

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON NOVEMBER 23, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, November 23, 2015 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini, Chairman
Teresa Wood, Vice Chairman
Christi Norris, Secretary
Greg Kaaz, Member
Davis Moulden, Assistant Secretary

Directors Absent (Excused)

Staff in Attendance

Joel Mahnken, PE, General Manager
Jim Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Kayla Manning, Engineer

Others in Attendance

Jeff Seeger, customer

CALL TO ORDER

Chairman Gervasini called the meeting to order at 5:03 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Gervasini noted that a quorum was present.

REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC

Customer Jeff Seeger was not happy about his recent experience involving a water service turn on for a new residence. The biggest concern he wanted to bring to the board concerned the \$70 security deposit. He felt 5 years was excessive.

After a general discussion, Director Norris stated that the board would re-look at the policy at a future date. Director Wood stated she would notify Mr. Seeger if there was a change. .

BOARD MEMBERS ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Directors Norris and Wood stated they have received several comments from residents involving customer service. Complaints ranged from “not getting good answers,” “getting the run-around,” “high bills,” and “shutting off service.” Director Norris suggested more customer service training for staff and a satisfaction survey or other means for customers to submit grievances.

APPROVE MINUTES OF
NOVEMBER 9, 2015

Director Gervisini noted the word “were” should be deleted under the Presentation of Internet Bill Pay Proposals so the sentence reads correctly. Director Kaaz noted that “or other operational actions would need to be considered as well” should be added to the comment concerning sand filter and plant changes necessary for automation of the plants. Also noted by Director Kaaz, the “e” is missing in ‘the’ under Presentation of Budget.

Upon motion from Director Norris, seconded by Director Wood, the minutes for November 9, 2015, unanimously adopted ...

RESOLVED (No. 14589) that the Board approved the November 9, 2015 minutes as corrected.

CONSIDERATION OF CONSENT
AGENDA FOR:

Upon motion from Director Kaaz, seconded by Director Norris, unanimously adopted

RESOLVED (No. 14590) that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending November 30, 2015 amounting to gross pay of \$79,717.02 (composed of the following withholdings and deductions) Federal Income Tax - \$7,972.88; FICA- \$6,244.42; State Tax - \$2,821.04; KPERS -\$4,764.11, Insurance - \$2,000.16; United Way - \$152.13; Eq-flex - \$1,547.93; PEDC - \$2,304.68 ; Garnishment - \$755.00; Rent - \$217.50; Misc - \$22.50; and Direct Deposit - \$49,9674.47, and including the following overtime amounts: Distribution - 28.50 hours @ \$895.08; North Plant - 30 hours @ \$903.06; South Plant - 29 hours @ \$909.84 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims totaling \$286,329.52 the checks be drawn on the Revenue Fund for their respective amounts

C. .

CONSIDERATION OF
OCTOBER FINANCIAL
REPORT

Director Kaaz asked about the Work In Progress and the General Manager stated the SCADA work was included in that total. Director Gervasini asked what happens to the meter pit when a building is demolished and the General Manager stated it depends on the situation and the customer's preference.

Upon motion from Director Moulden, seconded by Director Wood, it was unanimously adopted

RESOLVED (No. 14591) that the Board approved the October Financial Report.

CONSIDERATION OF
CHANGE ORDER FOR
METER PIT REPLACEMENT
AND SERVICE LINE BORES
ON DELEWARE ST

Director Kaaz confirmed the Change Order amount was \$2,018 not \$2,081 for the additional pipe footage. Staff replied the \$2,018 was correct, the \$2,081 was a typo.

Upon motion from Director Kaaz, seconded by Director Wood, it was unanimously adopted

RESOLVED (No. 14592) that the Board approved the change order from NPL in the amount of \$23,043.00 and authorized the General Manager to execute.

CONSIDERATION OF 2016
BUDGET

The General Manager discussed several questions asked by Director Kaaz in an e-mail. He shared a history of rate changes from 1986 to 2014. The General Manager reviewed the spreadsheet used to calculate salary and payroll changes included in the budget.

Director Gervasini asked where this years spending was compared to the budget. The General Manager stated it was close.

Director Kaaz asked why the pumping maintenance was so much greater at the South plant than at the North Plant. The General Manager answered that it was due to the nine pumps at the South Plant versus the single intake at the North Plant.

Director Kaaz stated the water sale estimate seemed a little high while the cost estimates seemed a little low. The General Manager stated the water sales were based upon a 5 year average, due to the extreme conditions the last 2 years.

Board members suggested a 2% increase in water rates might be more appropriate to balance costs and minimize future rate increases.

Administration

- Worked on October Financial Report
- Followed up with BC/BS renewal
- Legal reviewing web based billing proposals
- Met with HR
- IBM is reviewing system requirements

Distribution & Engineering

Water Distribution Summary

- Delaware – 16th St to 13th St – Change order received from NPL. Work is finished.
- 16th & Quincy/Olive – 14th to Newman/14th St, North of Vilas/Kingman – Quincy to Ohio
- 14th St - Done.
- Kingman – Done.
- Quincy – Done.

- Olive – Service transfers have begun. All pipe is in the ground.
- Thornton St – 10th Ave to 5th St
Reviewing plans on Tuesday with BG Consultants.
- Osage St. – 9th St to Broadway
Work is finished for the year. Kersten’s is finishing restoration.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman
Nothing new.

Water Distribution Operations

Between November 4th, 2015 and November 18th, 2015 the following water-distribution activities have occurred:

- a) New Services (without main replacement): 909 S. 17th
- b) Service Transfers to New Main Replacements: (12) 700 block of Osage
- c) Service Renewal: (1) 831 Ottawa
- d) Service Kills: (1) 2201 S. 4th Street
- e) Water-Line Breaks: one six inch

North Plant Summary

1. SCADA
Work to find and fix errors in reports is ongoing. Operating part of system is 100%. Fixing issue with daylight savings on reports.
2. Contractor has started fence job.
3. Plant 1 down for cleaning 11/16 through 11/23

South Plant Summary

1. SCADA
Work to find and fix errors in reports is ongoing. Operating part of system is 100%. Fixing issue with daylight savings on reports.
2. Generators
Working on land acquisition.
3. Plant 2 carrying system while plant 1 is down for cleaning.

GENERAL MANAGER

- On November 16th, Dalton Tripp started working as a Meter Reader

in the Distribution Department.

- As a reminder, the Christmas Party will be held December 8th starting at 11:30 am at the Riverfront Community Center. Board Members are asked to RSVP to Sue Barnes if you will be attending, and with a guest.
- Walked the Nash Subdivision Plat (Ohio Street Booster Station) through the filing process at the County and asked our attorney to prepare a quit claim deed. Acceptance by the City will be the final hurdle before the purchase can be completed. The City Commission is scheduled to address it at their meeting the 24th.
- Started to review the draft job descriptions and edit their content.

ADJOURNMENT

There being no further business to come before the Board, Director Gervasini adjourned the meeting at 6:35 pm.

Approved _____ 2015

Richard Gervasini, Chairman

Christi Norris, Secretary