

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON FEBRUARY 22, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 22, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Teresa Wood, Vice Chairman
Christi Norris, Secretary

Directors Absent (Excused)

Davis Moulden, Assistant Secretary
Greg Kaaz, Member

Staff in Attendance

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

Others in Attendance

Thomas Koch

CALL TO ORDER

Chairman Gervasini called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Gervasini noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

Thomas Koch a representative from Kiwanis, asked the Board for a \$100.00 sponsorship toward their pancake breakfast on April 16th, 2016. They will donate 10 tickets to the breakfast.

Upon motion from Director Wood, seconded by Director Norris, unanimously adopted ...

RESOLVED (No. 14618), that the Board approved the \$100.00 sponsorship to Kiwanis.

BOARD MEMBERS ITEMS
OUTSIDE OF EXECUTIVE SESSION

Director Norris stated the Leavenworth School Education Foundation is having Melissa Etheridge perform on March 7th. Tickets are \$100.00.

APPROVE MINUTES OF
FEBRUARY 8, 2016

Upon motion from Director Norris, seconded by Director Wood, the minutes for February 8, 2016, unanimously adopted ...

RESOLVED (No. 14619), that the Board approved the February 8, 2016 minutes.

CONSIDERATION OF CONSENT
AGENDA FOR:

Upon motion from Director Norris, seconded by Director Wood, unanimously adopted

RESOLVED (No. 14620), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending February 15, 2016 amounting to gross pay of \$80,861.84 (composed of the following withholdings and deductions) Federal Income Tax - \$8,142.33; FICA- \$6,027.66; State Tax - \$2,695.80; KPERS - \$4,839.10, Insurance - \$3,321.13; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,774.68 ; Garnishment - \$755.00; Rent - \$217.50; Misc - \$22.50; Direct Deposit - \$50,234.71, and including the following overtime amounts: Distribution - 32 hours @ \$1,121.26; North Plant – 34 hours @ \$1,000.35; South Plant –29 hours @ \$966.87 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$339,458.11 and Special/Special Claims as follows: University of Kansas \$1,147.31, Postmaster \$3,000.00, SASI \$2,651.55, Underground Solution \$100.00, Aramark \$57.29, St Luke’s Medical Group \$122.00, Ks Gas Service \$3,796.16, and Westar Energy \$37,310.18 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF JANUARY
FINANCIAL REPORT

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted

RESOLVED (No. 14621), that the Board approved the January Financial Report.

CONSIDERATION OF AUDIT
ENGAGEMENT LETTER

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted ...

RESOLVED (No. 14622), that the Board approved the Audit Engagement Letter.

CONSIDERATION OF BIDS FOR
THORNTON STREET WATERLINE
REPLACEMENT

Below are the bid amounts for the Thornton Street water line replacement.

Contractor	Base Bid	Material Alt.	Alt. Total
NPL	\$956,075.55	\$214,464.00	\$768,419.55
Schuetz Construction, LLC	\$853,295.30	\$348,504.00	\$799,679.30
Westland Construction	\$851,310.00	\$357,216.60	\$806,406.60
Hettinger Excavating LLC	\$859,855.50		
Orr Wyatt Streetscapes	\$1,001,081.80	\$426,917.40	\$913,285.60
Engineers Estimate	\$863,462.00	\$308,292.00	\$786,389.00

Northline Pipeline (NPL) was the low bidder using HDPE pipe. Upon motion from Director Norris, seconded by Director Wood, it was unanimously adopted

RESOLVED (No. 14623), that the Board approved the bid of NPL for the Thornton Street waterline replacement and authorized the General Manager to execute the contract documents in the amount of \$768,419.55.

CONSIDERATION OF HYDRANT
METER FEE MODIFICATIONS

The new fire hydrant meter cost and procedures will go into effective on April 1, 2016. All meters will be returned to LWD on or before December 20th for inspection. Failure to do so may result in the forfeiture of the security deposit, seizure of the meter assembly, or

denial of future fire hydrant meter assembly requests.

Deposit	\$1,500.00 Final fees and damages will be deducted before the deposit is returned.
Administrative Fee	\$50.00 per month No proration of the charge for less than 30 days usage.
Consumption Fee	\$5.00 per CCF of water Meter readings must be reported by the 20 th day of the month.

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted ...

RESOLVED (No. 14624), that the Board approved the fire hydrant fees.

Administration

- Worked on 2015 Audit and financial statement
- 10-D security assessment – Director Gervasini met with AOS to discuss the assessment.

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – A total of 5 bids were received, with NPL the apparent low bidder.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Will start advertising this week to have bids for board meeting March 14th 2016.

City Projects

- Reviewed plans for sewer repairs and preliminary storm east of Broadway.
- Informed the City that on their proposed streets for mill and overlay, we have 3,000 feet of pipe in the street along Cherokee that we need to replace in the next 5 years. They agreed the mill and overlay should not occur before the pipe replacement.

Water Distribution Operations

Crews worked at the well field installing pipe for the new meters.

Between February 4th, 2016 and February 18th, 2016 the following water-distribution activities have occurred:

- Valves and Hydrants: 1 new valve, 1 replacement valve and 1 sleeve repair.

North Plant Summary

- Contractor is on hold due to weather on fence job.

South Plant Summary

- Generators – working on land acquisition.
- Atronic Alarms started work on February 17th.

GENERAL MANAGER

- Attended the Centennial Bridge Advisory, on February 10th where the engineers shared their preliminary cost estimate of \$80 million and how that could be divided between Kansas, Missouri, and tolls. This figure did not include our estimate of \$1.15 million to relocate our transmission mains because of the bridge project.
- Worked on the engineering agreement with Black & Veatch for a feasibility study on a collector well for the South Plant.

ADJOURNMENT

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

Approved _____ 2016

Richard Gervasini, Chairman

Christi Norris, Secretary