

## LEAVENWORTH WATERWORKS

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

HELD ON November 28, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, November 28, 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 (by phone)

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

Bob Walters, Member

##### **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	Director Norris asked about the repairs to the farmhouse.
APPROVE MINUTES OF NOVEMBER 14, 2022	Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0.  <b>RESOLVED (No. 15336)</b> , that the Board approved minutes from November 14, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF NOVEMBER 30, 2022	<b>RESOLVED (No. 15337)</b> , that the Board approved: <b>A.</b> The payroll for the period ending November 30, 2022 amounting to gross pay of \$90,603.43 (composed of the following withholdings and deductions) Federal Income Tax - \$7,330.45; FICA- \$6,820.43; State Tax - \$3,698.08; KPERs - \$5,392.19, Insurance - \$2,610.71; United Way - \$90.00; Eq-flex - \$1,136.71; PEDC - \$3,177.50; Misc - \$15.00, Optional Group Life \$296.89, Checks \$2,767.91 and Deposits \$57,267.56 including the following overtime amounts: Distribution 10.50 hours @ \$504.84, North Plant 28 hours @ \$912.18 and South Plant 15 hours @ \$535.52 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Special Claims \$358,431.29 and Special/Special as follows: Blue Cross & Blue Shield of Kansas \$30,867.15 checks be drawn on the Revenue Fund for their respective amounts.
CONSIDERATION OF OCTOBER FINANCIAL STATEMENT	Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0...

**RESOLVED (No. 15338)**, that the Board approved the October Financial Statement.

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DISCUSSION ON INCREASING  
KPWSLF No. 3102 AMOUNT

The Water Storage Tank project is projected to cost considerably more than originally budgeted due to inflation. Once we have bid the construction projects and have a firm number, there is a possibility of increasing our SRF loan amount. KDHE has money available and is willing to increase the loan amount.  
Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0...

**RESOLVED (No. 15339)**, that the Board authorized the General Manager to proceed with an increase to the KPWSLF Project No. 3102 once the bids are received and project cost are known.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- Worked portal checklist with Watersmart and Invoice Cloud
- Financial report for October

**WATER DISTRIBUTION REPORTS**

1. Spruce St East of 10<sup>th</sup> Ave (2023)  
Staff finished reviewing 90% front end documents and specs.
2. 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 – Work is continuing on 2<sup>nd</sup> St.
- Sanitary Sewer I/I – Work has begun.

**Water Distribution Operations**

Between November 10<sup>th</sup>, 2022, and November 23rd, 2022, the following water-distribution activities have occurred:

- a) New Water Service Connections: one
- b) Water Main Breaks: three 2-inch, one 4-inch, three 6-inch and two 8-inch.

## **WATER TREATMENT SUMMARY**

### Ohio Street Booster Station

1. Nothing new to report.

### North Plant Summary

1. Cross training operators.

### South Plant Summary

1. Finn Folk cleaned the wet well and the contact basin.
2. AT&T has put fiber into the building.
3. Offline for fall maintenance.

## **GENERAL MANAGER'S REPORT**

- KMU Safety Training held November 21<sup>st</sup> on "Flammable & Combustible Materials".
  - Water Tank Project.
    - Waiting on BOP (service contract) and DOJ (easement).
    - Advertised for Bids on December 6<sup>th</sup>, Prebid meeting scheduled for November 29<sup>th</sup>.
    - Checked with KDHE on possible increase on SFR loan amount.
  - Attended the Governor's Water Conference November 15<sup>th</sup> to 17<sup>th</sup>.
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Approved \_\_\_\_\_ 2022

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Richard Gervasini, Chairman

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Eric Peterson, Secretary