

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON DECEMBER 21, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 1:00 PM on Thursday, December 21, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Teresa Wood, Vice Chairman
Christi Norris, Secretary
William Daniels, Assistant Secretary
Richard Gervasini, Member

Directors Absent (Excused)

Greg Kaaz, Chairman

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Kayla Manning, Staff Engineer
Gary Simanowitz, Manager of Plants

Others in Attendance

CALL TO ORDER

Director Wood called the meeting to order at 1:00 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Wood noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

NONE

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

NONE

APPROVE MINUTES OF
DECEMBER 11, 2017

Upon motion from Director Norris, seconded by Director Daniels, the minutes of December 11, 2017, motion passed 4-0 ...

RESOLVED (No. 14833), that the Board approved the December 11, 2017 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
DECEMBER 31, 2017

RESOLVED (No. 14834), that the Board approved:

A. The payroll for the period ending December 31, 2017 amounting to gross pay of \$85,597.35 (composed of the following withholdings and deductions) Federal Income Tax - \$8,371.49; FICA - \$6,503.45; State Tax - \$3,360.13; KPERs -\$5,106.65; KPERs-buyback \$111.79, Insurance - \$2,243.27; United Way - \$170.71; Eq-flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$875.00; Misc - \$242.50 and Deposit - \$53,948.78 including the following overtime amounts: Distribution - 48 hours @ \$1,562.79; North Plant - 6 hours @ \$182.46; South Plant - 8 hours @ \$234.12 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$317,810.00 and Special/Special Claims as follows: Kansas Secretary of State \$25.00, SASI \$1,123.65, and Riverfront Community Center \$1,100.80 checks be drawn on the Revenue Fund for their respective amounts.

DIVISION REPORTS

ADMINISTRATION

- Worked on November Financial Statements
- SUS-weekly items

WATER DISTRIBUTION PROJECTS

1. Cherokee Street Waterline Replacement (2017)
Working to get last 2 issues resolved in time for final payment at next meeting.
2. Spruce St – 19th to Terrace Waterline Replacement (2017)
All main is in the ground and last disinfection testing should be done this week. Connections, and services are being completed along 14th, 15th St, Kenton and Madison. Sidewalk work has begun along Spruce and some additional sections are going to be replaced due to cracks in the existing sidewalk adjacent to the work areas.
3. 5th Ave – Spruce to Thornton (2018)
Nothing new.
4. Main Replacement Osage to Cherokee, 20th to 15th (2018)
Staff reviewing plans.

WATER DISTRIBUTION OPERATIONS

Between December 7th, 2017 and December 19th, 2017 the following water-distribution activities have occurred:

- a) Water-Line Breaks: one 2" at 4th and Doniphan

Ohio Street Booster Station

Nothing new to report at this time.

North Plant Summary

Supplied water to Ft. Leavenworth Dec 12th to 15th.

South Plant Summary

1. Finish work being completed on lagoon pump station.
2. Area lighting replacement started by Capital Electric, four lights remain to be replaced
3. Attended meeting with Ft. Leavenworth DPW, American Water on Dec 12th regarding supplying the military base with water.

GENERAL MANAGER'S REPORT

- Reviewed the Water Treatment Manager applications and will try to complete interviews after the first of the year.
- Attended a meeting with Ft. Leavenworth DPW, American Water, and KDHE regarding possibly supplying water to the Fort on December 12th. On December 12th to 15th, we tested our ability to hydraulically serve the Fort's water system directly from our system since it has been some time since we have done so. There appeared to be no issues. DPW has to work through funding issues to purchase water from us.
- Committee has reviewed the RFQ's for engineering services for the horizontal collector well and selected Black & Veatch as the top choice. B&V has been contacted to start developing a Scope of Services and pricing.

PRESENTATION

The General Manager presented Director Wood with a plaque for appreciation of her service.

ADJOURNMENT

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

Approved _____ 2017

Teresa Wood, Vice Chairman

Christi Norris, Secretary