

LEAVENWORTH WATERWORKS BOARD

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON OCTOBER 27, 2014

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, October 27, 2014 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Greg Kaaz, Chairman
Teresa Wood, Secretary
Michael Bogner, Assistant Secretary

Directors Absent (Excused)

Richard Gervasini, Vice Chairman
Howard Kirk, Member

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

Brent Cornstubble, Water Customer

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.

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Kaaz asked staff to follow up on modem hotspots
Director Bogner – requested a GIS demonstration with the new tables.

APPROVE MINUTES OF
OCTOBER 13, 2014

Upon motion from Director Bogner, seconded by Director Kaaz and Director Wood abstained, the motion was adopted

RESOLVED (No. 14452) that the Board approved the minutes from the regular Board meeting held on October 13, 2014.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

RESOLVED (No. 14453), that the Board approved:

A. PAYROLL
DISBURSEMENT

A. The payroll for the period ending October 31, 2014 amounting to gross pay of \$76,766.71 (composed of the following withholdings and deductions) Federal Income Tax - \$7,437.71; FICA- \$5,654.15, State Tax - \$2,534.92; KPERs - \$3,938.21, Insurance - \$2,648.06; United Way - \$128.50; Eq- flex - \$2,479.67; PEDC - \$2,281.16; Garnishment - \$755.00; Rent - \$217.50; Misc - \$37.50; and Direct Deposit - \$48,654.33, and including the following overtime amounts: Distribution - 38.50 hours @ \$1,258.56; North Plant -15 hours @ \$456.29; South Plant - 4 hours @ \$136.02 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$473,361.88; and Special/Special Claim as follows: AXA Equitable \$5,412.32; Vetter's Collision Repair \$2,542.20 and AOS \$5,000.00 the check be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
SEPTEMBER 2014
FINANCIAL REPORT

Upon motion of Director Bogner, seconded by Director Wood, and unanimously adopted

RESOLVED (No. 14454), that the Board approved the September 2014 Financial Report.

CONSIDERATION OF TYCO
ALARM BUTTON

The Board stated the alarm button cost was high, and asked Management to speak with Tyco about a cost reduction or consider alternative suppliers.

CONSIDERATION OF BIDS
FOR CONCRETE APRON FOR
TREATMENT PLANT
STORAGE BARNs

Upon motion of Director Bogner, seconded by Director Wood, and Director Kaaz abstained, the motion was adopted

RESOLVED (No. 14455), that the Board approved a bid proposal from Sands Construction to install concrete aprons , 3 ft x 4 in,

around each barn along with a 6 in x 10 ft pad in front of the overhead doors at both plants. The bid price was \$21,460.00.

PRESENTATION OF DRAFT
PURCHASING POLICY

General Manager Mahnken presented the draft purchasing policy to the Board for review. After some discussion, the Board asked that Management include chemical purchases and on going vendors in the policy.

CONSIDERATION OF
BUDGET 2015

Upon motion of Director Wood, seconded by Director Bogner, and unanimously adopted

RESOLVED (No. 14456), that the Board approved the 2015 operation and capital improvements budget. After discussion, it was the consensus of the Board to differ a final decision on the COLA until December.

STAFF REPORTS

ADMINISTRATION

- City free water issue – Board consensus was to drop it
- Computer Update – Microsoft server scheduled delivery date is October 30, 2014. Crockett Electric will install the new ups outlet soon.

DISTRIBUTION AND ENGINEERING

- Fence – awaiting contractor’s schedule

DISTRIBUTION OPERATIONS

- New service connection : one
- Kills: none
- Valves and hydrants: none
- Breaks: two – 2 inch
- Radio read installation: 47
- Main Replacements: none
- Service Transfers : none
- Service Renewal: none

LWD PROJECTS

- Columbia Ave – Spruce to Michigan (and Spruce Columbia to Broadway) – nothing new
- Delaware Street 16th Street to 13th Street – nothing new
- Hampton Inn – nothing new
- Stove Factory Lofts – nothing new

- Quincy at 16th Street/Olive 14th to Newman/14th St North of Vilas/Kingman-Quincy to Ohio – nothing new.

CITY OF LEAVENWORTH PROJECTS

- 4th and Poplar – nothing new
- 5TH Ave and Prospect/5th Street and Oak/18th Street – waterline installed.
- Sherman – lowered 2-inch PVC for new storm pipe/swale
- 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)
- 2014 KLINK ADA Ramp improvements

PLANTS

- Wells Study – nothing new waiting on Layne’s report
- Pole Barn – concrete worked.
- Repair drain line to river – drawings forwarded to Corp of Engineers.
- SCADA – scheduled work around first week of November.
- Generators – received final design plans from Cassell & Associates.

GENERAL MANAGER’S REPORT

- Credit cards were received by department managers.
- Annual Supervisors Drug Training was held on October 21, 2014
- City was billed for three projects.
- American Water Enterprises is replacing a lift station on the Fort property, but their proposed project interferes with some of our existing infrastructure. Staff is working with AWE and their contractor to make them aware of our concerns.

ADJOURNMENT

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

Approved _____ 2014

Greg Kaaz, Chairman

Teresa Wood, Secretary