

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON FEBRUARY 25, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 25, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Richard Gervasini, Vice Chairman
Eric Peterson, Secretary
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Staff in Attendance

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

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 Norris asked about meeting with City on land disturbance permits. Currently, the contractor is responsible for their own land disturbance permit. The general consensus of the Board was that Waterworks needs to inspect and document Contractor's land disturbance permits for the City.

Director Kaaz brought up creating a standardized construction contract document with the assistance of an attorney. He stated he would not vote for any further construction contracts until an attorney was consulted.

APPROVE MINUTES OF
FEBRUARY 11, 2019

Upon motion from Director Norris, seconded by Director Peterson, the minutes of February 11, 2019 were approved, motion passed 5-0...

RESOLVED (No. 14915), that the Board approved the February 11, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Gervasini, the consent agenda, motion passed 5-0 ...

A. PAYROLL
DISBURSEMENT OF
FEBRUARY 28, 2019

RESOLVED (No. 14916), that the Board approved:

A. The payroll for the period ending February 28, 2019 amounting to gross pay of \$85,089.93 (composed of the following withholdings and deductions) Federal Income Tax - \$7,048.80; FICA- \$6,379.79; State Tax - \$3,350.40; KPERS -\$5,052.75; KPERS-back \$110.52, Insurance - \$2,184.27; United Way - \$139.50; Eq-flex - \$1,447.62; PEDC - \$2,497.50; Misc - \$242.50, Option Group Life \$363.14 and Deposit - \$56,273.14 including the following overtime amounts: Distribution 46 hours @ \$1,612.96; North Plant 30 hours @ \$876.63 and South Plant 30 hours @ \$979.03 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$373,721.16 checks be drawn on the Revenue Fund for their respective amounts.

JANUARY FINANCIAL REPORT

Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0.

RESOLVED (No. 14917), that the Board approved the January Financial Report.

CONSIDERATION OF BIDS FOR POWER LINE BURY AT WELL FIELD FOR THE HORIZONTAL COLLECTOR WELL PROJECT

The work involves the undergrounding of about 500 feet of the overhead power line along the site as a safety measure. Two bids were received, then opened on February 20th.

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate</u>
Capital Electric Construction	\$84,506.00	\$66,992.00
RS Electric Utility Services	\$84,543.97	\$68,814.97

The difference between the base bid and the alternate is the deletion of the reinforced concrete encasement around the PVC conduits. The electrical cable is designed for direct-bury, putting it inside conduit should adequately protect it.

Upon motion from Director Gervasini, seconded by Director Peterson, to award the project to Capital Electric Construction, the motion failed 2-3.

After further discussion, the consensus of the Board was to table this item until the next meeting.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on January Financial Statements
- Met with auditors

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Met with City over erosion control.
2. Cherokee to Osage 15th to 20th (2018)
Met with City over erosion control.
3. Lecompton Road Watermain Design Memo (2019)
Nothing new.
4. Sanders and High Street Watermain Replacement (2019)
Contractor working on paperwork and Land Disturbance Permit.

5. Dakota Street Area Watermain Replacement (2019)

Project has been posted on Drexel and will bid March 6th, 2019.

City Projects

1. Eisenhower Road Project

Working with Reilly and Westar to get temporary alignment. Checking location for existing 24 inch main.

2. Thornton Road Project

Received plans from City. Reviewing for conflicts due to unplanned storm replacement.

3. 14th and Pawnee

Waiting for a break in the weather to get valves installed so main can be abandoned for City storm box work. Will reinstall for circulation after City project is complete.

Water Distribution Operations

Between February 7th, 2019 and February 21st, 2019 the following water-distribution activities have occurred:

1. Frozen pipes on customer side: 5
2. Water line breaks: two 2-inch and one six-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Ordered the mixers for Pilot Knob.

North Plant Summary

Starting capital improvement projects.

South Plant Summary

1. In contact with Stigers Inc about easement agreement
2. Met with Gunter Construction & Firelake Construction about wellfield road.
3. Started installing new LED light fixtures. (Capital Improvement)

GENERAL MANAGER'S REPORT

- Worked on HCW project.
 - Worked on Stiger Island Farms easement.
 - Bid the Power Line Relocation project on February 20th.
 - Construction plans for the Caisson and Laterals ready for permits.
- February 12th attended a Missouri River Regional Advisory Committee meeting in Atchison.
- February 11th KMU Job Safety Training held on "Situational Awareness".

Trainer also inspected Distribution's area for safety issues.

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

Approved _____ 2019

William Daniels, Chair

Eric Peterson, Secretary