

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON FEBRUARY 24, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 24, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman
Storm Savage, Assistant Secretary
William Daniels

Directors Absent (Excused)

Eric Peterson, Secretary

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Neil Seichepine, Manager of Plants
Kayla Manning, Engineer
Lisa Kanoy, South Plant Superintendent

Others in Attendance

Gene Gates

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

REQUEST, COMMENTS,
PETITIONS BY MEMBERS OF
THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

APPROVE MINUTES OF
FEBRUARY 10, 2020

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

RESOLVED (No. 15046), that the Board approved minutes from February 10, 2020.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
JANUARY 31, 2020

RESOLVED (No. 15047), that the Board approved:

A. The payroll for the period ending February 29, 2020 amounting to gross pay of \$82,700.02 (composed of the following withholdings and deductions) Federal Income Tax - \$5,693.03; FICA- \$6,188.66; State Tax - \$3,308.55; KPERS -\$4,894.18; KPERS-back \$123.49, Insurance - \$2,689.77; United Way - \$145.50; Eq-flex - \$1,501.21; PEDC - \$2,242.50; Misc - \$237.50, Garnishment \$210.50, Optional Group Life \$380.64 and Deposit - \$55,084.49 including the following overtime amounts: Distribution 31 hours @ \$1,186.21; North Plant 35.50 hours @ \$1,059.56 and South Plant 22 hours @ \$670.36 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$418,331.30 and Special/Special Claims as follows: Orr Wyatt Streetscapes \$310,000, Cash Account \$100.00, Time Warner Cable \$364.99, Verizon \$291.70 checks be drawn on the Revenue Fund for their respective amounts.

JANUARY 2020 FINANCIAL STATEMENTS

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

RESOLVED (No. 15048), that the Board approved the January 2020 Financial Statements.

CONSIDERATION OF BID FOR DAKOTA WATERLINE REPLACEMENT PROJECT

Several blocks of 2 inch cast iron pipe along Cheyenne, Pawnee, Dakota, and 8th Street to 14th Street have been failing. Several of these mains do not go all the way thru creating issues with dead ends. This project will improve water quality and reduce disruption due to main breaks. The low bid was NPL Construction Company in the amount of \$812,853.46. Upon motion from Director Daniels, seconded by Director Norris, the motion passed 4-0...

RESOLVED (No. 15049), that the Board authorized the General Manager to award the contract to NPL Construction in the amount of \$812,853.46.

CONSIDERATION OF HIGH SERVICE ACTUATORS – SOUTH PLANT

Currently, the tandem air-oil cylinders that operate the high service pump valves are beginning to fall, even after being cleaned and rebuilt by Douglas Pump examined by Capital Electric. The South Plant would like to replacement all 3 actuators with K-Tork pneumatic actuators for the high service pumps valves and have them installed by Mid-America Valve & Equipment Co. Each valve cost \$14,761 for a total project cost of \$44,283. Upon motion from Director Norris, seconded by Director Savage, the motion passed 4-0...

RESOLVED (No. 15050), that the Board approved the purchase of three actuators at a cost of \$44,283, along with installation and freight cost.

PRESENTATION OF TARGET CASH RESERVES

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

RESOLVED (No. 15051), that the Board approved the report on target cash reserves.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on January 2020 Financial Statements
- Met with auditors – started preliminary audit work

WATER DISTRIBUTION PROJECTS

1. Stoneleigh Court and 18th St (2020)
Received 90% review set of plans.
2. Dakota Waterline Replacement Project (2020)
Bids are included on agenda.

City/County Projects

1. Eisenhower Road Project
Nothing new.
2. Thornton Road Project
Work is continuing slowly, weather dependent.
3. Misc Stormwater Projects and Sanitary I/I
Crews had to relocate pipe on Kansas due to unanticipated conflict with storm.

Water Distribution Operations

Between February 5th, 2020 and February 20th, 2020, the following water-distribution activities have occurred:

- a. Frozen pipes on customer side: 3
- b. Service Kills, relocations or repairs: two service disconnections and one saddle
- c. Water line breaks: three 2-inch and one 6-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

Nothing new to report.

South Plant Summary

1. Layne poured the 7th lift.
2. Met with Pratt/Mid-America valve about high service pumps

GENERAL MANAGER'S REPORT

- Finished Settlement Agreement for OWS projects.
- KMU Safety Training held February 18th on Hand and Power Tool Safety.
- Reviewed Lead & Copper Rule requirements for this year's testing.
- USACE opened bids for Levee Repair. Low bid at \$626,000 (well below estimate)

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

Approved _____ 2020

Richard Gervasini, Chairman

Eric Peterson, Secretary