

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 10, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:05 PM on Monday, September 10, 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

Directors Absent (Excused)

Greg Kaaz, Member

Staff in Attendance

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

Others in Attendance

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

Director Peterson asked about the status for safety award. Staff responded the committee met that morning.

Director Daniels inquired about the masterplan. Staff responded that a strategy business plan would be best with a facilitator to run the meeting and are looking into who might be available to do this.

Director Daniels asked about the status of the review of our enabling statues.

APPROVE MINUTES OF
AUGUST 27, 2018

Upon motion from Director Norris, seconded by Director Peterson, the minutes of August 27, 2018 were approved, motion passed 4-0...

RESOLVED (No. 14864), that the Board approved the August 27, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Gervasini, the consent agenda, motion passed 4-0 ...

A. PAYROLL
DISBURSEMENT OF
SEPTEMBER 15, 2018

RESOLVED (No. 14865), that the Board approved:

A. The payroll for the period ending September 15, 2018 amounting to gross pay of \$79,372.94 (composed of the following withholdings and deductions) Federal Income Tax - \$6,558.86; FICA- \$5,942.39; State Tax - \$3,098.36; KPERS -\$4,598.35; KPERS-back \$118.17, Insurance - \$1,862.56; United Way - \$139.50; Eq-flex - \$1,481.84; PEDC - \$2,330.00; Garnishment - \$260.00; Misc - \$25.00, and Deposit - \$52,840.41 including the following overtime amounts: Distribution 11 hours @ \$343.45; North Plant 36 hours @ \$1,006.41 and South Plant 36 hours @ \$1,241.16 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$165,800.13, Special Claims \$228,887.84 and

Special/Special Claims as follows: SASI \$623.08, KS Gas Service \$179.34, Westar Energy \$50,144.29, AT&T \$334.93, and AXA Equitable \$4,720.00 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
REVISED AUDIT REPORT

Mr. Kramer had a prior engagement, he was unable to attend tonight's meeting. The Board tabled this item.

CONSIDERATION OF
BANK SIGNATURE
AUTHORIZATION

Recommended a motion to adopt a policy that the Board Chair, Vice Chair, General Manager and Manager of Finance positions are authorized for both Schedule A & B.

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

RESOLVED (No. 14866), that the Board approved the motion to adopt a policy for bank signature authorization.

DIVISION REPORTS

ADMINISTRATION

- Worked on August Financial Statements
- Sent out Audit proposal for 2019
- Worked on 2019 Budget

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Pipe is in the ground to Prospect (3,000 feet). Letter was sent to contractor with current progress and need for detailed schedule by September 14th. Copy of letter was also sent to bonding company.
2. Pottawatomie 11th to Broadway
Starting work on the last block to Broadway.
3. Lecompton Road Watermain Replacement (2019)
Planning to meet with Benesch to finalize Lecompton options and do walk thru on Sanders and High.
4. Sanders and High Street Watermain Replacement (2019)
Planning to meet with Benesch to finalize Lecompton options and do walk thru on Sanders and High.

5. Dakota Street Area Watermain Replacement (2019)

Spoke with BG, they will soon be ready to go over plan for connections to existing pipelines.

Ohio Street Booster Station

Nothing new at this time.

North Plant Summary

Worked on 2019 Budget

South Plant Summary

Worked on 2019 Budget

GENERAL MANAGER'S REPORT

- Worked on 2019 Budget
- Continued discussions with Lansing correctional Facility regarding the shutdown of their water treatment plant. Reviewing our water rights with DWR for a possible change in place of use in this regard. Discussed with KDHE the ramifications of incorporating LCF population with Leavenworth's with regards to testing requirements.
- Met the Mayor of Wagga Wagga, Australia and his wife during their Sister Cities visit and provided a short tour of the North Plant on September 5th.
- Reviewed Lecompton water main replacement alternatives.

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

Approved _____ 2018

Billy Daniels, Chairman

Eric Peterson, Secretary