

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JULY 14, 2014

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

Directors Absent (Excused)

Michael Bogner, Assistant Secretary
Howard Kirk, Member

Staff in Attendance

Joel Mahnken, General Manager
Lesia Hegeman, Finance Manager
Jeffrey Arnold, Superintendent of Plants
Kayla Manning, PE, Engineer
Dennis Baragary, Sr., Manager of Distribution
Sue Barnes, Administrative

Others in Attendance

JR Reilly, Reilly Insurance

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 Kaaz asked Joel and Lesia to review the City and Water Department agreement; then make a recommendation regarding the free water and fire hydrant painting.
Director Kaaz asked about the pending credit card application.
Director Kaaz asked Sue to research a place to hold a reception for Joel.

APPROVE MINUTES OF JUNE 23, 2014

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

RESOLVED (No. 14416), that the Board approved the minutes from the June 23, 2014 meeting.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14417), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending July 15, 2014 amounting to gross pay of \$95,542.84 (composed of the following withholdings and deductions) Federal Income Tax - \$10,547.36; FICA- \$7090.45, State Tax - \$3,237.41; KPERS - \$4,755.52, Insurance - \$2,373.83; United Way - \$128.50; Eq-flex - \$2,479.67; PEDC - \$5,726.16; Garnishment - \$755.00; Rent - \$217.50; Misc - \$37.50; and Direct Deposit - \$58,193.94, and including the following overtime amounts: Distribution - 37 hours @ \$1,185.11; North Plant - 36 hours @ \$1,057.99; South Plant - 33 hours @ \$1,062.65 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$99,929.70, Special Claims \$296,681.73; and Special/Special Claims as follows: AT&T \$747.79, AT&T Mobility \$705.49, SASI \$1,533.14, Leav Excavating & Equip \$473.11, Richard Allen Cultural Center \$1,000.00, Ks Gas Service \$204.65, Westar Energy \$36,494.28 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION AND
CONSIDERATION OF
PROPERTY INSURANCE
RENEWAL

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

RESOLVED (No. 14418), that the Board approved the workers compensation, property, general liability, inland marine and umbrella insurance renewal with the Cincinnati at a cost \$137,593.00. The computer fraud and wire transfer fraud will be added under the crime policy for an additional \$100.00.

CONSIDERATION OF POLE
BARN BIDS

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

RESOLVED (No. 14419), that the Board approved the bid proposal

from Quality Structures to construct pole barn at each plant, at a cost of \$73,820.00. (subject to acceptable references) And Capital Electric proposal to install electrical work at a cost of \$21,980.00.

CONSIDERATION OF
PAVEMENT BIDS

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

RESOLVED (No. 14420), that the Board approved the bid for Seal-O-Matic to pave the driveway and parking lot at the plants and office, at a cost not to exceed \$148,661.72.

CONSIDERATION OF
GENERAL MANAGER'S CAR

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

RESOLVED (No. 14421), that the Board gave Joel Mahnken permission to purchase a mid-size sedan from one of the 3 local dealerships. The purchase price should be emailed to the Board for approval.

CONSIDERATION OF GIS
FOR FIELD AND MANAGER

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

RESOLVED (No. 14422), that the Board approved the purchases of Basic ArcGIS license, ArcGis online licenses and two iPad tablets, along with Verizon data plan. The cost for ArcGis online is \$2,500.00 per year for 5 licenses. The Board asked staff to followup on service area for Verizon and dead spots.

STAFF REPORTS

ADMINISTRATION

- City free water issue
- Drop Box and exterior work
- Lead and Copper sampling
- Fire Hydrant hit
- Unpaid City invoices

DISTRIBUTION AND ENGINEERING

- Animal control/WWTP Loop cost share with the City
- BG Consultants design contract
- Backhoe cost estimates
- Water line breaks: three-2 inch and one-6 inch
- Radio read installations: 60
- Valves and Fire hydrants: 2 inch valve

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 levels
- North Plant Drain
- Summer help – Tyler Davis replaced Zack Zule
- Intake light
- Scada

ADJOURNMENT

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

Approved _____ 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary