

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 12, 2021

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 12, 2021 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048, via zoom.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Christi Norris, Vice Chairman (via zoom)
Eric Peterson, Secretary
Storm Savage, Assistant Secretary (via zoom)
William Daniels (via zoom)

Directors Absent (Excused)

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Dennis Baragary, Manager of Distribution
Neil Seichepine, Manager of Plants
Kayla Manning, Engineer
Jim Adams, North Plant Superintendent (via zoom)

Others in Attendance

Chuck Layman, Invoice Cloud (zoom)
Lori Hammett, Vertex One (WaterSmart) (zoom)

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

REQUEST, COMMENTS,
PETITIONS BY MEMBERS OF
THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Peterson stated he would like to investigate ways to increase water sells outside the city.

Director Norris reminded Directors Gervasini, Peterson, and Daniels that elections for their positions are up this November and the filing deadline is approaching.

APPROVE MINUTES OF
MARCH 22, 2021

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

RESOLVED (No. 15160), that the Board approved minutes from March 22, 2021.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Daniels, motion passed 5-0...

A. PAYROLL
DISBURSEMENT OF
MARCH 15, 2021

RESOLVED (No. 15161), that the Board approved:

A. The payroll for the period ending April 15, 2021 amounting to gross pay of \$82,643.79 (composed of the following withholdings and deductions) Federal Income Tax - \$6,732.73; FICA- \$6,179.97; State Tax - \$3,312.42; KPERS -\$4,897.31, Insurance - 2,644.83; United Way - \$151.50; Eq-flex - \$1,481.41; PEDC - \$2,717.50; Misc - \$22.50, Checks \$1,043.85, and Deposit \$53,459.77 including the following overtime amounts: Distribution 23 hours @ \$876.48, North Plant 16 hours @ \$554.34 and South Plant 11 hours @ \$404.82 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$914,609.31, Special Claims \$305,748.26 and Special/Special as follows: Evergy \$43,194.60, KS Gas \$1,492.37, AXA Equitable \$5,435.00, AT&T \$399.07, AT&T Mobility \$1,092.46, Home Depot \$204.85, Tractor Supply \$197.78, and Walmart \$187.26 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF BIDS
FOR WESTERN AND MISC ST
WATER MAIN
REPLACEMENT PROJECT

This project will address several blocks of 2- inch cast iron that has been failing and has resulted in 48 main breaks. These locations serve a limited number of properties and are either dead-end lines or connect to 6-inch ductile iron pipe so the new 6-inch pipe will provide fire protection but not cause a stagnant water issue. A total of 3 bids were received for the Western and Misc. Water Main Replacement Project with Engemann Drainage Company as the lowest bid at a cost of \$438,125.00.
Upon motion from Director Daniels, seconded by Director Norris, motion passed 5-0.

RESOLVED (No. 15162), that the Board award the contract to Engemann Drainage Co. in the amount of \$438,125.00 and authorize the General Manager to execute the contract.

CONSIDERATION OF VALVE
ACTUATORS FOR NORTH
PLANT

North Plant would like to replace 11 Pratt pneumatic valve actuators that were installed in 1990 with K-Tork actuators from Mid-America Valve & Equipment Company. The material and installation cost for 3 pneumatic actuators for high service valves is \$17,928.00.
The material cost for 8 pneumatic actuators, adaption hardware for filter valves is \$24,440.00. A contractor will be needed to install these 8 actuators.
The total cost to purchase 11 actuators is \$43,118 estimated shipping cost included.
Upon motion from Director Norris, seconded by Director Peterson, motion passed 5-0.

RESOLVED (No. 15163), that the Board approve the bid of \$43,118 from Mid-America Valve & Equipment Co. for 11 K-Tork pneumatic valve actuators, to include installation & startup for 3 actuators, shipping.

PRESENTATION OF
PROPOSAL FOR ONLINE
CUSTOMER SERVICE
IMPROVEMENTS

The current customer service portal provider has been slow to correct problems and has limited payment functions. The Board viewed the presentations from Invoice Cloud and Vertex One (WaterSmart) for customer service portal and the different options for customer payments. The consensus of the Board was to proceed with the development of a contract for further review.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on March Financials
- Worked on audit schedules
- Neptune 360
- Attended FEMA meetings

WATER DISTRIBUTION PROJECTS

1. Western St and Misc Water Main Replacement (2021)
Bids were received and are included in the agenda.
2. Girard Ave and Misc Water Main Replacement (2021)
Notice to Proceed has been submitted for April 19th, 2021.
3. Cherokee St from 12 to 20th Waterline Improvement (2021)
Nothing new.

City/County Projects

1. Eisenhower Road Project
Staff met with Kings construction and relocated a hydrant at 20th and Eisenhower. Staff is coordinating with the contractor to adjust a few meters and services as grade adjustments occur.
2. Misc Stormwater Projects and Sanitary I/I
2nd and Chestnut Project – Nothing new.

Water Distribution Operations

Between March 17th, 2021 and April 7th, 2021, the following water-distribution activities have occurred:

- a. Valves and Fire Hydrants (new and replacements): one
- b. New Water-Service Connections: seven
- c. Radio-Read Installations: 118

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

Working on bids for capital improvements projects

South Plant Summary

1. Crossland started to pour the Wellhouse flooring.
2. Switchgear project is complete and running smoothly.

3. Rodriguez Mechanical has buried the 30-inch HDPE line and will make the connection to the 24-inch on April 12th.

GENERAL MANAGER'S REPORT

- Worked with FEMA regarding the Public Assistance application for the 2019 flood damages.
- Reviewing salary ranges for update.
- Raw Water Main Relocation
 - Pipe installed, connections scheduled for April 12th.
- Horizontal Collector Well
 - Monthly progress meeting with B&V and Crossland held March 24th.
 - Pump delivery in the critical path for completion.
 - Wellhouse deck concrete placed April 6th.
 - Submitted Disbursement Request 12 to KDHE.
- Water Tank Project.
 - McClure Engineering scheduled site visit on April 9th to install pressure recorder on distribution system, tour WTPs, and update staff on report progress.

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

Approved _____ 2021

Richard Gervasini, Chairman

Eric Peterson, Secretary