

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON JUNE 10, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 10, 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  
Christi Norris, Assistant Secretary  
Greg Kaaz, Member

**Directors Absent (Excused)**

**Staff in Attendance**

Lesia Hegeman, Manager of Finance  
Dennis Baragary, Manager of Distribution  
Neil Seichepine, Manager of Plants  
Scott Watkins, Crew Foremen

**Others in Attendance**

JR Reilly, Reilly & Sons  
David Schatz, Attorney with Spencer & Fane, phone conference

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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

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

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APPROVE MINUTES OF  
MAY 28, 2019

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of May 28, 2019 were approved, motion passed 5-0...

**RESOLVED (No. 14948)**, that the Board approved the May 28, 2019 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Norris, with Director Kaaz abstaining, the consent agenda, motion passed 4-1 ...

**RESOLVED (No. 14949)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT OF JUNE  
15, 2019

A. The payroll for the period ending June 15, 2019 amounting to gross pay of \$86,646.84 (composed of the following withholdings and deductions) Federal Income Tax - \$7,459.51; FICA- \$6,501.61; State Tax - \$3,468.27; KPERS -\$5,036.19; KPERS-back \$117.21, Insurance - \$2,166.49; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$1,922.50; Misc - \$240.00, and Deposit - \$58,183.25 including the following overtime amounts: Distribution 27 hours @ \$992.54; North Plant 39 hours @ \$1,213.89 and South Plant 40 hours @ \$1,329.30 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$189,034.16, Special Claims \$246,869.11 and Special/Special Claims as follows: Ks Gas Service \$494.31, Westar Energy \$35867.26, Lv County Planning & Zoning \$550.00, AT&T Mobility \$745.87 and AXA Equitable \$3,845.00 checks be drawn on the Revenue Fund for their respective amounts.

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REVIEW 2019 – 20  
PROPERTY INSURANCE  
POLICIES – JR REILLY

JR Reilly reviewed the renewal cost for the property insurance policies. The workers compensation mod rate increased based on prior three years of claims. Board requested Reilly provide cost for workplace violence rider and cyber security rider.

Upon motion from Director Kaaz, seconded by Director Gervasini, the motion passed 5-0...

**RESOLVED (No. 14950)**, that the Board approved to renew the property insurance policies.

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APPROVE 2018 FINAL  
AUDIT

The Board tabled approving the final audit subject to a discussion with the auditor.

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APPROVE AGREEMENT  
B&V FOR RESILIENCY  
STUDY

Staff contacted Black & Veatch to prepare a scope of services to study alternatives to improve the flood resiliency of the South Plant raw water transmission main and wellfield power line. The cost for wellfield resiliency study is \$43,937.

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

**RESOLVED (No. 14951)**, that the Board authorized the General Manager to execute an Engineering Services Agreement with Black & Veatch for a Water Supply Resiliency Study for \$43,937.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Reviewed Property/Workers Compensation Insurance
- Annual sewer calculation

WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)

Crews are transferring services north of Prospect. Sub-contractor has bored necessary pipe work on Cherokee to Osage job and is working weekends and putting in admirable effort to get finished. A large main break occurred on the old main north of Thornton and caused a lot of damage. Due to extent of damage, LWW treated as a main break, asked Kersten's to handle restoration. Costs will be considered actual damages for project, since old main should have been abandoned, by last

December.

2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)

Met with City and contractor concerning Land Disturbance Permit. Contractor stated issue was with rock delivery, not coming when scheduled and being dumped on wrong side of street. City agreed issue had been addressed and agreed to reinstate permit to get job finished. Contractor requested 8 day extension due to permit issues, staff denied because contractor was notified, and did not address issue in timely matter, as required.

3. Sanders and High Street Watermain Replacement (2019)

Notice to Proceed was issued for May 28, 2019. Contractor has called in locates, but start is pending weather.

4. Ottawa St N 11<sup>th</sup> St to Broadway (2019)

Staff is finishing first section and is waiting on sample results to transfer services.

City Projects

1. Eisenhower Road Project

Nothing new.

2. Thornton Road Project

Nothing new.

Water Distribution Operations

Between May 23rd, 2019 and June 4th, 2019 the following water-distribution activities have occurred:

1. Water-line breaks: one

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Nothing new to report.

South Plant Summary

- Completion of one Air Handling unit by US Engineering
- Water level in the wellfield peaked at over 28ft.

GENERAL MANAGER'S REPORT

- Contacted Westar regarding the installation of the Neptune Gateway at their communications tower for the AMI Project.
- Progress on HCW project
  - Received Leavenworth County Floodplain Development and Building Permit.
  - Still waiting on KDHE Construction Permit.

- Received and reviewed Engineering Services Agreement from Black & Veatch to relocate the raw water transmission main and change the power line on Stiger’s Island.
- Received and reviewing letter agreement with Alfred Benesch & Company for North Plant Retaining Wall Improvement.
- Attending the AWWA Annual Conference and Exposition June 8<sup>th</sup> to 13<sup>th</sup>.

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EXECUTIVE SESSION

At 5:30PM, the Board recessed the board meeting and entered into executive session with Attorney to discuss legal matter.  
Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0 ...

**RESOLVED (No. 14952)**, the Board recessed the board meeting and entered into executive session.

At 6:00PM, the Board ended the executive session and resumed the board meeting.  
Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0 ...

**RESOLVED (No. 14953)**, the Board ended the executive session and resumed the regular board meeting.

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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