

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON NOVEMBER 24, 2014

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday November 24, 2014 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Staff in Attendance

James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Jeff Arnold, Water Treatment Manager
Kayla Manning, PE, Engineer
Dennis Baragary, Sr., Manager of Distribution
Lesia Hegeman, Finance Manager
Joel Mahnken, PE, General Manager

Others in Attendance

none

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Kaaz noted that a quorum was present.

REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Kirk asked about the status of the Tower Fund.

APPROVE MINUTES OF
NOVEMBER 10, 2014

Upon motion from Director Wood, seconded by Director Gervasini, the minutes for November 10, 2014 were approved by a vote of 4 to 1 with Director Bogner abstaining it was ...

RESOLVED (No.14463),that the Board approved the November 10, 2014 minutes.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No.14464), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending November 30, 2014 amounting to gross pay of \$79,404.27 (composed of the following withholdings and deductions) Federal Income Tax - \$8,051.91; FICA- \$5,855.88; State Tax - \$2,693.81; KPERs - \$4,073.68, Insurance - \$2,519.85; United Way - \$128.50; Eq-flex - \$2,479.67; PEDC - \$1,635.00; Garnishment - \$755.00; Rent - \$217.50; Misc - \$37.50; and Direct Deposit - \$50,955.97, and including the following overtime amounts: Distribution - 48 hours @ \$1,505.09; North Plant - 30 hours @ \$910.92; South Plant - 71 hours @ \$2,132.42 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$268,846.34; and Special/Special Claims as follows: SASI \$1,339.76, AT&T \$330.28 and Cash Account- Lesia Hegeman \$1,240.00.

PRESENTATION AND
CONSIDERATION OF
OCTOBER FINANCIAL
STATEMENTS

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

RESOLVED (No. 14465), that the Board approved the October Financial Statements.

CONSIDERATION OF BIDS
FOR STORM SEWER
REHABILITATION AT
RIVERFRONT PARK

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

RESOLVED (**No. 14466**), that the Board approved the bid for Frederick Excavating in the amount of \$18,421.00.

CONSIDERATION OF
ADDITIONAL VEHICLE FOR
DISTRIBUTION

Tabled, to consider prices of full size pickups.

CONSIDERATION OF POLICY
FOR PROPERTY LEASE

Tabled, until comments from City Clerk or attorney are received concerning non-monetary maintenance agreements for waterworks property.

PRESENTATION AND
CONSIDERATION OF 2015
HEALTH INSURANCE
RENEWAL

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

RESOLVED (**No. 14467**), that the Board approved the renewal of the existing health and dental insurance plan with premium increases shared 50/50 between employees and Waterworks.

STAFF REPORTS

ADMINISTRATION

- AOS new server has been installed
- 2015 Audit Letter Received from Kramer and Associates to audit the year ended December 31, 2014.

Director Kaaz asked how long it would take to reinstate data if a catastrophic failure of server did occur, is that acceptable, and is there additional work needed to get the time frame to an acceptable duration.

DISTRIBUTION AND ENGINEERING

- Water Distribution Operations
New Water-Service Connection: 619 Marion
Service Kills, Relocations or Repairs: none
Valves and Fire Hydrants (new and replacements): Replaced 10" valve at 410 S 2nd St
Water-Line Breaks: (3) 2-inch, (1) 6-inch, (2) 8-inch and (1) 10-inch
Radio Read Installations: 23
Meter Relocations: none

CITY OF LEAVENWORTH PROJECTS

- Cherokee Box west of 11th Street – New main along Sherman from 11th St to Grand to start soon.

PLANTS

- Storage barns completed, except site restoration.
- SCADA work at South Plant started 11/10, should continue approx. 18 days.
- Drain line repair for North Plant Bid 11/19
- Generators - nothing new.
- Douglas working on bearing replacement, should finish 11/21

GENERAL MANAGER

- Employee Health Recognition Award – As of November 1st 18 of 34 eligible employees qualify for the \$150 award to be distributed in early December.
- Purchasing policy forwarded to attorney.
- Worked on leases for the monofill property
- Reviewed the Health Insurance proposals from BC/BS for 2015
- Received attached notice of training session for the Board from KDHE for the KanCap Capacity Development Program

ADJOURNMENT

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

Approved 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary