

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON February 23, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday February 23, 2015, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Howard Kirk, Member

Staff in Attendance

Joel Mahnken, PE, General Manager
Lesia Hegeman, Manager of Finance
Jeff Arnold, Water Treatment Manager
Dennis Baragary, Sr., Manager of Distribution
Kayla Manning, PE, Engineer

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

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

APPROVE MINUTES OF
FEBRUARY 9, 2015

Upon motion from Director Gervasini, seconded by Director Wood, and Director Bogner abstained, the minutes for February 9, 2015 were adopted ...

RESOLVED (No. 14496), that the Board approved the February 9, 2015 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14497), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending February 28, 2015 amounting to gross pay of \$78,769.91 (composed of the following withholdings and deductions) Federal Income Tax - \$7,590.43; FICA- \$5,820.88; State Tax - \$2,628.39; KPERS - \$4,707.01; Insurance - \$2,510.18; United Way - \$152.13; Eq-flex - \$2,302.21; PEDC - \$2,534.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$35.00; and Direct Deposit - \$49,516.37; and including the following overtime amounts: Distribution – 24 hours @ \$762.46; South Plant – 38 hours @ \$1,171.16 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$254,988.47, Special/Special Claims as follows: Kansas Gas Service \$4,180.09, Wester Energy \$36,476.42, CES Industrial Piping Supply \$3,360.00, U.S. Lime Company \$3,883.71 and SASI \$714.87.

CONSIDERATION OF
JANUARY FINANCIAL
REPORT

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

RESOLVED (No. 14498), that the Board approved the January Financial Report.

ESTABLISH COOPERATIVE
AGREEMENTS WITH CITY
AND COUNTY REGARDING
MAPPING AND GIS

Director Bogner requested staff to develop a formalized GIS users group with the City and County; to share information and ideas. He also mentioned the County has a HP plotter they will sale to us for \$500.00.

CONSIDERATION OF
SKYLIGHT REPLACEMENT
AT SOUTH PLANT

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

RESOLVED (No. 14499), that the Board rejected the bid from American Roofing because it didn't meet specifications.

Upon motion from Director Bogner, seconded by Director Gervasini, and Director Kaaz abstained; the motion was adopted ...

RESOLVED (No. 14500), that the Board approved the bid from Kaaz Construction to replace 23 skylights at the South Plant in the amount of \$23,300.00.

CONSIDERATION OF 2015 COMMUNITY DONATIONS Upon motion from Director Gervasini, seconded by Director Wood, it was unanimously adopted ...

RESOLVED (No. 14501), that the Board approved to continue donations for various community organizations from the Tower Fund. The revenue comes from the communication towers.

DISCUSSION REGARDING METERING CHARGES REGARDING TAMPERING Upon motion from Director Gervasini, seconded by Director Wood, it was unanimously adopted ...

RESOLVED (No. 14502), that the Board approved to change the wording of the tampering regulations to: Property owner of record is responsible for any tampering of the water meter regardless of cause and will be assessed a \$100.00 fine plus damages.

THORNTON STREET Upon motion from Director Bogner, seconded by Director Wood, it was unanimously adopted ...

RESOLVED (No. 14503), that the Board directed staff to begin work for the waterline replacement on Thornton Street.

STAFF REPORTS

ADMINISTRATION

- Working on year end reports – the Auditors checklist
- January Financial Statement
- Filing of W3s

DISTRIBUTION AND ENGINEERING

Water Distribution Summary

1. **Columbia – Spruce to Michigan, Spruce – Columbia to Broadway**
Finishing specs while working on spec comments for BG.
2. **16th& Quincy/Olive – 14th to Newman/14th St, North of Vilas/Kingman – Quincy to Ohio**
Most of spec comments sent to BG.
Finishing up final plans and specs.

City of Leavenworth Projects

1. 2nd Street Bride – nothing new
2. 4th and Poplar – nothing new
3. Stove Factory Lofts – nothing new
4. Cherokee west of 11th Street – waiting on weather to proceed.
5. Thornton – 2nd Ave to 10th Ave – nothing new
6. 9th and Osage – nothing new

Water Distribution Operations

Between February 4th, 2015 and February 20th, 2015, the following water-distribution activities have occurred:

- a) Valves and Fire Hydrants (new and replacements): none
- b) Water-Line Breaks: one 2-inch break
- c) New Services: one
- d) Service Kills: two

PLANTS

North Plant Summary

1. Plant started up Monday, February 23rd.
2. SCADA -Work is ongoing

South Plant Summary

1. SCADA – working to find and debug computer programming problems.
2. Generators - Nothing new at this time.

GENERAL MANAGER

- The engineering design contract with BG Consultants for the Cheyenne Street Water Line Improvements were finalized.
- Continued with internet search for an HR Consulting firm.
- Attended the Missouri Regional Goal Setting Team meeting for the State Water Plan in Atchinson on February 10th. The next public meetings are scheduled for March 10th at 2PM in Leavenworth , 7PM in Hiawatha and on March 24th at 2PM in Atchinson.
- Reviewed the proposed Senate Bill 171 regarding elections to determine how it would impact the Waterworks Board elections.

EXECUTIVE SESSION

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

RESOLVED (No. 14504), at 6:25 PM, the Board approved to recess the regular board meeting and enter into executive session for fifteen minutes to discuss property easement.

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

RESOLVED (No. 14505), at 6:45 PM, the Board ended the executive session and reconvened the regular board meeting.

ADJOURNMENT

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

Approved 2015

Greg Kaaz, Chairman

Teresa Wood, Secretary