

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON AUGUST 10, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 10, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Teresa Wood, Vice Chairman
Christi Norris, Secretary
Davis Moulden, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Richard Gervasini, Chairman

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Jeffrey Arnold, Superintendent of Plants
Dennis Baragary, Manager of Distribution
Kayla Manning, Engineer

Others in Attendance

Steve Roth, PE Benesch Engineering

CALL TO ORDER

Vice Chair Wood called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Vice Chair Wood noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

None

BOARD MEMBERS ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
JULY 27, 2015

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

RESOLVED (No. 14557) that the Board approved the July 27, 2015
minutes.

CONSIDERATION OF CONSENT
AGENDA FOR:

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

RESOLVED (No. 14558) that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending August 15, 2015 amounting
to gross pay of \$80,911.99 (composed of the following
withholdings and deductions) Federal Income Tax -
\$8,248.49; FICA- \$6,047.06; State Tax - \$2,709.37; KPERS -
\$4,763.18, Insurance - \$2,642.54; United Way - \$152.13; Eq-
flex - \$1,547.93; PEDC - \$2,774.68; Garnishment -
\$755.00; Rent - \$217.50; Misc - \$22.50; KPERS-optional life
\$4.20 and Direct Deposit - \$51,027.41, and including the
following overtime amounts: Distribution - 59 hours @
\$1,983.17; North Plant - 16 hours @ \$471.11; South Plant -
14 hours @ \$475.63 be approved and disbursements made
from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims 140,233.87; Special Claims
\$204,411.78; and Special/Special Claims as follows:
Kansas Gas Service \$199.69, Westar Energy \$37,136.90,
City of Leavenworth \$350.00, Kayla Howell \$275.20, and
Kansas City Kansas Community College \$1,110.00 the
checks be drawn on the Revenue Fund for their respective
amounts.

CONSIDERATION OF BID FOR
SOUTH PLANT DOOR
REPLACEMENT

The current exterior chemical feed room doors have rusted though and need replacement. Bid request was for commercial replacement fiberglass doors installed with stainless steel hinges and all new hardware. Three bids were requested we received two viable bids, as follows:

Kaaz Construction \$18,261.00 and Commercial Openings, Inc \$9,349.00.

Upon motion from Director Kaaz, seconded by Director Norris, the motion was unanimously adopted

RESOLVED (No. 14559) that the Board approved the bids and authorized the GM to execute the contract with Commercial Openings, Inc in the amount of \$9,349.00.

CONSIDERATION OF RADIO READ
METER PURCHASE

Neptune radio read meters were installed to improve efficiency and accuracy of meter reading and reduce meter reading costs. Although they have performed well, it is time to begin to replace some of the older meters and we would like to purchase 200 - 5/8 inch meters to begin the process. As a proprietary system, Neptune is a sole source supplier.

Upon motion from Director Kaaz, seconded by Director Norris, the motion was unanimously adopted

RESOLVED (No. 14560) that the Board approved the purchase of 200 - 5/8 inch R900i radio read meters @ \$175.50 each, for a total cost of \$35,100.00.

STAFF REPORTS

Administration

- On August 3rd, met with a representative from 10-D Security, discussed vulnerability assessment, external audit and internal penetration test.
- On August 5th, met with a representative from Sungard, discussed online bill pay and report writer software.
- Annual workers compensation audit scheduled for August 11th, 2015.
- Submitted two workers compensation claims. Director Kaaz asked what could be done to prevent these accidents. New stairs were ordered for the lime machines at the South Plant
- Updating office procedures.
- Nicole Lux, HR Consultant has completed 90% of job description.
- Caritas Clinics (St Vincent) – annual awards reception will be held on October 8th, 2015 at 5:00pm at the Sylvester Community Center, 6200 Martway St, Mission, KS. The Board has a table for 8 people.

Distribution and Engineering

Water Distribution Summary

1. Columbia-Spruce to Michigan, Spruce-Columbia to Broadway
The work in the intersection of Spruce and Broadway is complete. Connection to main at Michigan and Columbia and remaining service transfers between Michigan and Ohio should be finished next week.
2. 16th & Quincy/Olive-14th to Newman/14th St.,North of Vilas/Kingman-Quincy to Ohio.
The line has been installed on 14th Street, service transfer can begin. NPL plans to start work on Kingman after 14th Street, next week.
3. Thornton St-10th Ave to 5th St.
Survey should begin soon.
4. Osage St.-9th St to Broadway.
Work from 8th Street to Broadway will resume after Cherokee/11th Street water main replacement is complete.
5. Cheyenne St.-4th St. to 2nd St.
Work is expected to begin mid-September.
6. 16490 Springdale Rd – (KDOT facility)
Invoice has been sent to KDOT for project.

Water Distribution Operations

Between July 23rd, 2015 and August 6th, 2015

- a. Water-Line Breaks: two 2-inch, one 6-inch and one 8-inch
- b. New Services: none
- c. Service Kills: none
- d. Valves and fire hydrants: none
- e. Service renewals without main replacement: none
- f. Service transfers to new replacement mains: 16 on Columbia Street

City of Leavenworth Projects

1. 2nd Street Bridge at 3 Mile Creek
Kersten installed temporary sidewalk.
2. Cherokee and 11th St.
Work has begun.

TREATMENT

North Plant Summary

1. Scada system – is functioning at 100%, but there are still problems with the reports.
2. July 28th, finished wood replacement on north slow mix after repair by Kaaz. August 3rd, back on line.

South Plant Summary

1. Scada system – is functioning at 100%, but there are still problems with the reports.
2. Generators – progress with the land owner

GENERAL MANAGER

- July 30th, attended the Missouri River Basin Goal Setting Team meeting in White Cloud to finalize the State Water Plan recommendation for this area.
- Reviewed documents on the EPA's Clean Power Plan after it was finalized on August 3rd. Several legal and legislative challenges will be made, but the bottom line is the cost of electricity will go up significantly in Kansas.
- Worked with our surveyor, the City Planner, and the property owner to have a minor subdivision plat prepared for the Ohio Booster Station property. A minor plat only requires the approval of the City Planning Commission which shortens the process. If all goes well, the plat should be approved and filed in September. After that we can transfer ownership of the property to the City and get the emergency generator project restarted.
- Met with a representative of 10-D Security about what they can offer for internet security review and training. They will prepare an itemized cost estimate for our review.
- Cricket Communication is terminating their tower lease effective 2016.
- Envision Technology Group received a payment from Rodriquez Mechanical, and will be sending us a reimbursement check for the damages to our fiber optic cable caused by Rodriquez.

ADJOURNMENT

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

Approved _____ 2015

Richard Gervasini, Chairman

Christi Norris, Secretary