

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON JUNE 27, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 27, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Teresa Wood, Vice Chairman
Christi Norris, Secretary
William Daniels, Assistant Secretary
Richard Gervasini, Member

Directors Absent (Excused)

Greg Kaaz, Chairman

Staff in Attendance

Joel Mahnken, PE, General Manager
Dennis Baragary, Manager of Distribution
Gary Simanowitz, Manager of Plants

Others in Attendance

J.R. Reilly, The Reilly Company

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Gervasini 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
13, 2016

Upon motion from Director Norris, seconded by Director Wood, the minutes of June 13, 2016, motion passed 4-0 ...

RESOLVED (No. 14667), that the Board approved the June 13, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR

Upon motion from Director Norris, seconded by Director Daniels, the motion passed 4-0.....

RESOLVED (No. 14668), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending June 30, 2016 amounting to gross pay of \$79,866.06 (composed of the following withholdings and deductions) Federal Income Tax - \$8,070.70; FICA- \$5,959.08; State Tax - \$2,639.96; KPERS - \$4,695.04, Insurance - \$2,840.76; United Way - \$144.90; Eq-flex - \$1,572.24; PEDC - \$2,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$25.00; Sec Life \$219.55; Direct Deposit - \$50,066.65, and including the following overtime amounts: Distribution - 42 hours @ \$1,511.92; North Plant – 19 hours @ \$583.69; South Plant – 10.5 hours @ \$354.93 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$303,197.30 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
INSURANCE RENEWAL

The 2016/2017 annual insurance renewal was presented by J.R. Reilly of The Reilly Company. The carrier, Cincinnati Insurance, is again offering a three year package. Premiums are down for the upcoming year, primarily due to our Worker’s Compensation experience modifier of 0.70. Options were discussed to alter the coverage of the 779 N. Hwy 5 property coverage and to add Cyber Liability/Data Breach coverage. The Board Directed staff to follow up on an application for cyber liability with our IT consultant, AOS. It also appears that several pieces of equipment and vehicles are not included in the property schedule. Staff and Reilly’s will follow up on this.

Upon motion from Director Norris, seconded by Director Wood, that the Board approve the renewal of insurance with The Reilly Company for 2016-2017 in the amount of \$126,581. The motion passed 4-0

RESOLVED (No. 14669), that the Board approved the insurance premium for 2016/2017 in the amount of \$126,581.

MAY FINANCIAL REPORT

The General Manager noted several anomalies on the May Financial statements. The Balance Sheet reflects the change in the liability for the sick leave payout change from 1/3 to 40%. The income statement shows the reclassification of the repairs to the North Plant raw water line from the Distribution Department and the effects of a retirement on the Production budget. Also, while the month of May had very heavy rainfall, revenues exceeded expectation due to the addition of the Lansing Correctional Facility as a customer.

Upon motion from Director Wood, seconded by Director Daniels, the motion passed 4-0.

RESOLVED (No. 14670), that the Board approved the May Financial Report.

Administration

- Worked on May Financial Statements
- Sewer – winter quarter annual adjustment
- Met with JR Reilly about property insurance renewal

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – Water main has been installed from 10th to Broadway. Working on disinfection and crossings. Will start transferring services as soon as bacteriological tests come back ok.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Water main has been installed along Franklin from Ohio to Quincy. Currently disinfecting. Will start transferring services as soon as bacteriological tests come back ok. Reviewing alignment at Grand Street due to sewer. Original locates were incorrect and upstream was not found. Sewer main is actually less than 10' from west edge of ROW.
- Cherokee Street – Survey is complete, drawings are almost complete.
- Spruce St – 19th to Terrace – Nothing new.
- Miami St – 8th to 10th – Remaining work to burst across 10th St and connect remaining services.

City Projects

Lowering water main on Vilas at 22nd Street. Elevation was shown incorrectly on drawings for City storm project.

Water Distribution Operations

Between June 9th, 2016 and June 23rd, 2016 the following water-distribution activities have occurred:

Water line Breaks: (7) total including (2) 2 inch, (3) 6 inch, (1) 8 inch, and (1) 10 inch

North Plant Summary

- Tuck pointing and water proofing of buildings ongoing
- Cassel and Associates gathered information on HVAC systems. Report to follow.
- Contacted Black and Veatch on specifications in changing disinfection at both treatment plants from chlorine gas to sodium hypochlorite.

South Plant Summary

- First round of interviews for new plant operator conducted June 15th and 20th.
- Generator on-site kick-off meeting scheduled for June 28th with Capitol Electric, and Westar Energy.

General Manager's Report

- Attended the AWWA Annual Conference and Exposition in Chicago June 19th to 23rd.
- Received a letter from Mr. Jim McKinney requesting that LWD take over a private 2 inch PVC water line he owns on Dakota Street between 164th Street and 171st Street. A recommendation will be presented to the Board at the next meeting.

ADJOURNMENT

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary