

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON AUGUST 27, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 27, 2018 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)

None

Staff in Attendance

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

Others in Attendance

Mark Bushouse, Black & Veatch

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 Kaaz asked staff about putting an irrigation system at the office's in the 2019 budget.

Director Daniels stated he would like the Auditor to attend the next Board meeting.

APPROVE MINUTES OF
AUGUST 13, 2018

Upon motion from Director Kaaz, seconded by Director Gervasini, the minutes of August 13, 2018 were approved, motion passed 5-0...

RESOLVED (No. 14860), that the Board approved the August 13, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Kaaz, the consent agenda, motion passed 5-0 ...

A. PAYROLL
DISBURSEMENT OF
AUGUST 31, 2018

RESOLVED (No. 14861), that the Board approved:

A. The payroll for the period ending August 31, 2018 amounting to gross pay of \$78,596.78 (composed of the following withholdings and deductions) Federal Income Tax - \$6,481.31; FICA- \$5,882.93; State Tax - \$3,064.95; KPERS -\$4,664.86; KPERS-back \$113.39, Insurance - \$1,944.23; United Way - \$139.50; Eq-flex - \$1,481.84; PEDC - \$2,372.50; Garnishment - \$260.00; Misc - \$25.00, Optional Group Life \$303.67 and Deposit - \$51,862.60 including the following overtime amounts: Distribution 32.50 hours @ \$1,146.67; North Plant 10 hours @ \$325.83 and South Plant 4 hours @ \$139.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$292,100.08 and Special/Special Claims as follows: SASI \$1,476.10, Postmaster \$3,000.00, and City of Leavenworth \$21,175.51 checks be drawn on the Revenue Fund for their respective amounts.

UPDATE ON HCW DESIGN – MARK BUSHOUSE, B&V Mark Bushouse, Black & Veatch presented an updated memorandum on the Horizontal Collector Well design is proceeding with permitting issues to be resolved. He also presented a schedule with construction completed by the end of April 2020.

JULY FINANCIAL REPORT Upon motion from Director Gervasini, seconded by Director Norris, the motion passed 5-0 ...

RESOLVED (No. 14862), that the Board approved July Financial Report.

REVIEW OF TOWER FUND DONATIONS When the Alliance Against Family Violence closed their doors, \$500 of their \$975 intended donation was reallocated to CASA by the Board. Now that they are looking for matching funds for their start-up grants, the Board agreed to allocate \$1,000 from the Tower Fund for fiscal 2018. Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0...

RESOLVED (No. 14863), that the Board approved to allocate \$1,000 to Alliance Against Family Violence from the Tower Fund for fiscal 2018.

CONSIDERATION TO UPDATE BANK SIGNATURE CARDS The Corporate Resolution includes the documents the bank employees look at to determine who can make changes to the account, sign checks, execute contracts, etc.

A motion was made, but after additional discussion it was rescinded. The item was tabled.

DIVISION REPORTS

ADMINISTRATION

- Worked on July Financial Statements
- Researching audit – pledging
- Worked on 2019 Budget

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Pipe is in the ground to Ohio (2,650 feet).
2. Pottawatomie 11th to Broadway
New main is installed to 8th Street. Will transfer services as soon as testing results come back.

3. Lecompton Road Watermain Replacement (2019)
Received and reviewing design memo.
4. Sanders and High Street Watermain Replacement (2019)
Nothing new.
5. Dakota Street Area Watermain Replacement (2019)
Nothing new.

WATER DISTRIBUTION OPERATIONS

Between August 8th, 2018 and August 23rd, 2018 the following water-distribution activities have occurred:

- a) New Water-Service Connections: (1) Michals Rd
- b) Service Renewals without New Replacement Mains: (1) Marion
- c) Water-Line Breaks: one 2-inch and two 6-inch

Ohio Street Booster Station

1. Nothing new at this time.

North Plant Summary

1. Started on 2019 Budget
2. Mid-American Automation repaired a sludge valve
3. Scheduled Kone Crane for repairs
4. Arc Flash Study scheduled for September 10th.

South Plant Summary

1. Started on 2019 Budget
2. Continued collecting bids for electric/concrete work for CO₂
3. Scheduled Kone Crane for repairs
4. D & F Services running polymer trials

GENERAL MANAGER'S REPORT

- KMU Safety Training was held August 13th on "Lifting & Rigging Safety" Attendance rosters are attached.
- Safety Committee will meet September 10th to discuss possible safety award parameters.
- Began work on 2019 budget now that audited 2017 information is available.
- Continue discussions with Lansing Correctional Facility regarding the shutdown of their water treatment plant. Reviewing the water rights for a possible change in place of use in this regard.
- Listing of top water consumers through July.

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

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary