

## LEAVENWORTH WATERWORKS

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

HELD ON April 10, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 10, 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 Chair  
Eric Peterson, Secretary  
Chad Lough, Assistant Secretary  
Bob Walters, Member (by phone 5:03PM)

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

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

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

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

None

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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 MARCH 27, 2023	Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0.  <b>RESOLVED (No. 15373)</b> , that the Board approved minutes from March 27, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF APRIL 15, 2023	<b>RESOLVED (No. 15374)</b> , that the Board approved: <b>A.</b> The payroll for the period ending April 15, 2023 amounting to gross pay of \$87,831.81 (composed of the following withholdings and deductions) Federal Income Tax - \$6,736.60; FICA- \$6,605.47; State Tax - \$3,564.14; KPERS - \$5,224.13, Insurance - \$2,843.66; United Way - \$98.50; Eq-flex - \$1,192.46; PEDC - \$3,035.00; Misc - \$15.00, and Deposits \$58,516.85 including the following overtime amounts: Distribution 13.50 hours @ \$508.50, North Plant 4 hours @ \$149.76 and South Plant 11 hours @ \$421.67 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> March Claims (regular) \$123,768.64, April (special) \$264,695.42 and Special/Special as follows: AT&T \$1,795.92, Blue Cross & Blue Shield \$35,909.62, Capital One \$596.40, AXA Equitable \$6,070.00, AT&T Mobility \$1,421.71, Evergy \$37,050.51, Home Depot \$1,653.78, Kansas Gas \$4,189.42, Tractor Supply \$177.85, Verizon Wireless \$280.09 checks be drawn on the Revenue Fund for their respective amounts.

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DISCUSSION OF GATE  
AUTOMATION

Staff received quotes from Kansas Fence and Crockett Electric for automatic gates for the parking lot at the office. Kansas Fencing quoted \$8,163.50 for material and labor to install gate, wireless keypad and fabric. Crockett Electric quoted \$1,104.50 to install electricity to the gate. The board consensus was the cost was too high to install automatic gates. No action taken.

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DISCUSSION OF FREE  
CHLORINE BURNOUT FOR  
MAINTENANCE

LWD is scheduling a free chlorine burnout May 15<sup>th</sup> to June 19<sup>th</sup>. The main reason for this procedure is to destroy any nitrifying or iron-reducing bacteria in the distribution system. The board asked staff to have several public service announcements, including on Channel 2, facebook and customer portal.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- Worked on outstanding items for audit.

**WATER DISTRIBUTION REPORTS**

1. Cherokee Street Watermain Replacement (2023)

Contractor waiting on parts to repair boring machine, should start mobilizing in the next couple weeks, starting to bore by the end of the month.

2. Spruce St East of 10<sup>th</sup> Ave (2023)

Nothing new.

3. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)

Nothing new.

3. Lecompton (2023)

Nothing new.

**City / County Projects**

- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box – Nothing new.

**Water Distribution Operations**

Between March 23<sup>rd</sup>, 2023, and April 6th, 2023, the following water-distribution activities have occurred:

- a) New Water Service Connections: one
- b) Valves and Fire Hydrant: one
- c) Water Main Breaks: one 6-inch and one 4-inch

**WATER TREATMENT SUMMARY**

Ohio Street Booster Station

Nothing new to report

North Plant Summary

- 1. Reviewing Black & Veatch existing operations staff evaluations.
- 2. Waiting on micro relay plugs to complete the plant-to-plant operations.

South Plant Summary

- 1. Reviewing Black & Veatch HCW existing operations staff evaluations.
- 2. Waiting on 6-inch hoses to start chlorinating the HCW.

**GENERAL MANAGER'S REPORT**

- Water Tank Project.
  - Waiting on DOJ (easement).
  - Worked on loan amendment for additional funds.
    - Bond Counsel preparing final documents next week.
- Reviewing parts of the Black & Veatch Water Treatment Plant study.
- Prepared text for the Management Discussion & Analysis portion of 2022 Audit.
- Finance Manager recruitment: To date have received 4 resumes through Indeed.

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Approved \_\_\_\_\_ 2023

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Richard Gervasini, Chairman

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Eric Peterson, Secretary