

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON DECEMBER 9, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, December 9, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Christi Norris, Assistant Secretary
Eric Peterson, Secretary
Greg Kaaz, Member
Storm Savage

Directors Absent (Excused)

William Daniels, Chairman
Richard Gervasini, Vice Chairman

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Neil Seichepine, Manager of Plants
Dennis Baragary, Manager of Distribution
Heather Allison

Others in Attendance

None

CALL TO ORDER

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

SWEARING IN OF NEWLY ELECTED MEMBERS	The newly elected board members, Storm Savage and Chris Norris were sworn in. After new members were sworn in, the Board thanked Director Kaaz for his participation for serving on the board. He then left the meeting.
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ROLL CALL, ANNOUNCEMENT OF QUORUM	Director Peterson noted that a quorum was present.
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REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC	None
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BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
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ELECTION OF OFFICERS FOR 2020	Tabled by the Board until the January 13, 2020 meeting.
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APPROVE MINUTES OF NOVEMBER 25, 2019	Upon motion from Director Norris, seconded by Director Peterson, motion passed 3-0... RESOLVED (No. 15021) , that the Board approved the November 25, 2019 minutes.
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CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Norris, motion passed 3-0...
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A. PAYROLL DISBURSEMENT OF DECEMBER 15, 2019	RESOLVED (No. 15022) , that the Board approved: A. The payroll for the period ending December 15, 2019 amounting to gross pay of \$123,234.42 (composed of the following withholdings and deductions) Federal Income Tax - \$13,625.86; FICA- \$9,275.73; State Tax - \$5,559.35; KPERS -\$7,185.67; KPERS-back \$219.49, Insurance - \$2,173.14; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$2,362.50; Misc - \$240.00, Garnishment \$552.19, check \$4.93 and Deposit - \$80,483.75 including the following overtime amounts: Distribution 21 hours @ \$733.03; North Plant 61 hours @ \$1,960.31 and South Plant 48 hours @ \$1,750.62 be approved and disbursements made from the Revenue
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Fund for their respective amounts.

- B. PAYMENT OF CLAIMS B. The Regular Claims \$95,662.62, Special Claims \$239,783.63 and Special/Special Claims as follows: Evergy \$37,770.93, Kansas Gas \$1,555.67, AT&T \$373.10, AXA Equitable \$4,725.00, Butler & Associates \$236.44, KDHE-Bureau of Water \$35.00 checks be drawn on the Revenue Fund for their respective amounts.

2020 TOWER FUND DONATIONS

The Board authorized the charitable donations made from the Tower Fund with a \$500.00 increase to The Guidance Center. Upon motion from Director Norris, seconded by Director Peterson, motion passed 3-0...

RESOLVED (No. 15023), that the Board authorized the amended list for tower fund donation.

CONSIDERATION OF BACKUP POWER AT WELLFIELD

After reviewing Black & Veatch’s Wellfield Resiliency Study, the best plan of action for power supply redundancy is a small generator unit of 300 to 350 kW. This would be able to run one of the pumps and handle minimum auxiliary load. B&V has included this in other collector well projects so the design would be in the details rather than starting from scratch. The preliminary cost estimate for a generator would be between \$400,000 and \$500,000.

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

RESOLVED (No. 15024), that the Board include a backup electrical generator into the design of the Horizontal Collector Well Project.

CAISSON LATERAL PROJECT – CHANGE ORDER NUMBER 1 - ADDITIONAL DAYS -

Due to the flooding and delays in undergrounding the Wellfield power line, Layne Christensen requests 25 additional days to the contract.

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

RESOLVED (No. 15025), that the Board authorized the General Manager to execute change order number 1, for 25 additional calendar days.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Year-end items

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Kersten's is finishing up restoration, focusing on the areas in the December 8th Vintage Homes Tour.
2. Stoneleigh Court and 18th St (2020)
The contract with Benesch has been signed.

City Projects

1. Eisenhower Road Project
Nothing new.
2. Thornton Road Project
Staff is installing insertion valves for 2nd Ave relocations.
3. Misc Stormwater Projects and Sanitary I/I
Nothing new

Water Distribution Operations

Between November 20th, 2019 and December 4th, 2019, the following water-distribution activities have occurred:

- a) Water Line Breaks: four 2-inch
- b) New Water-Service Connections: one

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Finished new drain line project

South Plant Summary

1. Layne working on Collector Well site.

GENERAL MANAGER'S REPORT

- Mediation with OWS on water main projects tentatively scheduled for January 16th.
- Registered for the AWWA/WEF Utility Management Conference the last week in February, 2020.
- Reviewed alternate power supply options for the wellfield.
- Met with Noash Construction and Neptune Project Managers outside for the AMI installation.
- Tested Fort Leavenworth's meter
- December 20th – Pat Garrett's retirement luncheon, 11:30AM – 1:00PM

