

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON FEBRUARY 26, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 26, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

William Daniels, Chairman  
Eric Peterson, Secretary  
Christi Norris, Assistant Secretary

**Directors Absent (Excused)**

Richard Gervasini, Vice Chairman  
Greg Kaaz, Member

**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 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

Director Peterson noted the fire hydrant by DAV was painted red, wanted to know if it had been tested. He asked about in-house main installation. Staff responded that there would be some in-house projects.

Director Daniels asked if we owed Westland Construction any compensation for the leak on Madison.

Director Norris noted the January 22<sup>nd</sup>, 2018 minutes had a typo, correction needed.

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APPROVE MINUTES OF  
FEBRUARY 12, 2018

Upon motion from Director Norris, seconded by Director Peterson, the minutes of February 12, 2018 were approved pending correction, motion passed 3-0...

**RESOLVED (No. 14856)**, that the Board approved the February 12, 2018 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF  
JANUARY 15, 2017

**RESOLVED (No. 14857)**, that the Board approved:

A. The payroll for the period ending February 28, 2018 amounting to gross pay of \$80,489.89 (composed of the following withholdings and deductions) Federal Income Tax - \$6,635.56; FICA- \$6,018.36; State Tax - \$3,175.75; KPERS -\$4,757.68; KPERS-back \$108.11, Insurance - \$2,454.61; United Way - \$139.50; Eq-flex - \$1,476.74; PEDC - \$2,252.50; Garnishment - \$875.00; Misc - \$242.50, and Deposit - \$52,002.24 including the following overtime amounts: Distribution 14 hours @ \$501.75; North Plant 49.25 hours @ \$1,62.98; South Plant 33 hours @ \$1,084.41 be approved and disbursements made from the Revenue Fund for their respective amounts.

- B. PAYMENT OF CLAIMS    B.    The Special Claims \$301,945.22 and Special/Special Claims as follows: St Luke’s Medical Group \$122.00, Postmaster \$3,000.00, and Daniel Roseman \$110.09 checks be drawn on the Revenue Fund for their respective amounts.

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JANUARY FINANCIAL REPORT                      Upon motion from Director Norris, seconded by Director Peterson, the motion passed 3-0.

**RESOLVED (No. 14858)**, that the Board approved the January 2018 financial report.

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DIVISION REPORTS

ADMINISTRATION

- Worked on Financial Statements

WATER DISTRIBUTION PROJECTS

1. Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Nothing new. Waiting on weather for final restoration.
2. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Orr Wyatt is working on paperwork.
3. Main Replacement Osage to Cherokee, 20<sup>th</sup> to 15<sup>th</sup> (2018)  
Staff is reviewing plans.

WATER DISTRIBUTION OPERATIONS

Between February 8<sup>th</sup>, 2018 and February 22<sup>nd</sup>, 2018 the following water-distribution activities have occurred:

- a) Water line breaks: one 2- inch
- b) New Water-Service connections: one 26305 155<sup>th</sup> Street
- c) Emergency Turnoffs: 5
- d) Frozen Meters: 1

Ohio Street Booster Station

Preventative maintenance on generator.

North Plant Summary

Besel’s installed new furnace at the Intake Building.

South Plant Summary

1. Douglas Pump finished treating all four wells.
2. Preventative maintenance on generator.
3. U.S. Engineer installed new furnace in the sludge building.
4. Attended kick-off Collector Well meeting with Black & Veatch.

GENERAL MANAGER'S REPORT

- A KMU Safety Training session was held February 12<sup>th</sup>. The topic was "Truckers Against Trafficking". Training on this topic is a DOT requirement for renewing commercial drivers' licenses.
- Wrote and posted an advertisement for the Water Treatment Operator positions.
- The Water Appropriation application is proceeding. Discussed the application with DWR – Structures.
- Continued working on the preliminary siting of a water storage tank.
- On February 22<sup>nd</sup>, met with Black & Veatch to kick off the design of the horizontal collector well.

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

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

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Billy Daniels, Chairman

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Eric Peterson, Secretary