

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON APRIL 8, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, April 8, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Richard Gervasini, Vice Chairman
Eric Peterson, Secretary
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Staff in Attendance

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

Others in Attendance

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Daniels noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Peterson showed pictures of a contractor's vehicle parked in driveway. Staff stated they would address the situation with the contractor.

Director Kaaz stated the employees' hard work and dedication during the flood should be rewarded with a luncheon.

APPROVE MINUTES OF
MARCH 25, 2019

Upon motion from Director Norris, seconded by Director Peterson, the minutes of March 25, 2019 were approved, motion passed 5-0...

RESOLVED (No. 14930), that the Board approved the March 25, 2019 minutes.

APPROVE MINUTES OF
APRIL 1, 2019

Upon motion from Director Kaaz, seconded by Director Norris, the minutes of April 1, 2019 were approved, motion passed 5-0...

RESOLVED (No. 14931), that the Board approved the April 1, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Gervasini, the consent agenda, motion passed 5-0 ...

A. PAYROLL
DISBURSEMENT OF APRIL
15, 2019

RESOLVED (No. 14932), that the Board approved:

A. The payroll for the period ending April 15, 2019 amounting to gross pay of \$89,081.74 (composed of the following withholdings and deductions) Federal Income Tax - \$6,694.68; FICA- \$6,685.15; State Tax - \$3,596.35; KPERS -\$5,280.73; KPERS-back \$182.24, Insurance - \$2,198.24; United Way - \$139.50; Eq-flex - \$1,447.62; PEDC - \$2,422.50; Misc - \$242.50, and Deposit - \$60,192.23 including the following overtime amounts: Distribution 192.50 hours @ \$6,188.57; North Plant 51.50 hours @ \$1,610.13 and South Plant 9 hours @ \$325.58 be approved and disbursements made from

the Revenue Fund for their respective amounts.

- B. PAYMENT OF CLAIMS B. The Regular Claims \$202,102.08, Special Claims \$253,742.36 and Special/Special Claims as follows: AXA Equitable \$4,920.00, Ks Gas Service \$2,815.35, and Westar Energy \$42,245.34 checks be drawn on the Revenue Fund for their respective amounts.
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CONSIDERATION OF 2019 CONSUMER CONFIDENCE REPORT The 2019 Consumer Confidence Report was presented and reviewed by the Board. The notices will be sent to the Rural Water District, Fort Leavenworth and printed on the bills, and our website.
Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0 with spelling correction...

RESOLVED (No. 14933), that the Board approved the 2019 Consumer Confidence Report.

CONSIDERATION OF CHANGE TO CONSERVATION PLAN Staff proposed a change to the Water Conservation Plan for a Stage 3 Emergency. The action level would change from 25% storage capacity to 35% storage capacity.
Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0 ...

RESOLVED (No. 14934), that the Board approved the Water Conservation Plan for a Stage 3 Emergency for Pilot Knob Reservoir falling to 35% full.

DISCUSSION OF FLOOD Management updated the Board on flood related items.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Flood related items

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Work is progressing.
2. Cherokee to Osage 15th to 20th (2018)
Work is progressing.
3. Lecompton Road Watermain Design Memo (2019)
Nothing new.
4. Sanders and High Street Watermain Replacement (2019)
Nothing new.
5. Dakota Street Area Watermain Replacement (2019)
Bid advertisement suspended

City Projects

1. Eisenhower Road Project
Nothing new.
2. Thornton Road Project
Nothing new.
3. 14th and Pawnee
Will replace pipe after City project is complete.

Water Distribution Operations

Between March 21st, 2019 and April 4th, 2019 the following water-distribution activities have occurred:

1. New Water Service Connections: 5
2. Radio-Read Installations: 108
2. Water line breaks: one 2-inch and one 6-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

1. Preparing and addressing flood issues
 - Douglas Pump re-installed 2 motors and 2 pumps into the intake.

South Plant Summary

1. Preparing for flooding and addressing flood issues
 - Distribution repaired raw waterline April 3rd.

GENERAL MANAGER'S REPORT

- Met with representatives of Neptune Metering about AMI system and costs. Moving forward on an agreement.
- Received proposal from The Builder's Association on preparing a "Employee Safety and Health" policy documents. Will be forwarding it to our attorney for review and comment
- Addressed flood issues.

ADJOURNMENT

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

Approved _____ 2019

William Daniels, Chair

Eric Peterson, Secretary