

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON DECEMBER 20, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 12:40 PM on Friday, December 20, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman (by phone)

Richard Gervasini, Vice Chairman

Eric Peterson, Secretary

Directors Absent (Excused)

Christi Norris, Assistant Secretary

Storm Savage

Staff in Attendance

Joel Mahnken, General Manager

Lesia Hegeman, Manager of Finance

Neil Seichepine, Manager of Plants

Kayla Manning, Engineer

Others in Attendance

CALL TO ORDER

Director Gervasini, called the meeting to order at 12:40 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini 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 9, 2019

Tabled to January 13, 2020.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Daniels, motion passed 3-0...

A. PAYROLL
DISBURSEMENT OF
DECEMBER 31, 2019

RESOLVED (No. 15026), that the Board approved:

A. The payroll for the period ending November 30, 2019 amounting to gross pay of \$83,989.51 (composed of the following withholdings and deductions) Federal Income Tax - \$7,201.66; FICA- \$5,964.70; State Tax - \$3,366.07; KPERS -\$4,970.73; KPERS-back \$117.49, Insurance - \$2,173.14; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$2,362.50; Misc - \$240.00, Garnishment \$474.34, checks \$525.66, optional group life \$350.74 and Deposit - \$54,690.67 including the following overtime amounts: Distribution 9 hours @ \$353.56; North Plant 14 hours @ \$441.42 and South Plant 28 hours @ \$1,017.42 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$320,378.99 and Special/Special Claims as follows: Riverfront Community Center \$1,510.24, La Mesa \$462.50, Postmaster \$3,000.00, SASI \$1,621.05, Time Warner \$364.99, Pitney Bowes \$462.00, Verizon \$240.06, AT&T Mobility \$1,049.86, Home Depot \$2,242.99 checks be drawn on the Revenue Fund for their respective amounts.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Year-end items

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Work should be finished, may need some additional seed in Spring.
2. Stoneleigh Court and 18th St (2020)
Survey has begun.

City/County Projects

1. Eisenhower Road Project
Nothing new.
2. Thornton Road Project
Staff is working on 2nd Ave intersection pipe relocation.
3. Misc Stormwater Projects and Sanitary I/I
City bids came in under budget, may be able to do additional work.

Water Distribution Operations

Between December 4th, 2019 and December 19th, 2019, the following water-distribution activities have occurred:

- a) Water Line Breaks: one -2 inch cast iron
- b) New Water-Service Connections: eight

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Bulk water project finished.

South Plant Summary

1. Layne working on Collector Well site.
2. Poured Deadman on December 19, 2019 for Collector Well.
3. Polymer trial from D&F Services

GENERAL MANAGER'S REPORT

- KMU Safety Training held December 9th on CPR/AED/First Aid.
- Participated in teleconference progress meeting with Layne and Black & Veatch on HCW Caisson/Lateral project.
- Met with BG Consultants on plans for the Raw Water Transmission Main Relocation
- Scheduled 2020 Board Meeting dates.

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

Approved _____ 2020

Richard Gervasini, Vice Chairman

Eric Peterson, Secretary