

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 9, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday, June 9, 2014 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Staff in Attendance

Lesia Hegeman, Interim and Finance Manager
Jeffrey Arnold, Superintendent of Plants
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

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.

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Bogner – City Flood plan meeting, June 16
Director Gervasini – stated the Ks Gas would be digging up the 400 block of Shawnee to install new meters.
Director Kaaz was impressed with the cleanliness of the water plants and wanted to compliment the plant staff.

APPROVE MINUTES OF MAY 19, 2014 and MAY 27, 2014

Upon motion from Director Wood, seconded by Director Bogner, the motion was adopted

RESOLVED (No.14401), that the Board approved the minutes from the special board meeting on May 19, 2014 and the regular board meeting on May 27, 2014.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14402), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending June 15, 2014 amounting to gross pay of \$79,328.59 (composed of the following withholdings and deductions) Federal Income Tax - \$7,659.59; FICA- \$5,903.62, State Tax - \$2,567.23; KPERS - \$4,040.21, Insurance - \$2,901.40; United Way - \$138.50; Eq-flex - \$1,779.90; PEDC - \$5,609.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$25.00; and Direct Deposit - \$47,730.81, and including the following overtime amounts: Distribution - 57 hours @ \$1,847.74; North Plant - 34 hours @ \$938.46; South Plant - 35 hours @ \$1,046.81 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$147,441.44, Special Claims \$215,012.00; and Special/Special Claims as follows: AXA Equitable \$11,269.66, Ks Gas Service \$404.51, SASI \$722.00 and Westar Energy \$33,768.11 the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
CASSELL ELECTRIC
GENERATOR QUOTE

Upon motion of Director Gervasini, seconded by Director Bogner, unanimously adopted

RESOLVED (No. 14403), that the Board approved a proposal from Cassell & Associates to study the existing site conditions at the South Plant and Booster pump station for an emergency generator. The cost not to exceed \$60,000.00.

PRESENTATION OF
ALTERNATIVE TO
CHLORINE DISINFECTION
FOR PRODUCTION

Director Kaaz agreed to draft a response letter to the customer about her concern with our disinfection process.

CONSIDERATION OF

The auditor is working on finalized the report.

FINALIZED AUDIT

CONSIDERATION OF
CHANGE ORDER FOR
GROUND BREAKING
EXCAVATION AND
UTILITIES, LLC

Upon motion of Director Bogner, seconded by Director Gervasini, unanimously adopted

RESOLVED (No. 14404), that the Board approved Ground Breaking Excavating and Utilities change order to repair a faulty pipe and sanitary service line on the Ottawa Street project in the amount of \$3,000.00.

CONSIDERATION OF
COMPUTER IT PROPOSAL

Upon motion from Director Bogner, seconded by Director Kirk unanimously adopted

RESOLVED (No. 14405), that the Board approved the computer IT proposal from AOS.

STAFF REPORTS

ADMINISTRATION

- City free water issue
- Drop Box and exterior work
- Annual Sewer calculation cost
- Summer picnic
- Thank You's from local Charitable Organizations

DISTRIBUTION AND ENGINEERING

- Animal control/WWTP Loop cost share with the City
- BG Consultants design contract
- Backhoe cost estimates
- Camera cost estimates
- Roof cost estimates
- Water line breaks: two-2 inch, one-6 inch and one-16 inch

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

- 4th and Poplar – nothing new

NOTHING NEW TO REPORT

- 2nd Street Bridge Replacement
- Marion and Girard
- City Sidewalk and Street overlay projects
- Cherokee box west of 11th Street
- KDOT facility sewer (16490 Springdale Rd)
- Cherokee Box west of 11th Street – nothing new.

PLANTS

- River flow

EXECUTIVE SESSION

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

RESOLVED (No. 14406), at 6:10 PM, the Board recessed the regular board meeting and entered into executive session to discussed personnel matters for twenty minutes.

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

RESOLVED (No. 14407), at 7:05 PM, the Board ended the executive session and reconvenes the regular board meeting.

CONSIDERATION OF JOB OFFER TO JOEL MAHNKEN	<p>Upon motion from Director Kirk, seconded by Director Gervasini, and unanimously adopted, it was</p> <p>RESOLVED (No. 14408), that the Board agreed to offer Joel Mahnken the General Manager position at an annual salary of \$105,000.00 along with benefits and moving expenses not to exceed \$13,000.00.</p>
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CONSIDERATION OF INCENTIVE PAY TO EMPLOYEES	<p>Upon motion from Director Gervasini, seconded by Director Wood, and unanimously adopted, it was</p> <p>RESOLVED (No. 14409), that the Board agreed to pay an incentive to Sue Barnes, Jeff Arnold, Dennis Baragary, Patrick Garrett, Gary Simanowitz and Jim Adams for the extra work load in the absence of a General Manager.</p>
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ADJOURNMENT

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

Approved _____ 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary