

LEAVENWORTH WATER DEPARTMENT

**MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS**

HELD ON NOVEMBER 15, 2013

A special meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Friday, November 15, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Michael Bogner, Chairman
Greg Kaaz, Vice Chairman (phone)
Richard Gervasini, Secretary
Teresa Wood, Assistant Secretary
Howard Kirk, Member, Member

Directors Absent

None

Staff in Attendance

Lesia Hegeman, Finance Manager
Kayla Manning, Staff Engineer
Jeff Arnold, Water Treatments Plants Manager
James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Dennis Baragary, Sr., Water Distribution Manager
Patrick Garrett, Jr., Water Distribution Supervisor

CALL TO ORDER

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

**ROLL CALL, ANNOUNCEMENT
OF QUARUM**

Chairman Bogner noted that a quorum was present.

**REQUESTS, COMMENTS,
PETITIONS BY MEMBER OF
THE PUBLIC**

None

**BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION**

None

**CONSIDERATION OF INTERIM
GENERAL MANAGER**

Overview

Director Bogner stated that John Kaufman, General Manager of the Leavenworth Water Department resigned effective November 15, 2013; and a search for a new General Manager will begin.

In the meantime, each department manager will be responsible for their department. Each department will fill in as needed for GM duties on a 30 day rotation beginning with Lesia Hegeman, Finance Manager.

Housekeeping

The board addressed several housekeeping items to be accomplished urgently.

- Contact Mark Olesen with CNS to change Mr. Kaufman's computer login and e-mail password
- Change password to Mr. Kaufman's Water Department cell phone
- Alarm - Staff notified board that the security passcode to building was changed Friday afternoon
- Re-key all interior and exterior locks since master key issued to Mr. Kaufman was not returned
- Write a public press release on Mr. Kaufman's resignation for the website, Leavenworth Times and the rural water districts
- Add a note to the Water Department website stating Leavenworth Water Department is not affiliated with Colorado pipeline
- Update check signing signature cards temporarily - Lesia Hegeman is authorized on interim signature cards
- Terminate all LWD memberships for Mr. Kaufman
- Re-evaluate contract with Layne for well cleaning for improvements to process as long as contract price is not exceeded

ADJOURNMENT

There being no further business to come before the Board, Director Bogner adjourned the meeting at 5:45 PM.

Michael Bogner, Chairman

Richard Gervasini, Secretary