

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 13, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 13, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048, via video teleconference due to the stay-at-home order and the safety of board members and staff.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman

Eric Peterson, Secretary

Storm Savage, Assistant Secretary (joined by phone at 5:15 pm)

Christi Norris, Vice Chairman

Directors Absent (Excused)

William Daniels (technical difficulties)

Staff in Attendance

Joel Mahnken, General Manager

Kayla Manning, Staff Engineer

Neil Seichepine, Treatment Manager

Dennis Baragary, Distribution Manager

Others in Attendance

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

REQUEST, COMMENTS,
PETITIONS BY MEMBERS OF
THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
MARCH 9, 2020 AND
MARCH 23, 2020

Upon motion from Director Norris, seconded by Director Peterson, motion passed 3-0.

RESOLVED (No. 15056), that the Board approved minutes from March 9, 2020 and March 23, 2020.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Norris, motion passed 3-0...

A. PAYROLL
DISBURSEMENT OF APRIL
15, 2020

RESOLVED (No. 15057), that the Board approved:

A. The payroll for the period ending April 15, 2020 amounting to gross pay of \$84,158.88 (composed of the following withholdings and deductions) Federal Income Tax - \$5,936.04; FICA- \$6,300.35; State Tax - \$3,358.07; KPERS - \$4,962.23; KPERS-back \$125.49, Insurance - \$2,689.77; United Way - \$145.50; Eq-flex - \$1,501.21; PEDC - \$2,265.00; Misc - \$237.50, Garnishment \$210.50, Deposit - \$56,308.98 including the following overtime amounts: Distribution 26 hours @ \$1,000.13; North Plant 7 hours @ \$229.53 and South Plant 28 hours @ \$798.00 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. Regular Claims, \$641,834.65, Special Claims \$289,301.61 and Special/Special Claims as follows: Evergy \$35,588.98, KGS \$1,331.90, AFLAC \$1,046.34, Home Depot \$159.11, Tractor Supply \$224.93, AT&T Mobility \$1,048.15, AT&T \$383.97, Walmart \$38.97, Postmaster \$3,000.00, checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
FEBRUARY FINANCIAL
STATEMENTS

Upon motion from Director Norris, seconded by Director Peterson, the motion passed 3-0.

RESOLVED (No. 15058), that the Board approved the February 2020 Financial Statements.

CONSIDERATION OF
CHANGE ORDER AND
FINAL PAYMENT FOR
NORTH PLANT RETAINING
WALL PROJECT

Mega Industries finished the Retaining Wall Project. A change order for additional concrete was agreed upon by the contractor, consultant and staff to address maintenance issues. The General Manager agreed to the additional concrete, at cost, up to 80 cubic yards. Only 30 cubic yards were required. Staff and the consultant have completed the walkthrough and are happy with the work. The final pay application has been submitted including the change order for \$3,187.50, for a final payment of \$78,971.50.

Upon motion from Director Norris, seconded by Director Peterson, the motion passed 3-0.

RESOLVED (No. 15059), that the Board authorized the General Manager to execute the change order for \$3,187.50 and final payment of \$78,971.50 be made to Mega Industries Corp.

DISCUSSION REGARDING
RESPONSE TO COVID-19

Operations are continuing as usual, with the following exceptions: no disconnects due to Governor's Executive Order and staff shifts have been adjusted to minimize exposure between staff and public.

With the expectation of the recovery extending into summer and projected unemployment of 10 to 15 percent, collecting on bills will be very difficult. Director Gervisini recommended following a simple procedure for relief. An option to consider would be increased donations to a charitable organization with the donations to be used for residential water payments. Staff is to develop a detailed procedure for Board consideration.

Staff also asked if there were any news on military redeployments. Director Savage noted that as of Saturday, all redeployments have been placed on hold.

DIVISION REPORTS

WATER DISTRIBUTION PROJECTS

1. Stoneleigh Ct and 18th St (2020)
Will wait to bid until after stay-at-home order.
2. Dakota Waterline Replacement Project (2020)
NPL is running about 2 weeks behind.

County/City Projects

1. Eisenhower Road Project
Nothing new.
2. Thornton Road Project
Staff is in contact with Kissick about possible conflicts.
3. Misc. Stormwater Projects and Sanitary I/I
Nothing new.

Water Distribution Operations

Between March 18th, 2020 and April 9th, 2020, the following water-distribution activities have occurred:

- a) Service Renewals without Main Replacement: (1)
- b) Service Kills: (2)
- c) Water Line Breaks: (3)

TREATMENT PLANT SUMMARY

Ohio Street Booster Station
Nothing New

North Plant Summary

1. Capital Electric installed new sump pump at intake.
2. Douglas pump scheduled to complete on pump at the intake.

South Plant Summary

1. Mid-America Valve installed new actuator for the HSP #2.
2. Layne started on laterals.
3. Levee repair starting April 9th.

GENERAL MANAGER'S REPORT

- Reviewed the 90 percent plans and specifications for the HCW Wellhouse construction. With a few minor alterations, they are ready to submit to KDHE for approval.
- Dealing with COVID-19

ADJOURNMENT

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

Approved _____ 2020

Richard Gervasini, Chairman

Eric Peterson, Secretary