

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON FEBRUARY 11, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 11, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Richard Gervasini, Vice Chairman (till 5:20)
Eric Peterson, Secretary
Christi Norris, Assistant Secretary

Directors Absent (Excused)

Greg Kaaz, Member

Staff in Attendance

Joel Mahnken, General Manager
Kayla Manning, Staff Engineer
Neil Seichepine, Manager of Plants
Lisa Boorem, South Plant Superintendent

Others in Attendance

None

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Daniels noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Daniels inquired about the Contract Documents.

At 5:20 pm, Director Gervasini left the meeting for another appointment.

APPROVE MINUTES OF
JANUARY 28, 2019

Upon motion from Director Norris, seconded by Director Peterson, the minutes of January 28, 2019 were approved, motion passed 3-0...

RESOLVED (No. 14910), that the Board approved the January 28, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
FEBRUARY 15, 2019

RESOLVED (No. 14911), that the Board approved:

A. The payroll for the period ending February 15, 2019 amounting to gross pay of \$83,858.33 (composed of the following withholdings and deductions) Federal Income Tax - \$6,821.97; FICA- \$6,285.52; State Tax - \$3,276.95; KPERS -\$4,974.93; KPERS-back \$125.82, Insurance - \$2,233.34; United Way - \$139.50; Eq-flex - \$1,447.62; PEDC - \$2,522.50; Misc - \$242.50 and Deposit - \$55,787.68 including the following overtime amounts: Distribution 41.50 hours @ \$1,361.72; North Plant 16 hours @ \$516.12 and South Plant 4 hours @ \$144.30 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$112,672.39, Special Claims \$248,483.13 and Special/Special Claims as follows: AT&T Mobility \$753.53, Home Depot \$1,517.76, Tractor Supply \$536.56, Verizon Wireless \$160.04, KS Gas \$3,496.63, Westar Energy \$42,869.49 and AT&T \$366.68

checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF BIDS FOR SANDERS AND HIGH ST WATERLINE REPLACEMENT

Director Daniels inquired about references for the low bidder, Engemann Drainage Co. Inc. Staff reported that they had worked with one of our consultants on several waterline and sewer line projects in the region, and they had good experiences and didn't have any reservations about them. Staff also spoke with the president about crew availability and expected start time, and crews will be ready. Upon motion from Director Norris, seconded by Director Daniels, the motion passed 3-0.

RESOLVED (No. 14912), that the Board authorized the General Manager to award the contract to Engemann Drainage Co. Inc. in the amount of \$423,680.00.

CONSIDERATION OF HIGH-SERVICE PUMP AIR HANDLING UNIT REPAIR, SOUTH PLANT

The south plant high-service pump room west air handling unit recently failed and needs to be repaired or replaced. Bids were requested, for repair and replacement with 3 responses. Due to age, parts are no longer available and must be specially manufactured, causing delay and extra expense. Staff showed pictures of the failed unit and the other recently repaired unit. With signs of wear already showing on the repaired unit, staff would prefer to replace the unit, and would like to consider replacing both units. Upon motion from Director Daniels, seconded by Director Peterson, the motion passed 3-0.

RESOLVED (No. 14913), that the Board approved the bid for US Engineering for the replacement of both units at a total cost of \$64,000.

CONSIDERATION OF MIXERS FOR THE PILOT KNOB RESERVOIR

Installation of mixers in the Pilot Knob Reservoir is budgeted for this year's capital improvements. There have been issues with stratification of the stored water in the tank which negatively affects water quality. Staff is recommending the PAX PWM400 mixers to minimize disruption of the Pilot Knob Reservoir Structure. The installation will occur as part of tank cleaning this spring.

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

RESOLVED (No. 14914), that the Board approved the purchase of two PAX PWM400 water tank mixers and related equipment from PAX Water Technologies for \$64,700.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on January Financial Statements
- Processed tax reports
- Computer installations

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
No progress due because of snow, ice and cold. They have been responding to concerns.
2. Cherokee to Osage 15th to 20th (2018)
They poured some concrete drive crossings. They have been responding to concerns.
3. Lecompton Road Watermain Design Memo (2019)
Nothing new.
4. Sanders and High Street Watermain Replacement (2019)
See agenda H.
5. Dakota Street Area Watermain Replacement (2019)
Plans are almost ready.

City Projects

1. Eisenhower Road Project
Nothing new.

Water Distribution Operations

Between January 24th, 2019 and February 7th, 2019 the following water-distribution activities have occurred:

1. Water line breaks: two
2. Frozen meter: 3
3. Frozen pipes on customer side: 18
4. Service repairs and relocations: 2

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

1. JCI about installing ladders and mixers in Pilot Knob reservoir
2. Met with Capital Electric about getting power to Pilot Knob.

North Plant SummaryCont

Continuing to work with Suez to finalize the TOC analyzer.

South Plant Summary

1. Gave Stigers Inc. the revised easement contract to look over.
2. Met with Layne and Black & Veatch on caisson project.

GENERAL MANAGER'S REPORT

- Worked on HCW project.
 - Worked on Stiger Island Farms easement
 - Prepared contract documents for the Power Line Relocation project. Bid opening set for February 20th.
 - Reviewed 90% construction contracts for the Caisson and Laterals.

- The KRWA Annual Conference is March 26th to 28th. Space is still available if Board Members are interested in attending.
- March 12th will be attending a Missouri River Regional Advisory Committee meeting in Atchison.
- Have tried to contact The Builder's Association regarding Safety Policy preparation. No response to date.

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

Approved _____ 2019

William Daniels, Chairman

Eric Peterson, Secretary