

# 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

Tuesday, November 12, 2013

5:00 – 8:00 PM CT

## AGENDA

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### Board Meeting

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|---|--------------------------|
| <b>A. Call to Order</b>   | Michael Bogner, Chairman |
| <b>B. Roll Call/Announcement of Quorum</b>  | Michael Bogner, Chairman |
| <b>C. Requests, Comments, Petitions by Members of the Public (5 min)</b>                        | Michael Bogner, Chairman |
| <b>D. Board Member Items Outside of Executive Session (5 min)</b>                               | Michael Bogner, Chairman |
| <b>E. Approve Minutes of Previous Meetings (10 min):</b>  | Michael Bogner, Chairman |
| i. Board to approve minutes of October 14, 2013 board meeting (tabled from prior board meeting) |                          |
| ii. Board to approve minutes of October 30, 2013 board meeting                                  |                          |

### Consent Agenda

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|---|--------------------------|
| <b>F. Consideration of Payroll Disbursements (5 min)</b><br>Payroll Disbursement of November 15, 2013   | Michael Bogner, Chairman |
| <b>G. Consideration of Payment of Claims (10 min):</b> <ul style="list-style-type: none"><li>• Regular Claims</li><li>• Special Claims</li><li>• Special-Special Claims</li></ul> Board to approve various claims for payment | Lesia Hegeman            |
| <b>H. Consideration of Updated 2013 Schedule of Events (5 min)</b><br>Board to approve updated schedule of events   | John Kaufman             |

### Regular Agenda

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|---|---------------------------|
| <b>I. Presentation and Consideration of September Financial Statement and Investment Report (10 min)</b><br>Board to approve September 2013 Financial Statement and Investment Report (tabled from prior board meeting) | Lesia Hegeman             |
| <b>J. Consideration of Leavenworth Public Schools Education Foundation Donation (5 min)</b><br>Board to approve donation to Leavenworth Public Schools Education Foundation from Tower Fund                             | Sue Barnes                |
| <b>K. Consideration of North Plant Chemical Feed Pump Purchase (5 min)</b><br>Board to approve chemical feed pump purchase  | Jeff Arnold and Jim Adams |

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|--|-------------------------|
| <b>L. Discussion of Draft of Procurement Policy (10 min)</b><br>Board to approve procurement policy                | John Kaufman            |
| <b>M. Discussion of Draft 2014 Operating Budget (10 min)</b><br>Board to 2014 operating and maintenance budget     | John Kaufman and others |
| <b>N. Discussion of Draft 2014 Capital Improvement Budget (10 min)</b><br>Board to 2014 capital improvement budget | John Kaufman and others |

**Staff Reports**

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

**Other Matters**

- |  |                          |
|--|--------------------------|
| <b>R. Unfinished Business</b>                            | Michael Bogner, Chairman |
| <b>S. New Business</b>                                   | Michael Bogner, Chairman |
| <b>T. Executive Session to discuss personnel matters</b> | Michael Bogner, Chairman |
| <b>U. Adjournment</b>                                    | Michael Bogner, Chairman |

**Attachments**