

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JANUARY 14, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 14, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Richard Gervasini, Vice Chairman
Eric Peterson, Secretary
Christi Norris, Assistant Secretary

Directors Absent (Excused)

Greg Kaaz, Member

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Kayla Manning, Staff Engineer
Dennis Baragary, Manager of Distribution
Neil Seichepine, Manager of Plants

Others in Attendance

CALL TO ORDER

Director Daniels, called the meeting to order at 5:00 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Daniels noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Daniels addressed concerns about project inspection on construction sites.

ELECTIONS OF OFFICERS
FOR 2019

The Board consensus was to retain the current slate of Officers for 2019.

- Chair – William Daniels
- Vice-Chair – Richard Gervasini
- Secretary – Eric Peterson
- Assistant Secretary – Christi Norris

Upon motion from Director Norris, seconded by Director Gervasini, motion were approved, motion passed 4-0...

RESOLVED (No. 14900), that the Board approved the elections of officers for 2019.

APPROVE MINUTES OF
DECEMBER 21, 2018

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of December 21, 2018 were approved, motion passed 4-0...

RESOLVED (No. 14901), that the Board approved the December 21, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
JANUARY 15, 2019

RESOLVED (No. 14902), that the Board approved:

- A. The payroll for the period ending January 15, 2019 amounting to gross pay of \$89,795.01 (composed of the following withholdings and deductions) Federal Income Tax - \$7,554.26; FICA- \$6,739.74; State Tax - \$3,594.60; KPERS -\$5,305.03; KPERS-back \$119.13, Insurance - \$2,276.37; United Way - \$139.50; Eq-flex - \$1,447.62; PEDC - \$2,447.50; Misc - \$242.50 and Deposit - \$59,928.76 including the following overtime amounts: Distribution 63.50

hours @ \$2,361.91; North Plant 86 hours @ \$2,576.61 and South Plant 87 hours @ \$2,749.93 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$245,036.73, Special Claims \$259,252.12 and Special/Special Claims as follows: Kansas Gas \$2,475.25, Westar \$18,694.80, SASI \$411.18 checks be drawn on the Revenue Fund for their respective amounts.

2019 TOWER FUND DONATIONS

The list of suggested Tower Fund contributions for 2019, based on those made in 2018. We expect to receive revenue comparable to 2018 in the coming year, \$18,641. Upon motion from Director Gervasini, seconded by Director Norris, the motion passed 4-0.

RESOLVED (No. 14903), that the Board approved the list of Tower Fund contributions for 2019.

STRATEGIC PLAN REVIEW

The Mission and Vision Statements and Strategies are very similar to what has been in place. For the Strategies, we kept the four existing but combined 3 and 4 into a single statement, new strategies 4 and 5 were added. Upon motion from Director Gervasini, seconded by Director Daniels, the motion passed 4-0.

RESOLVED (No. 14904), that the Board approved the motion to adopt the updated statements.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on December Financial Statements
- Computer installations
- Preliminary Audit fieldwork
- Year-end reports

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Last section of pipe should be bored in by end of week. Services almost half done. Put together info for surety.
2. Cherokee to Osage 15th to 20th (2018)
Getting most of the pipe in the ground. Sent requested info to surety.
3. Lecompton Road Watermain Replacement (2019)
Nothing New.
4. Sanders and High Street Watermain Replacement (2019)

Final plans have been received. Hope to start advertising next week.

5. Dakota Street Area Watermain Replacement (2019)

Nothing new.

City Projects

1. Eisenhower Road Project

Nothing new.

Water Distribution Operations

Between December 19th, 2018 and January 9th, 2018 the following water-distribution activities have occurred:

1. Service Renewals without Main Replacement: one
2. Water line breaks: one 2-inch and one 6-inch

Ohio Street Booster Station

Received new shut off valves to fix pump #1.

North Plant Summary

Working with Suez to finalize the TOC analyzer.

South Plant Summary

1. Kone Cranes installing new parts on the High Service Pump hoist.
2. Running polymer trial in search of alternative solutions.
3. Sent bids out for Collector Well electric work.
4. Wednesday morning meeting scheduled with farmers about easement.

GENERAL MANAGER'S REPORT

- KMU Safety Training on "Risk vs Hazard – Job Hazard Analysis" was held January 7th.
- Worked on HCW project.
 - Chair and Secretary signed loan document. Hand delivered to KDHE for signature. Closing on January 11th.
 - Reviewed draft easement for laterals and made corrections with Attorney.
 - Received letter from Attorney Steven Ruprecht on Board's ability to negotiate construction contracting.
- Began working with Neptune Technologies on the Fixed Base AMI meter reading system.
- Began reviewing the America's Water Infrastructure Act signed into Federal law October 2018.

ADJOURNMENT

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

Approved _____ 2019

William Daniels, Chairman

Eric Peterson, Secretary