

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 12, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 12, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Teresa Wood, Vice Chairman
Christi Norris, Secretary
William Daniels, Assistant Secretary

Directors Absent (Excused)

Richard Gervasini, Member

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

Others in Attendance

JR Reilly, Reilly & Sons, Insurance
Paul Kramer, City Manager

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Kaaz noted that a quorum was present.

REQUESTS,
COMMENTS,
PETITIONS BY
MEMBER OF THE
PUBLIC

NONE

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

NONE

APPROVE MINUTES OF
MAY 22, 2017

Upon motion from Director Daniels, seconded by Director Norris, the minutes of May 22, 2017, motion passed 4-0 ...

RESOLVED (No. 14769), that the Board approved the May 22, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

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

A. PAYROLL DISBURSEMENT
OF MAY 31, 2017

RESOLVED (No. 14770), that the Board approved:

A. The payroll for the period ending June 15, 2017 amounting to gross pay of \$85,150.81 (composed of the following withholdings and deductions) Federal Income Tax - \$8,894.90; FICA- \$6,370.11; State Tax - \$2,867.20; KPERS - \$5,019.57; KPERS-buyback \$250.25, Insurance - \$2,122.20; United Way - \$171.71; Eq-flex - \$1,503.37; PEDC - \$2,802.50; Garnishment - \$875.00; Rent - \$217.50; Misc - \$25.00; and Direct Deposit - \$54,031.50 including the following overtime amounts: Distribution - 40 hours @ \$1,324.18; North Plant – 60 hours @ \$1,753.75; South Plant – 33 hours @ \$1,121.00 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$329,373.13, Specials Claims \$227,846.53 and Special/Special Claims as follows: AT&T \$273.71, Walmart \$332.30, AXA Equitable \$5,605.00, The Café \$280.00, KS Gas \$317.97, Westar Energy \$39,397.06 and Kayla Howell \$1,100.00

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

PRESENTATION OF
LEAVENWORTH BUSINESS
PARK – PAUL KRAMER

Director Kaaz recused himself from the Board meeting, Director Wood took over the meeting. Mr. Kaaz remained in the room as a member of the public.

On May 30th, 2017, the City received proposals from developers for a turnkey Business and Technology park to include land and improvements. City Manager, Paul Kramer discussed the Business Park proposal and requested financial support of the project by the Waterworks Board. The General Manager estimated the project construction would not exceed \$750,000 plus engineering, inspection and administration.

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

RESOLVED (No. 14771), that the Board support the development of the water infrastructure for the Leavenworth Business & Technology Park, assuming the cost and management of the project; and, that Staff be directed to coordinate the project with the City and JMK Partners, LLC.

PRESENTATION OF 2017/2018
INSURANCE PROGRAM – JR
REILLY

Mr. Reilly presented the insurance renewal for property and workers compensation; and will report back with additional information on cyber insurance. The Board agreed for Mr. Reilly to research the cost for cyber insurance and staff will continue to look at cost saving programs including raising the deductible. The estimated premium total, before workers compensation audit is \$137,927.

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

RESOLVED (No. 14772), that the Board approved the 2017/2018 insurance renewal.

CONSIDERATION OF 2018
MAIN REPLACEMENTS WITH
BG CONSULTANTS

Staff determined main replacements between 20th Street and 15th Street, Osage and Cherokee are needed due to the numerous main breaks in the project area and to improve fire protection. The 2-inch cast iron pipe was installed between 1948 and 1966 and will be replaced with 8-inch. Total proposed pipe replacement is approximately 7,000 feet. BG Consultant's proposed price is not to exceed \$118,000 for design and additional \$9,000 for construction admin support. Upon motion from Director Wood, seconded by Director Daniels, the motion passed 4-0.

RESOLVED (No. 14773), that the Board authorized the General

Manager to execute the Contract Documents with BG Consultants for engineering services for Water Main Replacement at a not-to-exceed cost of \$127,000.00.

CONSIDERATION OF UPDATED ORGANIZATIONAL CHART, & PAY SCALE

The Board reviewed the new Organizational Chart and Pay Ranges, pay range changes effective July 1, 2017. The General Manager and Finance Manager’s job descriptions are being revised before sending them to our HR attorney.

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

RESOLVED (No. 14774) , that the Board approved the Organizational Chart and Pay Ranges, changes effective July 1, 2017.

DIVISION REPORTS

ADMINISTRATION

- Worked May Financial Statements
- SUS-weekly meeting
- Annual sewer rate adjustment

WATER DISTRIBUTION SUMMARY

- Cherokee Street Waterline Replacement
Pipe has been installed to 6th Street and services transferred to 5th Street.
- Spruce St – 19th to Terrace Waterline Replacement (2017)
Planning to start June 19th. Survey and preconstruction video scheduled for next week.
- Kiowa Street
Pipe has been installed from 9th Street to 12th Street.

City Project Summary

1. Eisenhower Rd
Nothing new.
2. 2nd Street (Choctaw) Bridge
City estimates the contractor will be ready for pipe to be installed thru bridge around the beginning of July.
3. 4th and Marion
Water should be done.

4. Lakeview and Pleasant

Final plans received. Staff asked 3 boring contractors for cost estimate to bore in 425' of 6" HDPE. We will do connections, tie-ins, fusing and restoration. This is due to a storm pipe replacement project for the City and we don't want to have 4" Cast Iron pipe with a history of problems to remain under the new storm pipe. We are limited on time as the City is planning to advertise and bid ASAP. The 3 bids came in under \$15,000 with the low bid being NPL with a bid of \$9,350.00. There is no concern with NPL not being able to get the bore done. So far this year they have almost completed the waterline boring for the Kiowa Waterline Replacement Project.

Water Distribution Operations

Between May 18th, 2017 and June 8th, 2017 the following water-distribution activities have occurred:

- New Water-Service Connections: two
- Service Kills, Relocations or repairs: one
- Service Renewals without Main replacement: two
- Valves and Fire Hydrants (new and replacements): two
- Water-line break: one 6" on Oregon Street

Ohio Street Booster Station

- Generator: Capital Electric working on punch list items.
- Douglas Pump finished rebuilding booster pump #3 and back on line.

North Plant Summary

HVAC: Martin Mechanical making final adjustments, awaiting training on system.

South Plant Summary

- Generator: Capital Electric working on punch list items.
- Well #5: reinstalled pump and finishing well treatment.
- Neighbor at Wellfield upset that contractor parked on grass, so he changed the lock on fence.

GENERAL MANAGER'S REPORT

- Worked with Black & Veatch on obtaining additional water rights.
- Worked on job descriptions for General Manager and Finance Manager positions.
- Met with City Manager to review Leavenworth Business & Technology Park proposal. Also discussed City's proposed stormwater utility.
- Reviewed property & commercial insurance package from The Reilly Company.

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary