

# LEAVENWORTH WATERWORKS BOARD

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON OCTOBER 13, 2014

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 13, 2014 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

Greg Kaaz, Chairman (arrived 5:30 PM)  
Richard Gervasini, Vice Chairman  
Michael Bogner, Assistant Secretary  
Howard Kirk, Member

#### **Directors Absent (Excused)**

Teresa Wood, Secretary

#### **Staff in Attendance**

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

#### **Others in Attendance**

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### CALL TO ORDER

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

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### ROLL CALL, ANNOUNCEMENT OF QUORUM

Vice Chairman Gervasini noted that a quorum was present.

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### BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Bogner requested a detailed project report and the monofil report from BG Consultant on the land purchased.

Director Kaaz asked staff to verify the location of our 16" water main along 4<sup>th</sup> Street near Home Depot against the placement of the new billboard.

Director Kaaz asked staff to confirm the modem restricts hot spot service.

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APPROVE MINUTES OF  
SEPTEMBER 22, 2014

Upon motion from Director Kirk, seconded by Director Bogner, the motion was adopted ....

**RESOLVED (No. 14448)** that the Board approved the minutes from the regular Board meeting held on September 22, 2014.

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CONSIDERATION OF  
CONSENT AGENDA FOR:

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

**RESOLVED (No. 14449)**, that the Board approved:

A. PAYROLL  
DISBURSEMENT

A. The payroll for the period ending October 15, 2014 amounting to gross pay of \$77,248.68 (composed of the following withholdings and deductions) Federal Income Tax - \$7,249.86; FICA- \$5,690.96, State Tax - \$2,520.23; KPERS - \$3,965.49, Insurance - \$2,402.01; United Way - \$128.50; Eq-flex - \$2,479.67; PEDC - \$3,131.16; Garnishment - \$755.00; Rent - \$217.50; Misc - \$37.50; and Direct Deposit - \$48,670.80, and including the following overtime amounts: Distribution - 29.50 hours @ \$969.77; North Plant - 35.50 hours @ \$1,024.80; South Plant - 9 hours @ \$282.02 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$135,198.28; Special Claims \$262,204.17; and Special/Special Claim as follows: AT&T \$281.42, Kansas Gas Service \$216.48, Walmart \$244.35, Westar Energy \$38547.89, and Hamm Quarries \$664.14 the check be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF LABOR  
AND EQUIPMENT TO  
REPLACE CLARIFIER  
BEARINGS AND REMOVE  
AND REINSTALL AERATOR  
DOOR

Upon motion of Director Bogner, seconded by Director Kirk, and unanimously adopted .....

**RESOLVED (No. 14450)**, that the Board approved the proposal from Douglas Pump to supply rig and operator to remove and reinstall door to aerator. Also, DPS will supply tooling and service men to remove existing bearing in the primary bar screen and secondary bar screen, at a cost not to exceed \$1,450.00.

CONSIDERATION OF  
CHANGE ORDER TO  
PROVIDE CIVIL  
ENGINEERING SERVICES  
FOR THE EMERGENCY  
GENERATOR PROJECT

After a brief discussion, the Board asked for a comparison of natural gas versus diesel emergency generators.

Upon motion of Director Kirk, seconded by Director Bogner, and unanimously adopted .....

**RESOLVED (No. 14451)**, that the Board approved a change order with W. L. Cassell & Associates to have BG Consultants subcontract civil engineering services for the emergency generator project in an amount no to exceed \$10,000.00.

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PRESENTATION OF BUDGET  
FOR 2015

General Manager Mahnken presented the proposed budget for 2015. Director Bogner asked for more detail regarding the comprehensive master plan. He also requested that the Well Rehabilitation wait until the study by Layne be received.

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STAFF REPORTS

ADMINISTRATION

- City free water issue – pending item
- Drop Box and exterior work – work completed in house
- AOS formal proposal was signed and equipment ordered.
- Tower Fund distribution – 2<sup>nd</sup> half of approved donations were processed.

DISTRIBUTION AND ENGINEERING

- Fence – contractor has purchased material, but waiting for the parking lot to be resurfaced.
- Pavement – is complete.

DISTRIBUTION OPERATIONS

- New service connection : one
- Kills: none
- Valves and hydrants: none
- Breaks: three – 2 inch, and two 8 - inch
- Radio read installation: 59
- Main Replacements: none
- Service Transfers : none
- Service Renewal -two

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – nothing new
- Delaware Street 16<sup>th</sup> Street to 13<sup>th</sup> Street – nothing new

- Hampton Inn – nothing new
- Stove Factory Lofts – nothing new
- Quincy at 16<sup>th</sup> Street/Olive 14<sup>th</sup> to Newman/14<sup>th</sup> St North of Vilas/Kingman-Quincy to Ohio – contract has been signed.

CITY OF LEAVENWORTH PROJECTS

- 4<sup>th</sup> and Poplar – nothing new
- 5<sup>TH</sup> Ave and Prospect/5<sup>th</sup> Street and Oak/18<sup>th</sup> Street – installation has begun
- Sherman – lowered 2-inch PVC for new storm pipe/swale
- 2<sup>nd</sup> Street Bridge Replacement
- Marion and Girard
- City Sidewalk and Street overlay projects
- Cherokee box west of 11<sup>th</sup> Street
- KDOT facility sewer (16490 Springdale Rd)
- 2014 KLINK ADA Ramp improvements

PLANTS

- Wells Study – nothing new waiting on Layne’s report
- Pole Barn – completed installation.
- Repair drain line to river – drawings forwarded to Corp of Engineers.

GENERAL MANAGER’S REPORT

- Purchasing Policy – working on draft policy
- Lan-Del Water rate adjustment for the remainder of 2014 - the rate to remain the same, LWD is cheaper than BPU.
- Thanksgiving – provide Thanksgiving turkey/ham for each employee as done in the past.
- Christmas luncheon – scheduled at the Riverfront Community Center, Tuesday December 9, between 11:30AM and 1:30PM. Office to be closed during this time.

ADJOURNMENT

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

Approved \_\_\_\_\_ 2014

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Greg Kaaz, Chairman

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Teresa Wood, Secretary