

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON May 8, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 8, 2023, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Christi Norris, Vice Chair (by phone 5:00PM)
Eric Peterson, Secretary
Chad Lough, Assistant Secretary

Directors Absent (Excused)

Richard Gervasini, Chairman
Bob Walters, Member

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 Norris, called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM	Director Norris noted that a quorum was present.
REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC	None
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	Director Peterson requested an update on the farmhouse, along with pictures at a future meeting when completed.
APPROVE MINUTES OF APRIL 24, 2023	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0... RESOLVED (No. 15375) , that the Board approved minutes from April 24, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0...
A. PAYROLL DISBURSEMENT OF MAY 15, 2023	RESOLVED (No. 15376) , that the Board approved: A. The payroll for the period ending May 15, 2023 amounting to gross pay of \$88,450.90 (composed of the following withholdings and deductions) Federal Income Tax - \$7,208.65; FICA- \$6,652.82; State Tax - \$3,599.84; KPERS - \$5,261.26, Insurance - \$2,908.97; United Way - \$98.50; Eq-flex - \$1,192.46; PEDC - \$3,035.00; Misc - \$15.00, and Deposits \$58,478.40 including the following overtime amounts: Distribution 16 hours @ \$507.63, North Plant 4.50 hours @ \$165.14 and South Plant 12 hours @ \$487.46 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. April \$171,350.13, May \$259,192.75 and Special/Special as follows: AT&T \$1,036.86, AXA Equitable \$6,070.00, Capital One \$ 743.20, Home Depot \$ 730.56, Tractor Supply \$193.83 checks be drawn on the Revenue Fund for their respective amounts.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Watersmart training in-house.
- Invoice training on-going.

WATER DISTRIBUTION REPORTS

1. Cherokee Street Watermain Replacement (2023)
Started May 4th.
2. Spruce St East of 10th Ave (2023)
Nothing new.
3. Ottawa and Osage 13th to 20th (2023)
Met with City about storm box and potential work along alignment. Sent back final comments on plans. Reviewing project manual.
3. Lecompton (2023)
Preliminary survey completed. Working on questions from engineer.

City / County Projects

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

Water Distribution Operations

Between April 20th, 2023, and May 4th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: 1 repair
- b) Water Main Breaks: one 6-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

1. Backflow maintenance completed.
2. Ordered chlorine analyzers.

South Plant Summary

1. Backflow maintenance completed.
1. Ordered chlorine analyzers.

GENERAL MANAGER'S REPORT

- Water Tank Project.
 - Waiting on DOJ (easement).
 - Submitted invoice for the meter installation/water storage for new FCI facilities on May 2nd.
 - Was notified McClure Engineering will have a new Project Manager assigned to the project – Mike Hall.
- Received Neptune Gateway equipment for the North Plant site.
- Attended the KMU Annual Conference April 26th to 28th in Wichita.
- Contacted Deltron about phone system. Unavailable until May 10th.
- Visited with Lan-Del's Board about the planned free chlorine burnout.
- Finance Manager recruitment: Closed advertisement and under review.

EXECUTIVE SESSION – PERSONNEL MATTERS

At 5:10PM, the Board recessed the regular board meeting to enter into executive session for the discussion on a personnel matter of 15 minutes.

Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.

RESOLVED (No. 15377), that the Board recessed the regular meeting and entered into executive session.

At 5:25PM, the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Lough, seconded by Director Peterson, motion 3-0 ...

RESOLVED (No. 15378), that the Board ended the executive session and resumed the regular board meeting.
No action taken.

Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary