

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON AUGUST 28, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 28, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

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

**Directors Absent (Excused)**

Teresa Wood, Vice Chairman

**Staff in Attendance**

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

**Others in Attendance**

None

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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

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APPROVE MINUTES OF  
AUGUST 14, 2017

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of August 14, 2017, motion passed 4-0 ...

**RESOLVED (No. 14797)**, that the Board approved the August 14, 2017 minutes.

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CONSIDERATION OF CONSENT  
AGENDA

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

A. PAYROLL DISBURSEMENT  
OF AUGUST 31, 2017

**RESOLVED (No. 14798)**, that the Board approved:

A. The payroll for the period ending August 31, 2017 amounting to gross pay of \$83,656.68 (composed of the following withholdings and deductions) Federal Income Tax - \$8,410.24; FICA- \$6,255.86; State Tax - \$3,247.72; KPERS - \$4,944.84; KPERS-buyback \$119.15, Insurance - \$2,150.83; United Way - \$171.71; Eq-flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$875.00; Misc - \$25.00, Option Life \$361.01 and Deposit - \$52,804.45 including the following overtime amounts: Distribution - 34.50 hours @ \$1,165.52; North Plant – 13 hours @ \$422.73; South Plant – 13.50 hours @ \$440.17 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Specials Claims \$317,426.10 and a Special/Special Claim of The Greensman \$200.00 check be drawn on the Revenue Fund for their respective amounts.

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JULY FINANCIAL REPORT

Upon motion from Director Gervasini, seconded by Director Daniels, the motion passed 4-0

**RESOLVED (No. 14799)**, that the Board approved the July Financial Report.

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DRAFT AUDIT RFP

After a brief discussion about legal requirements for contracts to be published as public notice, the Board tabled this item. Staff was asked to contact Tony Kramer, Kramer and Association, CPAs to continue the audit for one additional year to allow staff to research the legal requirements.

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DIVISION REPORTS

ADMINISTRATION

- Worked on July Financial Statements
- Cincinnati Insurance - Workers compensation audit
- SUS –weekly items
- Completed SSH
- Meeting with Landscape Architect

WATER DISTRIBUTION SUMMARY

• Cherokee Street Waterline Replacement

Pipe has been laid and chlorinated to Broadway. Service transfers and restoration are almost complete to 7<sup>th</sup> Street.

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

Westland is getting ready to pull an 800' section to near 16<sup>th</sup> Street.

Kiowa Street – 9<sup>th</sup> St to 13<sup>th</sup> St

NPL is done, except they will have another round on restoration. They are waiting a couple weeks for settlement, and drying and then they will come back.

Osage Street – 5<sup>th</sup> St to 6<sup>th</sup> St to Broadway

Crews are working on Osage.

5<sup>th</sup> Ave – Spruce to Thornton

Staff met with Benesch to discuss alignment.

Main Replacement Osage to Cherokee, 20<sup>th</sup> to 15<sup>th</sup>

Survey has begun.

City Project Summary

1. 2<sup>nd</sup> Street (Choctaw) Bridge

Backfill for bridge is expected late next week and waterline flushing and

testing will follow.

2. Industrial Park

Contract documents have been received. Clearing and grubbing may proceed. Waterline work is estimated to start in November.

Water Distribution Operations

Between August 11<sup>th</sup>, 2017 and August 24<sup>th</sup>, 2017 the following water-distribution activities have occurred:

- New Water Service Connections: two on Shawnee and Kiowa
- Water line breaks: one 2-inch and one 6-inch

Ohio Street Booster Station

Generator: Nothing new to report

North Plant Summary

1. Finished working on budget and CIP for 2018
2. KDHE inspection was conducted 8/23/17. No noticeable deficiencies were found. KDHE report to follow.

South Plant Summary

- Generator: Nothing new to report
- Finished working on budget and CIP for 2018.
- Worked on repairs to Pilot Knob cottage.
- KDHE inspection was conducted 8/23/17. No noticeable deficiencies were found. KDHE report to follow.

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