

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON OCTOBER 26, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 26, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Teresa Wood, Vice Chairman
Christi Norris, Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Davis Moulden, Assistant Secretary

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Jeffrey Arnold, Superintendent of Plants
Dennis Baragary, Manager of Distribution
Kayla Manning, Engineer

Others in Attendance

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Gervasini noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

None

BOARD MEMBERS ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
OCTOBER 12, 2015

Upon motion from Director Norris, seconded by Director Wood, the minutes for October 12, 2015, unanimously adopted ...

RESOLVED (No. 14581) that the Board approved the October 12, 2015 minutes.

CONSIDERATION OF CONSENT
AGENDA FOR:

Upon motion from Director Kaaz, seconded by Director Wood, unanimously adopted

RESOLVED (No. 14582) that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending October 31, 2015 amounting to gross pay of \$76,466.45 (composed of the following withholdings and deductions) Federal Income Tax - \$7,490.48; FICA- \$5,705.50; State Tax - \$2,517.61; KPERS -\$4,567.40, Insurance - \$2,770.36; United Way - \$152.13; Eq-flex - \$1,547.93; PEDC - \$2,774.68 ; Garnishment - \$755.00; Rent - \$217.50; Misc - \$22.50; and Direct Deposit - \$47,925.36, and including the following overtime amounts: Distribution - 18.50 hours @ \$617.61; North Plant - 8 hours @ \$231.75; South Plant - 4 hours @ \$130.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$902,786.32 and Special/Special Claims as follows: Jerilee Butler \$70.00, Tyco Integrated Security \$1,147.84, Cash Account \$1,240.00, KS-AWWA \$80.00 and AT&T \$936.63 the check be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
SEPTEMBER FINANCIAL
REPORT

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

RESOLVED (No. 14583) that the Board approved the September Financial Report.

CONSIDERATION OF
REPLACEMENT METERS
FOR WELLS AT PLANT 2

The propeller style turbine meters used by each Well are quickly fading because of iron buildup. The current meters have been rebuilt multiple times and need to be replaced with more reliable meters. Staff requested bids to provide 9 electronic flow meters and electronic transmitters and associated wire to meter heads that will be placed in control cabinets. We received four meter bids, with Mid-America Meter as the lowest. Also, R. E. Pedrotti Co submitted a proposal for SCADA integration, to include programming at a cost of \$6,480.00. Estimated cost of \$25,000.00 for staff to purchase necessary appurtenances and Distribution crew to perform work and install meters.

Upon motion from Director Kaaz, seconded by Director Norris, it was unanimously adopted

RESOLVED (No. 14584) that the Board approved the bid from Mid-America Meter in the amount of \$22,533.84 and R. E. Pedrotti Co in the amount of \$6,480.00 and estimated cost of \$25,000.00 for staff to purchase necessary appurtenances and Distribution crew to perform work and install meters, authorized General Manager to execute.

Administration

- Worked on September Financial Report
- Changing computer passwords
- Working on obtaining proposals for web based billing
- Working on updating office procedures.

Distribution & Engineering

Water Distribution Summary

- Columbia – Spruce to Michigan, Spruce – Columbia to Broadway
First invoice was received minus 10% retainage.
- Delaware – 16th St to 13th St - Last section of pipe is being pulled this week (between 15th Street and 16th Street).
Crews are working on connections and service transfers to new main from 13th Street to 14th Street.

- 16th & Quincy/Olive – 14th to Newman/14th St, North of Vilas/Kingman – Quincy to Ohio
- 14th St - Done.
- Kingman – Done.
- Quincy – Done.
- Olive – NPL will start potting utilities late this week or early next week.

- Thornton St – 10th Ave to 5th St
Staff is gathering information on services to determine service lines and meter pits which need to be replaced.

- Osage St. – 9th St to Broadway
Work from 8th St to Broadway will resume after Cherokee/11th St water main replacement is complete. Expected to start soon.

- Cheyenne St – 4th St to 2nd St
Water main is complete. Kersten's is finishing restoration.

- 16490 Springdale Rd – (KDOT Facility)
Contractor re-seeded. LWD assisted with watering for property owner.

- Franklin/Newman/Klemp/Grand – Quincy to Halderman
Staff is gathering information on services.

Water Distribution Operations

Between October 7th, 2015 and October 21st, 2015 the following water-distribution activities have occurred:

- a) New Services (without main replacement): 1008 Tamarisk
- b) Water-Line Breaks: two 2-inch and two 6-inch

City Projects Summary

1. Cherokee and 11th St
Waterworks is ready for City project.

North Plant Summary

1. SCADA
Work to find and fix errors in reports is ongoing. Operating part of system is 100%.
2. Contractor has started fence job.

South Plant Summary

1. SCADA
Work to find and fix errors in reports is ongoing.
Operating part of system is 100%.
2. Generators
Working on land acquisition.
3. Swan painting wells, 4 finished now, starting on last 5.

GENERAL MANAGER

- Worked on the 2016 Budget. This should be ready for Board review at the first meeting in November.
- We held a Job Safety & Training program October 19th on the Emergency Action Plan and Fire Safety. Employees had some hands on fire extinguisher training using KMU's Bullex Fire Extinguisher training system.
- I attended the initial meeting of the Missouri River Regional Advisory Committee in Atchison on Oct. 15th and the Missouri River Public Water Supply Users Association on Oct 22nd.

ADJOURNMENT

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

Approved _____ 2015

Richard Gervasini, Chairman

Christi Norris, Secretary