

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON SEPTEMBER 25, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 25, 2017 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

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

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 stated he received a call from Janet Seber regarding water in her yard near the mailbox. Staff said they have excavated the location, exposed the main and tested the water, it showed no residual from chlorine or fluoride. Director Kaaz asked staff to contact the customer and offer to have the water tested by an independent lab.

Director Kaaz also noted the City has scheduled a meeting to get public input on their proposed Stormwater Utility, September 28th at The Riverfront Community Center.

APPROVE MINUTES OF
SEPTEMBER 11, 2017

Upon motion from Director Gervasini, seconded by Director Wood, the minutes of September 11, 2017, motion passed 5-0 ...

RESOLVED (No. 14805), that the Board approved the September 11, 2017 minutes.

CONSIDERATION OF CONSENT
AGENDA

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

A. PAYROLL DISBURSEMENT
OF SEPTEMBER 30, 2017

RESOLVED (No. 14806), that the Board approved:

A. The payroll for the period ending September 30, 2017 amounting to gross pay of \$83,834.06 (composed of the following withholdings and deductions) Federal Income Tax - \$8,517.25; FICA- \$6,269.47; State Tax - \$3,274.07; KPERS - \$5,012.35; KPERS-buyback \$116.39, Insurance - \$2,122.20; United Way - \$170.71; Eq-flex - \$1,503.37; PEDC - \$2,787.50; Garnishment - \$875.00; Misc - \$25.00, Optional Group Life \$361.01 and Deposit - \$52,799.74 including the following overtime amounts: Distribution - 55.50 hours @ \$1,788.01; North Plant – 28 hours @ \$764.66; South Plant – 12

hours @ \$413.47 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Specials Claims \$633,219.61 and a Special/Special Claim as follows: Ks Department of Agriculture \$2,100.00, The Greensman \$200.00, CES Industrial Piping \$8,329.97, and City Electric Supply \$185.36 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF AUGUST FINANCIAL REPORT

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

RESOLVED (No. 14807), that the Board approved the August Financial Report.

PRESENTATION OF PILOT KNOB CARETAKER AGREEMENT

We have repainted, carpeted, and made repairs to the bathroom. A real estate agent and manager of a number of rental properties view the cottage and she suggest that the house could be rented for \$800 per month. The stipend and rental amount in the agreement is same as we have used for years. The difference in the amount shown and \$800 market value can be considered compensation to cove LWB under the FLSA to meet minimum wage and overtime requirements. All employees will be given an opportunity to show their interest and we will have a drawing for the position. The Caretaker Agreement was reviewed by a human resources attorney.

The Board asked for the stove to be replaced. Upon motion from Director Norris, seconded by Director Wood, the motion passed 5-0.

RESOLVED (No. 14808), that the Board approved the Pilot Knob Caretaker Agreement with the purchase of a new stove.

BUDGET PROPOSAL

The Board reviewed the draft 2018 budget. They asked staff to include a 2.5% increase across all tiers, and tabled this until November 13th board meeting.

DIVISION REPORTS

ADMINISTRATION

- SUS – weekly items, testing mobile and computer apps
- August Financial Report
- On Sept 12th, attended Water Utility meeting in St. Joseph

WATER DISTRIBUTION SUMMARY

Cherokee Street Waterline Replacement

Linaweaver is finishing restoration work.

Spruce St – 19th to Terrace Waterline Replacement (2017)

Pipe is pulled to 16th Street. Should have second crew in the next 3 weeks.

Kiowa Street – 9th St to 13th St

NPL came up for a walkthrough and punchlist. Crews came up after last big rain to fix settlement and seeding issues. They are waiting a couple weeks to make sure the new seed takes.

Osage Street – 5th St to 6th St to Broadway

Pipe is installed to 7th. Services for the first half of the block have been transferred. Bacteria samples were taken for the 2nd section and services will be transferred when results come back absent for coliform.

5th Ave – Spruce to Thornton

Benesch is working on getting meter and service line information on plans and in notes.

Main Replacement Osage to Cherokee, 20th to 15th

Staff met with BG on Thursday to go over alignment. On track to have 90% set by beginning of November.

City Project Summary

1. Industrial Park

Nothing new.

Water Distribution Operations

Between September 7th, 2017 and September 21st, 2017 the following water-distribution activities have occurred:

- New Water Service Connections: 1800 blk of S. 2nd Street (1" service), 1900 blk Edgewood and Lecompton
- Water-Line Breaks: two 2-inch

Ohio Street Booster Station

Nothing new to report

North Plant Summary

1. Douglas Pump Service replaced drain valve on North Clarifier 9/18/17

South Plant Summary

- Generator: All punch list items have been completed
- Had meeting with landowner and one of the farmers resolving the issue with entrance gate to well field.

GENERAL MANAGER'S REPORT

- A KMU Job Safety and Training meeting was held September 18th on "Emergency Action Plans and Fire Prevention". Management training was also provided that afternoon on "Verbal & Non-verbal Communication".
- Met with the City Public Works on their Wastewater Rate Study and other topics.
- Completed and filed the Water Rights Application with DWR.
- Worked on completing the Pilot Knob Caretaker's Agreement.
- Worked on the 2018 budget.
- Updated the completed Work Plan through August.

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

Approved _____ 2017

Greg Kaaz, Chairman

Christi Norris, Secretary