

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MAY 26, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Tuesday May 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
Davis Moulden, Assistant Secretary (arrived 5:15PM)
Greg Kaaz, Member

Directors Absent (Excused)

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

Kent Swartz, 903 Osage property owner
Ron & Carol Swartz
Dana Splichal CPA, Kramer and Associates, CPAs, LLC

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

Kent Swartz property owner at 903 Osage stated the galvanized water service line broke after the new water main was installed. Mr. Swartz is seeking assistance with a water service line replacement. He obtained a quote from Denney's Plumbing for

\$2,735.00. The Board requested Mr. Swartz obtain at least one additional quote.

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

RESOLVED (No. 14533) that the Board approved a 50-50 cost share for the replacement of the customer service line at 903 Osage, provided the owner obtain at least on additional quote and be subject to agreement by the General Manager.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz asked the staff to document more of the Board members comments in the minutes.

Director Gervasini expressed a concern about computer security and the acceptable use policy.

Director Kaaz requested staff to have an outside IT group assess our computer security.

Director Gervasini asked the new Board member to schedule a tour of the plants with Jeff. Also, he requested a Scada demonstration and meeting at the plant after the Pedrotti implementation is completed.

APPROVE MINUTES OF MAY
11, 2015

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

RESOLVED (No. 14534) that the Board approved the May 11, 2015 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14535), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending May 31, 2015 amounting to gross pay of \$80,907.99 (composed of the following withholdings and deductions) Federal Income Tax - \$7,863.36; FICA- \$5,995.96; State Tax - \$2,653.52; KPERS - \$4,825.40, Insurance - \$2,514.34; United Way - \$152.13; Eq-flex - \$2,152.34; PEDC - \$2,824.68; Garnishment - \$755.00; Rent - \$217.50; Misc - \$35.00; and Direct Deposit - \$50,918.76, and including the following overtime amounts: Distribution - 24.50 hours @ \$763.73; North Plant - 5 hours @ \$164.48; South Plant - 21 hours @ \$623.84 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$265,249.48; and Special/Special Claims as follows: AXA Equitable \$5,729.40 and Lesia Hegeman-Cash \$313.24 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION OF DRAFT
AUDIT

Dana Splichal, CPA presented the draft audited financial statements for the years ended December 31, 2014 and 2103 to the Board. The audit was conducted in accordance to the Kansas Municipal Audit and Accounting Guide, GAAP and GASB; the auditor report stated the financial statements were presented fairly, and reasonable assured free of material misstatement.

APRIL FINANCIAL
STATEMENT

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

RESOLVED (No. 14536) that the Board approved the April Financial Statements.

CONSIDERATION OF BG
CONSULTANTS
CONSTRUCTION
ENGINEERING CONTRACT

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

RESOLVED (No. 14537) that the Board approved the amendment with BG Consultants for construction engineering on the Quincy, Olive, Kingman and 14th Street waterline replacement projects, at a cost not to exceed \$20,000.00.

ADMINISTRATION

1. Completed the audit
2. Completed the April financial

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 working on a traffic control plan. The construction work is schedule to start week of June 1, 2015.
2. 16th Quincy/Olive – 14th to Newman/14th St, North of Vilas/Kingman – Quincy to Ohio – NPL ordered materials
3. KDOT Facility (16490 Springdale Rd) Construction work completed.
4. Thornton Ave – meeting scheduled with BG Consultants.
5. 9th and Osage – 818 Osage to 9th Street water main installed and services transferred. Crew begun excavation work towards Broadway Street.
6. Cheyenne St – 4th Street to 2nd Street – Comments were sent to BG Consultant, waiting on final drawings.

Water Distribution Operations

Between May 8th, 2015 and May 21st, 2015

- a. Water-Line Breaks: two 2-inch, two 4-inch and one 8-inch
- b. New Services: none
- c. Service Kills: none
- d. Valves and fire hydrants: replaced hydrant at 1836 Seneca
- e. Service renewals without main replacement: 424 Cherokee
- f. Service transfers to new replacement mains: 901, 902 and 903 Osage

City of Leavenworth Projects

1. Cherokee Box west of 11th Street – Nothing New, City Project on hold.
2. 2nd Street Bridge – City project delayed. Met with Public Works to discuss a “temporary” fix for our 10-inch line and make repairs caused by the leak several months ago.

3. Stove Factory Lofts – will relocate the fire hydrant at the SW corner of the property in conjunction with the 10-inch line repairs.

PLANTS TREATMENT

North Plant Summary

1. Scada system – Pedrotti continues to work on resolving the report issues.

South Plant Summary

1. Scada system – Pedrotti continues to work on resolving the report problems.
2. Generators – Working on land acquisition.

GENERAL MANAGER

1. Reviewed the Job Analysis questionnaire from our HR Consultant.
2. Reviewed a Street Vacation request in the Gary Carlson Business Park (13th Street and Eisenhower).
3. Attended a safety training program on May 16th. Met with Monica Austin, KMU JS&T Specialist on May 22nd to begin work on the safety Compliance and Management Program documentation.
4. Cancelled plans to attend the AWWA Annual Conference in CA
5. Continued working on data for Master Planning.

ADJOURNMENT

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

Approved _____ 2015

Richard Gervasini, Chairman

Christi Norris, Secretary