

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON JULY 25, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 25, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

---

ATTENDANCE

**Directors in Attendance**

Greg Kaaz, Chairman  
Teresa Wood, Vice Chairman  
William Daniels, Assistant Secretary

**Directors Absent (Excused)**

Christi Norris, Secretary  
Richard Gervasini, Member

**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**

Mr. Jim McKinney

---

CALL TO ORDER

Director Kaaz called the meeting to order at 5:08 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 JULY  
11, 2016

Upon motion from Director Daniels, seconded by Director Wood, the minutes of July 11, 2016, motion passed 3-0 ...

**RESOLVED (No. 14676)**, that the Board approved the July 11, 2016 minutes.

---

CONSIDERATION OF  
CONSENT AGENDA FOR

Upon motion from Director Daniels, seconded by Director Wood, the motion passed 3-0.....

**RESOLVED (No. 14677)**, that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending July 31, 2016 amounting to gross pay of \$83,041.71 (composed of the following withholdings and deductions) Federal Income Tax - \$8,790.12; FICA- \$6,178.33; State Tax - \$2,777.41; KPERS - \$4,711.72, Insurance - \$2,431.20; United Way - \$144.90; Eq-flex - \$1,881.88; PEDC - \$2,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Sec Life \$202.03, Direct Deposit - \$52,264.44, and including the following overtime amounts: Distribution - 14 hours @ \$495.36; North Plant – 24 hours @ \$792.36; South Plant – 5 hours @ \$172.14 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$503,907.01 and Special/ Special Claims as follows: Lesia Hegeman \$213.54, KS Gas \$191.49, Washington National Insurance \$488.4, Westar Energy \$45,658.03 and St Luke’s Medical Group \$244.00 the checks be drawn on the Revenue Fund for their respective amounts.

---

CONSIDERATION OF PETITION  
TO TAKE-OVER WATERLINE  
ALONG DAKOTA

Mr. Jim McKinney asked the Waterworks Board to take over responsibility for the private 2 inch PVC water line on Dakota Street west of 22<sup>nd</sup> Street in the County.

Director Daniels asked who has the easement to the property. Director Kaaz asked are there other water lines in the county. Staff stated there are a few out south, one on Springdale Rd for RWD #5.

Upon motion from Director Wood, seconded by Director Daniels, the motion passed 3-0.....

**RESOLVED (No. 14678)**, that the Board approved staff recommendation and accept the line from Mr. McKinney at no cost to the Waterworks Board.

JUNE FINANCIAL REPORT

Director Kaaz stated staff needed to look at the budget line for property insurance.

Upon motion from Director Wood, seconded by Director Daniels, the motion passed 3-0.....

**RESOLVED (No. 14679)**, that the Board approved the June financial report.

CONSIDERATION OF POLICY FOR SHARED LEAVE

The draft policy for shared leave donations was reviewed by the Board. Director Kaaz asked staff to add a statement to restrict the donation pay not to exceed the payroll salary. Director Daniels asked that donation would not affect donor’s Health Recognition Award. The Board requested several other minor changes. The Board tabled this subject until staff could make the changes discussed.

CONSIDERATION OF ENGINEERING SERVICES AGREEMENT WITH CASSELL & ASSOC. FOR HVAC UPGRADES AT NORTH PLANT

W.L. Cassell & Associates evaluated the North Plant’s HVAC system and provided two scope of service options and the related pricing. Option 1 provided scope package for bidding at a cost of \$10,800.00. Option 2 provided full design services and construction administration at a cost of \$25,500.00. Director Daniels expressed concern with investing too much into this repair. Director Kaaz stated the pre-bid meeting with the contractors is mandatory.

Upon motion from Director Wood, seconded by Director Daniels, the motion passed 3-0.....

**RESOLVED (No. 14680)**, that the Board authorize the General Manager to execute the Engineering Services Agreement with W. L. Cassel & Associates for the North Plant HVAC upgrades to \$10,800.

Administration

- Worked on June Financial Statements
- Documentation for donation of leave
- Worked on internet connections for Plants
- Worked with AOS – outline for internet billing

Water Distribution Summary

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St – Pipe has been installed and tested to Broadway. NPL is working on the connections at 7<sup>th</sup>/Maple and 4<sup>th</sup> Ave. They plan to bore to 2<sup>nd</sup> Ave next week.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Water main is being tested along Newman and pulled along Klemp. The invoice was received for the pipe along Quincy and Newman, including 190 feet of rock at the east end of Quincy at Grand. There is also an extra charge for labor and material to bring a new line from an existing meter to the new

- water main along Franklin. There will be some rock along Klemp.
- Cherokee Street – Received drawings and staff is currently reviewing.
- Spruce St – 19<sup>th</sup> to Terrace – Staff is meeting with BG on Friday to go over the preliminary plans.
- Miami St – 8th to 10th – Work has been completed.
- 5<sup>th</sup> Street – Walnut – Preparation work including temporary water has been completed. Crews are beginning to install new pipe.
- 2<sup>nd</sup> Street and Choctaw – Work will begin when 5<sup>th</sup> Street is complete.

Water Distribution Operations

Between July 6th, 2016 and July 20th, 2016 the following water-distribution activities have occurred:

- Water line Breaks: two 2-inch

North Plant Summary

- Tuck pointing and water proofing of Treatment plant has been completed, some work remains on one small exterior building and will be completed when the plant is offline during fall cleaning.
- Currently conducting pre-employment screening and checks for new plant operator.

South Plant Summary

- Generator: nothing to report at this time.
- Treatment of Well #3A started June 28<sup>th</sup> and was finished July 16<sup>th</sup>.
- New plant operator will start August 1<sup>st</sup>.

General Manager’s Report

- Attended the Mo River Regional Advisory Committee meeting in Atchison on July 14<sup>th</sup>, finishing the recommendations to the Kansas Water Authority. Next meeting is September 22<sup>nd</sup>.
- Prepared the Engineering Services Agreement with W.L. Cassell & Associates for the North Plant HVAC upgrade project.
- Attended the KMU Job Safety & Training session on July 11<sup>th</sup> on Blood Borne Pathogens, an annually OSHA required subject.

---

EXECUTIVE SESSION

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

**RESOLVED (No. 14681)**, at 6:15PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters for ten minutes.

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

**RESOLVED (No. 14682)**, at 6:25PM the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Wood, seconded by Director Daniels, the motion passed 3-0.....

**RESOLVED (No. 14683)**, that the Board authorized an increase to General Manager's salary by 3%.

---

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

Approved \_\_\_\_\_ 2016

\_\_\_\_\_  
Greg Kaaz, Chairman

\_\_\_\_\_  
Christi Norris, Secretary