

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON DECEMBER 9, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday December 9, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Staff in Attendance

Lesia Hegeman, Finance Manager
Jeff Arnold, Water Treatments Plants Manager
James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Dennis Baragary, Sr., Distribution Manager
Kayla Manning, PE, Engineer
Sue Barnes, Administration

Others in Attendance

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Bogner noted that a quorum was present.

REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Bogner - GIS presentation from KRWA is postponed.
Director Kaaz - drafted General Manager's job description was reviewed.
Director Wood - the boardroom chair need to be replaced.

APPROVE MINUTES OF
NOVEMBER 25, 2013

Upon motion from Director Kirk, seconded by Director Wood and Director Gervasini abstaining, it was adopted

RESOLVED (No. 14296), that the minutes of the November 25, 2013 Board Meeting are hereby approved.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

A. PAYROLL
DISBURSEMENT

RESOLVED (No. 14297), that the Board approved:

A. The payroll for the period ending December 15, 2013 amounting to gross pay of \$81,663.49 (composed of the following withholdings and deductions) Federal Income Tax - \$8,645.97; FICA- \$5,956.40; State Tax - \$3,057.32; KPERS - \$3,279.97, Insurance - \$1,959.56; United Way - \$98.75; Eq-flex - \$2,671.31; PEDC - \$2,929.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$45.00; and Direct Deposit - \$52,046.88, and including the following overtime amounts: Administration 2 hours @ \$71.88; Distribution - 64.50 hours @ \$1,894.29; North Plant - 78 hours @ \$2,071.76; South Plant - 59.50 hours @ \$1,866.52 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$115,567.28, Special Claims \$237,424.45; and Special/Special Claims as follows: Kansas Gas \$1,198.65, Westar \$30,874.32, S&S Coins \$182.25, Neptune Technology \$1,867.20, Layne Christensen \$28,010.00, City of Leavenworth \$269.36, Cash Account \$2,250.00 and KRWA \$225.00, that the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION OF 2013
RATES AND SERVICE FEES

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

RESOLVED (No. 14298), that the Board approved to keep the rates for 2014 the same as the 2013 rates, until after the first quarter of 2014, at that time the rate will be re-evaluated.

CONSIDERATION OF 2014
CAPITAL IMPROVEMENT
BUDGET

The Board reviewed a year-to-date 2013 CIP completion checklist. Management was directed to roll-over uncompleted items from 2013 to the 2014 CIP list; each department should be able to justify their CIP budget for 2014.

CONSIDERATION OF
WATERWORKS
CONTRIBUTION FOR
EMPLOYEE HEALTH
INSURANCE

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

RESOLVED (No. 14299), that the Board approved to renew the existing Blue Cross and Blue Shield plan at tier 3; with a 50/50 cost share in the increase of premiums.

CONSIDERATION OF CITY'S
REQUEST FOR FREE OR
REDUCE WATER

The Board reviewed Attorney Crow's opinion letter and asked manager to send a letter to the City.

CONSIDERATION OF
NEPTUNE TECHNOLOGY
UPGRADE

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

RESOLVED (No. 14300), that the Board approved the proposal from Neptune Technology to upgrade the existing handhelds with a Trimble Nomad 900B data collector and a MRX920 mobile data collector system at a cost not to exceed \$15,000.00.

CONSIDERATION OF
CONTRIBUTION TO RICHARD
ALLEN CULTURAL CENTER &
MUSEUM

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

RESOLVED (No. 14301), that the Board approved to renew the sponsorship at the \$100.00 level to the Richard Allen Cultural Center & Museum. The donation will come out of the Community Tower Fund.

CONSIDERATION OF
RENEWAL FOR LEAGUE OF
KANSAS MUNICIPALITIES

The Board tabled the League of Kansas Municipalities renewal.

CONSIDERATION OF AUDIT
PROPOSAL

The Board received and opened the proposals from the local CPA firms, Michael Peroo, CPA and Kramer and Associates, CPAs. Management was asked to review both proposals and check references; then make a recommendation to the Board at the next meeting.

CONSIDERATION OF NEW
TELEPHONE SYSTEM

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

RESOLVED (No. 14302), that the Board approved the proposal from JNJ Technology to replace the existing telephone system, with a new NEC DSX80 at a cost not to exceed \$8,000.00.

STAFF REPORTS

ADMINISTRATION

- Black and Veatch New Years Cheers with Peers invitation
- Annual Holiday Party and Employee Recognition Celebration.

DISTRIBUTION AND ENGINEERING

- Shawnee Street Main Replacement -- work is completed along Esplanade in front of the Community Center.

- 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: three 2-inch breaks and one 8-inch break

City of Leavenworth Projects

- Ottawa Street 13th Terrace to 17th Street (2014) – Westar poles on north side still need to be addressed.
- 4th and Poplar Geometric Improvements – expected construction spring of 2015.
- 5th Ave and Prospect – projected bid date March 2014.
- 18th Street North of Spruce – problem to resolve with new inlet boxes on west side.
- Cherokee Box west of 11th Street – received preliminary plans from Wilson & Co. Waterline will need to be relocated, before sidewalk is installed.

Rural Water District Discussions

- Rural Water District #8 – Management will contact Ellis Edmonds, Chairman to setup a face to face meeting with the Water Board.

PLANTS

- Well Cleaning – waiting on analysis results from Layne to determine the cause of decreased well capacity.
 - Lime Residual Disposal - Blazer Excavating will begin sludge removal in the next lagoon as weather permits.
 - Communication System – RE Pedrotti is developing a cost estimate for the next step of upgrades.
 - Treatment Plant #2 High Capacity Pump – excessive shaft movement and vibration were occurring at the pump. The motor has been pulled and will be looked at to determine if a bearing needs to be replaced.
-

ADJOURNMENT

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

Approved _____ 2013

Michael Bogner, Chairman

Richard Gervasini, Secretary