

## LEAVENWORTH WATERWORKS

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

HELD ON JANUARY 13, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 13, 2020 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  
Storm Savage

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

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

Joel Mahnken, General Manager  
Lesia Hegeman, Manager of Finance  
Neil Seichepine, Manager of Plants  
Kayla Manning, Engineer

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

Attorney David Schatz, Spencer Fane

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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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REQUEST, COMMENTS,  
PETITIONS BY MEMBERS OF  
THE PUBLIC

None

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EXECUTIVE SESSION

At 5:01 PM, the Board recessed the regular board meeting and entered into executive session for 25 minutes to discuss pending litigation with attorney. Upon motion from Director Norris, seconded by Director Gervasini, the motion, passed 5-0 ...

**RESOLVED (No.15027)**, that the Board recessed the regular board meeting and entered into executive session to discuss pending litigation with attorney.

At 5:26 PM, the Board ended the executive session to resume the regular board meeting.

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

**RESOLVED (No. 15028)**, that the Board ended the executive session and resumed the regular board meeting. The Board gave consensus for attorney to proceed with mediation.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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ELECTION OF OFFICERS FOR  
2020

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

Chair – Richard Gervasini

Vice-Chair – Christi Norris

Secretary – Eric Peterson

Assistant-Secretary – Storm Savage

**RESOLVED (No. 15029)**, that the Board elected the officers for 2020.

APPROVE MINUTES OF  
DECEMBER 9, 2019

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

**RESOLVED (No. 15030)**, that the Board approved minutes from December 9, 2019.

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APPROVE MINUTES OF  
DECEMBER 20, 2019

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

**RESOLVED (No. 15031)**, that the Board approved minutes from December 20, 2019.

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CONSIDERATION OF  
CONSENT AGENDA

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

**RESOLVED (No. 15032 )**, that the Board approved:

A. PAYROLL  
DISBURSEMENT OF  
JANUARY 15, 2020

A. The payroll for the period ending January 15, 2020 amounting to gross pay of \$87,636.92 (composed of the following withholdings and deductions) Federal Income Tax - \$7,636.41; FICA- \$6,566.41; State Tax - \$3,511.66; KPERS -\$5,192.38; KPERS-back \$115.49, Insurance - \$2,412.38; United Way - \$145.50; Eq-flex - \$1,501.21; PEDC - \$2,262.50; Misc - \$237.50, Garnishment \$315.75, checks \$1,790.68 and Deposit - \$55,949.05 including the following overtime amounts: Distribution 10 hours @ \$400.96; North Plant 93 hours @ \$2,887.02 and South Plant 88 hours @ \$3,180.42 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$775,247.51, Special Claims \$258,742.78 and Special/Special Claims as follows: SASI \$223.94, Evergy \$42,689.89, Kansas Gas \$2,337.09, AT&T Mobility \$1,049.86, Home Depot \$284.34, Tractor Supply \$272.89, Verizon \$240.08, AXA Equitable \$24,425.00, AT&T \$373.10 and Walmart \$1,996.25 checks be drawn on the Revenue Fund for their respective amounts.

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NOVEMBER 2019  
FINANCIAL STATEMENTS

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

**RESOLVED (No. 15033)**, that the Board approved the November 2019 Financial Statements.

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CONSIDERATION OF  
BACKHOE REPLACEMENT

1998 JCB Master loader backhoe has a cracked ring. JCB does not offer a rebuilt kit or a short block for this model. Estimated cost \$48,949.71 for engine and installation. With the age and other minor issues, staff suggest to replace with 2020 John Deere 410L Backhoe, in the amount of \$95,908.00.

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

**RESOLVED (No. 15034)**, that the Board approved the purchase of a 2020 John Deere 410L Backhoe for the amount of \$95,908.00 from Murphy Tractor & Equipment Company.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Year-end items

WATER DISTRIBUTION PROJECTS

1. Stoneleigh Court and 18<sup>th</sup> St (2020)  
Survey is continuing along 18<sup>th</sup> Street. Preliminary plan field review scheduled for Friday at Stoneleigh Ct.
2. Dakota Waterline Replacement Project (2020)  
Comments have been sent to BG for addendum. Will resume bidding in next couple weeks. Expected bid for Board approval on February 10<sup>th</sup> meeting.

City/County Projects

1. Eisenhower Road Project  
Nothing new.
2. Thornton Road Project  
Staff is working on 2<sup>nd</sup> Ave intersection pipe relocation.
3. Misc Stormwater Projects and Sanitary I/I  
Nothing new.

Water Distribution Operations

Between December 20th, 2019 and January 8<sup>th</sup>, 2020, the following water-distribution activities have occurred:

- a. New Water Service Connections: one

- b. Service Kills, Relocations or Repairs: two
- c. Fire Hydrants: one replacement
- d. Water Line Breaks: one 2-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Douglas Pump pulled pump #2 for maintenance.

North Plant Summary

Finished upgrading SCADA system.

South Plant Summary

1. Layne back onsite after holiday break.
2. RE Pedrotti working on SCADA upgrade.

GENERAL MANAGER'S REPORT

- Reviewed Year-End statistics
- Prepared for mediation with OWS

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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