

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON AUGUST 22, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 22, 2016 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  
Richard Gervasini, Member

**Directors Absent (Excused)**

Christi Norris, Secretary

**Staff in Attendance**

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

**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

None

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APPROVE MINUTES OF  
AUGUST 8, 2016

Upon motion from Director Wood, seconded by Director Gervasini, the minutes of August 8, 2016, motion passed 4-0 ...

**RESOLVED (No. 14687)**, that the Board approved the August 8, 2016 minutes.

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CONSIDERATION OF  
CONSENT AGENDA FOR

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

**RESOLVED (No. 14688)**, that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending August 31, 2016 amounting to gross pay of \$79,496.58 (composed of the following withholdings and deductions) Federal Income Tax - \$7,873.70; FICA- \$5,907.05; State Tax - \$2,579.16; KPERS - \$4,715.78, KPERS-buyback \$240.76, Insurance - \$2,490.01; United Way - \$144.90; Eq-flex - \$1,881.88; PEDC - \$2,814.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Sec Life \$198.63; Checks \$1,079.41; Direct Deposit - \$48,700.47 and including the following overtime amounts: Distribution - 29.50 hours @ \$959.75; North Plant – 20 hours @ \$591.68; South Plant – 6 hours @ \$205.32 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$698,313.35 and Special/ Special Claims as follows: SASI \$2,214.28, KS Gas Service \$188.38, Westar Energy \$47,594.81 the checks be drawn on the Revenue Fund for their respective amounts.

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JULY FINANCIAL REPORT

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

**RESOLVED (No. 14689)**, that the Board approved the July Financial Report.

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CONSIDERATION OF WESTAR  
EASEMENT FOR SOUTH PLANT

Recently, Westar was granted an easement to bury the single phase line that serves the mausoleum north of the South Plant. Due to some technical issues they are requesting additional easement to widen the south end of the easement. The granting of additional space should not have any impact on the South Plant operations.

Upon motion from Director Wood, seconded by Director Gervansini, the motion passed 4-0 ...

**RESOLVED (No. 14690)**, that the Board approved to grant additional

easement to Westar.

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#### ADMINISTRATION

- Worked on July Financial Statements
- Worked on electronic billing
- Preliminary 2017 budget

#### WATER DISTRIBUTION SUMMARY

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St Waterline Replacement  
NPL is working on tie-ins at 5<sup>th</sup> Street. All pipe is in the ground along Thornton.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement  
Stark is starting to bore in pipe along Grand. Service transfers are complete on Franklin, Newman and Klemp, north of Ohio. Rock was encountered along Klemp and is included with the invoice submitted for claims. A figure showing the location is attached.
- Cherokee Street Waterline Replacement  
Contacting Main Street.
- Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Staff checking meter pit and service line conditions and materials.
- 5<sup>th</sup> Street – Oak St  
Crews are setting hydrant. Staff met with Napier to update drawings for bidding pavement repair.
- 2<sup>nd</sup> Street and Choctaw  
Crews are beginning prep work for remaining cast iron main replacement in area that has not already been replaced for bridge project.
- Kiowa Street – 9<sup>th</sup> St to 13<sup>th</sup> St  
Met with Benesch about availability for survey and drawings for a smallish but much needed area along Kiowa. Should have contract for next meeting. Map of area attached.

Water Distribution Operations

Between August 4<sup>th</sup>, 2016 and August 17<sup>th</sup>, 2016 the following water-distribution activities have occurred:

- Water line Breaks: two 2-inch

NORTH PLANT SUMMARY

- On August 3<sup>rd</sup> a water leak was noticed in the piping inside the Intake Building. We are waiting on pricing to do repair.
- Repairs have been made to roof of treatment building.

SOUTH PLANT SUMMARY

- Generator: nothing new at this time.
- Douglas Pump replaced pumps in lagoon pump station 8/10/16.
- Notified Blaser Excavating to start removing lime solids from 2 lagoons.
- Capitol Electric repairing damaged power lines and power poles starting 8/12/16.
- Lead Operator having surgery, scheduled to be out 3 months.

GENERAL MANAGER'S REPORT

- Completed a lengthy questionnaire from our insurance carrier.
- Working on the 2017 Budget.
- KMU Safety Training session on loader/backhoe safety was held on August 12<sup>th</sup>.
- North Plant will met with Cassell over HVAC system this week.

ADJOURNMENT

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

Approved \_\_\_\_\_ 2016

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Greg Kaaz, Chairman

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Christi Norris, Secretary