

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 23, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 23, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Vice Chairman
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

William Daniels, Chairman
Eric Peterson, Secretary

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Kayla Manning, Staff Engineer
Dennis Baragary, Manager of Distribution
Neil Seichepine, Manager of Plants

Others in Attendance

Laurice Dickerson

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

Ms. Laurice Dickerson came and discussed her March bill and high water consumption due to a water leak. She was concerned about assistance for low income residents who have experienced high usage.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
APRIL 9, 2018

Upon motion from Director Norris, seconded by Director Kaaz, the minutes of April 9, 2018 were approved, motion passed 3-0...

RESOLVED (No. 14871), that the Board approved the April 9, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Kaaz, the consent agenda, motion passed 3-0 ...

A. PAYROLL
DISBURSEMENT OF APRIL
15, 2018

RESOLVED (No. 14872), that the Board approved:

A. The payroll for the period ending April 30, 2018 amounting to gross pay of \$79,167.67 (composed of the following withholdings and deductions) Federal Income Tax - \$6,452.97; FICA- \$5,917.21; State Tax - \$3,068.13; KPERS -\$4,679.09; KPERS-back \$106.27, Insurance - \$2,331.23; United Way - \$139.50; Eq-flex - \$1,476.74; PEDC - \$2,447.50; Garnishment - \$(615.00); Misc - \$242.50, Option Group Life \$351.34 and Deposit - \$52,570.19 including the following overtime amounts: Distribution 18.50 hours @ \$683.29; North Plant 9 hours @ \$287.51; South Plant 4 hours @ \$143.16 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$288,845.54 and Special/Special Claims as follows: Postmaster \$3,000.00, Home Depot \$235.96, Ks Gas \$1,662.75, Westar Energy \$37,909.11, SASI \$1,467.80 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
MARCH FINANCIAL
STATEMENT

Director Kaaz asked if we should accrue for the 15% KPERS overage of PTO add-ons during final payment. Upon motion from Director Kaaz, seconded by Director Norris, March Financial Statement, motion passed 3-0...

RESOLVED (No. 14873), that the Board approved the March Financial Statement.

DIVISION REPORTS

ADMINISTRATION

- Worked on March Financial Statements
- SUS – training sessions with staff

WATER DISTRIBUTION PROJECTS

1. Spruce St – 19th to Terrace Waterline Replacement (2017)
Westland has completed restoration. We are tentatively planning a walkthrough in early May for final payment at next meeting.
2. 5th Ave – Spruce to Thornton (2018)
Working on submittals.
3. Main Replacement Osage to Cherokee, 20th to 15th (2018)
They are working on paperwork
4. Business Park Waterline
Planning on flushing, chlorination, and testing this week.
5. Osage 5th St to 6th St
LWW crews are working on pipe bursting the old main in the next week.

WATER DISTRIBUTION OPERATIONS

Between April 4th, 2018 and April 19th, 2018 the following water-distribution activities have occurred:

- a) New Water Service Connections: two on Edgewood
- b) Radio-Read Installations: 63
- c) Water-Line Breaks: none

Ohio Street Booster Station

Nothing new at this time

North Plant Summary

1. Finished preparing RMP with Patti Adams.
2. Yearly maintenance on Chlorine equipment.

South Plant Summary

1. Finished preparing RMP with Patti Adams.
2. Met with Doug Creten about Wellfield road.
3. Hired Samuel Harrison (start date 5/1/18)
4. Blaser Excavating continuing to clean out two lagoons.

GENERAL MANAGER'S REPORT

- A KMU Safety Training on Lock Out/Tag Out Refresher was held April 16th.
- Worked on the SRF loan application. Plan for LWD to hold the required Public Hearing on the application on May 29th.
- Received the letter from KDHE as a follow up to their October 30, 2017 inspection.
- Scheduled a tour with Water One of Hansen Plant on May 11th at 1:30PM/
- Plan to attend KMU conference in Wichita, May 2nd-4th.
- Louis Klemp provided an Attorney General opinion regarding interruption of water for nonpayment of City service. This was sent back to the City Manager for review and action.

SUSPENDED MEETING

There being no further business to come before the Board, Director Gervasini Recessed the meeting until May 11th at 1:30PM where the Board will meet at the WaterOne Hansen Plant to tour their collector well construction. No further action taken and the meeting was adjourned.

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary