

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 14, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday April 14, 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)

Teresa Wood, Secretary

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

Peter Robertson, Attorney for 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

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kirk stated he would not be at the next two meeting, April 28 and May 12.

Director Kaaz – Governor Brownback is having a water meeting on April 24.

APPROVE MINUTES OF
MARCH 24, 2014 AND
SPECIAL MEETING OF APRIL
1, 2014

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

RESOLVED (No. 14358), that the Board approved the minutes from the regular board meeting on March 24, 2014 and the special meeting on April 1, 2014.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14359), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending April 15, 2014 amounting to gross pay of \$77,091.99 (composed of the following withholdings and deductions) Federal Income Tax - \$7,775.01; FICA- \$5,664.35; State Tax - \$2,682.42; KPERs - \$3,711.47, Insurance - \$2,075.81; United Way - \$151.83; Eq-flex - \$2,671.37; PEDC - \$2,889.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$48,454.90, and including the following overtime amounts: Distribution - 12 hours @ \$364.36; North Plant - 26.50 hours @ \$739.36; South Plant - 18 hours @ \$587.85 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$227,744.90, Special Claims \$220,765.12; and Special/Special Claims as follows: AT&T \$714.93, AT&T mobility \$692.25, Kansas Gas Service \$2,940.10, Westar Energy \$32,203.01, Blue Cross/Blue Shield \$23,000.91, Grainger \$765.97 and Deffenbaugh \$478.52 the checks be drawn on the Revenue Fund for their respective amounts.

ELECTION OF OFFICERS

CHAIRMAN

Upon motion of Director Bogner, seconded by Director Gervasini and Director Kaaz abstained, unanimously adopted

RESOLVED (No. 14360), that the Board approved Greg Kaaz as Water Board Chairman.

VICE CHAIRMAN

Upon motion of Director Kirk, seconded by Director Bogner and Director Gervasini abstained, unanimously adopted

RESOLVED (No. 14361), that the Board approved Richard Gervasini as Water Board Vice Chairman.

SECRETARY

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

RESOLVED (No. 14362), that the Board approved Teresa Wood as Water Board Secretary.

ASSISTANT SECRETARY

Upon motion of Director Kirk, seconded by Director Gervasini, and Director Bogner abstained, unanimously adopted

RESOLVED (No. 14363), that the Board approved Michael Bogner as Water Board Assistant Secretary.

Director Kirk will review all claims and checks approval prior to each board meeting.

CONSIDERATION OF BEARINGS FOR SETTLING BASINS MIXING PROPELLERS AT SOUTH PLANT

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

RESOLVED (No. 14364), that the Board approved the proposal from Bearing Headquarters to purchase 3 sets of bearing in the amount of \$5000.70. These parts will replace the existing bearings in the settling basins at the South Plant.

CONSIDERATION OF VFD DRIVES ON CLARIFIER BASINS AT SOUTH PLANT

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

RESOLVED (No. 14365), that the Board approved the bid from McGuire Electric in the amount of \$6,255.00 to install (1) 7.5 hp and (2) 5 hp adjustable speed drives on our treatment basins.

PRESENTATION AND CONSIDERATION OF COMMUNITY SUPPORT ALLOCATIONS

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

RESOLVED (No. 14366), that the Board approved the list of community organization to support with money generated from cellular tower rental.

PRESENTATION OF FENCING AT 601 CHEROKEE A preliminary cost estimated from Kansas Fencing was reviewed by the Board. The Board requested staff get two more bids.

CONSIDERATION OF CONTRACT WITH KDOT FOR 16490 SPRINGDALE RD Attorney Robertson discussed with the Board some minor changes to the KDOT contract; to include how to invoice and reference address.

CONSIDERATION OF CONTRACT WITH BG CONSULTANTS Attorney Robertson discussed the BG contract and suggested, it be modified to include an indemnity /hold harmless clause.

IT RFP REVIEW Attorney Robertson stated the IT RFP was a general IT support request.

STAFF REPORTS

ADMINISTRATION

- City Proclamation for Water Week, April 22, 2014
- Summer hires for cutting grass
- Leadership Workshop, April 22, 2014 – Lesia Hegeman and Sue Barnes plan to attend

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: one
Radio Read meter installations: 50

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – staff met with Napier to discuss alignment with completed survey.
- 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) – Ground Breaking Excavation and Utilities, LLC should begin work around April 16, 2014.
- 5th Ave and Prospect/5th Street and Oak/18th Street North of Spruce – crews installed two isolation valves.

NOTHING NEW TO REPORT

- 4th and Poplar Geometric Improvements
- 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

- Wells 5 & 7 tested... good well

CONSIDERATION OF WAGE
ADJUSTMENT FOR
INTERIM GENERAL
MANAGER.

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

RESOLVED (No. 14367), that the Board approved to increase the
wages of Lesia Hegeman, Interim General Manager to reflect the
additional responsibilities and duties she has assumed effective
November 15, 2013 as Interim General Manager.

ADJOURNMENT

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

Approved _____ 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary