

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON NOVEMBER 27, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, November 27, 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  
Christi Norris, Secretary (by phone)  
William Daniels, Assistant 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  
Jim Adams, North Plant Superintendent  
Neil Seichepine, South Plant Superintendent

**Others in Attendance**

David Owens

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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

David Owens questioned the Board why his ex-roommate was allowed to pay half of his water bill. There have been instances where others have made payments towards a customer's bill and the Board did not have an issue with this.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

NONE

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APPROVE MINUTES OF  
NOVEMBER 13, 2017

Upon motion from Director Gervasini, seconded by Director Norris, the minutes of November 13, 2017, motion passed 5-0 ...

**RESOLVED (No. 14823)**, that the Board approved the November 13, 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  
NOVEMBER 30, 2017

**RESOLVED (No. 14824)**, that the Board approved:

A. The payroll for the period ending November 30, 2017 amounting to gross pay of \$83,970.51 (composed of the following withholdings and deductions) Federal Income Tax - \$8,399.14; FICA- \$6,279.91; State Tax - \$3,232.40; KPERS -\$5,013.19; KPERS-buyback \$106.27, Insurance - \$2,122.20; United Way - \$170.71; Eq-flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$875.00; Misc - \$242.50, Optional Group Life \$360.21 and Deposit - \$52,878.11 including the following overtime amounts: Distribution - 11 hours @ \$415.35; North Plant – 35.50 hours @ \$1,038.38; South Plant – 28 hours @ \$961.80 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$428,734.14 and a Special/Special Claim as follows: KDHE-Bureau of Water \$20.00, Pitney Bowes \$462.00, SASI \$431.92 and Superion \$280.00 checks be drawn on the Revenue Fund for their respective amounts.

OCTOBER FINANCIAL  
REPORT

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

**RESOLVED (No. 14825)**, that the Board approved the October Financial Report.

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CONSIDERATION OF 2018  
BUDGET

The proposed 2018 operations and maintenance budget along with the proposed capital improvement projects were reviewed by the Board. Upon motion from Director Norris, seconded by Director Wood, the motion passed 5-0.

**RESOLVED (No. 14826)**, that the Board approved the proposed budget for 2018.

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CONSIDERATION OF RATE  
INCREASE

Per the consensus of the Board at our September 25<sup>th</sup> meeting, a rate schedule incorporating a 2.5% increase across the board, effective April 1, 2018, was presented. After discussion, regarding future capital improvement needs the Board agreed on a 3.5% increase across the board, effective April 1, 2018. Upon motion from Director Daniels, seconded by Director Norris, the motion passed 5-0.

**RESOLVED (No. 14827)**, that the Board approved a 3.5% rate increase across the board to be effective for bills issued after April 1, 2018.

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CONSIDERATION OF  
FINAL GENERATOR  
PAYMENT

The Generator Project was accepted by the engineer and the work was completed in accordance with the Contract Documents. Director Kaaz pointed out Section B, the acknowledges receipt of the total amount figure is incorrect. Upon motion from Director Wood, seconded by Director Daniels, the motion passed 5-0.

**RESOLVED (No. 14828)**, that the Board approved to release the final payment of \$108,151.69 to Capital Electric Construction.

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PRESENTATION OF  
INTERNET BILLING

The Board received a brief demonstration of the internet customer portal, which will allow the customer to view their bill, usage, get outage reports, send/receive emails and make payments.

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## DIVISION REPORTS

### ADMINISTRATION

- Worked on October Financial Statements

### WATER DISTRIBUTION PROJECTS

1. Cherokee Street Waterline Replacement (2017)  
Making progress on 2 items left to resolve.
2. Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Casing pipe and water main have been pulled across Spruce at Madison. The connection at the school is being done while school is closed at Thanksgiving.
3. Osage Street – 5<sup>th</sup> St to 6<sup>th</sup> St to Broadway (2017)  
Parts for valve and intersection work should be in next week.
4. 5<sup>th</sup> Ave – Spruce to Thornton (2018)  
Final drawings received for review.
5. Main Replacement Osage to Cherokee, 20<sup>th</sup> to 15<sup>th</sup> (2018)  
Nothing new.

### CITY PROJECT SUMMARY

1. Industrial Park  
Some minor changes with storm and sanitary at the entrance. Project is expected to begin next week.

### WATER DISTRIBUTION OPERATIONS

Between November 9<sup>th</sup>, 2017 and November 22<sup>nd</sup>, 2017 the following water-distribution activities have occurred:

- a) Water-Line Breaks: 0
- b) Installed remaining meters

### Ohio Street Booster Station

Nothing new to report at this time.

### North Plant Summary

Installation of variable speed equipment on flocculation basin finished by McGuire Electric. Only minor control wiring needing completed.

### South Plant Summary

1. McGuire Electric started on the lagoon project Nov 20<sup>th</sup>
2. Refrigeration compressor failed on CO<sub>2</sub> storage system we believe this was a result of electric storm that occurred Oct 22<sup>nd</sup> U.S. Engineering replaced compressor Nov 20<sup>th</sup>.
3. Contacted Leavenworth Fire Department on Chlorine safety training
4. Ft. Leavenworth DPW collected water samples Nov 17<sup>th</sup> regarding the possibility of supply the post with water.

GENERAL MANAGER'S REPORT

- Updated the 2017 Work Plan. Most of the remaining projects should be completed by mid-December.
- Attended the Missouri River Regional Advisory Committee meeting in November 16<sup>th</sup>.
- Responded to the KDHE Plant sanitary inspection letter.
- A meeting with Ft. Leavenworth DPW, American Water, and KDHE regarding possibly supplying water to the Post is tentatively set for November 30<sup>th</sup>.
- I was contacted by DWR on November 21<sup>st</sup>. They are starting to process our Water Rights application for the collector well.
- December 11<sup>th</sup> is the Christmas Lunch. Please RSVP to Sue Barnes.

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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