

# LEAVENWORTH WATERWORKS

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON February 9, 2015

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday February 9, 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  
Howard Kirk, Member

#### **Directors Absent (Excused)**

#### **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 5:05 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

Director Bogner inquired about printed system maps.  
Director Kaaz stated as of March 31, 2014 he has no financial business interest in Juluis Kaaz Construction.

APPROVE MINUTES OF  
JANUARY 26, 2015

Upon motion from Director Gervasini, seconded by Director Wood,  
the minutes for January 26, 2015 were unanimously adopted ...

**RESOLVED (No.14492)**, that the Board approved the January 26,  
2015 minutes.

---

CONSIDERATION OF  
CONSENT AGENDA FOR:

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

**RESOLVED (No.14493)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT

A. The payroll for the period ending February 15, 2015  
amounting to gross pay of \$77,967.06 (composed of the  
following withholdings and deductions) Federal Income Tax  
- \$7,456.38; FICA- \$5,759.50; State Tax - \$2594.30; KPERs -  
\$4,662.79; Insurance - \$2,641.56; United Way - \$138.13; Eq-  
flex - \$2,302.21; PEDC - \$2,534.83; Garnishment - \$755.00;  
Rent - \$217.50; Misc - \$35.00; and Direct Deposit -  
\$49,271.90; and including the following overtime amounts:  
Distribution - 16 hours @ \$551.97; North Plant - 15 hours  
@ \$441.92; South Plant - 6hours @ \$202.23 be approved  
and disbursements made from the Revenue Fund for their  
respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$341,147.28, Special Claims  
\$211,903.92, Special/Special Claims as  
follows:Leavenworth Online \$25.00.

---

CONSIDERATION OF BG  
CONSULTANTSDESIGN  
PROPOSAL FOR CHEYENNE  
STREET MAIN  
REPLACEMENT

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

**RESOLVED (No. 14494)**, that the Boardauthorized the General  
Manager to execute a design contract with BG Consultants for the  
Cheyenne Street main replacement, not to exceed \$35,000.00. This  
project would replace a 18" cast iron main abandoned temporarily  
due to pipe condition.

---

CONSIDERATION OF INTAKE  
PUMP REPLACEMENT

Upon motion from DirectorKirk, seconded by Director Gervasini,  
Wood,Director Bogner voting naye, it was adopted passing 4-1. ...

**RESOLVED (No. 14495)**, that the Board approved the proposal  
from Douglas Pump to purchase two ceramic coated intake pumps  
at a cost of \$58,378 to include estimated freight.

CONSIDERATION OF  
SKYLIGHT REPLACEMENT  
AT SOUTH PLANT

The Board tabled a decision until the next Board meeting, so the staff could obtain a catalog cut sheet from American Roofing.

---

STAFF REPORTS

**ADMINISTRATION**

- Working on year end reports – the Auditors checklist

**DISTRIBUTION AND ENGINEERING**

**Water Distribution Summary**

1. **Columbia – Spruce to Michigan, Spruce – Columbia to Broadway**

Received information from the City on the overlay projects.

2. **16<sup>th</sup>& Quincy/Olive – 14<sup>th</sup> to Newman/14<sup>th</sup> St. North of Vilas/Kingman – Quincy to Ohio**

Staff is reviewing design submittal.

**City of Leavenworth Projects**

1. 2<sup>nd</sup> Street Bride – LWD will replace 260 of cast iron pipe. Special utility meeting with the City to coordinate timing.
2. 4<sup>th</sup> and Poplar – nothing new
3. Stove Factory Lofts – nothing new
4. Cherokee west of 11<sup>th</sup> Street – waiting on weather to proceed.
5. Thornton – 2<sup>nd</sup> Ave to 10<sup>th</sup> Ave – nothing new
6. 9<sup>th</sup> and Osage – nothing new

**Water Distribution Operations**

Between January 22<sup>nd</sup>, 2015 and February 4<sup>th</sup>, 2015, the following water-distribution activities have occurred:

- a) Valves and Fire Hydrants (new and replacements): none
- b) Water-Line Breaks: two 2-inch breaks
- c) Radio-Read Meters: 15 meters set

**PLANTS**

**North Plant Summary**

1. Plant is shut down until middle of February
2. SCADA -Work is ongoing
3. Drain line Repair to River - Fredrick Excavating completed the repair.

**South Plant Summary**

1. SCADA – working to find and debug computer programming problems.

2. Generators - Nothing new at this time.

**GENERAL MANAGER**

- Resolved the Board's concern about the KMU Safety Compliance and Management service contract. Joel signed the agreement.
- The property owner met with Joel about granting LWD an easement for the Ohio Booster Station.
- The January employee evaluations reviewed and approved.
- Joel is working on a list of qualified firms to update our job descriptions, performance evaluations and review our compensation levels.
- Work Plan Progress –completed three items, two items are underway and two items remain from the list.

---

ADJOURNMENT

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

Approved 2015

---

Greg Kaaz, Chairman

---

Teresa Wood, Secretary