

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MAY 14, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 14, 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
Christi Norris, Assistant Secretary

Directors Absent (Excused)

Greg Kaaz, Member

Staff in Attendance

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

Others in Attendance

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 Daniels informed the board about a customer complaint.

APPROVE MINUTES OF
APRIL 23, 2018

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of April 23, 2018 were approved, motion passed 4-0...

RESOLVED (No. 14874), that the Board approved the April 23, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF MAY
15, 2018

RESOLVED (No. 14875), that the Board approved:

A. The payroll for the period ending May 15, 2018 amounting to gross pay of \$83,486.34 (composed of the following withholdings and deductions) Federal Income Tax - \$6,654.83; FICA- \$6,247.59; State Tax - \$3,222.71; KPERS -\$4,901.50; KPERS-back \$120.99, Insurance - \$2,381.23; United Way - \$139.50; Eq-flex - \$1,476.74; PEDC - \$2,447.50; Garnishment - \$260.00; Misc - \$242.50, and Deposit - \$55,391.25 including the following overtime amounts: Distribution 46 hours @ \$1,523.82; North Plant 26 hours @ \$675.39; South Plant 12 hours @ \$416.52 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$388,766.01, Special Claims \$297,334.25 and Special/Special Claims as follows: Shred-It \$23.15, KS Gas Service \$1,835.97, Westar Energy \$44,459.01, Home Depot \$213.57, AT&T \$184.89 and Walmart \$47.57 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
CHANGE ORDER 5 FOR
WESTLAND FOR SERVICES
COUNT
CORRECTION

On the pre-final invoice for Westland Construction there was a misunderstanding on the ¾" long service connections. The final count should be 38, including the change order. This is an additional 2 services at \$1,600.00 each, for a total of \$3,200.00. The project is complete except some re-seeding. Upon motion from Director Gervasini, seconded by Director Norris, motion passed 4-0.

RESOLVED (No. 14876), that the Board authorized the General Manager to execute a change order with Westland Construction Inc for the quantity correction in the amount of \$3,200.00

CONSIDERATION OF
CONTRACT FOR DESIGN
FOR HIGH AND SANDERS
STREET WATER MAIN
REPLACEMENT

High Street, at approximately 15th Street has had several costly main breaks in the pavement. The area is mostly 2 inch cast iron water main, including several dead ends. Benesch provided a cost estimate for plans thru bidding is not to exceed \$90,000.

Upon motion from Director Norris, seconded by Director Gervasini, motion passed 4-0.

RESOLVED (No. 14877), that the Board authorized the General Manager to execute the contract documents with Benesch for engineering services for Sanders and High Street Water Main Replacement at a not-to-exceed cost of \$90,000.

CONSIDERATION OF
CONTRACT FOR DESIGN
MEMO FOR LECOMPTON
ROAD WATER MAIN
REPLACEMENT

The water main along Lecompton is fed from the Booster Pump Station and feeds RWD#5 and the higher zone areas of Leavenworth. Benesch has proposed a design memo to evaluate options before going forward with design.

Upon motion from Director Daniels, seconded by Director Peterson, motion passed 4-0.

RESOLVED (No. 14878), that the Board authorized the General Manager to execute the contract documents with Benesch for engineering services for Lecompton Water Main Replacement Design Memo at a not-to-exceed cost of \$17,500.

PRELIMINARY
DISCUSSION ON THE
RENEWAL OF THE WATER
SALES CONTRACT WITH
FORT LEAVENWORTH

General Manager noted the short-term contract with Fort Leavenworth expires July 13th. Several options were discussed going forward. The consensus of the Board was to offer the Wholesale rate, since they operate their own distribution system, if the Fort commits to a long term contract.

DIVISION REPORTS

ADMINISTRATION

- Worked on April Financial Statements
- 2017 Auditor field work
- Meeting with Cincinnati Insurance loss control field director

WATER DISTRIBUTION PROJECTS

1. Spruce St – 19th to Terrace Waterline Replacement (2017)
Will need more seed at a few locations, all else looks good. Reducing retainage to \$5,000 for seeding until the grass is growing.
2. 5th Ave – Spruce to Thornton (2018)
Nothing new.
3. Main Replacement Osage to Cherokee, 20th to 15th (2018)
Submittal received.
4. Business Park Waterline
Bacteria testing came back clear. Additional flushing will be done to reduce turbidity and increase chlorine for better water quality.
5. Osage 5th St to 6th St
LWW crews are finished, Kersten's is finishing restoration.
6. Pottawatomie 11th St to 10th St
LWW crews have excavated services to prepare for new main installation.

WATER DISTRIBUTION OPERATIONS

Between April 9th, 2018 and May 10th, 2018 the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: two kills, one relocation
- b) Radio-Read Installations: 82
- c) Water-Line Breaks: none

Ohio Street Booster Station

Nothing new at this time

North Plant Summary

1. Submitted Plant #1 RMP
2. McGuire Electric pulled wires to integrate rapid mix into SCADA controls.
3. New hire Norman Charity started 5/3/18.

South Plant Summary

1. Submitted Plant #2 RMP
2. Contacted farmers about boring on 5/9/2018. Also informed them about

- possibly lowering of the wellfield road.
3. Blaser Excavating finished two lagoons.

GENERAL MANAGER'S REPORT

- Reviewed and submitted the revised Risk Management Plans (RMP) for both Plants to EPA on May 1st.
- Published the Notice of Public Hearing for the SRF loan application to be held on May 29th.
- Attended the KMU Annual Conference in Wichita May 2 – 4.

The meeting was adjourned.

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary