

## LEAVENWORTH WATERWORKS

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

HELD ON JULY 13, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 13, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman  
Eric Peterson, Secretary  
Storm Savage, Assistant Secretary

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

Christi Norris, Vice Chairman  
William Daniels

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

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

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

Gene Gates  
Jamie Gates  
Kamela Gates

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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

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Peterson asked Management to remind staff about not using cell phone while driving.

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APPROVE MINUTES OF  
JUNE 22, 2020

Upon motion from Director Peterson, seconded by Director Savage, motion passed 3-0.

**RESOLVED (No. 15078)** , that the Board approved minutes from June 22, 2020.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Savage, motion passed 3-0...

A. PAYROLL  
DISBURSEMENT OF JULY  
15, 2020

**RESOLVED (No. 15079)**, that the Board approved:

A. The payroll for the period ending July 15, 2020 amounting to gross pay of \$86,646.16 (composed of the following withholdings and deductions) Federal Income Tax - \$6,573.29; FICA- \$6,484.19; State Tax - \$3,502.81; KPERS -\$5,140.37, Insurance - \$2,577.40; United Way - \$145.50; Eq-flex - \$1,585.46; PEDC - \$2,607.50; Misc - \$240.00, Garnishment \$210.50, and Deposit - \$57,579.14 including the following overtime amounts: Distribution 34.50 hours @ \$1,224.03, North Plant 34 hours @ \$1,114.98 and South Plant 34 hours @ \$1,217.30 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$939,155.81, Special Claims \$306,282.12 and Special/Special Claims as follows: SASI \$518.51, Evergy \$46,211.55, KS Gas Service \$266.05, AT&T \$377.09, AT&T Mobility \$1,071.06, Home Depot \$113.11, Tractor Supply \$499.98, Walmart \$283.20 and AXA Equitable \$5,315.00 checks be drawn on the Revenue Fund for their respective amounts.

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DISCUSSION OF PROPERTY EXCHANGE Mr. Gates discussed a property exchange with the Board. No action taken.

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DISCUSSION OF 2019 DRAFT AUDIT The draft audit was not available, Auditor is verifying some beginning balances.

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PRESENTATION OF MAIN REPLACEMENT Since 2014 staff has increased the total footage of pipe replacement to around 3 miles per year. Below is a table summarizing the total footage replaced per year.

Year	Feet	Miles
2014	5,756	1.1
2015	17,193	3.3
2016	17,709	3.4
2017	15,785	3.
2018	20,114	3.8
2019	11,607	2.2

The following recommended main replacement for 2021 will address main breaks and add fire protection.

- Western Street 3,525'
- Girard Ave 5,450'
- Cherokee Street (20<sup>th</sup> St to 12<sup>th</sup> St) 5,450'
- Ottawa 2<sup>nd</sup> to 5<sup>th</sup> (in-house project) 1,350'

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CONSIDERATION OF DESIGN CONTRACT WITH BENESCH FOR WATER MAIN REPLACEMENT Staff asked Benesch for 2 separate design proposals for the 2021 main replacement projects.

- Girard Ave and misc – Project addresses main breaks, sewer conflicts and circulation issues. Total pipe footage is approximately 5,450 ft. The not-to-exceed cost for engineering services is \$93,300.
- Western Street and misc – These 5 blocks of 2-inch cast iron account for 63 main breaks. New main will parallel existing main and we are not expecting to have issues with rock or sewer in these areas. The pipe footage is approximately 3,500 feet. The not-to-exceed cost for engineering services is \$74,050.

Upon motion from Director Peterson, seconded by Director Savage, motion passed 3-0.

**RESOLVED (No. 15080)**, that the Board authorized the General Manager to award the design contract for Girard Ave and Miscellaneous Water Main Replacements to Benesch in the amount of \$93,300 and the design contract for Western Street and Miscellaneous Water Main Replacements to Benesch in the amount of \$74,050.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on audit
- IBM and Superior billing upgrades
- Financial Reports

WATER DISTRIBUTION PROJECTS

Stoneleigh Court and 18<sup>th</sup> St (2020)

NPL is working on paperwork. Should start by the end of the month.

Dakota Waterline Replacement Project (2020)

All pipe is in the ground. Crews are working on services.

City/County Projects

Eisenhower Road Project

Nothing new.

Thornton Road Project

Crews relocated a waterline crossing at Spring Garden due to conflicts with the new storm. Crews also were able to expose and raise the waterline near Montezuma to avoid a storm pipe. Kissick is working with Waterworks at Montezuma to address several tight locations.

Misc Stormwater Projects and Sanitary I/I

Nothing new.

Water Distribution Operations

Between June 18<sup>th</sup>, 2020 and July 8<sup>th</sup>, 2020 the following water-distribution activities have occurred:

- New Water-Service Connections: one
- Radio-Read Installations: 21
- Water Line Breaks: one 6 inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

- Douglas Pump continues to work on the new submersible pump at the intake.

South Plant Summary

- Held pre-bid meeting for Wellhouse.
- Levee repairs have come to a stop.

GENERAL MANAGER'S REPORT

- Attended Missouri Regional Advisory committee meeting July 8<sup>th</sup> in Atchison.
- Horizontal Collector Well
  - Received KDHE construction permit for Contract 2 Wellhouse.
  - Mandatory pre-bid construction for Contract 2 held July 8<sup>th</sup>.
  - Caisson/Lateral contractor chlorinating laterals and setting up for capacity pumping test.

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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