

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON MAY 8, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 8, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

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

**Directors Absent (Excused)**

**Staff in Attendance**

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

**Others in Attendance**

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CALL TO ORDER

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

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Kaaz noted that a quorum was present.

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REQUESTS,  
COMMENTS,  
PETITIONS BY  
MEMBER OF THE  
PUBLIC

NONE

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

NONE

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APPROVE MINUTES OF APRIL  
24, 2017

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of April 24, 2017, motion passed 5-0 ...

**RESOLVED (No. 14761)**, that the Board approved the April 24, 2017 minutes.

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CONSIDERATION OF CONSENT  
AGENDA

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

A. PAYROLL DISBURSEMENT  
OF MAY 15, 2017

**RESOLVED (No. 14762)**, that the Board approved:

A. The payroll for the period ending May 15, 2017 amounting to gross pay of \$80,231.23 (composed of the following withholdings and deductions) Federal Income Tax - \$7,981.73; FICA- \$5,997.78; State Tax - \$2,664.38; KPERS - \$4,785.68; KPERS-buyback \$251.14, Insurance - \$2,078.49; United Way - \$171.71; Eq-flex - \$1,451.73; PEDC - \$2,802.50; Garnishment - \$625.00; Rent - \$217.50; Misc - \$25.00; Direct Deposit - \$49,035.21 and Checks \$2,143.38 including the following overtime amounts: Distribution - 21.50 hours @ \$696.89; North Plant - 20 hours @ \$446.10; South Plant - 9 hours @ \$308.72 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$264,462.02 and Special Claims \$221,985.30 checks be drawn on the Revenue Fund for their respective amounts.

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PRESENTATION OF DRAFT  
AUDIT

The draft audit was given to the Board for review. The auditor will present the 2016 audit at the May 22<sup>nd</sup> meeting.

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CONSIDERATION OF DESIGN  
CONTRACT FOR 5<sup>TH</sup> AVE  
WATER MAIN REPLACEMENT

The scope of services are to develop plans and specifications detailing the replacement of water mains along, 5<sup>th</sup> Avenue between Spruce and Thornton Streets. There are approximately 5200 feet of pipe from Spruce to Thornton and an additional 2500 feet of pipe from four connecting blocks needing replacement or improvements. Benesch has been responsive, thorough and finished the Kiowa design. Benesch's proposal for engineering services for 5<sup>th</sup> Ave is a not-to-exceed cost of \$128,207.60.

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

**RESOLVED (No. 14763)**, that the Board authorized the General Manager to execute the Contract Documents with Benesch for engineering services for 5<sup>th</sup> Ave Water Main Replacement at a not-to-exceed cost of \$128,207.60.

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CONSIDERATION OF INTERNET  
BILLING FEES

The processing company charges a convenience fee of \$1.50 for transaction up to \$100.00. Currently, that fee is paid by the customer. We are asking the Board to absorb this fee to encourage customers to enroll in the new internet billing porta. After a discussion, the Board tabled the issue for more information.

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PRESENTATION OF UPDATED  
JOB DESCRIPTIONS,  
ORGANIZATIONAL CHART,  
AND PAY SCALE

We have been working on updating our job descriptions in preparation for impending staff retirements. The organizational chart is very similar to our existing chart with three main areas; Production, Distribution and Administration. The Staff Engineer also reports directly to the General Manager. The recommended pay ranges were developed comparing similar jobs and their existing ranges with certain job title utilized in the 2016 AWWA Compensation Survey.

The Board asked staff for General Manager and Financial Manager original job descriptions for comparison.

After some discussion, the Board tabled a decision for additional information.

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## DIVISION REPORTS

### ADMINISTRATION

- Worked April Financial Statements
- SUS-weekly meeting

### WATER DISTRIBUTION SUMMARY

#### • Cherokee Street Waterline Replacement

Pipe has been installed to 4<sup>th</sup> Street and services transferred between 2<sup>nd</sup> and 3<sup>rd</sup> Street. Getting ready to bore casing pipe at 4<sup>th</sup> Street.

#### • Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)

Expecting to start May 15<sup>th</sup>.

#### • Kiowa Street

Expecting to start May 8<sup>th</sup>.

#### • Industrial Park – 14<sup>th</sup> St, north of Eisenhower (2017)

Project on hold.

#### Well Field Road

Nothing new.

### City Project Summary

#### 1. 2<sup>nd</sup> Street Storm Repair

Linaweaver started May 2<sup>nd</sup> and has finished!

#### 2. Eisenhower Rd

Staff are evaluating a couple locations that will have conflicts.

#### 3. 2<sup>nd</sup> Street (Choctaw) Bridge

Project began May 1<sup>st</sup>. Utilities disconnecting existing services over old bridge.

#### 4. 4<sup>th</sup> and Marion

Staff met with contractor about timing.

#### 5. Lakeview and Pleasant

Still waiting on plans for potential conflicts between water and proposed storm.

### Water Distribution Operations

Between April 20<sup>th</sup>, 2017 and May 3<sup>rd</sup>, 2017 the following water-distribution activities have occurred:

- New Water-Service connection: one
- Repaired 20 inch joint leak on back flush line at Plant 1
- Water Line Breaks: (1) 6 inch

Ohio Street Booster Station

- Generator: Nothing new at this time
- Douglas Pump rebuilding booster pump #3

North Plant Summary

- Kersten Concrete: finishing concrete repairs.
- HVAC: Installation of new equipment is mostly complete, boiler and dehumidifier has a few items remaining.
- Installation of new filter valves and pneumatic controllers was completed April 26<sup>th</sup>, 2017.
- North Plant back online May 2<sup>nd</sup>, 2017.

South Plant Summary

- Generator: Training for high voltage safety and flash arc scheduled for May 12<sup>th</sup>, 2017.
- Douglas Pump Service video inspected the inner well casing and screen area of Well #5. This showed no signs of failure. Douglas Pump Service will continue well treatment.

GENERAL MANAGER'S REPORT

- Finished work on job descriptions and pay scale revisions.
- Learned the LCF has retired their water treatment plant. They have asked if we would performing their testing and if we would consider a second connection for their facility.
- Worked on the Plant's CIP proposals.
- Attended the KMU Annual Conference May 2<sup>nd</sup> to 5<sup>th</sup>.
- Reported to the Board that the KS Legislature is considering an "Educational Utility Fee" for additional funding for K-12. A \$5/ residential meter and \$10/commercial or industrial meter fee should be imposed on water, electric, and gas customers. This is only a concept at this point, no bill has been written.

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

Approved \_\_\_\_\_ 2017

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Greg Kaaz, Chairman

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Christi Norris, Secretary