

## LEAVENWORTH WATERWORKS

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

HELD ON AUGUST 24, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 24, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman  
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**

Ellis Myracle, property owner  
Dana Splichal, CPA Summer, Spencer & Company

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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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REQUEST, COMMENTS,  
PETITIONS BY MEMBERS OF  
THE PUBLIC

Ellis Myracle, disputed the meter tampering charges on his rental property. He asked the Board to forgive the charges. Board consensus was Mr. Myracle must pay the charges.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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APPROVE MINUTES OF  
AUGUST 10, 2020

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

**RESOLVED (No. 15093)**, that the Board approved minutes from August 10, 2020.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF  
AUGUST 31, 2020

**RESOLVED (No. 15094)**, that the Board approved:

A. The payroll for the period ending August 31, 2020 amounting to gross pay of \$84,588.54 (composed of the following withholdings and deductions) Federal Income Tax - \$6,422.68; FICA- \$6,329.80; State Tax - \$3,422.23; KPERS -\$5,036.37, Insurance - \$2,365.76; United Way - \$145.50; Eq-flex - \$1,545.76; PEDC - \$2,607.50; Misc - \$240.00, Garnishment \$210.50, Optional Group Life \$390.80 and Deposit - \$55,871.64 including the following overtime amounts: Distribution 22.50 hours @ \$799.88, and North Plant 9 hours @ \$316.35 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$282,853.99 and Special/Special Claims as follows: SASI \$591.07, Time Warner \$364.99, AT&T Mobility \$1,083.77, Home Depot \$776.06, Water Protection Fee \$19,559.78, AT&T \$1,185.46 and Verizon Wireless \$360.09 checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
DRAFT AUDIT

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

**RESOLVED (No. 15095)** , that the Board approved 2019 Audit Report.

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

**RESOLVED (No. 15096)** , that the Board approved the July Financial Statements.

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PRESENTATION OF CASH RESERVES      Upon motion from Director Norris, seconded by Director Peterson, motion passed 5-0...

**RESOLVED (No. 15097)** , that the Board approved that the report has been received .

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CONSIDERATION OF ADDITIONAL BLOCK OF SURVEY FOR WESTERN AND MISC. DESIGN      Staff asked Benesch to give a cost for additional engineering work, to replace the 6" cast iron on Marion Street from 10<sup>th</sup> Ave to Grand Ave. This would add 565 feet of pipe to the project and would improve the constructability of the project and help fire flow in the area.  
Upon motion from Director Daniels, seconded by Director Norris, the motion passed 5-0.

**RESOLVED (No. 15098)**, that the Board authorized a change to the design contract for Western Street and Miscellaneous Water Main Replacements to Benesch in the amount of \$5,800.00.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- 2019 Audit

WATER DISTRIBUTION PROJECTS

Stoneleigh Court and 18<sup>th</sup> St (2020)

Pipe is in the ground for Stonleigh Ct. Finishing connections and starting to connect services.

City/County Projects

1. Eisenhower Road Project  
Staff downloaded latest plans.
2. Misc Stormwater Projects and Sanitary I/I  
Nothing new.

Water Distribution Operations

Between August 6<sup>th</sup>, 2020 and August 19<sup>th</sup>, 2020, the following water-distribution activities have occurred:

- New Water-Service Connections: one
- Service Disconnects: five
- Radio-Read Installations: 35
- Water Line Breaks: three 2-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Routine maintenance and a load bank were performed on the generator.

North Plant Summary

The submersible pump is being finalized and getting ready for start-up at the intake.

South Plant Summary

- Had walk through inspect with Layne to close out the caisson project.
- Met with Stigers Island Farm Inc. about easement.

GENERAL MANAGER'S REPORT

- KMU Safety training held August 17<sup>th</sup> on "Emergency Action Plan/Fire Prevention".
- Horizontal Collector Well
  - Caissons/Lateral contractor has a 9 items punch list.
  - Reviewing and editing Black & Veatch's Plan of Operation for the project required by the KPWSLF.
  - Contracts for the Wellhouse are signed and dated 8/19/2020. Notice to Proceed issued 8/19/2020. Preconstruction meeting scheduled 8/24/2020.
- Met with Stigers Island Farm Inc. to discuss easement for Raw Watermain Relocation.
- Worked on 2021 budget.

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

Approved \_\_\_\_\_ 2020

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Richard Gervasini, Chairman

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Eric Peterson, Secretary