

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 28, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday April 28, 2014 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Richard Gervasini, Vice Chairman
Michael Bogner, Assistant Secretary

Directors Absent (Excused)

Teresa Wood, Secretary
Howard Kirk, Member

Staff in Attendance

Lesia Hegeman, Interim and Finance Manager
Jeffrey Arnold, Superintendent of Plants
James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Kayla Manning, PE, Engineer
Dennis Baragary, Sr., Manager of Distribution
Patrick Garrett, Jr., Distribution Supervisor
Sue Barnes, Administrative

Others in Attendance

Mr. Bill Bohne resident

CALL TO ORDER

Chairman Kaaz called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Kaaz noted that a quorum was present.

REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

Mr. Bohne property owner of 211 Kiowa incurred major water loss during the time the water bills were estimated because of the weather (months Jan, Feb and Mar). Mr. Bohne asked the Board for some type of consideration in paying this water bill of \$1,188.75.

Upon motion from Director Bogner, seconded by Director Gervasini, unanimously adopted

RESOLVED (No. 14367), that the Board approved to split the overage 50/50 with water customer.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz stated that all board items should be sent out by Thursday evenings.
Director Bogner asked that the Lansing Property be added to the unfinished business list.

APPROVE MINUTES OF
APRIL 14, 2014

Upon motion from Director Bogner, seconded by Director Gervasini, unanimously adopted

RESOLVED (No. 14368), that the Board approved the minutes from the regular board meeting on April 14, 2014.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14369), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending April 30, 2014 amounting to gross pay of \$80,964.86 (composed of the following withholdings and deductions) Federal Income Tax - \$8,056.46; FICA- \$5,960.55; State Tax - \$2,617.62; KPERS - \$3,903.41, Insurance - \$2,324.28; United Way - \$151.83; Eq-flex - \$2,671.37; PEDC - \$5,659.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$48,604.51, and including the following overtime amounts: Distribution - 16 hours @ \$532.39; North Plant - 19 hours @ \$534.78; South Plant - 4 hours @ \$136.02 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$306,507.10; and Special/Special Claims as follows: SASI \$2,221.35, Jason Moppin \$180.00, Stich by Stich Custom Embroidery \$75.00, AFLAC \$941.76, AT&T Mobility \$693.01, Janice Van Parys \$1,018.11 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION AND
CONSIDERATION OF MARCH
FINANCIAL STATEMENTS

Upon motion of Director Kaaz, seconded by Director Bogner, unanimously adopted ...

RESOLVED (No. 14370), that the Board approved the March Financial Statements.

CONSIDERATION OF
ADDITIONAL METERS FOR
DAVIS MOULDEN

Mr. Moulden has three properties, 305 Cherokee, 516 Shawnee and 518 Shawnee that he would like additional meter to be installed. Currently, there is one meter for each property and the water is split among the tenants. He would like each tenant to be on a separate meter. Mr. Moulden has requested for all additional meters to be installed inside, LWD read and bill the meters, and the Board consider a reduced meter fee. The Board tabled a decision.

CONSIDERATION OF FLOOD
LIGHT FOR NORTH PLANT
INTAKE

The North Plant Intake requested the purchase and installation of outdoor flood lighting to cover the front entrance and parking area. The Board reviewed the two bids, but tabled a decision until the staff got a bid for LED lights.

CONSIDERATION OF
SUMMER PICNIC

Upon motion from Director Bogner, seconded by Director Gervasini, and unanimously adopted, it was ...

RESOLVED (No. 14371), that the Board approved a budget of \$600.00 for the Water Department employee family appreciation summer picnic. A tentative date is schedule for Monday, June 16th, 2014.

CONSIDERATION OF
FENCING AT 601 CHEROKEE

Upon motion of Director Bogner, seconded by Director Gervasini, unanimously adopted ...

RESOLVED (No. 14372), that the Board approved the bid from Kansas Fencing in the amount of \$30,000.00. The other two bidders were American Lawn and Fence at \$48,000.00 and JP Welch Fencing at \$37,875.00.

PRESENTATION OF DROP
BOXES FOR 601 CHEROKEE

The Leavenworth has two after hour's drop boxes that need to be replaced. The staff recommends the box located at the front of the building be sealed and closed. And the box located near the drive up window is replaced. The Board reviewed a bid from Oppliger Banking System for \$2,715.00, but tabled a purchased decision until staff gets the masonry cost.

CONSIDERATION OF
CHARITABLE DONATION
LETTER

Upon motion of Director Gervasini, seconded by Director Bogner, unanimously adopted ...

RESOLVED (No. 14373), that the Board approved the community support letter and allocation contribution from the Tower Fund.

STAFF REPORTS

ADMINISTRATION

- City Proclamation for Water Week, April 22, 2014
- Summer hires for cutting grass
- Leadership Workshop, April 22, 2014 – Lesia Hegeman and Sue Barnes attended
- Roof at 601 Cherokee is leaking
- Recording device for phone
- Summer hours – staff request summer hours to mirror distribution (7:30 AM – 4:30 PM)

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
- Water line breaks one 8-inch
- Radio Read meter installations: 123

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – nothing new.
- Delaware Street 16th Street to 13th Street – nothing new
- Hampton Inn – nothing new
- Stove Factory Lofts – nothing new
- Large Meter Testing

CITY OF LEAVENWORTH PROJECTS

- Ottawa Street 13th Terrace to 17th Street (2014) – Ground Breaking Excavation and Utilities, LLC began work April 17, 2014.
- 4th and Popular Geometric Improvements – existing pipe is in good condition. Future development could potentially require relocation of the fire hydrant and pipe.
- Cherokee Box west of 11st Street – received plans from City.

Nothing New to report:

- 2nd Street Bridge Replacement
- 5th Ave and Prospect/5th Street and Oak/18th Street North of Spruce
- Marion and Girard
- City Sidewalk and Street overlay projects
- KDOT facility sewer (16490 Springdale Rd)

PLANTS

- Fiber Optic Repair at Intake is completed.
- River Report – the mountain snowpack runoff is 32.00 MAF, the historical average is 25.2 MAF.

EXECUTIVE SESSION

Upon motion from Director Bogner, seconded by Director Gervasini, and unanimously adopted, it was

RESOLVED (No. 14374), at 7:15 PM, the Board recessed the regular board meeting and entered into executive session for 20 minutes, to discuss the search for a General Manager.

Upon motion from Director Bogner, seconded by Director Gervasini, and unanimously adopted, it was

RESOLVED (No. 14375), at 7:55 PM, the Board ended the executive session and reconvenes the regular board meeting.

ADJOURNMENT

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

Approved _____ 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary