

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON August 28, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, August 28, 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
Bob Walters, Member

Directors Absent (Excused)

None

Staff in Attendance

Joel Mahnken, General Manager
Dana Splichal, Finance Manager
John Hodgden, Distribution Manager
Kayla Manning, Engineer
Jim Adams, North Plant Supervisor

Others in Attendance

Tim Malcolm, PE, Black and Veatch
Bridget Moore, PE, Black and Veatch

Director Gervasini, called the meeting to order at 4:55PM.

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

None

APPROVE MINUTES OF
August 14, 2023

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

RESOLVED (No. 15409), that the Board approved minutes from August 14, 2023.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
AUGUST 15, 2023

RESOLVED (No. 15410), that the Board approved:

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

Gross Pay	\$ 94,656.40		
Withholdings and deductions			
FICA	7,120.54		
Federal Income Tax	7,506.80		
State Tax	3,905.69		
Eq-flex	1,224.39		
Insurance	3,519.74		
KPERS	5,679.36		
Misc	17.50		
PEDC	3,035.00		
Rent - Hwy 5	217.50		
United Way	98.50		
Net pay	<u>\$ 62,331.38</u>		
		Overtime	
		Hours	Amount
		10	\$ 362.52
		0	\$ -
		22	\$ 784.17

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

B. PAYMENT OF CLAIMS B. Claims for August \$481,321.11 and Special/Special as follows:
Special/Special claims

AT&T	\$	843.96
Charter Communications		364.99
BCBS		37,916.38
Riverfront Community Cen		160.00
The Café		600.00
	\$	<u>39,885.33</u>

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

PRESENTATION OF BLACK AND VEATCH TREATMENT PLANT STUDY Representatives from Black and Veatch presented on the treatment plant study. Questions from the Board and staff were taken. The Board decided to schedule a Work Session on the subject at 4 pm on September 11th to discuss it further.

No other action taken

CONSIDERATION OF JULY FINANCIAL STATEMENTS Tabled until next meeting

REVIEW PROPERTY APPRAISAL FOR 779 N HWY 5 Appraisal was obtained from Gurs Appraisal, LLC which noted a value of \$250,000. The purchase price of the property in 2012 was \$262,895 and house repairs total \$54,193.

The General Manager noted that he discussed the possibility of a feasibility study with Black & Veatch to determine if the property would have value as a solar farm to provide electricity to the South Plant.

Director Walters expressed concern noting about holding onto real estate. He asked that the house be sold. Discussion held on how much land needed for a solar farm and process for replating/zoning of the land. The Board further noted that no more money was to be invested into the house.

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

RESOLVED (No. 15411), that the Board acknowledged receipt of the appraisal.

DIVISION REPORTS ADMINISTRATION

- July reconciliations and financial statements
- Worked on 2024 budget
- Continued daily training

- Prep for board meeting
- Attended (virtually) KPERS training
- Updating contact info with various partners/vendors
- Attended CISA cyber security meeting where we discussed various Cyber Security questions/poll
- Worked with Gary on IT issues

WATER DISTRIBUTION

1. Cherokee Street Watermain Replacement (2023)
Work is continuing.
2. Spruce St East of 10th Ave (2023)
Contractor will start in about a week.
3. Ottawa and Osage 13th to 20th (2023)
Nothing new
4. Lecompton Watermain Replacement (2023)
Reviewing connection details.
5. Evergreen and 4th Ave Watermain Replacement (2023)
Staff is working on connections.

City / County Projects

- Wilson Ave – Nothing new.
- Storm Water Repair Projects – Nothing new.
- Centennial Bridge – Geotech work is occurring

Water Distribution Operations

Between August 9th, 2023 and August 23rd, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: (2) kills, (1) relocation
- b) Water Main Breaks: one 2 inch or smaller; two 6-inch

WATER TREATMENT

Ohio Street Booster Station

- Nothing new to report

North Plant Summary

- Worked on budget
- Have a meeting with R.E.P. and THE to complete the plant-to-plant communication

South Plant Summary

- Worked on budget
- Reviewed the Black & Veatch Study

GENERAL MANAGER

- KMU Safety Training held August 21th on “Hazardous Chemicals” and Professional Development Training on “Interviewing & Hiring”.
 - Water Tank Project.
 - Continue to wait for an easement from DOJ.
 - Signed agreement with Spectrum for phone and internet service. FTTP installation expected to be completed over the next 60 days.
 - Worked on cybersecurity review for CISA meeting.
 - Followed up draft of the Water Treatment Plants study with Black & Veatch.
 - Received notice of the Centennial Bridge Project NEPA open house meeting on Tuesday, August 29th at the Riverfront Community Center from 5 to 7 pm.
 - Worked on 2024 budget.
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Approved _____ 2023

Richard Gervasini, Chairman

Eric Peterson, Secretary