

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 27, 2021

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 27, 2021, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman
Eric Peterson, Secretary
Storm Savage, Assistant Secretary (by phone 5:15PM)
William Daniels, member

Directors Absent (Excused)

Staff in Attendance

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

Others in Attendance

Craig Gaffeny, Country Club Bank
Stephanie Mallory, Country Club Bank
Michelle Bishop, Country Club Bank

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

Director Peterson emphasized the garage floor painting should be put out to bid.

Director Norris stated she appreciated the Collector Well ribbon cutting ceremony.

APPROVE MINUTES OF
SEPTEMBER 13, 2021

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

RESOLVED (No. 15207), that the Board approved minutes from September 13, 2021.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
SEPTEMBER 30, 2021

RESOLVED (No. 15208), that the Board approved:

A. The payroll for the period ending September 30, 2021 amounting to gross pay of \$84,163.03 (composed of the following withholdings and deductions) Federal Income Tax - \$7,053.91; FICA- \$6,302.30; State Tax - \$3,456.82; KPERS - \$4,879.71, Insurance - 2,844.32; United Way - \$151.50; Eq-flex - \$1,430.44; PEDC - \$2,812.50; Misc - \$20.00, Optional Group Life \$320.72 and Deposits \$54,890.81 including the following overtime amounts: Distribution 39 hours @ \$1,602.05, North Plant 8 hours @ \$275.34 and South Plant 10 hours @ \$387.78 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$1,035,375.55 and Special/Special as follows: SASI \$449.66, and AT&T \$1,185.81 checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION BY COUNTRY CLUB BANK Representatives from Country Club Bank discussed their positive pay program for detecting fraudulent check cashing. They are offering this service at no charge to Leavenworth Water Board.

CONSIDERATION OF AUGUST FINANCIAL STATEMENTS Upon motion from Director Norris, seconded by Director Peterson, motion passed 5-0.

RESOLVED (No. 15209), that the Board approved the August Financial Statements.

CONSIDERATION OF CHANGE ORDER #3 FOR HCW This past spring, the KDA Division of Water Resources informed us that the calculated SCADA value for the raw water flow diversion works are no longer acceptable. The HCW was set up using the calculated value. Crossland cost for changing to a totalizing register is \$4086.00.

Also, staff has recommended that 30 days be added to Crossland's contract time, contract ending date of October 1, 2021, due to delivery time added by the pandemic.

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

RESOLVED (No. 15210), that the Board approved Change Order 3 with Crossland Heavy Contractors in the amount of \$4,086.00 and an additional 30 days' time and authorized the General Manager to execute the same.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Working with FEMA on outstanding items.
- Financial reports for August.

WATER DISTRIBUTION PROJECTS

1. Western St and Misc Water Main Replacement (2021)
Pipe has been installed and tied in along Tanglewood. Pipe is installed along 16th St, north of Vilas.
2. Girard Ave and Misc Water Main Replacement (2021)
Pipe was being installed along 10th Ave. The boring rig has broken down after boring into sandstone and is expecting to be repaired in about a week.
Changes were discussed at the tie-in at Kansas and 10th Ave to keep more sewer separation and eliminate a connection that is no longer needed.

City/County Projects

1. Misc Stormwater Projects and Sanitary I/I

- 2nd and Chestnut Project – Nothing new.

Water Distribution Operations

Between September 8th, 2021, and September 22nd, 2021, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 35
- b. New Water-Service Connections: 1
- c. Service Renewals without Main Replacements: 2
- d. Valves and Fire Hydrants: 1 (6-inch valve)
- e. Water Line Breaks: 1 6-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Nothing new to report.

South Plant Summary

Finishing touches on Well #13, hope to be complete by the end of the month.

GENERAL MANAGER'S REPORT

- KMU Safety Training held September 20th on "Winter Workplace Safety"
 - Horizontal Collector Well
 - Working to finalize project.
 - Submitted Loan Disbursement #15 to KDHE.
 - Water Tank Project.
 - Archeological Site Assessment permit submitted to BOP.
 - Worked on loan application.
 - Expect "Solicitation for Water Storage" from BOP in mid-October.
 - Worked on the 2022 budget.
 - Reviewed plans and specifications for South Plant HVAC project.
 - Continued working on FEMA reimbursement request.
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Approved _____ 2021

Richard Gervasini, Chairman

Eric Peterson, Secretary