

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JULY 11, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 11, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Teresa Wood, Vice Chairman

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Dennis Baragary, Manager of Distribution
Neil Seichepine, Superintendent South Plant

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

None

APPROVE MINUTES OF JUNE
27, 2016

Upon motion from Director Norris, seconded by Director Daniels, the minutes of June 27, 2016, motion passed 4-0 ...

RESOLVED (No. 14671), that the Board approved the June 27, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR

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

RESOLVED (No. 14672), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending July 15, 2016 amounting to gross pay of \$80,181.85 (composed of the following withholdings and deductions) Federal Income Tax - \$8,087.21; FICA- \$5,959.52; State Tax - \$2,651.38; KPERS - \$4,992.20, Insurance - \$2,607.63; United Way - \$144.90; Eq-flex - \$1,881.88; PEDC - \$2,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Direct Deposit - \$50,197.45, and including the following overtime amounts: Distribution - 40.50 hours @ \$1,390.49; North Plant – 36 hours @ \$1,092.77; South Plant – 28 hours @ \$926.52 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$219,510.87 and Special Claims \$251,496.31 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF FINAL
AUDIT

The Board received the independent auditor’s Report from Kramer & Associates CPA’s LLC for the years ended December 31, 2015 and 2014. Upon motion from Director Gervasini, seconded by Director Daniels, the motion passed 4-0.....

RESOLVED (No. 14673), that the Board approved the independent auditor’s report for the years ended December 31, 2015 and 2014.

CONSIDERATION OF PETITION
TO TAKE-OVER WATERLINE
ALONG DAKOTA

Mr. McKinney asked for consideration of the Board about taking over a private 2 inch PVC water line on Dakota Street, west of 22nd Street in the County. The Board tabled this item, until Mr. McKinney could present the petition in person.

PRESENTATION OF DRAFT
POLICY FOR SHARED LEAVE
DONATIONS

The draft policy for shared leave donations was reviewed by the Board. Director Kaaz requested staff make the policy concise and the recipient must be without pay for 40 hours before being eligible for the program. Director Daniels asked that employees be advised about the effects of their benefits for donating. The Board tabled this subject to the changes discussed.

WORK PLAN UPDATE

Progress through six months has been good. The treatment of the wells is dependent on Douglas Pump's availability. The conversion of both plants to sodium hypochlorite disinfection will have to be delayed until the fall or winter at the earliest. Working with Cassell & Associates on an engineering contract for the total replacement of the North Plant HVAC system. The design of the Cherokee Street main replacement is taking much longer than expected due to large number of existing utilities along the route. Construction on Osage and Ottawa will be delayed until next year due to other replacements that have to be addressed.

Administration

- Worked on June Financial Statements
- Sewer – winter quarter annual adjustment
- Documentation for donation of leave

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – Services are transferred from 10th Ave to Spring Garden. NPL will start transferring services along Thornton to Montezuma as soon as bacteriological test results come back ok.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Transferring services along Franklin. Main has been installed and tested along Quincy from Franklin to Grand. Stark is boring along Klemp from Quincy to Kansas.
- Cherokee Street – Nothing new
- Spruce St – 19th to Terrace – Nothing new
- Miami St – 8th to 10th – Services have been transferred. Work is almost finished. Waiting for things to dry out some before backfilling.
- 5th Street – Walnut – LWD crew is beginning to saw cut the street for main replacement of 500 feet of 8 inch cast iron pipe beginning to have a pattern of expensive pavement repairs. Once the pipe has been replaced, the pavement repair will be contracted out.
- 2nd Street and Choctaw – LWD crew will replace remaining sections of 10 inch cast iron pipe in area of bridge project and road repairs. Work will begin when 5th Street is complete.

City Projects

Lowering water main on Vilas at 22nd Street due to the conflict with the new City storm pipe.

LWD crew temporarily shut down water main for storm box excavation at Poplar and 3rd Street. Crew wrapped exposed pipe with poly-wrap during backfill.

Water Distribution Operations

Between June 23rd, 2016 and July 6th, 2016 the following water-distribution activities have occurred:

- Water line Breaks: one 2-inch
- New service: one
- Service Transfer to new replacement mains: ten

North Plant Summary

- Tuck pointing and water proofing of buildings ongoing

South Plant Summary

- Finished interviews for new plant operator, currently conducting pre-employment screening and checks.
- Generator on-site coordination meeting was conducted on June 28th. Cassell & Associates, Capital Electric, MTU generators and Westar Energy were present.
- Treatment of Well #3A started June 28th.

General Manager's Report

- Attended the preconstruction meeting for the Emergency Generator Project. Contractor is working on approvals of all the parts and pieces. When orders are completed a construction schedule will be determined.
- Participated in the final interviews of candidates for the Water Treatment Plant Operator in Training position at the South Plant.
- Followed up on the insurance renewal on the vehicle and equipment schedules adding unlisted equipment. We will also be working with AOS on the cyber liability coverage.
- Will be attending a Mo River Regional Advisory Committee meeting Atchison on July 14th.

EXECUTIVE SESSION

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

RESOLVED (No. 14674), at 5:50PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters for twenty minutes.

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

RESOLVED (No. 14675), at 6:20PM the Board ended the executive session and resumed the regular board meeting.
No action was taken.

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary