake.

South Plant Summary

1. Wellfield access still unavailable.
2. Walk through with KDHE on September 15th.

GENERAL MANAGER'S REPORT

- KMU Safety Training held September 19th on “Emergency Action Plans/Fire Prevention”.
 - Water Tank Project
 - Waiting on BOP (service contract) and DOJ (easement) to proceed
 - KDHE Permitting issued Construction Permit for Contract #2.
 - Worked on North Treatment Plant Neptune R900 Gateway system – equipment delivery delayed until April 2023.
 - Scheduled Kick-off meeting with Black & Veatch for the WTP Study on October 5th.
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Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary