

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MAY 12, 2014

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday, May 12, 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
Michael Bogner, Assistant Secretary

Directors Absent (Excused)

Howard Kirk, Member

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

Davis and Debbie Moulden
Brian Kingsley, BG Consultant
Peter Robertson, Attorney for Crow & Associates

CALL TO ORDER

Chairman Kaaz called the meeting to order at 5:05 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Kaaz noted that a quorum was present.

REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

Davis Moulden requested some consideration for additional meters to be installed inside his buildings at the following properties: 305 Cherokee, 513 Shawnee, and 518 Shawnee. The Board discussed the various options with Mr. Moulden for the additional meters; but none were agreed upon. The Board stated that the existing resolution would stand.

APPROVE MINUTES OF
APRIL 28, 2014

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

RESOLVED (No. 14376), that the Board approved the minutes from the regular board meeting on April 28, 2014.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14377), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending May 15, 2014 amounting to gross pay of \$82,632.98 (composed of the following withholdings and deductions) Federal Income Tax - \$8,246.36; FICA- \$6,088.25, State Tax - \$2,686.07; KPERS - \$3,989.93, Insurance - \$2,267.81; United Way - \$151.86; Eq-flex - \$2,671.37; PEDC - \$5,659.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$42.50; and Direct Deposit - \$49,856.50, and including the following overtime amounts: Distribution - 60 hours @ \$1,999.80; North Plant - 9 hours @ \$283.64; South Plant - 9 hours @ \$283.64 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$208,660.55, Special Claims \$265,515.42; and Special/Special Claims as follows: Kansas Gas Service \$1,639.74, Westar Energy \$33,379.28, Cintas \$13.34 and The Café \$49.22 the checks be drawn on the Revenue Fund for their respective amounts.

PRESENTATION AND
CONSIDERATION OF CALL
TRACKER RECORDING
DEVICE FOR LIVE CALL
MONITORING

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

RESOLVED (No. 14378), that the Board approved J&J Tech proposal, for the staff to purchase an automatic recording tracker for all incoming and outgoing phone calls at a cost of 1,195.00.

PRESENTATION AND
CONSIDERATION OF
LETTER TO CITY FOR COST
SHARE OF WATERLINE
LOOP AT ANIMAL
CONTROL/WWTP

Director Kaaz asked staff to email him all the cost estimates pertaining to this project, and he would talk with Scott Miller.

CONSIDERATION OF
CONTRACT WITH BG
CONSULTANTS

Upon motion from Director Gervasini, seconded by Director Wood,
and Director Bogner abstaining, the vote passed 3 to 1, it was

RESOLVED (No. 14379), that the Board approved the continuing
services contract with BG Consultant.

CONSIDERATION OF WORK
ORDER WITH BG
CONSULTANT, FOR KDOT
MAIN EXTENSION DESIGN

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

RESOLVED (No. 14380), that the Board approved the work order
with BG Consultants for design services of the KDOT facility main
extension not to exceed \$10,000.00.

CONSIDERATION OF LED
LIGHTING AT INTAKE

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

RESOLVED (No. 14381), that the Board approved the cost
proposal from Capital Electric to purchase and install LED light
fixture at the intake., at a cost not to exceed \$1,464.00.

PRESENTATION OF
SUMMER OFFICE HOURS

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

RESOLVED (No. 14382), that the Board declined summer hours
for the office staff.

KDOT FACILITY SEWER
(16490 SPRINGDALE RD)

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

RESOLVED (No. 14383), that the Board agreed for Chairman Kaaz
to sign the agreement with KDOT. The agreement must have a soil
erosion control clause.

STAFF REPORTS

ADMINISTRATION

- Review of Draft Audit
- Repair to Roof
- Bid for IT services
- Leavenworth River Cleanup, June 7th

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: two
Water line breaks: four – 6 inch and one 8 inch
Large meter testing: 11 remaining

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – staff met with Napier to discuss alignment with completed survey.
- 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) – the water main has been installed except for the last connection.
- 4th and Poplar – City sent conceptual drawings to the Water Department for review.

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

- Lime Solids Congressional Letter
- Back up Generators
- Garage
- MARC- board requested a formal proposal
- High service pumps – Douglas Pump installed ball valves

EXECUTIVE SESSION

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

RESOLVED (No. 14384), at 6:55 PM, the Board recessed the regular board meeting and entered into executive session to discussed personnel matters for 30 minutes.

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

RESOLVED (No. 14385), at 7:45 PM, the Board ended the executive session and reconvene the regular board meeting.

ADJOURNMENT

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

Approved _____ 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary