

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 8, 2020

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 8, 2020 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048, via videoconference.

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#### ATTENDANCE

##### **Directors in Attendance**

Christi Norris, Vice Chairman

Eric Peterson, Secretary

Storm Savage, Assistant Secretary (joined @ 5:03PM)

William Daniels

##### **Directors Absent (Excused)**

Richard Gervasini, Chairman

##### **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

Lisa Kanoy, South Plant Superintendent

##### **Others in Attendance**

JR Reilly, Reilly & Sons Insurance (via videoconference)

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#### CALL TO ORDER

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

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Norris noted that a quorum was present.

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REQUEST, COMMENTS,  
PETITIONS BY MEMBERS OF  
THE PUBLIC

None

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Daniels inquired about the property appraisal.

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APPROVE MINUTES OF  
MAY 26, 2020

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

**RESOLVED (No. 15070)**, that the Board approved minutes from May 26,  
2020.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF JUNE  
15, 2020

**RESOLVED (No. 15071)**, that the Board approved:

A. The payroll for the period ending June 15, 2020 amounting to gross pay of \$87,652.78 (composed of the following withholdings and deductions) Federal Income Tax - \$6,270.82; FICA- \$6,573.32; State Tax - \$3,515.40; KPERS -\$5,339.70, Insurance - \$2,633.35; United Way - \$145.50; Eq-flex - \$1,426.67; PEDC - \$2,657.50; Misc - \$240.00, Garnishment \$210.50 and Deposit - \$58,640.02 including the following overtime amounts: Distribution 24 hours @ \$979.01, North Plant 16 hours @ \$457.68 and South Plant 28 hours @ \$943.32 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$755,309.02, Special Claims \$266,602.50 and Special/Special Claims as follows: Postmaster \$200.00, Evergy \$35,765.54, Kansas Gas Service \$492.53, and AT&T \$377.09 checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
INSURANCE RENEWAL

JR Reilly presented the property/ workers compensation insurance renewal to the Board. The insurance coverage remained the same, except workers compensation cost decreased by \$ 11,027.00, due to the decline in the 3

year mod average.

JR encouraged the Board to apply for cyber insurance.

It was the consensus of the Board to accept the Insurance renewal for the next y12 month period.

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CONSIDERATION OF HIGH SERVICE SWITCHGEAR (tabled from prior meeting)

Quotes were received from Staco Electric, Enerfab, and Capital Electric for replacing the High Service Switchgear at Plant 2. All base switchgear pricing includes soft starts for pumps, which would reduce the initial surge of energy when starting a pump. Variable frequency drives (VFD's) would reduce the peak energy demand while the pump is running, as well as reduce the initial surge of energy when starting a pump. They will both provide overall energy savings.

Capital Electric was the low bid, with a base price of \$298,096.00 for the switchgear including soft starts, with one VFD for a 300 hp high service pump and one VFD 100 hp wash water pump at a cost of \$220,922.66.

**RESOLVED (No. 15072)**, that the Board approved the bid from Capital Electric of \$519,018.66 for the purchase of switchgear, two 300hp soft starts, VFD's for one 300 hp high service pump and one 100 hp wash water pump.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on audit

WATER DISTRIBUTION PROJECTS

Stoneleigh Court and 18<sup>th</sup> St (2020)

Bid is planned for June 17<sup>th</sup>, 2020.

Dakota Waterline Replacement Project (2020)

NPL has completed tie-ins and testing for about half of the project.

City/County Projects

Eisenhower Road Project

Nothing new.

Thornton Road Project

Nothing new.

Misc Stormwater Projects and Sanitary I/I

Nothing new.

Water Distribution Operations

Between May 21st, 2020 and June 4th, 2020 the following water-distribution activities have occurred:

- New Water-Service Connections: one
- Water Line Breaks: one 6-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

- Douglas Pump is waiting on parts to finish the second submersible pump at the intake. Work should resume June 10<sup>th</sup>.

South Plant Summary

- Layne is finishing up Lateral #5 and starting Lateral #4.
- Layne has started a second shift for a least the next three weeks.
- Levee repairs are ongoing.

GENERAL MANAGER'S REPORT

- Lead and Copper Rule sampling scheduled for June 22<sup>nd</sup>/23<sup>rd</sup>.
- AMI Project progress
  - System activation scheduled for June 15<sup>th</sup>/16<sup>th</sup>.
  - Staff training tentatively schedule for July 6<sup>th</sup>.
  - Utilization for billing expected August 1<sup>st</sup>. Plan to run key accounts parallel for 2 to 3 months.

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

Approved \_\_\_\_\_ 2020

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Christi Norris, Vice Chairman

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Eric Peterson, Secretary