

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 26, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 26, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Christi Norris, Secretary
William Daniels, Assistant Secretary

Directors Absent (Excused)

Teresa Wood, Vice Chairman
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
Neil Seichepine, Superintendent of South Plant

Others in Attendance

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
JUNE 12, 2017

Upon motion from Director Norris, seconded by Director Daniels, the minutes of June 12, 2017, motion passed 3-0 ...

RESOLVED (No. 14775), that the Board approved the June 12, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

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

A. PAYROLL DISBURSEMENT
OF JUNE 30, 2017

RESOLVED (No. 14776), that the Board approved:

A. The payroll for the period ending June 30, 2017 amounting to gross pay of \$81,619.38 (composed of the following withholdings and deductions) Federal Income Tax - \$8,148.67; FICA- \$6,100.11; State Tax - \$2,710.65; KPERS - \$4,800.45; KPERS-buyback \$259.18, Insurance - \$2,146.49; United Way - \$171.71; Eq-flex - \$1,503.37; PEDC - \$2,450.00; Garnishment - \$875.00; Misc - \$25.00; Sec Life \$361.01 and Direct Deposit - \$51,715.24 including the following overtime amounts: Distribution - 30 hours @ \$956.84; North Plant – 21 hours @ \$602.87; South Plant – 4 hours @ \$138.12 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Specials Claims \$448,448.52 and Special/Special Claims as follows: SASI \$53.15 check be drawn on the Revenue Fund for their respective amounts.

MAY FINANCIAL REPORT

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

RESOLVED (No. 14777), that the Board approved the May Financial Report.

CONSIDERATION OF WATERLINE DESIGN FOR INDUSTRIAL PARK

The new industrial park proposed north of Eisenhower and west of 13th Street is moving forward, after the signed agreement with the City. Napier Engineering has done the preliminary engineering for the sewers and developers. Staff would like to have Napier Engineering also do the waterline design, this will minimize conflicts and keep costs minimal. The plans are expected to be completed by August. The cost proposal is \$35,000.00.

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

RESOLVED (No. 14778), that the Board authorized the General Manager to approve the proposal for engineering drawings and survey with Napier Engineering in the amount of \$35,000.

CONSIDERATION OF RELOCATION OF LAGOON PUMP STATION CONTROLS

The control panel for the lagoon pumps are housed in a dry well underground over 20ft deep, which is considered to be confined space. Staff is requesting these controls be relocated above ground and connected to our SCADA system, where we would be able to monitor the level of the wet well and controls pumps. Separate bids were received for electric and telemetry projects. McGuire Electric bid of \$25,450.00 and R. E. Pedrotti bid of \$20,285.00 were the lowest bidders. Director Daniels inquired about options for relocating the lagoon pumps and valves. Staff discussed options and stated it could be looked into in the future.

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

RESOLVED (No. 14779), that the Board approved bids from McGuire Electric of \$25,450.00 and R.E. Pedrotti of \$20,285.00 for a total project cost of \$45,735.00 to relocate the control panel for the lagoon pumps.

DIVISION REPORTS

ADMINISTRATION

- Worked May Financial Statements
- SUS-weekly items
- Winter Quarter – annual sewer adjustment
- Met with City – stormwater fee

WATER DISTRIBUTION SUMMARY

- Cherokee Street Waterline Replacement

Services are being transferred to the new main from 5th to 6th Street.

- Spruce St – 19th to Terrace Waterline Replacement (2017)

Westland has started boring at the west end of the project and should start pulling pipe early next week.

- Kiowa Street

Pipe has been installed on 12th Street from Kickapoo to Dakota.

Osage Street – 5th St to 6th St to Broadway (2017)

Water main replacement is now needed on Osage Street between 5th and 6th Street. A water main break near 6th on an 8 inch cast iron pipe from 1883 washed out under the roadway for most of the block. We will need to rebuild the road and base to be able to fix the damage. Due to the age of the pipe, and severity of the break, and the pavement costs, we will replace the pipe before repairing the road. The road is currently drivable.

City Project Summary

1. Eisenhower Rd

Nothing new.

2. 2nd Street (Choctaw) Bridge

New waterline will be installed after bridge deck is poured. Probably late July.

3. Lakeview and Pleasant

NPL is boring today. We should be about finished when the City bids the project on July 12th.

4. Sanitary I/I

Disconnected flush tank lines along 3rd Street at two locations.

5. Industrial Park

Design should progress quickly after contract is signed.

Water Distribution Operations

Between June 8th, 2017 and June 21st, 2017 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: Killed flush tank lines at 3rd and Miami and Ottawa.
- Water-line breaks: three

Ohio Street Booster Station

- Generator: Nothing new at this time

North Plant Summary

1. HVAC: Staff was trained on new equipment, job complete.
2. Douglas Pump Service installed new drain valve on north clarifier.
3. Attended project management training.

South Plant Summary

- Generator: Nothing new at this time.
- Attended project management training.

GENERAL MANAGER'S REPORT

- Worked with Black & Veatch on obtaining additional water rights.
- Worked on Performance Evaluations
- Monthly KMU Safety Training on "Hazardous Communications" and Quarterly Management Training on "Project Management-An Overview" were both held on June 19th. Safety Committee also performed a safety audit on the Distribution Center.
- Contacted the City Manager after the main break on Osage Street just east of 6th Street to propose a cost shared complete reconstruction of that block due to the extensive damage to the pavement. Also, the planned pipe bursting project scheduled for Osage will include this block.
- Attended a MoRAC meeting Atchinson June 22nd.
- Sampling bottles for the Lead and Copper Rule testing to be delivered June 26th.
- Pilot Knob Care taker has moved out, minor repairs and painting needed before renting out.

EXECUTIVE SESSION

Upon motion from Director Norris, seconded by Director Daniels, it was unanimously adopted

RESOLVED (No. 14780), at 5:30 PM the Board recessed the regular board meeting and entered into executive session to discuss confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships; without revealing confidential information. For approximately 15 minutes.

Upon motion from Director Norris, seconded by Director Daniels, it was unanimously adopted

RESOLVED (No. 14781), at 5:45PM the Board ended the executive session and resumed the regular board meeting. No action taken.

ADJOURNMENT

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary