

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON NOVEMBER 14, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, November 14, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

---

ATTENDANCE

**Directors in Attendance**

Greg Kaaz, Chairman  
Teresa Wood, Vice Chairman  
Christi Norris, Secretary  
William Daniels, Assistant Secretary

**Directors Absent (Excused)**

Richard Gervasini, Member

**Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Dennis Baragary, Manager of Distribution  
Gary Simanowitz, Manager of Plants  
Kayla Manning, PE, Engineer  
Jim Adams, North Plant Superintendent  
Neil S, South Plant Superintendent

**Others in Attendance**

Andrew Hansen, Black & Veatch

---

CALL TO ORDER

Director Kaaz called the meeting to order at 5:00 PM.

---

---

ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Kaaz noted that a quorum was present.

---

REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

None

---

BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Norris attended a session on KOMA and reported her findings to the Board.

---

APPROVE MINUTES OF  
OCTOBER 24, 2016

Upon motion from Director Norris, seconded by Director Wood, the minutes of October 24, 2016, motion passed 4-0 ...

**RESOLVED (No. 14710)**, that the Board approved the October 24, 2016 minutes.

---

CONSIDERATION OF  
CONSENT AGENDA

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

**RESOLVED (No. 14711)**, that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending November 15, 2016 amounting to gross pay of \$80,804.86 (composed of the following withholdings and deductions) Federal Income Tax - \$8,120.83; FICA- \$6,007.19; State Tax - \$2,650.34; KPERS - \$4,834.79, KPERS-buyback \$250.59, Insurance - \$2,494.76; United Way - \$144.90; Eq-flex - \$625.00; PEDC - \$2,814.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; and Direct Deposit - \$50,734.75 and including the following overtime amounts: Distribution - 58.50 hours @ \$2,059.30; North Plant – 29 hours @ \$735.66; South Plant – 24 hours @ \$827.94 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$267,374.62, Special Claims \$353,507.31 and Special/ Special Claims as follows: SASI \$1,542.23, AT&T \$272.76, Kansas Gas Service \$217.33, Westar Energy \$37,912.57, and KS-AWWA \$65.00 the check be drawn on the Revenue Fund for their respective amounts.

---

PRESENTATION OF  
HORIZONTAL COLLECTION  
WELL

Andrew Hansen from Black & Veatch presented the collector well evaluation, which included the declining Missouri River bed elevation; comparison of vertical and horizontal collector wells and well capacity information. Summary of data obtained from previous evaluation suggest several of the Wells are approaching the end of their useful life and should be replaced with new vertical wells or a new horizontal collector well around the year 2021.  
No action taken by the Board other than to receive the report.

---

CONSIDERATION OF  
EASEMENT FOR SOUTHERN  
STAR ODORANT BUILDING  
RELOCAION

Southern Star Gas is in the process of relocating the odorant station near the North Plant from the south side of the bridge to a new location north of the bridge on top of their existing gas line and easement. Easement documents were reviewed and approved by the City. After discussion, the Board tabled. Director Daniels asked staff to obtain comments from KDOT on the future bridge site.

---

CONSIDERATION OF BIDS FOR  
NORTH PLANT HVAC

On November 8<sup>th</sup>, bids were opened for the upgrade of the HVAC system at the North Plant. Five bids were received, with Martin Mechanical being lowest total at \$140,000. Director Daniel asked staff to verify lien waivers on material. Upon motion from Director Wood, and seconded by Director Norris, the motion passing 4-0...

**RESOLVED (No. 14712)**, that the Board authorized the General Manager to execute a contract with Martin Mechanical for the North Plant HVAC Upgrades in the amount of \$140,000.

---

CONSIDERATION OF CHANGE  
ORDER FOR GENERATORS

Capital Electric requested a change order to enlarge the foundations at both sites and for some minor adjustments in the electrical wire sizing in the amount of \$21,281.90.

Director Daniels stated Cassell should have revised the bid to reflect a larger platform for the heavier generator.

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

**RESOLVED (No. 14713)**, that the Board authorized to execute Change Order 1 with Capital Electric on the Emergency Generator project in the amount of \$21,281.90.

---

CONSIDERATION OF CONTRACT  
WITH NAPIER FOR INDUSTRIAL  
PARK WATERLINE  
ENGINEERING

The new industrial park proposed north of Eisenhower and west of 13<sup>th</sup> Street is progressing quickly. Staff would like to have Napier Engineering do the waterline design, since they have done the engineering for the sitework, pavement, and sewers.

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

**RESOLVED (No. 14714)**, that the Board authorized the General Manager to approve the proposal for engineering drawings and survey with Napier Engineering in the amount of \$35,000.

---

CONSIDERATION OF IBM  
POWER 8

Our existing IBM NaviLine 520 is approaching the end of service support for IBM to provide preventative maintenance, this machine was purchased in January 2007. The proposal is for the replacement IBM Power 8 in the amount of \$32,760. The Board tabled the IBM disaster recovery and emergency support, until more information could be collected.

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

**RESOLVED (No. 14715)**, that the Board authorized the General Manger to execute the IBM Power 8 contract in the amount of \$32,760.

---

CONSIDERATION OF SUS  
STATEMENT OF WORK

The statement of work from Smart Customer Mobile was reviewed and discussed. The Board requested staff to asked SUS for a list of references.  
No action taken by the Board.

---

CONSIDERATION OF LOGO  
SUBMISSIONS

Graphic Arts students from the University of St. Mary's submitted logo drawings, which were judged by the Board for prize money to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place finisher. Logo "G" was selected as 1<sup>st</sup> with "A" and "B" as 2<sup>nd</sup> and 3<sup>rd</sup>.

---

ADMINISTRATION

- Worked on October Financial Statements
- Worked on IBM contract
- Worked on internet contract
- Met with insurance carrier
- Reviewed HR Manual with Attorney

WATER DISTRIBUTION SUMMARY

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St Waterline Replacement  
Received final bill, minus retainage.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement  
Pipe has been pulled to Halderman. Staff walked the area north of Ohio with Stark and developed a punch list to finish that area.
- Cherokee Street Waterline Replacement  
Sent plans to KDOT.
- Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Met with BG on Wednesday to review plans. Ready to start sending out for permitting.
- Kiowa Street  
Survey is finished, scheduling walkthrough with Benesch for alignment.

• Industrial Park – 14<sup>th</sup> St, north of Eisenhower (2017)

Met with Napier to develop cost estimate for plans. Plans expected to be complete by February.

Water Distribution Operations

Between October 19<sup>th</sup>, 2016 and November 10<sup>th</sup>, 2016 the following water-distribution activities have occurred:

- Water Line Breaks: six 2-inch
- Service Renewals with main replacement: 12 on Grand
- Service Kills, Relocations or Repairs: one relocation -Sheridan
- Valves and Fire Hydrants: 10" and 12" valve replacement at Booster Station

NORTH PLANT SUMMARY

- October 28<sup>th</sup> Raw water line repaired and treatment plant back online
- November 8<sup>th</sup> opened bids for HVAC contract

SOUTH PLANT SUMMARY

- Generator: November 7<sup>th</sup> trenching for underground electrical conduit
- November 4<sup>th</sup> Capitol Electric – line crew finished power pole installation
- Blaser Excavating working on lime solid removal.

Ohio Street Booster Station

- Generator: concrete footings and pads for transfer switch and generator finished

GENERAL MANAGER'S REPORT

- 2016 Work Plan progress report, overall most of our projects have been marked off the list.
- 15 employees partook of the flu shot offered to them.
- Arrangements for the employees to received Thanksgiving turkey/ham at local Price Chopper. We would like to thank the Board.
- Authorized Blaser Excavating to clean a third lime solids lagoon.
- Reviewing health insurance to develop a formula for cost distribution. The overall premiums have increased by an average of almost eleven percent.

ADJOURNMENT

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

Approved \_\_\_\_\_ 2016

\_\_\_\_\_  
Greg Kaaz, Chairman

\_\_\_\_\_  
Christi Norris, Secretary