

# LEAVENWORTH WATERWORKS

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JULY 27, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 27, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

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

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

#### **Staff in Attendance**

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

#### **Others in Attendance**

None

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### CALL TO ORDER

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

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### ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Gervasini noted that a quorum was present.

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REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

None

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BOARD MEMBERS ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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APPROVE MINUTES OF  
JUNE 22, 2015

Upon motion from Director Wood, seconded by Director Moulden, the motion was unanimously adopted ...

**RESOLVED (No. 14549)** that the Board approved the June 22, 2015 minutes.

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APPROVE MINUTES OF JULY 13,  
2015

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

**RESOLVED (No. 14550)** that the Board approved the July 13, 2015 minutes.

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CONSIDERATION OF CONSENT  
AGENDA FOR:

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

**RESOLVED (No. 14551)** that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending July 31, 2015 amounting to gross pay of \$79,863.33 (composed of the following withholdings and deductions) Federal Income Tax - \$7,807.40; FICA- \$5,959.68; State Tax - \$2,630.03; KPERS - \$4,746.81, Insurance - \$2,825.26; United Way - \$152.13; Eq-flex - \$1,581.68; PEDC - \$2,799.68; Garnishment - \$755.00; Rent - \$217.50; Misc - \$22.50; KPERS-optional life \$210.00 and Direct Deposit - \$50,155.66, and including the following overtime amounts: Distribution - 31.50 hours @ \$1,059.46; North Plant - 11 hours @ \$322.47; South Plant - 4 hours @ \$130.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$258,024.03

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JUNE FINANCIAL REPORT

Director Kaaz requested consideration of reorganizing the income statements to start with the current month/year followed by budgeted amounts and then comparison to prior month/year. The Financial Manager stated this could be accomplished at the beginning of the fiscal year.

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

**RESOLVED (No. 14552)** that the Board approved the June Financial Report.

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TOWER FUND UPDATE

The Tower fund revenue is from lease payment from companies that have communications antenna located at the Pilot Knob reservoir. Recently, the primary use of this income has been to make donations to local charitable organizations for the betterment of the community. No action was required by the Board.

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CONSIDERATION OF BIDS FOR  
CHEYENNE STREET WATER MAIN  
REPLACEMENT

The bids for the Cheyenne Street waterline improvement project to install 1,076 ft of 16-inch waterline from 2<sup>nd</sup> Street to 4<sup>th</sup> Street up to Metropolitan were received, opened and read aloud to the public on July 22, 2015. The bids ranged between \$295,896.00 and \$355,741.00. The BG Consultants estimate was \$230,575.50. Two contractors attended the mandatory pre-bid meeting but neither submitted a bid. Since none of the bidders attended the pre-bid, staff recommended waiving the formality.

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

**RESOLVED (No. 14553)** that the Board approved the bids and authorized the GM to execute the contract with Linaweaver Construction in the amount of \$295,896.00, waiving the formality of attending the pre-bid meeting.

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STAFF REPORTS

**Administration**

- On July 15<sup>th</sup> attended a KPERS workshop for GASB Statement 68, "Accounting and Financial Reporting for Pensions" contains standards for state and local government employers that provide pension benefits. The changes require employers using GASB standards to report in their financial statements their share of the costs and obligations for the governmental pension plans provided to their employees. KPERS is working with an actuarial firm and accounting consultants to develop information for employers.
- Scheduled meeting on August 3<sup>rd</sup> with 10-D Security to discuss

internet security analysis.

- Caritas Clinics (St Vincent) – annual awards reception will be held on October 8<sup>th</sup>, 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  
NPL has scheduled the Broadway and Spruce intersection closure for the week of July 27<sup>th</sup>.  
Change for NPL- 8 valves at a unit cost of \$2,091.00 for a total cost of \$16,728.00 were not included in the original bid.
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.  
NPL is sending the boring crew to install the new main on 14<sup>th</sup> Street.
3. Thornton St-10<sup>th</sup> Ave to 5<sup>th</sup> St.  
Contract was sent to BG Consultant
4. Osage St.-9<sup>th</sup> St to Broadway.  
Work from 8<sup>th</sup> Street to Broadway will resume after Cherokee/11<sup>th</sup> Street water main replacement is complete.
5. Cheyenne St.-4<sup>th</sup> St. to 2<sup>nd</sup> St.  
Bids presented as agenda item.
6. 16490 Springdale Rd – (KDOT facility)  
The Westland change order was due to the connection to the existing line. Also, tracer wire was included with the plastic service line, but not included in the original tracer wire footage.
  - -\$300 connect to existing service
  - +\$600 for additional 15' of 2" HDPE (@\$40/ft)
  - +26 for additional 65' of tracer wire (@\$0.40/ft)Results in +\$326 over the original bid.

#### Water Distribution Operations

Between July 9<sup>th</sup>, 2015 and July 23<sup>rd</sup>, 2015

- a. Water-Line Breaks: one 8 inch
- b. New Services: none
- c. Service Kills: none
- d. Valves and fire hydrants: none
- e. Service renewals without main replacement: one
- f. Service transfers to new replacement mains: 29

## City of Leavenworth Projects

1. 2<sup>nd</sup> Street Bridge at 3 Mile Creek  
Fill compaction and erosion mat completed on slope. Fence, sidewalk, and pavement are being replaced. Water main is in service.
2. Cherokee and 11<sup>th</sup> St.  
Crews are ready to begin

## **TREATMENT**

### North Plant Summary

1. Scada system – is functioning at 100%, but there are still problems with the reports.
2. Kaaz construction to fix broken slow mix

### 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
3. Kersten started concrete work at Plant 2.

## **GENERAL MANAGER**

- Reviewed and executed the contract for the North Plant fencing project.
- Attended the Cheyenne Transmission Main pre-bid and bid meetings.
- Attended the Centennial Bridge public meeting in Leavenworth on July 23rd.
- Continued working on Master Plan
- Agreement reached with property owner for the Ohio Booster Station Emergency Generator Project. Contracted our surveyor to prepare a legal description of the property to be acquired. Our attorney will be contacted to prepare deed of property purchase. Director Kaaz asked about the purchase price. Joel stated it would cost \$6,000.00 for the property plus legal fees.

EXECUTIVE SESSION

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

**RESOLVED (No. 14554)** At 5:46PM, the Board recessed the regular Board meeting and entered into executive session for 25 minutes to discussion personnel matters.

Upon motion from Director Gervasini, seconded by Director Moulden, the motion was unanimously adopted ....

**RESOLVED (No. 14555)** At 6:15PM, the Board ended the executive session and resumed the regular Board meeting.

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After discussion with the General Manager

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

**RESOLVED (No. 14556)** that the Board approved the performance evaluation and a pay increase for the General Manager.

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

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

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Richard Gervasini, Chairman

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Christi Norris, Secretary