

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JANUARY 25, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 25, 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

Director Wood stated nothing new to report from Mr. Kimbrough, waiting on the plumber's bill.
Director Kaaz requested a copy of the agreement with RWD #5.
Director Kaaz requested Distribution and Plants managers not read their division reports, so time could be spent elsewhere.

APPROVE MINUTES OF
JANUARY 11, 2016

Upon motion from Director Wood, seconded by Director Norris, the minutes for January 11, 2016, unanimously adopted ...

RESOLVED (No. 14610), that the Board approved the January 11, 2016 minutes.

CONSIDERATION OF CONSENT
AGENDA FOR:

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

RESOLVED (No. 14611), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending January 31, 2016 amounting to gross pay of \$81,762.34 (composed of the following withholdings and deductions) Federal Income Tax - \$8,307.73; FICA- \$6,096.52; State Tax - \$2,734.89; KPERS - \$4,892.90, Insurance - \$3,085.13; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,774.68 ; Garnishment - \$755.00; Rent - \$217.50; Optional Life \$216.60; Misc - \$22.50; Direct Deposit - \$52,645.32, and including the following overtime amounts: Distribution - 41 hours @ \$1,424.99; North Plant - 37.50 hours @ \$1,096.85; South Plant - 41 hours @ \$1,294.53 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$274,202.30 and Special/Special Claims as follows: Postmaster \$200.00; Blue Cross & Blue Shield of Kansas \$48,124.38; Ks Gas \$1,336.24; Mike Rayster \$4,297.42, Postmaster \$3,000.00; SASI \$1,270.15 and Westar Energy \$39,521.24 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF DECEMBER
FINANCIAL REPORT

The Board tabled until next meeting.

CONSIDERATION OF PLANT
SECURITY CAMERAS AND
ACCESS CONTROL

The Board accepted Atronic Alarms Inc proposal to install security cameras at both plants to enhance coverage totaled \$14,255.25. Staff was asked to obtain cost information for additional security cameras at Pilot Knob and alternative informative for access control. Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted ...

RESOLVED (No. 14612), that the Board approved the proposal from Atronic Alarms Inc to install replacement recorders, additional cameras at both treatment plants and authorize the General Manager to execute the contract.

Administration

- Worked on year-end items, W-2, and 1099s.

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – final plans expected Friday or Monday for final review.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – 90% set received. Meeting with Napier to go over connection details.

City Projects

Attended pre-bid for 11th and Cherokee box replacement project.

Water Distribution Operations

Between January 7th, 2016 and January 21st, 2016 the following water-distribution activities have occurred:

- New water service connections: (1)
- Valves and hydrants: replace hydrant on Garland
- Frozen Meters: 3
- Frozen pipes on customer side: 4
- Emergency turnoff for broken pipes: 3
- Water line breaks: 4

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 on the closing for the Ohio Booster Station property

ADJOURNMENT

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

Approved _____ 2016

Richard Gervasini, Chairman

Christi Norris, Secretary