

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON FEBRUARY 27, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 27, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
William Daniels, Assistant Secretary
Richard Gervasini, Member

Directors Absent (Excused)

Teresa Wood, Vice Chairman
Christi Norris, Secretary

Staff in Attendance

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

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 Gervasini brought up the direct-mailing advertisement by Service Line Warranties of America regarding customer-owned water service lines. It is apparently supported by the Lvn. City Commission since their logo appears on the letterhead. The Waterworks Board did not endorse the waterline protection program and was never consulted. The General Manager was directed to draft a letter to the City Commission for Board consideration at the next meeting.

APPROVE MINUTES OF
FEBRUARY 13, 2017

Upon motion from Director Gervasini, seconded by Director Daniels, the minutes of February 13, 2017, motion passed 3-0 ...

RESOLVED (No. 14740), that the Board approved the February 13, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

Upon motion from Director Daniels, seconded by Director Gervasini, the consent agenda, motion passed 3-0 ...

A. PAYROLL DISBURSEMENT
OF FEBRUARY 28, 2017

RESOLVED (No. 14741), that the Board approved:

A. The payroll for the period ending February 28, 2017 amounting to gross pay of \$80,391.56 (composed of the following withholdings and deductions) Federal Income Tax - \$8,084.71; FICA- \$6,002.42; State Tax - \$2,700.21; KPERS - \$4,808.35, KPERS-buyback \$252.93, Insurance - \$2,023.81; United Way - \$171.71; Eq-flex - \$1,516.73; PEDC - \$3,075.00; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Optional Group Life \$348.81 and Direct Deposit - \$50,536.88 and including the following overtime amounts: Distribution - 12 hours @ \$384.37; North Plant – 40.50 hours @ \$1,153.15; South Plant – 37 hours @ \$1,147.43 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$281,243.56 and Special/ Special Claims as follows: Saint Luke’s Medical Group \$122.00 checks be drawn on the Revenue Fund for their respective amounts.

JANUARY FINANCIAL REPORT

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

RESOLVED (No. 14742) , that the Board approved the January Financial Report.

CONSIDERATION OF PERSONNEL MANUAL

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

RESOLVED (No. 14743), that the Board approved the Personnel Manual.

ADMINISTRATION

- Worked January Financial Statements
- Updates to HR Manual
- SUS questionnaire

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
NPL was working on dirtwork to prepare for final payment.
- Cherokee Street Waterline Replacement
Comments were received from the City and incorporated in the final plans. Project is in the process of going out to advertise to bid.
- Spruce St – 19th to Terrace Waterline Replacement (2017)
Anticipated start beginning of April 2017.
- Kiowa Street
Met with Benesch for final comments. Specs were sent for review.
- Industrial Park – 14th St, north of Eisenhower (2017)
Met with Napier. Plans are almost complete.

Water Distribution Operations

Between February 8th, 2017 and February 23rd, 2017 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: one kill

- Valves and Fire Hydrants: maintenance at hydrant valve on 10th Avenue due to tree
- Water Line Breaks: none

Ohio Street Booster Station

- Generator: Programming for generator and automated switching started February 22nd, 2017.
- Generator testing and training scheduled for February 22nd, 2017.

North Plant Summary

- Nothing new to report at this time.

South Plant Summary

- Generator: wiring of generator continues, excavation of driveway started. Initial generator startup conducted on February 22nd, 2017. Plant shut down for Westar electrical transfer February 24th, 2017. Generator testing and training scheduled for February 28th, 2017.
- Feb 14th - Distribution Crew installed new raw water meter
- Lagoon lime solids: Blazer Excavating finished cleaning of southwest and southeast lagoons.

Director Kaaz asked how quickly the generator would start up if the power goes out. There is a delay on the startup to prevent damaging equipment. Director Gervasini inquired about the test frequency. The generators are on a regular testing schedule.

GENERAL MANAGER'S REPORT

- Reviewed Personnel Manual for final changes and corrections.
- Began advertisement for 2 Utility Worker I/Meter Reader positions to be filled.
- Reviewed Job Descriptions and Pay Ranges to make recommendations on changes.
- Contacted Andrew Hansen with Black & Veatch about assistance on expanding our Water Rights Appropriation and next steps towards a horizontal collector well.

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary