

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON January 23, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 23, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman
Eric Peterson, Secretary
Bob Walters, Member (by phone)

Directors Absent (Excused)

Chad Lough, Assistant Secretary

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Finance Manager
John Hodgden, Distribution Manager
Jim Adams, North Plant Superintendent
Kayla Manning, Engineer

Others in Attendance

None

Director Gervasini, called the meeting to order at 5:00 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	<p>Director Norris voiced her concern with barricade lights not flashing at Miami and 20th.</p> <p>Director Norris stated she would like AED machines on the crew trucks.</p> <p>Director Gervasini inquired if security measures would be included in the design of the New Centennial Bridge next to the North Treatment Plant.</p>
APPROVE MINUTES OF JANUARY 9, 2023	<p>Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0.</p> <p>RESOLVED (No. 15350), that the Board approved minutes from January 9, 2023.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0...</p>
A. PAYROLL DISBURSEMENT OF JANUARY 31, 2023	<p>RESOLVED (No. 15351), that the Board approved:</p> <p>A. The payroll for the period ending January 31, 2023 amounting to gross pay of \$104,646.50 (composed of the following withholdings and deductions) Federal Income Tax - \$10,263.26; FICA- \$7,895.34; State Tax - \$4,479.34; KPERS - \$5,467.70, Insurance - \$3,005.48; United Way - \$98.50; Eq-flex - \$1,129.05; PEDC - \$2,927.50; Misc - \$15.00, Optional Group Life \$307.89, Checks \$7,983.65 and Deposits \$61,073.79 including the following overtime amounts: Distribution 33.50 hours @ \$1,132.36, North Plant 30 hours @ \$939.36 and South Plant 38.50 hours @ \$1,372.28 be approved and disbursements made from the Revenue Fund for their respective amounts.</p>
B. PAYMENT OF CLAIMS	<p>B. December Claims(regular) \$28,307.09, January Claims (special) \$664,266.27 and Special/Special as follows: Ks Gas Service \$5,573.79, Charter Communications \$364.99, Postmaster \$3,000.00 checks be drawn on the Revenue Fund for their respective amounts.</p>

CONSIDERATION OF
DECEMBER FINANCIAL
STATEMENT

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

RESOLVED (No. 15352), that the Board approved the December Financial Statement.

CONSIDERATION OF BIDS
FOR SPRUCE ST WATER MAIN
REPLACEMENT

The watermain along Spruce Street is 6-inch cast iron and the water main along Grand is 8-inch cast iron. Both are under pavement and expensive to repair. The project also will address 5 blocks of 2-inch cast iron that connect along Spruce or Grand and have numerous breaks.

A total of 5 bids were received, the lowest bidder Westland Construction in amount of \$1,018,688.00.

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

RESOLVED (No. 15353), that the Board award the bid and authorized the General Manager to execute the contract with Westland Construction, Inc. in the amount of \$1,018,688.00.

DIVISION REPORTS

ADMINISTRATION SUMMARY

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

WATER DISTRIBUTION REPORTS

1. Spruce St East of 10th Ave (2023)
2. Ottawa and Osage 13th to 20th (2023)
Received plans to review.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Crews coordinating with Lexeco as needed. Working to replace main from Chestnut towards Olive along 3rd due to low water pressure of existing 2” cast iron water main.
- Sanitary Sewer I/I – Staff is coordinating with contractor, as needed.

Water Distribution Operations

Between January 5th, 2023 and January 19th, 2023, the following water-distribution activities have occurred:

- a) New Water Service Connections: three
- b) Service Kills, Relocations or Repairs: (2) kills, (1) partial renewal, and (1) renewal
- c) Valves and Fire Hydrants: one
- d) Water Main Breaks: three 2-inch, and one 6-inch.

WATER TREATMENT SUMMARY

Ohio Street Booster Station

- 1. Nothing new to report.

North Plant Summary

- 1. Finalizing fiber connection with AT&T.
- 2. McGuire Electric working on plant-to-plant operations.

South Plant Summary

- 1. Douglas Pump repaired contact basin mixer and filter to waster valves.
- 2. Chemicals continue to trend up in price.

GENERAL MANAGER’S REPORT

- KMU Safety Training held January 19th on “Safety Attitude” and Professional Development Training on “Difficult Conversations”.
- Water Tank Project.
 - Waiting on DOJ (easement).
 - Working to finalize Water Service Contract with BOP.
- Provided data to Black & Veatch for the Water Treatment Plant study.
- Reviewed and approved the Annual Water Usage Report for DWR.

Approved _____ 2022

Richard Gervasini, Chairman

Eric Peterson, Secretary