

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON AUGUST 14, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 14, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Christi Norris, Secretary
William Daniels, Assistant Secretary (by phone)
Richard Gervasini, Member

Directors Absent (Excused)

Teresa Wood, Vice Chairman

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Dennis Baragary, Manager of Distribution
Gary Simanowitz, Manager of Plants
Kayla Manning, PE, Engineer

Others in Attendance

None

CALL TO ORDER

Director Kaaz called the meeting to order at 5:05 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Kaaz noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

APPROVE MINUTES OF
JULY 24, 2017

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of July 24, 2017, motion passed 4-0 ...

RESOLVED (No. 14794), that the Board approved the July 24, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

Upon motion from Director Norris, seconded by Director Gervasini, the consent agenda, motion passed 4-0 ...

A. PAYROLL DISBURSEMENT
OF AUGUST 15,2017

RESOLVED (No. 14795), that the Board approved:

A. The payroll for the period ending August 15, 2017 amounting to gross pay of \$90,304.18 (composed of the following withholdings and deductions) Federal Income Tax - \$8,656.79; FICA- \$6,764.42; State Tax - \$3,586.21; KPERS - \$5,339.38; KPERS-buyback \$152.26, Insurance - \$2,150.83; United Way - \$171.71; Eq-flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$875.00; Misc - \$25.00 and Deposit - \$58,291.71 including the following overtime amounts: Distribution - 189 hours @ \$6,181.72; North Plant – 14 hours @ \$405.28; South Plant – 26 hours @ \$732.27 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$274,971.52; Specials Claims \$220,442.13 and a Special/Special Claim as follows: SASI \$217.84, KS Gas Service \$187.30, KDHE-Bureau of Water \$25.00, Westar Energy \$45,030.78, St Luke’s Medical Group \$366.00, AT&T \$285.00,

Home Depot \$587.40, Water Protection Fee \$17,259.75, City of Leavenworth \$13,912.84 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF BIDS FOR BUSINESS PARK WATERLINE

Director Kaaz recused himself from the Board and remained in the room as a member of the public. Director Gervasini took over as Chairman. On August 8th bids were opened for the Leavenworth Business & Technology Park water line project. With nine submittals, the bids were highly competitive with excellent results. The low bid was by Lexeco, Inc at \$409,702.10, as well as the Alternate #1 at \$23,897.00. Alternate #1 consist of three cross-road carrier pipes for the installation of future service/fire lines from the west side of 14th Street to the east side. They are centered on fire hydrants. The carrier pipes would also be capped and installed with flowable fill in the trench under pavement areas per City requirements. However, since two of the locations must be deep enough to avoid the storm sewers being installed, the connections to the main will require excessive fittings. There is also no reason to believe that these carrier pipes will be in the right location as future property lines will be located on an as needed basis. Staff believes that service/fire lines can best be installed by horizontal directional drilling when and where they are needed in the future. Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 3-0.

RESOLVED (No. 14796), that the Board award the Leavenworth Business & Technology Park Water Line to Lexeco, Inc., in the amount of \$409,702.10 and authorize the General Manager to execute the contract. After the motion and vote, Director Kaaz returned as Chairman.

DIVISION REPORTS

ADMINISTRATION

- Worked on July Financial Statements
- Tested internet billing platform
- PTF – IBM
- PTF – Superion
- Met with health insurance rep

WATER DISTRIBUTION SUMMARY

- Cherokee Street Waterline Replacement
Pipe has been laid to mid-block between 7th and Broadway. Pipe has been chlorinated to 7th Street and will be ready for service transfers next week.

Spruce St – 19th to Terrace Waterline Replacement (2017)

Westland pulled the next section of pipe, approximately 500 feet.

Kiowa Street – 9th St to 13th St

Services, disconnections and cleanup should be finished in the next week.

Osage Street – 5th St to 6th St to Broadway

Crews will start working on Osage Monday.

5th Ave – Spruce to Thornton

Survey is complete

Main Replacement Osage to Cherokee, 20th to 15th

Survey is complete

City Project Summary

1. 2nd Street (Choctaw) Bridge

New waterline has been installed. Due to unsupported span, water will not be added until backfill for bridge is brought up.

2. Lakeview and Pleasant

Project is finished.

3. Industrial Park

See bid in main agenda.

Water Distribution Operations

Between July 20th, 2017 and August 11th, 2017 the following water-distribution activities have occurred:

- New Water Service Connections: one on 21st Street
- Service Kills, Relocations or Repairs: one kill on Pine
- Service Transfers to New Replacement Mains: one on Lakeview
- Water line breaks: two 2-inch, one 4-inch and one 6-inch

Ohio Street Booster Station

Generator: Nothing new to report

North Plant Summary

1. Continued working on budget and CIP for 2018
2. Douglas Pump installing pump #3 inside intake and repairing exterior railing that has been damaged from river debris.

South Plant Summary

- Generator: Training on generator fuel system was conducted on Monday 24th
- Continued working on budget and CIP for 2018.
- Contacted Blaser Excavating to start cleaning the North West lagoon.
- Worked on painting and repairs to Pilot Knob cottage.

GENERAL MANAGER'S REPORT

- Reviewed and approved several Performance Evaluations
- Reviewed information from J. R. Reilly on insuring the Pilot Knob Reservoir. To add the reservoir to the property insurance at \$5 million and to increase the earthquake insurance to \$2 million to \$5 million, he estimates it would be an additional premium of \$9,500 to \$10,000 per year. I do not recommend pursuing this.
- Attended the Business & Technology Park's water line pre-bid meeting and performed the bid opening. Obtained an easement from the Leavenworth County Port Authority at the north end of the 13th Street right-of-way in the Gary Carlson Business Part to accommodate the B&T Park water line construction.
- Worked on updating the Pilot Knob Caretaker's Agreement, contacted a lawyer with Stinson, Leonard, & Street for review and advice.
- Began work on the 2018 budget, updating worksheets.
- Received a draft Statement of Work for a Potable Water Interconnect Agreement for Fort Leavenworth.

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary