

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON January 12, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday January 12, 2015, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Jeff Arnold, Water Treatment Manager
Dennis Baragary, Sr., Manager of Distribution
Kayla Manning, PE, Engineer

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 Bogner and Director Kirk stated they would not seek re-election for the Waterworks Board. January 27, 2015 is the last day to register with the City Clerk for an opening on the Water Board.

Director Gervasini expressed concern about the crews having the proper safety equipment and weather related uniforms.

Director Kaaz stated he would like to have a safety training program. He requested Dennis provide information on shoring equipment at the next board meeting.

APPROVE MINUTES OF
DECEMBER 8, 2014

Upon motion from Director Gervasini, seconded by Director Wood, the minutes for December 8, 2014 were unanimously adopted ...

RESOLVED (No. 14477), that the Board approved the December 8, 2014 minutes.

APPROVE MINUTES OF
DECEMBER 22, 2014

Upon motion from Director Kirk, seconded by Director Gervasini, and Directors Wood and Bogner abstained, the minutes for December 22, 2014 were adopted ...

RESOLVED (No. 14478), that the Board approved the December 22, 2014 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

Upon motion from Director Kirk, seconded by Director Bogner, It was unanimously adopted

RESOLVED (No. 14479), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending January 15, 2015 amounting to gross pay of \$87,726.09 (composed of the following withholdings and deductions) Federal Income Tax - \$8,608.85; FICA- \$6,506.05; State Tax - \$3,062.04; KPERS - \$5,254.58; Insurance - \$2,370.91; United Way - \$149.13; Eq-flex - \$2,302.21; PEDC - \$2,534.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$35.00; and Direct Deposit - \$55,929.99; and including the following overtime amounts: Distribution - 181.50 hours @ \$5,629.70; North Plant - 93.50 hours @ \$2,835.27; South Plant - 87 hours @ \$2,734.13 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$162,480.68, Special Claims \$209,650.85 and Special/Special Claims as follows: AT&T \$303.44, Reilly & Sons Inc \$569.00, Steffen Inc \$361.13, Kansas Gas Service \$3,675.26, Westar Energy \$35,968.33, AXA Equitable \$3,409.83, ServPro \$3,359.12, Kansas Municipal Utilities \$1,030.00, Walmart \$122.03 and Crow & Associates \$248.00.

CONSIDERATION OF
NOVEMBER FINANCIAL
REPORT

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

RESOLVED (No. 14480), that the Board approved the November Financial Report.

CONSIDERATION OF
PURCHASING POLICY

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

RESOLVED (No. 14481), that the Board approved the purchasing policy under the authority of KSA 13-2418 and is intended to provide general guidance to Staff for consistent purchase of goods and services, insure an open and competitive process, and to make effective use of available resource. The document details purchasing procedures and limits of authority for staff as well as exceptions to the policy. Exceptions of any nature may be made by the Board which they deem to be in the best interest of the Leavenworth Waterworks.

CONSIDERATION OF WORK
PLAN

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

RESOLVED (No. 14482), that the Board approved 2015 schedule of work plan for planned CIP and other projects.

STAFF REPORTS

ADMINISTRATION

- Working on December month end reports, year end reports and W-2 reconciliations.

DISTRIBUTION AND ENGINEERING

Water Distribution Summary

1. **Columbia – Spruce to Michigan, Spruce – Columbia to Broadway**
Met with the City to discuss work on Spruce. City must OK before submitting plans to KDOT for review.
2. **16th& Quincy/Olive – 14th to Newman/14th St. North of Vilas/Kingman – Quincy to Ohio**
Finishing up survey. Met with homeowner on Quincy to discuss issues in the area (drainage, sewer, fuel tanks)

City of Leavenworth Projects

Water Distribution Operations

Between December 3, 2014 and January 7, 2015 the following water-distribution activities have occurred:

- a) Valves and Fire Hydrants (new and replacements): none
- b) Water-Line Breaks: five 2-inch breaks, one 8-inch break and one 18-inch break and replaced bonnet bolts on 3 valves at 2912 S 4th St.

PLANTS

North Plant Summary

1. **Storage Barn**

Completed

2. **SCADA**

The next round of work is scheduled for the first week of January and expected to last about 6 to 8 weeks.

3. **Drain line Repair to River**

Repairs have been started Fredrick Excavating.

Other Items:

- Plant 1 is running about 50% into the system while work continues at plant 2.

South Plant Summary

3. **Storage Barn**

Completed.

4. **SCADA**

SCADA is 95% completed. Remaining work will be finished when the North Plant work is finished.

5. **Generators**

Nothing new at this time.

GENERAL MANAGER

- There are two public input meeting for the Centennial Bridge Study this week. Thursday, January 15th there will be one at the Riverfront Community Center from 5:00 to 7:00PM.
- Working on drafting a scope of services for a human resources consulting firm to update our job descriptions, performance evaluations, compensation plan, and succession planning.
- We are continuing to work on the easement for the Ohio Booster Pump Station. This needs to be cleared up before proceeding with the emergency generator project.
- Propose to pay for membership dues renewals from other organizations from the Tower Fund along with the

costs for the annual Christmas Party and any employee anniversary celebrations.

- Provided a copy of AWWA's End of Year Regulatory Update for your information.

EXECUTIVE SESSION

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

RESOLVED (No. 14483), at 6:05 PM the Board approved to recess the regular board meeting and entered into executive session for 30 minutes to discuss personnel matters.

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

RESOLVED (No. 14484), at 7:15 PM the Board terminated the executive session and resumes the regular board meeting. No action was taken.

ADJOURNMENT

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

Approved 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary