

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON March 13, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 13, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chair
Eric Peterson, Secretary
Chad Lough, Assistant Secretary

Directors Absent (Excused)

Bob Walters, Member

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

Peter Robertson, Crow and Association

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	Director Peterson asked about the status and cost of house on HWY 5.
APPROVE MINUTES OF FEBRUARY 27, 2023	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0. RESOLVED (No. 15365) , that the Board approved minutes from February 27, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF MARCH 15, 2023	RESOLVED (No. 15366) , that the Board approved: A. The payroll for the period ending March 15, 2023 amounting to gross pay of \$87,604.26 (composed of the following withholdings and deductions) Federal Income Tax - \$6,690.75; FICA- \$6,588.14; State Tax - \$3,550.84; KPERS - \$5,210.49, Insurance - \$2,834.06; United Way - \$98.50; Eq-flex - \$1,192.46; PEDC - \$3,035.00; Misc - \$15.00, and Deposits \$58,389.02 including the following overtime amounts: Distribution 20.50 hours @ \$755.16, and South Plant 7 hours @ \$264.51 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. February Claims (regular) \$83,595.16, March (special) \$262,561.12 and Special/Special as follows: Capital One \$570.40, Evergy \$39,416.00, KDHE-Bureau of Water \$25.00, Postmaster \$3,000.00, AT&T Mobility \$1,163.11, and Verizon \$280.09 checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION REGARDING
KANSAS OPEN RECORDS ACT
(KORA)

Attorney Peter Robertson discussed some of the requirements of the law with the Board. Attorney Robertson agreed to research and get back with the Board with an answer, if the Water Department is subject to KORA.

FINANCE MANAGER
RECRUITMENT UPDATE

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

RESOLVED (No. 15367) , that the Board approved the revised Finance Manager job description.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on portal with Watersmart and Invoice Cloud
- Worked with auditors

WATER DISTRIBUTION REPORTS

1. Spruce St East of 10th Ave (2023)
Nothing new.
2. Ottawa and Osage 13th to 20th (2023)
BG is working on the comments from staff.
3. Lecompton (2023)
Nothing new.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Crews preparing to reconnect waterlines at 3rd and Olive.

Water Distribution Operations

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

- a) New Water Service Connections: one
- b) Service Kills, Relocations or Repairs: one kill
- c) Service Renewals with Main Replacements: one
- d) Water Main Breaks: two 2-inch, one 10-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

1. Finalizing fiber for Plant-to-Plant operations
2. Started updating Risk Management Plan

South Plant Summary

1. Reviewing Black & Veatch HCW film report.
2. Reviewing Black & Veatch existing Facilities Condition Assessment.
3. Started updating Risk Manager Plan.

GENERAL MANAGER’S REPORT

- Water Tank Project.
 - Waiting on DOJ (easement).
 - Worked on loan amendment for additional funds.
 - Gathered data for BAM on additional loan payment insurance.
 - Arranged to have Resolution on next City Commission agenda March 14th.
 - Monitoring State Legislation’s actions on water issues.
 - Worked on Finance Manager recruitment process.
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Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary