

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 22, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 22, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Christi Norris, Vice Chairman

Eric Peterson, Secretary

William Daniels

Directors Absent (Excused)

Richard Gervasini, Chairman

Storm Savage, Assistant Secretary

Staff in Attendance

Joel Mahnken, General Manager

Lesia Hegeman, Manager of Finance

Neil Seichepine, Manager of Plants

Dennis Baragary, Manager of Distribution

Kayla Manning, Engineer

Others in Attendance

William Hoffman

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Norris noted that a quorum was present.

REQUEST, COMMENTS,
PETITIONS BY MEMBERS OF
THE PUBLIC

Mr. Hoffman disputed the \$100 meter tampering fee charged to his home address. Board instructed staff to investigate this situation.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Daniels asked about two areas of restorations, the sidewalk by Cushion Hospital and near the corner of 5th and Spruce.
Director Norris

APPROVE MINUTES OF
JUNE 8, 2020

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

RESOLVED (No. 15073) , that the Board approved minutes from June 8, 2020.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF JUNE
31, 2020

RESOLVED (No. 15074), that the Board approved:

A. The payroll for the period ending June 30, 2020 amounting to gross pay of \$87,308.01 (composed of the following withholdings and deductions) Federal Income Tax - \$6,187.20; FICA- \$6,534.72; State Tax - \$3,487.31; KPERS -\$5,327.66, Insurance - \$2,633.35; United Way - \$145.50; Eq-flex - \$1,585.46; PEDC - \$2,657.50; Misc - \$240.00, Garnishment \$210.50, Optional Group Lift \$419.84 and Deposit - \$57,878.97 including the following overtime amounts: Distribution 58.50 hours @ \$2,241.70, North Plant 5 hours @ \$174.33 and South Plant 2 hours @ \$71.66 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$386,091.82 and Special/Special Claims as follows: Leavenworth County Planning & Zoning \$275.00, Time Warner \$364.99, and SASI \$1,179.00 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF MAY
FINANCIAL STATEMENTS

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

RESOLVED (No. 15075) , that the Board approved May Financial Statements.

CONSIDERATION OF BIDS
FOR STONLEIGH CT
WATERLINE
REPLACEMENT

Numerous main breaks have occurred on the 2” cast iron main serving the Stonleigh Ct Apartments. This results in costly pavement repairs. The new main will be 2,900 ft of 6” HDPE and provide additional fire protection and circulation with the main on Michigan. The contract includes approximate 1300 ft of 6” pipe replacement on 18th Street, south of Lecompton. A total of 2 bids were received, NPL Construction proposal was the lowest bid at a cost of \$286,305.70.

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

RESOLVED (No. 15076), that the Board authorized the General Manager to award the contract to NPL in the amount of \$286,305.70.

CONSIDERATION OF
CHANGE ORDER 2 WITH
LAYNE CHRISTENSEN

The proposed change order no. 2 on the HCW Caisson/Lateral project covers the addition of two stilling wells to measure the depth of water in the caisson. The stilling wells would have been included in the Wellhouse construction contract but having Layne install them before they flood the caisson saves the cost of a diver (\$5,000 to \$10,000). Two wells need to be added, one for normal level measurement and one for an emergency shut off to protect the pumps. The total cost of the proposed work comes to \$25,345 and will be taken from the \$100,000 allowance in the contract. The change order adds 2 days time to the contract.

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

RESOLVED (No. 15077), that the Board authorized the General Manager to execute Change Order No. 2 with Layne Christensen Company on the Horizontal Collector Well Contract 1.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on audit
- May financial reports

WATER DISTRIBUTION PROJECTS

Stoneleigh Court and 18th St (2020)

Bids were received and included in agenda.

Dakota Waterline Replacement Project (2020)

NPL is boring along 8th Street, which is the last 2 blocks of pipe.

City/County Projects

Eisenhower Road Project

Nothing new.

Thornton Road Project

Nothing new.

Misc Stormwater Projects and Sanitary I/I

Met with the City. Staff will review plans for 6th Ave storm project conflicts.

Water Distribution Operations

Between June 4th, 2020 and June 18th, 2020 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: one
- Valves and Fire Hydrants: NW 10th St & Dakota St
- Water Line Breaks: two 2-inch and two 6-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

- North Plant Summary
- Douglas Pump continues to work on the new submersible pump at the intake.

South Plant Summary

- Layne is developing the laterals.
- Met with KDHE at Collector Well site.
- Levee repairs are ongoing.

GENERAL MANAGER'S REPORT

- KMU Safety training held June 15 of "Summer Hazards".
- Attended Missouri Regional Advisory Committee tele-meeting June 10th.
- AMI Gateway on Pilot Knob activated June 15th.
 - After some data accumulation and verification, will hold staff training.
- Met with JR Reilly June 16th to finalize insurance for the upcoming year.
- Horizontal Collector Well
 - Submitted Loan Disbursement Request No. 6 to KDHE
 - Caisson/Lateral progress meeting held June 17th.

- LVCO P&Z issued building permit for the Wellhouse.
- Working on the “Management Discussion & Analysis” for the 2019 Audit.

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

Approved _____ 2020

Richard Gervasini, Chairman

Eric Peterson, Secretary