

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON MARCH 11, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 11, 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  
Christi Norris, Assistant Secretary  
Greg Kaaz, Member

**Directors Absent (Excused)**

Eric Peterson, 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**

Attorney Steven Ruprecht

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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  
FEBRUARY 25, 2019

Upon motion from Director Kaaz, seconded by Director Gervasini, the minutes of February 25, 2019 were approved, motion passed 4-0...

**RESOLVED (No. 14918)**, that the Board approved the February 25, 2019 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Gervasini, the consent agenda, motion passed 4-0 ...

A. PAYROLL  
DISBURSEMENT OF  
MARCH 15, 2019

**RESOLVED (No. 14919)**, that the Board approved:

A. The payroll for the period ending March 15, 2019 amounting to gross pay of \$83,816.78 (composed of the following withholdings and deductions) Federal Income Tax - \$6,958.55; FICA- \$6,282.36; State Tax - \$3,277.42; KPERS -\$4,966.20; KPERS-back \$118.17, Insurance - \$2,153.95; United Way - \$139.50; Eq-flex - \$1,447.62; PEDC - \$2,497.50; Misc - \$242.50, and Deposit - \$55,733.01 including the following overtime amounts: Distribution 32 hours @ \$1,062.19; North Plant 4 hours @ \$138.12 and South Plant 16 hours @ \$526.56 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$134,894.49, Special Claims \$276,804.16 and Special/Special Claims as follows: SASI \$804.60, KS Gas \$3,646.88, Westar Energy \$40,776.76, KS Highway Patrol \$5.00, Home Depot \$1,357.60, Tractor Supply \$735.09, AT&T \$360.48, KRWA \$1,350.00, and Stigers Island Farm \$10,000.00 checks be drawn on the Revenue Fund for their respective amounts.

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CONSULTATION WITH  
ATTORNEY REGARDING  
CONTRACT DOCUMENTS

Attorney Steven Ruprecht discussed with the Board our contract documents he has reviewed. Attorney Ruprecht stated the contracts were good, but he would work on standardizing a construction contract document. The Board consensus is to have a standard contract document, regarding insurance, bonds, payments and construction milestones.

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CONSIDERATION OF BIDS  
FOR POWER LINE BURY  
AT WELL FIELD FOR THE  
HORIZONTAL COLLECTOR  
WELL PROJECT

After further discussion, the consensus of the Board was to table this item until the next meeting. They would like pricing to bury the cable 5 feet deep, inspection by Black and Veatch, and drawings updated.

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CONSIDERATION OF  
CLOSURE OF TEST WELLS

We obtained a quote from Layne Christensen for the closure of 9 observation wells and one 16 inch test well located on the twenty acre site we were looking at for the generation project. The quoted price is \$12,945.00. Upon motion from Director Gervasini, seconded by Director Daniels, the consent agenda, motion passed 4-0 ...

**RESOLVED (No. 14920)**, that the Board approved the quote from Layne Christensen for the closure of test wells, not to exceed \$15,000.00.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Met with KPERS auditors

WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Nothing new.
2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)  
Nothing new.
3. Lecompton Road Watermain Design Memo (2019)  
Nothing new.
4. Sanders and High Street Watermain Replacement (2019)  
We received paperwork. Contractor delayed some due to weather. Should be ready in a couple months.
5. Dakota Street Area Watermain Replacement (2019)  
Bid advertisement suspended

### City Projects

1. Eisenhower Road Project  
Still working on easement for temporary line.
2. Thornton Road Project  
Still reviewing plans for conflicts.
3. 14<sup>th</sup> and Pawnee  
Valve installation still pending weather.

### Water Distribution Operations

Between February 21st, 2019 and March 6<sup>th</sup>, 2019 the following water-distribution activities have occurred:

1. Frozen pipes on customer side: 4
2. Fire Hydrant repairs: 3
3. Water line breaks: one 2-inch, one 10-inch and one 12-inch(sleeve)

### TREATMENT PLANT SUMMARY

#### Ohio Street Booster Station

Pump #1 housing has failed. Douglas Pump is working on it.

#### North Plant Summary

Starting cameras at the intake. (Capital Improvement)

#### South Plant Summary

1. Met with Gene Gates about access road.
2. Met with Kaw Valley about wellfield road.
3. Started installing new SCADA computers. (Capital Improvement)

### GENERAL MANAGER'S REPORT

- Worked on HCW project.
  - Acquired Stigers Island Farm easement. Filed with County Register of Deeds.
  - Construction plans for the Caisson and Laterals submitted for permits.
  - March 11<sup>th</sup> KMU Job Safety Training on "Accident Investigation". Also have Management Training scheduled.
  - Made contact with Builders Association on preparing proposal for drafting safety policies.

EXECUTIVE SESSION –  
DISCUSS NON-ELECTED  
PERSONNEL

At 6:50 PM, the Board recessed the regular board meeting and entered into executive session to discuss personnel matters relating to non-elected personnel for 10 minutes.

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

**RESOLVED (No. 14921)**, that the Board approved to recess the regular board meeting for 10 minutes, to discuss non-elected personnel.

At 7:00 PM, the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Norris, seconded by Director Gervasini, motion to end the executive session and resume the regular board meeting.

**RESOLVED (No. 14922)**, that the Board approved to end the executive session and resume the regular board meeting.

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At 7:03 PM, the Board recessed the regular board meeting and entered into executive session to discuss personnel matters relating to non-elected personnel for 15 minutes.

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

**RESOLVED (No. 14923)**, that the Board approved to recess the regular board meeting for 15 minutes, to discuss non-elected personnel.

At 7:18 PM, the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Kaaz, seconded by Director Gervasini, motion to end the executive session and resume the regular board meeting.

**RESOLVED (No. 14924)**, that the Board approved to end the executive session and resume the regular board meeting. The Board took no action.

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