

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JANUARY 28, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 28, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Vice Chairman
Eric Peterson, Secretary
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

William Daniels, Chairman

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

None

CALL TO ORDER

Director Gervasini, called the meeting to order at 5:00 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

Director Kaaz inquired about the Safety Policies.

APPROVE MINUTES OF
JANUARY 14, 2019

Upon motion from Director Norris, seconded by Director Peterson, the minutes of January 14, 2019 were approved, motion passed 4-0...

RESOLVED (No. 14905), that the Board approved the January 14, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
JANUARY 31, 2019

RESOLVED (No. 14906), that the Board approved:

A. The payroll for the period ending January 31, 2019 amounting to gross pay of \$84,310.12 (composed of the following withholdings and deductions) Federal Income Tax - \$6,989.83; FICA- \$6,320.15; State Tax - \$3,308.37; KPERS -\$5,016.53; KPERS-back \$110.52, Insurance - \$2,204.04; United Way - \$139.50; Eq-flex - \$1,447.62; PEDC - \$2,447.50; Misc - \$242.50 and Deposit - \$55,720.42 including the following overtime amounts: Distribution 26.50 hours @ \$963.19; North Plant 30 hours @ \$897.03 and South Plant 29 hours @ \$848.09 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$508,606.43 and Special/Special Claims as follows: BCBS of Kansas \$30,152.93, Mike Rayser \$3,611.85, and AT&T \$1,055.49 checks be drawn on the Revenue Fund for their respective amounts.

DECEMBER FINANCIAL
REPORT

Upon motion from Director Kaaz, seconded by Director Norris, the motion passed 4-0.

RESOLVED (No. 14907), that the Board approved the December Financial Report.

CONSIDERATION OF
UPDATED WATER
CONSERVATION PLAN

After the Water Conservation Plan was approved on October 22, 2018, it was submitted to the Kansas Water Office for review and final approval. KWO responded on January 3, 2019 with requests for more information to be included in the final plan. The requested information included a Board Resolution number, the target implementation dates for policies, and additional information on units/rates of water consumption. The requested updates have been made.

Upon motion from Director Kaaz, seconded by Director Norris, the motion passed 4-0.

RESOLVED (No. 14908), that the Board approved the updated Water Conservation Plan.

PRESENTATION OF
TARGET CASH RESERVES

With the adoption last year of our Targeted Cash Reserve Guidelines, a report was to be made approximately every six months.

Upon motion from Director Kaaz, seconded by Director Norris, the motion passed 4-0.

RESOLVED (No. 14909), that the Board approved the report on Targeted Cash Reserve Guidelines.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on December Financial Statements
- Computer installations
- Year-end reports

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
No progress due because of snow, ice and cold. They have been responding to concerns.
2. Cherokee to Osage 15th to 20th (2018)
No progress due because of snow, ice and cold. They have been responding to concerns.
3. Lecompton Road Watermain Design Memo (2019)

Working on meeting with City Planner.

4. Sanders and High Street Watermain Replacement (2019)

Job is being advertised, bid date is February 5th.

5. Dakota Street Area Watermain Replacement (2019)

Nothing new.

City Projects

1. Eisenhower Road Project

Trying to contact Wilson about easement and conflict.

Water Distribution Operations

Between January 9th, 2019 and January 24th, 2019 the following water-distribution activities have occurred:

1. Water line breaks: one

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

1. Distribution replaced two shut off valves for pump #1.
2. Douglas Pump pulled pump #1 to repair mechanical seals.

North Plant Summary

Working with Suez to finalize the TOC analyzer.

South Plant Summary

1. Kone Cranes finished repairs to Pump room hoist.
2. Met with Stiger Inc about easement and property purchase for Collector Well.

GENERAL MANAGER'S REPORT

- Worked on HCW project.
 - Finished up paperwork after loan closing on January 11th.
 - Met with Stiger Island Farms to explain project and need for an additional easement.
 - Received letter from KDHE approving sole source construction contracting of the Caisson and Laterals.
- Began drafting terms for a MOU with Lansing Correctional Facility
- Reviewed and finalized 2018 Work Plan result.

ADJOURNMENT

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

Approved _____ 2019

Richard Gervasini, Vice-Chair

Eric Peterson, Secretary