

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON OCTOBER 28, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 28, 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

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

NONE

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Norris stated she saw our crew working in a trench on 18th Street which appeared deep without shoring equipment.

APPROVE MINUTES OF
OCTOBER 14, 2019

Upon motion from Director Norris, seconded by Director Gervasini, with correction, motion passed 5-0...

RESOLVED (No. 15000), that the Board approved the October 14, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Norris, the consent agenda motion passed 5-0, ...

A. PAYROLL
DISBURSEMENT OF
OCTOBER 31, 2019

RESOLVED (No. 15001), that the Board approved:

A. The payroll for the period ending October 31, 2019 amounting to gross pay of \$84,599.17 (composed of the following withholdings and deductions) Federal Income Tax - \$7,033.93; FICA- \$6,344.95; State Tax - \$3,350.17; KPERS -\$5,038.66; KPERS-back \$119.49, Insurance - \$2,193.68; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$2,362.50; Misc - \$240.00, Garnishment \$315.75, and Deposit - \$55,696.59 including the following overtime amounts: Distribution 12 hours @ \$430.97; North Plant 8 hours @ \$231.54 and South Plant 13 hours @ \$412.16 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$509,305.94 and Special/Special Claims as follows: Cash Account- Stigers Island \$24,296.64, Postmaster \$3,000.00, KS Department of Agriculture \$200.00, Cash Account- certificates for Christmas checks be drawn on the Revenue Fund for their respective amounts.

SEPTEMBER 2019
FINANCIAL STATEMENTS

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

RESOLVED (No. 15002), that the Board approved the September 2019 Financial Statements.

CONSIDERATION OF
CHANGE ORDER 2 FOR
ENGEMANN WATERLINE
PROJECT (final)

The contractor completed the job on October 22, 2019. There were some changes due to field conditions. The biggest changes were additional asphalt (due to an unknown and unused storm tube). Change order 2 includes the following items that were not included in the bid items:

- (6) – 6" 22.5° elbows @ \$800 each, \$4,800 total
- (2) – 6" 90° elbows @ \$800 each, \$1,600 total
- (2) – 8" 22.5° elbows @\$850 each, \$1,700 total
- (1) materials reimbursement \$1,582.50

Total: \$2,969.50

On the bid quantities there were \$16,085.00 overages and \$28,737.00 savings for a difference of \$12,652.00 savings.

The final invoice with all work complete is \$447,610.50 (less than the original contract amount of \$448,680.00)

The total amount for change order 2 is -\$2,969.50

(The total change order amount for the project is -\$1,069.50)

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

RESOLVED (No. 15003), that the Board authorized the General Manager to execute Change Order 2 for a final project cost of \$447,610.50 and release final payment.

CONSIDERATION OF 2020
RATES

As a result of last meeting's discussion, rate schedule was prepared for Board approval. The only change is the increase of \$1.77 in the Retail Customer Charge, effective April 1, 2020.

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

RESOLVED (No. 15004), that the Board adopted the rate schedule effective April 1, 2020.

CONSIDERATION OF
BUDGET

Since the early review of the 2020 proposed budget, a few updates were made. The corrections noted when last discussed have been made. Sales revenue has been adjusted upwards to account for the rate adjustment. Other Revenue was reduced slightly. The only other changes in the O&M

portion of the budget are to adjust for actual health insurance costs proposed by BC/BS, a net increase of \$1,284.

In the Capital portion, delayed the replacement of the lime slakers at the North Plant to a future year. Added replacement of the water main on 18th Street, south of Lecompton, to the Stoneleigh Court project. We are also proposing to replace the 1998 JCB Backhoe instead of the Service truck next year.

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

RESOLVED (No. 15005), that the Board adopted the 2020 Budget as proposed.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- September Financial Report

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Working on tie in at 6th Ave.
2. Sanders and High Street Watermain Replacement (2019)
Project is complete. Change Order 2 is for parts for a couple tie ins that changed in the field. There are also some cleanup quantities. Contractor has been good to work with and done a good job.
3. Stoneleigh Court and 18th St (2020)
Staff is going to add 1,325' of 6" pipe replacement on 18th Street south of Lecompton to the Stoneleigh Ct. project (1,530') because the 6" DI pipe is in poor condition. We will bid the pipe install work and provide material so we can use a majority of the 6" HDPE pipe we have in inventory. Staff will do the service transfers, connections, connects and disconnects.

City Projects

1. Eisenhower Road Project
Staff potholed the ditch and spoke with the Project Engineer. They are working with RWD#8 on some major relocation, but otherwise, everything seems to be coming along.
2. Thornton Road Project
Crews are working on the 2nd Ave valve isolation so work can proceed at the location after 5th Ave re-opens to traffic. Staff attended the progress meeting and based on the schedule, we should get 2nd Ave relocated in time, as necessary for storm work.

3. Misc Stormwater Projects and Sanitary I/I

Staff is going to move the meter pit at 715/717 Olive to protect for the winter and be out of the way for the storm repair next year. Staff inserted the valve for isolation for storm project at 637 McDonald. Staff met with the City at the monthly utility meeting and then reviewed a couple areas that will be addressed in next year's storm projects. We will be impacted at several crossings, but nothing significant.

Water Distribution Operations

Between October 10th, 2019 and October 24th, 2019 there was (1) 6" main break and one new service.

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Finished cleaning and back on-line.

South Plant Summary

1. Capital Electric trenched in conduit to run underground power for collector well.
2. Douglas Pump pulled Well #12 rebuild motor.
3. Douglas Pump performed flow test on all 8 wells (#12 out of service).

GENERAL MANAGER'S REPORT

- Reviewing "Safety and Health Manual" draft from Builders Association. Will be cleaning up minor items and typo's before presentation to the Board.
- Worked on the Neptune Gateway (AMI system).
- Notice to Proceed dated October 10th issued to Layne for the HCW project.
- Filed a time extension request with DWR for the HCW project.
- Worked on Rate Review and 2020 budget.
- Received reduced cost estimate on levee repair from Stigers Island Farm, Inc. Due to "In Kind" work, our share was reduced to \$24,296.64.
- Met with BG Consultant for engineering work on the raw waterline.

EXECUTIVE SESSION

At 5:45 PM, the Board recessed the regular board meeting and entered into executive session until 6:00 PM to discuss personnel matters of non-elected personnel.

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

RESOLVED (No. 15006), that the Board recessed the regular board meeting and entered into executive session to discuss personnel matters of non-elected personnel.

At 6:00 PM, the Board ended the executive session to resume the regular board meeting.

Upon motion from Director Norris, seconded by Director Peterson, the motion, passed 5-0 ...

RESOLVED (No. 15007), that the Board ended the executive session and resumed the regular board meeting.

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

Approved _____ 2019

William Daniels, Chairman

Eric Peterson, Secretary