

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MAY 26, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Tuesday, May 26, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048, via videoconference.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman
Eric Peterson, Secretary
Storm Savage, Assistant Secretary (joined @ 5:05PM)
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
Lisa Kanoy, South Plant Superintendent

Others in Attendance

CALL TO ORDER

Director Gervasini, called the meeting to order at 5:00 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
MAY 11, 2020

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

RESOLVED (No. 15067), that the Board approved minutes from May 11, 2020.

CONSIDERATION OF
CONSENT AGENDA

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

RESOLVED (No. 15068), that the Board approved:

A. PAYROLL
DISBURSEMENT OF MAY
31, 2020

A. The payroll for the period ending May 31, 2020 amounting to gross pay of \$84,874.02 (composed of the following withholdings and deductions) Federal Income Tax - \$5,970.81; FICA- \$6,355.00; State Tax - \$3,369.33; KPERS -\$5,168.97, Insurance - \$2,676.31; United Way - \$145.50; Eq-flex - \$1,501.21; PEDC - \$2,432.50; Misc - \$237.50, Garnishment \$210.50, Optional Group Life \$419.84 and Deposit - \$56,386.55 including the following overtime amounts: Distribution 9 hours @ \$186.26 and South Plant 3 hours @ \$99.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$344,501.87 and Special/Special Claims as follows: Catholic Charities \$10,000, Time Warner \$364.99, AT&T Mobility \$1,057.35, Home Depot \$40.46, Verizon \$320.10 and SASI \$1,734.49 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF APRIL
FINANCIAL STATEMENTS

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

RESOLVED (No. 15069), that the Board approved the April Financial Statements.

CONSIDERATION OF HIGH SERVICE SWITCHGEAR

The service switchgear is used to run the high service pumps and the backwash pump out at the South Plant. It was installed during initial plant construction and despite cleaning and repair work needs to be replaced. Quotes were received from Staco Electric, Enerfab, and Capital Electric. After discussion, the Board tabled a decision to allow staff to obtain more information on the inclusion of variable frequency drives with the switchgear.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Financials Report

WATER DISTRIBUTION PROJECTS

1. Stoneleigh Court and 18th St (2020)
We plan to get out to bid in early June award in late June.
2. Dakota Waterline Replacement Project (2020)
NPL has installed about half of the total pipe for the project.

City/County Projects

1. Eisenhower Road Project
Nothing new.
2. Thornton Road Project
Nothing new.
3. Misc Stormwater Projects and Sanitary I/I
Staff is reviewing projects with City to coordinate.

Water Distribution Operations

Between May 7th, 2020 and May 21st, the following water-distribution activities have occurred:

- a. Service Kills, Relocations or Repairs: one kill and one relocate
- b. Water Service connections: one

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

1. Douglas Pump started on the second submersible pump at the intake.

South Plant Summary

1. Mid-America valve finished installing the last new actuator for the high service pumps.
2. Layne is now working on Lateral #6
3. Levee repairs are ongoing.

GENERAL MANAGER'S REPORT

- KMU Safety Training resumed May 18th on "Identifying Hazards".
- Prepared and submitted Disbursement Request 5 to KDHE on the HCW loan.
- Attended teleconference progress meeting on the HCW Caisson/Lateral project.
- Worked on Risk and Resiliency Study required by American Water Infrastructure Act (AWIA)

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

Approved _____ 2020

Richard Gervasini, Chairman

Eric Peterson, Secretary