

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JANUARY 9, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 9, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Kaaz noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz asked staff to followup with Roger Dill from Atlas regarding evaluation information using GPS equipment.
Director Gervasini inquired on the Plants network status.

APPROVE MINUTES OF
DECEMBER 12, 2016

Upon motion from Director Norris, seconded by Director Wood, the minutes of December 12, 2016, motion passed 5-0 ...

RESOLVED (No. 14727), that the Board approved the December 12, 2016 minutes.

APPROVE MINUTES OF
DECEMBER 21, 2016

Upon motion from Director Gervasini, seconded by Director Norris, the minutes of December 21, 2016, motion passed 5-0 ...

RESOLVED (No. 14728), that the Board approved the December 21, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Wood, the consent agenda, motion passed 5-0 ...

RESOLVED (No. 14729), that the Board approved:

A. PAYROLL DISBURSEMENT
OF DECEMBER 31, 2016

A. The payroll for the period ending December 31, 2016 amounting to gross pay of \$80,325.01 (composed of the following withholdings and deductions) Federal Income Tax - \$8,030.21; FICA- \$5,824.72; State Tax - \$2,650.58; KPERS - \$4,794.35, KPERS-buyback \$252.31, Insurance - \$2,494.76; United Way - \$144.90; Eq-flex - \$1,881.88; PEDC - \$2,814.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Option Life \$221.63 and Direct Deposit - \$50,344.84 and including the following overtime amounts: Distribution - 55 hours @ \$1,909.02; North Plant – 20 hours @ \$562.38; South Plant – 6 hours @ \$202.44 be approved and disbursements made from the Revenue Fund for their respective amounts.

PAYROLL DISBURSEMENT OF
JANUARY 15, 2017

The payroll for the period ending January 15, 2017 amounting to gross pay of \$84,667.28 (composed of the following withholdings and deductions) Federal Income Tax - \$8,678.55; FICA- \$6,329.46; State Tax - \$2,852.84; KPERS -\$5,046.52, KPERS-buyback \$284.18, Insurance - \$2,013.86; United Way - \$171.71; Eq-flex - \$1,516.73; PEDC - \$2,764.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; and Direct Deposit - \$54,138.60 and including the following overtime amounts: Distribution - 104 hours @ \$3,357.71; North Plant – 92 hours @ \$2,664.60; South Plant – 77 hours @ \$2,502.06 be approved and disbursements made from the Revenue Fund for their respective amounts

B. PAYMENT OF CLAIMS

B. The Regular Claims \$100,263.59, Special Claims \$223,667.75 and Special/ Special Claims as follows: AT&T \$271.71, AXA Equitable \$5,629.66, and Walmart \$299.19 the checks be drawn on the Revenue Fund for their respective amounts.

NOVEMBER FINANCIAL
REPORT

Upon motion from Director Gervasini, seconded by Director Wood, motion passed 5-0.

RESOLVED (No. 14730) , that the Board approved the November Financial Report.

ADMINISTRATION

- Worked on November and December Financial Statements
- Year-end reports

WATER DISTRIBUTION SUMMARY

Eric Peterson announced his retirement, last day of work is March 31st, 2017.

- Thornton St – 10th Ave to 5th St Waterline Replacement
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement
One driveway approach to be replaced due to slight heave during bore. Kersten's will do the work, but currently backlogged due to December main breaks.
- Cherokee Street Waterline Replacement
- Spruce St – 19th to Terrace Waterline Replacement (2017)
- Kiowa Street
- Industrial Park – 14th St, north of Eisenhower (2017)

City Projects Summary

1. Ottawa- 7th to Broadway (storm)
Project on hold for winter
2. Desoto Road and Eisenhower

Water Distribution Operations

Between December 21st, 2016 and January 3rd, 2017 the following water-distribution activities have occurred:

- Water Line Breaks: six 2-inch, one 6-inch, one 8-inch, and one 10-inch

- Service Renewals without Main Replacements: one
- Emergency turnoff for broken pipes: 4
- Frozen meters: 8

NORTH PLANT SUMMARY

- Nothing new to report

SOUTH PLANT SUMMARY

- Generator: transfer switch delivered January 3rd, 2017
- On December 26th, 2016 lost power to Wellfield, Capitol Electric found underground power line had failed, which is located between switch gear and overhead power lines that run to Wellfield.
- Lagoon Lime Solids: Nothing new at this time

Ohio Street Booster Station

- Generator: Transfer switch and generator were delivered December 22nd, 2016.

GENERAL MANAGER'S REPORT

- Registered for the AWWA/WEF Utility Management Conference February 7th to 10th.
- Received completed contracts from Martin Mechanical for the North Plant HVAC project.
- Reviewing year-end statistical information.
- January 18th – KMU day at Capital
- Three opening Board positions on November ballot.
- Rural Water District #5 – calculated payment for energy savings

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary