

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 22, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 22, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Davis Moulden, Assistant Secretary

Staff in Attendance

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

Others in Attendance

None

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Gervasini noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

None

BOARD MEMBERS ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz requested the minutes to have more comments from the directors.

APPROVE MINUTES OF
JUNE 8, 2015

Upon motion from Director Wood, seconded by Director Norris and Director Gervasini abstained, the motion was adopted...

RESOLVED (No. 14540) that the Board approved the June 8, 2015 minutes.

CONSIDERATION OF CONSENT
AGENDA FOR:

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

RESOLVED (No. 14541) that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending June 30, 2015 amounting to gross pay of \$80,056.65 (composed of the following withholdings and deductions) Federal Income Tax - \$7,896.37; FICA- \$5,977.00; State Tax - \$2,647.15; KPERS - \$4,779.39, Insurance - \$2,873.77; United Way - \$152.13; Eq-flex - \$1,547.93; PEDC - \$2,824.68; Garnishment - \$755.00; Rent - \$217.50; Misc - \$22.50; KPERS-optional life \$210.00 and Direct Deposit - \$50,153.23, and including the following overtime amounts: Distribution - 62 hours @ \$2,086.34; North Plant - 4 hours @ \$129.48; South Plant - 12 hours @ \$371.49 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$284,878.82, and Special/Special Claims as follows: United Way \$304.26, SASI \$1,791.65 and AXA Equitable \$5,649.36.

PRESENTATION OF PROPERTY INSURANCE RENEWAL (REILLY)	The Board reviewed the Property insurance renewal summary. JR Reilly will present the complete renewal package at the next Board meeting on July 13, 2015.
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MAY FINANCIAL REPORT	<p>Upon motion from Director Kaaz, seconded by Director Norris, the motion was unanimously adopted...</p> <p>RESOLVED (No. 14542) that the Board approved the May Financial Report.</p>
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PRESENTATION OF INFRARED ELECTRICAL INSPECTION RESULTS	The Board reviewed the infrared electrical inspection results. Director Gervasini asked about extreme and severe coding. Staff stated that all electrical work had been done for the extreme and severe codes; but didn't have the total cost yet.
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CONSIDERATION OF BIDS FOR BARREL ROOF AT 601 CHEROKEE	<p>We budgeted \$70K for a barrel roof replacement, but, after inspection the contractors determined and recommended coating instead. Staff received two bids Sunlife Systems Midwest \$31,400.00 and American Roofing Inc \$27,730.00. Upon motion from Director Wood, seconded by Director Kaaz, the motion was unanimously adopted ...</p> <p>RESOLVED (No. 14543) that the Board approved the bid for coating the existing roof from American Roofing Inc in the amount of \$27,730.00.</p>
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STAFF REPORTS

- Administration
 Staff is completing the annual sewer calculations, and working hard to provide good customer service.
- Distribution and Engineering
 Water Distribution Summary
1. Columbia-Spruce to Michigan, Spruce-Columbia to Broadway NPL pulled approximately 1500 feet of 8 inch water main. Crews are potholing utilities crossing Spruce Street to get ready to bore the casing pipe across Spruce.
 2. 16th & Quincy/Olive-14th to Newman/14th St., North of Vilas/Kingman-Quincy to Ohio. Staff asked NPL to prioritize the Columbia project to get the Spruce/Broadway intersection done so the City can finish their paving project.
 3. Thornton St-10th Ave to 5th St. Sent additional details showing pipe material/ size/location at the intersections. Should have design

contract and preliminary estimate for the next meeting.

4. Osage St.-9th St to Broadway. Crew finished water main replacement to 8th Street. Work from 8th St to Broadway will resume after 2nd Street water main is complete.
5. Cheyenne St.-4th St. to 2nd St. Final comments were sent to BG on June 16th.

Water Distribution Operations

Between June 5th, 2015 and June 18th, 2015

- a. Water-Line Breaks: one 2 inch and two 6 inch and one 10 inch
- b. New Services: none
- c. Service Kills: none
- d. Valves and fire hydrants: two
- e. Service renewals without main replacement: none
- f. Service transfers to new replacement mains: three

City of Leavenworth Projects

1. 2nd Street Bridge at 3 Mile Creek – Crews have begun saw cutting the street for the trench. Excavation should begin early next week.
2. Cherokee and 11th St. The City project is back on for this year. They decided to proceed with the original design.

TREATMENT

North Plant Summary

1. Scada system – Pedrotti continues to work on resolving problems. On June 29th, staff started training on the hardware.
Director Gervasini asked if there was a trainer’s guide for the operators to use.
2. Advertising for bids – fence improvements
3. Lime Feeder replacement – IPM started work on June 8th.
Directors asked how hard was it to clear the lime solids out of the primary, and how often does staff run the pump? Staff responded that the pump is run every 2 hours.

South Plant Summary

1. Scada system – Pedrotti continues to work on resolving problems. On June 29th, staff started training on the hardware.
2. Generators – Working on land acquisition.
Director Kaaz inquired about the status for obtaining the easement at

the Booster Station. GM stated he was delayed due to moving, but has continued to negotiate with the owner.

3. Lime feeder replacement – Contractor (IPM Systems) completed work on June 17th.
4. Skylight Replacement – Contractor (Kaaz Construction) completed work on June 9th.

GENERAL MANAGER

- Nicole Lux, HR Consultant received completed JAQ from the employees on June 10th. She is drafting updates, approximately one per day. Overall, it sounds like employees put quite a bit of thought into their responses.
- Reviewed North Plant Fencing Project concept. Made adjustments and assigned Staff Engineer to produce bid documents.
- KMU continues to hold monthly safety training meeting with staff.

Update on waterline damaged caused by American Water's sewer line contractor. GM sent a letter to contractor, but no response. Director Gervasini ask for a copy of the letter so he can give it to Jack Walker, Garrison Commander at Ft Leavenworth.

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

Approved _____ 2015

Richard Gervasini, Chairman

Christi Norris, Secretary