

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JANUARY 8, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 8, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
William Daniels, Assistant Secretary
Richard Gervasini, Member
Eric Peterson, Member

Directors Absent (Excused)

Christi Norris, Secretary

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Kayla Manning, Staff Engineer
Jim Adams, North Plant Superintendent
Heather Allison, Administrative Assistant

Others in Attendance

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Kaaz noted that a quorum was present.

OATH OF OFFICE FOR
NEWLY ELECTED
DIRECTORS

The newly elected Directors took the oath of office given by Joel Mahnken, General Manager.

ELECTION OF
OFFICERS FOR 2018

Upon motion from Director Kaaz, seconded by Director Gervasini, the nomination for Chairman, passed 4-0

RESOLVED (No. 14834), that the Board approved Billy Daniels as Chairman.

Upon motion from Director Kaaz, seconded by Director Daniels, the nomination for Vice-Chairman, passed 4-0

RESOLVED (No. 14835), that the Board approved Richard Gervasini as Vice-Chairman.

Upon motion from Director Gervasini, seconded by Director Kaaz, the nomination for Secretary, passed 4-0

RESOLVED (No. 14836), that the Board approved Eric Peterson as Secretary.

Upon motion from Director Kaaz, seconded by Director Peterson, the nomination for Assistant-Secretary, passed 4-0

RESOLVED (No. 14837), that the Board approved Chris Norris as Assistant-Secretary.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

NONE

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE

Director Peterson inquired about erosion control monitoring at Spruce Street. Staff stated the City was responsible for erosion control.

SESSION
Director Peterson also asked GM about the Manager of Plants position, if it was opened internally.
Director Kaaz asked about staff progress on a list of changes to the state statute.
Director Daniels said he received a customer complaint about the office closure during the retirement reception.

APPROVE MINUTES OF
DECEMBER 21, 2017
Upon motion from Director Kaaz, seconded by Director Gervasini, the minutes of December 21, 2017, motion passed 4-0 ...
RESOLVED (No. 14838), that the Board approved the December 21, 2017 minutes.

CONSIDERATION OF
CONSENT AGENDA
Upon motion from Director Kaaz, seconded by Director Gervasini, the consent agenda, motion passed 4-0 ...

RESOLVED (No. 14839), that the Board approved:
A. PAYROLL
DISBURSEMENT OF
JANUARY 15, 2017
A. The payroll for the period ending January 15, 2018 amounting to gross pay of \$85,279.40 (composed of the following withholdings and deductions) Federal Income Tax - \$8,372.73; FICA- \$6,384.79; State Tax - \$3,444.78; KPERS -\$5,057.61; KPERS-buyback \$143.06, Insurance - \$2,327.86; United Way - \$139.50; Eq-flex - \$1,476.74; PEDC - \$2,302.50; Garnishment - \$875.00; Misc - \$242.50 and Deposit - \$54,512.33 including the following overtime amounts: be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS
B. The Regular Claims \$105,271.51, Special Claims \$228,189.80 and Special/Special Claims as follows: AXA Equitable \$58,555.00 check be drawn on the Revenue Fund for their respective amounts.

NOVEMBER FINANCIAL
REPORT
Upon motion from Director Kaaz, seconded by Director Gervasini, the November Financial Report, motion passed 4-0.
RESOLVED (No. 14840), that the Board approved the November Financial Report.

2018 BOARD MEETING
DATES
Our normally scheduled meeting dates of the second and fourth Mondays of the month has several conflicts with holidays this year. May 28th is Memorial Day, November 12th is Veteran Day (Observed), and December 24th is Christmas Eve.
Upon motion from Director Kaaz, seconded by Director Peterson, motion

passed 4-0. The second meeting in May be scheduled for May 29th, and the first meeting in November be schedule for November 13th. Also, the June 11th meeting date conflicts with the AWWA Annual Conference the 11th to 14th. Both the Financial Manager and General Manager are intending to attend this year.

RESOLVED (No. 14841), that the Board approved the board meeting changes.

2018 TOWER FUND DONATIONS	<p>The Board approved the list of donations to charitable organizations to be paid over the course of the year.</p> <p>Upon motion from Director Kaaz, seconded by Director Gervasini, tower rental income donations as amended, motion passed 4-0.</p> <p>RESOLVED (No. 14842), that the Board approved tower rental income donations for 2018.</p>
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DIVISION REPORTS

ADMINISTRATION

- Worked on November Financial Statements
- SUS-weekly items
- Retirement Celebrations
- Payroll

WATER DISTRIBUTION PROJECTS

Last item should be resolved this week.

1. Spruce St – 19th to Terrace Waterline Replacement (2017)
Substantial completion was reached Saturday December 30, 2017.
Restoration will be completed as weather permits.
2. 5th Ave – Spruce to Thornton (2018)
Final plans are expected to complete this week. Worked on specifications.
3. Main Replacement Osage to Cherokee, 20th to 15th (2018)
Sent specifications comments. Plans are almost complete.

WATER DISTRIBUTION OPERATIONS

Between December 19th, 2017 and January 3rd, 2018 the following water-distribution activities have occurred:

- a) Emergency Turn-offs for broken pipes: 8
- b) Frozen Meters: 6
- c) Frozen pipes on customer side: 18
- d) Water line breaks: four 2- inch, one 4-inch and one 8-inch

Ohio Street Booster Station

Nothing new to report at this time.

North Plant Summary

The North Plant had a submersible pump fail over New Year's weekend. Douglas Pump was called in on Jan 2nd and 3rd to remove from river and diagnose problem at their shop. They were here working almost 2 full days. Director Kaaz asked staff to research the cost of obtaining a third pump.

South Plant Summary

1. Four area lights are left to replace. Capital Electric is waiting on adapters.
2. Lagoon Pump Station is being finalized.

GENERAL MANAGER'S REPORT

- KMU Safety Training was held December 11, 2017.
- Just a reminder, we will be closed January 15th for MLK Day.
- I will attending a McRAC meeting in Atchinson on January 16th.
- The KMU "Day at the Capital" is scheduled for January 17th.
- Held interviews for the Water Treatment Manager position.
- Working with Black & Veatch on the Scope of Services and pricing for the HCW engineering.
- Attached is the final progress report on the 2017 Work Plan. The projects outstanding are:
 1. Customer Internet Portal – in progress
 2. Osage Pipe Bursting 6th to 5th – weather delayed
 3. Leavenworth Business & Technology Park – weather delayed
 4. ½ Ton Pickup – delivered to local dealer (prepping)
 5. Spruce/Madison Project – substantial completion 12/30/2017

ADJOURNMENT

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

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary