

## LEAVENWORTH WATERWORKS

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

HELD ON October 24, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 24, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman  
Eric Peterson, Secretary  
Chad Lough, Assistant Secretary  
Bob Walters, Member

##### **Directors Absent (Excused)**

Christi Norris, Vice Chairman

##### **Staff in Attendance**

Joel Mahnken, General Manager  
Lesia Hegeman, Finance Manager  
Neil Seichepine, Plants Manager  
John Hodgden, Distribution Manager  
Kayla Manning, Engineer

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

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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	None
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF OCTOBER 10, 2022	Upon motion from Director Walters, seconded by Director Lough, motion passed 4-0.  <b>RESOLVED (No. 15327)</b> , that the Board approved minutes from October 10, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Walters, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF OCTOBER 31, 2022	<b>RESOLVED (No. 15328)</b> , that the Board approved: A. The payroll for the period ending October 31, 2022 amounting to gross pay of \$85,325.37 (composed of the following withholdings and deductions) Federal Income Tax - \$6,863.87; FICA- \$6,801.20; State Tax - \$3,748.48; KPERs - \$5,075.51, Insurance - \$2,390.94; United Way - \$90.00; Eq-flex - \$1,136.71; PEDC - \$3,177.50; Misc - \$15.00, Optional Group Life \$296.89 and Deposits \$55,729.27 including the following overtime amounts: Distribution 28 hours @ \$1,059.51, and South Plant 19 hours @ \$700.43 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Special Claims \$469,613.92 and Special/Special as follows: Angel Flight Central \$1,000.00, and Charter Communications \$364.99 checks be drawn on the Revenue Fund for their respective amounts.
CONSIDERATION OF SEPTEMBER 2022 FINANCIAL STATEMENTS	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0...  <b>RESOLVED (No. 15329)</b> , that the Board approved the September 2022

CONSIDERATION OF BIDDING  
TANK & TRANSMISSION  
MAIN PROJECTS

We are waiting for the US Department of Justice to sign off on the permanent easement on the property. KDHE has agreed to allow us to advance to the point of issuing a Notice to Proceed to the successful contractors without the easement. In discussing this with our engineers, we could include a clause allowing for up to 60 days after bidding to award the contracts, with up to 60 days to issue the NTP, informing them that we are still waiting for the permanent easement. Upon motion from Director Walters, seconded by Director Lough, motion passed 4-0.

**RESOLVED (No. 15330)**, that the Board proceed with advertising the Water Storage Tank and Transmission Main projects.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- Worked portal checklist
- Upgraded IBM operating system
- September Financials

**WATER DISTRIBUTION REPORTS**

1. Cherokee Street Water Main Replacement (2022)  
Contractor received pipe and submitted invoice for reimbursement. Check will be sent as soon as the full lien release is received from the supplier.
2. Spruce St East of 10<sup>th</sup> Ave (2023)  
Nothing new.
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 – installed 3 valves at 3<sup>rd</sup> and Olive for intersection isolation.
- Pottawatomie Storm – Pipe has been reconnected on Pottawatomie.
- Sanitary Sewer I/I – Work expected to begin in November.
- Downtown 4<sup>th</sup> Street (Choctaw to Seneca) Improvements – met with engineer at City meeting. Will review updated plans and start KDOT utility form.
- 4<sup>th</sup> and Eisenhower – in contact with contractor about possible meter

pit adjustments.

### **Water Distribution Operations**

Between October 6<sup>th</sup>, 2022, and October 20<sup>th</sup>, 2022, the following water-distribution activities have occurred:

- a) Valves and Hydrants: 3 valves for City project isolation
- b) Service Kills, Relocations or Repairs: (1) kill, (1) service repair
- c) New Water Service connection: 711 Walnut
- d) Water Main Breaks: 0

### **WATER TREATMENT SUMMARY**

#### **Ohio Street Booster Station**

1. Nothing new to report.

#### **North Plant Summary**

1. Plant offline for month of October.
2. Finfolk cleaned inside of contact basin and wet well.
3. CS Carey started tree trimming the west fence line.

#### **South Plant Summary**

1. Cross training operators.
2. Directional boring has started for AT&T fiber.

### **GENERAL MANAGER'S REPORT**

- KMU Safety Training and Professional Development held October 17<sup>th</sup> on "Hearing Protection" and "Effective Documentation".
  - Water Tank Project.
    - Waiting on BOP (service contract) and DOJ (easement).
    - Received approval from KDHE to bid & contract projects to point of Notice To Proceed
  - Received FAA "Determination of No Hazard to Air Navigation" for the North Treatment Plant Neptune R900 Gateway antenna installation.
  - Attended Missouri Regional Advisory meeting in Atchison October 18<sup>th</sup>.
  - MRPWSA meeting scheduled for November 10<sup>th</sup>.
  - There were 11,000 active meters on the system in the month of September.
  - Since the 2<sup>nd</sup> Board meeting in December would fall on the 26<sup>th</sup>, the Board's consensus was to reschedule the meeting to 1PM on December 28<sup>th</sup>.
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Approved \_\_\_\_\_ 2022

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Richard Gervasini, Chairman

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Eric Peterson, Secretary