

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON APRIL 24, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 27, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Greg Kaaz, Chairman  
Teresa Wood, Vice Chairman  
William Daniels, Assistant Secretary  
Christi Norris, Secretary  
Richard Gervasini, Member

**Directors Absent (Excused)**

**Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Dennis Baragary, Manager of Distribution  
Gary Simanowitz, Manager of Plants  
Kayla Manning, PE, Engineer

**Others in Attendance**

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CALL TO ORDER

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

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Kaaz noted that a quorum was present.

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REQUESTS,  
COMMENTS,  
PETITIONS BY  
MEMBER OF THE  
PUBLIC

NONE

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Kaaz provided an update on the status of the Leavenworth Industrial Park Project. Due to comments by the State Attorney General on the proposal interlocked agreement between the City, County, and Port Authority, the Port Authority will no longer be part of the development, causing the Project to start over. The City will now take the lead in the development of an Industrial/Business Park. The County has agreed to provide \$4.8 million to develop a Park and the City is issuing a RFP to be submitted in 30 days. The General Manager stated that he has reached out to the City Manager and indicated that the Waterworks Board would still have an interest in participating in the Project should an Industrial Park be located within our service territory and that it would be advantageous to our sales.

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APPROVE MINUTES OF APRIL  
10, 2017

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of April 10, 2017, motion passed 5-0 ...

**RESOLVED (No. 14758)**, that the Board approved the April 10, 2017 minutes.

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CONSIDERATION OF CONSENT  
AGENDA

Upon motion from Director Norris, seconded by Director Wood, the consent agenda, motion passed 4-0 ...

A. PAYROLL DISBURSEMENT  
OF APRIL 30, 2017

**RESOLVED (No. 14759)**, that the Board approved:

A. The payroll for the period ending April 30, 2017 amounting to gross pay of \$76,902.20 (composed of the following withholdings and deductions) Federal Income Tax - \$7,675.01; FICA- \$5,743.11; State Tax - \$2,561.07; KPERS - \$4,604.82, KPERS-buyback \$255.61, Insurance - \$2,078.49; United Way - \$171.71; Eq-flex - \$1,451.73; PEDC -

\$2,802.50; Garnishment - \$625.00; Rent - \$217.50; Misc - \$25.00; Optional Group Life \$351.56 and Direct Deposit - \$48,339.09 and including the following overtime amounts: Distribution - 22 hours @ \$708.75; North Plant – 13 hours @ \$400.49; South Plant – 8 hours @ \$269.40 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$344,903.15 and Special/ Special Claims as follows: Leavenworth Interfaith Community of Hope \$2,000.00, Card member Service \$1,003.28 and SASI \$99.91 checks be drawn on the Revenue Fund for their respective amounts.

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MARCH FINANCIAL REPORT

Upon motion from Director Wood, seconded by Director Daniel, the motion passed 5-0 ...

**RESOLVED (No. 14760)**, that the Board approved the March Financial Report.

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ADMINISTRATION

- Worked March Financial Statements
- SUS-weekly meeting
- New hire verification

WATER DISTRIBUTION SUMMARY

• Cherokee Street Waterline Replacement

Linaweaver has begun. Pipe has been installed across 3<sup>rd</sup> Street. Testing and service transfers will occur next week.

• Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)

Received Submittals.

• Kiowa Street

Nothing new.

• Industrial Park – 14<sup>th</sup> St, north of Eisenhower (2017)

Project on hold.

Well Field Road

Nothing new.

City Project Summary

1. 2<sup>nd</sup> Street Storm Repair

Nothing New. Supposed to start any day. Ground was soft due to recent rains, so may need it to dry out some before proceeding.

2. Eisenhower Rd

Staff are reviewing plans for conflicts. Project plans are approximately 80% complete.

3. 2<sup>nd</sup> Street (Choctaw) Bridge

Preconstruction meeting scheduled for next week.

4. 4<sup>th</sup> and Marion

Fixing and relocating water lines due to tight conditions in the field.

5. Lakeview and Pleasant

City planning on storm project involving 54" pipe. May need to replace and relocate water main in the area. Plans expected in next 2 weeks.

Water Distribution Operations

Between April 6th, 2017 and April 20th, 2017 the following water-distribution activities have occurred:

- Service Kills, relocations or repairs: repaired hit service (1) and replaced leaking service (1)
- Main Abandonment: Capped 12" main and removed 12" cross; work will abandon approximately 700 feet of old 12" cast iron pipe
- Water Line Breaks: (1) 8 inch

Ohio Street Booster Station

- Generator: Nothing new at this time
- Douglas Pump rebuilding booster pump #3

North Plant Summary

- Kersten Concrete, repairing aged and damaged concrete around basins and sidewalks.
- HVAC: Martin Mechanical on site installing new equipment.
- New valves and pneumatic controller's being installed on filters.

South Plant Summary

- Generator: Training for high voltage safety and flash arc scheduled for 5/12/17.
- Douglas Pump finished well treatment for Well #6 on March 23<sup>rd</sup>, results are up 22.2% from last treatment recorded in 2012. Overall, results are down 59.9% from new in 1977.
- Treatment on Well #7 was finished on March 28<sup>th</sup>, results are up 22.5% from last treatment in 2014. Overall results are down 50.8% from new in 1977.

- Well #5 pump was pulled and the inner well casing was videoed for damage, we are waiting on the report and recommendations for repair.

GENERAL MANAGER'S REPORT

- Worked on job descriptions and pay scale revisions.
- Held interviews of final candidates for Meter Reader positions.
- Held KMU Safety Training session April 17<sup>th</sup> on "Work Zone Safety and Traffic Control".
- The 2017 Consumer Confidence Report was complete and certified to the State.

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

Approved \_\_\_\_\_ 2017

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Greg Kaaz, Chairman

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Christi Norris, Secretary