

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON APRIL 25, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 25, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

---

ATTENDANCE

**Directors in Attendance**

Greg Kaaz, Chariman  
Teresa Wood, Vice Chairman  
Christi Norris, Secretary  
William Daniels, Assistant Secretary  
Richard Gervasini, 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  
Eric Peterson, Distribution

**Others in Attendance**

Denise Eggers, RWD #12  
Jeff Logan, RWD #12  
Mike Nicholas, RWD #12  
Dustin Thornton, Kersten Concrete

---

CALL TO ORDER

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

---

---

ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Chairman Kaaz noted that a quorum was present.

---

---

---

REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF THE  
PUBLIC

Jeff Logan, Denise Eggers and Mike Nichols, representatives from RWD#12 came to thank the Board and meet the new Board members. Mr. Logan stated that 90% of RWD #12's water is being purchased from Leavenworth Water and they were very happy with our water quality. Also, Mr. Logan, extended an invitation to our Board members to attend RWD #12 board meetings held on the 3<sup>rd</sup> Monday of every month; their annual is in February.

Chairman Kaaz thanked them for their business.

Dustin Thornton the operation manager for Kersten Concrete came to thank the Board for their business and to let the Board know they were doing their best to keep cost down.

---

---

APPROVE MINUTES OF APRIL  
11, 2016

Director Norris corrected the minutes, adjustment to construction meter invoice passed 3-1.

Upon motion from Director Norris, seconded by Director Daniels, the minutes of April 11, 2016, unanimously adopted ...

**RESOLVED (No. 14644)**, that the Board approved the April 11, 2016 minutes.

---

CONSIDERATION OF  
CONSENT AGENDA FOR

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

**RESOLVED (No. 14645),** that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending April 30, 2016 amounting to gross pay of \$78,579.75 (composed of the following withholdings and deductions) Federal Income Tax - \$7,756.03; FICA- \$5,853.13; State Tax - \$2,591.04; KPERS - \$4,694.51, Insurance - \$3,085.13; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$22.50; Sec Life \$184.00; Direct Deposit - \$48,929.80, and including the following overtime amounts: Distribution - 11.50 hours @ \$425.52; North Plant – 10.0 hours @ \$302.51; South Plant – 10.50 hours @ \$354.35 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$303,546.73 and Special/Special Claims as follows: AT&T \$613.68, KS Gas \$1,081.13, Westar \$36,825.21, KS-AWWA \$75.00, and Chamber of Commerce \$80.00 the checks be drawn on the Revenue Fund for their respective amounts.

---

CONSIDERATION OF MARCH  
FINANCIAL REPORT

Director Kaaz stated DC issues comments should be explained in detail.

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

**RESOLVED (No. 14646),** that the Board approved the March Financial Report.

---

CONSIDERATION OF BIDS FOR  
GENERATORS AT SOUTH PLANT  
AND BOOSTER PUMP STATION

On April 19<sup>th</sup> we opened bids for the installation of an emergency power generator at the South Plant and one at the Ohio Street Booster Station. Cassell and Associates, Inc, our engineering firm reviewed the bids and recommended to award the project to Capital Electric at a bid price of \$1,060,235.05. Staff concurred with the recommendation to award the bid to Capital Electric.

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

**RESOLVED (No. 14647),** that the Board award the project to Capital

Electric for \$1,060,235.05 and to authorize the General Manager to execute the contract.

---

CONSIDERATION OF BIDS FOR TUCKPOINTING AT NORTH PLANT

The North Plant is in need of some brick, stone and minor concrete repairs on the main building and one of our outbuildings (Carbon building). The last plant restoration and waterproofing was done by Mid-Continental in 1996.

The South Plant was looked at also and was determined by staff and contractor expertise that repairs could wait another 4 to 5 years. Pricing for South Plant repairs was requested and received.

Three bids were requested, one company contacted did not show up for meeting to look at plants (Pishny Restoration Services, Lenexa, KS.) Mid-Continental Restoration Co, Inc was the low bid at \$60,737.00 with additional brick above 200 at a rate of \$32.00 per brick.

Director Gervasini stated the North Plant should be treated as a historical building and not sand blasted.

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

**RESOLVED (No. 14648)**, that the Board approved the low bid by Mid-Continental Restoration Co, Inc for \$60,737.00 with additional brick above 200 at a rate of \$32.00 per brick.

---

CONSIDERATION OF DESIGN BY BG CONSULTANTS FOR WATERLINE REPLACEMENT ALONG SPRUCE WEST OF TERRACE (for 2017)

Spruce Street, has had many breaks on the old cast iron pipe between 17th St and Terrace. Terrace to 15th Street is only 4" diameter pipe which does not provide adequate fire protection. New 12" ductile iron pipe main heading east from 20th Street was installed in 1996. The model will be used to determine the pipe diameter between the 12" pipe connection east of 20th Street and the 16" main at Terrace. For the cost estimate, we are assuming 12" diameter pipe.

Multiple breaks have also occurred just south of Spruce, along Madison, many in the pavement. 14<sup>th</sup> Street and 15th Street have also had numerous breaks and do not have fire protection. Kenton does not have a circulating main. These areas will be addressed at the same time, which will simplify construction and permitting along the state highway.

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

**RESOLVED (No. 14649)**, that the Board authorized staff to proceed with the not to exceed base fee of \$100,000.00 and an additional not to exceed amount of \$10,000.00 as needed for permitting and construction administration.

REVIEW OF EMPLOYEE  
BENEFITS

Currently, the Board records the vacation time and one-third of the sick leave as an accrued benefit on the balance sheet. Any increase in the sick leave payout would increase this number (an increase to 40% payout would increase it by \$70,000 to \$75,000).

However, if employees do their best to maximize the sick leave they accrue you would possibly see a decrease in short term expenses in filling the void left when they take sick leave. When combined with the near-term benefit of the Health Recognition Award, adding a better long-term benefit might encourage minimizing the use of sick leave. Director Daniels noted the need for an incentive to minimize sick time. The Board tabled a decision, but asked for actual employee hours with dollars.

---

Administration

- Social media for Waterworks – Facebook
- Sewer calculations for winter quarter
- March Financial Statements

Water Distribution Summary

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St – Starting soon.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Starting soon.
- Cherokee Street – Staff met with Napier Engineering and survey is ready to begin.
- Spruce St – 19<sup>th</sup> to Terrace – BG Consultants prepped a concept drawing and cost estimate.
- Miami St – 8<sup>th</sup> to 10<sup>th</sup> – LWD crews have installed the first stretch of pipe and are waiting for samples to show water quality is ok.

City Projects

- 2<sup>nd</sup> Street Bridge – Staff will talk with Transystems about the 10-inch waterline.
- Poplar intersection bid thru KDOT April 20<sup>th</sup>, 2016.
- Cherokee and Broadway intersection – no changes to storm anticipated.
- Cherokee and 11<sup>th</sup> Street Bridge – waiting on bridge to reinstall pipe
- Eisenhower Road – Design Engineer will stay in close contact with utilities as design begins.

Water Distribution Operations

Between April 6th, 2016 and April 20th, 2016 the following water-distribution activities have occurred:

- New water connection: one
- Water line breaks: none
- 2 employees going to shoring training in Salina (Wed/Thurs)
- Talked with Fire Department on future confined space training held locally, and new employee hydrant training.

North Plant Summary

- Nothing new

South Plant Summary

- Generators – bid evaluation pending by Cassell and LWW.
- Nothing new

GENERAL MANAGER

- Worked with Cassell & Associates on finalizing bid opening for Emergency Generator Project.
- Reviewed data request from Black & Veatch for the Horizontal Collector Well feasibility study.
- Reviewed and updated benefit comparison with City of Leavenworth, Leavenworth County, School District, and City of Lansing.
- Met with Steve Blaser, Blaser Excavating, LLC to begin discussions about a longer term agreement for lime solids disposals from the South Plant.
- Received Kansas Water Fluoridation Quality Award for 2014
- Will be at KMU annual meeting, Tuesday afternoon thru Friday on next week.
- Meeting with City Commissioners tomorrow for Water Week Proclamation and Westar easement.

---

EXECUTIVE SESSION

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

**RESOLVED (No. 14650)**, at 6:05 PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters for thirty minutes.

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

**RESOLVED (No. 14651)**, at 6:35PM the Board ended the executive session and resumed the regular board meeting.

---

ADJOURNMENT

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

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

---

Greg Kaaz, Chairman

---

Christi Norris, Secretary