

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 25, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 25, 2018 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)

None

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Manager of Finance
Kayla Manning, Staff Engineer
Dennis Baragary, Manager of Distribution
Jim Adams, North Plant Superintendent
Lisa Boorem, South Plant Superintendent

Others in Attendance

JR Reilly, Reilly & Sons
Andrew Hansen, Black & Veatch
Mark Bushouse, Black & Veatch

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 Daniels stated MMA inquired about using our internet feed. The Board consensus was to decline.

Director Daniels mentioned he would like to discuss a comfort level for cash reserves along with the 2019 budget.

APPROVE MINUTES OF
JUNE 11, 2018

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of June 11, 2018 were approved, motion passed 5-0...

RESOLVED (No. 14838), that the Board approved the June 11, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF JUNE
31, 2018

RESOLVED (No. 14839), that the Board approved:

A. The payroll for the period ending June 31, 2018 amounting to gross pay of \$78,464.66 (composed of the following withholdings and deductions) Federal Income Tax - \$6,325.44; FICA- \$5,868.42; State Tax - \$3,020.09; KPERS -\$4,604.13; KPERS-back \$111.79, Insurance - \$2,257.59; United Way - \$139.50; Eq-flex - \$1,390.07; PEDC - \$2,487.50; Garnishment - \$260.00; Misc - \$242.50, Optional Group Life \$349.29 and Deposit - \$51,408.34 including the following overtime amounts: Distribution 16 hours @ \$589.04; and South Plant 5 hours @ \$170.57 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$673,777.42 and Special/Special Claims as follows: SASI \$888.93, The Greensman \$4,694.97, and Postmaster \$3,000.00 checks be drawn on the Revenue Fund for their respective amounts.

MAY FINANCIAL REPORT Upon motion from Director Norris, seconded by Director Peterson, and a page 4 correction, the motion passed 5-0 ...

RESOLVED (No. 14840), that the Board approved May Financial Report.

PRESENTATION OF PROPERTY INSURANCE RENEWAL JR Reilly presented the 2018-2019 property insurance renewal to the Board. After discussion, the business interruption coverage was increased to \$800,000.00 per year.

PRESENTATION OF HCW DESIGN MEMO Mark Bushouse Black & Veatch, presented to the Board the South Wellfield Horizontal Collector Well progress report. The design memo should be available the 2nd board meeting in August.

CONSIDERATION OF FINAL PAYMENT FOR SPRUCE WATERLINE REPLACEMENT The Spruce Waterline Replacement project has been completed. Previously a \$5,000.00 retainage was withheld until more of the grass had a chance to establish. At this time, most of the grass has come up and Westland has gone over some areas several times. Upon motion from Director Gervasini, seconded by Director Peterson, the motion passed 5-0 ...

RESOLVED (No. 14841), that the Board approved to release the final payment to Westland in the amount of \$5,000.

DIVISION REPORTS

ADMINISTRATION

- Worked on May Financial Statements
- Worked on Payroll
- Audited research item
- Reviewed property insurance
- SEW – go live

WATER DISTRIBUTION PROJECTS

1. Spruce St – 19th to Terrace Waterline Replacement (2017)
Staff is ready to release final payment. Westland came up to add dirt at one meter location that had settled and provided some seed for us to address small spots this fall.
2. 5th Ave – Spruce to Thornton (2018)
Materials have arrived and contractor working on starting to locate utilities. Received invoice for stored material and mobilization.
3. 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.

4. Pottawatomie 11th to 10th St.
Work is continuing from 10th to the equivalent of 9th St.
5. Lecompton Road Watermain Replacement (2019)
Nothing new.
6. Sanders and High Street Watermain Replacement (2019)
Nothing new.

WATER DISTRIBUTION OPERATIONS

Between June 7th, 2018 and June 21st, 2018 the following water-distribution activities have occurred:

- a) Service Transfers to New Replacement Mains: 15 (Pottawatomie)
- b) Water-Line Breaks: 7

Ohio Street Booster Station

Met with Benesch about design of Lecompton water main replacement.

North Plant Summary

1. U.S. Engineering did annual backflow inspection. Rebuilt and repaired units that needed it.
2. U.S. Engineering repaired leaks in the A/C unit for the electric building.
3. Douglas Pump is returning to repair a bearing and coupling on high service pump #1 before final payment.

South Plant Summary

1. U.S. Engineering replaced multiple lines on the CO₂ compressor. Filled the unit with Freon several times in order to return to correct operating pressure.
2. U.S. Engineering did annual backflow inspection. Rebuilt and repaired units that needed it.

GENERAL MANAGER'S REPORT

- KMU Safety Training was held June 11th on "Hazardous Communication" and Management Training on "Job Safety Analysis". Attendance rosters are attached.
- Attended the AWWA Annual Conference and Exposition June 11th to 15th.
- Submitted the loan application for the Horizontal Collector Well on June 18th.
- Attended the Missouri River Regional Advisory Meeting June 21st.
- Chris Oatney Retirement Celebration, June 27th, 2018, at South Plant 11:30AM – 1:30PM.

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

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary