

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON NOVEMBER 13, 2017

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

ATTENDANCE

Directors in Attendance

Christi Norris, Secretary
William Daniels, Assistant Secretary
Richard Gervasini, Member

Directors Absent (Excused)

Greg Kaaz, Chairman
Teresa Wood, Vice Chairman

Staff in Attendance

Joel Mahnken, PE, General Manager
Dennis Baragary, Manager of Distribution
Gary Simanowitz, Manager of Plants
Neil Seichepine, South Plant Superintendent

Others in Attendance

None

CALL TO ORDER

In absence of the Chairman, Director Gervasini called the meeting to order at 5:05 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
OCTOBER 23, 2017

Upon motion from Director Norris, seconded by Director Daniels, the minutes of October 23, 2017, motion passed 3-0 ...

RESOLVED (No. 14816), that the Board approved the October 23, 2017 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
NOVEMBER 15, 2017

RESOLVED (No. 14817), that the Board approved:

A. The payroll for the period ending November 15, 2017 amounting to gross pay of \$84,971.87 (composed of the following withholdings and deductions) Federal Income Tax - \$8,276.85; FICA- \$6,356.47; State Tax - \$3,279.08; KPERS -\$5,064.25; KPERS- buyback \$117.31, Insurance - \$2,122.20; United Way - \$170.71; Eq- flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$1,246.08; Misc - \$242.50, and Deposit - \$53,805.55 including the following overtime amounts: Distribution - 52.50 hours @ \$1,672.57; North Plant – 45 hours @ \$1,337.45; South Plant – 13 hours @ \$442.50 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$457,753.66 Special Claims \$223,449.51 and Special/Special Claims as follows: AT&T \$182.25, Henry Hodges \$63.75, Home Depot \$174.72, Tractor Supply \$56.68, Walmart \$7.47, KGS \$249.80, Westar \$34,342.45, and AT&T \$623.90 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF DESIGN
OF WELL FIELD ROAD
ELEVATION CHANGES

Staff request approval to accept a proposal from Napier Engineering to develop drawings to lower the elevation of the well field access road where past problems have developed during flood conditions. The intent is to reduce the turbulence that has previously damaged the road, pipe and power poles in that area. The drawings developed for the last repair will be used and edited to create the new document, keeping the cost minimal. The proposal is \$4,700 including drawings and survey. Upon motion by Director Norris, seconded by Director Daniels, the motion passed 3-0...

RESOLVED (No. 14818), that the Board approved the proposal from Napier Engineering for the Well Field Road Improvements in the amount of \$4,700.

CONSIDERATION OF FINAL
PAYMENT TO MARTIN
MECHANICAL FOR HVAC
PROJECT AT NORTH PLANT

In accordance with purchasing policy, staff presented final payment of \$16,740.00 for Martin Mechanical for HVAC upgrades at the North Plant. Upon motion from Director Daniels, seconded by Director Norris, the motion passed 3-0.

RESOLVED (No. 14819), that the Board approved the final payment of \$16,740.00 to Martin Mechanical.

CONSIDERATION OF FINAL
PAYMENT TO NPL FOR KIOWA
STREET WATER MAIN
REPLACEMENT PROJECT

In accordance with purchasing policy, staff presented final payment of \$43,797.64 for NPL for the Kiowa Street Water Main Replacement Project. Upon motion from Director Norris, seconded by Director Daniels, the motion passed 3-0.

RESOLVED (No. 14820), that the Board approved the final payment of \$43,797.64.

CONSIDERATION OF
ADDITIONAL SERVICE LINE
REPLACEMENT FOR SPRUCE
WATERLINE PROJECT

It was discovered in the field that the service line for the school at 1901 Spruce Street is old 3 inch cast iron and has a high potential of failure. Since Spruce Street is a State Highway, KDOT requires casing pipe for lines greater than 2 inch diameter. Staff proposes a 6 inch casing pipe with 4 inch HDPE service line. Previously Westland Construction Inc, had asked the board for consideration of additional work rather than liquidated damages. Staff and Westland agreed upon 10 additional contract days in exchange for the service line. Upon motion from Director Daniels, seconded by Director Norris, the motion passed 3-0.

RESOLVED (No. 14821), that the Board approved the change order with Westland Construction Inc, for the additional service line replacement at 1901 Spruce for 10 additional contract days and zero cost.

CONSIDERATION OF 2018
HEALTH INSURANCE RENEWAL

This year’s health insurance proposal saw significant changes over previous plans including age based premiums and increased out-of-pocket costs for employees. Staff is asking the Board to consider Choice 1, which will be slightly more costly to the Board than expected, but will minimize the out-of-pocket exposure to staff. Upon motion from Director Norris, seconded by Director Daniels, the motion passed 3-0.

RESOLVED (No. 14822), that the Board approved the Blue Cross/Blue Shield ClassicSGChoice1 option for health insurance in 2018, paying 90 percent of the employee premium and 70 percent of the dependent premium.

DIVISION REPORTS

ADMINISTRATION

- SUS – weekly items
- Worked on October Financial Report
- Interviewed and hired Administrative and Financial Assistant

WATER DISTRIBUTION & ENGINEERING SUMMARY

Cherokee Street Waterline Replacement

Only 2 items left to resolve.

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

Second crew is working on services. Boring crew is ahead of schedule and finished with 12 inch pipe along Spruce and 8 inch bore on 15th Street. 14th Street is expected to be finished tomorrow. Another crew is anticipated in about a week to help with services.

Kiowa Street – 9th St to 13th St

Final payment is ready to be released.

Osage Street – 5th St to 6th St to Broadway

Work is done to 6th Street. Kersten’s is finishing restoration. Crews installed a 12 inch valve on 6th Street to be able to remove the old cross and old valve that wouldn’t shut down properly. New pipe will be laid to the east side of 6th Street.

5th Ave – Spruce to Thornton

Nothing new.

Main Replacement Osage to Cherokee, 20th to 15th (2018)

Nothing new.

City Project Summary

1. Industrial Park – Waterline work is expected to begin next week.
2. 4th and Marion – General Contractor is taking care of restoration. Staff is resending invoices to split work for the Mark One damages on the NE and NW corner. The invoice to the City for the relocation on the SE corner has been sent.

Water Distribution Operations

Between October 19th, 2017 and November 9th, 2017 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: (2)
- Main Kills: (2)
- Water-Line Breaks: four 2-inch

WATER TREATMENT SUMMARY

Ohio Street Booster Station

Nothing new

North Plant Summary

1. Installation of variable speed equipment on flocculation basin started
2. Attended EPA webinar training for 2018 UMCR 4 sampling.

South Plant Summary

1. Plant shut down and partial draining was conducted Nov 6th for basin equipment inspection.
2. Safety compliance audit of the South treatment plant was conducted by KMU. The treatment plans scored 93.4% with only a few deficiencies found, we will address any issues found. Both plant results are included.
3. Capital Electric replaced two lightning arresters at the wellfield on Nov 8th
4. McGuire Electric is tentatively scheduled to start on the lagoon project Nov 20th
5. Attended EPA webinar training for the 2018 UMCR 4 sampling.

GENERAL MANAGER'S REPORT

- KMU Job Safety & Management Training sessions were held on October 30th and November 6th on "Performance Evaluations", "Hands-On Fire Extinguisher Training", and "Blood Borne Pathogens". Attached are the attendance rosters.
- Worked on analysis of our 2018 health insurance options.
- Posted an advertisement for the Water Treatment Manager position.
- Participated in interviews for the Administrative Assistant position.
- Reviewed KDHE inspection letter and followed up.
- Meet with City Staff and Black & Veatch on their data needs for their Wastewater Rate Study.
- Met with Ft. Leavenworth DPW and American Water regarding possible supplying water to the Post.

ADJOURNMENT

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary