

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MARCH 11, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Wednesday March 11, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Howard Kirk, Chairman
Thomas Koch, Vice Chairman
Dr. Paul Kittle, Assistant Secretary
Teresa Wood, Member

Directors Absent (Excused)

Michael Bogner, Secretary

Staff in Attendance

John Kaufman, Department Manager
Dennis Baragary, Sr., Distribution Manager
Jeff Arnold, Plant Superintendent
James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Kayla Manning, Staff Engineer

Others in Attendance

Greg Kaaz (private citizen)

CALL TO ORDER

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

MINUTES

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

RESOLVED (No. 14160), that the minutes of the February 27, 2013 Board Meeting are hereby approved.

BOARD MEMBER ITEMS

None

PUBLIC COMMENT

Mr. Greg Kaaz stated that he was present to observe the board meeting.

CONSIDERATION OF
PAYROLL
DISBURSEMENTS

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

RESOLVED (No. 14161), that the regular payroll for the period ending March 11, 2013 amounting to gross pay of \$77,512.16 (composed of Federal Tax Withheld - \$8,417.10; FICA Withheld - \$5,704.62; State Tax Withheld - \$2,716.97; KPERS Withheld - \$3,369.87; P.E.D.C. - \$1,944.83; Insurance - \$2,171.38; United Way - \$90.50; EQ-Flex - \$2,470.04; Misc. - \$1,015.00; Direct Deposits - \$49,611.85, and including the following overtime amounts: Distribution – 20 hours @ \$566.37, North Plant – 10 hours @ \$296.82, and South Plant – 22 hours @ \$695.58 be approved and disbursements made from the Revenue Fund for their respective amounts with a total not to exceed \$78,000.00.

CONSIDERATION OF
REGULAR CLAIMS

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

RESOLVED (No. 14162) that the Board approved the Claims on the Revenue Fund totaling \$195,092.69, and the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
SPECIAL CLAIMS

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

RESOLVED (No. 14163), that the Board approved the Special Claims on the Revenue Fund totaling \$236,875.24, and the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
SPECIAL/SPECIAL CLAIMS

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

RESOLVED (No. 14164), that the Board approved the Special/Special Claims on the Revenue fund as follows: University of Kansas \$280.00, Excel Diamond Blade \$238.00, Washington Marriott \$1,138.87, Computers, Networks Support \$5,154.42, John Kaufman \$354.00, Ten Penny Restaurant \$36.50, Sherri Didde \$406.12, Kansas Gas Service \$3,007.85, Westar Energy \$24,702.55, and SASI \$1,171.29, and that checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
UPDATED 2013 SCHEDULE
OF EVENTS
(CONSENT AGENDA)

The updated schedule of events were presented and discussed.

ADMINISTRATION
UPDATE

HR Update

In the coming weeks and months, management and Human Resource Solutions will tackle and complete the following human resources

tasks; a general schedule was discussed during the Board meeting.

- I-9 Form compliance
- Position descriptions and Fair Labor Standard Act compliance
- Performance review forms and training
- Employee manual update
- New employee orientation program
- Management training for supervisors
- OSHA 300 report
- Safety training and manual

Office Renovation

Renovation of the Staff Engineer's office was completed by Dave Fleming with the assistance of other staff members. Delivery of the new workstation office furniture for the General Manager and Staff Engineer is scheduled in the 3rd and 4th weeks of March.

With an available budget of \$6000.00, two desktop computers and four wide screens were purchased for the Staff Engineer, Kayla Manning and the GIS Technician, Kayla Howell, for engineering, GIS, and possible AutoCAD work for a total cost of \$5,154.42. Kayla Howell's old computer will be dedicated to operate the phone system.

PROJECT UPDATES

Stage 2 Disinfection Byproduct (DBP) Study

A draft technical memorandum was received from Black & Veatch. A red-line copy of the report is attached. The report concludes that *"based on review of historical DBP monitoring results over the past 9 years, current disinfection practices, and TOC / organics removal performance at WTP 1 and WTP 2, difficulties in complying with pending Stage 2 MCLs at individual system monitoring sites should not be anticipated."* Water treatment staff at the plant will experiment with enhanced lime softening (magnesium removal) to reduce total organic carbon in the product water, thereby reducing THM levels in the spring and summer to a comfortable running average of 75% to 80% of the Stage 2 DBP standard. A draft copy of the Black and Veatch's (redlined) report is attached.

Radial Collector Well Feasibility Study

A cost estimate for the collector well feasibility study was requested from Black & Veatch.

Southern Star Gas Line Installation

Black and Veatch submitted a proposal for consideration by the Board to evaluate the risk associated with the Southern Star gas pipeline project.

GIS System and Field Devices

The GIS files were transferred to the new server and a new desktop computer was ordered to operate the GIS system.

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.

North Plant Head Gates

The installation of new head gates at the North Plant continues and is forecast to be largely completed by March 15th. One gate is the incorrect size and configuration and will be replaced with a new gate.

South Plant VFD Study

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

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

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

The Water Department received a draft water utility plan from Mr. Dustin Burton of Lutjen, Inc. for the planned Fairfield Inn at the southwest corner of 4th and Metropolitan. A joint meeting with the City Public Works Department, Fire Department, and Lutjen, Inc. was proposed to discuss the plan and necessary modifications.

Shop Area Security Fence and Gates

There is nothing new to report at this time.

Other Projects

The status of other projects is summarized below.

Main Replacements	Project Status
<ul style="list-style-type: none"> Shawnee Street (from Esplanade to 6th Street) and Esplanade (from Shawnee to Delaware) 	The project will resume when the weather warms – March 18 th is a target start date.
<ul style="list-style-type: none"> 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 13 th Street to relocate the water main away from a new city storm sewer.
<ul style="list-style-type: none"> 16th Street (from Santa Fe to Thornton Street) 	The project will begin in the spring or summer.
<ul style="list-style-type: none"> Miami Street (from 8th Street to 10th Street) 	The project will begin in the spring or summer.
<ul style="list-style-type: none"> Franklin Street (from Ohio to Kansas) 	The project will begin in the spring or summer.
<ul style="list-style-type: none"> 3rd Street at Three-Mile Creek 	The project will begin in the spring or summer.
<ul style="list-style-type: none"> 17th and Thornton 6-Inch Water Main 	The project will begin in the spring or summer.
<ul style="list-style-type: none"> Stove Factory Lofts Water Mains and Hydrants 	There is no project schedule.
City Road and Bridge Projects	Project Status
<ul style="list-style-type: none"> 2nd Avenue and Limit Street Bridge Replacement and Road Realignment 	A draft KDOT 1304 form was prepared and submitted to the City for comment.
<ul style="list-style-type: none"> Limit Street Bridge Replacement at 15th Street and Road Widening from 15th to 20th Street 	City condemnation of private land is pending.
<ul style="list-style-type: none"> 2nd Street Bridge Replacement 	EPA/KDHE approval of the construction work is pending due to contaminated soil.
<ul style="list-style-type: none"> Storm Sewer Upgrade, Curb, and Sidewalk 2nd 	Nothing to report at this time.

Street Bridge Replacement from 13th St.
Terrace to 17th Street

- City Sidewalk and Street Overlay Projects Nothing to report at this time.

Other Projects	Project Status
• Radio-Read Meter Installations	Delivery of about half of the meters is anticipated in March.

CONSIDERATION OF
BLACK & VEATCH
PROPOSAL TO EVALUATE
PROPOSED SOUTHERN
STAR GAS COMPANY
NATURAL GAS PIPELINE
INSTALLATIONS AT
NORTH PLANT

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

RESOLVED (No. 14165), that the Board approved a contract in the lump sum amount of \$38,100 to evaluate the risk of Southern Star Gas Company's (SSGC) planned installation of two 16-inch diameter steel high-pressure natural gas pipelines beneath facilities at the North Plant, with the understanding that: (1) the full cost of the evaluation will be reimbursed by SSGC, and (2) an agreement between the Water Department and SSGC will be executed with the provisions described above that is agreeable to the Waterworks Board.

CONSIDERATION OF
DONATION TO SAINT
VINCENT AND DUCHESNE
CLINICS OF
LEAVENWORTH

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

RESOLVED (No. 14166), that the Board approved a donation in the amount of \$1,000.00 to the Saint Vincent and Duchesne Clinics of Leavenworth using available assets in the Tower Fund.

MANAGER'S REPORT

Meeting with Region 7 EPA Concerning NPDES Permits for Lime Residuals

A meeting with EPA Region 7 to discuss the discharge of lime residuals into the Missouri River is scheduled for March 15th at 1 PM at EPA's office in Lenexa. John Kaufman will attend the meeting on behalf of the Water Department.

Retirement Announcement and Employment Posting

James Zielinski, North Plant Assistant Superintendent, recently applied for KPERS retirement benefits effective May 1, 2013. In anticipation that his retirement application will be approved, an employment posting was placed in *The Leavenworth Times, Chronicle Shopper & Fort Leavenworth Lamp* for an Operator In-Training position. The ad will run through March 18th. Resumes are being directed to Water Treatment Manager, Jeff Arnold.

Upcoming Events (Reminder)

KDHE Asset Management Workshop. The Kansas Department of Health and Environment (KDHE) Capacity Development Program, in partnership with Wichita State Environmental Finance Center (EFC) and Kansas Municipal Utilities (KMU), are sponsoring an "A.M. Kan Work!" Workshop on water-utility asset management. The workshop is free and was rescheduled to occur on June 25th in St. Mary's, Kansas. John Kaufman will attend this workshop, which will focus on implementation of new administrative systems and management tools for utilities to adapt to increased regulatory requirements and environmental complexities.

KDHE Utility Rate Setting and Financial Planning Workshop. The Kansas Department of Health and Environment (KDHE) Capacity Development Program, in partnership with Wichita State Environmental Finance Center (EFC), Ranson Financial Consultants, and Kansas Municipal Utilities (KMU), are sponsoring a workshop on rate setting and financial planning. The workshop is free and was rescheduled to occur on June 26th in St. Mary's, Kansas. John Kaufman will attend the workshop, which will provide participants with an understanding of major considerations when setting rates; rate structure options and pricing objectives; financial planning considerations; and strategies for communicating rate information to the utility board and community.

KRWA Conference. The Kansas Rural Water Association Conference will be held in Wichita from March 26th to 28th. Please let Sue Barnes know if you would like to attend.

AWWA Annual Convention and Exposition (ACE13). ACE13 will be in Denver, Colorado from June 9th to 13th. Please let Sue Barnes know if you would like to attend.

City Congressional Meetings

John Kaufman attended the Kansas Congressional Delegation meetings in Washington, DC on Monday, March 3rd, but returned to Leavenworth early due to forecast weather conditions the Washington area. A copy of the City's meeting agenda was provided to the Board last week.

Water Department v Bettis Asphalt

File information was submitted to Peter Robertson of Crow and Associates in response to the Bettis's request for information in the pending damage case.

Well Field Access Road Reconstruction

Kayla Manning is preparing the access road reconstruction specifications for competitive bidding. KDEM extended the project completion date to May 31st due to the current weather and field conditions.

Shawnee Street Paving Project

The City is planning a 2013 street paving project that will incorporate Shawnee Street between 6th and the mid-block of 3rd and 4th Streets. According to the attached Change Order for Additional Design for Shawnee Street project prepared by Public Works Director, Michael McDonald, the City has or plans to approve additional design services for the Shawnee Street. The Change Order states that "*the intent of the project is to repair the pavement that has been damaged by a series of significant water breaks and related repairs and new construction in the last few years. The Water Department has agreed to cost-share in the cost of the street repairs due to deterioration caused by their lines and other work in Shawnee Street. The actual ratio of cost sharing has not been determined. Preparation of the plans will assist in the discussion.*"

The City's scope of work for the project along Shawnee Street is:

- 300 Block (Post Office West) – estimated construction cost: \$50,000 for spot repairs and mill/overlay.
- 400 Block – estimated construction cost: \$200,000 for full street reconstruction between 5th and 4th Street with mill/overlay and full depth pavement.
- 500 Block – estimated construction cost: \$70,000 spot repairs and mill/overlay.

KRWA Article

An article on the use of trenchless technology by the Leavenworth Water Department was published in the March 2013 issue of the Kansas Lifeline.

Water Treatment Plant Operations

In February, a total of 107,727,696 gallons were pumped into the water-distribution system from both treatment plants. Demand ranged from about 2.45 MGD to 4.57 MGD and averaged more than 3.82 MGD. The total volume of potable water pumped into distribution system from January 1, 2013 to February 28, 2013 was 237,340,500 gallons, or 4.02 MGD average.

- a. **North Plant:** In February, the North Plant produced 21,760,000 gallons and met about 20% of the total system demand by producing from 0 to 2.15 MGD and averaging about 0.78 MGD. The new head gates for the north plant are being installed with some delays due to the weather; the plant has been shut down since February 12th for cleaning and gate installation. One of the gates is the wrong size and was reordered from the manufacturer.
- b. **South Plant:** In February, the South Plant produced 85,326,200 gallons and met about 80% of the total system demand by producing from 1.69 to 4.47 MGD and averaging about 3.47 MGD.

The current flow in the Missouri River at Leavenworth is about 23k cfs, as measured at St. Joseph, Missouri. On March 1, 2013, the Corps of Engineers forecast the runoff for calendar year 2013 to be 20.0 million acre-feet (MAF). This runoff would be 81% of normal runoff. As of March 1, 2013, the mountain snowpack in the reach above Fort Peck was 93% of the average snowpack for this date. Mountain snowpack in the reach between Fort Peck and Garrison was 86% of the average snowpack for this date. Since March 1st, considerable more snow and rain has occurred throughout much of the basin.

Water Distribution Operations

Since the previous Board meeting on January 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: 3 total

	2-inch (3)	4-inch (0)	6-inch (0)	8-inch (0)	10-inch (0)	12-inch (0)
72 Logan 213 Western 1314 Pawnee	none	none	none	none	none	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: none

EXECUTIVE SESSION

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

RESOLVED (No. 14167), that the Board go into executive session for 30 minutes to discuss personnel matters.

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

RESOLVED (No. 14168), that the Board come out of executive session.

ADJOURNMENT

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

Approved _____ 2013

Howard Kirk, Chairman

Thomas Koch, Vice Chairman