

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON AUGUST 8, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, August 8, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Others in Attendance

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Kaaz noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Gervansini recognized plant operators for their outstanding customer service toward an irate customer who water was interrupted.

APPROVE MINUTES OF JULY
25, 2016

Upon motion from Director Wood, seconded by Director Gervasini, the minutes of July 25, 2016, motion passed 5-0 ...

RESOLVED (No. 14684), that the Board approved the July 25, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR

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

RESOLVED (No. 14685), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending August 15, 2016 amounting to gross pay of \$79,336.75 (composed of the following withholdings and deductions) Federal Income Tax - \$8,060.33; FICA- \$5,894.88; State Tax - \$2,614.82; KPERS - \$4,951.28, Insurance - \$2,431.20; United Way - \$144.90; Eq-flex - \$1,881.88; PEDC - \$2,814.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Check \$922.83; Direct Deposit - \$48,749.80, and including the following overtime amounts: Distribution - 68.50 hours @ \$2,318.05; North Plant – 16 hours @ \$452.16; South Plant – 4 hours @ \$138.96 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$120,799.41; Special Claims \$214,128.87 and Special/ Special Claims as follows: AT&T \$274.03 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF POLICY
FOR SHARED LEAVE
DONATIONS

After a few minor changes, the program will allow eligible employees to voluntarily donate a portion of their accrued vacation and/or sick leave balance to be converted to cash to financially assist another employee who has exhausted leave due to medical emergency.

Upon motion from Director Gervansini, seconded by Director Daniels, the motion passed 5-0.....

RESOLVED (No. 14686), that the Board approved the Shared Leave Program.

PRELIMINARY 2017 BUDGET
DISCUSSION

Staff reviewed the preliminary 2017 budget with the Board. The O & M budgets are grouped into three major areas: personnel cost, variable costs, and all other. Personnel costs include salaries, benefits, and training costs. Variable costs include chemicals and utility expenses that depend on the quantity of water produced. All other are the remaining costs of doing business and are generally considered fixed cost. Our capital improvement projects for next year include 3 miles of line replacement, development of internet billing and payment, horizontal collector well or water tower study. Board consensus is to increase water rate by the cost of living to help pay for the increases in health insurance premiums, chemicals and energy cost.

ADMINISTRATION

- Worked on July Financial Statements
- Documentation for donation of leave
- Worked on internet connections for Plants
- Workers Compensation claim
- Preliminary 2017 budget
- Reviewed and corrected property insurance budget line

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
NPL is working on tie-ins at 2nd Ave and 5th Ave. Pipe is in the ground along Thornton except last block, 2nd Ave to 5th St.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement
All of the 6" pipe is in the ground. Crews are working on connections on Kansas. There have been some issues with sewers along Klemp, but contractor has fixed the 2 locations that they hit (one location they couldn't get access to building to locate lateral, other owner was sure sewer line went out back). Stark has been quick to address all concerns.
- Cherokee Street Waterline Replacement
Met with City about scheduling. Mike Hooper was concerned about holiday shopping season, and we told him we wouldn't be working that time of year because of temperatures. They are expecting a new pavement prioritization plan from a consultant around October but said they would not pave until we have our work done and they can hit other areas. Hooper also wanted staff to meet with each of the businesses.
- Spruce St – 19th to Terrace Waterline Replacement (2017)
Staff went over the preliminary plans with BG.

- 5th Street – Oak St

Pipe has been installed. One additional section is showing signs of failure so it will be replaced and then crews can transfer services. Coliform test results are pending.

- 2nd Street and Choctaw

Work will begin when 5th Street is complete.

Water Distribution Operations

Between July 20th, 2016 and August 4th 20th, 2016 the following water-distribution activities have occurred:

- Water line Breaks: two 8-inch
- Service Kills, Relocations or Repairs: Replaced service on Ottawa due to a leak on the service under the street.

NORTH PLANT SUMMARY

- New plant operator to start August 16th.
- With recent rains noticed roof leaking on main treatment building. Contacted American Roofing to repair.
- Crack in fitting at Intake Structure, staff asked contractors to access the problem and give a cost estimate to repair.

SOUTH PLANT SUMMARY

- Generator: reviewing generator submittals.
- A pump failed at the lagoon pump station. Douglas Pump Service pulled unit for repairs.
- Treatment on Well#3A was completed 7/16/16, results are down 4.7% from last treatment in 2010 and down 58.6% from new in 1994.

GENERAL MANAGER'S REPORT

- Attended a number of meetings locally
 - Reviewed proposals for internet service at the Plants from Time Warner Cable
 - Began work on the 2017 Budget.
 - Met with representatives of Neptune meters on a propagation study for an AMI system.
 - Reviewed Mid-Continental Restoration invoice, change order #2 was correct and bill has been paid.
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ADJOURNMENT

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary