

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON SEPTMEBER 26, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, September 26, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Teresa Wood, Vice Chairman

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
Jim Adams, North Plant Superintendent
Neil Seichepine, South Plant superintendent

Others in Attendance

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 the Board should schedule a visit to all Rural Water Districts, at least visit one a month.

APPROVE MINUTES OF
SEPTEMBER 12, 2016

Upon motion from Director Norris, seconded by Director Gervasini, the minutes of September 12, 2016, motion passed 4-0 ...

RESOLVED (No. 14697), that the Board approved the September 12, 2016 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR

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

RESOLVED (No. 14698), that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending September 30, 2016 amounting to gross pay of \$80,495.47 (composed of the following withholdings and deductions) Federal Income Tax - \$8,112.24; FICA- \$5,983.46; State Tax - \$2,642.12; KPERS - \$4,808.04, KPERS-buyback \$263.08, Insurance - \$2,532.71; 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; Direct Deposit - \$50,234.28 and including the following overtime amounts: Distribution - 42 hours @ \$1,405.26; North Plant – 39 hours @ \$1,149.98; South Plant – 28 hours @ \$850.68 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$615,716.67 and Special/ Special Claims as follows: SASI \$768.55 the checks be drawn on the Revenue Fund for their respective amounts.

AUGUST FINANCIAL REPORT

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

RESOLVED (No. 14699), that the Board approved the August Financial Report.

PRESENTATION OF PROPOSED
2017 BUDGET

Management presented the 2017 Budget to the Board. After a discussion and answer period about the budget, the Board accepted 2017 budget as is.

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

RESOLVED (No. 14700), that the Board approved the 2017 Budget as presented.

ADMINISTRATION

- Worked on September Financial Statements

WATER DISTRIBUTION SUMMARY

- Thornton St – 10th Ave to 5th St Waterline Replacement
All pipe has been bored. Work should finish up by the end of October.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman Waterline Replacement
The pipe has been pulled in along Grand to Ohio.
- Cherokee Street Waterline Replacement
Nothing New
- Spruce St – 19th to Terrace Waterline Replacement (2017)
Field checked meter replacements. Reviewed area for new service and fire protection either off Kenton or Spruce near 16th.
- 5th Street – Oak St
Lexeco was the low bid. Working on paperwork.
- 2nd Street and Choctaw
Crews are starting on the section on main replacement north of the valves (Lofts) and south of Choctaw.
- Kiowa Street – 9th St to 13th St
Benesch is scheduling survey.

Water Distribution Operations

Between September 8th, 2016 and September 21st, 2016 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: 306 Kickapoo
- New Water-Service Connections: one
- Valves and Hydrants: Replace 4" valve at Grand and Randolph
- Water Line Breaks: one 2-inch and two 6-inch

NORTH PLANT SUMMARY

- Finalizing 2017 Budget

SOUTH PLANT SUMMARY

- Generator: nothing new at this time
- Finalizing 2017 Budget

GENERAL MANAGER'S REPORT

- The KMU Safety Training Program on Drugs & Alcohol Abuse was held September 16th.
- Worked on 2017 Budget
- Arranged to be at the Lan-Del District Board meeting Oct 5th, 7PM.

EXECUTIVE SESSION

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

RESOLVED (No. 14701) At 6:10PM the Board recessed the regular Board meeting and enter into executive session to discuss personal matters.

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

RESOLVED (No. 14702) At 6:15PM the Board end the executive session and resume the regular Board meeting. No action was taken by the Board.

ADJOURNMENT

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

Approved _____ 2016

Greg Kaaz, Chairman

Christi Norris, Secretary