

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 27, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 27, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048, via video teleconference due to the stay-at-home order and the safety of Board members and staff.

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#### ATTENDANCE

##### **Directors in Attendance**

Richard Gervasini, Chairman  
Christi Norris, Vice Chairman  
Eric Peterson, Secretary  
Storm Savage, Assistant Secretary  
William Daniels

##### **Directors Absent (Excused)**

##### **Staff in Attendance**

Joel Mahnken, General Manager  
Lesia Hegeman, Manager of Finance  
Neil Seichepine, Manager of Plants  
Dennis Baragary, Manager of Distribution  
Kayla Manning, Engineer

##### **Others in Attendance**

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#### CALL TO ORDER

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

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Gervasini noted that a quorum was present.

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REQUEST, COMMENTS,  
PETITIONS BY MEMBERS OF  
THE PUBLIC

The Board discussed an emailed received from Carol Murphy regarding the April 1<sup>st</sup> rate adjustment.  
The Board directed staff to respond to Ms. Murphy noting that there has not been a rate adjustment since 2018 and the current increase was put in place last November. Also, we are establishing a Billing Assistance Program and are softening our collection procedures until the economy begins to recover

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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APPROVE MINUTES OF  
APRIL 13, 2020

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

**RESOLVED (No. 15059)**, that the Board approved minutes from April 13, 2020.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF APRIL  
30, 2020

**RESOLVED (No. 15060)**, that the Board approved:

A. The payroll for the period ending April 30, 2020 amounting to gross pay of \$83,876.05 (composed of the following withholdings and deductions) Federal Income Tax - \$5,907.92; FICA- \$6,278.67; State Tax - \$3,342.05; KPERS -\$4,963.29; KPERS-back \$117.49, Insurance - \$2,715.76; United Way - \$145.50; Eq-flex - \$1,501.21; PEDC - \$2,382.50; Misc - \$237.50, Garnishment \$210.50, Optional Group Life \$380.64 and Deposit - \$55,693.02 including the following overtime amounts: Distribution 36 hours @ \$1,413.60; North Plant 12 hours @ \$407.82 and South Plant 5 hours @ \$173.81 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$693,727.70 and Special/Special Claims as follows: SASI \$1,826.53 checks be drawn on the Revenue Fund for their respective amounts.

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MARCH 2020 FINANCIAL STATEMENTS

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

**RESOLVED (No. 15061)**, that the Board approved the March 2020 Financial Statements.

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CONSIDERATION OF BILL ASSISTANCE PROGRAM

As part of our response to the COVID-19 situation, the Manager recommended the establishment of a Billing Assistant Program to help the unemployed and low income customers pay their water bills. Staff will coordinate with Catholic Charities of Northeast Kansas which has an assistance program in place and is willing to take on additional work in this area of expertise. Other charitable organizations will be considered at a later date, as needed.

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

**RESOLVED (No. 15062)**, that the Board authorized donation of up to \$50,000, in \$10,000 increments, for a water utility billing assistance program.

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COVID-19 BUSINESS RECOVERY PROCEDURES

The Board concurred with the recovery procedures. With the Stay at Home Orders possibly ending and the Governor’s Executive Order on utility disconnects expiring, parameters for returning to normal operations are as follows:

- Keep Lobby closed for at least 14 days after SAHO expire
  - No shut offs until 30 days after SAHO expire
    - Make customer aware of Bill Payment Assistance programs
    - Encourage payment plans to avoid shut offs
      - Pay 1/3 of past due plus current bill
      - Allow up to 6 months to pay past due amount
  - Waive Reconnect Charges for 90 days after SAHO expire
  - Only use locks currently available after 90 days from SAHO expiration
  - At 180 days from SAHO expiration, return to normal procedures as appropriate.
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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements

WATER DISTRIBUTION PROJECTS

1. Stoneleigh Court and 18<sup>th</sup> St (2020)  
Will wait to bid until after end of stay at home order. Benesch planning on sending specs and final drawings for one last review.
2. Dakota Waterline Replacement Project (2020)  
NPL began working this week. Their crews will consist of a foreman and 2-3 employees. As they get going, they will likely increase from 1 to 3 crews, working on different blocks.

City/County Projects

1. Eisenhower Road Project  
Nothing new.
2. Thornton Road Project  
Nothing new.
3. Misc Stormwater Projects and Sanitary I/I  
Nothing new.

Water Distribution Operations

Between April 9<sup>th</sup>, 2020 and April 23<sup>rd</sup>, the following water-distribution activities have occurred:

- a. Service Kills: 4
- Water line breaks: two 8-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

Douglas Pump installed one of the Dry-pit submersibles at the intake. Waiting for the concrete base to cure and finish wiring to switchgear. Stated that it should be ready to run next week.

South Plant Summary

1. Layne finished lateral #1 and started on #2.
2. Levee repairs are ongoing.

GENERAL MANAGER'S REPORT

- Attended teleconference progress meeting for HCW Caisson/Laterals
- Submitted construction permit application to KDHE for HCW/Wellhouse
- Receive appraisal report for HWY 5 farm property, under review for next meeting
- Dealing with COVID-19, developed response plans.

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ADJOURNMENT      There being no further business to come before the Board, Director Gervasini adjourned the meeting.

Approved \_\_\_\_\_ 2020

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Richard Gervasini, Chairman

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Eric Peterson, Secretary