

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON JUNE 11, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 11, 2018 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)**

None

**Staff in Attendance**

Kayla Manning, Staff Engineer  
Dennis Baragary, Manager of Distribution  
Neil Seichepine, Manager of Plants

**Others in Attendance**

None

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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

Director Peterson distributed a write-up as promised from previous meeting. The discussion items are for consideration at the next meeting.

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APPROVE MINUTES OF  
MAY 29, 2018

Upon motion from Director Gervasini, seconded by Director Daniels, the minutes of May 29, 2018 were approved, motion passed 5-0...

**RESOLVED (No. 14834)**, that the Board approved the May 29, 2018 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF JUNE  
15, 2018

**RESOLVED (No. 14835)**, that the Board approved:

A. The payroll for the period ending June 15, 2018 amounting to gross pay of \$84,136.00 (composed of the following withholdings and deductions) Federal Income Tax - \$6,900.91; FICA- \$6,295.58; State Tax - \$3,277.49; KPERS -\$4,987.57; KPERS-back \$126.51, Insurance - \$2,605.07; United Way - \$139.50; Eq-flex - \$1,476.74; PEDC - \$2,507.50; Garnishment - \$260.00; Misc - \$242.50 and Deposit - \$55,316.63 including the following overtime amounts: Distribution 41.50 hours @ \$1,466.72; North Plant 32 hours @ \$946.53; South Plant 28 hours @ \$975.48 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$229,454.42, Special Claims \$185,001.09 and Special/Special Claims as follows: AT&T \$185.05, Walmart \$331.63, Ks Gas \$409.29, Westar Energy \$40,230.10, checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
FINAL PAYMENT TO  
LEXECO FOR BUSINESS  
PARK WATER LINE  
EXTENSION

The Business Park Water Line Extension project has been completed. Previously, a 10% retainage was withheld until all issues were addressed. The remaining balance is \$40,970.21. Upon motion from Director Norris, seconded by Director Gervasini, and abstention by Director Kaaz, the motion passed 4-1...

**RESOLVED (No. 14836)**, that the Board approved the release of final payment to Lexeco in the amount of \$40,970.21.

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CONSIDERATION OF  
CONTRACT WITH BG  
CONSULTANTS FOR  
DESIGN OF DAKOTA  
STREET WATER MAIN  
REPLACEMENT

The area around 11<sup>th</sup> and Dakota has had excessive breaks on old 2 inch diameter cast iron pipe. BG Consultants has submitted contract documents for design with a base fee of \$103,000 and \$8,500 for additional services and construction services. Director Peterson questioned why the design could not be completed by staff. Staff responded that survey could not be done in house and staff does not have time to complete design and construction management in addition to daily work. Upon motion from Director Kaaz, seconded by Director Gervasini, the motion passed 5-0...

**RESOLVED (No. 14837)**, that the Board authorized the General Manager to execute the Contract Documents with BG Consultants, Inc. for engineering services for the 2019 Dakota Water Main Replacement at a not-to-exceed cost of \$111,500.00

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DIVISION REPORTS

ADMINISTRATION

- Worked on Audit
- Worked on June Financial Statements
- SUS/SEW – marketing media

WATER DISTRIBUTION PROJECTS

1. Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Westland addressed some matting issues at 16<sup>th</sup> Street and added asphalt between the ADA ramp and 18<sup>th</sup> Street. Retainage will be released when the grass comes up.
2. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Held pre-construction meeting on June 4<sup>th</sup>. Pipe is expected to arrive next Tuesday.
3. Main Replacement Osage to Cherokee, 20<sup>th</sup> to 15<sup>th</sup> (2018)  
Nothing new.

4. Business Park Waterline  
Final invoice has been submitted. See agenda item.
5. Pottawatomie 11<sup>th</sup> to 10<sup>th</sup> St.  
Main is in from 11th to 10th. Testing samples were taken June 6th.
6. Lecompton Road Watermain Replacement (2019)  
Staff met with Benesch to discuss on June 7th.
7. Sanders and High Street Watermain Replacement (2019)  
Staff met with Benesch to discuss on June 7th.

#### WATER DISTRIBUTION OPERATIONS

Between May <sup>23<sup>rd</sup></sup>, 2018 and June 7<sup>th</sup>, 2018 the following water-distribution activities have occurred:

- a) New Water Service Connections: one on Eisenhower
- b) Service Kills, Relocations or Repairs: one on 4<sup>th</sup> St
- c) Water-Line Breaks: one 2 inch cast iron

Director Kaaz asked that an option for additional pressure for Canterbury Court be considered for the Lecompton Design.

Director Daniels asked staff to emphasize erosion control with Orr Wyatt on 5<sup>th</sup> Ave.

#### Ohio Street Booster Station

Nothing new at this time

#### North Plant Summary

1. Annual State boiler inspection.

#### South Plant Summary

1. Black and Veatch sent an environmental expert to come out and do a wetland survey in the same area that the topographical survey was done.
2. Annual State boiler inspection.

Staff reported the CO2 tank A/C has had repeated issues and may require replacement in the near future.

An invitation to Chris Oatney's Retirement Celebration was included.

Director Peterson requested a card for the board to sign to acknowledge service.

#### GENERAL MANAGER'S REPORT

- Worked on loan application for KPWSLF.
- Attended Preconstruction meeting with Orr-Wyatt Streetscapes
- Attended design kickoff meeting with Benesch Engineering
- Arranged for Black & Veatch to be at the June 25<sup>th</sup> meeting to present preliminary design memo on HCAW

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

Approved \_\_\_\_\_ 2018

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Billy Daniels, Chairman

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Eric Peterson, Secretary