

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON MAY 23, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 23, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

None

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Dennis Baragary, Manager of Distribution
Kayla Manning, Engineer, PE
Gary Simanowitz, Manager of Plants
Superintendent

Others in Attendance

Dana Splichal, CPA Kramer and Associates, CPAs, LLC

CALL TO ORDER

Chairman Kaaz called the meeting to order at 5:00 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Chairman Kaaz noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF THE
PUBLIC

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz asked about the status for the lime lagoon removal contract. He also, requested job description, and personnel manual updates.

APPROVE MINUTES OF MAY 9,
2016

Upon motion from Director Gervasini, seconded by Director Norris, the minutes of May 9, 2016, motion passed 5-0 ...

RESOLVED (No. 14658), that the Board approved the May 9, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR

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

RESOLVED (No. 14659), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending May 31, 2016 amounting to gross pay of \$127,707.51 (composed of the following withholdings and deductions) Federal Income Tax - \$13,651.92; FICA- \$9,656.40; State Tax - \$3,741.50; KPERS - \$7,639.37, Insurance - \$3,144.63; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$24,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$22.50; Sec Life \$227.40; Direct Deposit - \$60,160.18, and including the following overtime amounts: Distribution - 9 hours @ \$309.14; North Plant – 18.50 hours @ \$600.90; South Plant – 8 hours @ \$265.44 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$244,143.38 and Special/Special Claims as follows: AFLAC \$965.93; AT&T \$286.60; AXA Equitable \$29,579.36; Blue Cross & Blue Shield of Kansas \$22,924.06; Pitney Bowes \$1,584.96 and Walmart \$401.10 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION OF DRAFT
AUDIT

The 2015 annual audit was presented to the Board by Dana Splichal, CPA from Kramer and Associates CPAs, LLC. The results were good, with the biggest change being to incorporate the pension liability under KPERS into the financial statements. The Board was asked to review the audit and direct any comments to Kramer and Associates.

APRIL FINANCIAL REPORT

Director Kaaz asked staff to review the payroll expense budget line for all divisions.
Upon motion from Director Gervasini, seconded by Director Wood, the motion passed 5-0.

RESOLVED (No. 14660), that the Board approved the April Financial Report.

WORK PLAN UPDATE

A copy of the 2016 work plan update for the capital improvement projects was reviewed by the Board. Progress through the first four months has been very good. The budget was revised that added \$712,000.00 to the list, but we are in good shape with most of the projects coming in under budget.

CONSIDERATION OF SICK LEAVE TO INCLUDE IMMEDIATE FAMILY

The Employee Handbook was updated to include sick leave to be used for medical absences due to illness of self, immediate family, absences due to accidents off the job, and doctor appointments. Immediate family shall be defined as spouse, children, stepchildren, foster children, or parents of the employee for this section. Upon motion from Director Wood, seconded by Director Daniels, the motion passed 5-0.

RESOLVED (No. 14661), that the Board approved the Employee Handbook update to allow the use of sick time to include immediate family, as defined.

Administration

- Worked on April Financial Statements
- Audit Report
- SASI renewals
- AOS – to evaluate South Plant computers

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – NPL checked sewer lines; potting utilities.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Contractor completed preconstruction video and staked survey. Start any day pending weather.
- Cherokee Street – Survey will have base drawings finished next week.
- Spruce St – 19th to Terrace – Survey has begun.
- Miami St – 8th to 10th – Services have been transferred between 8th Street and approximately 9th Street. The pipe has been installed from 8th Street to the new hydrant at Miami. About 300 feet of pipe installation remains.

City Projects

- Poplar intersection – Preconstruction meeting with KDOT, June 1st.

Water Distribution Operations

Between May 5th, 2016 and May 18th, 2016 the following water-distribution activities have occurred:

- Radio-Read installations: 5
- Service Transfers to New Replacement Mains: 14

North Plant Summary

- Mid continental Restoration for tuck pointing

South Plant Summary

- Power outage due to storm – Capital Electric came out on Sunday for repairs.
- Well Treatment started, currently working on Well #3.
- Placed ad in Leavenworth Times and posted on our web site for new hire. Directors Kaaz and Gervasini asked staff to expand the job advertising to include our facebook page, KMU website, FT Leavenworth transit office, and tech schools.

GENERAL MANAGER

- Worked with Cassell & Associates and Capital Electric on finalizing contract documents for Emergency Generator Project.
- Reviewed and responded to a data request from Black & Veatch for the Horizontal Collector Well Feasibility Study.
- On May 17th we did a check reading of the Lansing Correctional Facility. Over the initial twenty day period, they average 902.15 CCF per day or 675,000 GPD. While less than the 1 MGD they thought they would purchase it is about what we expected. If they continue at the rate they will easily be our largest customer.

EXECUTIVE SESSION

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

RESOLVED (No. 14662), at 6:15 PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters for ten minutes.

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

RESOLVED (No. 14663), at 6:25PM the Board ended the executive session and resumed the regular board meeting.
No action was taken.

ADJOURNMENT

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary