

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON OCTOBER 24, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 24, 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
Richard Gervasini, Member

Directors Absent (Excused)

William Daniels, Assistant Secretary

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

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 Kaaz noted that Leavenworth County Attorney was to have a review of KOMA, particularly relating to Executive Sessions, Wednesday October 26th. Director Norris volunteered to attend and report back.

APPROVE MINUTES OF
OCTOBER 10, 2016

Upon motion from Director Gervasini, seconded by Director Wood, the minutes of October 10, 2016, motion passed 4-0 ...

RESOLVED (No. 14706), that the Board approved the October 10, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Wood, the motion passed 4-0.....

RESOLVED (No. 14707), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending October 31, 2016 amounting to gross pay of \$79,325.51 (composed of the following withholdings and deductions) Federal Income Tax - \$7,856.86; FICA- \$5,893.96; State Tax - \$2,585.86; KPERS - \$4,744.63, KPERS-buyback \$243.44, 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; Sec Life \$207.93 and Direct Deposit - \$49,586.46 and including the following overtime amounts: Distribution - 39.50 hours @ \$1,267.60; North Plant – 31.50 hours @ \$892.67; South Plant – 1 hours @ \$31.17 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$512,251.80 and Special/ Special Claims as follows: Cash Account \$1,300.00 the check be drawn on the Revenue Fund for their respective amounts.

SEPTEMBER FINANCIAL REPORT Upon motion from Director Gervasini, seconded by Director Norris, the motion passed 4-0

RESOLVED (No. 14708), that the Board approved the September Financial Statement.

CONSIDERATION OF 2017
WATER RATE INCREASE

The Board reviewed our contracts with the rural water districts we supply at wholesale, then agreed to incorporate a 1 ½ percent increase across the board.

Upon motion from Director Norris, seconded by Director Wood, the motion passed 4-0

RESOLVED (No. 14709), that the Board approved to increase water rates across the board by 1 ½ percent effective April 1, 2017.

ADMINISTRATION

- Worked on September Financial Statements
- Worked on Internet billing
- Sent Personnel Manual to lawyer for review
- Attended KS Governmental Accountant conference.

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
Work is complete.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement
Pipe has been pulled to Michigan. The bore rig is currently reaming along Grand to Pennsylvania.
- Cherokee Street Waterline Replacement
Working on permits and customer info.
- Spruce St – 19th to Terrace Waterline Replacement (2017)
Sent service and meter replacement info to BG. Drawings are almost ready for review.
- 5th Street – Oak St
Work is complete.
- 2nd Street and Choctaw
Water main work is done. Kersten's finishing restoration.
- Kiowa Street – 9th St to 13th St
Met with Benesch for kick-off.

Water Distribution Operations

Between October 5th, 2016 and October 19th, 2016 the following water-distribution activities have occurred:

- Water Line Breaks: one 2-inch
- Service Renewals without main replacement: three
- Service Kills: one
- Relocations : one

NORTH PLANT SUMMARY

- Oct 17th: Plant is offline to repair intake raw water line.
- Mid-Continental Restoration Co. Inc. on-site to finish masonry repairs and water proofing.
- Seasonal cleaning and maintenance being performed while Plant is offline.

SOUTH PLANT SUMMARY

- Generator: Nothing new to report at this time.
- Researching alternatives for basin drain pump at Plant 2.
- Blaser Excavating started cleaning southwest lagoon on Oct 18th.

GENERAL MANAGER'S REPORT

- The KMU Safety Training was held October 10th, covering emergency response to weather and fire safety.
- Reviewed contracts with Rural Water Districts.
- Started reviewing health insurance to develop a formula for cost distribution. We need information from our carrier to make a recommendation.
- Attended a Missouri River Public Water Supply User's Association meeting in KC MO on October 20th.
- Omaha, Council Bluff, Blair reported Zebra Mussel in basins.

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary