

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
September 25, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, September 25, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Richard Gervasini, Chair

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 Norris, called the meeting to order at 5:00PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Norris noted that a quorum was present.

REQUEST, COMMENTS,
PETITIONS BY MEMBERS
OF THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Peterson commented that he would like to see more distribution projects performed in-house by Department staff rather than contracting out to engineering and construction firms, in order to get as much done as possible. He also felt we should return to providing materials to contractors to possibly save money. Director Peterson requested that this topic be placed on a future meeting agenda for discussion.

Director Peterson inquired on the status of the South Plant roof and if the work was covered by insurance. The General Manager reported that it was not going to be covered by insurance as no hail damage was noted by the insurance adjustor.

APPROVE MINUTES OF
September 11, 2023

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

RESOLVED (No. 15417), that the Board approved minutes from September 11, 2023.

CONSIDERATION OF
CONSENT AGENDA

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

RESOLVED (No. 15418), that the Board approved:

A. PAYROLL
DISBURSEMENT OF
September 15, 2023

A. The payroll for the period ending September 30, 2023, amounting to:

Gross Pay	\$ 91,036.46		
Withholdings and deductions			
FICA	6,782.66		
Federal Income Tax	6,976.69		
State Tax	3,714.41		
Eq-flex	2,041.68		
Insurance	2,133.07		
KPERS	5,462.17		
Misc	22.50		
PEDC	2,535.00		
Rent - Hwy 5	217.50		
United Way	98.50		
Net pay	<u>\$ 61,052.28</u>		
		Overtime	
			Hours Amount
		Distribution	29.5 \$ 1,026.04
		North Plant	19 \$ 782.28
		South Plant	0 \$ -

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

B. PAYMENT OF CLAIMS

B. Claims for September \$510,943.91 and Special/Special as follows:

Special/Special claims

Charter Communications	\$ 364.99
KDHE - Bureau of Water	35.00
AT&T	1,358.72
Blue Cross & Blue Shield	35,300.00
	<u>\$ 37,058.71</u>

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

CONSIDERATION OF AUGUST FINANCIAL STATEMENTS

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

RESOLVED (No. 15419), that the Board approved the August 2023 Financial Statements.

CONSIDERATION OF 2024 RATE ADJUSTMENT

Approval of the 2024 budget was given at the September 11, 2023 Waterworks Board meeting. The proposed rate adjustment needed to support that budget was presented for approval. Noted that both the retail and wholesale rates will no longer include any water with the base customer charge.

Contractually, we provide written notice to our Wholesale customers. We will provide notice to Retail customers via our website and other means.

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

RESOLVED (No. 15420), that the Board approved the rate schedule as presented with an effective date of April 1, 2024.

CONSIDERATION OF 2024
PAY SCALE ADJUSTMENT

The General Manager presented to the Board the proposed 2024 pay scale adjustment with a 3 percent cost of living pay adjustment effective January 1, 2024, for all positions. It was further noted that the shift differential, as proposed, changes to an hourly rate rather than the “per pay period” currently used.

Director Walters questioned whether the minimum starting wage per hour was enough to be competitive. After discussion, Director Walters requested that the pay scale be reviewed again with a minimum starting wage of \$19 to \$20 per hour. Director Norris asked that any changes be within the approved budget for next year, if possible.

Item was tabled until the next meeting.

CONSIDERATION OF
CHANGE ORDER FOR
SPRUCE WATERLINE
REPLACEMENT PROJECT

The Staff Engineer reported that Westland Construction, Inc. was originally scheduled to begin work on Spruce Street the first week of July. However, they agreed to install the pipe on the Evergreen and 4th Avenue project by horizontal directional drilling. Staff agreed to give them credit for the additional days worked, to not penalize them on this project. Westland started on Marion July 10th, 2023, and finished on Evergreen August 18th, 2023.

Westland has also incurred an additional \$8,500 for enhanced traffic control, as required by KDOT as part of the permit for the work performed on Spruce. This was in addition to the normal traffic control as noted in the specifications.

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

RESOLVED (No. 15421), that the Board approved the execution of the change order with Westland Construction, Inc. by the General Manager for an additional 45 calendar days and \$8,500.

CONSIDERATION OF DESIGN
CONTRACT FOR WATERLINE
RELOCATION ALONG
WILSON AVE BETWEEN
LIMIT AND ASH

The Staff Engineer reported that the City of Leavenworth has a project to improve Wilson Ave from Limit Street to 1,300 feet south. The project will adjust road elevations, add stormwater drainage and sidewalks. The new storm system and sidewalks conflict with the water main for almost the entire project. The City is using ARPA funds, which means the work needs to be committed before the end of the year to qualify for the funding.

The Staff Engineer further reported that this will be a 50/50 cost share with the City. After meeting with the City Engineer and design engineer to find the best route forward, the decision was made to use the City design engineer. This will allow the engineer to use the existing survey and page layouts from the road project to add the waterline into the existing road

project, avoiding the proposed improvements. Further allows the work to be completed by the same contractor, avoid conflicts, meet the time deadlines and minimize disruption and cost. The total estimated design cost is \$10,126, with our 50 percent share noted as \$5,063.

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

RESOLVED (No. 15422), that the Board authorized the General Manager to approve design of Waterline Relocations for Wilson Avenue with Wilson and Company at an estimated total design cost of \$10,126.

CONSIDERATION OF A
BLACK & VEATCH SOLAR
POWER SUPPLY FEASIBILITY
STUDY

The General Manager reported that he had met with Black & Veatch, as discussed in previous meetings, to determine if it would be economical to construct a solar array/battery facility to provide electricity to the South Treatment Plant. He noted that the Federal Government is offering 50 percent funding to encourage these types of facilities. He also noted that the State of Kansas has a matching grant program that this might qualify for, the "Build Kansas Fund". The General Manager recommended that a feasibility study be completed by Black & Veatch at a cost of \$32,225, amending the WTP study in progress.

Director Walters inquired as to why a study was needed and suggested we work directly with solar suppliers to determine feasibility and costs. After discussion, the Board requested that staff look into solar energy companies and any water utilities that have done similar projects for comments.

No further action taken, the item tabled.

DIVISION REPORTS

ADMINISTRATION

- August month end reconciliations and financial statements
- Reviewing customer service team duties. Meeting with them over the next couple of weeks to review
- Continue to work on office clean-up and filing
- Christine Owens celebrated her 16th anniversary with the Water Department.
- Began putting together an inventory for admin/distribution technology
- And an inventory on various agreements with service providers
- Gary with ConvergeOne on site the 21st
- Reviewing job descriptions with admin team

WATER DISTRIBUTION

1. Cherokee Street Watermain Replacements (2023)

Contractor is preparing for pipe installation to 20th Street/

2. **Spruce St West of 10th Ave (2023)**
Contractor finished first 700 feet of pipe installation and is spotting utilities to 10th Ave to prepare for next pipe section.
3. **Ottawa and Osage 13th to 20th (2023)**
Meeting Friday with contractor to go over the job.
4. **Lecompton Watermain Replacement (2023)**
Nothing new.
5. **Evergreen and 4th Ave Watermain Replacement (2023)**
Staff is working with the school to finish connections.

City / County Projects

- **Wilson Ave, south of Limit** – Met with engineer and City to develop plan for relocation (see agenda)
- **Storm Water Repair Projects** – Nothing new.
- **Centennial Bridge** – Nothing new.

Water Distribution Operations

Between September 7th, 2023 and September 21st, 2023, the following water-distribution activities have occurred:

- a) New Water-Service Connections: (1)2124 Sycamore Street
- b) Service Kills, Relocations or Repairs: (1) 817 N 16th St
- c) Valves and Fire Hydrants (new and replacement): (1) New valve Leavenworth and Shawnee
- d) Water Main Breaks: (3)

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Tested & operated Plant-to-Plant operations.

South Plant Summary

1. Tested & operated Plant-to-Plant operations.
2. Working with Liberty Roofing to set schedule for the upcoming capital improvement.

Further reported that staff is looking at vendors and prices of Polymer to decrease the cost of Polymer while maintaining the quality of the water.

GENERAL MANAGER

- Water Tank Project.
 - Continue to wait for the easement from DOJ. Noted that he contacted Senator Moran’s office for assistance.
- Worked with Spectrum on phone and internet service.
- Followed up presentation of the Water Treatment Plant study by Black & Veatch for construction sequencing and financing options.
- Worked on 2024 budget preparation.
- Met with Blaser Excavating to discuss lime solids disposal.
- Registered for the Governor’s Water Conference in Manhattan, November 14th to 16th.
- Nothing new to report on the New Centennial Bridge Project.

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

Director Norris adjourned the meeting at 5:56 PM.

Approved _____ 2023

Christy Norris, Vice Chair

Eric Peterson, Secretary