

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 11, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 11, 2016 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  
Greg Kaaz, Member  
William Daniels, Member

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

None

##### **Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Jeffrey Arnold, Manager of Plants  
Dennis Baragary, Manager of Distribution  
Kayla Manning, Engineer, PE  
Gary Simanowitz, South Plant Superintendent  
Sue Barnes, Administrative Assistant

##### **Others in Attendance**

Ron Wagner, Lexeco  
Matt Kaaz, Lexeco

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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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NEW BOARD  
MEMBER/OATH OF  
OFFICE

William Daniels was recognized as the new board member and sworn into office by Chairman Gervasini.

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ELECTION OF OFFICERS

Chairman  
Greg Kaaz was nominated by Director Norris, seconded by Director Wood

Vice-Chairperson  
Teresa Wood was nominated by Director Kaaz, seconded by Director Norris

Secretary  
Christy Norris was nominated by Director Kaaz, seconded by Director Wood

Assistant Secretary  
William Daniels was nominated by Director Gervasini, seconded by Director Norris  
Upon all the motions, they were unanimously adopted ...

**RESOLVED (No. 14636)**, that the Board approved to elect the slate of officers as nominated. The new officers then assumed their positions.

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REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

NONE

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CONSIDERATION OF  
ADJUSTMENT TO  
CONSTRUCTION METER  
INVOICE

Director Kaaz absented himself from the Board room during the following discussion LEXECO Inc. has requested an adjustment for fire hydrant meter rental from Oct. 16, 2015 to Dec 22, 2015. They rented a meter for the City demolition project @ 2<sup>nd</sup> & Delaware and then did not need to use it due to rainfall. Since the Board's policy on fire hydrant rentals has changed, they are asking for relief. Upon motion from Director Norris, seconded by Director Wood, that we refund 50% of the \$1,980.00 rental fee, applying the refund as a credit to LEXECO's bill. Motion passed 4-0. Director Kaaz returned for the remaining of the meeting.

**RESOLVED (No. 14637)**, that the Board approved to refund 50% of the \$1,980.00 rental fee to LEXECO.

BOARD MEMBERS ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Kaaz welcomed Billy Daniels to the Board and suggested he take a tour of the plant.  
Director Kaaz asked about the lime residual accrual, and staff stated two lagoons were full. Staff suggested the Water Department obtain a long term commitment with Blazer Excavating for lime residual removal.

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APPROVE MINUTES OF MARCH  
14, 2016 AND MARCH 28, 2016

Upon motion from Director Norris, seconded by Director Wood, the minutes for March 14, 2016, and March 28, 2016, unanimously adopted ...

**RESOLVED (No. 14638)**, that the Board approved the March 14, 2016 and March 28, 2016 minutes.

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CONSIDERATION OF CONSENT  
AGENDA FOR:

Director Norris will come in prior to the meeting and review claims.  
Upon motion from Director Kaaz, seconded by Director Wood, unanimously adopted ....

A. PAYROLL DISBURSEMENT

**RESOLVED (No. 14639)**, that the Board approved:

A. The payroll for the period ending April 15, 2016 amounting to gross pay of \$78,256.30 (composed of the following withholdings and deductions) Federal Income Tax - \$7,750.11; FICA- \$5,828.30; State Tax - \$2,586.85; KPERS - \$4,660.20, Insurance - \$3,035.16; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$22.50; Direct Deposit - \$48,909.57, and including the following overtime amounts: Distribution - 13.50 hours @ \$438.16; North Plant – 20 hours @ \$572.28; South Plant – 4 hours @ \$113.04 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$185,001.34, Special Claims \$227,212.17 and Special/Special Claims as follows: Patrick Garrett \$70.00, Shawn Higgins \$70.00, Christine Owens \$70.00, Jeffrey Piche \$70.00, Jeffrey Piche \$70.00, Neil Seichepine \$70.00, Tony Visocsky \$70.00, Scott Watkins \$70.00, AT&T Mobility \$624.36 and SASI \$1,735.81 the check be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF FEBRUARY  
FINANCIAL REPORT

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

**RESOLVED (No. 14640)**, that the Board approved the February Financial Report.

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CONSIDERATION OF WESTAR  
EASEMENT AT SOUTH PLANT

As a result of our emergency generator project at the South Plant, Westar Electric would like to change the arrangement of some power lines on our property. Currently, a single phase overhead line extends from near our metering point northward to serve a mausoleum on the cemetery property. Westar would like to relocate this to our west property line from Highway 5 to our north property line and put the power line underground. They have stated they would do this at their cost if we and the City would grant them a ten foot wide easement along our west property line.

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

**RESOLVED (No. 14641)**, that the Board recommends approval an underground easement to Westar Electric by the City Commission.

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CONSIDERATION CONTRACT  
FOR HYDRAULIC MODEL WITH  
BG CONSULTANTS

A hydraulic model would be beneficial to the Water Department to verify pipe sizes for future main replacement work. A model would also help evaluate future storage locations. BG Consultants uses EPANET for their hydraulic modeling. BG Consultants provided a cost estimated for the working model not to exceed amount of \$24,000.00.

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

**RESOLVED (No. 14642)**, that the Board approved the service agreement contract with BG Consultants for \$24,000.00 and authorize the General Manager to execute it.

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CONSIDERATION OF CONTRACT  
WITH NAPIER ENGINEERING  
FOR CHEROKEE MAIN  
REPLACEMENT

The City intends to mill and overlay Cherokee Street from Esplanade to Lawrence Ave. They have agreed to hold off for a year so that buried utilities can address their infrastructure. We have several issues involved, and management prefers to contract the work rather than attempt it in-house. Our preliminary cost estimate for approximately 3,000 feet of main replacement approaches \$600,000.00. We contacted Napier Engineering to help in preparing plans to bid the project, their scope of service and pricing is \$12,300.00.

Upon motion from Director Norris, seconded by Director Daniels, it

was unanimously adopted ....

**RESOLVED (No. 14643)**, that the Board approved the agreement with Napier Engineering in the amount of \$12,300.00 and authorize the General Manager to execute it.

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PRESENTATION OF PROPOSED  
WATER LINE FOR INDUSTRIAL  
PARK

The Water Department was approached by the Leavenworth County Port Authority about their plans to develop an industrial park in Leavenworth on property adjacent to the existing industrial park at 13<sup>th</sup> and Eisenhower. Their plan is to develop about ten building ready parcels on approximately eighty acres just west of the existing industrial park. They are asking if the Waterworks Board would bear the cost of installing an appropriately sized water main to serve the park.

The Board gave a consensus to support the project, provided the development occurred within the next 3 years.

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Administration

- Social media for Waterworks – Facebook
- Sewer calculations for winter quarter
- Tower donations – first half payments

Water Distribution Summary

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St – Contract documents have been received. Work is planned to begin around May 1<sup>st</sup>.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Stark Boring has submitted all documentation. Work is planned to begin end of April/ first of May.

City Projects

- City moved Cherokee Street re-surfacing project to 2017, due to funding constraints and to allow us to replace the 100+ year old 4-inch cast iron water main.
- Section of water main removed for Ottawa arch and road repair is being reinstalled.
- Staff is in touch with contractor for 11<sup>th</sup> Street Bridge and will install new pipe over new bridge soon.
- Staff abandoned and replaced several meter pits for the City sidewalk project.

Water Distribution Operations

Between March 9th, 2016 and April 6th, 2016 the following water-distribution activities have occurred:

- Valves and Fire Hydrants: one repair 4-inch valve
- Water line breaks: one 2-inch
- Radio read installations: 152 meters replaced
- Service Kill: one

North Plant Summary

- Atronic has finished video installation. Training is pending.
- IMI finished replacing paddle arms on south slow mix.
- Intake ladder installation complete.

South Plant Summary

- Generators – plans and specs to Drexel March 11<sup>th</sup>. Bids April 19<sup>th</sup>.
- Video installation complete. Training pending.
- Swann finished painting sludge building.

GENERAL MANAGER

- KMU Safety training was held March 14<sup>th</sup> and April 11<sup>th</sup>.
- The Consumer Confidence Report has been certified to the State. Printing and publishing cost was less than \$50.00 due to the color copier.
- National Drinking Water Week is May 1<sup>st</sup> to the 7<sup>th</sup> this year. The Mayor will read a Water Proclamation on April 26<sup>th</sup>.
- Several employees have asked about the possibility of increasing the amount of sick leave paid out upon retirement.
- Plan to attend the KMU conference and the AWWA conference.

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

Approved \_\_\_\_\_ 2016

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Greg Kaaz, Chairman

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Christi Norris, Secretary