

## LEAVENWORTH WATERWORKS

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

HELD ON JANUARY 10, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 10, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

---

#### ATTENDANCE

##### **Directors in Attendance**

Richard Gervasini, Chairman

Christi Norris, Vice Chairman

Storm Savage, Assistant Secretary (by phone)

Chad Lough, Member (by phone)

##### **Directors Absent (Excused)**

Eric Peterson, Secretary

##### **Staff in Attendance**

Lesia Hegeman, Finance Manager

Dennis Baragary, Distribution Manager

Neil Seichepine, Manager of Plants

Kayla Manning Engineer

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

None

---

Director Gervasini, called the meeting to order at 5:00 PM.

---

ROLL CALL, ANNOUNCEMENT OF QUORUM	Director Gervasini noted that a quorum was present.
REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC	None
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF DECEMBER 27, 2021	Upon motion from Director Norris, seconded by Director Savage, motion passed 4-0.  <b>RESOLVED (No. 15236)</b> , that the Board approved minutes from December 27, 2021.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Norris, seconded by Director Lough, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF JANUARY 15, 2021	<b>RESOLVED (No. 15237)</b> , that the Board approved: <b>A.</b> The payroll for the period ending January 15, 2021 amounting to gross pay of \$85,028.12 (composed of the following withholdings and deductions) Federal Income Tax - \$6,962.26; FICA- \$6,363.74; State Tax - \$3,439.70; KPERS - \$5,060.80, Insurance - 2,571.05; United Way - \$142.50; Eq-flex - \$1,473.29; PEDC - \$2,947.50; Misc - \$20.00, Optional Group Life \$11.20 and Deposits \$56,036.08 including the following overtime amounts: Distribution 21 hours @ \$854.99, North Plant 57 hours @ \$1,959.88 and South Plant 77 hours @ \$2,485.67 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> The Regular Claims \$365,016.54, Special Claims \$2,439.70 and Special/Special as follows: AT&T Mobility \$987.24, Capital One \$261.83, Home Depot \$741.35, Tractor Supply \$143.20, Evergy \$35,939.29 and KS Gas \$2,639.99 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF CHANGE ORDER 2 WITH WESTLAND CONSTRUCTION, INC FOR GIRARD WATERLINE PROJECT

Westland Construction submitted Change Order number 2 for the Girard waterline project. The changes are summarized as:

- Delete tapping sleeve and valve (-\$3,450.50)
- Redo tie in at Quincy and Franklin due to leaking valve and lead tee (\$5,252)
- Redo connection at Kansas and 10<sup>th</sup> Ave due to sewer/conflicts (\$6,425)
- Additional fittings (\$15,166)
- Additional pavement (\$33,750)

Even with the changes, the final contract price is lower than next bid.

Upon motion from Director Norris, seconded by Director Savage, motion passed 4-0.

**RESOLVED (No. 15238)**, that the Board authorize the General Manager to execute Change Order No. 2 for an additional \$57,142.50, for final contract price of \$743,669.00.

---

CONSIDERATION OF FINAL PAYMENT FOR GIRARD WATERLINE PROJECT

Westland Construction has completed the Girard Waterline project. Staff recommends releasing the final payment to close out the project. Upon motion from Director Norris, seconded by Director Lough, motion passed 4-0.

**RESOLVED (No. 15239)**, that the Board authorize the release of final payment to Westland Construction.

---

CONSIDERATION OF CHANGE ORDER 1 FOR WESTERN WATERLINE PROJECT

Due to the Covid 19 pandemic, Engemann Drainage requested 14 additional days of contract time. Upon motion from Director Savage, seconded by Director Lough, motion passed 4-0.

**RESOLVED (No. 15240)**, that the Board authorize the General Manager to execute Change Order 1 for an additional 14 calendar days, to extend the contract by two weeks to December 13<sup>th</sup>, 2021.

---

CONSIDERATION OF FINAL PAYMENT FOR WESTERN WATERLINE PROJECT

Engemann Drainage has completed the Western and Misc Waterline project. Staff recommends releasing the final payment to close out the project. Upon motion from Director Norris, seconded by Director Lough, motion passed 4-0.

**RESOLVED (No. 15241)**, that the Board authorize the release of final payment to Engemann Drainage.

---

PRESENTATION OF MT. OLIVET  
TANK SCHEDULE

Board tabled until next meeting.

---

PRESENTATION OF BOP  
TEMPORARY CONSTRUCTION  
PERMIT FOR TANK PROJECT

January 5<sup>th</sup>, we received the temporary permit from the Federal Bureau of Prisons for the water tank project. It will allow us to proceed with project, pending the actual property easement from the U.S. Department of Justice. With this permit, we can proceed, at our own cost, to complete the site clearing prior to a March 31st deadline. We are working to get a quote for the site clearing. Director Gervasini stated there should be a fabric of land back clause in the contract. Director Savage suggested a clause be included in the permit that, if the project be delayed or cancelled, the Board would not be responsible to pay for or re-establish any clearing or grubbing performed on the site. The consensus of the Board was that if this were included, the General Manager could execute the temporary permit with BOP.

Staff also would like to proceed with the site clearing as soon as possible to be completed by March 31<sup>st</sup>, and negotiate with the tree trimming contractor we have already engaged at the South Plant. Upon motion from Director Savage, seconded by Director Norris, motion passed 4-0.

**RESOLVED (No. 15242)**, that the Board authorize \$35,000 for tree removal on the tank site and pipeline easement.

---

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Nothing new.

WATER DISTRIBUTION PROJECTS

1. Western St and Misc Water Main Replacement (2021)  
Complete. Final payment and change order 1 on agenda.
2. Girard Ave and Misc Water Main Replacement (2021)  
Complete. Final payment and change order 2 on agenda.

City/County Projects

Nothing new.

Water Distribution Operations

Between December 22<sup>nd</sup>, 2021, and January 4<sup>th</sup>, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 16
- b. Frozen Lines: 3

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

1. JCI is installing the new soda ash equipment.
2. End of the year inventory.

South Plant Summary

1. End of the year inventory.

GENERAL MANAGER'S REPORT

- Water Tank Project.
  - Updated schedule and estimate with MEC.
  - Provided updated schedule to BOP & their engineer. Received BOP permit.
  - Waiting on permanent easement, and "solicitation for water storage" from BOP/DOJ.
  
- Received word that Fort Leavenworth's GAC water treatment is scheduled to be online February 11<sup>th</sup>.

---

Approved \_\_\_\_\_ 2021

\_\_\_\_\_  
Richard Gervasini, Chair

\_\_\_\_\_  
Eric Peterson, Secretary