

# LEAVENWORTH WATERWORKS

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 13, 2015

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday April 13, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

Teresa Wood, Vice Chairman  
Christi Norris, Secretary  
Greg Kaaz, Member

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

Richard Gervasini, Chairman  
Davis Molden, Assistant Secretary

#### **Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Jeffrey Arnold, Superintendent of Plants  
Gary Simanowitz, South Plant Superintendent  
Kayla Manning, Engineer  
Sue Barnes, Administrative Assistant (left at 5:10PM)

#### **Others in Attendance**

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### CALL TO ORDER

Chairman Kaaz called the meeting to order at 5:00 PM.

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### ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Kaaz noted that a quorum was present.

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### INTRODUCTION OF NEW BOARD MEMBERS AND OATH OF OFFICE

Christi Norris was introduced and sworn onto the Water Board by Greg Kaaz.

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ELECTION OF BOARD  
OFFICES:  
CHAIRMAN

Upon motion from Director Wood, seconded by Director Norris,  
and unanimously adopted ...

**RESOLVED (No. 14514)**, that the Board approved Richard  
Gervasini as Chairman.

Upon motion from Director Norris, seconded by Director Kaaz, and  
unanimously adopted ...

**RESOLVED (No. 14515)**, that the Board approved Teresa Wood  
as Vice-Chair.

Upon motion from Director Wood, seconded by Director Kaaz, and  
unanimously adopted ...

**RESOLVED (No. 14516)**, that the Board approved Christi Norris  
as Secretary.

Upon motion from Director Norris, seconded by Director Kaaz and  
unanimously adopted ...

**RESOLVED (No. 14517)**, that the Board approved Davis Moulden  
as Assistant Secretary.

Director Kaaz will review the claims payable.

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REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

None

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Woods stated the bank will need new signature cards.

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APPROVE MINUTES OF  
MARCH 23, 2015

Upon motion from Director Wood, seconded by Director Norris, the  
minutes for March 23, 2015, unanimously adopted ...

**RESOLVED (No. 14518)**, that the Board approved the March 23,  
2015 minutes.

CONSIDERATION OF  
CONSENT AGENDA FOR:

Upon motion from Director Kaaz, seconded by Director Wood,  
unanimously adopted ....

**RESOLVED (No. 14519)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT

A. The payroll for the period ending April 15, 2015 amounting to gross pay of \$80,020.46 (composed of the following withholdings and deductions) Federal Income Tax - \$7,883.20; FICA- \$5,916.53; State Tax - \$2,650.40; KPERS - \$4,761.54, Insurance - \$1,865.91; United Way - \$152.13; Eq-flex - \$2,302.19; PEDC - \$2,624.83; Garnishment - \$1,487.16; Rent - \$217.50; Misc - \$35.00; and Direct Deposit - \$50,124.07, and including the following overtime amounts: Distribution – 16 hours @ \$501.17; North Plant – 20 hours @ \$575.36; South Plant – 19.50 hours @ \$544.50 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$272,619.36, Special Claims \$215,192.93; and Special/Special Claims as follows: Kansas Gas Service \$2,052.59, Westar Energy \$35,696.99, AT&T \$307.54, the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF  
PURCHASE OF 10' ROTARY  
MOWER REPLACEMENT

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted ....

**RESOLVED (No. 14520)**, that the Board approved the bid from Heritage Tractor, Inc. in the amount of \$12,900.00 to purchase a 10' rotary mower.

CONSIDERATION OF SKID  
STEER LOADER  
REPLACEMENT

Upon motion from Director Norris, seconded by Director Wood, and unanimously adopted, it was ....

**RESOLVED (No. 14521)**, that the Board approved the bid from K.C. Bobcat in the amount of \$24,982.72 with trade-ins to purchase a T4 Bobcat skid steer loader.

CONSIDERATION BIDS FOR  
COLUMBIA STREET AND  
DELAWARE STREET  
WATERLINE REPLACEMENT

Upon motion from Director Wood, seconded by Director Norris, and unanimously adopted, it was ....

**RESOLVED (No. 14522)**, that the Board authorized the General Manager to execute the Contract Documents with Northern Pipeline (NPL) in the amount of \$576,456.62.

CONSIDERATION OF HUMAN  
RESOURCES SERVICES WITH  
NRL RESOURCES

Upon motion from Director Wood, seconded by Director Norris,  
and unanimously adopted, it was ....

**RESOLVED (No. 14523)**, that the Board authorized the General  
Manager to execute the Services Agreement with NRL Resources.

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STAFF REPORTS

**ADMINISTRATION**

1. March 24<sup>th</sup> – Kramer and Associates started their auditing field work
2. March 31<sup>st</sup> – Another fire hydrant was hit, it has been repaired and is back in service. We are waiting on the police report to submit a claim for damages.
3. April 23<sup>rd</sup> and 24<sup>th</sup> – Administration staff scheduled to take excel classes in Topeka, sponsored by KRWA.
4. April 28<sup>th</sup> – Sue Barnes and Lesia Hegeman plan to attend a Women’s Conference at the Riverfront Community Center, sponsored by the Chamber of Commerce.

**DISTRIBUTION AND ENGINEERING**

Water Distribution Summary

1. Columbia Ave – Spruce to Michigan, Spruce - Columbia to Broadway and Delaware Street 16<sup>th</sup> Street to 13<sup>th</sup> Street – 3 bids were received on April 16<sup>th</sup>.
2. 16<sup>th</sup> Quincy/Olive – 14<sup>th</sup> to Newman/14<sup>th</sup> St, North of Vilas/Kingman – Quincy to Ohio – posted to Drexel. Will bid April 21<sup>st</sup>.
3. KDOT Facility (16490 Springdale Rd) Contractor is boring under the creek. Work has been slow due to sandstone.
4. Thornton Ave – Staff is determining alignment alternatives.

Water Distribution Operations

Between March 19<sup>th</sup>, 2015 and April 9<sup>th</sup>, 2015, the following water distribution activities have occurred:

- a. Valves and Fire Hydrants (new and replacements): none
- b. Water-Line Breaks: none
- c. New Services: two
- d. Service Kills: one

### City of Leavenworth Projects

1. 4<sup>th</sup> and Poplar Geometric Improvements – The first hydrant has been moved. The 6” water main on Poplar east of 3<sup>rd</sup> will be lowered and adjusted to avoid conflict with the proposed storm pipe crossing.
2. Cherokee Box west of 11<sup>th</sup> Street – Project is delayed until late summer, because cost estimates are higher than budgeted. Waterline on Sherman has been installed. We will replace the cast iron pipe under the proposed sidewalk work after pipe bursting is complete on Osage.
3. 2<sup>nd</sup> Street Bridge – nothing new.
4. Stove Factory Lofts – nothing new.
5. 9<sup>th</sup> and Osage – nothing new.

### **PLANTS TREATMENT**

#### North Plant Summary

1. Scada system – Pedrotti continues to work on resolving the programming problems.
2. Working with Envision to repair our damaged fiber optic cable from the Intake to Plant 1.
3. Plant 1 is pumping 100% of water to the system.

#### South Plant Summary

1. Scada system – Pedrotti continues to work on resolving the programming problems.
2. Generators – Working on land acquisition.
3. Finished installation of filter turbidimeters 3/10. Will finish the rest when we are back with full force manpower.
4. Cleaning 6ft of sludge out of primary basin to see if anything is broken below water level. Top gearbox is at Douglas Pump for a rebuild.

### **GENERAL MANAGER**

1. Consumer Confidence Report – The certificate of Delivery has been sent to the State. The CCR has been posted on our website, City Information Channel, Public Notice in *Leavenworth Times*, social media sites Facebook & Twitter, and direct link information on bills.
2. National Drinking Water Week is May 3<sup>rd</sup> to 9<sup>th</sup>. Students from Xavier Middle School are creating posters about water. The poster will be displayed at the library and in our lobby.

3. GM registered for the KMU Annual Conference in Wichita May 6<sup>th</sup>-8<sup>th</sup> . Also registered for the AWWA Annual Conference and Exposition in Anaheim CA June 7<sup>th</sup> to 11<sup>th</sup>.
4. Continued discussions with property owner regarding the Ohio Booster Station.
5. Began study of water production data for master planning efforts.

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ADJOURNMENT

There being no further business to come before the Board, Director Kaaz adjourned the meeting.

Approved \_\_\_\_\_ 2015

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Richard Gervasini, Chairman

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Christi Norris, Secretary