

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON DECEMBER 10, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, December 10, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

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

**Directors Absent (Excused)**

**Staff in Attendance**

Joel Mahnken, General Manager  
Lesia Hegeman, Manager of Finance  
Kayla Manning, Staff Engineer  
Jim Adams, North Plant Superintendent  
Lisa Boorem, South Plant Superintendent  
Dennis Baragary, Manager of Distribution

**Others in Attendance**

None

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CALL TO ORDER

Director Daniels, called the meeting to order at 5:00 PM.

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Daniels 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

None

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APPROVE MINUTES OF  
NOVEMBER 26, 2018

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of November 26, 2018 were approved, motion passed 5-0...

**RESOLVED (No. 14891)**, that the Board approved the November 26, 2018 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Norris, the consent agenda, motion passed 5-0 ...

A. PAYROLL  
DISBURSEMENT OF  
NOVEMBER 30, 2018

**RESOLVED (No. 14892)**, that the Board approved:

A. The payroll for the period ending December 15, 2018 amounting to gross pay of \$86,076.84 (composed of the following withholdings and deductions) Federal Income Tax - \$7,470.97; FICA- \$6,816.82; State Tax - \$3,692.66; KPERS -\$5,105.47; KPERS-back \$118.17, Insurance - \$1,866.55; United Way - \$139.50; Eq-flex - \$1,432.14; PEDC - \$2,022.50; Misc - \$242.50 and Deposit - \$57,169.56 including the following overtime amounts: Distribution 44 hours @ \$1,596.48; North Plant 58 hours @ \$1,691.22 and South Plant 53 hours @ \$1,756.35 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$176,768.02, Special Claims \$221,931.15 and Special/Special Claims as follows: Westar Energy \$39,909.43, SASI \$991.54, Ks Gas Service \$1,307.01, Home Depot \$772.86, Tractor Supply \$299.98, Aflac \$660.70, Blue Cross & Blue Shield of Kansas \$28,146.73, AT&T \$344.60, AXA Equitable \$5,045.00 and Walmart \$65.92 checks be drawn on the Revenue Fund for their respective

amounts.

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UPDATED  
CONSIDERATION OF  
REPLACEMENT TRUCK  
FOR DISTRIBUTION

November 13<sup>th</sup>, 2018 Board approved purchase 2019 Ford F-550 Truck at a cost of \$24,616.10. Management contacted Zeck Ford to order the truck. We were informed that an error was made on the price, \$2,325.00 was added to the price, then negotiated to \$1,500.00.

Speedway Chrysler Dodge Jeep was contacted to verify their price, the difference between Ford and Dodge is \$970.90.

The Board rescinded the motion to purchase the Ford truck and award the bid to Dodge. Upon motion from Director Kaaz, seconded by Director Gervansini, the motion passed 5-0.

**RESOLVED (No. 14893)**, that the Board rescinded the motion to purchase the Ford truck and awarded the bid to Speedway Chrysler Dodge Jeep at a price of \$27,087.00.

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2019 WORK PLAN

Board gave general consensus to the proposed 2019 Work Plan.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on November Financial Statements
- Year-end reports

WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Nothing New.
2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)  
Orr Wyatt Streetscapes began work Monday December 3<sup>rd</sup>. The 180 contract days ended Dec 1<sup>st</sup>, so liquidated damages began Monday Dec 3<sup>rd</sup> (The count does not include the start or end dates and does not begin on weekend or holiday). Orr Wyatt also submitted a pay app and conditional lien release for an additional \$58,434.43 in materials.
3. Lecompton Road Watermain Replacement (2019)  
Nothing New.
4. Sanders and High Street Watermain Replacement (2019)  
Review comments were sent to Benesch.
5. Dakota Street Area Watermain Replacement (2019)  
Review comments were sent to BG.

### City Projects

#### 1. Eisenhower Road Project

Staff received updated plans for review. We are still reviewing but it appears we will have some issues with proposed grading exposing our 24 inch main. Relocations are supposed to be complete by March 1, 2019. We may be in an easement for the grading conflicts.

### Water Distribution Operations

Between November 21st, 2018 and December 6th, 2018 the following water-distribution activities have occurred:

1. Service Kills, Relocations or Repairs: one – saddle repair
2. Water line breaks: three 2-inch

### Ohio Street Booster Station

Nothing new at this time.

### North Plant Summary

1. Finalizing TOC analyzer connection with Suez Water Technologies and R. E. Pedrotti.

### South Plant Summary

1. Suez Water Technologies core tested the media on filter #2.
2. Met with Black & Veatch for review of 60% design submittal.

### GENERAL MANAGER'S REPORT

- KMU Safety Training on “Respiratory Protection” and Management Training on “Hiring and Interviewing” were held November 26<sup>th</sup>.
- Worked on HCW project.
  - November 27<sup>th</sup> City Commission passed a Resolution authorizing the Board to make the KPWSLF loan.
  - Worked with Bond Counsel and BAM on loan documents. Resolution by Board approving the loan scheduled for December 21<sup>st</sup> with closing in early January.
  - Reviewing 60% Wellhouse plans from Black & Veatch December 7<sup>th</sup>.
  - Received email from Attorney on negotiating contract for Caisson/Lateral construction contract. Advises competitive bidding.
- Meeting scheduled December 11<sup>th</sup> with Lansing Correctional Facility to discuss pricing of water supply.
- Meeting scheduled December 13<sup>th</sup> with safety consultant on written policy document.

EXECUTIVE SESSION –  
ATTORNEY CLIENT  
PRIVILEGE

At 6:45 PM, the Board suspended the regular board meeting.

At 4PM, Tuesday December 11<sup>th</sup>, 2018 the Board reconvened the regular board meeting.

At 4:01PM, the Board recessed the regular board meeting and entered into executive session until 5:15 PM to discuss attorney client privilege.

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

**RESOLVED (No. 14894)**, that the Board approved to recess the regular board meeting for until 5:15 PM, to discuss matters that would be deemed privileged in an attorney client relationship.

At 5:15PM, the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Kaaz, seconded by Director Peterson, to end the executive session and resume the regular board meeting.

**RESOLVED (No. 14895)**, that the Board approved to end the executive session and resume the regular board meeting.

No action taken.

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

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

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William Daniels, Chairman

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Eric Peterson, Secretary