

## LEAVENWORTH WATERWORKS

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

HELD ON JANUARY 9, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 9, 2023, 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  
Bob Walters, Member

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

##### **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 DECEMBER 28, 2022	Upon motion from Director Norris, seconded by Director Peterson, motion passed 5-0.  <b>RESOLVED (No. 15345)</b> , that the Board approved minutes from December 28, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF JANUARY 15, 2023	<b>RESOLVED (No. 15346)</b> , that the Board approved: <b>A.</b> The payroll for the period ending January 15, 2023 amounting to gross pay of \$90,005.84 (composed of the following withholdings and deductions) Federal Income Tax - \$6,761.89; FICA- \$6,765.62; State Tax - \$3,635.61; KPERs - \$5,355.65, Insurance - \$2,725.36; United Way - \$98.50; Eq-flex - \$1,255.87; PEDC - \$3,427.50; Misc - \$15.00, and Deposits \$59,964.84 including the following overtime amounts: Distribution 10 hours @ \$411.00, North Plant 7.50 hours @ \$273.1 and South Plant 29 hours @ \$950.57 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> December (Regular) Claims \$96,934.81, January (Special) Claims \$262,866.38 and Special/Special as follows: AXA Equitable \$6,355.00, Capital One \$118.76, Tractor Supply Credit \$43.99, AT&T Mobility \$1,205.49, Evergy \$41,397.79, Home Depot \$543.70, and Verizon \$280.09 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF  
NOVEMBER FINANCIAL  
STATEMENT

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

**RESOLVED (No. 15347)**, that the Board approved the November Financial  
Statement.

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CONSIDERATION OF WATER  
SERVICES CONTRACT WITH  
THE BOP

We received the Water Services Contract with the Bureau of Prisons for  
the new Federal Corrections Institution/Federal Prison Camp facility.  
Upon motion from Director Norris, seconded by Director Peterson,  
motion passed 5-0.

**RESOLVED (No. 15348)**, that the Board approved the Water Services  
Contract with the Federal Bureau of Prisons for the new Leavenworth  
Federal Corrections Institution effective January 1, 2023.

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CONSIDERATION OF  
REPLACEMENT FLOW  
METERS AT WELL FIELD

In 2015, 9 electronic flow mag meters were purchased from Mid America  
Meter. 3 of the 9 flow meters have now failed due to repeated  
submergence, which has caused the weather stripping to fail, filling the  
control pods up with water. These pods contain the brains that submit  
the flow readings up to SCADA. Received a quote for Mid America Meter  
to replace 3 meters at a price of \$10,111.72, to include podding kits, wall  
mounting kits, and 300 feet of wire.

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

**RESOLVED (No. 15349)**, that the Board approved the purchase of 3 flow  
meters and accessories from Mid America Meter for \$10,111.72.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

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

**WATER DISTRIBUTION REPORTS**

1. Spruce St East of 10<sup>th</sup> Ave (2023)  
Project is advertising on Drexel, will bid Jan 18<sup>th</sup>, 2023.
2. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)  
Plans are in review.

**City / County Projects**

- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box – Crews coordinating with Lexeco as needed.
- Sanitary Sewer I/I – Staff is coordinating with contractor, as needed.

**Water Distribution Operations**

Between December 27<sup>th</sup>, 2022, and January 5<sup>th</sup>, 2023, the following water-distribution activities have occurred:

- a) New Water Service Connections: one
- b) Service Kills, Relocations or Repairs: one
- c) The Distribution Manager provided a power point on the 16” main break at 10<sup>th</sup> Ave and Gatewood. Repaired December 18<sup>th</sup> to 20<sup>th</sup>.

**WATER TREATMENT SUMMARY**

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant back online January 4<sup>th</sup>, 2023.

South Plant Summary

1. Atronic Alarms replaced outdated security cameras.

**GENERAL MANAGER’S REPORT**

- Water Tank Project.
  - Waiting on DOJ (easement).
  - Reviewed Water Service Contract from BOP.
  - Received a copy of the financial capacity analysis completed by Ranson Financial for KDHE on our request for additional SRF money. We received a positive recommendation.
- Reviewing data from AWWA’s 2022 Salary Survey.
- Attended a Missouri Regional Advisory Committee meeting in Atchison January 5, 2023.

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Approved \_\_\_\_\_ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary