

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
October 23, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, October 23, 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
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

None

APPROVE MINUTES OF
October 9, 2023

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

RESOLVED (No. 15427), that the Board approved minutes from October 9, 2023.

CONSIDERATION OF
CONSENT AGENDA

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

RESOLVED (No. 15428), that the Board approved:

A. PAYROLL
DISBURSEMENT OF
October 31, 2023

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

Gross Pay	\$ 91,858.65
Withholdings and deductions	
FICA	6,857.98
Federal Income Tax	7,057.92
State Tax	3,769.95
Eq-flex	1,878.65
Insurance	2,911.01
KPERs	5,511.51
Misc	22.50
PEDC	2,535.00
Rent - Hwy 5	217.50
United Way	98.50
Net pay	<u>\$ 60,998.13</u>

	Overtime	
	Hours	Amount
Distribution	49.5	\$ 1,675.83
North Plant	4	\$ 156.48
South Plant	18.25	\$ 614.52

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

B. PAYMENT OF CLAIMS

B. Claims for October of \$692,311.98 and Special/Special to Charter Communications for \$364.99.

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

CONSIDERATION OF AUGUST FINANCIAL STATEMENTS

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

RESOLVED (No. 15429), that the Board approved the August 2023 Financial Statements.

CONSIDERATION OF TOWER FUND DONATIONS (Tabled from October 9, 2023)

At the previous meeting, 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 and questions from the board on allowable use of funds, the Finance Manager reported that the use of these funds could be used for operational expenses but that historically the policy of the Board was to use the funds for public relations. Discussion of the use and alternatives took place.

Director Norris made a motion that the Board decrease allocations made by 10%. Motion died due to lack of 2nd.

Director Walters noted that in his opinion, the funds should be used for operational purposes, specifically employee relations and investing in our employees, and not allocated to charities. Director Norris agreed but felt it appropriate to give funds to certain charities.

Director Gervasini suggested cutting payments and requesting reports from certain charities as to use and amount used for payment to utilities, specifically from Catholic Charities and Salvation Army. He further recommended that we notify charities if we are decreasing or terminating payments moving forward.

Upon motion from Director Peterson, seconded by Director Walters, it was moved that the Tower Fund be for operations and personnel only and no allocations to charity be made for 2024 and moving forward. Motion passed 3-2.

Resolved (No. 15430), that the Tower Funds be used for operations and personnel.

CONSIDERATION OF LIME
SOLIDS DISPOSAL

The General Manager discussed disposal of lime solids generated at the South Plant. It was noted that since 2011 we have been contracting with Blaser Excavating, LLC, to dispose of the lime solids at the South Treatment Plant. Blaser Excavating has been responsible for the proper disposal of the material once it leaves our property, typically agricultural land application. It has worked well for us to do so, since we have not had to develop the contacts for final application. It has also been less expensive than the alternatives of landfilling the material or developing a monofil operation.

Our policy is to accrue the expense monthly in anticipation of cleaning the lagoons. However, the price of disposal has risen significantly in the last couple of years, and the cost has exceeded our expectations. Blaser's current proposal to empty two lagoons with about 10,000 cubic yards of material was presented to the Board, noting a total of \$303,850. This would give us operating capacity for at least twelve months. We will be reviewing our monthly accrual to adjust accordingly for future disposals.

Discussion took place regarding alternatives to outsourcing the removal and disposal and Director Gervasini requested that we explore all opportunities to reduce associated costs.

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

RESOLVED (No. 15431), that the Board approved the proposal received from Blaser Excavating, LLC in the amount of \$303,850.

DIVISION REPORTS

ADMINISTRATION

- September month end reconciliations and financial statements
- Continue to work on office clean-up and filing.
- Researched "Tower Funds" history and spending.
 - o Discussed with Board as noted above.

WATER DISTRIBUTION

1. **Cherokee Street Watermain Replacements (2023)**
All pipe is installed.

2. **Spruce St West of 10th Ave (2023)**

The contractor is working on finishing along Spruce so barricades can be removed.

3. **Ottawa and Osage 13th to 20th (2023)**

Nothing new.

4. **Lecompton Watermain Replacement (2023)**

Nothing new.

City / County Projects

- **Wilson Ave, south of Limit** – Nothing new
- **Centennial Bridge** – Nothing new.

Water Distribution Operations

Between October 5th, 2023, and October 19th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: (1) 817 N 16th St
- b) Service Renewals without Main Replacements: (1) 1512 S Broadway
- c) Valves and Fire Hydrants (new and replacements: (1) valve box 13th and Shawnee
- d) Water Main Breaks: (5)

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Finished fall cleaning and maintenance.

South Plant Summary

1. Eaton working on the generator at the plant.
2. Liberty Roofing is in the final stages of the project.

GENERAL MANAGER

- Water Tank Project.
 - Waiting for easement from DOJ.
- KMU Safety Training held Oct 16th on “Winter Driving”, Professional Development Training held on “Job Hazard Analysis”.
- Worked with Spectrum on phone and internet service.
- Worked on the South Treatment Plant Redundancy plan (CIP 4) for construction sequencing and financing options.
- Continued working on the lime solids disposal proposal from Blaser Excavating.
- Missouri Regional Advisory Committee meeting scheduled for Oct 25th will be in Leavenworth. A tour of the South Plant and Wellfield will be given.
- A virtual meeting of MRPWSA is scheduled for October 26th.
- Nothing new to report on the New Centennial Bridge Project.
- Reminded board members that the terms of 2 board members are expiring at the end of November and 2 new board members will be joining the board in December. Election of new officers will be at that meeting.
- Noted he had a meeting with Consolidated Water District 1’s Manager to discuss the potential of future water sales to CRWD 1.

ADJOURNMENT Director Gervasini adjourned the meeting at 5:51 PM.

Approved _____ 2023

Richard Gervasini, Chair

Eric Peterson, Secretary