

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON February 27, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 27, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman

Eric Peterson, Secretary

Bob Walters, Member

Chad Lough, Assistant Secretary

Directors Absent (Excused)

Christi Norris, Vice Chairman (joined by phone at 5:36 PM until 5:58 PM)

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

None

Director Gervasini, called the meeting to order at 5:03 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 asked staff to get pricing for an automatic gate opener.
APPROVE MINUTES OF FEBRUARY 13, 2023	Upon motion from Director Walters, seconded by Director Peterson, motion passed 4-0. RESOLVED (No. 15358) , that the Board approved minutes from February 13, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF FEBRUARY 28, 2023	RESOLVED (No. 15359) , that the Board approved: A. The payroll for the period ending February 28, 2023 amounting to gross pay of \$90,057.88 (composed of the following withholdings and deductions) Federal Income Tax - \$7,026.94; FICA- \$6,775.81; State Tax - \$3,686.59; KPERS - \$5,357.73, Insurance - \$2,775.46; United Way - \$98.50; Eq-flex - \$1,192.46; PEDC - \$3,035.00; Misc - \$15.00, Optional Group Life \$244.54 and Deposits \$59,849.85 including the following overtime amounts: Distribution 27.50 hours @ \$987.98, North Plant 43.5 hours @ \$1,442.48 and South Plant 24 hours @ \$877.56 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. February Claims (specials) \$392,630.07 and Special/Special as follows: AXA Equitable \$5,820.00, and BCBS \$35,486.88 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
JANUARY FINANCIAL
STATEMENT

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

RESOLVED (No. 15360), that the Board approved the January Financial
Statements.

CONSIDERATION OF FIRST
AMENDMENT TO THE
KPWSLF PROJECT 3102 LOAN
AGREEMENT

Thereupon, there was presented a Resolution entitled:

**AN RESOLUTION AUTHORIZING THE
EXECUTION OF AN AMENDMENT TO THE LOAN
AGREEMENT BETWEEN LEAVENWORTH
WATERWORKS BOARD AND THE STATE OF
KANSAS, ACTING BY AND THROUGH THE
KANSAS DEPARTMENT OF HEALTH AND
ENVIRONMENT FOR THE PURPOSE OF
OBTAINING A LOAN FROM THE KANSAS
PUBLIC WATER SUPPLY LOAN FUND FOR THE
PURPOSE OF FINANCING A PUBLIC WATER
SUPPLY PROJECT; ESTABLISHING A
DEDICATED SOURCE OF REVENUE FOR
REPAYMENT OF SUCH LOAN; AUTHORIZING
AND APPROVING CERTAIN DOCUMENTS IN
CONNECTION THEREWITH; AND
AUTHORIZING CERTAIN OTHER ACTIONS IN
CONNECTION WITH THE LOAN AGREEMENT..**

Thereupon, Director Peterson moved that said Resolution be
passed. The motion was seconded by Director Walters. Said Resolution
was duly read and considered, and upon being put, the motion for the
passage of said Resolution was carried by the vote of the Governing Body,
the vote being as follows:

Yes: Gervasini, Peterson, Lough, Walters.

No: None.

Thereupon, the Chairman declared said Resolution duly passed and
the Resolution was then duly numbered Resolution No. 15361 and was
signed and approved by the Chairman and attested by the Secretary.

CONSIDERATION OF KDOT
LETTER REGARDING
CENTENNIAL BRIDGE

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

RESOLVED (No. 15362), that the Board authorized the Chair to sign the
letter of response to KDOT regarding the Centennial Bridge project

Environmental Assessment – Agency Coordination letter of February 3, 2023.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on portal with Watersmart and Invoice Cloud
- Financial report for January
- Meeting with CISA – discuss vulnerability report

WATER DISTRIBUTION REPORTS

1. Spruce St East of 10th Ave (2023)
Received paperwork, contractor is working on materials procurement.
2. Ottawa and Osage 13th to 20th (2023)
Reviewing plans.
3. Lecompton (2023)
Consultant is scheduling survey

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Nothing new
- Sanitary Sewer I/I – Nothing new.

Water Distribution Operations

Between February 9th, 2023 and February 23rd, 2023, the following water-distribution activities have occurred:

- a) Water Main Breaks: two 2-inch or less

WATER TREATMENT SUMMARY

Ohio Street Booster Station

1. Preventative maintenance completed on generator.

North Plant Summary

1. Waiting on PLC card to arrive to connect plant to plant operations.
2. JF Denny repaired drain.

South Plant Summary

1. Preventative maintenance completed on both plant generators.
2. Meeting with Black & Veatch to move forward of cleaning the HCW.

GENERAL MANAGER'S REPORT

- KMU Safety Training held February 23rd on “Defensive Driving” and “Work Zone Safety”.
- Water Tank Project.
 - Waiting on DOJ (easement).
 - Worked on loan amendment for additional funds.
 - Contacted Bond Counsel to make arrangements with BAM on additional loan payment insurance.
 - Arranged to have Resolution on next City Commission agenda, as required by KDHE.
- Monitoring State Legislation’s actions on water issues.
- Will attend Missouri Regional Advisory Committee meeting scheduled for March 6th in Atchison.

EXECUTION SESSION -PERSONNEL MATTERS OF NONELECTED PERSONNEL

Director Norris joined the meeting by phone at 5:36 PM. At 5:37PM, the Board recessed the regular board meeting to enter into executive session for discussion on non-elected personnel for 20 minutes.

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

RESOLVED (No. 15363), that the Board go into executive session until 5:57 PM to discuss personnel matters of nonelected personnel

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

RESOLVED (No. 15364), that the Board ended the executive session and resumed the regular board meeting at 5:57 PM.

No action was taken as a result of the executive session.

Chairman Gervasini then suspended the meeting until 3:00 PM on Tuesday, March 7, 2023, for a Board work session to discuss recruitment for the position of Finance Manager (Manager of Collections and Accounts).

Chairman Gervasini reconvened the meeting at 3:00 PM, Tuesday, March 7, 2023, for a Board work session.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman
Eric Peterson, Secretary

Bob Walters, Member
Chad Lough, Assistant Secretary

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Finance Manager

Others in Attendance

Dana Spichal, Auditor with SSC CPAs

CONSIDERATION OF
FINANCE MANAGER
RECRUITMENT

Due to the announced retirement date of August 31, 2023, the Board discussed the recruitment process to hire Ms Hegeman’s replacement. Since the position provides for the statutory requirement of the Manager of Collections and Accounts, the Board is responsible for filling the position.

The current job duties of the position were discussed and it was decided to focus on hiring an individual to fulfill the statutory requirements with related job duties possibly being reassigned later. Requirements for the position were considered with the addition of “knowledge of GAAP and GASB” being included. It was decided that the current pay range and benefits would probably be adequate. The logistics of the interview process were discussed.

Staff was directed to complete the update of the job description and prepare to advertise for the position.

Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary