

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON NOVEMBER 25, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday November 25, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Richard Gervasini, Secretary

Staff in Attendance

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

Others in Attendance

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

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz - questioned staff about outside contractors connecting on to our system. How does LWD protect the water system from contaminates? Suggested the plants will run the chlorination test, but KDHE will run the bacteria test.

APPROVE MINUTES OF
NOVEMBER 12, 2013

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

RESOLVED (No. 14286), that the minutes of the November 12, 2013 Board Meeting are hereby approved.

APPROVE MINUTES OF
NOVEMBER 15, 2013

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

RESOLVED (No. 14287), that the minutes of the November 15, 2013 Board Meeting are hereby approved.

CONSIDERATION OF
CONSENT AGENDA FOR:

Upon motion from Director Kirk, seconded by Director Wood, and Director Kaaz abstaining, it was

A. PAYROLL
DISBURSEMENT

RESOLVED (No. 14288), that the Board approved:

- A. The payroll for the period ending November 30, 2013 amounting to gross pay of \$75,610.37 (composed of the following withholdings and deductions) Federal Income Tax - \$7,860.61; FICA- \$5,555.97; State Tax - \$2,605.33; KPERS - \$3,175.71, Insurance - \$1,980.68; United Way - \$98.75; Eq-flex - \$2,671.31; PEDC - \$2,929.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$45.00; and Direct Deposit - \$47,714.68, and including the following overtime amounts: Administration 2 hours @ \$71.88; Distribution - 42.50 hours @ \$1,404.56; North Plant - 6.50 hours @ \$195.62; South Plant - 6 hours @ \$184.10 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

- B. The Special Claims \$311,325.79; and Special/Special Claims as follows: CNS \$557.71 and checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
OCTOBER FINANCIAL
STATEMENT AND
INVESTMENT REPORT

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

RESOLVED (No. 14289), that the Board approved the October Financial Statements.

CONSIDERATION OF
EMPLOYEE HEALTH
RECOGNITION AWARD

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

RESOLVED (No. 14290), that the Board approved the annual employee health recognition award. For employees using 24 or less hours of sick leave from December 1st through November 30. Amount not to exceed \$2,250.00.

CONSIDERATION OF BLUE
CROSS BLUE SHIELD HEALTH
INSURANCE RENEWAL

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

RESOLVED (No. 14291), that the Board approved the health and dental insurance renewal from Blue Cross Blue Shield. The Board requested the staff bring back further analysis with a tier system, on the cost share of premiums.

CONSIDERATION OF HACH
SERVICE AGREEMENT
PURCHASE

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

RESOLVED (No. 14292), that the Board approved the purchase of Hach service agreement for 1 year at a cost not to exceed \$10,483.00.

CONSIDERATION OF CITY'S
REQUEST FOR FREE OR
REDUCE WATER

The Board deferred a decision on the City's request until Attorney Crow reviewed the state statute on the water department providing free water.

CONSIDERATION OF
CLEANING NORTHWEST
LAGOON

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

RESOLVED (No. 14293), that the Board approved Blazer Excavating to extend the existing contract to clean the next lagoon at the same cost of \$14.00 cubic yard.

STAFF REPORTS

ADMINISTRATION

- Computers and Software – Getting bids to replace the existing desktops from Dell and CNS.
- The current Talkswitch phone system needs an upgrade soon. Management is getting proposals for a different phone system. The Board requested two speaker phones for the boardroom.

DISTRIBUTION AND ENGINEERING

- Shawnee Street Main Replacement – work will continue as weather permits.
- Stove Factory Lofts – pending sewer installation work and road closure and tap agreement.
- KDOT Facility (16490 Springdale Road) – preliminary locates place waterline directly over existing sewer line; the water line will need to be relocated.
- Water Distribution Operations
New Water-Service Connection: none
Service Kills, Relocations or Repairs: none
Valves and Fire Hydrants (new and replacements): none
Water-Line Breaks: two 2-inch breaks

CITY OF LEAVENWORTH PROJECTS

- Ottawa Street 13th Terrace to 17th Street (2014) – City approved plans. Utility meeting to address location of Westar poles to avoid conflict with the other utilities.
- 4th and Poplar Geometric Improvements – City plans were distributed and staff will review.
- 5th Ave and Prospect – New storm main on east side of street.
- 18th Street North of Spruce – plans completed for new inlets and intersection reconstruction.

RURAL WATER DISTRICT DISCUSSIONS

- Rural Water District #8 – A meeting was held with the City of Lansing, RWD #8, and Leavenworth Water to discuss resolution of issues pertaining to water along Desoto Road.
- RWD #1 – The Board agreed to table discussion, too many leaks in their system.

PLANTS

- Radio license was approved by FCC
- Well Cleaning – Layne completed the 3A based on the contract requirements. An analysis of Well treatment and suggestions for improvement from Layne is underway to determine the most beneficial way to treat the 2 remaining wells.
- FEMA – approved portion of overage, almost closed out
- Department of Labor inspection- had a site visit at both plants, no significant deficiencies were discovered, but minor improvements recommended to staff.
- Lime Residual Disposal - Blazer Excavating finished cleaning the southeast lagoon.
Staff is reviewing BG Consultant present worth analysis on current disposal of lime sludge versus a monofil lagoon.

EXECUTIVE SESSION

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

RESOLVED (No. 14294), at 7:05 PM, the Board recessed the regular board meeting and entered into executive session for 20 minutes to discuss personnel matters.

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

RESOLVED (No. 14295), at 7:25 PM, the Board ended the executive session and reconvened the regular board meeting.

ADJOURNMENT

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

Approved _____ 2013

Michael Bogner, Chairman