

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON FEBRUARY 13, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 13, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Greg Kaaz, Chairman  
Christi Norris, Secretary  
William Daniels, Assistant Secretary  
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  
Jim Adams, North Plant Superintendent

**Others in Attendance**

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CALL TO ORDER

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

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Kaaz 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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APPROVE MINUTES OF  
JANUARY 23, 2017

Upon motion from Director Norris, seconded by Director Daniels, the minutes of January 23, 2017, motion passed 4-0 ...

**RESOLVED (No. 14736)**, that the Board approved the January 23, 2017 minutes.

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CONSIDERATION OF CONSENT  
AGENDA

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

A. PAYROLL DISBURSEMENT  
OF FEBRUARY 15, 2017

**RESOLVED (No. 14737)**, that the Board approved:

- A. The payroll for the period ending February 15, 2016 amounting to gross pay of \$79,760.99 (composed of the following withholdings and deductions) Federal Income Tax - \$8,012.33; FICA- \$5,954.12; State Tax - \$2,681.25; KPERS - \$4,785.31, KPERS-buyback \$250.25, Insurance - \$2,023.81; United Way - \$171.71; Eq-flex - \$1,516.73; PEDC - \$2,864.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; and Direct Deposit - \$50,630.65 and including the following overtime amounts: Distribution - 34 hours @ \$1,215.08; North Plant – 11 hours @ \$311.78; South Plant – 12 hours @ \$413.53 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$736,918.27, Special Claims \$224,202.19 and Special/ Special Claims as follows: Water Protection Fee \$16,236.51, KS Gas Service \$3,970.27, Westar Energy \$43,928.68, Smart Energy Systems \$13,500.00, ATT \$271.26, AXA Equitable \$5,624.66, Walmart \$338.95 checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF BIDS FOR SPRUCE WATERLINE REPLACEMENT

The project is necessary because main breaks have become common and costly in the project area. The work will provide fire protection on 14<sup>th</sup> and 15<sup>th</sup> Street to Kenton where there currently is none and increase fire protection along Spruce which is currently red top in many places due to old, undersized 4 inch cast iron pipe. The new main will provide a 12 inch feed from 16 inch water main on 20<sup>th</sup> Street to the 16 inch water main on Terrace Street.

A total of 6 bids were received for the Spruce Street Waterline Improvement Project. The engineer's estimate was \$1,114,345.50. The low bid was Westland Construction at \$930,321.50.

Upon motion from Director Gervasini, seconded by Director Daniels, motion passed 4-0.

**RESOLVED (No. 14738)** , that the Board authorized the General Manager to award the contract to Westland Construction in the amount of \$930,321.50.

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GPS INFORMATION

At this time the expense to purchase the equipment does not justifiable for the amount of use that would occur. Staff was asked to look into having contractors provide three dimensional coordinates of fittings,etc on new construction, as part of the project.

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CONSIDERATION OF BIDS FOR FILTER VALVES AND ACTUATORS AT NORTH PLANT

The North Plant wants to purchase seven "K-Tork" valves from Mid-America Valve & Equipment Co., to replace our existing filter-to waste valves, which our failing due to rust and age. Industrial Maintenance, Inc. will install the valves. Also, North Plant would like to purchase nine "K-Tork" actuators, also from Mid-America Valve & Equipment Co., to replace the existing actuators, which we can no longer get replacement parts. The total projected cost for both projects is \$74,307.00

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

**RESOLVED (No. 14739)** , that the Board approved the purchase of valves

and actuators and installation cost of \$74,307.00.

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DRAFT PERSONNEL MANUAL  
FOR REVIEW AND COMMENT

The Board suggested some changes for staff and needed additional time for review.

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ADMINISTRATION

- Worked January Financial Statements
- Revisions to Employee Manual
- End of year reports
- Worked on 2016 Audit

WATER DISTRIBUTION SUMMARY

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St Waterline Replacement  
Spoke with NPL. They will take care of the final restoration.
- Cherokee Street Waterline Replacement  
We just received the permit from KDOT and are starting to meet with business owners. We met with the city about the project. Staff will be getting with Napier for final comments and bid soon.
- Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Project bid February 8, 2017. The apparent low bidder is Westland Construction.
- Kiowa Street  
90% set reviewed. Comments received from City.
- Industrial Park – 14<sup>th</sup> St, north of Eisenhower (2017)  
Nothing new.

Water Distribution Operations

Between January 19<sup>th</sup>, 2017 and February 8<sup>th</sup>, 2017 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: replaced broken curb valve.
- Valves and Fire Hydrants: 17<sup>th</sup> and Cherokee
- Water Line Breaks: one

Ohio Street Booster Station

- Generator: Capitol electric preformed engine break-in and load testing of generator
- Westar Energy and Capitol Electric transferred electrical service and disconnect.

North Plant Summary

- Performing polymer trials from chemical vendors for performance and cost.

South Plant Summary

- Generator: Capitol Electric received generator started wiring controls.
- Douglas Pump Service conducted flow test on 3 wells to give recommendation on treatments.
- Lagoon lime solids: Blazer Excavating started hauling lime solids from south west lagoon.
- Performing polymer trials from chemical vendors for performance and cost.

GENERAL MANAGER'S REPORT

- On February 6<sup>th</sup> we held a KMU Safety Training session on "Material Handling & Storage".
- Reviewed and ordered "Smartshore" shoring equipment for Distribution Department. This equipment is a man-portable shoring unit that uses inflatable panels and struts to provide protection in an excavation exceeding 4 feet. The equipment can be broken down and stored on the work trucks to have it available at all times. We ordered one unit to try it out.
- Reviewed Job Descriptions and Pay Ranges to make recommendations on changes.
- Attended AWWA/WEF Utility Management Conference February 7<sup>th</sup> to 10<sup>th</sup>.

ADJOURNMENT

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

Approved \_\_\_\_\_ 2017

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Greg Kaaz, Chairman

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Christi Norris, Secretary