

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON AUGUST 10, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 10, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman (arrived at 5:25PM)
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

Dana Splichal, CPA Summer, Spencer & Company

CALL TO ORDER

Director Norris, called the meeting to order at 5:05 PM.

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 Gervasini asked staff to provide historical data on main breaks for the past 10 years and the investment we have made in water main replacements.

APPROVE MINUTES OF
JULY 27, 2020

Upon motion from Director Savage, seconded by Director Daniel, motion passed 4-0...

RESOLVED (No. 15088), that the Board approved minutes from July 27, 2020.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
AUGUST 15, 2020

RESOLVED (No. 15089), that the Board approved:

A. The payroll for the period ending August 15, 2020 amounting to gross pay of \$83,014.12 (composed of the following withholdings and deductions) Federal Income Tax - \$6,308.82; FICA- \$6,209.30; State Tax - \$3,357.99; KPERS -\$4,941.92, Insurance - \$2,365.76; United Way - \$145.50; Eq-flex - \$1,545.76; PEDC - \$2,607.50; Misc - \$240.00, Garnishment \$210.50, and Deposit - \$55,081.07 including the following overtime amounts: Distribution 43 hours @ \$1,715.61, North Plant 18 hours @ \$625.08 and South Plant 4 hours @ \$150.36 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$411,114.08, Special Claims \$252,341.92 and Special/Special Claims as follows: Evergy \$48,559.39, Kansas Gas Service \$200.56 and AXA Equitable \$5,215.00 check be drawn on the Revenue Fund for their respective amounts.

DISCUSSION OF 2019 DRAFT AUDIT Dana Splichal, CPA discussed the 2019 draft audit with the Board.

CONSIDERATION OF DESIGN CONTRACT WITH BG CONSULTING FOR WATER MAIN REPLACEMENT The project will consist of approximately 5,450 feet of new HDPE pipe to replace mostly 6 inch cast iron. Fire protection will be extended along 16th St from Cherokee to Choctaw St. The design fee is not to exceed \$120,000 including \$10,000 for construction services as needed during construction. Upon motion from Director Norris, seconded by Director Daniels, the motion passed 5-0.

RESOLVED (No. 15090), that the Board authorized the General Manager to award the design contract Waterline Improvements Cherokee Street from 12th to 20th to BG Consultants at a not to exceed cost of \$120,000.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on 2019 Financial Audit
- Financial Report

WATER DISTRIBUTION PROJECTS

Stoneleigh Court and 18th St (2020)

Contractor is on-site spotting utilities and fusing pipe.

Dakota Waterline Replacement Project (2020)

Project is complete except some restoration.

City/County Projects

Eisenhower Road Project

Nothing new.

Misc Stormwater Projects and Sanitary I/I

Nothing new.

Water Distribution Operations

Between July 23rd, 2020 and August 6th, 2020 the following water-distribution activities have occurred:

- New Water-Service Connections: five
- Radio-Read Installations: 10
- Water Line Breaks: two 2-inch and one 12-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Douglas Pump is finishing repairs on pump #2.

North Plant Summary

Start up on the second new submersible pump has begun.

South Plant Summary

- Layne is tearing down equipment and finalizing cleaning up.
- Preventive maintenance has begun on the ammonia tank.

GENERAL MANAGER'S REPORT

- Horizontal Collector Well
 - Caissons/Lateral contractor demobilizing.
 - Black & Veatch is preparing the Plan of Operation required by the KPWSLF.
 - Contracts are being processed for Wellhouse construction.
- Discussed EIS update for USP – Leavenworth with consultant.
- Began work on 2021 budget.

EXECUTIVE SESSION

At 5:50 PM, the Board recessed the regular board meeting and entered into executive session for 30 minutes to discuss personnel matters of non-elected personnel.

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

RESOLVED (No. 15091), that the Board recessed the regular board meeting and entered into executive session to discuss personnel matters of non-elected personnel.

At 6:30 PM, the Board ended the executive session to resume the regular board meeting.

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

RESOLVED (No. 15092), that the Board ended the executive session and resumed the regular board meeting.

ADJOURNMENT

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

Approved _____ 2020

Richard Gervasini, Chairman

Eric Peterson, Secretary