

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JULY 10, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 10, 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

Donald Murphy, Rural Water District #2, Board Member

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

Don Murphy RWD #2 Board Member addressed the Board about a large water loss in RWD #2 near 16th & Metropolitan. Director Daniels stated he would like them to submit a written request and staff to print the account history.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Norris suggested the new logo be presented on the front door. Staff responded they will be addressing the landscape and sign next year.

Director Daniels inquired about liens on property for unpaid water services. Staff explained the process of placing liens on property owners.

Director Kaaz asked if the General Manager and Staff Engineer had received the e-mail he had sent two weeks ago regarding requiring GPS coordinates for the Business Park waterline. The Engineer stated that we would require this information, possibly as a bid item to ensure that we receive it from the Contractor.

APPROVE MINUTES OF
JULY 10, 2017

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of July 10, 2017, motion passed 5-0 ...

RESOLVED (No. 14782), that the Board approved the July 10, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

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

A. PAYROLL DISBURSEMENT
OF JULY 15, 2017

RESOLVED (No. 14783), that the Board approved:

A. The payroll for the period ending July 15, 2017 amounting to gross pay of \$84,947.78 (composed of the following withholdings and deductions) Federal Income Tax - \$8,750.79; FICA- \$6,354.67; State Tax - \$2,861.56; KPERS - \$4,986.48; KPERS-buyback \$109.74, Insurance - \$2,146.49; United Way - \$171.71; Eq-flex - \$1,503.37; PEDC -

\$2,802.50; Garnishment - \$875.00; Misc - \$25.00; and Direct Deposit - \$54,360.47 including the following overtime amounts: Distribution - 10 hours @ \$358.05; North Plant – 40 hours @ \$1,242.65; South Plant – 31.50 hours @ \$976.53 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$150,832.52, Specials Claims \$242,510.13 and Special/Special Claims as follows: Ks Gas Service \$191.37, Westar Energy \$44,764.37 and AT&T \$273.71 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF WATER APPROPRIATION APPLICATION

We have contracted with Black & Veatch to provide assistance in preparing an application for additional water rights as we are approaching the limits of our current appropriation. The quantity and flow rates in the application were calculated for a 20 year planning period, as recommended by DWR. The total quantity in the application is equivalent to an average of 7.1 million gallons per day, and a peak flow of 12 MGD. We would have 20 years to prove these amounts or be adjusted downward. HCW requires construction be within 24 months of the approval of the application.

Upon motion from Director Norris, seconded by Director Daniels, motion passed 5-0 ...

RESOLVED (No. 14784), that the Board authorized the General Manager to proceed with the water appropriation application.

PRESENTATION OF INSURANCE RENEWAL FOLLOW-UP

At the June 12th meeting, J.R. Reilly presented our insurance renewal for 2017/2018. Several questions were asked at the time requiring investigation on their part.

-Optional increase in the Property Deductible- increasing the deductible to \$5,000.00 will save \$1,708.00.

-Cyber/Data Breach Liability application- staff will work with IT team to complete the application.

Upon motion from Director Daniels, seconded by Director Norris, the motion passed 5-0

RESOLVED (No. 14785), that the Board approved to increase the property deductible to \$5,000.00.

DIVISION REPORTS

ADMINISTRATION

- Worked May Financial Statements
- SUS-weekly items
- Interviews for Customer Service Rep

WATER DISTRIBUTION SUMMARY

• Cherokee Street Waterline Replacement

Services are being transferred to the new main from 5th to 6th Street. All services on the 10" main have been transferred and the last service(s) on the 4" diameter main may be done today, depending upon customer input.

• Spruce St – 19th to Terrace Waterline Replacement (2017)

Westland has started boring and pulling pipe at the west end of the project.

• Kiowa Street – 9th St to 13th St

The only remaining pipe to be installed is the last section to 13th Street. NPL started transferring services.

Osage Street – 5th St to 6th St to Broadway (2017)

Crews will start working on Osage once Lakeview is finished.

City Project Summary

1. Eisenhower Rd

Nothing new.

2. 2nd Street (Choctaw) Bridge

New waterline will be installed after bridge deck is poured. Probably late July.

3. Lakeview and Pleasant

NPL has finished with new main. LWD crews have completed tie-ins and are awaiting coliform testing and results to complete service transfers.

4. Industrial Park

Plans should be ready for review by end of week.

5. Sidewalk Improvements

Preliminary sidewalk plans have been reviewed by staff and comments sent back to design engineer. One potential location with a retaining wall will need to be looked at further.

Water Distribution Operations

Between June 21st, 2017 and July 5th, 2017 the following water-distribution activities have occurred:

- Valves and Fire Hydrants: found 4" valve on Lakeview

Ohio Street Booster Station

- Generator: Nothing new at this time

North Plant Summary

1. Performing trial test on alternative treatment coagulants.
2. Started working on budget and CIP for 2018

South Plant Summary

- Generator: Nothing new at this time.
- Capital Electric repaired electrical connection on transformer at Well #3A.
- Started working on budget and CIP for 2018

GENERAL MANAGER'S REPORT

- Worked with Black & Veatch on obtaining additional water rights.
- Worked on Performance Evaluations
- LCR sampling is complete and delivered to the State Lab
- Updating CIP Work Plan
- Participated in Customer Service Representative Interviews.

EXECUTIVE SESSION

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted

RESOLVED (No. 14786), at 5:50 PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters regarding non-elected personnel for approximately 30 minutes.

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted

RESOLVED (No. 14787), at 6:20 PM the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Norris, seconded by Director Gervasini, it was unanimously adopted....

RESOLVED (No. 14788), that the Board authorize a merit increase to the General Manager's salary of 3% effective starting with the July 15, 2017 pay period.

ADJOURNMENT

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary