

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON DECEMBER 8, 2014

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday December 8, 2014, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Richard Gervasini, Vice Chairman
Teresa Wood, Secretary
Howard Kirk, Member
Michael Bogner, Assistant Secretary

Directors Absent (Excused)

Staff in Attendance

James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Jeff Arnold, Water Treatment Manager
Kayla Manning, PE, Engineer
Dennis Baragary, Sr., Manager of Distribution
Lesia Hegeman, Finance Manager
Joel Mahnken, PE, General Manager

Others in Attendance

none

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

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Kirk asked staff to review the Delta for unused sick leave.

APPROVE MINUTES OF
NOVEMBER 24, 2014

Upon motion from Director Gervasini, seconded by Director Wood, (Director Bogner was not present) the minutes for November 24, 2014 were unanimously adopted ...

RESOLVED (No. 14468), that the Board approved the November 24, 2014 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14469), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending December 15, 2014 amounting to gross pay of \$83,339.06 (composed of the following withholdings and deductions) Federal Income Tax - \$8,741.09; FICA- \$6,409.28; State Tax - \$3,039.50; KPERS - \$4,272.02, Insurance - \$2,017.38; United Way - \$128.50; Eq-flex - \$2,479.67; PEDC - \$1,635.00; Garnishment - \$755.00; Rent - \$217.50; Misc - \$37.50; and Direct Deposit - \$53,606.62, and including the following overtime amounts: Distribution - 72.50 hours @ \$2,389.99; North Plant - 62 hours @ \$1,865.71; South Plant - 130 hours @ \$4,186.27 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$250,324.26; Special Claims \$210,652.55 and Special/Special Claims as follows: Westar Energy \$39,399.73, Cash Account-Lesia Hegeman \$2,700.00, Leav Excavating & Equipment \$741.30, Linaweaver Construction \$531.30, Riverfront Community Center \$887.80, Crow & Associates \$116.25, Hamm Quarries \$91.33 and Verizon Wireless \$160.08.

CONSIDERATION OF TRUCK
PURCHASE FOR
DISTRIBUTION

Upon motion from Director Kirk, seconded by Director Gervasini, the truck purchase was approved by a vote of 4 to 1 with Director Bogner abstaining, it was

RESOLVED (No. 14470), that the Board approved the purchase of a 2015 Chevy Colorado 4WD crew cab, V6 engine at a price of \$29,721.00.

CONSIDERATION POLICY FOR
PROPERTY LEASES

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

RESOLVED **(No. 14471)**, that the Board approved a policy authorizing management to enter into leases of real property under Waterworks Board control that will benefit the customers of the Leavenworth Waterworks Board.

CONSIDERATION OF CHECK
SIGNING POLICY

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

RESOLVED **(No. 14472)**, that the Board adopt the alternative check signing policy, as follows:

- All checks are to have two original signatures.
 - Deposit refunds, payroll expenditures, utility payments, and payment under \$1,000.00 may be approved and signed by any approved signatory.
 - Progress payment on construction contracts may be approved and signed by any approved signatory. Final payment on construction contracts shall be approved by the Board before execution by any approved signatory.
 - Payments for regular inventory items may be approved and signed by any approved signatory.
 - All other payments must be reviewed and approved by the Board before execution by any approved signatory.
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CONSIDERATION OF 2015
COST OF LIVING
ADJUSTMENT

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

RESOLVED **(No. 14473)**, that the Board adopt a cost of living adjustment for all employees effective January 1, 2015 of 2.50 percent and a 1.50 percent pool for merit increases effective on the employees' anniversary date.

STAFF REPORTS

ADMINISTRATION

- Lesia attended a tax seminar on November 24 and 25, covered affordable care act updates.
- In response to Director Kaaz's question on time it would take to restore data if the server failed. AOS stated it would take approximately 10 hours.

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations:
New Water-Service Connection: none
Service Kills, Relocations or Repairs: none

Valves and Fire Hydrants (new and replacements): none
Water-Line Breaks: nine 2-inch and one 12-inch
Radio Read Installations: none
Meter Relocations: none

CITY OF LEAVENWORTH PROJECTS

- Cherokee Box west of 11th Street – nothing new

PLANTS

- Storage barns completed, except site restoration.
- SCADA work at South Plant started 11/10, should continue approx. 18 days.
- Drain line repair for North Plant Bid 11/19
- Generators - nothing new.
- Douglas working on bearing replacement, should finish 11/21

GENERAL MANAGER

- Christmas lunch will be December 9, 2014 at the Riverfront Community Center; from 11:30 to 1:30, the office will be closed.
- Joel and Kayla met with representatives from the Corp of Engineers and reviewed the status of the MARC Missouri River Bed Degradation Study. The final report is due out by March of 2015.
- Continued with the preparation of the 2015 work plan
- Attached spreadsheet of the Tower Fund – Revenues and Expenditures

ADJOURNMENT

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

Approved 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary