

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 8, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 8, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Teresa Wood, Vice Chairman
Christi Norris, Secretary
Davis Moulden, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Richard Gervasini, Chairman

Staff in Attendance

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

Others in Attendance

None

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUORUM

Vice Chairman Wood noted that a quorum was present.

REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF MAY
26, 2015

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

RESOLVED (No. 14538) that the Board approved the May 26,
2015 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14539), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending June 15, 2015 amounting
to gross pay of \$80,133.49 (composed of the following
withholdings and deductions) Federal Income Tax -
\$7,765.71; FICA- \$5,936.71; State Tax - \$2,619.64; KPERS -
\$4,782.14, Insurance - \$2,260.19; United Way - \$152.13;
Eq-flex - \$2,152.34; PEDC - \$2,824.68; Garnishment -
\$777.55; Rent - \$217.50; Misc - \$35.00; and Direct Deposit
- \$50,609.90, and including the following overtime
amounts: Distribution – 26 hours @ \$852.86; North Plant
– 31 hours @ \$885.36; South Plant – 30 hours @ \$918.48
be approved and disbursements made from the Revenue
Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$80,983.57, Special Claims
\$208,448.28 and Special/Special Claims as follows: Westar
Energy \$30,801.51, Washington National Ins \$407.05,
County Treasurer Office \$70.50 and Kansas Gas Service
\$287.54 checks be drawn on the Revenue Fund for their
respective amounts.

ADMINISTRATION

Administration staff is working on:

- Annual sewer calculations
- Purging old documents from customer files
- Deposit refunds

DISTRIBUTION AND ENGINEERING

Water Distribution Summary

1. Columbia Ave – Spruce to Michigan, Spruce - Columbia to Broadway and Delaware Street 16th Street to 13th Street – NPL began work on May 28th, ready to pull the first 500 feet of pipe from Kansas Ave north towards Spruce.
2. 16th Quincy/Olive – 14th to Newman/14th St, North of Vilas/Kingman – Quincy to Ohio – NPL was asked to prioritize the Columbia project to get the Spruce/ Broadway intersection done so the City can finish their paving project.
3. Thornton St – 10th Ave to 5th St – Staff met with BG Consultants to go over details. They are going to revise their project estimate based on the information and check on survey availability to get a schedule estimate.
4. Osage St – 9th St to Broadway – Crews attempted to pull pipe, from 818 Osage to 8th Street, but ran into an issue, so crews excavated the area to fix the issue.
5. Cheyenne St – 4th Street to 2nd Street – Final drawings were received, reviewed and ready to post soon.

Water Distribution Operations

Between May 22nd, 2015 and June 4th, 2015

- a. Water-Line Breaks: none
- 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. 2nd Street Bridge – Waterworks crews will install new 10-inch ductile iron pipe and relocate a fire hydrant as planned, then continue with a temporary 8-inch HDPE feed across the existing bridge, until the bridge project moves forward.

PLANTS TREATMENT

North Plant Summary

1. Scada system – Pedrotti continues to work on resolving problems.

South Plant Summary

1. Scada system – Pedrotti continues to work on resolving problems.
2. Generators – Working on land acquisition.
3. Lime feeder replacement – Contractor (IPM Systems) started work on June 2.
4. Skylight Replacement – Contractor (Kaaz Construction) started work on June 3.
5. Well #8 Treatment – Contractor (Douglas Pump) started work on June 3.

GENERAL MANAGER

1. Worked with Nicole Lux, HR Consultant to roll out the Job Analysis Questionnaires. Employees were given until June 10th to fill these out. The JAQ ended up as twelve page document trying to capture all the information we need to update our job descriptions. This is the first step in addressing the potential employee retirements coming up in the near future.
2. Received two letters from the City Engineer. The letter regarding the 2nd Street Bridge replacement essentially captures what we proposed to the City to do; repair the eroded area; repair the street, curbing and sidewalk and provide drawings of the new waterline. The letter concerning our water main project on Spruce Street is that it is delaying the City's KLINK paving project in that area and the City Engineer expects Waterworks to pay for the paving on Spruce from Broadway to Central.

ADJOURNMENT

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

Approved _____ 2015

Teresa Wood, Vice Chairman

Christi Norris, Secretary