

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON DECEMBER 12, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, December 12, 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

None

APPROVE MINUTES OF
NOVEMBER 28, 2016

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of November 28, 2016, motion passed 4-0 ...

RESOLVED (No. 14721), that the Board approved the November 28, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

RESOLVED (No. 14722), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending December 15, 2016 amounting to gross pay of \$81,044.04 (composed of the following withholdings and deductions) Federal Income Tax - \$8,195.41; FICA- \$6,354.87; State Tax - \$2,860.32; KPERS - \$4,840.04, KPERS-buyback \$248.19, Insurance - \$2,494.76; United Way - \$144.90; Eq-flex - \$1,881.88; PEDC - \$2,814.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; and Direct Deposit - \$50,338.84 and including the following overtime amounts: Distribution - 10 hours @ \$345.05; North Plant – 62 hours @ \$1,740.81; South Plant – 44 hours @ \$1,339.74 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$481,160.62, Special Claims \$217,482.17 and Special/ Special Claims as follows: KS Gas Service \$667.57, Wester Energy \$46,287.77, AT&T Mobility \$624.66, SASI \$1,133.79, LV Historical Society \$650.00, Cash Account-Lesia Hegeman \$2,400.00, Riverfront Community Center \$960.80 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF 2017
HEALTHCARE

At the previous meeting, staff was asked to look into how other government agencies handled the division of premiums between employees and dependents. And also, the cost impact of a 90/70 split for employee/dependent coverage.

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

RESOLVED (No. 14723), that the Board approved a policy of providing health and dental insurance for employees, assuming payment for 90 percent of the premium for employee-only coverage and 70 percent of the dependent's premium based on a \$1,500 deductible plan from Blue Cross/Blue Shield. Employees may pay the additional cost for lower deductible options if they choose.

2017 WORK PLAN

The proposed Work Plan for 2017 Capital Improvement Projects was reviewed by the Board. In 2017, staff will focus on line replacements within the Distribution system and the “Postcards to Pixels” meter reading/payment project for Administration. With completion of the horizontal collector well study we will start in the preparation of a strategic master plan.

IBM RECOVERY PLAN

The disaster recovery and emergency support contract would allow SPS VAR to provide an IBMi system or restore our LTO tape via secure VPN. The annual cost for disaster recovery support is \$4,250.00. In the event of an emergency, we would pay a \$2,000 event charge and \$50/day machine usage fee up to 120 days. After 120 days, the daily usage fee is \$100/day.

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

RESOLVED (No. 14724), that the Board authorizes the General Manager to approve the proposal for disaster recovery and emergency support in the amount of \$4,250.00 annual payment.

SMART UTILITY SYSTEM (SUS)
ONLINE BILLING PLATFORM

Smart Utility Systems (SUS) provides a platform for our customers via a mobile/portal platform to get comprehensive information about their account. LWD customers through a secured a log-in will be able to have information about their usage, receive the bill, and then make I payment. The implementation cost for phase 1, to allow customer usage data, billing and payment is \$20,500.

Upon motion form Director Gervasini, seconded by Director Norris, the motion passed 5-0

RESOLVED (No. 14725), that the Board authorizes the General Manager to execute the statement of work with Smart Utility System.

ADMINISTRATION

- Worked on November Financial Statements
- Verified reference for SUS
- Updated HR policies with attorney

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
Staff has discussed restoration with NPL.

- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement

All pipe is pulled. Waiting on results of final sample to finish services.

- Cherokee Street Waterline Replacement

Nothing new.

- Spruce St – 19th to Terrace Waterline Replacement (2017)

Final plans are ready for review and permits.

- Kiowa Street

Received preliminary plans for review.

- Industrial Park – 14th St, north of Eisenhower (2017)

Staff spoke with Napier about main location, work is progressing.

City Projects Summary

1. Ottawa- 7th to Broadway (storm)

Field crews have finished pipe replacement at Ottawa at storm location.

2. Desoto Road and Eisenhower

Staff is reviewing plans from PEC for possible conflicts.

Water Distribution Operations

Between November 23rd, 2016 and December 8th, 2016 the following water-distribution activities have occurred:

- Water Line Breaks: two 2-inch
- Service Kills, Relocations or Repairs: three relocations
- Service Renewals without Main Replacements: one

NORTH PLANT SUMMARY

- Nothing new to report

SOUTH PLANT SUMMARY

- Generator: concrete foundation poured November 30.
- Lagoon lime solids-nothing new.

Ohio Street Booster Station

- Nothing new

GENERAL MANAGER'S REPORT

- Worked on proposal for 2017 health insurance premiums.
- Finished development of 2017 Capital Improvement Work Plan.
- Reviewed proposed changes to the personnel manual suggested by our attorney.
- Scheduled the December KMU Safety Training for the 13th.

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary