

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JANUARY 23, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 23, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Teresa Wood, Vice Chairman
Christi Norris, Secretary
William Daniels, Assistant Secretary
Richard Gervasini, Member

Directors Absent (Excused)

Greg Kaaz, Chairman

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 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

None

APPROVE MINUTES OF JANUARY 9, 2017	Upon motion from Director Norris, seconded by Director Wood, the minutes of January 9, 2017, motion passed 4-0 ... RESOLVED (No. 14731) , that the Board approved the January 9, 2017 minutes.
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CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Norris, seconded by Director Wood, the consent agenda, motion passed 4-0 ... RESOLVED (No. 14732) , that the Board approved:
A. PAYROLL DISBURSEMENT OF JANUARY 31, 2017	A. The payroll for the period ending January 31, 2016 amounting to gross pay of \$80,776.39 (composed of the following withholdings and deductions) Federal Income Tax - \$8,209.77; FICA- \$6,031.78; State Tax - \$2,671.60; KPERS - \$4,842.16, KPERS-buyback \$244.89, Insurance - \$2,033.76; United Way - \$171.71; Eq-flex - \$1,516.73; PEDC - \$2,859.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Option Life \$348.81 and Direct Deposit - \$50,975.35 and including the following overtime amounts: Distribution - 117 hours @ \$3,845.90; North Plant – 138.50 hours @ \$4,006.90; South Plant – 113 hours @ \$3,713.10 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$223,667.75 and Special/ Special Claims as follows: County Treasurer Office \$1210.00, License Compliance Service \$175.00, SASI \$991.92, Blue Cross & Blue Shield of Kansas \$50,105.68, KDHE-Bureau of Water \$35.00 the checks be drawn on the Revenue Fund for their respective amounts.

DECEMBER FINANCIAL REPORT

Upon motion from Director Wood, seconded by Director Daniels, motion passed 4-0.

RESOLVED (No. 14733) , that the Board approved the December Financial Report.

CONSIDERATION OF FINAL PAYMENT FOR STARK BORING COMPANY

Stark Boring Company has completed the work on the Grand Franklin Klemp and Newman Project. A final concrete repair was completed Tuesday. A main break that occurred last month associated with the project, was repaired, in good will by the contractor. In the end, it was found that the original pipe was never installed correctly, and there was not an issue with the work Stark had done, which was a relief. There were a number of changes in the field. A summary of bid items and invoice items is included. Staff had estimated around \$60,000 in change orders due to field conditions (rock, sewer), but the final invoice came in around \$3,000 less than expected due to some savings on restoration. The final retainage for Stark Boring Company is \$43,547.17.

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

RESOLVED (No. 14734) , that the Board approved the December Financial Report.

GPS INFORMATION

Staff contacted Roger Dill about GPS equipment for information and budgeting considerations. Survey grade equipment, if satellites are located in good triangulation, can give accuracy within 3/4" 90% of the time (the other 10% can vary greatly). He said at this point we might be able to obtain a rover without a base for around \$15,000. We could probably use the MODOT network for free, or expect \$200/month for the Leica system. Also, expect \$2,000-\$3,000 per year for maintenance, some software expense, and a need to update equipment around every 5 years. Also, staff will need to be trained on using the equipment. Vertical accuracy is about half as good as horizontal accuracy, which is within about 0.2 foot, 90% of the time. He also expected that we would not be able to get signal in deeper than average locations, and would still require measuring down, then taking a shot of ground level. Board tabled.

ELECTION INFORMATION	<p>We have been reminded by the Leavenworth County Clerk's Office that the unexpired term that Director Daniels was appointed to will need to be filled by the election process at the next municipal election. Candidates will have to file for the specific term they wish to be elected for, a full four-year or the unexpired two-year term.</p> <p>Also, due to the new election laws passed by the State Legislature, the elected Board members will be seated on the second Monday of January following the election. No action required.</p>
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REVIEW OF 2017 DONATIONS The Board approved the list of donations to charitable organizations to be paid over the course of the year. Beginning in 2016, we reduced the amounts given by a like percentage when one of the cell companies removed their antenna and their corresponding rental payment. The 2017 projected annual rental income is approximately \$18,000. Staff is recommending that the 2017 donations be the same as those made in 2016, with the exception that the University of St. Mary's Spirefest donation be increased to an even \$1,000.

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

RESOLVED (No. 14735) , that the Board approved the 2017 donations from the Tower Fund.

DRAFT PERSONNEL MANUAL FOR REVIEW AND COMMENT The employee manual has been reviewed by legal and red lined with some suggested changes. The policy is being reviewed by the Board.

ADMINISTRATION

- Worked December Financial Statements
- Year-end reports, w-2's AND 1099s
- Kick off meeting with SUS
- New IBM installed

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
Gave NPL final punchlist again.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement
Work is complete, retainage for final payment is included in claims. Cost summary attached.
- Cherokee Street Waterline Replacement
Spoke with a business owner in 600 block about potential conflicts between waterline replacement and building construction planned at business location. No major problems expected.
- Spruce St – 19th to Terrace Waterline Replacement (2017)
Final comments sent to BG. Project is expected to advertise next week.
- Kiowa Street
Preliminary plans sent to utilities for review.
- Industrial Park – 14th St, north of Eisenhower (2017)
Spoke with Brett Napier. Progressing on schedule.

Water Distribution Operations

Between January 3rd, 2017 and January 19th, 2017 the following water-distribution activities have occurred:

- Emergency Turnoff for Broken Pipes: 6
- Frozen Meters: 2
- Water Line Breaks: one

NORTH PLANT SUMMARY

- Nothing new to report

SOUTH PLANT SUMMARY

- Generator: Capitol Electric installing transfer switch and control cabinets.
- Lagoon Lime Solids: Talked with Blazer Excavating, he is hopeful work to resume in the next few weeks.

Ohio Street Booster Station

- Generator: Capitol Electric installing transfer switch and control cabinets.

GENERAL MANAGER'S REPORT

- On January 9th we held a KMU Safety Training session on "Violence in the Workplace – How to Prevent & Defuse". On January 20th our instructor will be back to familiarize himself with our facilities.
- On January 18th attended the KMU Day at the Capital in Topeka.
- In reviewing our operation statistics for 2016, it is apparent that we will be very close to our water appropriation in 2017 with the Lansing Correctional Facility as a customer for the full year. It would be in our best interest to begin the process of filing for additional water rights.

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary