

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON OCTOBER 8, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:05 PM on Monday, October 8, 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)**

**Staff in Attendance**

Joel Mahnken, General Manager  
Kayla Manning, Staff Engineer  
Neil Seichepine, Manager of Water Treatment  
Dennis Baragary, Manager of Distribution

**Others in Attendance**

A.J. Toloza, (Alfred Benesch & Co.)  
Stephen Roth (Alfred Benesch & Co.)

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CALL TO ORDER

Director Daniels, called the meeting to order at 5:05 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  
SEPTEMBER 24, 2018

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of September 24, 2018 were approved, motion passed 5-0...

**RESOLVED (No. 14870)**, that the Board approved the September 24, 2018 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Gervasini, the consent agenda, motion passed 5-0 ...

A. PAYROLL  
DISBURSEMENT OF  
OCTOBER 15, 2018

**RESOLVED (No. 14871)**, that the Board approved:

A. The payroll for the period ending October 15, 2018 amounting to gross pay of \$81,232.98 (composed of the following withholdings and deductions) Federal Income Tax - \$6,714.99; FICA- \$6,084.66; State Tax - \$3,176.47; KPERS -\$4,805.31; KPERS-back \$117.21, Insurance - \$1,311.75; United Way - \$139.50; Eq-flex - \$1,481.84; PEDC - \$2,330.00; Misc - \$25.00, Optional Group Life \$213.09 and Deposit - \$53,290.44 including the following overtime amounts: Distribution 21.00 hours @ \$745.96; North Plant 34 hours @ \$927.12 and South Plant 5 hours @ \$158.91 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$160,458.33, Special Claims \$246,557.23 and Special/Special Claims as follows: AT&T Mobility \$742.30, Brumit Oil \$1,593.03, C&H \$5.64, Geiger \$31.56, KS Gas \$120.37, Westar Energy \$48,029.85, SASI \$2,015.49, AT&T \$334.93, Home Depot \$349.70, Postmaster \$3,000.00, and Walmart \$192.22 checks be drawn on the Revenue Fund for their respective amounts.

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PRESENTATION OF  
LECOMPTON MAIN  
REPLACEMENT DESIGN  
MEMO

The 5 alternatives were discussed. Director Kaaz suggested that the terrain for Alternative 2 may not be too steep and there might be a presumptive easement since it's along a section line. Priority was for Alternative 3, then Alternative 2, then Alternative 4 pending easements. A design engineering scope of services will be prepared by Alfred Benesch and Co. once staff has information on easements.

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CONSIDERATION OF  
REVISED AUDIT

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

**RESOLVED (No. 14872)**, that the Board approved the revised audit Report.

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CONSIDERATION OF  
AUDITOR PROPOSALS  
FOR 2018-2020

Director Kaaz stated that he did not believe there was enough reason to discount the low bid from Dana F. Cole and Company LLP. Upon motion from Director Kaaz, seconded by Director Gervasini, the motion passed 5-0 ...

**RESOLVED (No. 14873)**, that the Board approved the bid from Dana F. Cole and Company LLP for the 2018 audit for \$12,000, with the option to renew yearly thru 2020 with an annual increase of \$250.

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PRESENTATION OF  
BUDGET FOR 2019

Since the City has a 5% sewer increase and an 8% trash increase, the consensus of the Board was for no increase in water rates next year. No other significant changes were made to the draft 2019 Budget.

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DIVISION REPORTS

ADMINISTRATION

- Worked on September Financial Statements
- Reviewed 2017 Audit

WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Contractor had to adjust south on Doniphan due to unmapped sewer and depth was reduced due to unmarked fiber crossing. There will be a change order and additional asphalt due to necessary changes.
2. Pottawatomie 11<sup>th</sup> to Broadway  
Restoration is done.
3. Lecompton Road Watermain Replacement (2019)

Included on agenda.

4. Sanders and High Street Watermain Replacement (2019)

Nothing new.

5. Dakota Street Area Watermain Replacement (2019)

Staff meeting with BG was rescheduled for Friday.

City Projects

1. 2018 Sidewalk Project

Stark Boring Co. was the low bid. They are expecting to be up the week of October 15<sup>th</sup>.

Water Distribution Operations

Between September 20<sup>th</sup>, 2018 and October 4<sup>th</sup>, 2018 the following water-distribution activities have occurred:

1. Water-Line Breaks: three 2-inch
2. Service Kills, Relocations or Repairs: 2
3. Service Renewals without Main Replacements: 1

Ohio Street Booster Station

Nothing new at this time.

North Plant Summary

1. Kona Crane started repairs on pump and intake hoist.
2. Installing TOC analyzer at intake.

South Plant Summary

1. Kona Crane repaired chlorine hoist.
2. Cleaned algae off of primary and secondary basins.

GENERAL MANAGER'S REPORT

- Completed draft 2019 budget.
- Reviewed corrected 2017 Audit Report.
- Updated 2018 Work Plan (attached)
- Began working on Fixed Based AMI meter reading system.
- Started reviewing draft KPWSLF loan document.

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WORK SESSION FOR  
STRATEGIC PLANNING

The mission and vision statements and strategies were included for review and discussion. Director Kaaz suggested adding "reliable" into the mission statement. Director Peterson stated that the strategies should give more direction the Board to minimize staff redirection with each new Board. It was requested that the Board develop a short list of SWOT (strengths, weaknesses, opportunities and threats) items for the organization by Oct. 15<sup>th</sup>. Management staff will do the same. Further discussion will be held at

