

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON April 27, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 27, 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

Bob Walters, Member

Directors Absent (Excused)

Chad Lough, Assistant Secretary

Staff in Attendance

Joel Mahnken, General Manager

John Hodgden, Distribution Manager

Neil Seichepine, Treatment Manager

Kayla Manning, Engineer

Others in Attendance

none

Director Gervasini, called the meeting to order at 5:00 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 agreements concerning the house on HWY 5 and asked for a report summarizing costs. Director Norris brought up the application deadline for the board election occurring in November.
APPROVE MINUTES OF MARCH 13, 2023	Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0. RESOLVED (No. 15368) , that the Board approved minutes from March 13, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Norris, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF MARCH 31, 2023	RESOLVED (No. 15369) , that the Board approved: A. The payroll for the period ending March 31, 2023 amounting to gross pay of \$88,299.42 (composed of the following withholdings and deductions) Federal Income Tax - \$6,817.58; FICA- \$6,641.28; State Tax - \$3,592.02; KPERS - \$5,252.20, Insurance - \$2,834.06; United Way - \$98.50; Eq-flex - \$1,192.46; PEDC - \$3,035.00; Misc - \$15.00, and Deposits \$58,576.78 including the following overtime amounts: Distribution 22 hours @ \$745.06, North Plant 9 hours @ 330.27, and South Plant 8 hours @ \$304.92 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. March (special) \$400,715.19 and Special/Special Postmaster \$3,000.00 checks be drawn on the Revenue Fund for their respective amounts.

FEBRUARY FINANCIAL
STATEMENT

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

RESOLVED (No. 15370), that the Board approved the February Financial
Statement.

CONSIDERATION OF
ACCEPTANCE OF WATER LINES
FOR WEST GLEN 3RD
SUBDIVISION

JMK Partners, LLC has submitted a request for final acceptance of the
water system in West Glen 3rd Subdivision. Upon motion from Director
Walters, seconded by Director Peterson, motion passed 4-0...

RESOLVED (No. 15371), that the Board accepted the water distribution
system for West Glen 3rd Subdivision at a value of \$52,780.00.

CONSIDERATION OF
ACCEPTANCE OF WATER LINES
FOR BRANCHES ADDITION NO.
3

Reilly Development, LLC has submitted a request for final acceptance of
the water system in Branches Addition No. 3. Upon motion from
Director Norris, seconded by Director Walters, motion passed 4-0...

RESOLVED (No. 15372), that the Board accepted the water distribution
system for The Branches Addition No. 3 at a value of \$372,650.00.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on portal with Watersmart and Invoice Cloud
- Worked with audit schedules

WATER DISTRIBUTION REPORTS

1. Cherokee Street Watermain Replacements (2023)
Nothing new.
2. Spruce St East of 10th Ave (2023)
Nothing new.
3. Ottawa and Osage 13th to 20th (2023)
Final plans are expected in the next couple weeks.
4. Lecompton (2023)
Nothing new.

City / County Projects

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

Water Distribution Operations

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

- a) Service Renewals without Main Replacements (partial): two
- b) Water Main Breaks: eight 8-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

1. Reviewing Black & Veatch Water Quality & Regulatory Compliance.
2. Compiling bids for current capital improvements projects.

South Plant Summary

1. Reviewing Black & Veatch Water Quality & Regulatory Compliance.
2. Collecting chemicals and material to chlorinate the HCW.

GENERAL MANAGER'S REPORT

- KMU Safety Training held March 20th on "Tornado Drills"
- Water Tank Project.
 - Waiting on DOJ (easement).
 - Worked on loan amendment for additional funds.
 - BAM has issued a letter of commitment for additional loan payment insurance.
 - Bond Counsel preparing final documentation.
- Began reviewing parts of the Black & Veatch Water Treatment Plant study.
- Finance Manager recruitment advertisement publicized.

Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary