

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON MARCH 26, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 26, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Richard Gervasini, Vice Chairman
Eric Peterson, Secretary

Directors Absent (Excused)

Christi Norris, Assistant Secretary
Greg Kaaz, Member

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Kayla Manning, Staff Engineer
Neil Seichepine, Manager of Plants

Others in Attendance

None

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

NONE

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Peterson commented on how attentive the field guys have been with safety equipment and road signage in work zones. He noted the work on 4th Street gave plenty of warning to allow vehicles to safely merge.

APPROVE MINUTES OF
MARCH 12, 2018

Upon motion from Director Gervasini, seconded by Director Peterson, the minutes of March 12, 2018 were approved, motion passed 3-0...

RESOLVED (No. 14865), that the Board approved the March 12, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
MARCH 31, 2018

RESOLVED (No. 14866), that the Board approved:

A. The payroll for the period ending March 31, 2018 amounting to gross pay of \$79,276.02 (composed of the following withholdings and deductions) Federal Income Tax - \$6,488.89; FICA- \$5,925.49; State Tax - \$3,084.57; KPERS -\$4,691.16; KPERS-back \$108.11, Insurance - \$2,331.08; United Way - \$139.50; Eq-flex - \$1,476.74; PEDC - \$2,302.50; Garnishment - \$1,135.00; Misc - \$242.50, Optional group life \$351.34 and Deposit - \$50,999.14 including the following overtime amounts: Distribution 22 hours @ \$698.24; North Plant 8.5 hours @ \$272.59; South Plant 8 hours @ \$259.83 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$363,563.63 and Special/Special Claims as follows: Ks Gas Service \$3,320.63, Westar Energy \$39,729.48, Advance Auto Parts \$47.44, Brumit Oil Co. Inc., \$858.05, Crow & Associates

\$225.00, checks be drawn on the Revenue Fund for their respective amounts.

FEBRUARY FINANCIAL REPORT Upon motion from Director Peterson, seconded by Director Gervasini, the February Financial Report, motion passed 3-0

RESOLVED (No. 14867), that the Board approved the February Financial Report

PRESENTATION OF DRAFT CCR REPORT Staff noted that some of the pictures may be updated. No action necessary.

PRESENTATION OF 2019 MAIN REPLACEMENT PROJECTS Staff is looking at 3 locations for main replacement next year, around 12th and Dakota, High and Sanders, and Lecompton Road. Lecompton Road is a critical line as the only feed for RWD#5 and Pine Ridge. The pipe was found to be in poor condition after a couple recent breaks. The total pipe footage for the 2019 would be slightly less than the last several years, but with the Horizontal Collector Well staff would be stretched thin to handle more.

Director Peterson asked if the line on Lecompton would go back as an 8" diameter or increase in size. Staff stated that is going to be looked at with pumping capacity.

Director Daniels stated that priority is more important than footage.

No action necessary at this time. Staff will begin working with design consultants in the next month.

DIVISION REPORTS

ADMINISTRATION

- Worked on Financial Statements
- SUS – code error fixed, working on marketing
- Staff trained on AED
- Letter from Mike Crowe sent to Fav Store and Fidelity Express

WATER DISTRIBUTION PROJECTS

1. Spruce St – 19th to Terrace Waterline Replacement (2017)
Westland plans to be up in the next week or so.
2. 5th Ave – Spruce to Thornton (2018)
Received material submittals and paperwork. Start date will be determined after pipe delivery is determined.

3. Main Replacement Osage to Cherokee, 20th to 15th (2018)
Project is out to bid.
4. Business Park Waterline
Most pipeline is in. Connection at Eisenhower is delayed due to muddy conditions. Mainly flushing, chlorination, and testing remain.

WATER DISTRIBUTION OPERATIONS

Between March 8th, 2018 and March 22nd, 2018 the following water-distribution activities have occurred:

- a) Cap Abandoned Main: (2) 4th and Delaware, 2nd and Cherokee
- b) Radio-Read Installations: 330
- c) Water-Line Breaks: 2
- d)

Ohio Street Booster Station

Nothing new at this time

North Plant Summary

1. Worked on RMP
2. Front glass block window was replaced in filter building
3. Held training with representatives of T.G.O., for the Chlortainers

South Plant Summary

1. Worked on RMP
2. Cleaned Primary & Secondary Basins
3. Contacted farmers about upcoming test for the collector well

GENERAL MANAGER'S REPORT

- KMU Management training held March 12th on "Substance Abuse in the Workplace", Safety training held March 12th on "Customer Service". Attendance sheets attached.
- Internally, AED training is being held. Attendance sheets attached.
- Contacted Fort-DPW regarding the North Plant fencing.
- Continued working on the preliminary siting of a water storage tank.
- Reviewed potential main replacement projects for next few years.

ADJOURNMENT

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

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary