

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON December 28, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 1:00 PM on Monday, December 28, 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 (by phone)
Bob Walters, Member

Directors Absent (Excused)

None

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

None

Director Gervasini, called the meeting to order at 1:00 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	Director Peterson thanked the Distribution Manager and Crew for working in extremely cold weather to repair a main break on 10 th Ave.
APPROVE MINUTES OF DECEMBER 12, 2022	Upon motion from Director Walters, seconded by Director Peterson, motion passed 5-0. RESOLVED (No. 15344) , that the Board approved minutes from December 12, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF DECEMBER 31, 2022	RESOLVED (No. 15345) , that the Board approved: A. The payroll for the period ending December 31, 2022 amounting to gross pay of \$98,080.45 (composed of the following withholdings and deductions) Federal Income Tax - \$7,793.73; FICA- \$7,037.47; State Tax - \$4,109.81; KPERs - \$5,840.82, Insurance - \$2,659.18; United Way - \$90.00; Eq-flex - \$1,136.71; PEDC - \$3,177.50; Misc - \$15.00, Optional Group Life \$296.89, and Deposits \$65,923.34 including the following overtime amounts: Distribution 199.50 hours @ \$7,475.19, North Plant 9 hours @ \$292.05 and South Plant 58 hours @ \$2,047.29 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. Special Claims \$361,039.21 and Special/Special as follows: David Howard \$50.00, Nicholas Hyde \$50.00, Nicholas Moppin \$50.00, Allen Twitchel \$50.00, Leav Co Treasurer \$25.50, SPS Var, LLC \$4,995.00, Waste Management \$1,086.60, Riverfront Community Center \$320.00, Autumn Fitzgerald \$29.16, Blue Cross & Blue Shield of Kansas \$36,694.98, John Donaldson \$14.95, Noland Real Estate \$70.21, Office of the State Fire Marshal \$180.00, Postmaster \$3,000.00, Talia Villa \$88.44, The Café \$1,005.00 check to be drawn

on the Revenue Fund for their respective amounts.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked portal checklist with Watersmart and Invoice Cloud
- Financial report for November
- Year-end reports

WATER DISTRIBUTION REPORTS

1. Spruce St East of 10th Ave (2023)
Staff finished reviewing 90% front end documents and specs.
2. Ottawa and Osage 13th to 20th (2023)
Nothing new.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Work is continuing on 2nd St.
- Sanitary Sewer I/I – Work has begun.

Water Distribution Operations

Between November 10th, 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. Closed due to lack of water into the intake.
2. Douglas pulled the outside pumps due to a log pushing the pumps away from the intake.

South Plant Summary

1. Carrying the load until river comes back to operational levels.

GENERAL MANAGER'S REPORT

- KMU Safety Training held December 27th on "Working in Cold Weather".
 - Water Tank Project.
 - Waiting on DOJ (easement).
 - Reviewing Water Services Contract from BOP.
 - Gathered checklist items on bids for KDHE SRF concurrence.
 - Reviewing data from AWWA's 2022 Salary Survey.
 - Closed Office and Distribution Thursday, December 22nd due to weather conditions.
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Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary