

## LEAVENWORTH WATERWORKS

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

HELD ON December 12, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, December 12, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman

Eric Peterson, Secretary

Chad Lough, Assistant Secretary (by phone)

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

Christi Norris, Vice Chairman

Bob Walters, Member

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

Joel Mahnken, General Manager

Lesia Hegeman, Finance Manager

Neil Seichepine, Plants Manager

John Hodgden, Distribution Manager

Kayla Manning, Engineer

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

None

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

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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	Director Peterson noted the crew's quick response to the main break on Lakeview, Great Job!
APPROVE MINUTES OF NOVEMBER 28, 2022	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0.  <b>RESOLVED (No. 15340)</b> , that the Board approved minutes from November 28, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0...
A. PAYROLL DISBURSEMENT OF NOVEMBER 30, 2022	<b>RESOLVED (No. 15341)</b> , that the Board approved: <b>A.</b> The payroll for the period ending December 15, 2022 amounting to gross pay of \$95,073.52 (composed of the following withholdings and deductions) Federal Income Tax - \$7,859.55; FICA- \$7,166.27; State Tax - \$3,951.76; KPERS - \$5,660.40, Insurance - \$2,401.58; United Way - \$90.00; Eq-flex - \$1,136.71; PEDC - \$3,177.50; Misc - \$15.00, and Deposits \$63,614.75 including the following overtime amounts: Distribution 121.50 hours @ \$4,353.01, and North Plant 61 hours @ \$2,159.76 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Special Claims \$358,431.29 and Special/Special as follows: Blue Cross & Blue Shield of Kansas \$30,867.15 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF BID  
AWARD OF MOUNT OLIVET  
TANK PROJECT CONTRACT 1

On December 6<sup>th</sup>, bids were opened for the construction of the water transmission lines for the water tank project. We received seven bids with Rodriguez Mechanical Contractors Inc., being the apparent low bidder on both the base bid and the alternate. The base bid included installing 1,700 feet of 20 inch HDPE by horizontal directional drilling while the alternate was to install 16 inch ductile iron pipe by open cut.

Upon motion from Director Peterson, seconded by Director Lough, motion passed 3-0...

**RESOLVED (No. 15342)**, that the Board award the bid for the Water Transmission Mains to Mount Olivet Ground Storage Reservoir project to Rodriguez Mechanical Contractor, Inc in the amount of \$1,631,841.50, for the alternate, subject to concurrence by KDHE and receipt of the permanent easement for the site from the US Department of Justice; and the General Manager be authorized to execute the contract when appropriate.

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CONSIDERATION OF BID  
AWARD OF MOUNT OLIVET  
TANK PROJECT CONTRACT 2

On December 6<sup>th</sup>, bids were opened for the construction of the Mount Olivet Ground Storage Reservoir (Contract 2). We received two bids with DN Tanks being the apparent low bidder at \$4,182,000.00. They also had the shortest contract time at 270 days.

Upon motion from Director Lough, seconded by Director Peterson, motion passed 3-0...

**RESOLVED (No. 15343)**, that the Board award the bid for the Mount Olivet Ground Storage Reservoir project to DN Tanks in the amount of \$4,184,000.00, subject to concurrence by KDHE and receipt of the permanent easement for the site from the US Department of Justice; and the General Manager be authorized to execute the contract when appropriate.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- Worked portal checklist with Watersmart and Invoice Cloud
- Financial report for November
- Year end reports
- FEMA close out report

## **WATER DISTRIBUTION REPORTS**

1. Spruce St East of 10<sup>th</sup> Ave (2023)  
Final drawings, complete, working on comments.
2. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)  
Consultant reviewing plans now, office set for review expected in next couple of weeks.

### **City / County Projects**

- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box – Crews coordinating with Lexeco as needed.
- Sanitary Sewer I/I – Nothing new

### **Water Distribution Operations**

Between November 23<sup>rd</sup>, 2022, and December 7<sup>th</sup>, 2022, the following water-distribution activities have occurred:

- a) Service Renewals without Main Replacement: one
- b) Water Main Breaks: three 2-inch, and one 4-inch

## **WATER TREATMENT SUMMARY**

### **Ohio Street Booster Station**

1. Nothing new to report.

### **North Plant Summary**

1. Meet with RE Pedrotti and AT&T about fiber update.
2. Richter Construction repaired garage door on the pole barn.

### **South Plant Summary**

1. Finn Folk cleaned the million-gallon reservoir.
2. Plant back online December 1<sup>st</sup>.

## **GENERAL MANAGER'S REPORT**

- Water Tank Project.
    - Waiting on BOP (service contract) and DOJ (easement).
    - Gathered data to request loan increase of \$1.2 million.
    - Opened bids for the two construction projects on December 6<sup>th</sup>.
  - Reviewing data from AWWA's 2022 Salary Survey.
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Approved \_\_\_\_\_ 2022

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Richard Gervasini, Chairman

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Eric Peterson, Secretary