

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON FEBRUARY 12, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 12, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Richard Gervasini, Vice Chairman  
Eric Peterson, Secretary  
Christi Norris, Assistant Secretary  
Greg Kaaz, Member

**Directors Absent (Excused)**

William Daniels, Chairman

**Staff in Attendance**

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

**Others in Attendance**

None

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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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REQUESTS,  
COMMENTS, PETITIONS  
BY MEMBER OF THE  
PUBLIC

NONE

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Peterson recognized the Distribution Crew for a good job.  
Director Kaaz bought up the conditions of the pavement due to a main  
break on 10<sup>th</sup> Ave. Staff will review in the Spring time.

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APPROVE MINUTES OF  
JANUARY 22, 2018

Upon motion from Director Norris, seconded by Director Kaaz, the minutes  
of January 22, 2018, motion passed 4-0...

**RESOLVED (No. 14851),** that the Board approved the January 22, 2018.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Norris , seconded by Director Kaaz, the consent  
agenda, motion passed 4-0 ...

**RESOLVED (No. 14852),** that the Board approved:

A. PAYROLL  
DISBURSEMENT OF  
JANUARY 15, 2017

A. The payroll for the period ending February 15, 2018 amounting to  
gross pay of \$81,033.37 (composed of the following withholdings  
and deductions) Federal Income Tax - \$6,660.79; FICA-  
\$6,059.98; State Tax - \$3,217.64; KPERS -\$4,780.83; KPERS-back  
\$138.46, Insurance - \$2,319.60; United Way - \$139.50; Eq-flex -  
\$1,476.74; PEDC - \$2,252.50; Garnishment - \$875.00; Misc -  
\$242.50, and Deposit - \$52,869.83 including the following  
overtime amounts: Distribution 66 hours @ \$2,129.23; North Plant  
13 hours @ \$395.81; South Plant 18 hours @ \$575.37 be approved  
and disbursements made from the Revenue Fund for their respective  
amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$186,080.22, Special Claims \$234,407.87 and  
Special/Special Claims as follows: Ks Gas Service \$4,657.20, Westar  
Energy \$43,980.20, AT&T \$182.43, Home Depot \$5.93, Pitney Bowes  
\$462.00, SASI \$679.61, Tractor Supply \$381.78, Walmart \$1,724.17,  
Water Protection Fee \$16,882.57, AXA Equitable \$4,555.00, KDHE  
\$2,677.00, and KS-AWWA \$70.00 checks be drawn on the Revenue  
Fund for their respective amounts.

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CONSIDERATION OF  
CHANGE ORDER FOR  
LINAWEAVER FOR  
CHEROKEE

Final quantities for the Cherokee Waterline job varied a little due to conditions in the field. The connections at Broadway had a few changes. Additional flowable fill was used due to several storm and foundation issues uncovered in the field. The changes resulted in an additional \$14,446.50 worth of work.

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

**RESOLVED (No. 14853)**, that the Board authorized the General Manager to execute a change order with Linaweaver Construction for the final quantity corrections in the amount of \$14,446.50.

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CONSIDERATION OF  
FINAL PAYMENT FOR  
CHEROKEE PROJECT

The Cherokee Street Water Main Replacement project has been completed and all issues have been addressed. Retainage had been reduced to 5% previously. The remaining balance is \$40,479.42.

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

**RESOLVED (No. 14854)**, that the Board approved release of the final payment to Linaweaver Construction in the amount of \$40,479.42.

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CONSIDERATION OF BIDS  
5<sup>TH</sup> AVE WATERLINE

Recently, we began having main breaks on 5<sup>th</sup> Ave on the old 8 inch diameter cast iron pipe. Much of the pipe is under pavement which results in costly repairs. Additional breaks have occurred on several side streets that connect to the 5<sup>th</sup> Ave on old 2 inch cast iron and 2 inch galvanized pipe. A total of 6 bids were received for the 5<sup>th</sup> Ave Water Main Replacement Project with Orr Wyatt Streetscapes as the low bidder at a cost of \$1,124,291.75.

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

**RESOLVED (No. 14855)**, that the Board authorized the General Manager to award the contract to Orr Wyatt Streetscapes in the amount of \$1,124,291.75.

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CONSIDERATION OF  
TREATMENT PLANT  
HIRING

Due to the recent promotion and the impending retirements of two additional plant operators, GM asked permission to hire three individuals for the Treatment Plants. Although the retirements will not be until May/June and December, it would be to our advantage to start the training process as soon as possible. Also, plant operator have undertaken cross training at both plants, this will allow for more flexibility to assign staff where needed.

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

**RESOLVED (No. 14856)**, that the Board allow staff to hire three additional Water Treatment Plant Operators for training purposes.

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WHY SELL WATER IN THE COUNTY

At the last meeting, Director Peterson distributed the document written around 2007 by former General Manager Don Murphy, titled “Why Sell Water in the County”. It was apparently written to encourage the Board to be more aggressive in expanding our customer base. A decade later, the foundation for Mr. Murphy’s arguments has changed little.

There has been little change in our population over the last number of years, our active customer count growing an average of 0.23% per year. Our average daily demand has actually shrunk to 4.6 MGD. Finally, our infrastructure replacement needs continue to grow as the system ages. All of this indicates that we should position ourselves as the water supplier of choice. We should continue to pursue opportunities to increase our sales, not being afraid to invest in projects or agreements that would do so. After a short discussion, no action taken.

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DIVISION REPORTS

ADMINISTRATION

- Worked on Financial Statements
- SUS-weekly items

WATER DISTRIBUTION PROJECTS

1. Cherokee Street Waterline Replacement (2017)  
Change order and final payment.
2. Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Water was seen at a location on Madison and after determining that it was probably our water, Westland was called and they excavated to the main, which was found to be dry.
3. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Bids were received.
4. Main Replacement Osage to Cherokee, 20<sup>th</sup> to 15<sup>th</sup> (2018)  
Should have plans to review in the next week. BG is checking to see what they used for City specs for the sidewalk job to see if we should incorporate it into our jobs.

WATER DISTRIBUTION OPERATIONS

Between January 18th, 2017 and February 8th, 2018 the following water-distribution activities have occurred:

- a) Water line breaks: five 2- inch
- b) Frozen pipes on customer side: 3

Ohio Street Booster Station

Nothing new to report at this time.

North Plant Summary

Nothing new to report at this time.

South Plant Summary

1. Capital Electric finished outside area lighting.
2. Douglas Pump started on treatment of wells.

GENERAL MANAGER'S REPORT

- Contracted with Water Process Associates (Patti Adams) to update the RMPs's for the Treatment Plants. The project is not to exceed \$10,000 and the completion date of April 28<sup>th</sup>.
- The Billing Cost Allocation of 2018 letter was sent to the City.
- The annual water use report was completed and filed with DWR.
- The top 10 customers accounted for 54.4% of water sales and 37% of revenue.
- Last meeting, Staff noted an increase in water production. We finished January 2018 with 16.5% greater system demand than January 2017 and 25% greater than the average from 2010 through 2017, with 95.5% accountability.
- The Water Appropriation application is proceeding. Notice of the application has been sent to the adjacent property owners for comments. The Environmental Scientist working the application feels the he will have his recommendation to the Chief Engineer ready the beginning of March if no issues arise.
- Continued working on the preliminary siting of a water storage tank.
- As a reminder, we will be closed Monday, February 19<sup>th</sup> for President's Day.

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ADJOURNMENT

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

Approved \_\_\_\_\_ 2018

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Billy Daniels, Chairman

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Eric Peterson, Secretary