

# LEAVENWORTH WATERWORKS

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 14, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 14, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

Richard Gervasini, Chairman  
Teresa Wood, Vice Chairman (arrived 5:10PM)  
Christi Norris, Secretary  
Davis Moulden, Assistant Secretary  
Greg Kaaz, Member

#### **Directors Absent (Excused)**

#### **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**

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### CALL TO ORDER

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

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### ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Gervasini noted that a quorum was present.

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REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

None

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BOARD MEMBERS ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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APPROVE MINUTES OF  
AUGUST 24, 2015

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

**RESOLVED (No. 14568)** that the Board approved the August 24,  
2015 minutes.

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CONSIDERATION OF CONSENT  
AGENDA FOR:

Upon motion from Director Kaaz, seconded by Director Norris,  
unanimously adopted ....

**RESOLVED (No. 14569)** that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending September 15, 2015 amounting to gross pay of \$80,463.78 (composed of the following withholdings and deductions) Federal Income Tax - \$8,074.71; FICA- \$6,012.79; State Tax - \$2,692.60; KPERS -\$4,787.45, Insurance - \$2,677.98; 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 - \$50,748.51, and including the following overtime amounts: Distribution - 44.50 hours @ \$1,523.04; North Plant - 24 hours @ \$685.67; South Plant - 20 hours @ \$641.52 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$226,719.72, Special Claims \$237,445.38 and Special/Special Claims as follows: SASI \$1,368.52, Kansas Gas Service \$178.08, Westar Energy \$36,651.62, AT&T \$985.05, AT&T \$929.22, AT&T Mobility \$724.32 and Kansas Municipal Utilities \$800.00 the checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF INCIDENT  
REPORTING PROCEDURE

Monica Austin of KMU prepared the “Incident Reporting & Investigating Program” that formalizes the procedures for everyone to follow in the event of an on the job accident or near miss. Director Norris requested a training video be prepared for new hires.

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

**RESOLVED (No. 14570)** that the Board approved the “Incident Reporting and Investigating Program” as policy.

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CONSIDERATION OF WELL  
PAINTING AT PLANT 2

There are 9 wells at the South Treatment Plant well field that need repainting. Bids were requested from Gray and Company and Swann Painting Company; to include power wash, scrape, sand and paint. Swann Painting was the lowest bidder at \$39,900.00.

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

**RESOLVED (No. 14571)** that the Board approved the proposal from Swann Painting Company for the not to exceed amount of \$39,900.00 and authorized the General Manager to execute the contract.

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CONSIDERATION OF REPLACEMENT  
VEHICLE FOR DISTRIBUTION

A midsize pickup truck was in the 2015 budgeted. The Chevy Colorado is the only vehicle available in Leavenworth. The 2005 Ford F-150 XL Extend cab 4x4 pickup truck with 100,076 will be traded in for the purchase of a 2016 Chevrolet Colorado WT Extended Cab, Long Box, 4 wheel drive truck for the amount of \$24,116.00.

Director Kaaz stated he would like to see competitive bids, not sole sourcing and a full size vs midsize truck.

Upon motion from Director Wood, seconded by Director Moulden, the motion was adopted with Director Kaaz a no vote....

**RESOLVED (No. 14572)** that the Board approved the purchase of a 2016 Chevrolet Colorado truck for the amount of \$24,116.00 and authorized the General Manager to execute the contract.

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CONSIDERATION OF NAPIER/ATLAS  
TASK ORDER FOR GRAND/FRANKLIN  
2016 PROJECT

The task order is under the existing on-call engineering services contract with Napier. Napier Engineering proposes to provide engineering services for surveying and develop as built drawing for waterline replacement at Grand and Franklin at a cost not to exceed \$24,500.00.

Upon motion from Director Kaaz, seconded by Director Wood, the motion was unanimously adopted ...

**RESOLVED (No. 14573)** that the Board approved Napier Engineering proposal for task order and authorized the General Manager to execute the contract.

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CONSIDERATION OF CHANGE ORDER  
FOR COLUMBIA

The original contract from NPL was \$390,421.28, the additional change order amounts is \$30,674.47.

Upon motion from Director Kaaz, seconded by Director Wood, the motion was unanimously adopted ...

**RESOLVED (No. 14574)** that the Board approved the change order for NPL for additional work on Columbia in the amount of \$30,674.47.

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STAFF REPORTS

**Administration**

- Received the draft job description from Nicole, working minor corrections.
- Received the 10-D Security proposal from legal and contacted Melissa with a minor correction.
- Waiting on 2<sup>nd</sup> proposal for web based billing.
- Working on updating office procedures.
- Caritas Clinics (St Vincent) – annual awards reception will be held on October 8<sup>th</sup>, 2015 at 5:00pm at the Sylvester Community Center, 6200 Martway St, Mission, KS. The Board has a table for 8 people.

**Distribution and Engineering**

Water Distribution Summary

1. Columbia-Spruce to Michigan, Spruce-Columbia to Broadway  
Project is complete except final restoration. Change order received for additional meter relocations.
2. Delaware – 16<sup>th</sup> St to 13<sup>th</sup> St. Work has not begun yet (NPL).

3. 16<sup>th</sup> & Quincy/Olive-14<sup>th</sup> to Newman/14<sup>th</sup> St. North of Vilas/Kingman-Quincy to Ohio.  
14<sup>th</sup> Street is done.  
Kingman, main is installed and services transferred to new main from Michigan to north of Ohio.  
Quincy, potholding of utilities is almost complete, and main is fused.  
Boring will begin soon.  
Work on Olive has not begun yet. (NPL)
4. Thornton St-10<sup>th</sup> Ave to 5<sup>th</sup> St.  
Survey has begun. (BG Consultants)
5. Osage St.-9<sup>th</sup> St to Broadway.  
Work from 8<sup>th</sup> Street to Broadway will resume after Cherokee/11<sup>th</sup> Street water main replacement is complete. (No Change)
6. Cheyenne St.-4<sup>th</sup> St. to 2<sup>nd</sup> St.  
Casing pipe to be bored this week.
7. 16490 Springdale Rd – (KDOT facility)  
Water Department received the check. Final restoration (re-seed) should occur soon and retainage will be released.

#### Water Distribution Operations

Between August 19th, 2015 and September 10th, 2015

- a. Water-Line Breaks: two 2-inch, and three 6-inch
- b. New Services: none
- c. Service Kills: none
- d. Valves and fire hydrants: none
- e. Service renewals without main replacement: none
- f. Service transfers to new replacement mains: none

#### City of Leavenworth Projects

1. Cherokee and 11<sup>th</sup> St.  
Pipe has been pulled between 12<sup>th</sup> Street and the west side of the proposed bridge. Services are being transferred between main breaks.

### **TREATMENT**

#### North Plant Summary

1. Scada system – is functioning at 100%, but there are still problems with the reports.
2. Waiting on contractor to start fence job.

South Plant Summary

1. Scada system – is functioning at 100%, but there are still problems with the reports.
2. Generators – progress with the land owner

**GENERAL MANAGER**

- Joel received an appointment to the Missouri River Basin Advisory Committee for the Kansas Water Authority. The first meeting is scheduled for Oct 15<sup>th</sup> in Atchison.
- Staff made contact with the Leavenworth Co. Health Dept. to arrange for flu shots.
- The Employee Christmas Luncheon has been scheduled for December 8<sup>th</sup> at the Riverfront Community Center.
- Continued to work on the Master Plan

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ADJOURNMENT

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

Approved \_\_\_\_\_ 2015

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Richard Gervasini, Chairman

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Christi Norris, Secretary