

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON November 14, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, November 14, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Christi Norris, Vice Chairman
Eric Peterson, Secretary
Chad Lough, Assistant Secretary
Bob Walters, Member (by phone)

Directors Absent (Excused)

Richard Gervasini, 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

Director Norris, called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM	Director Norris 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 24, 2022	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0. RESOLVED (No. 15331) , that the Board approved minutes from October 24, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF OCTOBER 31, 2022	RESOLVED (No. 15332) , that the Board approved: A. The payroll for the period ending November 15, 2022 amounting to gross pay of \$88,362.46 (composed of the following withholdings and deductions) Federal Income Tax - \$7,224.04; FICA- \$6,649.05; State Tax - \$3,634.99; KPERs - \$5,235.74, Insurance - \$2,309.97; United Way - \$90.00; Eq-flex - \$1,136.71; PEDC - \$3,177.50; Misc - \$15.00, and Deposits \$58,889.46 including the following overtime amounts: Distribution 89 hours @ \$3,158.09, North Plant 5.5 hours @ \$200.15 and South Plant 22 hours @ \$720.85 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Regular Claims \$103,577.75, Special Claims \$280,123.07 and Special/Special as follows: AT&T \$369.18, AT&T Mobility \$1,311.81, AXA Equitable \$6,355.00, Capital One \$436.30, Evergy \$47,049.30, FNF Petroleum \$3,544.60, Home Depot \$994.41, Kansas Gas Service \$582.48, Tractor Supply \$259.98, KDOR- \$18,057.37, AT&T \$1,185.20, Cash Account \$680.00, Postmaster \$3,000.00, and Verizon Wireless \$280.07 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF BCBS
INSURANCE RENEWAL

The 2023 benefit plan would remain the same as previous years, in network deductible \$500/\$1000 and coinsurance 20% , annual out of pocket maximum \$1,500/\$3,000. 2023 premium cost increased by 12.83% for health insurance and 1.7% for dental insurance. Currently, the Board is cost sharing 90/70 formula for employees/dependents.

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

RESOLVED (No. 15333), that the Board approved the Blue Cross/Blue Shield 2023 renewal for health and dental insurance, paying 90 percent of the employee premium and 70 percent of the dependent premium.

CONSIDERATION OF
REPLACEMENT TRUCK

We budgeted \$40,000.00 for a field service truck. We will be trading in a 2016 Chevrolet Colorado. We received two bids from dealers. The best proposal was for a 2023 Nissan, King Cab, 4wd SV auto price after trade-in \$29,162.32.

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

RESOLVED (No. 15334), that the Board approved the purchase a 2023 Nissan, King Cab, 4wd SV Auto in the amount of \$29,162.32.

CONSIDERATION OF
REPLACEMENT MINI-
EXCAVATOR

The lower boom assembly (quick attach) on our Mini-Excavator needs repair. The quote for the repair is approximately \$9,000.00. Our current Mini-Ex is a 2009 Model E35 with 3,996 hours and due to be replaced in 3-5 years.

Bobcat will accept our current attachments and was the best proposal at a cost of \$43,867.98.

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

RESOLVED (No. 15335), that the Board approved the purchase of a 2023 Bobcat E35 for the amount of \$43,867.98. All the equipment pricing comes with a standard 2-yr warranty.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked portal checklist
- October Financials

WATER DISTRIBUTION REPORTS

1. Cherokee Street Water Main Replacement (2022)
Nothing new.
2. Spruce St East of 10th Ave (2023)
Staff finished reviewing preliminary plans.
3. Ottawa and Osage 13th to 20th (2023)
Staff met with BG to go over preliminary alignment.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box –
- Pottawatomie Storm – Finished
- Sanitary Sewer I/I – Nothing new.
- Downtown 4th Street (Choctaw to Seneca) Improvements – Nothing new.
- 4th and Eisenhower – Nothing new.

Water Distribution Operations

Between October 20th, 2022, and November 10th, 2022, the following water-distribution activities have occurred:

- a) Valves and Hydrants: repaired 1 valve, replace 1 hydrant
- b) Meter Replacements: 142
- c) Water Main Breaks: three 2-inch, one 4-inch, five 6-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Cross training operators.

South Plant Summary

1. Offline for fall maintenance.

GENERAL MANAGER'S REPORT

- Water Tank Project.
 - Waiting on BOP (service contract) and DOJ (easement).

- Established address for the Tank site: 16451 Boeppler Road.
 - Advertised for Bids on December 6th, Prebid meeting scheduled for November 29th.
 - North Treatment Plant Neptune R900 Gateway antenna installation delayed until 2023. Wooden pole not available until next year and Neptune equipment will not ship until April 2023.
 - Attending the Governor’s Water Conference November 15th to 17th.
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Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary