

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JUNE 10, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday, June 10, 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

John Kaufman, Department Manager (by phone)
Lesia Hegeman, Finance Manager
Jeff Arnold, Water Treatments Plants Manager
Gary Simanowitz, South Plant Superintendent
Dennis Baragary, Sr., Distribution Manager

Others in Attendance

None

CALL TO ORDER

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

REQUESTS, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

None

MINUTES

Upon motion of Director Kaaz, seconded by Director Wood, the minutes were adopted to include the statement from Director Kaaz thanking the plant operators for their hard work, it was....

RESOLVED (No. 14213), that the minutes of the May 28, 2013 Board Meeting is hereby approved.

**CONSIDERATION OF
PAYROLL DISBURSEMENTS**

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

RESOLVED (No. 14214), that the regular payroll for the period ending June 15, 2013 amounting to gross pay of \$76,983.98 (composed of Federal Tax Withheld - \$8,073.32; FICA Withheld - \$5,668.80; State Tax Withheld - \$2,651.61; KPERS Withheld - \$3,323.46; P.E.D.C. - \$2,954.83; Insurance - \$2,267.05; United Way - \$98.75; EQ-Flex - \$2,470.04; Misc. - \$260.00; Garnishment \$755.00 and Direct Deposits - \$48,461.12, and including the following overtime amounts: Distribution – 32.50 hours @ \$1,093.23; North Plant – 37.50 hours @ \$1,077.85; South Plant – 28 hours @ \$886.08 be approved and disbursements made from the Revenue Fund for their respective amounts.

**CONSIDERATION OF REGULAR
CLAIMS, SPECIAL CLAIMS,
AND SPECIAL/SPECIAL
CLAIMS**

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

RESOLVED (No. 14215), that the Board approved the Regular Claim \$75,452.89, Special Claims \$212,381.91, and the Special/Special Claims as follows AXA Equitable \$5,824.66, Aflac \$970.83, John Kaufman \$420.00, Kansas Gas Service \$654.05, Westar Energy \$32,571.69, and the checks be drawn on the Revenue Fund for their respective amounts.

**PRESENTATION OF DRAFT
BLACK & VEATCH REPORT ON
SSGC PIPELINES**

A draft Black & Veatch report on the proposed Southern Star Gas Company Pipeline Project at the North Plant was presented to the Board for review and comment.

ADMINISTRATION REPORT

Human Resources Update

The following is a status report on the completion of various HR tasks:

- *New I-9 Forms.* This task is completed.
- *Position Descriptions.* The task is in progress with Management and should be completed by the end of June.
- *Performance Review Forms and Training.* This task is in progress with Management and should be completed by the end of June.
- *Personnel Manual.* A draft was prepared and is being reviewed by staff. A final draft will be prepared and will be sent to the Board for consideration by the second meeting in July.
- *New Employee Orientation Program.* This task is scheduled for completion by September 1st.
- *Management Training for Supervisors.* HRS will complete this task by the end of October.
- *OSHA 300 Report.* HRS is working on this task in cooperation with Management. Completion is forecast by the end of June.

- *Safety Training and Manual.* HRS is working on this task in cooperation with Management. Completion is forecast by the end of October.

The Board requested a detailed progress report with completion dates from Tim Huston.

Open Customer Service Position

More than 140 resumes for the open Customer Service position were received. Interviews of selected candidates will begin later in June.

Software and Computers

There is nothing new to report at this time.

Procurement Policy

There is nothing new to report at this time.

PROJECTS UPDATE

Water Diversion and Treatment Projects

1. Stage 2 Disinfection Byproduct (DBP) Study

There is nothing new to report at this time.

2. Well Field Access Road Reconstruction

The rock surface along the access road has been completed. The rock surface along the well field road should be complete by Monday June 10th. A couple additional days of finishing work remain, weather conditions permitting. Two new power poles will be installed in the next week to replace two poles lost during the flood.

3. Radial Collector Well Feasibility Study

There is nothing new to report at this time.

4. Southern Star Gas Line Installation

A draft report was received from Black & Veatch. The Board and Staff are currently reviewing the document.

5. Lime Residuals Disposal

There is nothing new to report at this time.

6. Well Cleaning RFP

There is nothing new to report at this time.

7. South Plant VFD Study

There is nothing new to report at this time.

8. Backup Generators

There is nothing new to report at this time.

9. Booster Pump Station VFD Installation

Two VFD installations have been completed. The third installation is pending. Complete operation cannot occur until the instrumentation upgrades are complete. Instrumentation install is pending FCC licensing approval and is expected in approximately one month.

10. South Plant Phone System

The new system has been installed.

11. North Plant Head Gate

The incorrectly sized head gate is expected to be installed this fall while the plant is shut down.

Water Distribution Projects

1. Shawnee Street Main Replacement

Replacement of the 1882 6-inch cast iron water main between 3rd and 4th Streets is scheduled to begin on or about June 14th following completion of the Limit Street water line replacement project. This block should be completed by the end of June. Coordination with impacted businesses and residences will begin next week to minimize inconvenience during the project.

Replacement of the water main will continue along Shawnee from 3rd Street to Esplanade and along Esplanade to Delaware. A coordination effort is underway to avoid having a negative impact on the City Sidewalk Sale to occur July 11th thru 13th.

2. Delaware Street (from 13th Street to 16th Street)

A plan and profile design has been completed. The project will replace and relocate about 1,800 feet of deteriorated 2-inch diameter cast iron pipe with 8-inch HDPE pipe. An additional 100 feet of main will be installed to establish better water circulation from the west and 300 feet of main will be installed to continue the stubs installed to the north along 15th Street and 14th Street. The new main will be installed on the north side of the right-of-way. Two new fire hydrants will also be installed.

The planned method of construction is horizontal directional drilling to reduce land disturbance and restoration costs and to minimize impacts on local residents. An option to open cut trench the project will be included in the bid documents if requested by the Board. The project will be advertised on Drexel the week of June 17th, with the bid opening planned for the afternoon of Friday June 21st, and approval of the bid at the June 24th Board meeting.

3. 16th and Choctaw Water Main

Approximately 350 feet of new 2-inch HDPE pipe will be installed to replace a deteriorated ¾-inch galvanized-steel water line and provide service for a planned new single-family residence and two potential residences.

A larger pipe, possibly 6 inch or 8 inch, could be considered in the future during the replacement of the existing 1-inch galvanized pipe along 16th Street. Cost and sizing along 16th Street would have to consider potential residential growth south and west of 16th and Choctaw. No growth is currently forecast at this time.

This project will be bid as an additional option to the Delaware Street project. Due to the similarities and close proximity of the projects a cost savings is expected by combining this project with the larger Delaware project.

4. 3rd Street at Three-Mile Creek

This project involves suspending pipe from the bridge to replace the pipe removed when the Three-Mile Creek trail was installed. A review of the structural analysis completed by BG Consultants will occur.

5. KDOT Facility (16490 Springdale Road)

This project is pending a response from RWD-5 concerning supplying additional water to an existing KDOT facility. A request was made by KDOT to the Water Department for a new line capable of providing fire protection and sufficient capacity to a new KDOT wash-bay facility. RWD-5 currently provides water service to the KDOT property, while the adjoining property (also owned by KDOT) is served by the Water Department.

6. 16th Street (from Santa Fe to Thornton Street)

This project is planned for later this year and may be considered with the 17th and Thornton project.

7. 17th and Thornton 6-Inch Water Main

This project would best be undertaken in the fall when less overgrowth exists and the stream flows are minimal.

8. Miami Street (from 8th Street to 10th Street)

There is nothing new to report at this time.

9. Franklin Street (from Ohio to Kansas)

There is nothing new to report at this time.

10. Stove Factory Lofts Water Mains and Hydrants

There is nothing new to report at this time.

11. Radio-Read Meter Installations

Installation of new radio read meters are continuing.

12. GIS and Field Devices

There is nothing new to report at this time.

13. VA Water Main Connections and Metering

There is nothing new to report at this time.

14. Shop Area Security Fence and Gates

There is nothing new to report at this time pending receipt of a new FEMA flood map.

City of Leavenworth Projects

1. City Animal Control Facility

A new water main is needed to provide water service to the City's new animal control facility near 3rd Street and Marion. Following field investigation work, a decision was made to install poly-

wrapped 8-inch ductile iron pipe (DIP) with Nitrile gaskets and cathodic protection. This will conform to AWWA standards. Test pits revealed the existence of shallow landfill waste and black organic soil, but no evidence of saturated soil conditions or BTEX. The Water Department has an inventory of about 130 feet of 8-inch DIP that can be used for the project. Use of fusible PVC pipe will not be necessary and BTEX is not believed to be a major concern along the pipeline route.

Management is waiting for written confirmation that the City will convey the southwestern portion of its property to a public right-of-way so that the water main can be installed west of the planned animal control facility. The City began construction work during the first week of June. The City was also informed that the new animal control facility may become a Water Department total organic carbon (TOC) monitoring site because of the abandoned landfill.

2. **Fairfield Inn**

There is nothing new to report at this time.

3. **2nd Avenue and Limit Street Bridge Replacement and Road Realignment**

Easements for construction and operation of the new 12-inch transmission line are being defined. Construction work has not been scheduled.

4. **Limit Street Bridge Replacement at 16th Street and Road Widening from 15th to 20th Street**

The entire length of 6-inch ductile iron water line from 16th to 20th Street was replaced with 8-inch HDPE pipe by a combination of horizontal directional drilling and pipe bursting. Line flushing and service transfers are almost complete west of 16th Street, with the deepest excavations delayed by rain. Along 15th Street, three line interconnections and one or more service transfers are also scheduled to be completed by June 14th, as the weather cooperates.

5. **2nd Street Bridge Replacement**

There is nothing new to report at this time.

6. **Storm Sewer Upgrade, Curb, and Sidewalk 2nd Street Bridge Replacement from 13th St. Terrace to 17th Street**

There is nothing new to report at this time.

7. **City Sidewalk and Street Overlay Projects**

There is nothing new to report at this time.

**GENERAL MANAGER'S
REPORT**

Government Affairs

1. **City Animal Control Facility.** The City plans to construct a new animal control facility at the site of an abandoned landfill and city service center. The City has requested water service to the new facility, which will involve the installation of a new water main from the corner of Marion and 3rd Street up to the City property

line. Management views the project as a main extension by which the City would fund the entire main extension. The City believes the project is subject to Section 1F of City Resolution B752 by which the cost for the new main would be shared with the Water Department 50:50. A copy of each policy is attached. Mr. Scott Miller, Leavenworth City Manager, may attend the Board meeting to discuss this topic.

Community Relations

There is nothing new to report at this time.

Legislation and Regulation Update

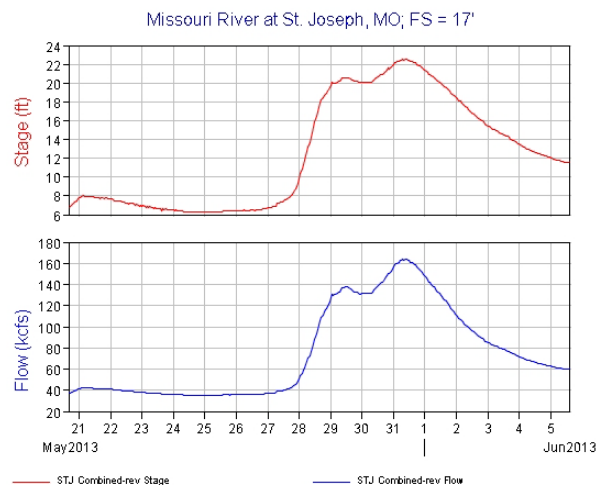
There is nothing new to report at this time.

Water Treatment Plant Operations

During the month of May 2013, 138,740,200 gallons were pumped into the water-distribution system from both treatment plants. The amount produced in May 2012 (a drought year) was 159,297,800 gallons. May 2013 demand ranged from about 3.41 MGD to 5.72 MGD and averaged nearly 4.48 MGD. The total volume of treated water pumped into the water distribution system from both water treatment plants from January 1st through May 21st of 2013 was 617,618,200 gallons, or about 4.09 MGD average for the 151-day period. This compares with 642,248,800 gallons produced through May in 2012.

- a. **North Plant:** During the month of May, the North Plant produced 65,177,000 gallons and met about 47% of the total system demand by producing from 1.90 to 2.15 MGD and averaging about 2.10 MGD for the period.
- b. **South Plant:** During the month of May, the South Plant produced 73,563,200 gallons and met 53% of the total system demand by producing from 1.35 to 3.61 MGD and averaging nearly 2.37 MGD for the period.

The flow in the Missouri River at Leavenworth on June 5 was about 60k cfs, as measured at St. Joseph, Missouri.



Water Distribution Operations

Since the previous Board meeting on May 28, 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): none
- d. Waterline Breaks: none

2-inch (0)	4-inch (0)	6-inch (0)	8-inch (0)	10-inch (0)	12-inch (0)
none	none	none	none	none	none

- e. Service Renewals without Main Replacements: none
- a. Service Transfers to New Replacement Mains: seven were completed along Limit Street between 16th and 20th Streets
- f. Radio-Read Installations: 20
- g. Large Meter Replacements: none
- h. Meter Relocations: none
- i. Main Replacements: none

ADJOURNMENT

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

Approved _____ 2013

Michael Bogner, Chairman

Richard Gervasini, Secretary