

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON FEBRUARY 10, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday February 10, 2014 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
Jeffrey Arnold, Superintendent of Plants
James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Kayla Manning, PE, Engineer
Dennis Baragary, Sr., Manager of Distribution
Patrick Garrett, Jr., Distribution Supervisor
Sue Barnes, Administrative

Others in Attendance

Ms. Dorothy Edwards, 927 Cheyenne
Marc Pedrotti, RE Pedrotti Co
Ed McGrath, RE Pedrotti Co
Peter Robertson, Crow & Associates

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

Ms. Dorothy Edwards, 927 Cheyenne discussed with the Board her concerns about having to pay a \$70.00 deposit on a fixed income. She was informed that the Water Department collects a minimum \$70.00 deposit from all new residential customers. Ms. Edwards was given information about the City Rebate program to help with her city sewer and trash portion of her bill.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

NONE

APPROVE MINUTES OF
JANUARY 27, 2014

Upon motion from Director Kaaz, seconded by Director Gervasini, the minutes for January 27, 2014 were unanimously adopted ...

RESOLVED (No. 14329), that the Board approved the minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

Upon motion from Director Kaaz, seconded by Director Wood, unanimously adopted

RESOLVED (No. 14330), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending February 15, 2014 amounting to gross pay of \$76,968.10 (composed of the following withholdings and deductions) Federal Income Tax - \$7,703.57; FICA- \$5,654.89; State Tax - \$2,650.60; KPERS - \$3,702.35, Insurance - \$2,085.89; United Way - \$151.83; Eq-flex - \$2,671.37; PEDC - \$2,864.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$48,467.77, and including the following overtime amounts: Distribution - 40 hours @ \$1,301.17; North Plant - 10 hours @ \$309.73; South Plant - 10 hours @ \$326.71 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$102,926.19; Special Claims \$205,421.92; and Special/Special Claims as follows: Westar Energy \$35,948.32, SM Corporate Care \$244.00, Kersten Concrete \$3,877.00, and Ks Gas \$4,914.08 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF CITY
BILLING COST SHARE

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

RESOLVED (No. 14331), that the Board approved the monthly billing amount for 2014 in the amount of \$17,813.56. This is the proportionate share of cost to prepare and mail the monthly statements to the water customers.

CONSIDERATION OF
DONATION TO CARITAS
CLINICS

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

RESOLVED (**No. 14332**), that the Board approved to contribute \$1,000.00 from the Tower Fund in support of Caritas Clinics to include Saint Vincent Clinic.

CONSIDERATION OF SCADA
UPGRADES

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

RESOLVED (**No. 14333**), that the Board approved an agreement with RE Pedrotti to upgrade our existing SCADA system at the Plants, Booster Station, and Pilot Knob not to exceed \$869,084.90.

PRESENTATION OF NEW
LOGO AND WEB PAGE
LAYOUT

The Board tabled the new logo and web page until a new manager is hired.

PRESENTATION OF 2013
SUMMARY

The Board reviewed the 2013 water summary reports.

STAFF REPORTS

ADMINISTRATION

- RFP for Computer System –was tabled until next board meeting.

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: none
Service Kills, Relocations or Repairs: none
Valves and Fire Hydrants (new and replacements): 8 inch valve and 4 inch valve at 5th and Walnut
Water-Line Breaks: four 2 inch breaks

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – nothing new
- Delaware Street 16th Street to 13th Street – nothing new
- Hampton Inn – nothing new
- Stove Factory Lofts – nothing new

CITY OF LEAVENWORTH PROJECTS

- Ottawa Street 13th Terrace to 17th Street (2014) – Director Kaaz stated that all out sourced projects should be on

Drexel.

- 4th and Poplar Geometric Improvements – nothing new
- 5th Ave and Prospect/ 5th Street and Oak/18th Street north of Spruce – nothing new
- KDOT Facility (16490 Springdale Rd) – the department met with KDOT on February 6, 2014 to discuss project details.
- Cherokee Box west of 11th Street – nothing new.

PLANTS

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EXECUTIVE SESSION

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

RESOLVED (No. 14334), at 6:13 PM the Board recessed the regular board meeting for twenty minutes to enter into executive session to discuss personnel issues.

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

RESOLVED (No. 14335), at 7:00PM, the Board ended the executive session and resumed the regular board meeting.

ADJOURNMENT

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

Approved _____ 2014

Michael Bogner, Chairman

Richard Gervasini, Secretary