

# LEAVENWORTH WATERWORKS

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON January 26, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday January 26, 2015, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

Greg Kaaz, Chairman  
Richard Gervasini, ViceChairman  
Michael Bogner, Assistant Secretary  
Teresa Wood, Secretary  
Howard Kirk, Member

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

#### **Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Jeff Arnold, Water Treatment Manager  
Dennis Baragary, Sr., Manager of Distribution  
Kayla Manning, PE, Engineer

#### **Others in Attendance**

Michael Silva, 600 Oak-homeowner  
Brian Kingsley, BG Consultants

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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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### REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

Mr. Silva owner of 600 Oak, requested the Board waiver a \$100.00 meter tampering fee. Upon motion from Director Gervasini, seconded by Director Kirk, it was unanimously adopted ...

**RESOLVED (No. 14485)**, that the Board would not waive the \$100.00 meter tampering fee. The Board did agree to review the existing policy at a future date.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

The Board had a general discussion regarding the upcoming election. No action taken.

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APPROVE MINUTES OF  
JANUARY 12, 2015

Upon motion from Director Gervasini, seconded by Director Wood, the minutes for January 12, 2015 were unanimously adopted ...

**RESOLVED (No. 14486)**, that the Board approved the January 12, 2014 minutes.

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CONSIDERATION OF  
CONSENT AGENDA FOR:

Upon motion from Director Kirk, seconded by Director Bogner, It was unanimously adopted ....

**RESOLVED (No. 14487)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT

A. The payroll for the period ending January 31, 2015 amounting to gross pay of \$80,046.55 (composed of the following withholdings and deductions) Federal Income Tax - \$7,758.73; FICA- \$5,918.62; State Tax - \$2,691.53; KPERS - \$4,788.01; Insurance - \$2,641.56; United Way - \$169.13; Eq-flex - \$2,302.21; PEDC - \$2,534.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$35.00; and Direct Deposit - \$50,234.43; and including the following overtime amounts: Distribution - 55 hours @ \$1,802.71; North Plant - 24 hours @ \$726.72; South Plant - 30 hours @ \$894.09 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$253,849.13 and Special/Special Claims as follows: SASI \$1,742.52, Blue Cross & Blue Shield of Kansas \$47,093.78, and AT&T \$303.00.

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CONSIDERATION OF  
DECEMBER FINANCIAL  
REPORT

Upon motion from Director Kirk, seconded by Director Gervasini, it was unanimously adopted ...

**RESOLVED (No. 14488)**, that the Board approved the December Financial Report.

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CONSIDERATION OF ONLINE  
LAB EQUIPMENT

Upon motion from Director Kirk, seconded by Director Gervasini, it was unanimously adopted ...

**RESOLVED (No. 14489)**, that the Board approved to purchase 9 turbidimeters and 2 chlorine analyzers from Swan Analytical Instruments at a cost of \$50,930.00. And purchase lab turbidimeters from Hach at a cost of \$5,563.00.

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CONSIDERATION OF OF BIDS  
FOR 16490 SPRINGDALE RD  
MAIN EXTENSION (KDOT  
FACILITY)

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

**RESOLVED (No. 14490)**, that the Board approved the low bid of Westland Construction in the amount of \$83,696.00 and authorized the project to proceed. Four valid bids were received, opened and read aloud to the public on January 22, 2015. The Bids ranged between \$83,696.00 and \$144,108.42.

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CONSIDERATION OF KMU  
SAFETY COMPLIANCE &  
MANAGEMENT PROGRAM

Upon motion from Director Kirk, seconded by Director Gervasini, it was unanimously adopted ....

**RESOLVED (No. 14491)**, that the Board approved participation in KMU's Job Safety Training Program at a yearly price of \$24,600.00. The program primary focuses on compliance training, program review and development, KMU safety staff will visit every month for a training program.

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STAFF REPORTS

**ADMINISTRATION**

- Working on year end reports – KPERS reconciliation, 1099's and W-2's reconciliations.

**DISTRIBUTION AND ENGINEERING**

**Water Distribution Summary**

1. **Columbia – Spruce to Michigan, Spruce – Columbia to Broadway**  
Finishing specs, detail for disconnection with cross, coordinate with City for traffic control issues.
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**  
Design work is being complete.

**City of Leavenworth Projects**

1. 2<sup>nd</sup> Street Bride – Installed approximately 185 feet of 12” DIP over new bridge to reconnect main.
2. 4<sup>th</sup> and Poplar – Check with City on plans.
3. Stove Factory Lofts – Check with City on parking lot plans, relocate hydrant on SW corner .
4. Cherokee west of 11<sup>th</sup> Street – pipe burst old cast iron under proposed sidewalk.
5. Thornton – 2<sup>nd</sup> Ave to 10<sup>th</sup> Ave – City planning for 2016. Storm water improvements and street cuts will need to be designed to check for conflicts with waterline prior to main replacement.

6. 9<sup>th</sup> and Osage – LWD will add another valve on east side to isolate during storm improvement. Pipe bursting planned.

### **Water Distribution Operations**

Between January 8<sup>th</sup>, 2015 and January 21<sup>st</sup>, the following water-distribution activities have occurred:

- a) Valves and Fire Hydrants (new and replacements): none
- b) Water-Line Breaks: five 2-inch breaks, and one 1-1/4-inch break.

### **PLANTS**

#### **North Plant Summary**

1. Plant is shut down until middle of February
2. SCADA -Work is ongoing
3. Intake Screen – On January 22 Douglas Pump inspected screen, repair cost proposal to follow.
4. Drain line Repair to River - Repairs have been started Fredrick Excavating.

#### **South Plant Summary**

1. SCADA – working to find and debug computer programming problems.
2. Generators - Nothing new at this time.

### **GENERAL MANAGER**

- The KRWA Conference will be held in Wichita March 24 – 26 at the Century II Convention Center. We have reserved five rooms at a nearby motel.
- We have contacted BG Consultants about preparing a scope of services for design of the replacement transmission main on Cheyenne and 4<sup>th</sup> Street.
- Joel attended the KMU Day at the Capital in Topeka on January 20<sup>th</sup>. Governor Brownback, Director of KWO, Attorney General, and the Vice President of the Senate spoke at the afternoon session. The main topic for the legislators this year is the budget.
- The annual letter for billing City charges on the water bill was sent to City Manager Scott Miller.

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ADJOURNMENT

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

Approved 2014

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Greg Kaaz, Chairman

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Teresa Wood, Secretary