

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON MAY 9, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 9, 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, South Plant Superintendent
Sue Barnes, Administrative Assistant
Patrick Garrett, Distribution Supervisor
Eric Peterson, Distribution

Others in Attendance

None

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

APPROVE MINUTES OF APRIL
25, 2016

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of April 25, 2016, motion passed 5-0 ...

RESOLVED (No. 14652), that the Board approved the April 25, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR

Upon motion from Director Norris, seconded by Director Wood, with Chairman Kaaz abstaining, the motion passed 4-1.....

RESOLVED (No. 14653), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending May 15, 2016 amounting to gross pay of \$79,644.79 (composed of the following withholdings and deductions) Federal Income Tax - \$7,927.29; FICA- \$5,934.47; State Tax - \$2,638.67; KPERS - \$4,770.76, Insurance - \$3,144.63; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,789.68 ; Garnishment - \$625.00; Rent - \$217.50; Misc - \$22.50; Sec Life \$43.40; Direct Deposit - \$49,699.46, and including the following overtime amounts: Distribution - 39 hours @ \$1,302.89; North Plant – 4 hours @ \$111.36; South Plant – 5 hours @ \$147.06 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$164,466.69, Special Claims \$215,749.86 and Special/Special Claims as follows: AT&T \$200.76, and Scott Watkins \$180.36 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF EMPLOYEE
BENEFITS

Employees asked the Board to consider a few changes to the earned but unused sick leave on the books at time of retirement. After an extended discussion on alternatives, the Board addressed three proposed changes:

- Change the final payout at the employee's retirement or death from one third to 40% of earned sick leave.

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

RESOLVED (No. 14654), that the Board to change the final payout at retirement or death from one third to 40 % of earned sick leave.

- Make available the remaining earned sick leave to employees to use toward their monthly health insurance premium after retirement. Employees must have worked 10 years at LWD.

Upon motion from Director Norris, seconded by Director Daniels, motion declined 5-0.

RESOLVED (No. 14655), that the Board declined to make available the remaining earned sick leave to employees at retirement or death for health insurance premiums.

- Allow sick leave to be used for immediate family; spouse, children and parents.

The Board asked staff to develop guidelines, motion tabled.

CONSIDERATION OF BIDS FOR
HVAC AT NORTH PLANT

The North Plant has a condensing unit used for air conditioning the front offices and lab areas of the main building. U S Engineering has made repairs over the years and recommended this unit be replaced along with the dx and hw coils in the air handling unit. Staff received two bids and there were two unresponsive bidders. The Board tabled the motion, requested additional bids.

Administration

- Social media for Waterworks – Facebook
- Sewer calculations for winter quarter

Water Distribution Summary

- Thornton St – 10th Ave to 5th St – Staff did a preconstruction walk thru with NPL on April 28th. Locates are being called in this week and crews are planning to begin the week of May 9th, pending weather.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – Submittals were received and reviewed. Videographer is scheduled for May 12th.
- Cherokee Street – Survey crews worked this week.
- Spruce St – 19th to Terrace – Survey is scheduled for this week and next, weather permitting.
- Miami St – 8th to 10th – pipe installed from 8th Street to the storm crossing at approximately 9th Street. Work started on the remaining 575 feet to 10th Street.

City Projects

- 2nd Street Bridge – Staff is working with TransSystems to size the supports for the 10” waterline. The possibility of laying pipe in box beam is being discussed.
- Poplar intersection – Bid for Miles was approved the City this week.

- 4th and Marion – returned utility clearance to City for KDOT
- Cherokee and 11th Street Bridge – waiting on bridge to reinstall pipe
- Eisenhower Road – sent water main information for project area to design engineer.

Water Distribution Operations

Between April 20th, 2016 and May 5th, 2016 the following water-distribution activities have occurred:

- Water line breaks: one 2-inch, one 6-inch, and one 10-inch
- 2 fire hydrant hit – obtaining police reports to file insurance claims.

North Plant Summary

- Bid awarded to Mid continental Restoration for tuck pointing

South Plant Summary

- Generators – bid awarded to Capital Electric

GENERAL MANAGER

- Attended KMU conference in Wichita.
- Missouri Regional Advisory – meeting scheduled in Atchinson on Thursday
- State Prison came aboard on April 27th.

EXECUTIVE SESSION

Upon motion from Director Gervasini, seconded by Director Wood, it was unanimously adopted

RESOLVED (No. 14656), at 6:05 PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters for fifteen minutes.

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

RESOLVED (No. 14657), at 6:25PM the Board ended the executive session and resumed the regular board meeting.

ADJOURNMENT

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary