

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JULY 9, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, July 9, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Eric Peterson, Secretary
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

William Daniels, Chairman
Richard Gervasini, Vice Chairman

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Neil Seichepine, Manager of Plants

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 25, 2018

Upon motion from Director Norris, seconded by Director Peterson, the minutes of June 25, 2018 were approved, motion passed 3-0...

RESOLVED (No. 14842), that the Board approved the June 25, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Kaaz, the consent agenda, motion passed 3-0 ...

A. PAYROLL
DISBURSEMENT OF JULY
15, 2018

RESOLVED (No. 14843), that the Board approved:

A. The payroll for the period ending July 15, 2018 amounting to gross pay of \$80,638.33 (composed of the following withholdings and deductions) Federal Income Tax - \$6,566.21; FICA- \$6,047.54; State Tax - \$3,138.11; KPERS -\$4,719.95; KPERS-back \$145.90, Insurance - \$2,039.71; United Way - \$139.50; Eq-flex - \$1,350.97; PEDC - \$2,487.50; Garnishment - \$260.00; Misc - \$240.00, and Deposit - \$53,502.94 including the following overtime amounts: Distribution 74.50 hours @ \$2,464.41; North Plant 40.50 hours @ \$1,231.85 and South Plant 31 hours @ \$967.59 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$145,737.27, Special Claims \$270,623.79 and Special/Special Claims as follows: AT&T Mobility \$706.15, Home Depot \$1,855.89, Tractor Supply \$29.66, KS Gas \$184.53, Westar Energy \$49,971.98, St Lukes \$122.00, ATT \$229.56, The Café \$245.00 and SASI \$1,535.13 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
PARTICIPATING IN
COUNTY FAIR AND
SAFETY ITEMS

Management staff discussed Director Peterson’s handout to participate at the Leavenworth County Fair with a booth to “sell” our water supply to County residents and the safety award recognition. The consensus of staff was that we should concentrate on obtaining a long-term contract with Fort Leavenworth.

Staff stated the safety program administered by Kansas Municipal Utilities has been doing an excellent job of providing the needed training for our employees, and recommend we continue to contract with them for the this service. Also, We can assign the task of selecting an individual for award to our existing Safety Committee. Director Kaaz would like to have a policy in place for the award.

DISCUSSION OF CASH
RESERVES
RECOMMENDATION

Upon motion from Director Norris, seconded by Director Peterson, to table the item, motion passed 3-0 ...

RESOLVED (No. 14844), that the Board approved to table the discussion until the next board meeting.

DIVISION REPORTS

ADMINISTRATION

- Worked on June Financial Statements
- Worked on Payroll
- Office – military moving

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Contractor is getting ready to pull pipe from Thornton to Doniphan.
2. Main Replacement Osage to Cherokee, 20th to 15th (2018)
Pipe has arrived. Received invoice for stored material, bonding portion of mobilization and outline for work schedule.
3. Pottawatomie 11th to 10th St.
Pipe is being pulled from 10th to equivalent of 9th St.
4. Lecompton Road Watermain Replacement (2019)
Received alignment options to review.
5. Sanders and High Street Watermain Replacement (2019)
Nothing new.

WATER DISTRIBUTION OPERATIONS

Between June 21st, 2018 and July 5th, 2018 the following water-distribution activities have occurred:

- a) Water-Line Breaks: 4

Ohio Street Booster Station

Nothing new at this time.

North Plant Summary

- 1. The railings for the submersible pumps at the intake were damaged. Contacted Douglas Pump to come out and repair.

South Plant Summary

- 1. U.S. Engineering continues to work on the CO₂ tank. In contact with other water facilities about who they call in these situations.

GENERAL MANAGER'S REPORT

- Followed up on water appropriation 50,057. Approval waiting on Chief Engineer's signature.
- Following up on responses to Environmental Reviews for KPWSLF loan.
- Attended Ribbon Cutting for the Leavenworth Business & Technology Park 6/29.

EXECUTIVE SESSION –
DISCUSS PERFORMANCE
EVALUATION OF NON-
ELECTED PERSONNEL

Upon motion from Director Norris, seconded by Director Peterson, to table the item, motion passed 3-0 ...

RESOLVED (No. 14845), that the Board approved to table the discussion until the next board meeting.

ADJOURNMENT

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

Approved _____ 2018

Greg Kaaz, Member

Eric Peterson, Secretary