

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON June 26, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, June 26, 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
Chad Lough, Assistant Secretary (by phone)
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

JR Reilly, Reilly and Sons Insurance

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

REQUEST, COMMENTS,
PETITIONS BY
MEMBERS OF THE
PUBLIC

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Peterson requested an update on selling water outside of Leavenworth.

APPROVE MINUTES OF
JUNE 12, 2023

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

RESOLVED (No. 15389), that the Board approved minutes from June 12, 2023.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF JUNE
30, 2023

RESOLVED (No. 15390), that the Board approved:

A. The payroll for the period ending June 30, 2023 amounting to gross pay of \$90,554.84 (composed of the following withholdings and deductions) Federal Income Tax - \$7,280.15; FICA- \$6,811.41; State Tax - \$3,673.68; KPERS - \$5,387.53, Insurance - \$2,884.47; United Way - \$98.50; Eq-flex - \$1,224.39; PEDC - \$3,035.00; Misc - \$17.50, Rent-HWY 5 \$217.50, Optional Group Life \$244.54, Check \$1,118.01 and Deposits \$58,562.16 including the following overtime amounts: Distribution 17 hours @ \$567.49, North Plant 2 hours @ \$74.88 and South Plant 14 hours @ \$464.50 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. June Claims \$482,447.48 and Special/Special as follows: Charter Communications \$364.99, Postmaster \$450.00, and D&F Services \$23,746.69 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
INSURANCE RENEWAL

The Board was presented with the renewal quotes for Workers' compensation, Cyber, Property, equipment & liability insurance. JR Reilly discussed the option of increasing the property valuation at the plants, along with a higher deductible. No action was taken at this time.

CONSIDERATION OF MAY
2023 FINANCIAL
STATEMENT

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

RESOLVED (No. 15391), that the Board approved the May Financial Statement.

PRESENTATION OF PIPE
REPLACEMENT INCLUDING
EVERGREEN

A presentation on pipe replacement was discussed with the Board. Currently, we budget about 2.5 miles of pipe replacement per year with over 27 miles of pipelines to be replaced. Staff will continue to address pipe replacement along with emergency mainbreaks.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Met with JR Reilly to discuss Property and Workers' Compensation Insurance.
- Worked on May Financials.

WATER DISTRIBUTION REPORTS

1. Cherokee Street Watermain Replacement (2023)
Contractor pulled 3rd section of pipe and is getting everything connected.
2. Spruce St East of 10th Ave (2023)
Contractor is planning to start July 10th and will walkthrough with staff in about a week.
3. Ottawa and Osage 13th to 20th (2023)
Contract documents have been sent.
3. Lecompton (2023)
Nothing new.

City / County Projects

- 2nd St/Chestnut to 3rd St/Spruce Storm Box – Nothing new.
- Wilson Ave, south of Limit – Received preliminary storm alignment, which basically follows the waterline, so staff will start planning for significant relocation of waterline.
- Evergy Easement for Pilot Knob - Nothing new.

Water Distribution Operations

Between June 8th, 2023, and June 22nd, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: five

WATER TREATMENT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

- Plant back online June 19th.
- Meeting set-up to test plant to plant operations.

South Plant Summary

- Reviewing the Black & Veatch Planning and Valve Engineering Study.
- D&F testing all polymers on site.

GENERAL MANAGER'S REPORT

- KMU Safety Training held June 19th on “Blood Bourne Pathogens”.
- Water Tank Project.
 - Waiting on DOJ (easement).
 - Received signed Loan Amendment from KDHE.
- 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 from Black & Veatch. Scheduled meeting June 28th to discuss.
- Attended an online meeting with KDOT and HDR on the new Centennial Bridge Project’s impact on the North Treatment Plant.
- Reviewed 2003 “South Leavenworth County Water Distribution Main Study”.

Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary