

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MARCH 24, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday March 24, 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, Interim and 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, Administrative

Others in Attendance

Mr. Stuntz, Oaks 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

Upon motion from Director Kaaz, seconded by Director Wood with Director Kirk voting no, the motion was adopted

RESOLVED (No. 14352), that the Board approved to write off \$6,021.06 half of the outstanding balance from Oak Golf Inc., payable within 30 days. This balance was a result of several months of underpaid water bills.

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz complimented the distribution crew on the way a customer complaint was handled concerning the pressure regulator.

Director Gervasini expressed concern about the nightly drop box not working properly.

Director Wood stated the over grown brushes should be trimmed.

Director Bogner asked about the permit requirement for fencing.

Director Kaaz asked about the elevation problems for houses on LeCompton Road and Ridge Road along with possible solutions.

APPROVE MINUTES OF
MARCH 10, 2014

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

RESOLVED (No. 14353), that the Board approved the March 10, 2014 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14354), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending March 28, 2014 amounting to gross pay of \$77,082.60 (composed of the following withholdings and deductions) Federal Income Tax - \$7,777.70; FICA- \$5,663.57; State Tax - \$2,682.77; KPERS - \$3,710.36, Insurance - \$2,321.86; 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 - \$48,223.31, and including the following overtime amounts: Distribution – 48 hours @ \$1,492.27; North Plant – 7 hours @ \$208.49; 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 \$218,062.57; and Special/Special Claims as follows: SASI \$1,029.65, AWWA \$249.00, and Dell \$10,699.00 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION AND
CONSIDERATION OF
FEBRUARY FINANCIAL
STATEMENT

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

RESOLVED (**No. 14355**), that the Board approved the February 2014 financial statements.

CONSIDERATION OF
DONATION TO
LEAVENWORTH
HISTORICAL SOCIETY

The Board tabled the request from Leavenworth Historical Society to support their fundraiser of the Carroll Mansion Museum.

PRESENTATION AND
CONSIDERATION OF CASA
NITE AT THE RACES

The Board tabled the request from CASA to support their fundraiser, Nite at the Races. Director Kaaz questioned why we supported one organization versus another and handled out a list of organizations in need of additional community support.

CONSIDERATION OF NAPIER
WORK ORDER FOR
PAVEMENT DRAWINGS

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

RESOLVED (**No. 14356**), that the Board approved Napier Engineering proposal to provide engineering services for parking lot resurfacing at 601 Cherokee. Director Bogner stated that any additional cost needs to be approval by the Board.

PRESENTATION OF DRAFT
CONTRACT WITH KDOT FOR
16490 SPRINGDALE RD

The draft contract was presented to the Board for review. A copy was sent to KDOT for review. Attorney Robertson requested the terms for payment be part of the contract.

STAFF REPORTS

ADMINISTRATION

- Consumer Confidence Report -
- City Proclamation for Water Week, April 22, 2014
- Board Reorganization, April 14, 2014
- Audit Updates

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: one
Service Transfers: four
Service Kills, Relocations or Repairs: none
Valves and Fire Hydrants (new and replacements): none
Water-Line Breaks: one 2 inch breaks and one 6 inch break

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

- Ottawa Street 13th Terrace to 17th Street (2014) – pre bid meeting. Bid due March 31, 2014
- 4th and Poplar Geometric Improvements – nothing new.
- 5th Ave and Prospect/ 5th Street and Oak/18th Street north of Spruce – nothing new
- KDOT Facility (16490 Springdale Rd) – waiting on contract review.
- Cherokee Box west of 11th Street – nothing new.

PLANTS

- Layne tested wells 5 and 7- both wells tested around 93% of capacity.

EXECUTIVE SESSION

ADJOURNMENT

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

Approved _____ 2014

Michael Bogner, Chairman

Richard Gervasini, Secretary