

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON MARCH 14, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 14, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Richard Gervasini, Chairman  
Christi Norris, Secretary  
Davis Moulden, Assistant Secretary  
Greg Kaaz, Member

**Directors Absent (Excused)**

Teresa Wood, Vice Chairman

**Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Jeffrey Arnold, Manager of Plants  
Dennis Baragary, Manager of Distribution  
Kayla Manning, PE, Engineer

**Others in Attendance**

None

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CALL TO ORDER

Chairman Gervasini called the meeting to order at 5:00 PM.

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Chairman Gervasini noted that a quorum was present.

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REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

None

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BOARD MEMBERS ITEMS  
OUTSIDE OF EXECUTIVE SESSION

None

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APPROVE MINUTES OF  
FEBRUARY 22, 2016

Upon motion from Director Norris, seconded by Director Kaaz, the minutes for February 22, 2016, unanimously adopted ...

**RESOLVED (No. 14625)**, that the Board approved the February 22, 2016 minutes.

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CONSIDERATION OF CONSENT  
AGENDA FOR:

Upon motion from Director Kaaz, seconded by Director Norris, unanimously adopted ....

**RESOLVED (No. 14626)**, that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending March 15, 2016 amounting to gross pay of \$80,505.02 (composed of the following withholdings and deductions) Federal Income Tax - \$8,072.09; FICA- \$6,000.35; State Tax - \$2,680.41; KPERS - \$4,822.14, Insurance - \$3,137.30; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,774.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$22.50; Direct Deposit - \$50,321.62, and including the following overtime amounts: Distribution - 42.50 hours @ \$1,476.90; North Plant – 12 hours @ \$406.80; South Plant – 8 hours @ \$243.42 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$229,632.36, Special Claims \$331,208.03 and Special/Special Claims as follows: AT&T \$679.73, KRWA \$1,260.00, Kansas Gas \$2,039.50, Walmart \$91.65, Westar Energy \$36,582.95, AT&T \$271.48, and AT&T Mobility \$624.27 the check be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF BID FOR  
KLEMP-GRAND-FRANKLIN  
WATERLINE REPLACEMENT

The waterline replacements will reduce the multiple breaks and create a circulating feed. The existing waterline will be replaced with 4105 feet of 6-inch HDPE and 4640 feet of 8-inch HDPE. Stark Boring Company was the low bidder at a bid cost of \$810,287.13.

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

**RESOLVED (No. 14627)**, that the Board approved the bid for Stark Boring Company in the amount of \$810,287.13 and for the General Manager to execute the contract documents.

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CONSIDERATION OF FINAL  
PAYMENT FOR  
QUINCY/KINGMAN/OLIVE/14<sup>TH</sup>  
STREET 2015 PROJECT

The Board reviewed the final payment of \$63,085.78 to NPL for the Quincy/Olive/Kingman/14<sup>th</sup> Street waterline projects. No Board action needed.

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CONSIDERATION OF FINAL  
PAYMENT FOR  
COLUMBIA/DELAWARE 2015  
PROJECT

The Board reviewed the final payments of \$42,232.78 and \$20,499.79 to NPL for the Columbia and Delaware Street waterline projects. No Board action needed.  
Director Kaaz requested a summary sheet for project to reflect total project cost to include change orders.

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CONSIDERATION OF CONTRACT  
FOR RADIAL COLLECTOR WELL  
FEASIBILITY STUDY

This year we budgeted for an engineering feasibility study for a horizontal collector well (HCW) to supply the South Plant. The intent of this study is to examine the construction costs of a HCW versus vertical well replacement. Also, the study would evaluate relocating the raw water transmission main.

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

**RESOLVED (No. 14628)**, that the Board approved the engineering services contract with Black & Veatch for \$34,809 and authorize the General Manager to execute it.

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CONSIDERATION OF SOUTH  
PLANT SOLIDS BUILDING  
PAINTING

The sludge building at the South Treatment Plant shows signs of wear and areas are starting to rust. Swann Painting gave a proposal to caulk and paint at a cost of \$11,890.00.

Upon motion from Director Kaaz, seconded by Director Moulden, it was

unanimously adopted ....

**RESOLVED (No. 14629)**, that the Board approved the bid from Swann Painting in the amount of \$11,890.00.

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CONSIDERATION OF 5  
CHLORINE ANALYZERS FOR  
NORTH AND SOUTH PLANTS

Both Treatment Plants and the Ohio Street Booster station use continuous chlorine process analyzers. The current 5 units have 12 years of continuous service, and need to be replaced. HACH company quoted a total price of \$14,953.00.

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

**RESOLVED (No. 14630)**, that the Board approved the bid from HACH Company at a price of \$14,953.00.

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PRESENTATION OF 2016 WORK  
PLAN

The 2016 work plan for capital improvement projects were reviewed by the Board.

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CONSIDERATION OF SPIREFEST  
DONATION TO UNIVERSITY OF  
SAINT MARY

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

**RESOLVED (No. 14631)**, that the Board approved the donation to University of Saint Mary for \$982.50.

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Administration

- Worked on 2015 Audit and February financial statements

Water Distribution Summary

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St – Notice of award and construction plans and specs have been delivered.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – a total 5 bids were received.

City Projects

- Attended pre-construction for Cherokee and 11<sup>th</sup> Bridge project.
- Began internal discussions for Cherokee main replacement between 2<sup>nd</sup>

Street and to prepare for City paving project.

#### Water Distribution Operations

Between February 17th, 2016 and March 9th, 2016 the following water-distribution activities have occurred:

- New Water-Service connections: one
- Water-line breaks: one 2-inch
- Radio read installation: 138 meters replaced

#### North Plant Summary

- Atronic has started video installation not yet completed.
- Contractor has finished the fence job

#### South Plant Summary

- IMI finished installing weir plates
- Generators – plans and specs to Drexel
- Atronic finished video work

#### GENERAL MANAGER

- Worked with Cassell & Associates restarting the Emergency Generator project.
- Worked with Black & Veatch and our attorney to prepare the agreement for an engineering feasibility study for a horizontal collector well for the South Plant.
- Authorized advertising for two summer part time positions at the North Plant to do the mowing and minor maintenance work.
- March 17<sup>th</sup>, plan to attend a meeting of the Missouri River Basin Advisory Committee at White Cloud

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#### EXECUTIVE SESSION

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

**RESOLVED (No. 14632)**, at 5:35 PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters for ten minutes.

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

**RESOLVED (No. 14633)**, at 5:45PM the Board ended the executive session and resumed the regular board meeting.

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ADJOURNMENT

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

Approved \_\_\_\_\_ 2016

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Richard Gervasini, Chairman

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Christi Norris, Secretary