

## LEAVENWORTH WATERWORKS

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

HELD ON February 13, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 13, 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 (left meeting at 5:50PM)  
Eric Peterson, Secretary  
Bob Walters, Member

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

Chad Lough, Assistant Secretary

##### **Staff in Attendance**

Joel Mahnken, General Manager  
Lesia Hegeman, Finance Manager  
John Hodgden, Distribution Manager  
Neil Seichepine, Treatment Manager  
Kayla Manning, Engineer

##### **Others in Attendance**

Tim Malcolm, Project Manager for Black & Veatch

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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 JANUARY 23, 2023	Upon motion from Director Norris, seconded by Director Walters, motion passed 4-0.  <b>RESOLVED (No. 15354)</b> , that the Board approved minutes from January 23, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF FEBRUARY 15, 2023	<b>RESOLVED (No. 15355)</b> , that the Board approved: <b>A.</b> The payroll for the period ending February 15, 2023 amounting to gross pay of \$90,151.63 (composed of the following withholdings and deductions) Federal Income Tax - \$7,049.01; FICA- \$6,782.96; State Tax - \$3,708.40; KPERs - \$5,339.31, Insurance - \$2,775.46; United Way - \$98.50; Eq-flex - \$1,192.46; PEDC - \$2,785.00; Misc - \$15.00, and Deposits \$60,405.53 including the following overtime amounts: Distribution 33.50 hours @ \$1,132.36, North Plant 9 hours @ \$339.00 and South Plant 11.50 hours @ \$409.12 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> January Claims(regular) \$120,068.00, February Claims (special) \$327,775.57 and Special/Special as follows: AT&T \$373.65, AXA Equitable \$6,355.00, Capital One \$289.05, Home Depot \$578.05, Neptune \$12,344.40, Tractor Supply \$156.96, KDOR \$14,540.80, AT&T mobility \$1,162.31, Evergy \$48,245.44, Verizon \$280.07 and Postmaster \$3,000.00 checks be drawn on the Revenue Fund for their respective amounts.

BLACK & VEATCH  
PRESENTATION OF  
HORIZONTAL COLLECTOR  
WELL FINDINGS &  
RECOMMENDATIONS

Tim Malcolm of Black & Veatch presented their finding on the issues caused by the excessive iron in the Horizontal Collector Well. He will continue working with staff to address the issues.

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CONSIDERATION OF CASH  
RESERVES REPORT

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

**RESOLVED (No. 15356)**, that the Board approved the Targeted Cash Reserve report.

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CONSIDERATION OF  
LECOMPTON WATERMAIN  
DESIGN CONTRACT

Benesch was asked to provide an engineering contract for the project design to address 3 area on Lecompton.

1. New water main will replace the 8-inch waterline on Lecompton going up to 18<sup>th</sup> Street (2,100 feet of pipe)
2. Install a 2-inch line to feed the existing customers along Lecompton
3. Replace the existing pipe along 22<sup>nd</sup> Street, Lecompton from 22<sup>nd</sup> Street to Springdale Road, and Springdale Road north of Lecompton.

Upon motion from Director Peterson, seconded by Director Walters, motion passed 3-0....

**RESOLVED (No. 15357)**, that the Board authorized the General Manager to execute the Contract Documents with Benesch for engineering services for Lecompton Water Main Replacement Design at a not-to-exceed cost of \$95,000.

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DISCUSSION OF KDOT LETTER  
REGARDING CENTENNIAL  
BRIDGE

The Board was provided a copy of the letter from KDOT. They have requested comments as the first step in the environmental assessment under NEPA for the New Centennial Bridge project. The draft response letter was reviewed by the Board. After some editing, the letter will be ready for approval at the next meeting.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

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

## **WATER DISTRIBUTION REPORTS**

1. Spruce St East of 10<sup>th</sup> Ave (2023)  
Nothing new.
2. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)  
Reviewing plans.

### **City / County Projects**

- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box – New 6” HDPE main bored in from Chestnut towards Olive.
- Sanitary Sewer I/I – Nothing new.

### **Water Distribution Operations**

Between January 19<sup>th</sup>, 2023 and February 9<sup>th</sup>, 2023, the following water-distribution activities have occurred:

- a) New Water Service Connections: two
- b) Service Kills, Relocations or Repairs: (1) repair
- c) Water Main Breaks: three 2-inch, and two 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. Installed new chlorine analyzer.

### **South Plant Summary**

1. Working with Black & Veatch on the Collector Well cleaning.

## **GENERAL MANAGER’S REPORT**

- Water Tank Project.
  - Waiting on DOJ (easement).
  - Bids for construction projects expired February 4<sup>th</sup>. Should we ever receive the easement, the low bidders are willing to negotiate, based on their bids.
  - Worked on paperwork with BOP to receive payment for service connection and storage fee.

- Was informed KDHE has approved loan amendment for additional funds and it is being processed.
  - Reviewed and approved the City Services charges. Along with inflation, the split based on billed revenue changed, significantly increasing the City's cost.
  - As a reminder, we will be closed February 20<sup>th</sup> for President's Day.
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Approved \_\_\_\_\_ 2022

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Richard Gervasini, Chairman

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Eric Peterson, Secretary