

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON OCTOBER 22, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 22, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Richard Gervasini, Vice Chairman
Eric Peterson, Secretary
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Staff in Attendance

Joel Mahnken, General Manager
Kayla Manning, Staff Engineer
Neil Seichepine, Manager of Water Treatment
Dennis Baragary, Manager of Distribution

Others in Attendance

none

CALL TO ORDER

Director Daniels, called the meeting to order at 5:05 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Daniels noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
OCTOBER 8, 2018

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of October 8, 2018 were approved, motion passed 5-0...

RESOLVED (No. 14874), that the Board approved the October 8, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

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

A. PAYROLL
DISBURSEMENT OF
OCTOBER 31, 2018

RESOLVED (No. 14875), that the Board approved:

A. The payroll for the period ending October 31, 2018 amounting to gross pay of \$80,636.63 (composed of the following withholdings and deductions) Federal Income Tax - \$6,775.66; FICA- \$6,040.21; State Tax - \$3,171.01; KPERS -\$4,735.34; KPERS-back \$128.69, Insurance - \$1,830.51; United Way - \$139.50; Eq-flex - \$1,481.84; PEDC - \$2,522.50; Misc - \$242.50, Optional Group Life \$265.97, and Deposit - \$53,302.90 including the following overtime amounts: Distribution 68.50 hours @ \$2,467.41; North Plant 16 hours @ \$519.72 and South Plant 12 hours @ \$396.72 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$449,318.74 and Special/Special Claims as follows: United Way \$2,500.00, Iosel Lugo \$42.27, Park University \$1,197.00 and Traci Ulbright \$720.01 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF 2019 BUDGET Director Gervasini asked about the decrease in City Revenue. Staff explained that the decrease was due to the increase in water sales in the 2017 year compared to City billings. Upon motion from Director Kaaz, seconded by Director Gervasini, the motion passed 5-0.

RESOLVED (No. 14876), that the Board approved the 2019 Budget.

CONSIDERATION OF REPLACEMENT TRUCK Due to new repairs that may affect the trade-in, the issue was tabled.

CONSIDERATION OF REVISED WATER CONSERVATION PLAN Director Kaaz asked about the MO River stage levels being set the same for all notification levels. The decision was made to decrease the stage by 1 additional foot for each action level. Director Gervasini stated that a few instances still needed to be changed from 'City' to 'Utility'. Upon motion from Director Kaaz, seconded by Director Gervasini, the motion passed 5-0 ...

RESOLVED (No. 14877), that the Board approved the Revised Water Conservation Plan with the noted changes.

DIVISION REPORTS

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Contractor progress was discussed.
2. Lecompton Road Watermain Replacement (2019)
Included on agenda.
3. Sanders and High Street Watermain Replacement (2019)
Nothing new.
4. Dakota Street Area Watermain Replacement (2019)
Staff met with BG to go over alignment and tie-ins.

City Projects

1. 2018 Sidewalk Project
The pipe is expected to be installed this week.

Water Distribution Operations

Between October 4th, 2018 and October 17th, 2018 the following water-distribution activities have occurred:

1. Water-Line Breaks: 4

Staff mentioned the incident at 4th Ave and Evergreen.

Ohio Street Booster Station

Nothing new at this time.

North Plant Summary

1. Kona Crane finished repairs on intake hoist.
2. Installing electric for TOC analyzer at intake.

South Plant Summary

1. Held interviews for possible new hires.
2. Doug Creten inquired about wellfield road.
3. Researched wellfield valves and transformers for Black & Veatch.

Director Peterson suggested attending a meeting at Lan-Del to update their board of the Horizontal Collector Well project.

GENERAL MANAGER’S REPORT

- KMU Safety Training and Management Training sessions were held October 8th.
- Completed 2019 budget.
- Worked with attorney on location of HCW relative to existing easement.
- Reviewing draft KPWSLF loan document.
- Worked on Strategic Planning documents.

Attended the Missouri River Public Water Association meeting on 10/19 and discussed early warning system using USGS site in St. Joseph. KCMO and American Water City of St. Louis are pursuing, and would be interested in contributing. Price would be around \$300k-\$500k total and detect numerous compounds. LWW should participate in the project if costs are reasonable.

WORK SESSION FOR STRATEGIC PLANNING

Director Gervasini had some reservations about adding the word “reliable” due to redundancy. The intent should be for “reliable infrastructure”. A list compiling all responses for the SWOT (strengths, weaknesses, opportunities and threats) analysis was included. It was noted that there is a lot of redundancy. The direction is to narrow the lists down to the top 3, in each category, before the next meeting.

ADJOURNMENT

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

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary