

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON MAY 13, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 13, 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**

Joel Mahnken, General Manager  
Dennis Baragary, Manager of Distribution  
Neil Seichepine, Manager of Plants  
Jim Adams, North Plant Superintendent  
Kayla Manning, Engineer

**Others in Attendance**

Jeanne Lawyer, customer

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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

Jeanne Lawyer came regarding the illegal meter tampering fee which was charged to her on April 30<sup>th</sup>. She stated that her water was never shut off and she did not turn on the meter and she should not be charged the fee. She also was upset she was not given contact information for the board so she could contact them at that moment instead of waiting till the board meeting. It was agreed additional importance needs to be placed on locking off meters to minimize similar complaints.

Upon motion from Director Daniels, seconded by Director Norris, board authorized staff to send a letter to Mrs. Lawyer and credit the \$100.00 fee back to her account. the motion passed 5-0.

**RESOLVED (No. 14939)**, that the Board approved crediting the \$100 meter tampering fee to Mrs. Lawyer's account.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Peterson complimented Distribution Department on the erosion control on Muncie and Hughes Rd. He also stated that Orr Wyatt still does not have adequate erosion control on 5<sup>th</sup> Ave and asked at what point do we take over and complete the work in house.

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APPROVE MINUTES OF  
APRIL 22, 2019

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of April 22, 2019 were approved, motion passed 5-0...

**RESOLVED (No. 14940)**, that the Board approved the April 22, 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 ... (Director Kaaz abstaining)

A. PAYROLL  
DISBURSEMENT OF MAY  
15, 2019

**RESOLVED (No. 14941)**, that the Board approved:

A. The payroll for the period ending May 15, 2019 amounting to gross pay of \$84,679.49 (composed of the following withholdings and deductions) Federal Income Tax - \$7,169.20; FICA- \$6,348.46; State Tax - \$3,365.54; KPERS - \$4,972.46; KPERS-back \$110.52, Insurance - \$2,149.17; United Way - \$139.50; Eq-flex - \$1,447.62;

PEDC - \$1,922.50; Misc - \$242.50, and Deposit - \$56,812.02 including the following overtime amounts: Distribution 40.5 hours @ \$1,455.28; North Plant 11 hours @ \$338.88 and South Plant 20 hours @ \$649.36 be approved and disbursements made from the Revenue Fund for their respective amounts.

- B. PAYMENT OF CLAIMS    B. The Regular Claims \$389,854.95, Special Claims \$251,099.80 and Special/Special Claims as follows: SASI \$945.83, KGS \$629.22, Westar \$42,623.08, AT&T \$745.87, Home Depot \$634.44, Tractor Supply \$100.00, Walmart \$251.45, AT&T \$357.95, AXA \$4,845.00, and All Slabbed Up \$96.93 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF SUBMERSIBLE PUMPS FOR INTAKE AT NORTH PLANT

Previously, discussion had been on the installation of a single dry pit submersible pump for the intake. The Board asked if there was a price reduction for a second pump. Douglas Pump submitted a new quote for 1 pump or for 2 pumps. The work includes pump, piping, VFD, wire, conduit, fittings, base removal and reconstruction. The budgetary price for one pump is \$180,770.00 and two pumps is \$335,530.00. The GM recommended 2 pumps to maintain a capacity of 6 MGD.

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

**RESOLVED (No. 14942)**, that the Board approved the proposal from Douglas Pump for two submersible pumps and associated work at a cost of \$335,530.00.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Interviewed for Customer Service Reps

WATER DISTRIBUTION PROJECTS

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

Pay Application for work since Jan 8th, was received. Amount due was \$121,657.66, but liquidated damages still exceed payment.

To date \$861,004.31 of \$1,124,291.75 (77%) has been completed. Liquidated damages are \$193,500 and retainage is \$86,100.43. Contractor has been paid \$653,246.22.

Contractor did disinfection and testing this week due to rain. Work remaining includes a few connections, about half the services and all

restoration.

2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)  
Contractor did disinfection and testing this week due to rain. Last block of pipe should go in soon. Concrete crew will come up after all main is in the ground.
3. Lecompton Road Watermain Design Memo (2019)  
Nothing new.
4. Sanders and High Street Watermain Replacement (2019)  
Received and approved submittals.
5. Ottawa St N 11th St to Broadway (2019)  
Started in-house pipe bursting project to replace 4" CI with 8" HDPE.

Director Gervasini asked about Lecompton, staff stated that it is currently on hold.

Director Kaaz asked for an update on Orr Wyatt. Staff will again contact the lawyer.

#### City Projects

1. Eisenhower Road Project  
Nothing new.
2. Thornton Road Project  
City and consultant were able to minimize inlets between Broadway and 5th St where significant conflicts existed. Storm profile and design at 2nd Ave is not complete yet and may have some conflicts.

#### Water Distribution Operations

Between April 18th, 2019 and May 9th, 2019 the following water-distribution activities have occurred:

1. Radio-Read Installations: 110
2. Water line breaks: three: 2-inch, 6-inch, 10-inch

#### TREATMENT PLANT SUMMARY

##### Ohio Street Booster Station

Nothing new to report.

##### North Plant Summary

1. Kersten replaced top stair and sidewalk.
2. American Roofing repaired roof on exterior building.

##### South Plant Summary

1. US Engineering is working on the new Air Handler units.
2. LEXECO started on Wellfield road project.
3. Water started to enter back into the wellfield from the broken levee side (5/9/19)

GENERAL MANAGER'S REPORT

- Received authorization from Westar to put antenna for AMI system on their Pilot Knob communication tower. Site review by Neptune Technologies scheduled for the week of May 20<sup>th</sup>.
- Progress on HCW project
  - Received determination from Corp of Engineers that no COE permit is required
  - Received structure permit from Division of Water Resources
  - Working with Leavenworth County on Building Permit
  - Still waiting on KDHE Construction permit
  - Coordinating power line relocation with Capital Electric for when access road is repaired and weather permits.
- Updated 2019 Work Plan
- Attended KMU Annual Conference in Wichita May 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>

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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