

# LEAVENWORTH WATER DEPARTMENT

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JULY 28, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday, July 28, 2014 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

Greg Kaaz, Chairman  
Richard Gervasini, Vice Chairman  
Michael Bogner, Assistant Secretary  
Howard Kirk, Member

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

Teresa Wood, Secretary

#### **Staff in Attendance**

Joel Mahnken, General Manager  
Lesia Hegeman, Finance Manager  
Jeffrey Arnold, Water Treatments Manager  
Jim Adams, North Plant Superintendent  
Kayla Manning, PE, Engineer  
Dennis Baragary, Sr., Manager of Distribution  
Patrick Garrett, Jr., Distribution Supervisor  
Sue Barnes, Administrative

#### **Others in Attendance**

Tommy Messersmith, Alexander Open Systems (AOS)

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### CALL TO ORDER

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

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### ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Kaaz noted that a quorum was present.

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### BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

None

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APPROVE MINUTES OF JULY 14, 2014

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

**RESOLVED (No. 14423)**, that the Board approved the minutes from the July 14, 2014.

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CONSIDERATION OF  
CONSENT AGENDA FOR:

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

**RESOLVED (No. 14424)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT

A. The payroll for the period ending July 31, 2014 amounting to gross pay of \$76,311.91 (composed of the following withholdings and deductions) Federal Income Tax - \$7,101.20; FICA- \$5,619.28, State Tax - \$2,453.34; KPERS - \$3,852.28, Insurance - \$2,619.88; United Way - \$128.50; Eq-flex - \$2,479.67; PEDC - \$3,166.16; Garnishment - \$755.00; Rent - \$217.50; Misc - \$37.50; and Direct Deposit - \$47,881.60, and including the following overtime amounts: Distribution - 36.50 hours @ \$1,168.91; North Plant - 5 hours @ \$153.38; South Plant - 4 hours @ \$125.34 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$245,480.07; and Special/Special Claim as follows: KDHE-Bureau of Water \$25.00 the checks be drawn on the Revenue Fund for their respective amounts.

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PRESENTATION AND  
CONSIDERATION OF JUNE  
FINANCIAL STATEMENTS

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

**RESOLVED (No. 14425)**, that the Board approved the June Financial Statements.

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PRESENTATION OF IT  
FINDINGS FROM AOS

Tommy Messersmith from AOS discussed with the Board the assessment of the Water Department's computer system. Some of the findings included:

- Consumer grade battery backup devices - utilize redundant battery backup with network management interfaces
- Ventilation - move rack and tables to better obtain proper air flow.
- Firewall - update firmware on RV4000 firewall/router, discontinue use of static IP addresses for desktop
- MS - implement SPAM & e-mail anti-virus filtering , setup regular schedules for patching of Window server and

- desktops; purchase a consistent anti-virus solution
- Backups – suggest continuing onsite backup and an alternative third party off-site backup solution be implemented capable of handling Exchange databases.

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CONSIDERATION OF CAR  
FOR GENERAL MANAGER

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

**RESOLVED (No. 14426)**, that the Board approved to purchase a Dodge Avenger from Speedway Auto Group for \$21,100.50 along with any applicable fees to be used by General Manager.

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CONSIDERATION OF  
GENERAL MANAGER'S  
WELCOME RECEPTION

Upon motion of Director Kirk, seconded by Director Gervasini, with Director Bogner as a nay vote, the motion was adopted ....

**RESOLVED (No. 14427)**, that the Board approved to host a reception for the new General Manager at a cost not to exceed \$500.00.

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STAFF REPORTS

ADMINISTRATION

- City free water issue – pending item
- Drop Box and exterior work – pending item
- Lead and copper testing – 30 collection samples

DISTRIBUTION AND ENGINEERING

- 4<sup>TH</sup> and Cherokee, pavement radar week of Aug 4th
- Drawings for Riverfront Park Pipe/Riverbank Repair
- Leak Detection Equipment Demo
- Hydrant Repair 4<sup>th</sup> and Rees
- GIS Tablets

DISTRIBUTION OPERATIONS

- New service connection : 4317-4321 Grand
- Kills: one
- Valves and hydrants: 2" valve
- Breaks: two -4 inch
- Radio read installation: none
- Main Replacements: none

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
- Quincy at 16<sup>th</sup> Street/Olive 14<sup>th</sup> to Newman/14<sup>th</sup> St North of Vilas/Kingman-Quincy to Ohio

CITY OF LEAVENWORTH PROJECTS

- 4<sup>th</sup> and Poplar – nothing new
- 5<sup>TH</sup> Ave and Prospect/5<sup>th</sup> Street and Oak/18<sup>th</sup> Street
- 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)
- 2014 KLINK ADA Ramp improvements

PLANTS

- Generator Contract
- Pole Barn Prep

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ADJOURNMENT

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

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

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Greg Kaaz, Chairman

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Teresa Wood, Secretary