

## LEAVENWORTH WATERWORKS

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

HELD ON July 10, 2023

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

##### **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 5:00PM.

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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	Director Norris asked staff to fix the Zoom.
APPROVE MINUTES OF JUNE 26, 2023	Upon motion from Director Walters, seconded by Director Peterson, motion passed 5-0...
	<b>RESOLVED (No. 15392)</b> , that the Board approved minutes from June 26, 2023.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...
A. PAYROLL DISBURSEMENT OF JUNE 30, 2023	<b>RESOLVED (No. 15393)</b> , that the Board approved: A. The payroll for the period ending July 31, 2023 amounting to gross pay of \$94,250.14 (composed of the following withholdings and deductions) Federal Income Tax - \$7,737.60; FICA- \$7,094.09; State Tax - \$3,892.92; KPERS - \$5,613.81, Insurance - \$2,961.18; United Way - \$98.50; Eq-flex - \$1,224.39; PEDC - \$3,035.00; Misc - \$17.50, Rent-HWY 5 \$217.50, and Deposits \$62,357.65 including the following overtime amounts: Distribution 93.50 hours @ \$3,625.36, North Plant 21 hours @ \$620.85 and South Plant 32 hours @ \$1,161.06 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	B. June Claims \$147,492.70, July \$322,025.49 and Special/Special as follows: Verizon Wireless \$280.07, AT&T Mobility \$1,264.01, AT&T \$1,091.99, Capital One \$405.87, Evergy \$42,170.89, Home Depot \$255.15, P1 Service \$3,480.00, TSC \$439.97, AT&T \$4,699.48, City of

Leavenworth \$257,028.61, ESRI \$5,280.00, Jan-Pro Cleaning \$590.00, KMU \$6,476.50, Leav Co Treasurer \$408.00, Reilly & Sons \$47,517.90, SASI \$25.00 checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
PROPERTY INSURANCE  
RENEWAL INFORMATION

The General Manager presented follow-up to property insurance questions from the last meeting:

- Changing the Commercial Property deductible from \$5,000 to \$25, 000 would save \$6,500 in premium.
- Increasing the Property limits would cost about \$1,600 per million. We could add \$2 million in value to each Plant and net a slight decrease in the premium (\$100).
- Increasing the value of 1311 Pilot Knob dwelling by \$100,00 and 779 N Hwy 5 dwelling by \$200,000.

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

**RESOLVED (No. 15394)**, that the Board approved the changes in the Commercial Property Insurance.

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CONSIDERATION CHANGE  
ORDER FOR CHEROKEE  
WATERMAIN REPLACEMENT

The contractor has requested an adjustment to the contract to cover the additional cost due to changes in connection restraints fitting. The cost difference is \$150.00 per fitting, for 15 fittings.

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

**RESOLVED (No. 15395)**, that the Board authorize the General Manager to execute Change Order 1 for an amount not to exceed \$2,500 with Engemann Drainage Co.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- Nothing new.

**WATER DISTRIBUTION REPORTS**

1. Cherokee Street Watermain Replacement (2023)  
Contractor is continuing with connections up to 16<sup>th</sup> Street.

2. Spruce St East of 10<sup>th</sup> Ave (2023)  
Contractor is planning to start July 10<sup>th</sup> and will walkthrough with staff in about a week.

3. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)  
Contract documents have been completed and are in the mail.

4. Lecompton (2023)  
Received 60% plans, still working on easement alignment.

5. Evergreen and 4<sup>th</sup> Ave Watermain Replacement (2023)  
Both Westland and Engemann submitted an estimate to install 1600 feet of 8" HDPE pipe by directional boring. Westland was the lowest estimate. A survey is set up to stake the ROW next Monday, and the contractor is expecting to start around Wednesday.

#### **City / County Projects**

- Wilson Ave, south of Limit – Nothing new.
- Storm Water Repair Projects – There are 4 new locations that the City has put on their list of repairs.

#### **Water Distribution Operations**

Between June 22nd, 2023, and July 6th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: one renewal and one repair
- b) Water Main Breaks: one 6-inch, and three 8-inch

#### **WATER TREATMENT SUMMARY**

##### Ohio Street Booster Station

Nothing new to report

##### North Plant Summary

- R.E. Pedrotti in-house working on plant-to-plant operations.

##### South Plant Summary

- Attend Lan-Del Board meeting.

## GENERAL MANAGER'S REPORT

- Water Tank Project.
  - Waiting on DOJ (easement).
- Worked on RFP for Lime Solids Removal and Disposal for the South Plant
- Worked on phone system upgrade.
- Reviewing draft of the Water Treatment Plants study with Black & Veatch and Staff on June 28<sup>th</sup>.
- Will be attending Missouri Regional Advisory Committee meeting in Atchison on July 12<sup>th</sup>.
- Received equipment for the North Plant's Neptune Gateway AMI installation on June 28<sup>th</sup>.
- Attended Lan-Del's Board meeting July 5<sup>th</sup>.

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### EXECUTIVE SESSION – PERSONNEL METTERS OF NON-ELECTED PERSONNEL

At 5:40PM, the Board recessed the regular board meeting to enter into executive session to discuss personnel matters for 45 minutes.

Upon motion from Director Walters, seconded by Director Lough, motion passed 5-0.

**RESOLVED (No. 15396)**, that the Board recessed the regular meeting and entered into executive session.

At 6:25PM, the Board ended the executive session and resumed the regular board meeting.

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

**RESOLVED (No. 15397)**, that the Board ended the executive session and resumed the regular board meeting.

No further action was taken.

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

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Richard Gervasini, Chairman

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Eric Peterson, Secretary