

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON April 24, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 24, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chair (by phone 5:00PM)
Eric Peterson, Secretary
Chad Lough, Assistant Secretary
Bob Walters, Member (by phone 5:00PM)

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

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	None
APPROVE MINUTES OF APRIL 10, 2023	Upon motion from Director Lough, seconded by Director Peterson, motion passed 5-0. RESOLVED (No. 15375) , that the Board approved minutes from April 10, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF APRIL 30, 2023	RESOLVED (No. 15376) , that the Board approved: A. The payroll for the period ending April 30, 2023 amounting to gross pay of \$87,839.54 (composed of the following withholdings and deductions) Federal Income Tax - \$6,928.70; FICA- \$6,606.18; State Tax - \$3,564.95; KPERS - \$5,224.60, Insurance - \$2,980.68; United Way - \$98.50; Eq-flex - \$1,192.46; PEDC - \$3,035.00; Misc - \$15.00, and Deposits \$57,948.93 including the following overtime amounts: Distribution 22 hours @ \$768.24, North Plant 9 hours @ \$339.45 and South Plant 2 hours @ \$70.84 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. April \$402,062.22 and Special/Special as follows: Charter Communications \$364.99, SASI \$1,922.15, Watersmart Software \$29,500.00 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF MARCH
2023 FINANCIAL STATEMENT

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

RESOLVED (No. 15377), that the Board approved the March 2023 Financial
Statement.

CONSIDERATION OF
CHEMICAL FEED PUMPS

Both plants use peristaltic feed pumps to feed chemicals as part of the
treatment process. The current chemical feed pumps were purchased in
2014. Received two quotes for the same model, the A3 series, four
model A3V24-MND pumps for ammonia and 15 model A#V24-MNKL
pumps for all the other chemicals. Hawkins quoted \$86,200.00 includes
shipping cost for 19 pumps A3V24. USA Bluebook quoted \$87,583.61.
Upon motion from Director Norris, seconded by Director Peterson,
motion passed 5-0...

RESOLVED (No. 15378), that the Board approved to purchase chemical
feed pumps from Hawkins for \$86,200, for \$43,100 for each plant.

CONSIDERATION OF PHONE
EQUIPMENT PURCHASE

This year AT&T is encouraging us to upgrade from analog to a digital
service. They offered a five year digital plan to replace the existing
phones for \$592 per month for 60 months (\$35,520 total) or an upfront
purchase price of \$30,024.40. This would include phones, installation,
training, warranty.

The Board tabled a decision to allow more research by staff.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Watersmart – training.
- March financials

WATER DISTRIBUTION REPORTS

1. Cherokee Street Watermain Replacement (2023)
Locates have been called in to start in the next 2 weeks.
2. Spruce St East of 10th Ave (2023)
Contractor is getting materials.

3. Ottawa and Osage 13th to 20th (2023)

Received final plans for review.

3. Lecompton (2023)

Nothing new.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Mains have been reconnected and chlorinated. Testing next week, then transfer services to new main. Not expecting additional water relocations.

Water Distribution Operations

Between April 6th, 2023, and April 20th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: 3 repairs
- b) Water Main Breaks: one 6-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

1. Working on repairing water line to screen at intake.
2. Waiting on micro relay plugs to complete the plant-to-plant operations.

South Plant Summary

1. Finished the 2023 RMP.
2. Finished chlorinating and flushing the HCW.

GENERAL MANAGER'S REPORT

- KMU Safety Training held April 17th on "Back Safety."
- KMU Professional Development Training held April 17th on "Verbal & Nonverbal Communication."
- Water Tank Project.
 - Waiting on DOJ (easement).
 - Meter installed for new FCI facilities.

- Attended the Kansas Water Authority meeting KCK on April 19th.
- Will attend the KMU Annual Conference April 26th to 28th in Wichita.

- Finance Manager recruitment: To date have received 6 resumes.

Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary