

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MARCH 10, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday March 10, 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
Kayla Manning, PE, Engineer
Dennis Baragary, Sr., Manager of Distribution
Patrick Garrett, Jr., Distribution Supervisor
Sue Barnes, Administrative

Others in Attendance

Dick Stuntz, President, Oak Golf Inc.

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

Mr. Stuntz of Oak Golf Inc asked the Board for consideration on his outstanding water bill. In 2010, Management sent Oak Golf an estimated bill based on a 5 year average, to reconcile the underpayment of water usage. The bill was never paid and a lien was placed on the property. Mr. Stuntz believes the estimated bill is excessive. The Board asked Management to review the file and discuss it at the next meeting.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

None

APPROVE MINUTES OF
FEBRUARY 10, 2014

Upon motion from Director Kaaz, seconded by Director Gervasini, and Director Kirk abstained, the minutes for February 24, 2014, unanimously adopted ...

RESOLVED (No. 14345), that the Board approved the February 24, 2014 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

Upon motion from Director Kaaz, seconded by Director Wood, and unanimously adopted

RESOLVED (No. 14346), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending March 15, 2014 amounting to gross pay of \$76,614.62 (composed of the following withholdings and deductions) Federal Income Tax - \$7,738.50; FICA- \$5,627.82; State Tax - \$2,614.86; KPERS - \$3,684.55, Insurance - \$2,077.06; United Way - \$151.83; Eq-flex - \$2,671.37; PEDC - \$2,864.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$48,168.80, and including the following overtime amounts: Distribution - 37.5 hours @ \$1,170.09; North Plant - 5 hours @ \$170.03; South Plant - 5 hours @ \$159.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$131,117.72; Special Claims \$238,575.08; and Special/Special Claims as follows: Leavenworth Times \$88.00, Verizon Wireless \$80.10, Kansas Gas \$5,029.32 and Westar Energy 33,946.12 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION AND
CONSIDERATION OF
CONSUMER CONFIDENCE
REPORT

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

RESOLVED (No. 14347), that the Board approved the 2014 Consumer Confidence Report. The Board stated this will be the last year for printed copies and all rural districts should be notified of the change.

PRESENTATION AND
CONSIDERATION OF
PROPOSAL FOR REPAIR OF
WINSMITH GEAR REDUCER
AT SOUTH PLANT

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

RESOLVED **(No. 14348)** that the Board approved Douglas Pump's cost proposal of \$2,217.50 plus freight to design and rebuild the A-10 gearbox. Management reported the existing gearbox has started to leak.

PRESENTATION AND
CONSIDERATION OF
CHEMICAL FEED PUMPS AND
SCALES FOR PLANT #2

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

RESOLVED **(No. 14349)**, that the Board approved the cost proposal of \$37,639.00 plus freight from Hawkins Inc. to purchase six feed pumps, and chemical feed scales.

PRESENTATION OF 5 YEAR
PRIORITY LISTING

The Board reviewed the short term capital improvements and priority listing. Director Kirk asked for the backhoe, vehicle, and GIS for distribution to be presented. Director Kaaz asked for an estimate from Brett Napier for pavement drawings for the plants and office. Security fencing and cameras were also mentioned.

CONSIDERATION OF WATER
RATES

Upon motion from Director Kirk, seconded by Director Kaaz, and Director Bogner as a nay vote, the motion was adopted, it was

RESOLVED **(No. 14350)** that the Board approved to increase water rates 1% for all five tiers, for both retail and wholesale customers. The increase will become effective July 1, 2014.

CONSIDERATION OF WORK
ORDER FOR NAPIER AND
ATLAS FOR COLUMBIA
SPRUCE PROJECT

Upon motion from Director Kaaz, seconded by Director Gervasini, and Director Bogner as a nay vote, the motion was adopted, it was

RESOLVED **(No. 14351)**, that the Board approved the work order for survey for \$7,500 and the work order for drawings for \$5,000.

CONSIDERATION OF
CONTINUING SERVICES
CONTRACT WITH BG
CONSULTANTS

The item was tabled.

CONSIDERATION OF
CARROLL MANSION
REQUEST

Upon motion from Director Kaaz, seconded by Director Wood, with Director Gervasini abstaining, the motion was not adopted, it was...

RESOLVED (**No. 14352**), that the Board did not approved a \$500.00 donation to Leavenworth Historical Society.

Upon motion from Director Kirk, seconded by Director Bogner, with Director Gervasini abstaining, the motion was not adopted, it was ...

RESOLVED (**No. 14353**) that the Board did not approved a \$1,000.00 donation to Leavenworth Historical Society. The Board tabled a decision until the next meeting so they could review an updated list of all donations made to charitable agencies.

STAFF REPORTS

ADMINISTRATION

- Auditors arrive next Monday
- RFP for IT

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: none
Service Renewals without Main Replacements: none
Service Kills, Relocations or Repairs: none
Valves and Fire Hydrants (new and replacements): none
Water-Line Breaks: four 2 inch breaks and two 6 inch breaks

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – Survey Complete
- 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) –plans and specifications begun.

- 4th and Poplar Geometric Improvements – Transystems approved to begin drawing.
- 5th Ave and Prospect/ 5th Street and Oak/18th Street north of Spruce – nothing new
- KDOT Facility (16490 Springdale Rd) – nothing new
- Cherokee Box west of 11th Street – nothing new.

PLANTS

- SCADA, revised contract presented

ADJOURNMENT

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

Approved _____ 2014

Michael Bogner, Chairman

Richard Gervasini, Secretary