

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JANUARY 13, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday January 13, 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, Administration

Others in Attendance

None

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 Gervasini – discussed the importance of computer policy and request staff to distribute a copy to each Board member to sign. Director Bogner will email invitation on FEMA meeting for February 6, 2014.
Director Bogner requested a RFP for computer services.

APPROVE MINUTES OF
DECEMBER 23, 2013

Board tabled the approval until the next meeting.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14312), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending January 15, 2014 amounting to gross pay of \$82,593.91 (composed of the following withholdings and deductions) Federal Income Tax - \$8,735.28; FICA- \$6,084.60; State Tax - \$2,923.78; KPERS - \$3,988.76, Insurance - \$2,083.89; United Way - \$151.83; Eq-flex - \$2,679.45; PEDC - \$2,829.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$52,101.49, and including the following overtime amounts: Administration 3 hours @ \$107.82; Distribution – 68 hours @ \$2,134.50; North Plant – 94.50 hours @ \$2,787.25; South Plant – 86.50 hours @ \$2,563.85 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$143,641.82; Special Claims \$216,497.10; and Special/Special Claims as follows: AXA Equitable Life \$146.00, Westar Energy \$34,872.09, Kansas Gas Service \$4,403.42 and County Treasurer Office \$1,184.00 that the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
UNIVERSITY OF SAINT
MARY SPIREFEST

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

RESOLVED (No. 14313), that the Board approved the donation to University of St Mary Spirefest in amount of \$1,500.00.

CONSIDERATION OF
ADDITIONAL TREATMENT
TO REMOVE CLAY PARTICLE
BUILDUP IN WELL

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

RESOLVED (No. 14314), that the Board approved Layne

Christensen proposal for additional treatment to treat Wells 3A, 5 & 7. The treatment process will remove silt and clay particle buildup from the well at a cost not to exceed \$10,000.00.

CONSIDERATION OF
LEAVENWORTH-LANSING
CHAMBER OF COMMERCE
MEMBERSHIP

Upon motion from Director Kirk, seconded by Director Wood, the motion was adopted, Director Gervasini voted nay, it was ...

RESOLVED (No. 14315), that the Board approved to renew the 2014 membership at a cost of \$750.00.

CONSIDERATION OF
LEAGUE OF KANSAS
MUNICIPALITIES
MEMBERSHIP

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

RESOLVED (No 14316), that the Board approved to renew the MBA basic package for 2014 at a cost of \$310.00.

CONSIDERATION OF RWD
#5 REQUEST TO USE
BOARDROOM

RWD #5 recently lost their usual place to hold their monthly meetings. They meet at their administrative office at the post office after hours. The problem is the Postal Department will not allow them to meet in the rented office space in the evenings. RWD #5 is seeking a meeting place to hold their monthly Board meetings. Director Wood stated RWD#5 could contact her at Country Club Bank and reserve the Lincoln Room to hold their meetings. The Water Board deferred making an decision until after RWD #5 contacted Director Wood at Country Club Bank.

CONSIDERATION OF RWD#5
ELECTRICAL COST SAVINGS
CREDIT FOR OHIO STREET
PUMP STATION

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

RESOLVED (No. 14317), that the Board approved the payment of \$5,446.92 to RWD#5 for its proportional share of the 2013 electrical cost savings.

CONSIDERATION OF AUDIT
PROPOSAL

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

RESOLVED (No. 14318), that the Board approved the Kramer and Associates CPAs audit proposal.

CONSIDERATION OF OAK
GOLF PAYMENT

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

RESOLVED (No. 14319), that the Board agreed the \$12,117.02 outstanding lien on Oak Golf property must be paid.

STAFF REPORTS

ADMINISTRATION

- LCDC annual meeting luncheon, Friday January 17, 2014 at Riverfront Community Center.
- IBM tape drive and O/S upgrade – was completed.
- Phone System - JNJ Tech completed the new telephone system.

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: none
Service Kills, Relocations or Repairs: new corp. due to main break
Valves and Fire Hydrants (new and replacements): none
Water-Line Breaks: four 2-inch breaks and one 6-inch.
Emergency turnoffs for broken pipes: 37
Frozen pipes-customer side: 30

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – staff is working with Napier Engineering to develop plans.
- 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 – expected construction spring of 2015.
- 5th Ave and Prospect – nothing new
- 5th Street and Oak – nothing new.
- 18th Street North of Spruce – nothing new.
- Cherokee Box west of 11th Street – nothing new.

PLANTS

- Icing and low water at Intake -Douglas Pump installed additional elbows on the submersible pump.
- High service pump motor (SP) is expected back next week.

EXECUTIVE SESSION

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

RESOLVED (No. 14320), at 6:25 PM the Board recessed the regular board meeting for 20 minutes to enter into executive session and discuss the General Manager position.

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

RESOLVED (**No. 14321**), at 7:05PM, 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