

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 11, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 11, 2017 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
Richard Gervasini, Member

Directors Absent (Excused)

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 Supt.

Others in Attendance

None

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
AUGUST 28, 2017

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of August 28, 2017, motion passed 5-0 ...

RESOLVED (No. 14800), that the Board approved the August 28, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

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

A. PAYROLL DISBURSEMENT
OF AUGUST 31, 2017

RESOLVED (No. 14801), that the Board approved:

A. The payroll for the period ending August 31, 2017 amounting to gross pay of \$84,654.46 (composed of the following withholdings and deductions) Federal Income Tax - \$8,593.23; FICA- \$6,332.24; State Tax - \$3,321.65; KPERS - \$5,052.04; KPERS-buyback \$119.15, Insurance - \$2,122.20; United Way - \$170.71; Eq-flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$875.00; Misc - \$25.00 and Deposit - \$53,752.37 including the following overtime amounts: Distribution - 34.50 hours @ \$1,165.52; North Plant - 13 hours @ \$422.73; South Plant - 13.50 hours @ \$440.17 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$333,325.93; Specials Claims \$259,406.22 and a Special/Special Claim as follows: KS Gas Service \$188.21, Westar Energy \$46,062.90, AT&T \$181.10 and Home Depot \$1,063.78 checks be drawn on the Revenue Fund for their

respective amounts.

CONSIDERATION OF BIDS
NORTH PLANT FLOCCULATOR
DRIVES

The North Plant would like to replace (4) speed gear drives on (4) flocculation basins with new variable speed drives and upsize motors. The new VFD's with new SCADA control will provide years of service and help fine tune the water treatment process. McGuire Electric was the lowest bid option, \$2,650 for (4) 3-HP motors, and \$14,300.00 for (4) VFD's with two cabinets. Industrial Maintenance Inc will C-face motor adaptors for 3 HP at a cost of \$2,092.00. R.E Pedrotti will program SCADA at a cost of \$2,830.00. Upon motion from Director Daniels, seconded by Director Kaaz, the motion passed 5-0

RESOLVED (No. 14802), that the Board approved the bids from McGuire Electric \$16,950, R.E. Pedrotti \$2,830.00 and I.M.I. \$2,092.00 for a total of \$21,872.00.

CONSIDERATION OF CHANGE
ORDER FOR NPL

NPL has couple quantities to cleanup for final billing. Additional long service not shown on plans is \$1,583.11. The eight hydrant for 12th and Kickapoo was not installed. When the connection was dug up, there was an arrangement and the hydrant was newer and in perfect working order. NPL will not charge the bid item for hydrant install of \$5,342.18. But there is a charge for the hydrant cost of \$1,500.00 and the hydrant will go to inventory instead of the salvaged hydrant. The change order resulted in a credit of \$2,259.07. Upon motion from Director Wood, seconded by Director Gervasini, the motion passed 5-0.

RESOLVED (No. 14803), that the Board approved the change order for a credit of \$2,259.07 and authorized the General Manager to execute.

CONSIDERATION OF JOB
DESCRIPTIONS FOR GM AND
FINANCE MANAGER

The proposed GM and FM job descriptions were reviewed by Pat Konopka, the HR Attorney, with Stinson, Leonard, & Street. The changes were textural in nature, changing the tense of verbs and the reference to the State statutes creating the positions. The biggest change was in the performance measures for the GM, removing the goal of zero reportable accidents. Her concern is that this could lead to not reporting accidents at all.

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

RESOLVED (No. 14804), that the Board approved the revised job descriptions for the General Manager and Finance Manager positions.

ADMINISTRATION

- SUS – weekly items
- Prepared refuse report for City
- Received report from Cincinnati Insurance for workers compensation and subcontractors audit

WATER DISTRIBUTION SUMMARY

• Cherokee Street Waterline Replacement

Connection at 7th Street will still need to be finished to disconnect the old main. All other pipe work is complete. Restoration work is still pending at several locations.

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

Nothing new.

Kiowa Street – 9th St to 13th St

NPL is done, except they will have another round on restoration. They are waiting a couple weeks for settlement, and drying and then they will come back.

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

Pipe is installed from Broadway to mid-block hydrant (east). Bacteria samples were taken and services will be transferred when results come back absent for coliform.

5th Ave – Spruce to Thornton

Staff finished meter pit field checks.

Main Replacement Osage to Cherokee, 20th to 15th

Nothing new.

City Project Summary

1. 2nd Street (Choctaw) Bridge

Waterline work is finished.

2. Industrial Park

Nothing new.

Water Distribution Operations

Between August 24th, 2017 and September 7th, 2017 the following water-distribution activities have occurred:

- New Water Service Connections: on 300 blk of Kiowa Street and 300 blk of S. 7th Street
- Valves and Fire Hydrants (new and replacements): 12” valve on Broadway north of Oak, 8” valve at 7th and Cherokee

Ohio Street Booster Station

1. Generator: Received final test reports, all punch list items completed.

North Plant Summary

1. Nothing new to report at this time.

South Plant Summary

- Generator: Received final test reports, waiting one final punch list item to be completed.
- Worked on repairs to Pilot Knob Cottage.

GENERAL MANAGER'S REPORT

- Worked on job descriptions for GM and FM positions
- Worked on updating the Pilot Knob Caretaker's Agreement with a lawyer from Stinson, Leonard, & Street.
- Continued work on the Portable Water Interconnection Agreement for Fort Leavenworth.
- Worked on the 2018 budget, reviewing staff proposals and updating worksheets.

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary