

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON FEBRUARY 8, 2016

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

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Teresa Wood, Vice Chairman
Christi Norris, Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Davis Moulden, Assistant Secretary

Staff in Attendance

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

Others in Attendance

None

CALL TO ORDER

Chairman Gervasini called the meeting to order at 5:00 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Chairman Gervasini noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

None

BOARD MEMBERS ITEMS
OUTSIDE OF EXECUTIVE SESSION

None

APPROVE MINUTES OF
JANUARY 25, 2016

Upon motion from Director Kaaz, seconded by Director Wood, the minutes for January 25, 2016, unanimously adopted ...

RESOLVED (No. 14613), that the Board approved the January 25, 2016 minutes.

CONSIDERATION OF CONSENT
AGENDA FOR:

Upon motion from Director Norris, seconded by Director Wood, unanimously adopted

RESOLVED (No. 14614), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending February 15, 2016 amounting to gross pay of \$78,521.49 (composed of the following withholdings and deductions) Federal Income Tax - \$7,769.77; FICA- \$5,848.60; State Tax - \$2,589.98; KPERS - \$4,699.18, Insurance - \$3,085.13; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,774.68 ; Garnishment - \$755.00; Rent - \$217.50; Misc - \$22.50; Direct Deposit - \$48,927.72, and including the following overtime amounts: Distribution - 11 hours @ \$338.66; North Plant – 4 hours @ \$132.06; South Plant – 9 hours @ \$285.18 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$95,372.29, Special Claims \$221,088.36 and Special/Special Claims as follows: AT&T \$271.66 and Water Protection Fee \$13,953.07 the check be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF DECEMBER
FINANCIAL REPORT

Upon motion from Director Norris, seconded by Director Wood, it was unanimously adopted

RESOLVED (No. 14615), that the Board approved the December Financial Report.

CONSIDERATION OF AUDIT
ENGAGEMENT LETTER

Director Kaaz requested a copy of Appendix A the audit fee schedule.

CONSIDERATION OF SOUTH
PLANT INTERIOR PAINTING

The South Plant needs some interior painting in the high service pump room, filter room and chemical feed room. Staff requested bids from 3 vendors, but received one bid. Director Kaaz asked if this could have been put on Drexel' to get more responses or some other advertising. Staff felt that significantly more work would be needed to advertise the project on line. Director Kaaz asked staff if they thought the amount bid by Swan Painting was fair and reasonable. Staff stated that they felt it was.

Upon motion from Director Kaaz, seconded by Director Norris, it was unanimously adopted

RESOLVED (No. 14616), that the Board approved the bid from Swan Painting in the amount of \$37,900.00 and authorized the General Manager to execute the contract.

PRESENTATION OF RURAL
WATER DISTRICT #5 ELECTRIC
AGREEMENT

Currently, the Water Department shares 50/50 with RWD 5 in the electrical costs savings at the Ohio Street Booster Station for the benefit usage of their storage tank. With the installation of variable frequency drives on the pumps at the Ohio Booster Station, there is much less need for this agreement. Until we get the emergency generator installed and operational, staff recommends that we do not change the terms of the agreement. No further action was taken by the Board.

PRESENTATION OF HYDRANT
METER RENTAL

Fire hydrant meters are provided to contractors needing a non-permanent source of water for a construction project. Under our current system we charge for both the water consumed and a daily rental fee of \$30 per day. We also require a \$1,000 deposit. The Board asked staff to summarize the recommended changes. The recommended changes:

- \$1,500.00 deposit for hydrant meter.
- \$50.00 per month, non-prorated administration cost.

- Complete a rental agreement that indicated how long the meter will be “rented”.
- All accounts shall receive a monthly water bill based on the water usage.
- Water is billed at \$5.00 per hundred cubic feet (ccf) used.

DISCUSSION OF CUSTOMER LEAK

Mrs. Kimbrough’s water consumption increased due to an underground leak at the flare nut on the outgoing side of the meter. The Board agreed to give the customer an adjustment for the two months.

Upon motion from Director Norris, seconded by Director Wood, it was unanimously adopted

RESOLVED (No. 14617), that the Board approved the water adjustment, of \$100.00 to the customer due to an underground leak.

Administration

- Worked on 2015 Audit
- Finished 1099’s and W-2’s

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – Advertising on Drexel. Will bid February 16th.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Reviewed final plans.

Director Kaaz asked about trenching box usage at 4th & Poplar.

City Projects

Comments received from Affinis for Thornton.

Water Distribution Operations

Between January 21st, 2016 and February 4th, 2016 the following water-distribution activities have occurred:

- New Water-Service connections: one
- Frozen Meters: one
- Frozen Pipes on customer side: one
- Emergency turnoff for broken pipes: two
- Water-line breaks: two 6-inch

North Plant Summary

- SCADA – work to and fix errors in reports is ongoing. Operating part of system is 100%
- Contractor is on hold due to weather on fence job.

South Plant Summary

- SCADA – work to and fix errors in reports is ongoing. Operating part of system is 100%
- Generators – working on land acquisition.

GENERAL MANAGER

- Worked with Cassell & Associates restarting the Emergency Generator project.
 - Met with Black & Veatch to discuss a scope of services for a preliminary engineering study for the construction of a collector well for the South Plant.
 - Reminder: Kansas Rural Water Association Annual Conference in Wichita on March 29th to 31st.
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ADJOURNMENT

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

Approved _____ 2016

Richard Gervasini, Chairman

Christi Norris, Secretary