

# LEAVENWORTH WATER DEPARTMENT

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JANUARY 27, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday January 27, 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

#### **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 Bogner requested an updated list for items of unfinished business.  
Director Kirk - revisit the GIS at a later date.

Director Kaaz a study session to review the General Manager application.

---

APPROVE MINUTES OF  
DECEMBER 23, 2013 AND  
JANUARY 13, 2014

Upon motion from Director Kaaz, seconded by Director Gervasini, the minutes for December 23, 2013 and January 13, 2014 were approved with a correction to RWD#5 using the boardroom for their monthly meetings; a decision was deferred until after they contacted Director Wood about using the Lincoln Room at County Club Bank; and unanimously adopted ...

**RESOLVED (No. 14322)**, that the Board approved the minutes from both meetings.

---

CONSIDERATION OF  
CONSENT AGENDA FOR:

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

**RESOLVED (No. 14323)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT

A. The payroll for the period ending January 31, 2014 amounting to gross pay of \$78,898.59 (composed of the following withholdings and deductions) Federal Income Tax - \$8,044.33; FICA- \$5,803.11; State Tax - \$2,765.11; KPERS - \$3,802.69, Insurance - \$2,326.69; United Way - \$151.83; Eq-flex - \$2,663.29; PEDC - \$2,864.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$49,461.71, and including the following overtime amounts: Administration 1.5 hours @ \$55.40; Distribution - 57.50 hours @ \$1,864.29; North Plant - 41 hours @ \$1,148.24; South Plant - 32 hours @ \$961.42 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$242,235.94; and Special/Special Claims as follows: Airgas-Mid South \$4,328.00, Douglas Pump \$1,160.00, AT&T \$1,372.57, Leavenworth County Development \$50.00, SASI \$2,242.34, CNS \$65.00, JNJTech \$3,600.48, Walmart \$420.39, AXA Equitable \$26,459.66 and Water Protection Fee \$14,172.50 the checks be drawn on the Revenue Fund for their respective amounts.

---

CONSIDERATION OF  
DECEMBER FINANCIAL  
STATEMENT

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

**RESOLVED (No. 14324)**, that the Board approved the December 2013 Financial Statements.

---

PRESENTATION OF CORPS OF ENGINEERS MISSOURI RIVER RESERVOIR REPORT      The US Army Corps of Engineers newsletter was given to the Board. The Corp reported the mountain snowpack was between 110-113 percent of normal from Fort Peck to Garrison. They will continue to monitor the plains and mountain snowpack and basin soil conditions to regulate the reservoir system release.

---

PRESENTATION OF MISSOURI RIVER PUBLIC WATER SUPPLIES ASSOCIATION      A letter sent to EPA region 7 from MRPWSA regarding lime solid discharges in the Missouri River was reviewed by the Board. Staff will continue monitoring EPA's clarification to lime solids disposal.

---

CONSIDERATION OF DONATION TO LEAVENWORTH HISTORICAL MUSEUM TASTE OF LEAVENWORTH      Upon motion from Director Kirk, seconded by Director Gervasini, and unanimously adopted, it was ....  
**RESOLVED (No. 14325)**, that the Board approved to participate by donating an unusable fire hydrant.

---

PRESENTATION OF 2014 KRWA ANNUAL CONFERENCE      Upon motion from Director Kirk, seconded by Director Gervasini, and unanimously adopted, it was ...  
**RESOLVED (No. 14326)**, that the Board approved sending representatives to the annual KRWA conference in March. The conference is held on March 25<sup>th</sup>-27<sup>th</sup>, 2014 in Wichita.

---

CONSIDERATION OF 2014 AWWA ANNUAL CONFERENCE      A decision to send a representative to the AWWA annual conference in Boston was tabled by the Board.

---

CONSIDERATION OF NORTHERN PIPELINE ESTIMATES FOR OTTAWA STREET      The Board reviewed Northern Pipeline estimate of \$89,000.00 for the installation of 1600' 8" HDPE, 3 fire hydrants, 17 connections, etc. Director Kaaz stated this estimate was too high and requested the staff to bid the job.

---

CONSIDERATION OF SCADA UPGRADES PROPOSAL FROM RE PEDROTTI      The Board reviewed the SCADA upgrade proposal from RE Pedrotti, which would replace the existing SCADA DH+ serial network communications with new Ethernet based network. The Board requested more time to study the proposal.

---

STAFF REPORTS

ADMINISTRATION

- IBM computer upgrade is complete
- W2's and 1099 were sent out

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations  
 New Water-Service Connection: none  
 Service Kills, Relocations or Repairs: none  
 Valves and Fire Hydrants (new and replacements): none  
 Water-Line Breaks: five 2-inch breaks  
 Emergency turnoffs for broken pipes: 7  
 Frozen pipes-customer side: 4

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) – bid from NPL.
- 4<sup>th</sup> and Poplar Geometric Improvements – nothing new
- 5<sup>th</sup> Ave and Prospect/ 5<sup>th</sup> Street and Oak/18<sup>th</sup> Street north of Spruce – combine the 3 projects into one. The plans show 45 degree bends to be installed on the water main to drop the water line below the proposed storm crossing. The main was installed in 1886 so LWD determined to replace the line thru the construction area.
- KDOT Facility (16490 Springdale Rd) – nothing new.
- Cherokee Box west of 11<sup>th</sup> Street – nothing new.

PLANTS

- 

EXECUTIVE SESSION

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

**RESOLVED (No. 14327)**, at 6:30 PM the Board recessed the regular board meeting for five minutes to enter into executive session personnel issues.

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

RESOLVED (**No. 14328**), at 6:38PM, 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