

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON NOVEMBER 10, 2014

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday November 10, 2014 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Richard Gervasini, Vice Chairman
Teresa Wood, Secretary
Howard Kirk, Member

Directors Absent (Excused)

Michael Bogner, Assistant Secretary

Staff in Attendance

James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Kayla Manning, PE, Engineer
Dennis Baragary, Sr., Manager of Distribution
Joel Mahnken, PE, General Manager

Others in Attendance

none

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Kaaz noted that a quorum was present.

REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Kaaz requested General Manager Mahnken and Finance Manager Hegeman evaluate the check signing procedures and propose a solution to the availability of Directors to sign checks, especially concerning refund checks and utility bill payments.

APPROVE MINUTES OF
OCTOBER 27, 2014

Upon motion from Director Kirk, seconded by Director Wood, the minutes for October 27, 2014 were approved by a vote of 3 to 1 with Director Gervasini abstaining it was ...

RESOLVED (No. 14457), that the Board approved the October 27, 2014 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

Upon motion from Director Kirk, seconded by Director Gervasini, unanimously adopted

RESOLVED (No. 14458), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending November 15, 2014 amounting to gross pay of \$76,453.83 (composed of the following withholdings and deductions) Federal Income Tax - \$7,514.16; FICA- \$5,630.16; State Tax - \$2,553.73; KPERS - \$3,923.97, Insurance - \$1,602.91; United Way - \$128.50; Eq-flex - \$2,479.67; PEDC - \$1,165.00; Garnishment - \$755.00; Rent - \$217.50; Misc - \$37.50; and Direct Deposit - \$49,304.84, and including the following overtime amounts: Distribution - 23 hours @ \$727.88; North Plant - 13 hours @ \$387.72; South Plant - 11 hours @ \$358.64 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$524,490.22 Special Claims \$213,868.46; and Special/Special Claims as follows: Westar Energy \$34,089.68, Kersten Concrete Construction Co. \$1,228.00, and Kansas Gas Service \$286.12 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION AND
CONSIDERATION OF PUMP
REMOVAL/INSPECTION AT
NORTH PLANT

Upon motion from Director Kirk, seconded by Director Gervasini, and unanimously adopted, it was

RESOLVED (No. 14459), that the Board approved the removal and inspection of the intake pumps by Douglas Pump Service at a cost not to exceed \$8,565.00.

PRESENTATION AND
CONSIDERATION OF
BACKHOE REPLACEMENT

Director Gervasini asked about the number of attachments, breakers on extended booms, and which dealers had strongest dealer support. Staff stated that the boom is locked prior to hammer use, and that CAT, Case and Deere all have strong dealer support. Director Gervasini also mentioned for future purchases to consider the TCPN (The Consolidated Procurement Network, of which the County and City are members) or similar network.

Upon motion from Director Wood, seconded by Director Gervasini, and unanimously adopted, it was

RESOLVED **(No. 14460)**, that the Board approved the purchase of the John Deere 410K in the amount of \$95,493.00.

PRESENTATION AND
CONSIDERATION OF
AGREEMENT WITH THE CITY
OF LANSING FOR USE OF
MONOFILL PROPERTY FOR
CONSTRUCTION STAGING
DURING SEWER
IMPROVEMENTS

Director Kaaz asked that permits (including SWPPP) and certificate of insurance be required from the City and possibly the contractor.

Upon motion from Director Kirk, seconded by Director Gervasini, and unanimously adopted, it was

RESOLVED **(No. 14461)**, that the Board approved agreement with the City of Lansing for the use of the monofill property for construction staging associated with sewer improvements.

PRESENTATION AND
CONSIDERATION OF
PROPOSAL FROM BLASER
EXCAVATING FOR REMOVAL
AND DISPOSAL OF LIME
SOLIDS FOR ADDITIONAL
BASIN

Upon motion from Director Gervasini, seconded by Director Wood, and unanimously adopted, it was

RESOLVED **(No. 14462)**, that the Board approved proposal from Blaser Excavating for removal and disposal of lime solids for additional basin per Blaser's letter proposal dated November 5, 2014.

PRESENTATION OF
PURCHASING POLICY FOR
LEGAL REVIEW

Director Kaaz suggested the dollar levels for purchases be set as maximums, not ranges. The Board consensus was to send to legal for review.

STAFF REPORTS

ADMINISTRATION

- Verified that Wi-fi hot spot is not enabled by Time Warner Cable
- Lesia Hegeman and Sue Barnes attended KPERS workshop
- AOS infrastructure upgrade Nov. 10th

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: none
Service Renewals with Main Replacements: 30
Service Kills, Relocations or Repairs: none
Valves and Fire Hydrants (new and replacements): two 12 inch valves, one 8 inch valve and 1 4 inch valve
Water-Line Breaks: one ¾" and one 2 inch
Radio Read Installations: 68 (22 remain including 12 large meters)
Meter Relocations: 2 – (Osage with main project)

LWD PROJECTS

- Osage Street 12th to Broadway – work complete 12th to 9th St. including service transfers. Approx. 2300 feet total pipe installed with project
- Stove Factory Lofts – progressing – connection billed, meter costs calculated

CITY OF LEAVENWORTH PROJECTS

- 5th Ave and Prospect/ 5th Street and Oak/18th Street north of Spruce – nothing new
- Cherokee Box west of 11th Street – ROW staked for Sherman from 11th to Grand.

PLANTS

- Storage barns completed, except site restoration and electrical
- SCADA work at South Plant started 11/10, should continue approx. 18 days
- Drain line repair for North Plant Prebid 11/12, bid 11/19
- Generators working on legal description and easement for Booster station
- 3rd high service ball valve installation completed at south plant 11/3
- Douglas working on bearing replacement, should finish this week

GENERAL MANAGER

- Worked with Kayla on review of contract documents for drain line repair
- Worked with W L Cassell and BG Consultants on emergency generator project. Civil work delayed due to easement problems. Direction needed from board if they wish to change from diesel. Director Gervasini asked fuel storage in terms of hours of backup. Staff indicated approximately 24 hour design, 30 hour actual during winter with seasonal water use. Director Kaaz stated after much thought diesel

makes sense at the plant but he would like to see 3 days fuel backup. Director Kaaz also stated that gas might make sense at the booster due to lower power requirements and limited footprint.

- Began developing a draft 2015 Work Plan based on the approved budget and “Unfinished Business” list to present to the Board.

ADJOURNMENT

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

Approved _____ 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary