

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
September 11, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 4:00 PM on Monday, September 11, 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
Dana Splichal, Finance Manager
John Hodgden, Distribution Manager
Neil Seichepine, Treatment Manger
Kayla Manning, Engineer

Others in Attendance

None

Director Gervasini, called the meeting to order at 4:00PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

WORK SESSION TO DISCUSS
THE WATER TREATMENT
PLANT STUDY BY BLACK &
VEATCH

The General Manager presented an executive summary of the study with staff notes. After discussion and questions, the consensus of the board is to go with CIP option 4, Expansion of the South Treatment Plant. The General Manager is to work with Black & Veatch to determine the timing of the project and possible phasing. The General Manager will also continue to work on financing options.

REQUEST, COMMENTS,
PETITIONS BY MEMBERS
OF THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
August 28, 2023

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

RESOLVED (No. 15412), that the Board approved minutes from August 28, 2023.

CONSIDERATION OF
CONSENT AGENDA

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

RESOLVED (No. 15413), that the Board approved:

A. PAYROLL
DISBURSEMENT OF
September 15, 2023

A. The payroll for the period ending September 15, 2023, amounting to:

Gross Pay	\$ 92,802.87		
Withholdings and deductions			
FICA	6,942.87		
Federal Income Tax	7,200.95		
State Tax	3,826.18		
Eq-flex	1,713.48		
Insurance	2,603.39		
KPERS	5,568.17		
Misc	20.00		
PEDC	2,535.00		
Rent - Hwy 5	217.50	Distribution	25 \$ 853.17
United Way	98.50	North Plant	43 \$ 1,484.52
Net pay	<u>\$ 62,076.83</u>	South Plant	47 \$ 1,705.65

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

B. PAYMENT OF CLAIMS

B. Claims for August \$35,665.76, September \$271,360.61 and Special/Special as follows:

Special/Special claims

Capital One	\$	812.33
Everygy		40,046.81
Verizon Wireless		320.12
AT&T Mobility		1,363.02
Home Depot Credit		84.62
Kansas Gas Service		342.15
	\$	<u>42,969.05</u>

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

CONSIDERATION OF JULY FINANCIAL STATEMENTS

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

RESOLVED (No. 15414), that the Board approved the July 2023 Financial Statements.

CONSIDERATION OF CANCELLATION OF OUTSTANDING REFUND CHECKS

In reviewing outstanding checks, noted checks dating back to the beginning of 2016. The 320 outstanding checks dated 1/1/2016 through 12/31/2021 total \$10,620.85 with an average check amount of \$33.19. These checks are made up of uncashed refund checks.

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

RESOLVED (No. 15415), that the Board approved voiding of outstanding refund checks from 2016 through 2021.

CONSIDERATION OF 2024 PROPOSED BUDGET

The General Manager presented to the Board the proposed 2024 budget and planned infrastructure projects for discussion and review. A rate adjustment, effective April 1, 2024, will be necessary. Also, pay ranges for employees need to be increased 3 percent to stay competitive with the job market.

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

RESOLVED (No. 15416), that the Board approved the budget and planned infrastructure projects as presented.

ADMINISTRATION

- July reconciliations and financial statements wrapped up
- Began work on August month end reconciliations
- Continued daily training until Lesia’s last day on the 31st
- Prep for board meeting
- Continue to update contact info with various partners/vendors
- Reviewing customer service team duties and will setup meetings to go over with them
- Continue to work on office clean-up and filing.

WATER DISTRIBUTION

1. Cherokee Street Watermain Replacement (2023)
Contractor is setting up to pull pipe to 18th Street.
2. Spruce St East of 10th Ave (2023)
Contractor has started at Terrace Rd.
3. Ottawa and Osage 13th to 20th (2023)
Submittals have been received and reviewed.
4. Lecompton Watermain Replacement (2023)
Nothing new.
5. Evergreen and 4th Ave Watermain Replacement (2023)
Staff is working on service connections to new main.

City / County Projects

- Wilson Ave – Coordinating relocate with City and Engineer.
- Storm Water Repair Projects – Nothing new.
- Centennial Bridge – Nothing new

Water Distribution Operations

Between August 23rd, 2023 and September 7th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: none
- b) Water Main Breaks: two 6 inch; one 8-inch

WATER TREATMENT

Ohio Street Booster Station

- Nothing new to report

North Plant Summary

- R.E. Pedrotti testing Plant-to-Plant operations

South Plant Summary

- R.E. Pedrotti testing Plant-to-Plant operations
- Reviewing Black & Veatch’s recommendations for plant upgrades

GENERAL MANAGER

- Water Tank Project.
 - Continue to wait for the easement from DOJ.
- Worked with Spectrum on phone and internet service.
- Followed up presentation of the Water Treatment Plants study by Black & Veatch.
- Attended the Centennial Bridge Project NEPA open house meeting on Tuesday, August 29th at the Riverfront Community Center.
- Worked on 2024 budget preparation.

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

Director Gervasini, adjourned the meeting at 5:37 PM.

Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary