

# LEAVENWORTH WATER DEPARTMENT

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MAY 27, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Tuesday, May 27, 2014 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

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

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

Greg Kaaz, Chairman

#### **Staff in Attendance**

Lesia Hegeman, Interim and 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**

Dana Splichal CPA, Kramer & Associates CPAs, LLC

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### CALL TO ORDER

Vice Chairman Gervasini called the meeting to order at 5:00 PM.

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### ROLL CALL, ANNOUNCEMENT OF QUORUM

Vice Chairman Gervasini noted that a quorum was present.

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### APPROVE MINUTES OF MAY 12, 2014

Upon motion from Director Bogner, seconded by Director Wood and Director Kirk abstained the motion was adopted ....

**RESOLVED (No. 14389)**, that the Board approved the minutes from the regular board meeting on May 12, 2014.

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CONSIDERATION OF  
CONSENT AGENDA FOR:

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

**RESOLVED (No. 14390)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT

A. The payroll for the period ending May 31, 2014 amounting to gross pay of \$79,013.34 (composed of the following withholdings and deductions) Federal Income Tax - \$7,467.39; FICA- \$5,811.30, State Tax - \$2,524.59; KPERS - \$4,056.47, Insurance - \$2,134.70; United Way - \$138.50; Eq-flex - \$2,671.37; PEDC - \$5,609.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$47,584.19, and including the following overtime amounts: Distribution - 96 hours @ \$3,035.69; North Plant - 20 hours @ \$511.38; South Plant - 13 hours @ \$333.59 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$229,486.12; and Special/Special Claims as follows: Ground Breaking Excavation \$15,055.39, JNJ Tech \$1,254.95 and AT&T \$287.19 the checks be drawn on the Revenue Fund for their respective amounts.

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PRESENTATION AND  
CONSIDERATION OF APRIL  
FINANCIAL STATEMENT

Upon motion of Director Wood, seconded by Director Kirk,  
unanimously adopted ....

**RESOLVED (No. 14391)**, that the Board approved April 2014  
Financial Statements.

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CONSIDERATION OF KRWA  
MEMBERSHIP RENEWAL

Upon motion of Director Kirk, seconded by Director Wood,  
unanimously adopted .....

**RESOLVED (No. 14392)**, that the Board approved to renew  
Kansas Rural Water Association (KWRA) membership at \$920.00.

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PRESENTATION OF UNITED  
WAY "SURFIN USA"

Upon motion of Director Kirk, seconded by Director Bogner,  
unanimously adopted .....

**RESOLVED (No. 14393)**, that the Board declined the invitation  
from United Way to participate in the Surfin' USA fundraiser.

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PRESENTATION AND  
CONSIDERATION OF LAYNE  
CHRISTENSEN WELL FIELD  
EVALUATION STUDY

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

**RESOLVED (No. 14394)**, that the Board approved the proposal  
from Layne Christensen on a well field evaluation study for  
\$34,455.00.

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CONSIDERATION OF JULIUS  
KAAZ EXTERIOR WORK  
(DROP BOX, PLAQUE)

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

**RESOLVED (No. 14395)**, that the Board tabled any decision until  
the next meeting.

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CONSIDERATION OF ROOF  
REPLACEMENT FOR  
NORTH PLANT

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

**RESOLVED (No. 14396)**, that the Board approved the lowest  
bidder from Cox Roofing, to tear off and replace shingles on 5  
outbuildings, at a cost not to exceed \$12,330.00.

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CONSIDERATION OF MARC  
MISSOURI RIVER  
DEGRADATION STUDY  
FUNDING CONTRIBUTION

Upon motion from Director Bogner, seconded by Director Wood,  
unanimously adopted ....

**RESOLVED (No. 14397)**, that the Board tabled a decision until  
more information about the project could be provided.

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PRESENTATION AND CONSIDERATION OF 2013 AUDIT	The 2013 Audit report was presented to the Board by Dana Splichal CPA from Kramer and Associates.
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CONSIDERATION OF LEAVENWORTH TIMES NEWSPAPER IN EDUCATION	Upon motion from Director Kirk, seconded by Director Bogner, unanimously adopted ....  <b>RESOLVED (No. 14398)</b> , that the Board declined the request for donation to Newspapers in Education (NIE). This would sponsor the Leavenworth Times newspaper for classroom use.
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STAFF REPORTS

ADMINISTRATION

- Call tracker device is installed.
- Bid for IT services were opened, board requested a comparison spreadsheet for the next meeting.
- Leavenworth River Cleanup, June 7th

## DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
- Valves and Fire Hydrants: 2" valve
- Water line breaks: two-2 inch, two-6 inch and one 8 inch
- Radio - read installations: 13
- Fence – permit sent to City for approval.

## LWD PROJECTS

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

## CITY OF LEAVENWORTH PROJECTS

- Ottawa Street 13<sup>th</sup> Terrace to 17<sup>th</sup> Street (2014) – a change order for \$3,500.00 for 3 services that needed to lower.
- 4<sup>th</sup> and Poplar – nothing new

## NOTHING NEW TO REPORT

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

## PLANTS

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### EXECUTIVE SESSION

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

**RESOLVED (No. 14399), at 6:23 PM,** the Board recessed the regular board meeting and entered into executive session to discussed personnel matters for 15 minutes.

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

**RESOLVED (No. 14400), at 7:05 PM,** the Board ended the executive session and reconvenes the regular board meeting.

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ADJOURNMENT

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

Approved \_\_\_\_\_ 2014

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Richard Gervasini, Vice Chairman

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Teresa Wood, Secretary