

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON NOVEMBER 28, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, November 28, 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 (arrived 5:10PM)

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

Others in Attendance

CALL TO ORDER

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

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Kaaz noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Gervasini stated the Carroll Historical Museum has a contributor that will match all donations given this December. He asked the Board, and they agreed to release the 2017 donation this year.

APPROVE MINUTES OF
NOVEMBER 14, 2016

Upon motion from Director Norris, seconded by Director Wood, the minutes of November 14, 2016, motion passed 4-0 ...

RESOLVED (No. 14716), that the Board approved the November 14, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Wood, and Director Kaaz abstained, the motion passed 3-1

RESOLVED (No. 14717), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending November 30, 2016 amounting to gross pay of \$82,656.70 (composed of the following withholdings and deductions) Federal Income Tax - \$8,578.95; FICA- \$6,148.90; State Tax - \$2,748.00; KPERS - \$4,951.71, KPERS-buyback \$258.29, Insurance - \$2,494.76; United Way - \$144.90; Eq-flex - \$625.00; PEDC - \$2,814.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; and Direct Deposit - \$51,556.55 and including the following overtime amounts: Distribution - 35.50 hours @ \$1,325.96; North Plant – 30 hours @ \$842.37; South Plant – 105.50 hours @ \$3,275.98 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$234,894.61 and Special/ Special Claims as follows: Kenneth Banks \$150.00, Patrick Davis \$250.00, Cash-Lesia Hegeman \$200.00 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF OCTOBER
FINANCIAL REPORT

Upon motion from Director Wood, seconded by Director Daniels, the October Financial Report, motion passed 5-0

RESOLVED (No. 14718), that the Board approved the October Financial Report.

CONSIDERATION OF 2017
HEALTH CARE

The 2017 health and dental insurance premium from our carrier, Blue Cross/Blue Shield of Kansas increased about eleven percent. In recent years, the Board absorbed one-half of the rate increase for each type of coverage (single and dependent) for the Option 3 plan, with the employees being responsible for the rest.

This year, the Board was presented with a formula, which the Board would pay 90 percent of the employee-only premium and 50 percent of dependent premium for Option 3, the \$1,500 deductible plan. After much discussion the Board tabled a decision to adopt the cost share formula, but agreed to continue with BC/BS of Kansas. Staff was asked to get information from other local governments.

Upon motion from Norris, seconded by Director Daniels, motion passed

5-0

RESOLVED (No. 14719), that the Board approved 2017 renewal of Blue Cross/Blue Shield of Kansas for Option 3, the \$1,500 deductible.

CONSIDERATION OF EASEMENT
FOR SOUTHERN STAR
ODORANT BUILDING
RELOCATION

Southern Star Gas is in the process of relocating the odorant station near the North Plant from the south side of the bridge to a new location north of the bridge on top of their existing gas line and easement. A new updated easement was developed for the work. Staff contacted KDOT about future bridge project, they had not heard about the odorant station; and agreed all parties should have been notified during the planning phase. Upon motion from Director Wood, seconded by Director Gervasini, the motion passed 5-0

RESOLVED (No. 14720), that the Board authorized the General Manager to sign the easement.

ADMINISTRATION

- Worked on October Financial Statements

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
Staff is planning to meet with NPL after Thanksgiving to go over restoration before retainage is released.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement
Pipe is almost ready to pull to South Street. This will leave one more section before all pipe is in the ground. Work is expected to be finished around the middle of December.
- Cherokee Street Waterline Replacement
Nothing new.
- Spruce St – 19th to Terrace Waterline Replacement (2017)
Nothing new.
- Kiowa Street

Staff walked alignment with Benesch. On schedule.

- Industrial Park – 14th St, north of Eisenhower (2017)
Nothing new.

Water Distribution Operations

Between November 10th, 2016 and November 23rd, 2016 the following water-distribution activities have occurred:

- Water Line Breaks: one 2-inch and one 6-inch
- Service Kills, Relocations or Repairs: one relocation -8th and Dakota
- Valves and Fire Hydrants: 4" valve replace at 2nd and Cherokee

NORTH PLANT SUMMARY

- Nothing new to report

SOUTH PLANT SUMMARY

- Generator: work continues on footing and foundation
- Blaser Excavating - lagoon lime solids cleaning continues.
- Staff finished cleaning aerator and basin maintenance.

Ohio Street Booster Station

- Generator: concrete work finished

GENERAL MANAGER'S REPORT

- November 12th KMU Safety Training session, topic was "Ensuring a Harassment-Free Workplace".
- Met with J. R. Reilly about contractor's insurance requirement on capital improvement projects.
- Began developing 2017 Work Plan for capital improvement projects.
- Worked on proposal for 2017 health insurance premiums.

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary