

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON
October 9, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, October 9, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

- Richard Gervasini, Chair
- Christi Norris, Vice Chair
- Eric Peterson, Secretary
- Chad Lough, Assistant Secretary (via phone)
- Bob Walters, Member

Directors Absent (Excused)

None

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 4:55 PM.

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 Peterson noted the crews did a good job on the clean-up for the Evergreen project.

APPROVE MINUTES OF
September 25, 2023

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

RESOLVED (No. 15423), that the Board approved minutes from September 25, 2023.

CONSIDERATION OF
CONSENT AGENDA

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

RESOLVED (No. 15424), that the Board approved:

A. PAYROLL
DISBURSEMENT OF
October 15, 2023

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

Gross Pay	\$	90,624.48			
Withholdings and deductions					
FICA		6,763.60			
Federal Income Tax		6,960.47			
State Tax		3,701.96			
Eq-flex		1,878.65			
Insurance		2,955.14			
KPERS		5,437.45			
Misc		22.50			
PEDC		2,535.00			
Rent - Hwy 5		217.50	Distribution	18.5	\$ 754.25
United Way		98.50	North Plant	16	\$ 519.72
Net pay	\$	<u>60,053.71</u>	South Plant	11	\$ 412.85

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

B. PAYMENT OF
CLAIMS

B. Claims for September and October of \$311,123.72 and Special/Special as

Special/Special claims	
Capital One	\$ 296.07
AT&T	1,100.12
Elan Financial Services	2,577.53
Home Depot Credit Services	<u>604.42</u>
follows:	<u>\$ 4,578.14</u>

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

Resolution No. 15424 was later amended to table the payment of the Community Support Allocations in the amount of \$16,280 by Resolution No. 15426.

CONSIDERATION OF
2024 PAY SCALE
ADJUSTMENT

After being tabled at the September 25th meeting, and at the direction of the Board, the General Manager revised the pay scale to reflect a starting salary of \$19.00 per hour. It was noted that hourly employees will receive 3 percent COLA, and salaried employees will receive 2 percent COLA, effective January 1, 2024.

Any employee that does not reach the minimum pay within the respective range will be increased to that amount. Noted that there are two vacant positions that will not be filled until later in 2024. The zero to five percent Performance Evaluation Raises (PERs) remain intact.

The Water Plant Operator's shift differential is an increase of 67 percent. Previously it was paid on a per pay period basis. The presented pay scale will move it to an hourly basis. After the first of the year, if an employee has to take leave, the "replacement" will receive the appropriate shift differential and not the "scheduled" employee. The exception to this is annual leave scheduled in advance. Any corrections will be done when overtime calculations are determined.

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

RESOLVED (No. 15425), that the Board approved the pay scale adjustment for 2024 as presented.

Discussion of Future
Water Main
Replacement
Projects

At the September 25th meeting, Director Peterson requested that time be made available for the Board to discuss how the Department might get more water main replacement projects done, given the work needed on the Water Treatment Plants.

To start the discussion, the Staff Engineer presented a short review of the process involved in developing a Water Main Replacement project (or any project). After the presentation, Director Peterson stressed his purpose in making the request is

that he would like to see as much done in-house as possible while maintaining safety, quality and efficiency.

Directors Gervasini and Norris both stated the Board should set strategic goals, provide fiscal oversight, and approve policies; allowing the staff to work out the details as to how to accomplish those goals. Staff will continue to look for opportunities to do more Water Main Replacements with less funding.

CONSIDERATION OF
TOWER FUND
DISTRIBUTION

The Finance Manager presented the community support allocations to be paid from the "Tower Fund", including the anticipated rental income to be collected for the remainder of the year and typical expenditures paid from this account. Noted that the balance would be close to zero at the end of the year. Further noted that based on the anticipated activity for 2024, allocations would need to decrease.

After discussion, the Board tabled payment of the scheduled community support allocations. Director Walters asked why the rental income could not be used for day-to-day operations. This will be researched and reported back to the board at the next meeting.

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

RESOLVED (No. 15426), the Board amended approval of the consent agenda (resolution No. 15424) to table payment of the community support allocations.

DIVISION REPORTS

ADMINISTRATION

- September month end reconciliations and financial statements
- Continue to work on office clean-up and filing
- After reviewing job duties, promoted Lacie Farr to CSR II
- Reviewed "Tower Funds" and spending
 - Discussed activity and balances with Board at Agenda Item J
- Reviewed possible small claims court issue

WATER DISTRIBUTION

1. **Cherokee Street Watermain Replacements (2023)**
Pipe has all been installed along Cherokee. The last block, 16th will be installed next week.
2. **Spruce St West of 10th Ave (2023)**
All pipe has been installed to 10th Ave.
3. **Ottawa and Osage 13th to 20th (2023)**
Nothing new

4. Lecompton Watermain Replacement (2023)

Nothing new.

5. Evergreen and 4th Ave Watermain Replacement (2023)

Work is finished.

City / County Projects

- **Wilson Ave, south of Limit** – Working on info for engineer.
- **Storm Water Repair Projects** – Nothing new.
- **Centennial Bridge** – Nothing new.

Water Distribution Operations

Between September 21st, 2023 and October 5th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: (5) 611 Delaware, 902 Ottawa, 113 Miami, 1104 9th Ave, 225 Osage
- b) Water Main Breaks: (1) 6" CI 1520 Osage

Reported on the valve exercise program

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Getting prepared for fall cleaning and maintenance.

South Plant Summary

1. Continuing to search for cheaper alternative chemicals.
2. Liberty Roofing to set to start October 9th.
3. Spectrum ran cable to the building.

GENERAL MANAGER

- Water Tank Project.
 - Waiting for easement from DOJ.
- Worked with Spectrum on phone and internet service. (Service drop in Offices and contractor working at STP.)
- Worked on the South Treatment Plant Redundancy plan (CIP 4) for construction sequencing and financing options.
- Worked on 2024 budget implementation.
- Discussed lime solids disposal with Blaser Excavating.
- Attended Consolidated Water District No. 1’s Board meeting on October 3rd.
- Nothing new on the New Centennial Bridge Project.
- September KMU Safety Training occurred on October 2nd
- Noted that we have completed the Lead & Copper Rule testing for 2023. 30 of the 31 samples tested at less than 1.0 ppb for Lead, which is the detection limit. The current action limit for Lead is 15 ppb. The highest copper result was 22 ppb, with the action limit being 1.300 ppb.
- Attended KMU webinar on grant and funding opportunities in the “Build Kansas” Funding

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

Director Gervasini adjourned the meeting at 6:03 PM.

Approved _____ 2023

Richard Gervasini, Chair

Eric Peterson, Secretary