

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON DECEMBER 11, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, December 11, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Greg Kaaz, Chairman  
Teresa Wood, Vice Chairman  
Christi Norris, Secretary  
William Daniels, Assistant Secretary  
Richard Gervasini, Member

**Directors Absent (Excused)**

**Staff in Attendance**

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

**Others in Attendance**

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CALL TO ORDER

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

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Kaaz 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 27, 2017

Upon motion from Director Norris, seconded by Director Wood, the minutes of November 27, 2017, motion passed 5-0 ...

**RESOLVED (No. 14828)**, that the Board approved the November 27, 2017 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF  
DECEMBER 15, 2017

**RESOLVED (No. 14829)**, that the Board approved:

A. The payroll for the period ending December 15, 2017 amounting to gross pay of \$88,760.53 (composed of the following withholdings and deductions) Federal Income Tax - \$9,053.66; FICA- \$6,939.04; State Tax - \$3,687.12; KPERS -\$5,311.65; KPERS-buyback \$110.87, Insurance - \$2,243.27; United Way - \$170.71; Eq-flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$875.00; Misc - \$242.50 and Deposit - \$55,835.84 including the following overtime amounts: Distribution - 20.50 hours @ \$665.54; North Plant – 61 hours @ \$1,774.79; South Plant – 52 hours @ \$1,684.50 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$81,783.20, Special Claims \$349,390.78 and a Special/Special Claim as follows: AT&T \$181.99, AT&T Mobility \$669.83, Home Depot \$198.00, Tractor Supply Company \$247.36, Price Chopper \$843.21, Kansas Gas Service \$1,522.58, and Westar Energy \$43,717.72 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF  
AUDIT AGREEMENT

Tony Kramer, Kramer & Associates has agreed to perform the 2017 audit for a cost of \$14,054.35, a 3% increase over the 2016 fee.  
Upon motion from Director Gervasini, seconded by Director Daniels, the motion passed 5-0.

**RESOLVED (No. 14830)**, that the Board approved the 2017 audit proposal from Kramer & Associates for \$14,054.35.

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CONSIDERATION OF  
CHANGE ORDER FOR  
WESTLAND FOR  
GALVANIZED SERVICES

The services for 1325, 1327, 1329 Spruce are connected on the south side. A single 1" galvanized line currently feeds all three locations. Preliminary investigations discovered galvanized between the services, but field and records showed copper line coming across. The bid price for a long service is \$1,600 each, for a total of \$4,800 and two additional work days.  
Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0.

**RESOLVED (No. 14831)**, that the Board authorized the General Manager to execute a change order with Westland Construction Inc for the additional service line replacements totaling \$4,800.00 and 2 contract days work.

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2018 WORK PLAN

The 2018 Work Plan was reviewed and approved by the Board. Upon motion from Director Wood, seconded by Director Norris, the motion passed 5-0.

**RESOLVED (No. 14832)**, that the Board approved the 2018 Work Plan.

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DIVISION REPORTS

ADMINISTRATION

- Worked on November Financial Statements
- Open enrollment – health/dental

WATER DISTRIBUTION PROJECTS

1. Cherokee Street Waterline Replacement (2017)  
Nothing New
2. Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
The last 300 feet of pipe will soon be pulled on Madison. Concrete sidewalk work is high priority and will have a dedicated crew soon.
3. Osage Street – 5<sup>th</sup> St to 6<sup>th</sup> St to Broadway (2017)  
Main work is done for 2017. Will continue 6<sup>th</sup> St and 5<sup>th</sup> St in 2018. Kersten's is working on restoration to have the area ready for the holiday tour.
4. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Staff went over review plans with Benesch on Thursday. Project is on schedule.

5. Main Replacement Osage to Cherokee, 20<sup>th</sup> to 15<sup>th</sup> (2018)  
Nothing new.

CITY PROJECT SUMMARY

1. Industrial Park

Contractor asked to wait till Feb to start due to weather.

WATER DISTRIBUTION OPERATIONS

Between November 22nd, 2017 and December 7th, 2017 the following water-distribution activities have occurred:

- a) Water-Line Breaks: one 6"

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. McGuire Electric and RE Pedrotti working on the lagoon project, current 75% completed.
2. Attend meeting with Ft. Leavenworth DPW, American Water and KDHE on Nov 30<sup>th</sup> regarding supplying the military base with water.
3. Capital Electric installing street light.

GENERAL MANAGER'S REPORT

- Prepared the 2018 Work Plan.
- Attended a meeting with Ft. Leavenworth DPW, American Water, and KDHE regarding possibly supplying water to the Fort November 30<sup>th</sup>. At least in the short term, it looks like we will sell water to the Fort. A follow up meeting is scheduled for December 12<sup>th</sup>.
- Began reviewing RFQ's for engineering services for the horizontal collector well.

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ADJOURNMENT

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

Approved \_\_\_\_\_ 2017

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Greg Kaaz, Chairman

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Christi Norris, Secretary