

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON JULY 22, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 22, 2019 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  
Greg Kaaz, Member

**Directors Absent (Excused)**

Christi Norris, Assistant Secretary

**Staff in Attendance**

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

**Others in Attendance**

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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

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APPROVE MINUTES OF  
JULY 8, 2019

Director Kaaz corrected his vote to abstained, on for consideration of consent agenda.  
Upon motion from Director Daniels, seconded by Director Gervasini, the minutes of July 8, 2019 were amended and approved, motion passed 4-0...

**RESOLVED (No. 14964)**, that the Board approved the July 8, 2019 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Kaaz, the consent agenda motion passed 4-0 ...

A. PAYROLL  
DISBURSEMENT OF JULY  
31, 2019

**RESOLVED (No. 14965)**, that the Board approved:

**A.** The payroll for the period ending July 31, 2019 amounting to gross pay of \$86,269.45 (composed of the following withholdings and deductions) Federal Income Tax - \$7,275.19; FICA- \$6,472.71; State Tax - \$3,516.69; KPERS -\$5,135.90; KPERS-back \$170.46, Insurance - \$2,126.71; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$1,847.50; Misc - \$240.00, Optional Group Life \$351.64 and Deposit - \$57,598.84 including the following overtime amounts: Distribution 111.50 hours @ \$4,122.55; North Plant 41 hours @ \$1,190.97 and South Plant 44 hours @ \$1,495.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

**B.** The Special Claims \$482,248.07 and Special/Special Claims as follows: Postmaster \$3,000.00, SASI \$1,803.85, Time Warner \$364.99, KS Turnpike \$60.00, Washington National Ins \$520.55, checks be drawn on the Revenue Fund for their respective amounts.

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JUNE 2019 FINANCIAL STATEMENTS

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

**RESOLVED (No. 14966)**, that the Board approved the June 2019 Financial Report.

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CONSIDERATION OF 2018 FINAL AUDIT

After a short discussion the Board tabled this item.

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REQUEST FOR BILL CONSIDERATION – GERALD R. FREITCHEN

We received a letter from Gerald Frietchen for consideration of the bill for 918 Osage. Mr. Frietchen ask the Board to accept a payment of \$150 for a \$392.12 bill. Our normal procedure at this point would be to file a lien on the property.

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

**RESOLVED (No. 14967)**, that the Board turned down Mr. Frietchen’s request.

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PURCHASE OF 8-INCH DIESEL PUMP FROM DOUGLAS PUMP

Since March 2019, both water treatment plants have rented two diesel pumps from Douglas Pump Service to help restore raw water during the floods. A quote on purchasing a diesel pump was given by Douglas Pump. The cost would be \$17, 905 to purchase.

Upon motion from Director Kaaz, seconded by Director Gervasini, the motion, passed 4-0 ...

**RESOLVED (No. 14968)**, that the Board approved the bid and included cost for accessories not to exceed \$25,000.0.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Met with FEMA
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WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Staff began work at 4<sup>th</sup> and Thornton to get main connections completed. Kersten’s will start with restoration.
2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)  
Contractor is installing last block of pipe and working on services. 2<sup>nd</sup> crew seems to be more capable and motivated.

3. Sanders and High Street Watermain Replacement (2019)

Sanders pipe has been installed and connected and main installed on 15<sup>th</sup> St between High and Sanders.

City Projects

1. Eisenhower Road Project

Met with County and project engineer.

2. Thornton Road Project

Nothing new

Water Distribution Operations

Between July 3<sup>rd</sup>, 2019 and July 8<sup>th</sup>, 2019 the following water-distribution activities have occurred:

- Water-line breaks: one 2-inch and two 6-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

South Plant Summary

GENERAL MANAGER'S REPORT

- Progress on HCW project
  - B&V submitted final plans for Cassion/Lateral contract after resolving KDHE comments. Still waiting on construction permit.
- LMU Safety Training held July 8<sup>th</sup> on "Bloodborne Pathogens" (required annual training)
- On July 15 attended a meeting with KDEM to start process for Storm Damage reimbursement for flood damage since April 28<sup>th</sup>. Damages from June 1<sup>st</sup> flood crest may be eligible as well as "hazard mitigation" projects, if approved.

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EXECUTIVE SESSION

At 6:00PM, the Board recessed the regular board meeting and entered into executive session until 6:15PM to discuss personnel matters of non-elected personnel.

Upon motion from Director Kaaz, seconded by Director Gervasini, the motion, passed 4-0 ...

**RESOLVED (No. 14969)**, that the Board recessed the regular board meeting and entered into executive session to discuss personnel matters of non-elected personnel.

At 6:15PM, the Board ended the executive session to resume the regular board meeting.

Upon motion from Director Kaaz, seconded by Director Gervasini, the motion, passed 4-0 ...

**RESOLVED (No. 14970)**, that the Board ended the executive session and resumed the regular board meeting.

No further action taken by the Board.

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

Approved \_\_\_\_\_ 2019

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William Daniels, Chair

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Eric Peterson, Secretary