

LEAVENWORTH WATERWORKS DEPARTMENT

Serving the City of Leavenworth and Seven Rural Water Districts in Leavenworth and Jefferson Counties

Leavenworth Waterworks Board Meeting

601 Cherokee

Leavenworth, Kansas 66048-0576

Monday, October 14, 2013

5:00 – 8:00 PM CT

AGENDA

Board Meeting

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| A. Call to Order | Michael Bogner, Chairman |
| B. Roll Call/Announcement of Quorum | Michael Bogner, Chairman |
| C. Requests, Comments, Petitions by Members of the Public (5 min) | Michael Bogner, Chairman |
| D. Board Member Items Outside of Executive Session (5 min) | Michael Bogner, Chairman |
| E. Approve Minutes of Previous Meetings (5 min)
Board Meeting of September 23, 2013 | Michael Bogner, Chairman |

Consent Agenda

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| F. Consideration of Payroll Disbursements (5 min)
Payroll Disbursement of October 15, 2013 | Michael Bogner, Chairman |
| G. Consideration of Payment of Claims (10 min): <ul style="list-style-type: none">• Regular Claims• Special Claims• Special-Special Claims Board to approve various claims for payment | Lesia Hegeman |
| H. Consideration of Updated 2013 Schedule of Events (5 min)
Board to updated schedule of events | John Kaufman |
| I. Consideration of Thanksgiving Turkey/Ham Purchase (5 min)
Board to approve purchase of Thanksgiving turkeys and ham for employees | John Kaufman |
| J. Consideration of Christmas Lunch Budget (5 min)
Board to approve budget for Water Department Christmas lunch | John Kaufman |
| K. Consideration of United Way Donation (5 min)
Board to approve United Way donation | John Kaufman |

Regular Agenda

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| L. Executive Session on Personnel and Policies
Board to discuss personnel and policy matters with legal counsel | Michael Bogner, Chairman |
| M. Consideration of Fairfield Inn Tap Purchase Agreement (10 min)
Board to approve Fairfield Inn tap purchase agreement | John Kaufman |

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| N. Consideration of Booster Pump Station PLC and Network Equipment Upgrade (5 min)
Board to approve booster pump station PLC and network equipment upgrade | Jeff Arnold |
| O. Consideration of South Plant High-Service Pump AC Repair (5 min)
Board to approve South Plant high-service pump AC repair | Jeff Arnold and Gary Simanowitz |
| P. Consideration of RWD-8 Pipeline Installation (30 min)
Board to consider RWD-8 pipeline installation along 4-H Road and Desoto Road and booster pump station upgrade | John Kaufman and Dennis Baragary |
| Q. Consideration of Policy Procedures (10 min)
Board to approve policy procedures | Michael Bogner, Chairman |
| R. Consideration of MIP Investment Policy (5 min)
Board to approve revised MIP investment policy | Lesia Hegeman |
| S. Consideration of Investment Policy (5 min)
Board to approve investment policy | Lesia Hegeman |
| T. Consideration of Health and Safety Manual (10 min)
Board to approve new health and safety manual | John Kaufman |
| U. Presentation and Discussion of Revised Employee Manual (10 min)
Board to approve revised employee manual | John Kaufman |

Staff Reports

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| V. Administration (20 min): <ul style="list-style-type: none"> • Human Resources Update • Computers and Software • Policy and Procedures | John Kaufman and Lesia Hegeman |
| W. Projects Update (10 min):
Staff to present brief status report on current and planned projects | Kayla Manning and others |
| X. General Manager's Report (10 min): <ul style="list-style-type: none"> • Government Affairs • Community Relations • Legislation and Regulation Update • Operations: <ul style="list-style-type: none"> ○ Water Treatment ○ Water Distribution | John Kaufman |

Other Matters

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| Y. Unfinished Business | Michael Bogner, Chairman |
| Z. New Business | Michael Bogner, Chairman |
| AA. Executive Session | Michael Bogner, Chairman |
| BB. Adjournment | Michael Bogner, Chairman |

Attachments