

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JUNE 13, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 13, 2016 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
Richard Gervasini, Member

Directors Absent (Excused)

None

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Dennis Baragary, Manager of Distribution
Kayla Manning, Engineer, PE
Gary Simanowitz, Manager of Plants Superintendent
Jim Adams, North Plant Superintendent

Others in Attendance

Frances Cross, 1517 9th property
Scott Foutch, Foutch Brothers, LLC

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Chairman Kaaz noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF THE
PUBLIC

Frances Cross discussed with the Board, the delinquent water bills for property at 1517 9th. Stacy Cross initiated water service on November 15, 2015 the bills were sent to the home address. After several monthly bills, the water service was turned off for non-pay and the unpaid balance was transferred to her primary residence. Frances Cross, the spouse asked the Board for an adjustment to the bill. After discussion the Board declined to take any action.

Scott Foutch, property owner at 2nd & Choctaw, requested a new water main at 2nd & Choctaw. He explained after the recent water main break, landscape was washed away and several inches of water got in to the basement. The Board asked staff to look into replacement cost for next year.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF MAY 23,
2016

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of May 23, 2016, motion passed 5-0 ...

RESOLVED (No. 14664), that the Board approved the May 23, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR

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

RESOLVED (No. 14665), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending June 13, 2016 amounting to gross pay of \$81,006.90 (composed of the following withholdings and deductions) Federal Income Tax - \$8,150.85; FICA- \$5,998.97; State Tax - \$2,659.21; KPERS - \$4,748.43, Insurance - \$2,374.50; United Way - \$144.90; Eq-flex - \$2,191.52; PEDC - \$2,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$30.00; Direct Deposit - \$51,076.34, and including the following overtime amounts: Distribution - 9 hours @ \$309.14; North Plant – 18.50 hours @ \$600.90; South Plant – 8 hours @ \$265.44 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$222,577.54, Special Claims \$116,786.95 and Special/Special Claims as follows: Kansas Gas Service \$202.68, Westar Energy \$35,623.79 and SASI \$1,220.63 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF FINAL
AUDIT

The Board asked for a final copy to approve.

CONSIDERATION OF POWER
POLE REPLACEMENT AT
SOUTH PLANT

Power pole deterioration along with hardware issues were noticed this past spring during an inspection of our high voltage power lines by Capital Electric. Staff received a proposal from Capital Electric for maintenance and repairs on the high voltage power lines to the well field, bid price not to exceed \$60,218.00.
Upon motion from Director Gervasini, seconded by Director Norris, the motion passed 5-0.

RESOLVED (No. 14666), that the Board approved the proposal from Capital Electric for maintenance and repairs on the high voltage power lines, not to exceed \$60,218.00.

CONSIDERATION OF BIDS FOR HVAC AT NORTH PLANT

The North Plant has a condensing unit used for air conditioning the front office and lab areas of the main building. This unit has been repaired several times over the years. Staff requested two bids from five different companies, to replace condensing unit and coils for office a/c split system and replace complete office a/c split system. The Board asked staff to contact an engineering firm to get some recommendation to replace the entire HVAC system to include the boiler.

CONSIDERATION OF CHANGE ORDER FOR BRICK SEALANT AT NORTH PLANT

Mid-Continental Restoration Company is in the process of tuckpointing the North Plant main building. They recommended waterproofing all the brick on the main building due to the very porous quality of brick used on the building. The Board asked staff to get estimates for other buildings.

PRESENTATION OF POLICY MANUAL TOC FOR REVIEW

The table of contents from the Policy Manual that has been developed over the years was given to the Board to review and address. Also, a current Personnel Manual was handed out for the Board to discuss any areas of concern.

Administration

- Worked on Financial Statements
- AOS – to evaluate South Plant computers

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – NPL has pulled about 1,800 feet of pipe so far.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Stark has installed about 1,200 feet of pipe as far.
- Cherokee Street – Specs are almost done.
- Spruce St – 19th to Terrace – Nothing new.
- Miami St – 8th to 10th – Pipe has been installed to 10th Street and is waiting on disinfection sampling to come back clean. Remaining work to burst across 10th Street and connect remaining services.

City Projects

Meeting with City next week on better sanitary crossing solutions beyond concrete encasement.

Water Distribution Operations

Between May 18th, 2016 and June 9th, 2016 the following water-distribution activities have occurred:

- Service Transfers to New Replacement Mains: 3
- Valves and Fire Hydrants: 2 valves replaced at 16th and Cherokee
- Water-Line Breaks: one 2-inch, one 4-inch and two 6-inch

North Plant Summary

- Mid continental Restoration started masonry repairs.
- Industrial Maintenance Inc. repairing skirting on traveling screen inside intake building

South Plant Summary

- Well Treatment on #3 completed. Results down 28.4% from last treatment in 2010 and 48.9% from new in 1977.
- Capital Electric replaced blown lightning arrestors and fuses in Well field from storm damage the night of 5/28/16.
- Found broken power pole in well field. Did not cause any operational issues. Power pole replaced.

GENERAL MANAGER

- Reviewed existing Policy Manual
- Attended meetings with LCDC, MO River Regional Advisory Committee on June 2nd in Atchison and met with the Corp of Engineers on the River Bed Degradation Study on June 6th.
- Worked on several Performance Evaluations

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary