

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON APRIL 8, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday April 8, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

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

Directors Absent (Excused)

Staff in Attendance

John Kaufman, Department Manager
Lesia Hegeman, Finance Manager
Kayla Manning, Staff Engineer
Jeff Arnold, Water Treatments Plants Manager
James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Patrick Garrett, Jr., Distribution Supervisor
Sue Barnes, Administrative Assistant

Others in Attendance

Doug Critton
Jim Kettner

CALL TO ORDER

Chairman Kirk called the meeting to order noting that a quorum was present.

OATH OF OFFICE FOR NEW BOARD MEMBERS

Teresa Wood, Greg Kaaz and Richard Gervasini were sworn in as Directors to serve on the Leavenworth Water Department.

MINUTES

Upon motion of Director Wood, seconded by Director Kirk the minutes were adopted, it was....

RESOLVED (No. 14175), that the minutes of the March 25, 2013 Board Meeting are hereby approved.

PUBLIC COMMENT

Doug Critton and Jim Kettner discussed with the Board their concerns about the completion of the well field access road.

BOARD MEMBER ITEMS Director Kirk:

- Sue Barnes was given a disk with examples of non-monetary awards.

Director Bogner:

- Requested the Water Department obtain a bank debit card.
- Recommended that new computers not be equipped with Office 2013 based upon recent experience at Fort Leavenworth.

Director Kaaz:

- Future construction contracts should include a statutory bond as opposed to a payment bond, except required otherwise by state and/or federal requirements.
 - Construction contract language should distinguish between work days versus calendar days.
 - Construction contract language should simply state that the project is tax exempt.
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**CONSIDERATION OF
PAYROLL
DISBURSEMENTS**

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

RESOLVED (No. 14176), that the regular payroll for the period ending April 15, 2013 amounting to gross pay of \$76,293.55 (composed of Federal Tax Withheld - \$7,927.88; FICA Withheld - \$5,611.36; State Tax Withheld - \$2,613.32; KPERS Withheld - \$3,306.97; P.E.D.C. - \$2,869.83; Insurance - \$2,171.38; United Way - \$90.50; EQ-Flex - \$2,470.04; Misc. - \$260.00; Garnishment \$755.00 and Direct Deposits - \$48,217.27, and including the following overtime amounts: Distribution - 11 hours @ \$355.59; North Plant - 17 hours @ \$496.68; South Plant - 6 hours @ \$181.06 be approved and disbursements made from the Revenue Fund for their respective amounts.

**CONSIDERATION OF
CLAIMS**

Upon motion of Director Gervasini, seconded by Director Wood, and unanimously adopted, it was ...

RESOLVED (No. 14177), that the Board approved the Special Claims on the Revenue fund totaling \$75,031.75, and the checks be drawn on the Revenue Fund for their respective amounts.

**CONSIDERATION OF
SPECIAL CLAIMS**

Upon motion of Director Kaaz, seconded by Director Bogner, and unanimously adopted, it was ...

RESOLVED (No. 14178), that the Board approved the Special Claims on the Revenue fund totaling \$207,205.68, and the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF SPECIAL/SPECIAL CLAIMS

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

RESOLVED (No. 14179), that the Board approved the Special/Special Claims on the Revenue fund as follows: CNS \$905.97, AWWA \$1,870.00, Scott Watkins \$303.62, John Kaufman \$257.90, Westar Energy \$37,921.35, SASI \$1,795.01, and Kayla Manning \$402.50 that checks be drawn on the Revenue Fund for their respective amounts.

ADMINISTRATION UPDATE

HR Update

1. **North Plant Operator Position.** Interviews were conducted last week by Water Treatment Management staff. A decision was made to hire Leavenworth resident, Shawn Higgins, as the new operator. His start date is on or about May 1st.
2. **I-9 Forms.** New I-9 forms were distributed to every employee for completion by next week.
3. **North Assistant Superintendent Position.** The North Plant Assistant Superintendent position was advertised internally to all Class 4 operators at both plants to replace James Zielinski, who announced that he would retire in on April 30, 2013. According to HR Consultant, Tim Huston, and Attorney, Mike Crow, there is no state or federal statute or regulation that requires the Water Department to advertise for the Assistant Superintendent position outside of the Water Department. However, both advised that the position be open to all qualified internal candidates. Mike Crow also indicated that publically advertised positions should give preference to retired veterans, pursuant to a new Kansas statute. One retired veteran applied for the plant operator position long after the application closing date. His application will be kept on file for future consideration.

Software and Computers

In the coming months, the old office computers will be replaced with new Dell computers configured with Windows 7 and Office 2013.

A copy of AutoCAD LT and another copy of ESRI's desktop GIS software will be purchased for engineering design work.

PROJECT UPDATES

Stage 2 Disinfection Byproduct (DBP) Study

A test to reduce THM's at the North Plant during the spring runoff by raising the pH is pending.

Well Field Access Road

Bid documents and design drawings for this part-FEMA project were prepared and published by Drexel Technologies, Inc. "Planroom," which is a contractor website poster board for public and private RFPs. The project is to complete the reconstruction of the well field access road that was initiated by LEXECO during the 2011 flood of the Missouri River. Notice of the RFP was also posted in the Leavenworth Times and Kansas City Star.

Radial Collector Well Feasibility Study

There is no change in the status of this project. *A cost estimate for the collector well feasibility study was requested from Black & Veatch.*

Southern Star Gas Line Installation

There is no change in the status of this project. *A draft term sheet is being prepared for use in developing an agreement between South Star and the Water Department for the gas line installations and easement.*

GIS System and Field Devices

There is no change in the status of the field device project. *Staff is beginning to consider factors and options for GIS field devices. Factors to consider include life cycle, rugged vs non-rugged devices, full insurance replacement, batteries and chargers, capital cost, operating cost, and outer shell protection. Device options include, but are not limited to, iPad and Droid tablets and small laptops. Staff will consult with the City Public Works, Police, and Fire Departments; and other area water providers.*

Well Cleaning RFP

An RFP will be prepared in the coming weeks to clean wells 3A, 5, and 7.

South Plant VFD Study

There is no change in the status of this project. *Staff is considering options to install a variable-frequency drive system at the South Plant for one of more high-service pumps.*

VA Water Main Connections and Metering

There is no change in the status of this project. *The Veterans Administration (VA) is planning to construct a new 8-inch service line that will connect to the Water Department's 10-inch transmission line on K-5 (Muncie Road). The installation will include a south metering station. The existing north metering station needs to be modified to prevent the bypass of water for high usage and fire flows. The VA is performing the necessary design work.*

Backup Generators

There is no change in the status of this project. *A scope of work and*

cost estimate was requested from Capital Electric for the installation of natural gas generators at the North Plant, Intake, booster pump station, and South Plant. Use of propane it to be considered as an options.

Fairfield Inn

An e-mail was sent to City Manager, Scott Miller, regarding the developer’s site plan for the new Fairfield Inn hotel. The plan replaces the parking lot on the southeast quarter of the property with a drainage basin. This means that there was no need to abandon the 8-inch ductile iron water main along the west side of 4th Street and replace it with new HDPE pipe. Mr. Miller was informed that if the plan is approved by the City, the Water Department would recover its share of the cost of the water line replacement from the developer as part of a system development charge.

Shop Area Security Fence and Gates

There is nothing new to report at this time.

Other Projects

The status of other projects in summarized below.

Main Replacements	Project Status
Shawnee Street (from Esplanade to 6th Street) and Esplanade (from Shawnee to Delaware)	The project resumed on Monday, April 1st and is scheduled to be completed near April 15th.
Delaware Street (from 13th Street to 16th Street)	The project will begin in the spring or summer. Additional plan and profile work is being done along 13th Street to relocate the water main away from a new city storm sewer.
16th Street (from Santa Fe to Thornton Street)	The project will begin in the spring or summer.
Miami Street (from 8th Street to 10th Street)	The project will begin in the spring or summer.
Franklin Street (from Ohio to Kansas)	The project will begin in the spring or summer.
3rd Street at Three-Mile Creek	The project will begin in the spring or summer.
17th and Thornton 6-Inch Water Main	The project will begin in the spring or summer.
Stove Factory Lofts Water Mains and Hydrants	There is no project schedule.

City Road and Bridge Projects	Project Status
2nd Avenue and Limit Street Bridge Replacement and Road Realignment	An RFP for horizontal directional drilling was prepared and distributed to local contractors for response.
Limit Street Bridge Replacement at 15th Street and Road Widening from 15th to 20th Street	An RFP for horizontal directional drilling was prepared and distributed to local contractors for response.
2nd Street Bridge Replacement	EPA/KDHE approval of the construction work is pending due to contaminated soil.
Storm Sewer Upgrade, Curb, and Sidewalk 2nd Street Bridge Replacement from 13th St. Terrace to 17th Street	Nothing to report at this time.
City Sidewalk and Street Overlay Projects	Nothing to report at this time.

Limit Street Bridge Replacement at 15th Street and Road Widening from 15th to 20th Street	An RFP for horizontal directional drilling was prepared and distributed to local contractors for response.
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<u>Other Projects</u>	<u>Project Status</u>
Radio-Read Meter Installations	Delivery of about half of the meters occurred in March.

CONSIDERATION OF HORIZONTAL DIRECTIONAL DRILLING BIDS FOR TWO LIMIT STREET

This agenda item was tabled by Chairman Kirk pending receipt of the contractor bids.

KANSAS OPEN MEETINGS AND RECORDS ACTS AND RULES OF ORDER

Information was presented to the Board on the Kansas Open Meetings Act (KOMA), Kansas Open Records Act (KORA), and generally-accepted rules of order for the conduct of board meetings in Kansas.

GENERAL MANAGER'S REPORT

Upcoming Events (Reminder):

- ***AWWA Annual Convention and Exposition (ACE13).*** ACE13 will be in Denver, Colorado from June 9th to 13th at the Denver Convention Center. Please let Sue Barnes know if you would like to attend. The deadline for early enrollment (\$780.00/person with AWWA membership plus the cost for travel and hotel) is March 29th; the savings is \$200. Cancellations after March 30th are not permitted, but substitutions are allowed.
- ***SpireFest Dinner.*** April 13th at the Overland Park Marriot; time 6:00 PM.
- ***Staint Vincent & Duchesne Clinics Dinner.*** April 20th at KCI Expos Center, 11730 NW Ambassador Drive, Kansas City, MO 64153; time 7:00 PM.
- ***KDHE Emergency Planning Workshop.*** April 10th in Topeka from 8:30 AM to 4:00 PM. John Kaufman will attend this free workshop.

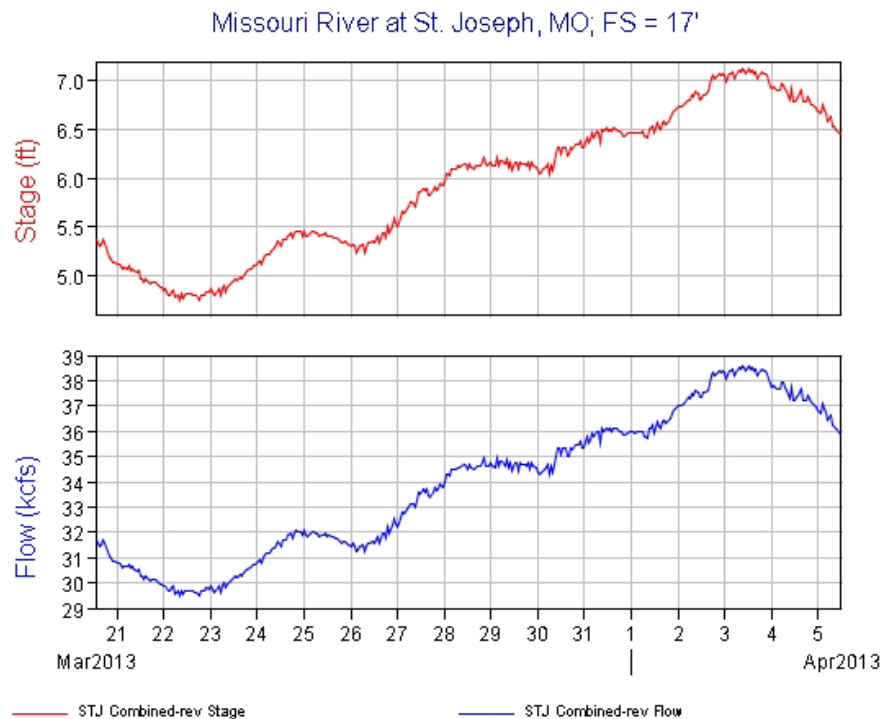
Water Treatment Plant Operations

During the month of March 2013, 117,808,700 gallons were pumped into the water-distribution system from both treatment plants. Demand ranged from about 3.13 MDG to 4.31 MGD and averaged 3.80 MGD. The total volume of treated water pumped into the water distribution system from both water treatment plants from January

1st through March 31st of 2013 was 355,149,200 gallons.

- a. **North Plant:** The North Plant resumed normal operations on March 25th. During the month of March 2013, the North Plant produced just 13,361,000 gallons and met only 11% of the total system demand by producing from 0 to 2.12 MGD and averaging about 0.43 MGD for the month.
- b. **South Plant:** During the month of March 2013, the South Plant produced 104,447,700 gallons and met 89% of the total system demand by producing from 2.00 to 3.78 MGD and averaging more than 3.37 MGD.

The current flow in the Missouri River at Leavenworth is about 36k cfs, as measured at St. Joseph, Missouri.



As part of an ongoing rehabilitation and repair of the damage from the Missouri River Flood of 2011, the U.S. Army Corps of Engineers, Omaha District, will temporarily shift discharges out of Gavins Point Dam from the powerhouse to the spillway on Wednesday, April 10 to conduct a spillway flow test. The purpose of the test is to gain additional information on the current condition of the spillway, which was damaged during the 2011 flood. Beginning about 7:30 a.m. releases will be diverted from the powerhouse to the spillway. Discharges will be increased from the current 24,000 cfs to 26,000 cfs for part of the day. Total releases may be increased to 40,000 cfs for a brief period of time depending on the responses observed at the lower discharge rates. The total test period is not expected to exceed 8 hours. At the completion of the test, releases will be returned to the powerhouse in accordance with scheduled daily releases.

Water Distribution Operations

Since the previous Board meeting on March 25, 2013 the following water-distribution activities occurred:

- a. New Water-Service Connections: none
- b. Service Kills, Relocations or Repairs: none
- c. Valves and Fire Hydrants (new and replacements): Two new permanent 6-inch valves were inserted into to the live water main on Limit Street between 15 and 20th Streets for the City's road realignment and bridge replacement project.
- d. Waterline Breaks: None
- e. Service Renewals without Main Replacements: none
- f. Service Transfers to New Replacement Mains: none
- g. Radio-Read Installations: none
- h. Large Meter Replacements: none
- i. Meter Relocations: Replaced an 8-inch meter at 4th Street and Eisenhower, which measures water use by Lan-Del Water District.
- j. Main Replacements: A 6-inch cast-iron (CIP) water main (circa 1882) is being replaced by pipe bursting along Shawnee Street between 5th and 6th Streets with 8-inch high-density polyethylene pipe (HDPE).

Accountability

Accountability (the ratio of metered consumption to metered production was about 94.1% in March and about 97.4% for the first three months of 2013. A ratio of 90% is considered to be good in the water utility business. The non-metered water is normally attributable to meter under-registration, fire fighting, hydrant flushing and testing, line breaks and repair flushing, non-detected system leaks, water theft, street cleaning, and sewer flushing.

ADJOURNMENT

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

Approved _____ 2013

Howard Kirk, Chairman