

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 23, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 23, 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  
Lesia Hegeman, Manager of Finance  
Dennis Baragary, Manager of Distribution  
Neil Seichepine, Manager of Plants  
Kayla Manning, Engineer  
Lisa Kanoy, South Plant Superintendent

**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

NONE

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF  
SEPTEMBER 30, 2019

**RESOLVED (No. 14988)**, that the Board approved:

A. The payroll for the period ending September 30, 2019 amounting to gross pay of \$86,090.77 (composed of the following withholdings and deductions) Federal Income Tax - \$7,308.85; FICA- \$6,459.05; State Tax - \$3,451.75; KPERS -\$5,118.81; KPERS-back \$126.49, Insurance - \$2,144.55; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$1,917.50; Misc - \$240.00, Garnishment \$315.75, Optional Group Life \$351.64 and Deposit - \$57,104.57 including the following overtime amounts: Distribution 68 hours @ \$2,578.62; North Plant 8 hours @ \$269.28 and South Plant 8 hours @ \$281.77 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$483,928.25 and Special/Special Claims as follows: Postmaster \$3,000.00, AXA Equitable \$3,765.00, Wilson & Company, Engineers \$2,300.00 checks be drawn on the Revenue Fund for their respective amounts.

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AUGUST 2019 FINANCIAL  
STATEMENTS

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

**RESOLVED (No. 14989)**, that the Board approved the August 2019 Financial Statements.

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CONSIDERATION  
CHANGE ORDER FOR  
ENGEMANN WATERLINE  
PROJECT

The Contractor ordered 5' bury hydrants to avoid issues with existing pipe crossing but 3 locations ended up requiring additional hydrant extension due to utility conflicts. The inspector agreed that these locations required the extra depth, and the change was not due to the contractor boring unnecessarily deep for convenience. The total additional cost is \$1,900.00. Due to the delay from the vendor for material, we are recommending 2 weeks. The contractor is still expecting to be substantially complete by the end of this month.

**RESOLVED (No. 14990)**, that the Board authorize the General Manager to execute Change Order 1 for an additional \$1,900.00 and an additional 14 days with Engemann Drainage Co. Inc for the 3 hydrant extensions and material delays.

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CONSIDERATION OF UTV  
FOR WELL FIELD

The South Plant well field access road has been washed out repeatedly over the course of 2019. The purchase of a UTV was discussed to help get access to the well field when the road becomes impassable. Staff obtain three bids from area dealers. They would like to purchase Kubota RTV-X1140 for \$25,820.00 this includes a windshield, and street legal equipment. Upon motion from Director Daniels, seconded by Director Norris, motion passed 5-0.

**RESOLVED (No. 14991)**, that the Board approved the purchase of the Kubota RTV-X1140 not to exceed \$26,820.00 to include a tow winch.

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PRESENTATION OF  
BUDGET

The 2020 draft budget was presented to the Board for review. Due to the extraordinary expenditures for flood repairs it is difficult to make direct comparisons year to year. The proposed Capital Projects budget is significant at just over \$11.65 million. However, it includes the \$6.9 million loan for HCW project and \$1.5 million for the relocation of the Wellfield Transmission Main. Other significant projects include the replacement of the High Service Pump's Switchgear at the South Plant, the replacement of the Lime Slakers at both Plant, and a total of \$1.674 million for Distribution Main Replacements. The Board requested staff to provide water rate information at the next meeting.

## DIVISION REPORTS

### ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Completed Workers Compensation Audit

### WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Working on transferring services around Scott St and 6<sup>th</sup> Ave.
2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)  
Substantial completion certificate sent.
3. Sanders and High Street Watermain Replacement (2019)  
Contractor is finishing services.

### City Projects

1. Eisenhower Road Project  
Staff is adding pothole locations based on the preliminary rock wall design.
2. Thornton Road Project  
Nothing new.
3. Misc Stormwater Projects and Sanitary I/I  
Staff reviewed additional sites, but so far, no additional conflicts have been identified.

### Water Distribution Operations

Between September 5th, 2019 and September 19th, 2019, the following water-distribution activities have occurred:

- Water Line Breaks: three 2-inch, one 6-inch and one 8-inch

### TREATMENT PLANT SUMMARY

#### Ohio Street Booster Station

1. Divers put mixers in Pilot Knob reservoir. JCI & Capital Electric hooked up services.
2. Douglas Pump is finishing installing pump #1.

#### North Plant Summary

1. Capital Electric is repairing fiber line from plant to intake.
2. Held interviews for a new employee.

#### South Plant Summary

1. Monitored river level for Layne (collector well)
2. Sept 20 - Lexeco and Distribution started to install 24 inch transmission

main.

GENERAL MANAGER'S REPORT

- KMU Safety Training held September 9<sup>th</sup> on Drug & Alcohol Awareness.
  - Received approval of Layne proposal from KDHE for the Caisson/Lateral contract The next step is a preconstruction conference.
  - Met with attorney David Schatz on the Orr-Wyatt contracts.
  - Worked to install a Neptune Gateway (AMI system) on Pilot Knob.
  - Contacted Stiger's Island Farm about the levee repairs. They are still waiting on paperwork from COE.
  - Completed draft 2020 budget.
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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