

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 9, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 4:00 PM on Monday, September 9, 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

##### **Others in Attendance**

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#### CALL TO ORDER

Director Daniels, called the meeting to order at 4:00 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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CAPITAL IMPROVEMENT  
MASTER PLANNING

The master planning session discussed capital improvements and long-range plans and improvements to our infrastructure.

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APPROVE MINUTES OF  
SEPTEMBER 9, 2019

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

**RESOLVED (No. 14980)**, that the Board approved the September 9, 2019 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF  
SEPTEMBER 15, 2019

**RESOLVED (No. 14981)**, that the Board approved:

A. The payroll for the period ending September 15, 2019 amounting to gross pay of \$87,303.63 (composed of the following withholdings and deductions) Federal Income Tax - \$7,517.35; FICA- \$6,551.83; State Tax - \$3,529.98; KPERS -\$5,204.66; KPERS-back \$121.49, Insurance - \$2,068.21; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$1,847.50; Misc - \$240.00, and Deposit - \$58,671.80 including the following overtime amounts: Distribution 49.50 hours @ \$1,756.97; North Plant 36 hours @ \$1,122.09 and South Plant 44 hours @ \$1,485.00 be approved and disbursements made from the Revenue Fund for their respective amounts.

- B. PAYMENT OF CLAIMS    B. The Regular Claims \$221,278.96, Special Claims \$237,198.54 and Special/Special Claims as follows: AT&T \$361.61, AT&T Mobility \$1,029.38, Home Depot \$62.42, Walmart \$405.44, KS Gas \$201.47, and Westar Energy \$44,956.41 checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
CHANGE ORDER FOR  
OSAGE TO CHEROKEE  
WATERMAIN  
REPLACEMENT

The Osage to Cherokee Waterline Replacement project change orders:

1. The contractor installed an extra 16 feet of 8" HDPE at \$71.50/foot and an additional 37 feet of 6" ductile iron pipe at \$151.40/foot. Alignment changes on the HDPE and the extra DI was used to tie in at 18<sup>th</sup> and Osage to work with existing pipe and bends.
2. There were a total 13 service lines on the Osage Cherokee Waterline Replacement project that would have required re-disturbing driveways to connect. Staff offered an extra 1/3 day per service and reimbursement at the long service bid price instead of the short service (\$900 vs \$445) to shoot those services across rather than disturb driveways again. Staff also stated that any additional meter pits that required replacement due to the new excavation, would also be reimbursed, but staff is not aware of any that were replaced.

Upon motion from Director Kaaz, seconded by Director Gervasini, motion passed 4-1...

**RESOLVED (No. 14982)**, that the Board authorized the General Manager to execute Change Order 1 for an additional 5 days and an additional 11,455.80 with Orr Wyatt Streetscapes.

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CONSIDERATION OF  
COST SHARE FOR  
STIGER'S ISLAND LEVEE  
REPAIRS

On September 4<sup>th</sup> management met with Stiger's Island Farm (SIF) to discuss the Corp of Engineers estimate for the levee repair cost. After the 2011 flood, the Board agreed to pay for a portion of the repair cost to protect the wellfield from minor floor events. SIF is asking that we do so again in the amount of \$78,348. Lansing Correctional Facility is also being asked to contribute. The Kansas Department of Corrections is the official owner of the levee. SIF still has not received the final paperwork from COE, but it is expected at any time.

Upon motion from Director Daniels, seconded by Director Norris, motion passed 5-0...

**RESOLVED (No. 14983)**, that the Board approved participation in the levee repairs on Stiger's Island not to exceed \$80,000.

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REVIEW OF MISC SERVICE  
CHARGES

The current service rates and fees schedule was approved by the Board in 2013. Staff recommended the regular reconnection fee be increased to \$50.00 which will cover expenses associated with the time and material for locks. Also, the after-hours reconnection fee be increased to \$75.00 these

changes become effected on April 1, 2020.

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

**RESOLVED (No. 14984)**, that the Board approved to increase the regular and after-hours reconnection fee to \$50.00 and \$75.00.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Workers Compensation Audit

WATER DISTRIBUTION PROJECTS

1. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Work is progressing.
2. Cherokee to Osage 15<sup>th</sup> to 20<sup>th</sup> (2018)  
Crews will finish the last service this week. They are working on disconnects, final elevation for meters/valves/hydrants and final cleanup.
3. Sanders and High Street Watermain Replacement (2019)  
Saddles are in, and first round of samples 3 out of 4 came back good so they can start services. The failed location was barely over and will be retested today along with remaining sample locations.

City Projects

1. Eisenhower Road Project  
Staff met with Paul Moore, PE from Olsson who will be managing the project and Lauren Anderson who is back with the county and will be the county contact. All would prefer to avoid the cuts that would require relocating the watermain in the easement between 20<sup>th</sup> and Branches Way. Additional verification will occur where the watermain and storm are close.
2. Thornton Road Project  
We are addressing conflicts at the Phase 1 locations and then we will get the Phase 2 locations isolated.
3. Misc Stormwater Projects and Sanitary I/I  
Conflicts are minimal. We will need to isolate for the box at 637 McDonald and go back with HDPE over the new box. There are three meters in the alleys on the sanitary project that may need to get moved out front.

Water Distribution Operations

Between August 22nd, 2019 and September 5th, 2019, the following water-

distribution activities have occurred:

- Water Line Breaks: two 2-inch

#### TREATMENT PLANT SUMMARY

##### Ohio Street Booster Station

Nothing new to report

##### North Plant Summary

Nothing new to report

##### South Plant Summary

Dealing with river level/water table

#### GENERAL MANAGER'S REPORT

- Discussed design engineering for Wellfield Resiliency Project with Black & Veatch.
- Worked with a contractor on pricing to install a Neptune Gateway (AMI system) on Pilot Knob.
- Met with Stiger's Island Farm about the levee repairs.
- Worked on 2020 budget preparation.
- After working with Tim Malcomb of B&V about filing contract checklist with KDHE for the Horizontal Collector Well (HCW) Project, I am recommending the General Manager be designated the Authorized Representative for the KPWSLF projects.

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

**RESOLVED (No. 14985)**, that the Board approved the General Manager as the authorized representative for the KPWSLF loan.

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#### EXECUTIVE SESSION

At 5:55PM the Board recessed the regular board meeting and entered into executive session until 6:10PM to discuss personnel matters of non-elected personnel.

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

**RESOLVED (No. 14986)**, that the Board recessed the regular board meeting and entered executive session to discuss personnel matters of non-elected personnel.



At 6:10PM, the Board ended the executive session to resume the regular board meeting.

Upon motion from Director Norris, seconded by Director Kaaz, the motion,

passed 5-0 ...

**RESOLVED (No. 14987)**, that the Board ended the executive session and resumed the regular board meeting.  
No further action taken by the Board.

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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