

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 24, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 24, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Eric Peterson, Secretary
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Richard Gervasini, Vice Chairman

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Dennis Baragary, Manager of Distribution
Neil Seichepine, Manager of Plants
Kayla Manning, Engineer

Others in Attendance

Brandon Wyatt, Orr-Wyatt Streetscapes
John Warrior, Orr-Wyatt Streetscapes
Kendal Ast, Ast Drilling

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Daniels noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

Orr Wyatt Streetscape, contractor working on 5th Avenue and Osage to Cherokee Water Main replacement projects, came to address the Board and requested consideration for project delays. The Board was not in agreement.

After discussion, the Board directed staff to have legal proceed with contract termination for 5th Avenue project. Also, a 15 day meeting request was given for Osage to Cherokee project, at which time this contract will be addressed.

Upon motion from Director Kaaz, seconded by Director Norris, motion passed 3-1 with Director Daniels opposed.

RESOLVED (No. 14954), that the Board approved to have legal proceed to terminate the Orr Wyatt contracts for the 5th Avenue Water Main Replacement Project.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz corrected the minutes regarding motion to the consent agenda, motion passed 4-1 with Director Kaaz abstaining.

Director Kaaz inquired about timing for new directors to be sworn in.

APPROVE MINUTES OF
JUNE 10, 2019

Upon motion from Director Norris, seconded by Director Peterson, the minutes of June 10, 2019 were approved, motion passed 4-0...

RESOLVED (No. 14955), that the Board approved the June 10, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF JUNE
15, 2019

RESOLVED (No. 14956), that the Board approved:

A. The payroll for the period ending June 30, 2019 amounting to gross pay of \$87,064.09 (composed of the following withholdings and deductions) Federal Income Tax - \$7,302.82; FICA- \$6,533.47; State Tax - \$3,468.86; KPERS -\$5,145.97; KPERS-back \$141.31, Insurance - \$2,358.30; United Way - \$139.50; Eq-flex - \$1,412.31;

PEDC - \$1,922.50; Misc - \$240.00, Optional Group Life \$351.64 and Deposit - \$58,047.41 including the following overtime amounts: Distribution 88.50 hours @ \$3,219.61; North Plant 9 hours @ \$306.96 and South Plant 9 hours @ \$288.38 be approved and disbursements made from the Revenue Fund for their respective amounts.

- B. PAYMENT OF CLAIMS B. The Special Claims \$328,780.23 and Special/Special Claims as follows: Home Depot \$606.80, Time Warner \$364.99, checks be drawn on the Revenue Fund for their respective amounts.
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MAY 2019 FINANCIAL STATEMENTS

Director Kaaz requested a summary for flood related expenditures be kept separately.
Upon motion from Director Kaaz, seconded by Director Norris, the motion passed 4-0...

RESOLVED (No. 14957), that the Board approved the May 2019 Financial Statements.

CONSIDERATION OF DESIGN FOR NORTH PLANT RETAINING WALL REPAIR

The old stone retaining wall for the lower basin at the North Treatment Plant has been failing and repair is budgeted in the 2019 CIP. Benesch provided a cost estimate of \$11,450.00 to prepare bidding documents.
Upon motion from Director Kaaz, seconded by Director Peterson, the motion passed 4-0...

RESOLVED (No. 14958), that the Board approved Benesch’s proposal of \$11,450.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Annual sewer calculation
- Training for new employees

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)

Staff received a June invoice, but amount was less than liquidated damages. Crews are transferring services north of Prospect. Work has been slow, and another main break occurred just north of Prospect. A meeting was scheduled for Friday June 21st earlier this month. Contractor

was notified by e-mail and regular mail this week that they are considered in default and have 5 days to make satisfactory arrangements for the project.

2. Cherokee to Osage 15th to 20th (2018)

Staff received a June invoice, amount was less than \$15,000 after liquidated damages. A meeting was scheduled for Friday June 21st earlier this month. Contractor was notified by e-mail and regular mail this week that they are considered in default and have 15 days to arrange a conference.

3. Sanders and High Street Watermain Replacement (2019)

Contractor has begun spotting utilities this week.

4. Ottawa St N 11th St to Broadway (2019)

Staff is finishing transferring services.

City Projects

1. Eisenhower Road Project

Easement for temporary waterline has been reviewed by legal.

2. Thornton Road Project

Job has bid, staff downloaded digital copy of plans on Wednesday and is checking for conflicts.

3. Stormwater Projects

Staff is relocating 6" main at 5th St and Elm due to storm box conflict. Staff is reviewing additional locations for conflicts as locations for conflicts as locations for emergency or additional design information is received.

Water Distribution Operations

Between June 4th, 2019 and June 20th, 2019 the following water-distribution activities have occurred:

1. Water-line breaks: two 2-inch, one 6-inch and one 8-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Provided 6 MGD during South Plant hiatus.

South Plant Summary

Dealt with flood issues at the wellfield.

GENERAL MANAGER'S REPORT

- KMU Safety Training held June 10th on "Hazardous Materials Communications" (SDS annual requirement).
- Working with Westar regarding the installation of the Neptune Gateway at their communications tower for AMI project.
- Progress on HCW project
 - Still waiting on KDHE Construction Permit.
- Signed Engineering Services Agreement from Black & Veatch for a Resiliency Study of the raw water transmission main and power line on Stiger's Island. Issued Notice to Proceed.
- Attended the AWWA Annual Conference and Exposition June 8th to 13th.
- Will attend Missouri River Regional Advisory Committee meeting in Atchison June 27th.

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

Approved _____ 2019

William Daniels, Chair

Eric Peterson, Secretary