

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 24, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:05 PM on Monday, September 24, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Vice Chairman

Eric Peterson, Secretary

Christi Norris, Assistant Secretary

Greg Kaaz, Member

Directors Absent (Excused)

William Daniels, Chairman

Staff in Attendance

Joel Mahnken, General Manager

Lesia Hegeman, Manager of Finance

Kayla Manning, Staff Engineer

Neil Seichepine, Manager of Water Treatment

Others in Attendance

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz asked the status of SEW customer portal and stated he was unable to log in. Director Gervasini asked how many customers were on the portal and staff responded that approximately 22% of our customers have signed up to utilize the system.

APPROVE MINUTES OF
SEPTEMBER 10, 2018

Upon motion from Director Norris, seconded by Director Peterson, the minutes of September 10, 2018 were approved, motion passed 4-0...

RESOLVED (No. 14867), that the Board approved the September 10, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Kaaz, the consent agenda, motion passed 4-0 ...

A. PAYROLL
DISBURSEMENT OF
SEPTEMBER 30, 2018

RESOLVED (No. 14868), that the Board approved:

A. The payroll for the period ending September 30, 2018 amounting to gross pay of \$77,236.23 (composed of the following withholdings and deductions) Federal Income Tax - \$6,399.95; FICA- \$5,778.93; State Tax - \$3,015.76; KPERS -\$4,538.02; KPERS-back \$111.48, Insurance - \$1,862.56; United Way - \$139.50; Eq-flex - \$1,481.84; PEDC - \$2,447.50; Misc - \$25.00, Optional Group Life \$278.67 and Deposit - \$51,157.02 including the following overtime amounts: Distribution 11.50 hours @ \$407.16; North Plant 22 hours @ \$679.35 and South Plant 11 hours @ \$389.49 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$440,680.73 and Special/Special Claims as follows: KS Department of Agriculture \$400.00, AT&T Mobility \$742.30 and Home Depot \$292.12 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
AUGUST FINANCIAL
REPORT

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

RESOLVED (No. 14869), that the Board approved August Financial Report.

CONSIDERATION OF
AUDIT PROPOSALS

After a brief discussion, the Board tabled a decision until they could review the proposals. Director Kaaz requested a copy of the current audit contract.

DIVISION REPORTS

ADMINISTRATION

- Worked on August Financial Statements
- Audit proposal
- Worked on 2019 Budget

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)

Four hydrant assemblies have been installed. The pipe has been installed at South Street.

A request for 27 working days (and calculated to 38 calendar days) was submitted including several rain days. A change order for 7 calendar for 5 days of adverse field conditions was sent, but not yet been signed and returned by the contractor. Normal weather days are included in the 180 calendar days. There will be a few additional days to consider for issues at South Street due to an unmarked fiber box running where the pipe was planned to go.

2. Pottawatomie 11th to Broadway

Waterline and service line work is done.

3. Lecompton Road Watermain Replacement (2019)

Benesch is finishing the memo for the next meeting.

4. Sanders and High Street Watermain Replacement (2019)

Benesch is finishing survey for the last block which was not included in original survey request.

5. Dakota Street Area Watermain Replacement (2019)

Staff will meet with BG next week.

City Projects

1. 2018 Sidewalk Project

We have a 6 inch (40 year old) ductile iron pipe in the proposed storm box on Grand north of Vilas. We also have a 2 inch cast iron pipe below the channel work. Due to time restraints and the size of the project, staff has asked 4 past HDD contractors for availability and price to pull in 525 feet of 6 inch HDPE pipe. Staff has asked for estimates to be in by 5 pm Monday so we can update the Board. We have the pipe and will do all services, connections and disconnections. This will be faster, less expensive, safer and less disruptive than trying to trench the work ourselves.

Water Distribution Operations

Between September 5th, 2018 and September 20th, 2018 the following water-distribution activities have occurred:

1. Water-Line Breaks: two 2-inch

Ohio Street Booster Station

Nothing new at this time.

North Plant Summary

1. Electrical Safety Specialists conducted Arc Flash study and gave a training session.
2. Leavenworth Fire Dept. conducted safety inspection. No deficiencies.

South Plant Summary

1. KMU conducted safety inspection. Scored 92.81%
2. Continue to test alternative polymers.

GENERAL MANAGER'S REPORT

- The KMU Safety Training was held September 10th on the topic "Distracted Workers: Cell Phones and Electronic Devices". The attendance sheet is attached.
- Submitted the Completion of Diversion Works paperwork to DWR on Appropriation No. 50,057.
- Provided a letter to Lansing Correctional Facility regarding our willingness to be their supplier of water and the acceptance of their population equivalent. Also noted the need to change their rates from wholesale to retail since they will no longer be a PWS.
- Discussed the status of the KPWSLF loan with KDHE. A draft of the loan agreement should be coming soon. We have received the environmental FONSI for the project from KDHE. Also received the letter from Ranson Financial Group reviewing our financial capability to repay the loan. Ranson has provided a projected amortization schedule for the loan.
- Worked on 2019 budget.

- Attended a Missouri River Regional Advisory Committee meeting September 20th.
- Employee flu shots have been scheduled for the last week of September.

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

Approved _____ 2018

Richard Gervansini, Vice Chairman

Eric Peterson, Secretary