

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON NOVEMBER 25, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, November 25, 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  
Neil Seichepine, Manager of Plants  
Dennis Baragary, Manager of Distribution  
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

None

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APPROVE MINUTES OF  
NOVEMBER 12, 2019

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

**RESOLVED (No. 15013)**, that the Board approved the November 12, 2019 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF  
NOVEMBER 30, 2019

**RESOLVED (No. 15014)**, that the Board approved:

A. The payroll for the period ending November 30, 2019 amounting to gross pay of \$89,625.04 (composed of the following withholdings and deductions) Federal Income Tax - \$7,645.97; FICA- \$6,728.53; State Tax - \$3,576.16; KPERS -\$5,219.65; KPERS-back \$123.49, Insurance - \$2,253.66; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$2,362.50; Misc - \$240.00, Garnishment \$552.19, checks \$1,151.56, optional group life \$351.64 and Deposit - \$57,867.88 including the following overtime amounts: Distribution 30.50 hours @ \$1,135.12; North Plant 51 hours @ \$1,535.13 and South Plant 29 hours @ \$991.40 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$310,902.94 and Special/Special Claims as follows: Washington National \$520.55, Postmaster \$3,000, SASI \$561.32, SASI \$1,052.76, and McGuire Electric \$943.98 checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF 2019  
AUDIT

We received one response to our solicitation for auditing services for 2019 and beyond from Summers, Spencer & Company. Staff contacted SS&C's references and they received good reviews. The price for the 2019 audit, \$14,500, seems reasonable.  
Upon motion from Director Kaaz, seconded by Director Gervasini, the motion passed 4-0.

**RESOLVED (No. 15015)**, that the Board authorized Summers, Spencer & Company, P.A. to complete the 2019 Audit for \$14,500.

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CONSIDERATION OF  
REPLACEMENT TRUCK  
FOR DISTRIBUTION

We have budgeted for a ½ ton, 4WD, Regular Cab, Long Box Truck. Only Henry Martens Chevrolet and Zeck Ford responded. We will be trading in 2005 Ford F150, 4x4, regular cab with 123,000 miles.  
Upon motion from Director Kaaz, seconded by Director Peterson, the motion passed 4-0...

**RESOLVED (No. 15016)**, that the Board approved the purchase 2020 Chevrolet 1500 Silverado, Regular Cab, Long Box, 4WD Truck from Henry Martens Chevrolet Buick GMC for amount of \$27,945.00

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CONSIDERATION OF  
DESIGN CONTRACT FOR  
STONELEIGH CT

In the last few years there have been multiple main breaks along 18<sup>th</sup> St south of Lecompton, and in Stoneleigh Ct south of Ohio. The watermain is in poor condition in both locations and needs to be replaced. This project will also add fire protection within Stoneleigh Ct and circulate a dead-end feed from Michigan Street. Benesch submitted a proposal to include survey, the preparation of the legal description for the easement to be obtained, and design engineering. The not to exceed price is \$67,180.  
Upon motion from Director Gervasini, seconded by Director Peterson, the motion passed 4-0...

**RESOLVED (No. 15017)**, that the Board authorized the General Manager to execute the engineering contract with Benesch for the 18<sup>th</sup> Street and Stoneleigh Ct Watermain Replacement, at a cost not to exceed \$67,180.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements

WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Staff finished this week. Restoration is following behind, encountering some delay with City's required 'historic' ADA ramps at a couple

locations.

2. Stoneleigh Court and 18<sup>th</sup> St (2020)

#### City Projects

1. Eisenhower Road Project  
Staff is working with Olsson and Wilson on plan changes.
2. Thornton Road Project  
Staff is getting ready for 2<sup>nd</sup> Ave relocations.
3. Misc Stormwater Projects and Sanitary I/I  
Nothing new

#### Water Distribution Operations

Between November 6th, 2019 and November 20th, 2019, the following water-distribution activities have occurred:

- a) Water Line Breaks: one 2-inch and one 8-inch

#### TREATMENT PLANT SUMMARY

##### Ohio Street Booster Station

Nothing new to report.

##### North Plant Summary

Nothing new to report.

##### South Plant Summary

1. Layne/Kaw Valley started on Collector Well site.

#### GENERAL MANAGER'S REPORT

- Reviewed paperwork submitted by OWS on water main projects.
- Reviewing plans and specifications for the North Plant Retaining Wall project.
- Received Gateway equipment from Neptune, working towards installation.

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#### EXECUTIVE SESSION

At 5:45 PM, the Board recessed the regular board meeting and entered into executive session until 6:00 PM to discuss personnel matters of non-elected personnel.

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

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**RESOLVED (No. 15018)**, that the Board recessed the regular board meeting and entered into executive session to discuss personnel matters of non-elected personnel.

At 6:00 PM, the Board ended the executive session to resume the regular board meeting.

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

**RESOLVED (No. 15019)**, that the Board ended the executive session and resumed the regular board meeting.

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

**RESOLVED (No. 15020)**, that the Board award \$34,700 in additional pay to various employees, in various amounts, for their special efforts during the 2019 flooding events.

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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, Chairman

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Eric Peterson, Secretary