

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON August 14, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, August 14, 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

Bob Walters, Member

Directors Absent (Excused)

Chad Lough, Assistant Secretary

Staff in Attendance

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Dana Splichal, Finance Manager

John Hodgden, Distribution Manager

Kayla Manning, Engineer

Jim Adams, North Plant Supervisor

Others in Attendance

Ryan Barrett, KDOT

Simon Sun, HDR

Cory Imhoff, HDR

Thomas Hussa, KDOT

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

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Walters requested a project summary for the Centennial Bridge Project once the project is in progress and on-going.

APPROVE MINUTES OF July
24, 2023

Upon motion from Director Peterson, seconded by Director Walters, motion passed 4-0...

RESOLVED (No. 15405), that the Board approved minutes from July 24, 2023.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Walters, motion passed 4-0...

A. PAYROLL
DISBURSEMENT OF JULY
31, 2023

RESOLVED (No. 15406), that the Board approved:

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

Gross Pay	\$ 97,886.52		
Withholdings and deductions			
FICA	7,367.64		
Federal Income Tax	7,899.07		
State Tax	4,090.07		
Eq-flex	1,224.39		
Insurance	2,868.08		
KPERS	5,873.20		
Misc	17.50		
PEDC	3,035.00		
Rent - Hwy 5	217.50		
United Way	98.50		
Net pay	<u>\$ 65,195.57</u>		
		Overtime	
			<u>Hours Amount</u>
		Distribution	91 \$ 3,116.58
		North Plant	29 \$ 1,004.82
		South Plant	5 \$ 169.80

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

B. PAYMENT OF CLAIMS B. Claims for July \$583,006.70 and Special/Special as follows:

Special/Special claims

AFLAC	\$	953.45
AT&T		1,363.88
AT&T Mobility		1,336.04
Capital One		572.64
Evergy		41,269.67
FEI-WW Broken Arrow #185		31,800.00
Home Depot		174.62
Tractor Supply		158.70
KDOR		27,997.83
AT&T		5,034.10
Verizon Wireless		320.08
Postmaster		5,000.00
Kansas Gas Service		357.97
		\$ 116,338.98

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

PRESENTATION BY HDR FOR CENTENNIAL BRIDGE

Representatives from HDR and Kansas Department of Transportation presented on the Centennial Bridge Replacement Project. Discussion included the project overview, facility impacts, relocation concepts and cost share.

No action taken

AUTHORIZATION OF MIP SIGNERS

As part of the transition from Lesia Hegeman to Dana Splichal as Manager of Finance, the Board needs to update persons authorized to transfer and withdraw funds and take other actions deemed necessary or appropriate.

Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0...

RESOLVED (No. 15407), that the Board authorize Dana Splichal, Finance Manager, Joel Mahnken, General Manager, and Richard Gervasini, Board Chair, to transfer and withdraw funds from MIP and take other actions deemed necessary or appropriate.

CONSIDERATION OF REPORT ON TARGETED CASH RESERVES

Upon motion from Director Norris, seconded by Director Walters, motion passed 4-0...

RESOLVED (No. 15408), that the Board approved the Targeted Cash Reserve report.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- July reconciliations
- Training of Dana Splichal

WATER DISTRIBUTION REPORTS

1. Cherokee Street Watermain Replacement (2023)
Contractor has finished service connections in the 1600 block.
2. Spruce St East of 10th Ave (2023)
Contractor will start next week when they have finished pulling pipe on Evergreen.
3. Ottawa and Osage 13th to 20th (2023)
Nothing new
4. Lecompton Watermain Replacement (2023)
Reviewing 60% drawings and the alignment to discuss with Nash.
5. Evergreen and 4th Ave Watermain Replacement (2023)
Contractor has pulled pipe on Marion and 4th Ave and will have Evergreen done this week pending weather.

City / County Projects

- Wilson Ave, south of Limit – Nothing new.
- Storm Water Repair Projects – Nothing new.
- Centennial Bridge – HDR Presentation

Water Distribution Operations

Between July 20th, 2023 and August 9th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: (1) transfer, (2) repairs
- b) New Water Service Connection: (1)
- c) Water Main Breaks: six 16-inch, one 8-inch and one 10-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

- Nothing new to report

North Plant Summary

- Attended KDHE Annual School
- HDR started geotechnical boring by the front gate.

South Plant Summary

- Attended KDHE Annual School
- Waiting for insurance company to proceed with new roof

GENERAL MANAGER'S REPORT

- Water Tank Project.
 - Waiting on easement from DOJ.
 - Worked on phone system upgrade, should be able to proceed this week
 - North Plant's Neptune Gateway AMI equipment activated and working
 - Arranged for appraisal of 779 N Hwy 5; scheduled for the following Wednesday.
 - Arranged presentation by HDR/KDOT regarding the Centennial Bridge Project for the Board meeting.
 - Noted that the insurance company communicated a settlement regarding the workers compensation case
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Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary