

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON MARCH 13, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 13, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
William Daniels, Assistant Secretary
Christi Norris, Secretary
Richard Gervasini, Member

Directors Absent (Excused)

Teresa Wood, Vice Chairman

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

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

Director Daniels complimented the employees at both Plants for maintaining a clean plant during construction.

Director Kaaz asked for a general review of our enabling statutes and bylaws for any changes the Board felt would be appropriate.

APPROVE MINUTES OF
February 27, 2017

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of February 27, 2017, motion passed 4-0 ...

RESOLVED (No. 14744), that the Board approved the February 27, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

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

A. PAYROLL DISBURSEMENT
OF MARCH 13, 2017

RESOLVED (No. 14745), that the Board approved:

A. The payroll for the period ending March 15, 2017 amounting to gross pay of \$78,535.34 (composed of the following withholdings and deductions) Federal Income Tax - \$7,627.21; FICA- \$5,860.33; State Tax - \$2,621.03; KPERS - \$4,700.72, KPERS-buyback \$246.68, Insurance - \$2,023.81; United Way - \$171.71; Eq-flex - \$1,516.73; PEDC - \$3,075.00; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; and Direct Deposit - \$49,822.12 and including the following overtime amounts: Distribution - 14 hours @ \$507.18; North Plant - 4 hours @ \$115.86; South Plant - 8 hours @ \$267.81 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$307,896.17, Special Claims \$223,482.71 and Special/ Special Claims as follows: Westar Energy \$37,692.46, SASI \$844.50, Home Depot \$1,019.56 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF BIDS FOR
CHEROKEE WATERLINE
REPLACEMENT

The Cherokee project replaces approximately 3000 feet of 130+ year old, 4 inch diameter, cast iron main. The project will also abandon a block of parallel 8 inch cast iron pipe and a block of 10 inch cast iron pipe. A total of 4 bids were received for the project. The low bid was Linaweaver Construction Inc. at \$795,142.00. Upon motion from Director Gervasini, seconded by Director Daniels, motion passed 4-0.

RESOLVED (No. 14746) , that the Board authorized the General Manager to award the contract to Linaweaver Construction Inc. in the amount of \$795,142.00.

CONSIDERATION OF DRAFT
LETTER TO CITY COMMISSION

Staff was directed by the Board to address the city Commission regarding the water service line warranty program. A letter was prepared and reviewed by the Board. Upon motion from Director Gervasini, seconded by Director Norris, motion passed 4-0.

RESOLVED (No. 14747), that the Board authorized the General Manager to send the letter to the City Commission.

ADMINISTRATION

- Worked February Financial Statements
- SUS-internet billing
- Met with Public Works to discuss City implementing a Storm Water Fee

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
NPL was finished dirtwork for and will send invoice for final payment for next meeting.
- Cherokee Street Waterline Replacement
The project was bid. The apparent low bidder is Linaweaver Construction Inc.

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

Nothing new.

- Kiowa Street

Project will be posted and will bid on March 21st, 2017.

- Industrial Park – 14th St, north of Eisenhower (2017)

Project on hold.

Well Field Road

Spoke with Brett Napier about drawings to remove road to level with the field to prevent scouring during flood events. Cost estimate was received.

City Project Summary

2nd Street Storm Repair

The failure of a large storm sewer south of the wastewater treatment plant has washed away the bank and exposed almost a full pipe length of our 12 inch diameter ductile iron water main. Staff is working with the City to address the issue.

Water Distribution Operations

Between February 23rd, 2017 and March 8th, 2017 the following water-distribution activities have occurred:

- New Water-Service Connections: three
- Valves and Fire Hydrants: replaced two 12" valve and installed new 6 inch valve.
- Water Line Breaks: one – 2 inch

Ohio Street Booster Station

- Generator: Testing and training performed, generator is now operational. Final SCADA programming is pending. ATS (automated transfer switch) did not have required communication gateway installed from factory, unit is ordered.

North Plant Summary

- Kersten Concrete, repairing aged and damaged concrete around basins and sidewalks.
- Linaweaver Construction repaired broken sections of basin drain lines.

South Plant Summary

- Generator: Load testing was conducted, generator performed as expected, and is now functional, and pouring of concrete driveway started March 7, 2017.

GENERAL MANAGER'S REPORT

- Updated completed items on 2017 Work Plan.
- Fire Department inspected the offices and distribution area, no violations were found.
- Worked on KDHE 2017 Capacity Development Survey.
- Asked Napier Engineering to prepare a scope of engineering services to develop plans to lower the access road to the well field level with the surrounding land.
- Worked on increasing our water appropriation.
- Met with representatives of Fort Leavenworth regarding emergency water supply.

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary