

## LEAVENWORTH WATERWORKS

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

HELD ON JANUARY 27, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 27, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

##### **Directors in Attendance**

Richard Gervasini, Chairman  
Christi Norris, Vice Chairman  
Eric Peterson, Secretary  
William Daniels

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

Storm Savage, Assistant Secretary

##### **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 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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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 40 minutes to discuss pending litigation with attorney. Upon motion from Director Norris, seconded by Director Daniels, the motion, passed 4-0 ...

**RESOLVED (No. 15035)**, that the Board recessed the regular board meeting and entered into executive session to discuss pending litigation with attorney.

At 5:40 PM, the Board ended the executive session to resume the regular board meeting.

Upon motion from Director Peterson, seconded by Director Norris, the motion, passed 4-0 ...

**RESOLVED (No. 15036)**, that the Board ended the executive session and resumed the regular board meeting. The Board gave authority for attorney to proceed with mediation.

Upon motion from Director Norris, seconded by Director Peterson, the motion, passed 4-0.

**RESOLVED (No. 15037)**, that the Board accept the mediator's settlement proposal and authorized our Attorney to proceed with the final documents if both parties agree to the settlement.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Norris asked about the street project at 2<sup>nd</sup> & Thornton and our involvement.

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APPROVE MINUTES OF  
January 13, 2020

Upon motion from Director Daniels, seconded by Director Norris, motion passed 4-0.

**RESOLVED (No. 15038)**, that the Board approved minutes from January 13,

2020.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Daniels, motion passed 4-0...

A. PAYROLL  
DISBURSEMENT OF  
JANUARY 31, 2020

**RESOLVED (No. 15039)**, that the Board approved:

A. The payroll for the period ending January 31, 2020 amounting to gross pay of \$83,402.42 (composed of the following withholdings and deductions) Federal Income Tax - \$5,455.37; FICA- \$6,242.39; State Tax - \$3,314.24; KPERS -\$4,969.07; KPERS-back \$119.49, Insurance - \$2,438.06; United Way - \$145.50; Eq-flex - \$1,501.21; PEDC - \$2,262.50; Misc - \$237.50, Garnishment \$315.75, Optional Group Life \$380.64 and Deposit - \$56,020.70 including the following overtime amounts: Distribution 13 hours @ \$425.72; North Plant 35.50 hours @ \$1,059.26 and South Plant 19 hours @ \$692.01 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$296,124.92 and Special/Special Claims as follows: Blue Cross & Blue Shield of Kansas \$33,329.36 checks be drawn on the Revenue Fund for their respective amounts.

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DECEMBER 2019  
FINANCIAL STATEMENTS

Upon motion from Director Norris, seconded by Director Daniels, the motion passed 4-0...

**RESOLVED (No. 15040)**, that the Board approved the December 2019 Financial Statements.

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CONSIDERATION OF B&V  
AMENDMENT #2 FOR  
GENERATOR ADDITION  
FOR HORIZONTAL  
COLLECTOR WELL (HCW)

In December, the Board approved adding an emergency generator to the Horizontal Collector Well wellhouse project. Black & Veatch has prepared the Amendment to their engineering contract to provide the design and construction at a cost of \$79,000.

Upon motion from Director Norris, seconded by Director Peterson, the motion passed 3-1...

**RESOLVED (No. 15041)**, that the Board authorized the General Manager to execute Amendment #2 to the engineering contract with Black & Veatch in the amount of \$79,000.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Year-end items

WATER DISTRIBUTION PROJECTS

1. Stoneleigh Court and 18<sup>th</sup> St (2020)  
Benesch is working on design plans.
2. Dakota Waterline Replacement Project (2020)  
Staff is going thru one more round on project manual comments. Bid award will likely be the 2<sup>nd</sup> meeting in February.

City/County Projects

1. Eisenhower Road Project  
Nothing new.
2. Thornton Road Project  
Work is continuing slowly, weather dependent.
3. Misc Stormwater Projects and Sanitary I/I  
Nothing new.

Water Distribution Operations

Between January 8<sup>th</sup>, 2020 and January 23<sup>rd</sup>, 2020, the following water-distribution activities have occurred:

- a. Water line breaks: one 2-inch CI
- b. Frozen meters: 1
- c. Frozen pipes on customer side: 6

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Pump #2 is being rebuilt.

North Plant Summary

Douglas Pump started on the dry pit submersible pumps at the intake.

South Plant Summary

1. Held meeting with Black & Veatch and Layne.
2. Layne poured the 2<sup>nd</sup> lift.

GENERAL MANAGER'S REPORT

- KMU Safety Training held January 21, 2020 on Personal Protective Equipment.
- Participated in mediation hearing for OWS projects.
- Attended monthly progress meeting for the HCW project.
- Staff completed Annual Water Use Report and filed it with KDA-DWR.

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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