

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JULY 8, 2019

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 8, 2019 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Dennis Baragary, Manager of Distribution
Neil Seichepine, Manager of Plants
Kayla Manning, Engineer

Others in Attendance

Kim Pearson, CPA, Dana F. Cole & Company, LLP

CALL TO ORDER

Director Daniels, called the meeting to order at 5:00 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Daniels noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

none

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Peterson stated staff should incorporate a valve exercise program, this will assist the crew to obtain a good shut down when necessary.

Director Peterson acknowledged and thanked the on-call employees and Kersten Concrete that respond when the department needs them.

APPROVE MINUTES OF
JULY 8, 2019

Upon motion from Director Norris, seconded by Director Kaaz, the minutes of July 8, 2019 were approved, motion passed 5-0...

RESOLVED (No. 14959), that the Board approved the July 8, 2019 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF JULY
15, 2019

RESOLVED (No. 14960), that the Board approved:

A. The payroll for the period ending July 15, 2019 amounting to gross pay of \$83,919.25 (composed of the following withholdings and deductions) Federal Income Tax - \$6,851.46; FICA- \$6,292.95; State Tax - \$3,337.53; KPERS -\$4,946.36; KPERS-back \$125.49, Insurance - \$2,178.35; United Way - \$139.50; Eq-flex - \$1,412.31; PEDC - \$1,847.50; Misc - \$240.00, and Deposit - \$56,547.80 including the following overtime amounts: Distribution 68.50 hours @ \$2,430.13; North Plant 4 hours @ \$131.04 and South Plant 20 hours @ \$663.22 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$292,549.96, Special Claims \$263,438.26 and Special/Special Claims as follows: HMB Properties, LLC \$25,000.00, AT&T \$358.13, AXA Equitable \$3,845.00, Ks Gas \$272.02, Westar Energy \$43,160.15 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF 2018
FINAL AUDIT

Kim Pearson, CPA discussed the 2018 audit with the Board. He stated they found no discrepancy with the numbers and issued an unqualified opinion. The auditor reformatted the financial statements, which resulted in a significant deficiency. The Board asked Mr. Pearson if you asked staff to prepare audited financial statements. He responded he did not. The Board agreed to have a written reply attached to the audit.

DISCUSSION OF START
DATE FOR NEW BOARD
MEMBERS NEXT TERM
OF OFFICE

The State passed SB 105 that allows municipalities to set by resolution the start date for beginning a term of office. The date may be any time between December 1 and the second Tuesday of January following the election. The Board agreed to set the second Monday in December as their starting date. Upon motion from Director Norris, seconded by Director Kaaz, the motion, passed 5-0 ...

RESOLVED (No. 14961), that the Board adopted a start day for term of office as the 2nd Monday in December.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financial Statements
- Annual sewer calculation

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Staff met with Kenny Orr, Garry Wyatt and Kendal Ast. A very short estimate of completion was presented as a schedule. This was not found to be adequate and final termination was sent Wednesday July 3rd. Kendal continued to finish as much as possible until the notification was received.
2. Cherokee to Osage 15th to 20th (2018)
Staff met with Kenny Orr, Garry Wyatt and Brandon Wyatt. A very short estimate of completion was presented as a schedule. Additional crew is supposed to be up soon to assist with services. A meeting with the surety is being arranged.
3. Sanders and High Street Watermain Replacement (2019)
Engemann is making good progress and has installed pipe on Sanders west of 14th St.

4. Ottawa St N 11th St to Broadway (2019)

Restoration should be finished to 10th St. Staff is working on pipe at wellfield.

City Projects

1. Eisenhower Road Project

Nothing new.

2. Thornton Road Project

There will be some conflicts, mostly minor; but 2nd Ave 10 inch cast iron main will need to be removed then replaced for storm box replacements.

3. Stormwater Projects

Staff sent main location information to engineer for 16th and Thornton for conflicts with next phase of drainage improvements in that area.

Water Distribution Operations

Between June 20th, 2019 and July 3rd 2019 the following water-distribution activities have occurred:

- Water-line breaks: one 2-inch and two 6-inch
- Service Renewals without main replacement: one

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report.

North Plant Summary

Carrying the load

South Plant Summary

Dealt with flood issues at the wellfield.

GENERAL MANAGER'S REPORT

- Progress on HCW project
 - KDHE has reviewed Cassion/Lateral contract documents. B&V working on resolving issues for Construction Permit.
- Held meeting with Black & Veatch for a Resiliency Study of the raw water transmission main and power line on Stiger's Island on June 26th.
- Working with Attorney on 5th Avenue Water Main project contractor termination.
- Dealing with South Plant flood issues.

EXECUTIVE SESSION

At 6:25PM, the Board recessed the regular board meeting and entered into executive session until 7:45PM to discuss personnel matters of non-elected personnel.

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

RESOLVED (No. 14962), that the Board recessed the regular board meeting and entered into executive session to discuss personnel matters of non-elected personnel.

At 7:45PM, the Board ended the executive session to resume the regular board meeting.

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

RESOLVED (No. 14963), that the Board ended the executive session and resumed the regular board meeting.
No further action taken by the Board.

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

Approved _____ 2019

William Daniels, Chair

Eric Peterson, Secretary