

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON FEBRUARY 24, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday February 24, 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

Directors Absent (Excused)

Howard Kirk, Member

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

Peter Robertson, Crow & Associates
Brian Kingsley, BG Consultant

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 requested a legal review of all existing service contracts.

APPROVE MINUTES OF
FEBRUARY 10, 2014

Upon motion from Director Kaaz, seconded by Director Wood, the minutes for February 10, 2014 were amended to include Ms. Dorothy Edwards 927 Cheyenne discussed with the Board her concerns about paying a \$70.00 deposit on a fixed income. Ms. Edwards was informed about the Elderly City Rebate program. The motion was unanimously adopted ...

RESOLVED (No. 14336), that the Board approved the February 10, 2014 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14337), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending February 28, 2014 amounting to gross pay of \$77,892.95 (composed of the following withholdings and deductions) Federal Income Tax - \$7,841.64; FICA- \$5,725.57; State Tax - \$2,697.95; KPERS - \$3,752.83, Insurance - \$2,296.37; 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 - \$48,875.56, and including the following overtime amounts: Distribution – 19 hours @ \$666.53; North Plant – 39 hours @ \$1,106.81; South Plant – 32 hours @ \$942.87 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$218,107.13; and Special/Special Claims as follows: GPS City \$203.65, AT&T \$278.07, Equitable \$5,729.66 and Cintas Document \$28.37 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION AND
CONSIDERATION OF
JANUARY FINANCIAL
STATEMENT

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

RESOLVED (No. 14338), that the Board approved the January 2014 financial statements.

PRESENTATION AND
CONSIDERATION OF
CONTRACT FOR
ENGINEERING DESIGN
SERVICES, BG CONSULTANT

The Board tabled the BG Consulting Continuing Services contract until Attorney Robertson could review the contract. Also, the Board requested a written contract with KDOT before proceeding with an engineering design with BG Consultants.

PRESENTATION AND
CONSIDERATION OF DESIGN
COST ESTIMATE FOR 5TH AND
OAK, TRANSYSTEMS

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

RESOLVED (**No. 14339**), that the Board approved the cost estimated of \$2,891.00 for Transystems to design construction documents.

PRESENTATION AND
CONSIDERATION OF
COMPUTER RFP

The Computer RFP was tabled, until the Board could review it.

PRESENTATION OF 2013
EXPENSE SUMMARY

The Board reviewed the 2013 expense summary.

PRESENTATION AND
CONSIDERATION OF KU
WATER ISSUES SYMPOSIUM

The Board was not in favor of sending anyone to this symposium.

PRESENTATION OF
CONSIDERATION OF KU
ANNUAL ENVIRONMENTAL
CONFERENCE

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

RESOLVED (**No. 14340**), that the Board approved to send Kayla Manning to the KU Environmental Conference on April 16, 2014. This is a one day conference to discuss current and upcoming water, energy and pollution issues in Kansas. The registration fee is \$145.00.

CONSIDERATION OF DESK
TOP COMPUTER PURCHASE

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

RESOLVED (**No. 14341**), that the Board approved for management to replace the existing office computer with new Dell desktop computers not to exceed \$15,000.00; along with the purchase of a new color printer.

CONSIDERATION TO
READVERTISE FOR NEW
MANAGER

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

RESOLVED (No. 14342), that the Board approved to re-advertise the General Managers position as a professional licensed engineer that lives in the service area. Attorney Robertson discussed with the Board the state statute for the General Manager position at the Water Department.

STAFF REPORTS

ADMINISTRATION

- Water Week
- Consumer Confidence Report

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: none
Service Renewals without Main Replacements: (2) 511 N 10th and 924 Miami
Service Kills, Relocations or Repairs: none
Valves and Fire Hydrants (new and replacements): none
Water-Line Breaks: four 2 inch breaks and one 4 inch break

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) – nothing new
- 4th and Poplar Geometric Improvements – nothing new. The Board stated the main depth should be raised.
- 5th Ave and Prospect/ 5th Street and Oak/18th Street north of Spruce – nothing new
- KDOT Facility (16490 Springdale Rd) – nothing new
- Cherokee Box west of 11th Street – nothing new.

PLANTS

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EXECUTIVE SESSION

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

RESOLVED (No. 14343), at 7:40 PM, the Board recessed the regular board meeting for twenty minutes to enter into executive session to discuss computer matters.

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

RESOLVED (No. 14344), at 8:00 PM, 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