

**LEAVENWORTH WATER DEPARTMENT**

**MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS**

HELD ON AUGUST 26, 2013

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

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**ATTENDANCE**

**Directors in Attendance**

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

**Directors Absent (Excused)**

Michael Bogner, Chairman

**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  
Dennis Baragary, Sr., Water Distribution Manager

**Others in Attendance**

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**CALL TO ORDER**

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

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**ROLL CALL, ANNOUNCEMENT  
OF QUARUM**

Vice Chairman Kaaz noted that a quorum was present.

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**REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC**

None

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**BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION**

*Director Kaaz:*

1. Requested that public accessibility to the administration building be through the main (north) entrance and not through the east entrance. This will eliminate the need to construct a handicap ramp at the east entrance.

2. Requested that the minutes reflect more discussion points by the Board. John Kaufman said that future board meetings will have to be recorded to accomplish this.

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**APPROVE MINUTES OF  
AUGUST 12, 2013**

Upon motion from Director Kirk, seconded by Director Wood the minutes were adopted, with correction to a spelling error on page 3; and to include comments from the Board, it was....

**RESOLVED (No. 14242)**, that the minutes of the August 12, 2013 Board Meeting are hereby approved.

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**CONSIDERATION OF CONSENT  
AGENDA FOR:**

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

**A. PAYROLL  
DISBURSEMENT**

**RESOLVED (No. 14243)**, that the Board approved:

**B. PAYMENT OF CLAIMS**

**C. UPDATED SCHEDULE  
OF EVENTS**

- A. The payroll for the period ending August 31, 2013 amounting to gross pay of \$75,687.87 (composed of the following withholdings and deductions) Federal Income Tax - \$7,815.64; FICA- \$5,549.43; State tax - \$2,586.78; KPERs - \$3,309.02; Insurance - \$2,308.14; United Way - \$98.75; Eq-flex - \$2,733.96; PEDC - \$2,954.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$47.50; Sec Life \$215.90 and Direct Deposit - \$47,095.42, and including the following overtime amounts: Distribution – 52 hours @ \$1,595.36; North Plant – 2 hours @ \$51.48; South Plant – 4 hours @ \$121.32 be approved and disbursements made from the Revenue Fund for their respective amounts.
- B. The Special Claims \$220,669.81, and Special/Special Claims as follows: KDHE-Bureau of Water \$40.00; SASI \$4,137.22; KWEA \$293.00; ATT \$162.88; AXA Equitable \$5,909.66; Walmart \$517.03; Hyatt Regency Wichita \$269.24 and checks be drawn on the Revenue Fund for their respective amounts.
- C. The Updated Schedule of Events noting the Kansas KWEA/AWWA annual joint conference will be held in Wichita from August 27 to 29<sup>th</sup>.

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**CONSIDERATION OF JULY  
FINANCIAL STATEMENT AND  
INVESTMENT REPORT**

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

**RESOLVED (No. 14244)**, that the Board approved July Financial Statements and Investment Report.

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**PRESENTATION & DISCUSSION  
OF 2014 DRAFT OPERATING  
BUDGET**

A draft 2014 operating budget and 10-year plan for the Water Department was presented and discussed. Board comments were as follows:

Director Kaaz:

1. Wanted to know when the Board would have the final budget numbers. He would like to have a week to review them. John said the final budget numbers would be ready for the next Board meeting.

Director Kirk:

1. He does not favor a public hearing for approving the budget.

Director Gervasini:

1. The Water Department needs to look at scheduling maintenance costs.
2. A cost projection is needed to justify the hiring of two additional Distribution crew members vs contracting infrastructure replacement work.

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**PRESENTATION & DISCUSSION  
OF 2014 DRAFT CAPITAL  
IMPROVEMENT BUDGET**

A draft 2014 capital improvement budget and 10-year plan for the Water Department was presented and discussed. The plan includes substantial funding for master plan. Board comments were as follows:

Director Kaaz:

1. All main replacement work should be done by contractors.
2. Requests for qualifications should be posted on Plan Room for engineering consultants for bundled infrastructure projects beginning in 2014.
3. The master plan should be funded over three to five years.
4. The North Plant may should be abandoned in the future.

Director Kirk:

1. Some investment money should be allocated for main replacement work.

Director Gervasini:

1. A master plan is needed.

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**ADMINISTRATION REPORT**

**Human Relations Update**

1. **South Plant Operator Position.** Ms. Lisa Kanoy, was offered the position, which she accepted and will start work on Sunday, September 1<sup>st</sup>.
2. **South Plant Assistant Superintendent Position.** Lead Operator Neil Seichepine will begin transitioning into the position beginning on September 1<sup>st</sup>.
3. **Other HR Tasks.** There is nothing new to report at this time.

Director Kaaz: Requested a digital copy of the draft employee handbook.

**Software and Computers**

There was nothing new to report at this time.

**Draft Procurement Policy and Procedures**

There is nothing new to report at this time.

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## PROJECTS UPDATE

### Water Diversion and Treatment Projects

1. **Southern Star Gas Line Installation**

Easement payments totaling \$15,193.75 were received from Southern Star. Installation of the new gas lines is expected to begin on September 16<sup>th</sup>.

2. **Well Cleaning RFP**

An RFP was prepared to clean Wells No. 3A, 5, and 7. The RFP was sent to two local contractors who are qualified to perform the work – Layne Christensen and Douglas Pump Service. Director Kaaz asked about the cost of cleaning three wells in 2013. Lesia and John reported the cost was approximately \$300,000, which included extra cleaning of the outside of the casing and capital costs for pump string replacements.

### Water Distribution Projects

1. **Shawnee Street Main Replacement**

Completion of this project is delayed pending the completion of other infrastructure projects.

2. **Stove Factory Lofts Water Mains and Hydrants**

A tap-purchase agreement with the developer is needed before any work will begin.

3. **Radio-Read Meter Installations**

Installation of new radio read meters is continuing.

4. **16<sup>th</sup> and Choctaw Water Main**

Reilly Construction was contracted to install about 360 feet of new 2-inch water main water.

5. **3<sup>rd</sup> Street at Three Mile Creek**

A cost comparison is needed to determine if the water line should be reconnected by horizontal directional drilling or by extending the water main through an existing bridge support wall. The construction of the bridge wall and the consequences of boring a hole through it for the water line need to be determined.

### City of Leavenworth Projects

1. **City Animal Control Facility**

This project was completed.

2. **2<sup>nd</sup> Avenue and Limit Street Bridge Replacement and Road Realignment**

An easement document was sent to Westar for signature to relocate a 12-inch water transmission line. Riley Construction installed a section of 12-inch water line along east side of 2<sup>nd</sup> Ave.

3. **Fairfield Inn (Marriot-4<sup>th</sup> and Metropolitan)**

The hotel developer's engineering consultant, Lutjen, was informed that before the Water Department does any further work on the project, the developer must sign a tap purchase agreement with the Water Department.

4. **Ottawa Street 13<sup>th</sup> Terrace to 17<sup>th</sup> Street**

Preliminary road reconstruction plans were received from the City's design engineer, Wilson & Co., to solicit our feedback on the preliminary design work.

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**GENERAL MANAGER'S  
REPORT**

**Government Affairs**

*AWWA Kansas Section Conference.* John Kaufman will attend the AWWA Kansas Section Conference in Wichita from August 27<sup>th</sup> to 28<sup>th</sup>.

**Community Relations**

*Offer to Purchase Lan-Del District Transmission Line.* An offer letter was sent to Lan-Del Water District to purchase the District's 5,240-foot, 16-inch diameter water transmission line along 4-H Road from 155<sup>th</sup> Street and Desoto Road. The purchase offer was \$267,095.38.

*United Way Campaign.* The 2013 United Way Campaign will start on September 4<sup>th</sup> with a breakfast meeting. By recent practice, the Board has matched employee contributions to United Way.

*Buffalo Bill Days Festival.* The Buffalo Bill Days festival sponsored by Leavenworth Community Events, Inc. is scheduled for September 13 and 14 (Friday and Saturday).

**Legislation and Regulation Update**

There is nothing new to report at this time.

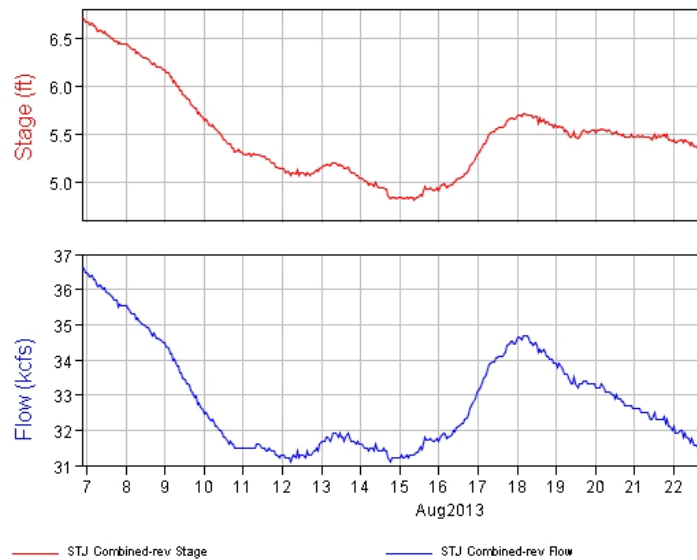
**Water Treatment Plant Operation**

During the first 19 days of August, 2013, 85,188,500 gallons were pumped into the water-distribution system from both treatment plants. Demand ranged from about 3.42 MGD to nearly 5.63 MGD and averaged about 4.48 MGD. The total volume of treated water pumped into the water distribution system from both water treatment plants from January 1<sup>st</sup> through August 19<sup>th</sup> of 2013 was 1,047,092,000 gallons, or nearly 4.53 MGD average for the 231-day period.

- a. **North Plant:** During the first 19 days of August, the North Plant produced 14,456,000 gallons and met about 17% of the total system demand by producing from 0 to nearly 1.90 MGD and averaging about 0.76 MGD for the period. During the summer months, the North Plant has been used for peaking.
- b. **South Plant:** During the first 19 days of August, the South Plant produced 70,732,500 gallons and met about 83% of the total system demand by producing from 3.32 to nearly 3.80 MGD and averaging about 3.72 MGD for the period. During the summer months, the South Plant has been used to base loading the water distribution system and stabilize pumping costs.

The flow in the Missouri River at Leavenworth on August 22<sup>th</sup> continued

Missouri River at St. Joseph, MO; FS = 17'



to decline from recent rains to about 31.5k cfs, as measured at St. Joseph, Missouri. Since the current discharge from Gavins Point Dam is about 28.5k cfs, then most of the remaining flow (3.0k cfs) at Leavenworth is from any recent rainfall and tributary flow into the Missouri River Basin below Gavins Point Dam and above Leavenworth.

**Water Distribution Operations**

Since the previous Board meeting on July 22, 2013 the following water-distribution activities occurred:

- a. New Water-Service Connections: none
- b. Service Kills, Relocations or Repairs: two kills at 1914 Grand Ave. and 1616 Klemp Street
- c. Valves and Fire Hydrants (new and replacements): none
- d. Waterline Breaks: five

2-inch (4)	4-inch (0)	6-inch (1)	8-inch (0)
2974 Goddard Cr	none	2504 Tudor Drive at bell clamp	none
1015 21 <sup>st</sup>			
1008 21 <sup>st</sup> Ter			
1162 Kenton			

- e. Service Renewals without Main Replacements: none
- a. Service Transfers to New Replacement Mains: none
- f. Radio-Read Installations: 171
- g. Large Meter Replacements: none
- h. Meter Relocations: none
- i. Main Replacements: none

The Water Department received insurance claim checks from Traveler's Insurance Company in the amounts of \$108,171.00 and \$64,251.63 for the cost of two large main breaks that occurred in 2011 on 5<sup>th</sup> Street. Both main breaks caused major street damage and one break was caused by water hammer.

Management proposes to purchase a nominal 50-inch flat screen TV and rotating wall-mount to use in the basement training/lunch room for training and employee use. The total cost is forecast to be less than \$1,000 for the both the TV and the wall mount.

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**CONSIDERATION OF 50-INCH FLAT SCREEN TV FOR TRAINING**

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

**RESOLVED (No. 14245)**, that the Board approved a \$1,000.00 purchase of a 50-inch flat screen TV and rotating wall mount to use in the basement training/lunch room for training and employee use.

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**ADJOURNMENT**

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

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Approved \_\_\_\_\_ 2013

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Michael Bogner, Chairman

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Richard Gervasini, Secretary