

## LEAVENWORTH WATERWORKS

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

HELD ON MAY 10, 2021

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 10, 2021 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048, via zoom.

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#### ATTENDANCE

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

Richard Gervasini, Chairman  
Christi Norris, Vice Chairman (via zoom)  
Eric Peterson, Secretary  
Storm Savage, Assistant Secretary (via zoom)

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

William Daniels

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

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

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

Dana Splichal, CPA Summers, Spencer & Company

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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

None

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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APPROVE MINUTES OF  
APRIL 26, 2021

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

**RESOLVED (No. 15168)**, that the Board approved minutes from April 26, 2021.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF MAY  
15, 2021

**RESOLVED (No. 15169)**, that the Board approved:

A. The payroll for the period ending May 15, 2021 amounting to gross pay of \$83,283.86 (composed of the following withholdings and deductions) Federal Income Tax - \$6,690.48; FICA- \$6,228.90; State Tax - \$3,342.24; KPERS -\$4,956.15, Insurance - 2,566.32; United Way - \$151.50; Eq-flex - \$1,481.41; PEDC - \$2,717.50; Misc - \$22.50, and Deposit \$55,126.86 including the following overtime amounts: Distribution 22.50 hours @ \$893.22, North Plant 16 hours @ \$533.85 and South Plant 12 hours @ \$455.06 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$562,567.47, Special Claims \$262,405.60 and Special/Special as follows: Evergy \$35,897.93, KS Gas \$1,153.63, AXA Equitable \$5,435.00, and SASI \$1,995.84 checks be drawn on the Revenue Fund for their respective amounts.

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PRESENTATION OF 2020  
AUDIT

Dana Splichal communicated to the Board, they were still verifying numbers with fixed assets and inventory.

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CONSIDERATION OF  
AGREEMENT FOR PORTAL  
SERVICES

The Vertexone/WaterSmart platform proposal for a new customer service portal is attached and all contracts have been reviewed by legal. This product will allow online payments to move forward with additional payment functions and better service than the current customer service portal provider. The new portal was presented to the board at the meeting last month.

The total first year cost is \$56,660. The cost includes the setup fee, on-site training, customer letters, premium integration-payment (Invoice Cloud) and the WaterSmart platform. There may be a reduction in customer letters. Customers on the existing platform will be transferred to the new platform. Drive thru will distribute fliers to customers presenting the new portal. Director Peterson asked about also submitting something to the paper and posting on Channel 2. Director Norris suggested having a station setup in the office that staff could use to walk technology challenged customers thru the setup process.

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

**RESOLVED (No. 15170)**, that the Board authorized the General Manager to execute the contracts with the Vertexone/WaterSmart and Invoice Cloud at a cost of \$56,660.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financials
- FEMA damage inventory report

WATER DISTRIBUTION PROJECTS

1. Western St and Misc Water Main Replacement (2021)  
Contract agreement is in the mail. All other documents have been received.
2. Girard Ave and Misc Water Main Replacement (2021)  
Contractor has started the first block and is getting ready to pull pipe.

City/County Projects

1. Eisenhower Road Project  
Working with contractor
2. Misc Stormwater Projects and Sanitary I/I  
2<sup>nd</sup> and Chestnut Project – Nothing new.

Water Distribution Operations

Between April 21st, 2021 and May 6th, 2021, the following water-distribution activities have occurred:

- a. New Water-Service Connections: one
- b. Radio-Read Installations: 78
- c. Service Kills, Relocations or Repairs: seven
- d. Water Line Breaks: one

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

Working on KDHE inspection survey

Getting Capital Improvement projects lined out for completion

South Plant Summary

1. Working on KDHE inspection survey
2. Working on Emergency Preparedness Plan

GENERAL MANAGER'S REPORT

- Reviewed and edited MD&A for 2020 Audit Report
- Started reviewing Federal "Drinking Water and Wastewater Infrastructure Act of 2021" for impact.
- Attended KMU Annual Business Meeting online April 30th
- Horizontal Collector Well
  - First pour on Wellhouse concrete walls completed.
  - Progress meeting held April 28<sup>th</sup> with B&V and Crossland.
- Water Tank Project.
  - Reviewing Preliminary Engineering Report with McClure Engineering on May 11<sup>th</sup>. Plan to present report to the Board the second meeting in May.

Plan to have the next meeting in person to present the tank report, audit, and hold an executive session to discuss the acquisition of property.

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ADJOURNMENT

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

Approved \_\_\_\_\_ 2021

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Richard Gervasini, Chairman

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Eric Peterson, Secretary