

## LEAVENWORTH WATERWORKS

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

HELD ON AUGUST 26, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 26, 2019 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

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

William Daniels, Chairman

Greg Kaaz, Member

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

Joel Mahnken, General Manager

Lesia Hegeman, Manager of Finance

Dennis Baragary, Manager of Distribution

Neil Seichepine, Manager of Plants

Kayla Manning, Engineer

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

Joe Rasmussen, Black & Veatch

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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 congratulated the Distribution Dept on the work they have accomplished to date on the 5<sup>th</sup> Ave Main Replacement Project.

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APPROVE MINUTES OF  
AUGUST 12, 2019

Upon motion from Director Norris, seconded by Director Peterson, motion passed 3-0...

**RESOLVED (No. 14975)**, that the Board approved the August 12, 2019 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Norris, the consent agenda motion passed 3-0, ...

A. PAYROLL  
DISBURSEMENT OF  
AUGUST 31, 2019

**RESOLVED (No. 14976)**, that the Board approved:

A. The payroll for the period ending August 31, 2019 amounting to gross pay of \$84,175.34 (composed of the following withholdings and deductions) Federal Income Tax - \$7,185.63; FICA- \$6,312.54; State Tax - \$3,379.99; KPERS -\$5,013.24; KPERS-back \$125.49, Insurance - \$2,068.21; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$1,847.50; Misc - \$240.00, Optional Group Life \$351.64 and Deposit - \$56,099.29 including the following overtime amounts: Distribution 30 hours @ \$1,040.49; North Plant 22.50 hours @ \$694.21 and South Plant 22 hours @ \$764.05 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$551,647.00 and Special/Special Claims as follows: Dana Cole & Company \$12,000.00, Postmaster \$3,000.00, SASI \$228.40, Time Warner Cable \$364.99 and Verizon \$160.04 checks be drawn on the Revenue Fund for their respective amounts.

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REQUEST TO WAIVE  
FRONTAGE FEE – Mr.  
Ronald Harrod 17030  
Springdale Rd

This item was tabled at the last meeting for further information.

- 2 meters are currently connected to our 16-inch water main
- 18 addresses could potentially connect (5 are large enough for further subdivision)
- According to their system operator, RWD #5 has already given written permission for any customer along the 16-inch main to transfer.

After consideration, Upon motion from Director Norris, seconded by Director Peterson, motion passed 3-0...

**RESOLVED (No. 14977)**, that the Board denied Mr. Harrod request to waive the frontage fee.

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JULY 2019 FINANCIAL  
STATEMENTS

A report on expenditures due to flooding was including with the normal financial statements.

Upon motion from Director Norris, seconded by Director Peterson, motion passed 3-0...

**RESOLVED (No. 14978)**, that the Board approved the July 2019 Financial Report.

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PRESENTATION OF CASH  
RESERVES

The Targeted Cash Reserve Guidelines report was reviewed and approved as presented.

Upon motion from Director Norris, seconded by Director Peterson, motion passed 3-0...

**RESOLVED (No. 14979)**, that the Board approved the Targeted Cash Reserve Guideline report.

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CONSIDERATION B&V  
RESILIENCY REPORT

Joe Rasmussen, B&V presented the Wellfield Resiliency Study to the Board. The goal of the study was to review the various options available to make the raw water transmission main and the power line to the wells more resistant to flood damage. At the meeting several alternatives were presented to include moving the main to the east, away from the roadway. The Board gave consensus to proceed.

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CONSIDERATION OF  
STIGER'S ISLAND LEVEE  
REPAIR

Stigers Island Farm (SIF) provided the assessment from the Corp of Engineers for the levee repair cost. After the 2011 flood, the Board agreed to pay for a portion of the repair cost to protect the wellfield from minor flood events. SIF is asking that we do so again. The Board tabled this item until, staff could meet with SIF.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- 2019 flood expenditure summary
- 2020 Budget

WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)

Street restoration has been mostly completed to Spruce along 5<sup>th</sup> Ave. Crews are working on the tie in at Prospect. Main has been killed from Scott Street south.

2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)

On Friday Aug 16<sup>th</sup> at 3:49PM, OWS e-mailed that they believe they are substantially complete. They were claiming that the 13 services that remain need to be bored, should be an exception, because they were not originally shown as bore shots on the plans. We replied, within an hour, that those services are required to be finished before they are considered substantially complete.

Four service shots are due to a change they requested. The remaining services are due to driveways. We said we would pay the long service bid price rather than the short service bid price to keep from having to tear up driveways, again. We also said we would allow an extra 1/3 day per service, and if the meter pit needed to be replaced due to the excavation, those would also be reimbursed at bid price. OWS was to return Wednesday but has not shown up due to weather. The lawyer has been informed of the status.

3. Sanders and High Street Watermain Replacement (2019)

One block of pipe install remains. Saddles for services are expected soon.

City Projects

1. Eisenhower Road Project

Contacted the group from the last correspondence, they replied they will review the information for a relocation agreement and get back with us soon.

2. Thornton Road Project

The preconstruction meeting is scheduled for August 28<sup>th</sup>. We will also need to make sure our tie-in at 5<sup>th</sup> Ave is low enough to accommodate the street cut.

3. Misc Stormwater Projects and Sanitary I/I

Staff is reviewing the locations for conflicts.

Water Distribution Operations

Between August 7<sup>th</sup>, 2019 and August 22<sup>nd</sup>, 2019 the following water-

- distribution activities have occurred:
- New Water Service Connections: two
  - Water Line Breaks: zero

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

Working on 2020 Budget

South Plant Summary

- Working on 2020 Budget
- Dealing with river level/water table

GENERAL MANAGER'S REPORT

- KMU Safety Training held August 12<sup>th</sup> on Verbal Communication.
- Reviewed the Wellfield Resiliency Study with Black & Veatch and Staff.
- Reviewed plans for the North Plant Retaining Wall Improvements with Benesch and Staff.
- Worked on 2020 budget preparation.

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

Approved \_\_\_\_\_ 2019

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Richard Gervasini, Vice-Chairman

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Eric Peterson, Secretary