

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON NOVEMBER 12, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Tuesday, November 12, 2019 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
Greg Kaaz, Member

Directors Absent (Excused)

Staff in Attendance

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

Others in Attendance

Gene Gates

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

Gene Gates property owner near South Plant, discussed different land options with the Board. After a short discussion, the Board tabled the matter for future consideration.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
OCTOBER 28, 2019

Upon motion from Director Kaaz, seconded by Director Gervasini, motion passed 5-0...

RESOLVED (No. 15008), that the Board approved the October 28, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Norris, and Director Kaaz abstained, motion passed 4-0...

RESOLVED (No. 15009), that the Board approved:

A. PAYROLL
DISBURSEMENT OF
NOVEMBER 15, 2019

A. The payroll for the period ending November 15, 2019 amounting to gross pay of \$86,978.30 (composed of the following withholdings and deductions) Federal Income Tax - \$7,387.74; FICA- \$6,925.39; State Tax - \$3,772.37; KPERS -\$5,175.39; KPERS-back \$118.49, Insurance - \$2,158.17; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$2,362.50; Misc - \$240.00, Garnishment \$315.75, and Deposit - \$56,970.69 including the following overtime amounts: Distribution 59 hours @ \$2,197.12; North Plant 27.50 hours @ \$793.17 and South Plant 7 hours @ \$258.55 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$268,067.78, Special Claims \$246,077.70 and Special/Special Claims as follows: AT&T Mobility \$1,058.15, Verizon \$240.06, Home Depot \$65.49, Tractor Supply \$624.85, Evergy \$43,429.97, KS Gas \$421.28, HMB Properties \$2,375.00, Price Chopper \$950.00 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF 2019
AUDIT PROPOSALS The Board tabled a decision and asked management to follow-up on
auditor’s client references.

CONSIDERATION OF
HEALTH INSURANCE
RENEWAL The 2020 renewal for health and dental insurance with Blue Cross/Blue
Shield of Kansas has an increase of 9% (includes age increase) with the
current employee. The Board will continue with ClassicSGChoice 1 option,
paying the same percentages for employees and dependents as in the past
year.
Upon motion from Director Norris, seconded by Director Kaaz, the motion
passed 5-0...

RESOLVED (No. 15010), that the Board approved the renewal for Blue
Cross/Blue Shield ClassicSGChoice 1 option for health/dental insurance.

CONSIDERATION OF
ENGINEERING DESIGN
CONTRACT WITH BG
CONSULTANTS FOR WELL
FIELD PIPE RELOCATION The Board reviewed a proposed contract with BG Consultant for surveying
and design engineering of the South Plant Raw Water Transmission Main
Relocation project. It includes the preparation of the legal description for the
easement to be obtained, design engineering including alternative pipe
materials, and minor contract administration through construction. There
proposal cost is not to exceed \$121,500.
Upon motion from Director Kaaz, seconded by Director Norris, the motion
passed 5-0...

RESOLVED (No. 15011), that the Board authorized the General Manager to
execute the engineering contract with BG Consultants for the South Plant
Raw Water Transmission Main Improvements in the amount of not to exceed
\$121,500.

CONSIDERATION OF
HEALTH AND SAFETY
MANUAL The Health and Safety Manual was reviewed and approved by the Board.
Each employee will receive a copy of the manual, along with a copy placed
in each truck. Manual will be printed and distributed to all employees soon.
Upon motion from Director Kaaz, seconded by Director Gervasini, and
Director Daniels abstained, the motion passed 4-0...

RESOLVED (No. 15012), that the Board adopted the Health and Safety
Manual .

DIVISION REPORTS ADMINISTRATION SUMMARY
- Worked on Financial Statements
- Auditor – request
- Attended workshop at EPA

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Working on tie in at Middle Street.
2. Stoneleigh Court and 18th St (2020)
Staff met with Benesch to put together a design proposal.

City Projects

1. Eisenhower Road Project
Staff reviewed the temporary line information. Length was estimated at 2,100 feet, cost was estimated around \$300,000.
2. Thornton Road Project
Nothing new.
3. Misc Stormwater Projects and Sanitary I/I
Staff has completed work necessary for City to continue with their projects.

Water Distribution Operations

Between October 24th, 2019 and November 6th, 2019, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: two
- b) Water Line Breaks: one 6-inch and one 16-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Finished kitchen remodel project.

South Plant Summary

1. Polymer trial with D&F Services
2. Capital Electric finished the underground electric work at the Collector Well site.
3. Attended workshop at EPA/ (Risk Assessment & Emergency Response Plan Training)

GENERAL MANAGER'S REPORT

- KMU safety training held November 4th on "Seasonal Holiday Fatigue".
- Reviewed "Safety & Health Procedures Manual" draft from the Builders Association. Cleaned up minor items and typo's for presentation to the Board.
- Layne Christensen mobilized on the HCW Caisson/Lateral project the week of November 4th.
- Submitted the first disbursement request on the KPWSLF to KDHE for \$627,950.57. This is the engineering and administrative costs incurred to date.
- Will be attending a Missouri River Regional Advisory Committee meeting in Atchison on November 21st.
- The General Manager presented Director Kaaz with a plaque for his six and one-half year's of service to the Board.

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

Approved _____ 2019

William Daniels, Chairman

Eric Peterson, Secretary