

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JULY 24, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 24, 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 Gervasini suggested staff document our concerns about billing for a storm water utility to the City Manager.

APPROVE MINUTES OF
JULY 24, 2017

Upon motion from Director Norris, seconded by Director Wood, the minutes of July 24, 2017, motion passed 5-0 ...

RESOLVED (No. 14789), that the Board approved the July 24, 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 31,2017

RESOLVED (No. 14790), that the Board approved:

A. The payroll for the period ending July 31, 2017 amounting to gross pay of \$82,741.09 (composed of the following withholdings and deductions) Federal Income Tax - \$8,402.65; FICA- \$6,185.82; State Tax - \$2,772.11; KPERS - \$4,886.82; KPERS-buyback \$108.11, Insurance - \$2,146.49; United Way - \$171.71; Eq-flex - \$1,503.37; PEDC - \$2,802.50; Garnishment - \$875.00; Misc - \$25.00; Optional Grp Life \$361.01 and Direct Deposit - \$52,500.50 including the following overtime amounts: Distribution - 19 hours @ \$633.92; North Plant – 9 hours @ \$272.57; South Plant – 11 hours @ \$370.55 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Specials Claims \$346,495.34 and a Special/Special Claim as follows: Christopher Oatney \$170.69 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF JUNE
FINANCIAL REPORT

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

RESOLVED (No. 14791), that the Board approved the June Financial Report.

2017 CIP WORK PLAN REVIEW

The 2017 CIP was reviewed by the Board. Staff have made significant progress on the projects but there are a few that need adjustment. Because of the changes in business operations the Customer Internet Portal, GM recommends that the AMI project be delayed until staff is comfortable with the changes. Because of the main break on Osage Street just east of 6th Street, we are now proposing to include the 500 block of Osage in the scheduled pipe bursting project on Osage. A proposed cost shared on reconstruction was sent to the City Manager, but have not heard back at this time. Upon motion from Director Norris, seconded by Director Gervasini, the motion passed 5-0.

RESOLVED (No. 14792), that the Board approved the adjustments to the 2017 Work Plan.

CONSIDERATION OF RWD#2
REQUEST

RWD #2 experienced a water main break on their 6-inch ductile iron water main in the vicinity of 18th and Metropolitan Avenue. The break occurred sometime in June, but was discovered on June 29th during the monthly meter read. RWD#2 Water Board submitted a request for partial consideration toward this bill. The Leavenworth Board agreed to credit RWD#2 \$965.96 towards their June, 2017 billing. This is based on an assumed leakage of 3,116 ccf and the difference between the cost/ccf of \$2.03 the District would have paid and \$1.72/ccf our average cost of production including depreciation for the 6 months. Upon motion from Director Wood, seconded by Director Daniels, the motion passed 5-0.

RESOLVED (No. 14793), that the Board authorized RWD#2 a credit of \$965.96 towards their June, 2017 billing.

DIVISION REPORTS

ADMINISTRATION

- Worked June Financial Statements
- SUS-weekly items
- Hired Customer Service Rep

WATER DISTRIBUTION SUMMARY

- Cherokee Street Waterline Replacement

Linaweaver is currently finishing restoration between 5th and 6th. The asphalt work was completed last week and the concrete should be finished by the end of this week.

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

Westland is almost ready to pull the next section of pipe past 18th Street.

- Kiowa Street – 9th St to 13th St

All pipe has been installed. NPL will continue transferring services.

City Project Summary

1. 2nd Street (Choctaw) Bridge

New waterline will be installed after bridge deck is poured. Deck may be poured as early as next week.

2. Lakeview and Pleasant

Coliform results have come back good. Service transfers will begin tomorrow.

3. Industrial Park

90% plans were received and reviewed.

4. Sidewalk Improvements

Updated 90% plans received yesterday.

Water Distribution Operations

Between July 5th, 2017 and July 20th, 2017 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: one kill on Metropolitan
- Meter Relocations: two on Santa Fe
- Water line breaks: one 2-inch at Shawnee and Topeka

Ohio Street Booster Station

- Generator: Training was conducted on automatic transfer switch, several punch list items completed.

North Plant Summary

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

South Plant Summary

- Generator: Training was conducted on automatic transfer switch, and several punch list items completed, training on generator fuel system is scheduled for Monday 24th.
- Performing trial test on alternative treatments coagulants.
- Continued working on budget and CIP for 2018.

GENERAL MANAGER'S REPORT

- Worked on Performance Evaluations
- Monthly KMU Safety Training on "Machine Guarding" was held on July 17th. Jerry LeDuc and the Safety Committee also reviewed the updated safety audit on the Distribution Center that morning.
- Participated in the final inspection of the Emergency Generator project on July 12th. Capital Electric plans to complete the punch list in the next two weeks.
- Updated 2017 Work Plan.
- Reviewed the Business & Technology Park's water line plans.
- Contacted J.R. Reilly about the change in the property insurance deductible.

ADJOURNMENT

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary