

## LEAVENWORTH WATERWORKS

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

HELD ON July 24, 2023

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

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#### ATTENDANCE

##### **Directors in Attendance**

Richard Gervasini, Chairman

Eric Peterson, Secretary

Bob Walters, Member

##### **Directors Absent (Excused)**

Christi Norris, Vice Chair

Chad Lough, Assistant Secretary

##### **Staff in Attendance**

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Dana Splichal, 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.

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REQUEST, COMMENTS,  
PETITIONS BY  
MEMBERS OF THE  
PUBLIC

None

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Peterson noted that he had received comments regarding the upkeep of the landscaping and appearance of the outside of the building.

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APPROVE MINUTES OF July  
10, 2023

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

**RESOLVED (No. 15398)**, that the Board approved minutes from July 10, 2023.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF JULY  
31, 2023

**RESOLVED (No. 15399)**, that the Board approved:

**A.** The payroll for the period ending July 31, 2023, amounting to:

Gross Pay	\$	95,925.61		
Withholdings and deductions				
FICA		7,222.22		
Federal Income Tax		7,688.99		
State Tax		4,001.13		
Eq-flex		1,224.09		
Insurance		3,205.72		
KPERS		5,755.51		
Misc		17.50		
PEDC		3,035.00		
Rent - Hwy 5		217.50		
United Way		98.50		
Net pay	\$	63,459.15		
			Overtime	
			Hours	Amount
			Distribution	94.5 \$ 3,289.75
			North Plant	7 \$ 262.08
			South Plant	4 \$ 172.98

be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. Claims for July \$560,579.89 and Special/Special as follows:

Special/Special claims	
Wex Bank	\$ 1,741.81
Charter Communications	364.99
Postmaster	4,000.00
KDHE	215,495.26
Riverfront Community Ctr	<u>100.00</u>
	\$ 221,702.06

be approved and checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF JUNE 2023 FINANCIAL STATEMENTS

The General Manager presented and discussed the financial statements.

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

**RESOLVED (No. 15400)**, that the Board approved the financial statements as presented.

CONSIDERATION OF CAPACITY SURVEY FOR KDHE

The General Manager presented the KDHE’s Triennial Water System Assessment (survey) for board review prior to submission.

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

**RESOLVED (No. 15401)**, that the Board approved the survey for submission to KDHE.

CONSIDERATION OF ROOF FOR SOUTH PLANT

The roof at the South Plant has begun showing signs of wear and tear. It was installed in 1979 and replaced in 1991. Since then, it has been repaired as needed, most recently in 2019, when portions of the roof were repaired due to leaks in the Chemical Feed room, the Chemical Storage room, and in the Filter Gallery.

Three quotes were provided for the roof replacement. Each company provided options for additional work not covered in the initial scope of work. The costs listed for the first two companies have been totaled to ensure as close a comparison as possible. The third option was unable to provide a bid for a total roof replacement at the time of submittal, so their quote is for an overlay.

*Option 1: American Roofing, Inc.*  
Cost: \$204,773.00

*Option 2: Liberty Roofing, Inc.*  
Cost: \$179,380.00

*Option 3: Restore Roofing and More*

Cost: \$82,221.00

Discussion was held regarding a potential insurance claim and if any damage to the roof had occurred.

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

**RESOLVED (No. 15402)**, that the Board accept the proposal obtained from Liberty Roofing, Inc. in the amount of \$179,380 and the submission of an insurance claim for roof damage.

<p>CONSIDERATION OF CHANGE TO AFTER-HOURS WATER TURN ON POLICY</p>	<p>Lesia Hegeman presented a request to change the current policy for new customer turn-ons. The current policy is to allow for turn-ons all days and at all hours. A change was requested to protect our crew, reduce payroll-related expenses and eliminate misunderstandings with customers.</p> <p>Recommended that water turn-ons be conducted Monday through Friday during regular business hours for the Leavenworth Water Department. An exception may be made if an emergency shut-off occurred and water service needs to be resumed.</p> <p>Upon motion from Director Walters, seconded by Director Peterson, motion passed 3-0...</p> <p><b>RESOLVED (No. 15403)</b>, that the Board approved the policy change for after hour turn-ons.</p>
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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- June financial statement.
- On-boarded Dana Splichal

**WATER DISTRIBUTION REPORTS**

1. Cherokee Street Watermain Replacement (2023)  
Contractor has finished service connections in the 1200 block.
2. Spruce St East of 10<sup>th</sup> Ave (2023)  
Contractor will start next week.
3. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)  
Meeting scheduled next week with contractor.
4. Lecompton Watermain Replacement (2023)  
Met with design engineer to discuss presentation of alignment to property owner.

5. Evergreen and 4<sup>th</sup> Ave Watermain Replacement (2023)

Contractor is pulling pipe this week.

**City / County Projects**

- Wilson Ave, south of Limit – Nothing new.
- Storm Water Repair Projects – Nothing new.
- Centennial Bridge – Waterline relocation design will likely need to start soon. Presentation was presented to the Board discussing possible relocation of lines.

**Water Distribution Operations**

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

- a) Service Kills, Relocations or Repairs: one kill
- b) Water Main Breaks: one 16-inch, and five 6-inch

**WATER TREATMENT SUMMARY**

Ohio Street Booster Station

On-site generator maintenance.

North Plant Summary

- Attended Centennial Bridge meeting.

South Plant Summary

- Finished capital improvement list for 2023.

**GENERAL MANAGER'S REPORT**

- KMU Safety Training held July 17th on "Ladder Safety".
- Water Tank Project.
  - Waiting on easement from DOJ.
- Worked on phone system upgrade.
- Followed up draft of the Water Treatment Plants study with Black & Veatch. Scheduled presentation to Board for August 28th
- North Plant's Neptune Gateway AMI equipment installed. Working with Neptune on activation.
- Met online with HDR/KDOT regarding the Centennial Bridge Project. Arranged a presentation for the August 14th Board meeting.
- Reported that the farmhouse needs additional window replacement, gutters replaced, and deck replacement. Noted total cost was bid at \$22,500.

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CONSIDERATION OF COSTS  
ASSOCIATED WITH  
FARMHOUSE

Discussion held regarding additional costs associated with the farmhouse and questions arose regarding the value of the property and if property should be maintained or sold.

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

RESOLVED (No. 15404), that the Board approved obtaining an appraisal to determine market value of the property at 779 N Highway 5, Lansing.

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

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Richard Gervasini, Chairman

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Eric Peterson, Secretary