

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON NOVEMBER 26, 2018

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

ATTENDANCE

Directors in Attendance

Richard Gervasini, Vice Chairman

Eric Peterson, Secretary

Greg Kaaz, Member

Directors Absent (Excused)

William Daniels, Chairman

Christi Norris, Assistant Secretary

Staff in Attendance

Joel Mahnken, General Manager

Kayla Manning, Staff Engineer

Neil Seichepine, Manager of Water Treatment

Jim Adams, Water Plant Superintendent

Dennis Baragary, Manager of Distribution

Others in Attendance

None

CALL TO ORDER

Director Gervasini, called the meeting to order at 5:00 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
NOVEMBER 13, 2018

Upon motion from Director Peterson, seconded by Director Kaaz, the minutes of November 23, 2018 were approved, motion passed 3-0...

RESOLVED (No. 14887), that the Board approved the November 13, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
NOVEMBER 30, 2018

RESOLVED (No. 14888), that the Board approved:

A. The payroll for the period ending November 30, 2018 amounting to gross pay of \$85,860.36 (composed of the following withholdings and deductions) Federal Income Tax - \$7,140.47; FICA- \$6,447.47; State Tax - \$3,415.34; KPERS -\$5,089.53; KPERS-back \$122.00, Insurance - \$1,866.55; United Way - \$139.50; Eq-flex - \$1,382.44; PEDC - \$2,522.50; Misc - \$242.50, Optional Group Life \$280.72, and Deposit - \$57,211.34 including the following overtime amounts: Distribution 61.50 hours @ \$2,4214.22; North Plant 30 hours @ \$815.10 and South Plant 61 hours @ \$1,966.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$323,565.48 and Special/Special Claims as follows: Cash account Lesia Hegeman \$780.00, SASI \$739.29, and Price Chopper \$950.00 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
OCTOBER FINANCIAL
STATEMENT

Director Gervasini asked if there had been an increase in water sales to the Fort with the arrival of the new class. Staff stated that the Fort has remained very consistent all year. Director Kaaz complimented Joel and the team of staff for the 2018 numbers. (Despite the increase in flow of 25%, treatment costs were only up about 10%) Director Kaaz also thanked the finance department for the additional information on the pledge reports showing the maximum monthly checking balance. Upon motion from Director Kaaz, seconded by Director Peterson, the motion passed 3-0.

RESOLVED (No. 14889), that the Board approved the October Financial Statement.

CONSIDERATION OF
CHANGE ORDERS 1-3
WITH ORR WYATT FOR
5TH AVE WATERLINE
PROJECT

Director Kaaz reiterated for staff to contact the bonding company for Orr Wyatt concerning the quickly approaching end of contract. The Board also had concerns with allowing rain delays on a calendar day project and would rather consider that issue once the work has been completed. The Board did not have issue with change orders 1 and 2. Upon motion from Director Kaaz, seconded by Director Peterson, the motion passed 3-0 ...

RESOLVED (No. 14890), that the Board approved Change Order 1 for 7 days and Change Order 2 for 14 days and \$950 with Orr Wyatt Streetscapes for the 5th Ave Waterline Project and authorized the General Manager to execute the change orders.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on October Financial Statements
- Worked on insurance renewals

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)

Pipe is almost installed to south of Spruce St. Service transfers have begun on the south side of the project. Change orders 1-3 are on the agenda.

Director Gervasini mentioned the Vintage Homes tour scheduled for Sunday December 9th that will occur at the Carroll Mansion Museum on 5th Ave and would like to see the holes in that area filled in prior to the tour.

2. Lecompton Road Watermain Replacement (2019)

Alignment was staked.

3. Sanders and High Street Watermain Replacement (2019)

Staff is reviewing the 90% submittal.

4. Dakota Street Area Watermain Replacement (2019)

Nothing new.

City Projects

1. 2018 Sidewalk Project

Crews are finished.

Water Distribution Operations

Between November 7th, 2018 and November 21st, 2018 the following water-distribution activities have occurred:

1. Water-Line Breaks: 5
2. Service Repair: Saddle at 1331 Stoneleigh Ct.

Ohio Street Booster Station

Nothing new at this time.

North Plant Summary

1. Suez Water Technologies scheduled to “start-up” TOC analyzer on November 29-30

South Plant Summary

1. Finished aerator
2. Capital Electric Replacing a contact block on the switch gear for high service pump #1
3. New employee starts November 26th

GENERAL MANAGER’S REPORT

- Worked on KPWSLF load document. Provided Resolution to the City for their consideration that authorizes the Board to execute the loan.
- Worked on HCW project. Have received 60% plans from Black & Veatch for review.
- Reviewing draft KPWSLF loan document.
- Worked on Strategic Planning documents.

WORK SESSION FOR
STRATEGIC PLANNING

Item was tabled.

ADJOURNMENT

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

Approved _____ 2018

Dick Gervasini, Vice-Chairman

Eric Peterson, Secretary