

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON OCTOBER 10, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 10, 2016 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  
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  
Kayla Manning, PE, Engineer

**Others in Attendance**

None

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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  
SEPTEMBER 26, 2016

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of September 26, 2016, motion passed 5-0 ...

**RESOLVED (No. 14703)**, that the Board approved the September 26, 2016 minutes.

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CONSIDERATION OF  
CONSENT AGENDA

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

**RESOLVED (No. 14704),** that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending October 15, 2016 amounting to gross pay of \$80,756.80 (composed of the following withholdings and deductions) Federal Income Tax - \$8,063.73; FICA- \$6,003.56; State Tax - \$2,644.76; KPERS - \$4,809.29, KPERS-buyback \$253.26, Insurance - \$2,494.76; United Way - \$144.90; Eq-flex - \$1,881.88; PEDC - \$2,814.83; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; Direct Deposit - \$50,775.83 and including the following overtime amounts: Distribution - 57.50 hours @ \$1,938.90; North Plant – 33 hours @ \$909.70; South Plant – 8 hours @ \$275.04 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$158,502.24, Special Claims \$290,035.21 and Special/ Special Claims as follows: KS Gas Service \$193.24, Westar Energy \$39,954.33, SASI \$1,072.24, AT&T \$273.09, and Postmaster \$3,000.00 the checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
REPLACEMENT TRUCK FOR  
DISTRIBUTION

We budgeted for a midsize pickup truck. The Chevy Colorado is the only midsize pickup truck available in Leavenworth for 2017. A 2007 Chevrolet Colorado Extend Cab pickup with 133,000 miles will be traded-in. The purchase price after discount and trade-in is \$22,816.00.

Director Gervasini asked if employee could be given the opportunity to purchase the pickup. Staff responded a sealed bid process had been used in the past.

Director Kaaz stated the truck purchase should be put out for bids. Staff stated selection had been limited to Leavenworth.

Upon motion from Director Gervasini, seconded by Director Wood, the motion passed 4-1.....

**RESOLVED (No. 14705),** that the Board approved the purchase of a 2017 Chevrolet Colorado WT Extend Cab, Long Box, 4WD Truck from Henry Martens Chevrolet Buick GMC for the amount of \$22,816.00.

CONSIDERATION OF BASIN DRAINAGE PUMP

The submersible pumps have aged and show reduced flow capabilities. Recently we started using a large mobile diesel pump from distribution to expedite the cleaning process. Staff searched for a more permanent solution, contacted Douglas Pump and Industrial Maintenance Inc. to price installing a variable speed pump in the sludge building to simplify the process of draining the basins for cleaning with less manpower, and to help eliminate multiple safety concerns. Industrial Maintenance was the only bid at \$64,583.00 for installing the pump, valve and piping. The bid from Capitol Electric for the amount of \$8,505.00 was the low bid for the electric work.

Director Kaaz asked how often the pump would be used. Staff stated about twice a year. The Board tabled a decision until staff could research other options.

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CONSIDERATION OF 2017 WATER RATES

Our existing and proposed rate schedule incorporating a 1 ½ percent increase across the board was reviewed and discussed by the Board. A summary of some area water utilities was shown as a comparison. This decision was tabled until water contracts could be reviewed.

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PRESENTATION OF UPDATED COMPUTER AND SOCIAL MEDIA POLICY

After much decision the Board tabled a decision until both policies were reviewed by a lawyer.

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ADMINISTRATION

- Worked on September Financial Statements
- Updating the Social Media and Computer Policies
- Internet Billing

WATER DISTRIBUTION SUMMARY

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St Waterline Replacement  
NPL has finished. There are an additional 6 services that were not in the bid tabs. The services were shown on the plans.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement  
Stark has finished pipe installation north to Ohio, about 2/3 of the total project footage. Service transfers will soon be complete to Ohio. The bore rig is currently reaming along Grand to Michigan. Staff met with Stark about hydrant and valve arrangement south of Grand and agreed an additional valve at the Klemp connection to existing 18”, possibly 2 additional valves for isolation at Grand 18” location, and may need an additional valve for the tie-in at Grand and Halderman.
- Cherokee Street Waterline Replacement  
Nothing New
- Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Nothing new

- 5<sup>th</sup> Street – Oak St

Lexeco is beginning this week.

- 2<sup>nd</sup> Street and Choctaw

Crews have installed pipe to the intersection. Coordinating with business to minimize disruption during tie-in.

- Kiowa Street – 9<sup>th</sup> St to 13<sup>th</sup> St

Locates are called in for survey. Kick-off meeting and walk thru planned for later this week, based on locates and weather.

#### Water Distribution Operations

Between September 21st, 2016 and October 5th, 2016 the following water-distribution activities have occurred:

- Water Line Breaks: one 2-inch and three 6-inch

#### NORTH PLANT SUMMARY

- BKM Construction began clearing site for generator Oct 3<sup>rd</sup>.
- Working on issues with water back feeding from RWD #5 when Booster Station is offline.

#### SOUTH PLANT SUMMARY

- Generator: receiving items for generator
- Weather permitting replacement of remaining well field power poles, scheduled for Oct 7<sup>th</sup>.
- Contacted Lansing Fire Department for consideration of controlled burn of farm house. Fire Department stated that the state will not allow them to start a fire because of hazardous pollutants that would be sent into the air. They are interested in other training exercise before structure is removed.

#### GENERAL MANAGER'S REPORT

- Reviewed the Performance Specifications/Plans for the North Plant HVAC Upgrades.
- Made arrangements with the University of St. Mary art class to develop a new logo.
- Continued to review HCW study
- Attended the Lan-Del District Board meeting Oct 5<sup>th</sup>.
- Flu Shots for employees are scheduled for Oct. 10, 12, and 13.
- Plan to attend the Missouri River Public Water Supply Users Association meeting in KCMO on Oct. 20<sup>th</sup>.
- Christmas luncheon schedule for Dec. 7<sup>th</sup> at the Riverfront Community Center.
- The second meeting in December was rescheduled for December 21<sup>st</sup> at 1:00PM to pay the bills.

ADJOURNMENT

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

Approved \_\_\_\_\_ 2016

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Greg Kaaz, Chairman

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Christi Norris, Secretary