

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON OCTOBER 23, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 23, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Christi Norris, Secretary
William Daniels, Assistant Secretary
Richard Gervasini, Member

Directors Absent (Excused)

Teresa Wood, Vice Chairman

Staff in Attendance

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

Others in Attendance

Chuck Breuer, Westland
Joshua VanTuyl, Westland

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

None

APPROVE MINUTES OF
OCTOBER 9, 2017

Upon motion from Director Gervasini, seconded by Director Norris, the minutes of October 9, 2017, motion passed 4-0 ...

RESOLVED (No. 14812), that the Board approved the October 9, 2017 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
OCTOBER 31, 2017

RESOLVED (No. 14813), that the Board approved:

A. The payroll for the period ending October 31, 2017 amounting to gross pay of \$81,949.48 (composed of the following withholdings and deductions) Federal Income Tax - \$8,263.80; FICA- \$6,125.29; State Tax - \$3,175.09; KPERS -\$4,897.63; KPERS- buyback \$116.39, Insurance - \$2,122.20; United Way - \$170.71; Eq- flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$1,151.21; Misc - \$25.00, Optional Group Life \$375.21 and Deposit - \$51,236.08 including the following overtime amounts: Distribution - 20.50 hours @ \$673.96; North Plant – 5.50 hours @ \$135.40; South Plant – 4 hours @ \$140.34 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$401,886.69 and a Special/Special Claim as follows: Cash Account \$1,600.00, and SASI \$467.54 checks be drawn on the Revenue Fund for their respective amounts.

Upon motion by Director Norris, seconded by Director Daniels the

remainder of the agenda was tabled. Motion passed 4-0...

CONSIDERATION OF BIDS FOR
REPLACEMENT FULL SIZE
TRUCK

Staff request approval to purchase a 2018 Chevrolet 1500 Silverado truck from Henry Martens Chevrolet Buick GMC for the amount of \$24,654.00. The mobile radio, tool box, headache rack and strobe light will be transferred to the new truck. The installation cost is \$1,500.00. We will be trading in a 2007 Ford Ranger Extended Cab pickup with 179,430 miles. We budgeted \$35,000.00 for a full size pickup truck. Director Kaaz asked staff to look into a rear camera and built in yellow strobe lights. Upon motion by Director Gervasini, seconded by Director Daniels, the motion passed 4-0...

RESOLVED (No. 14814), that the Board approved the purchase of a 2018 Chevrolet 1500 Silverado V8 engine, 4WD, standard box, double cab truck from Henry Martens Chevrolet Buick GMC for the amount of \$24,654.00, and the accessory removal and installation cost of \$1,500.00, for a total cost of \$26,154.00.

PRESENTATION OF
REQUESTED SCHEDULE FOR
SPRUCE WATERLINE PROJECT

Previously, the Board asked for an updated schedule from Westland for the Spruce Street Waterline Project. Staff has notified Westland that liquidated damages, as stated in contract, will begin to accrue after November 13th, 2017. Chuck Breuer admitted they were not going to meet the contract schedule. He asked the Board for consideration on the liquidated damages. Mr. Breuer stated he would like to avoid liquidated damages and would be willing to do a future project to compensate for liquidated damages. Director Kaaz stated he is not in favor. No action taken.

SEPTEMBER FINANCIAL
REPORT

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

RESOLVED (No. 14815), that the Board approved the September Financial Report.

PRESENTATION OF RFQ FOR
HORIZONTAL COLLECTOR
WELL

The Board reviewed a draft request for qualifications for the engineering of the proposed horizontal collector well. Director Kaaz suggested the percentage for scheduling change to 10 percentage and reallocate the difference to references and presentation.

DIVISION REPORTS

ADMINISTRATION

- SUS – weekly items, Board presentation at November 27th meeting
- September Financial Report

WATER DISTRIBUTION & ENGINEERING SUMMARY

Cherokee Street Waterline Replacement

Staff did walkthrough. Linaweaver is completing punchlist.

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

Westland is working on tie-ins. Should have additional crew soon. Schedule was submitted.

Kiowa Street – 9th St to 13th St

NPL is scheduled Saturday to finish final items, if weather cooperates.

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

Work is done to 7th Street. Pipe has been pulled to 6th Street. Disinfection and testing will occur over the next week.

5th Ave – Spruce to Thornton

Design is moving forward.

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

Design is moving forward.

City Project Summary

1. Industrial Park - City asked Waterworks to test sample for fluoride on north side of pump station.
2. 4th and Marion - Restoration responsibility and issues are being addressed due to project overlap. Signal work should be finished in next week or two, and then restoration will need to be done.

Water Distribution Operations

Between September 21st, 2017 and October 19th, 2017 the following water-distribution activities have occurred:

- New Water Service Connections: (3) connection on South 4th Street, fireline on South 4th Street.
- Valves and Fire Hydrants: new 6" valve at Broadway and Kickapoo, replaced 4" valve at Broadway and Ottawa
- Water-Line Breaks: one 4-inch and one 6-inch

Ohio Street Booster Station

New fuel gauge was installed on generator to allow inventory of fuel usage.

North Plant Summary

1. Martin Mechanical conducted air flow balancing on HVAC system.
2. Performing trial test on alternative treatment coagulants.

3. Replace Flow meter on filter #3.
4. Safety compliance audit of the North Treatment Plant was conducted by KMU. The treatment plant scored 91.6% only a few deficiencies found, we will address any issues found.
5. Plant shutdown is scheduled for 23rd for cleaning of basins and maintenance.

South Plant Summary

- Performing trial test on alternative treatment coagulants.
- New fuel gauge was installed on generator to allow inventory of fuel usage.
- Blaser excavating started the cleaning process on North West lagoon.
- Wellfield – lightning arrestor and fuses were blown

GENERAL MANAGER’S REPORT

- Received Notice of Receipt on the Water Rights Application from DWR.
- Pilot Knob Caretaker’s agreement complete. Dalton Tripp won the coin toss among three employees.
- Worked on the Request for Qualifications for the HCW engineering services.
- Scheduled items of Board Interest: Dec 11th – Christmas Lunch (closed 11:30-1:30), Dec 21st – Second monthly Board meeting to pay bills @1pm, Dec 28th – EOY retirements party – in afternoon.
- KMU Job Safety Training session was held on October 16th on Substance Abuse in the Workplace (annual OSHA requirement)

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary