

# LEAVENWORTH WATER DEPARTMENT

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MARCH 25, 2013

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

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### ATTENDANCE

#### **Directors in Attendance**

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

#### **Directors Absent (Excused)**

#### **Staff in Attendance**

John Kaufman, General Manager  
Lesia Hegeman, Finance Manager  
Dennis Baragary, Sr., Distribution Manager  
Patrick Garrett, Jr., Distribution Supervisor  
Jeff Arnold, Plant Superintendent  
James Adams, North Plant Superintendent  
Gary Simanowitz, South Plant Superintendent

#### **Others in Attendance**

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### CALL TO ORDER

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

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### MINUTES

Upon motion of Director Kittle, seconded by Director Wood the minutes were adopted with Director Bogner abstaining, it was ...

**RESOLVED (No. 14169)**, that the minutes of the March 11, 2013 Board Meeting are hereby approved.

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### BOARD MEMBER ITEMS

Director Bogner: Employees should receive some type non-monetary recognition for years of service.

Director Kittle: Employees refrain from talking on their cell phones while driving Water Department vehicles.

**PUBLIC COMMENT**

None

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**CONSIDERATION OF  
PAYROLL DISBURSEMENTS**

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

**RESOLVED (No. 14170)**, that the regular payroll for the period ending March 31, 2012 amounting to gross pay of \$76,843.65 (composed of Federal Tax Withheld - \$8,059.23; FICA Withheld - \$5,653.54; State Tax Withheld - \$2,637.64; KPERS Withheld - \$3,327.46; P.E.D.C. - \$2,869.83; Insurance - \$2,391.08; United Way - \$90.50; EQ-Flex - \$2,470.04; Misc. - \$1,015.00; Direct Deposits - \$48,329.33, and including the following overtime amounts: Distribution – 32 hours @ \$947.28, North Plant – 4 hours @ \$113.94 and South Plant – 9 hours @ \$284.01 be approved and disbursements made from the Revenue Fund for their respective amounts.

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**CONSIDERATION OF  
SPECIAL CLAIMS**

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

**RESOLVED (No. 14171)**, that the Board approved the Special Claims on the Revenue fund totaling \$410,278.28, and the checks be drawn on the Revenue Fund for their respective amounts.

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**CONSIDERATION OF  
SPECIAL/SPECIAL CLAIMS**

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

**RESOLVED (No. 14172)**, that the Board approved the Special/Special Claims on the Revenue fund as follows: John Kaufman \$109.88, Caritas Celebrates \$1,000.00, Riverfront Community Center \$200.00, Per Diem for KRWA \$420.00, W.H. Griffin Trustee \$1,510.00, Cash Accounts \$110.54, AT&T \$186.83, AXA Equitable \$4,814.66 and United Way \$30.00 the checks be drawn on the Revenue Fund for their respective amounts.

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**CONSIDERATION OF  
FEBRUARY FINANCIAL AND  
INVESTMENT REPORT**

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

**RESOLVED (No. 14173)**, that the Board approved the February Financial and Investment Report.

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**ADMINISTRATION UPDATE**

Concerning Job Postings, Director Bogner, requested a written explanation on internally and externally notices for job openings, and opinions on the matter from HR consultant, Tim Huston, and from General Counsel, Mike Crow.

## HR Update

1. **North Assistant Superintendent Position.** North Plant Assistant Superintendent, James Zielinski, announced that he would retire in on April 30, 2013. James has been an employee of the Water Department for nearly 30 years. Upon his retirement, Lead Operator, Chris Finan, will become the Assistant Superintendent and Joshua Visocsky will become the Lead Operator. Therefore, a new position opened up for an Operator at the plant. The position was advertised in the Leavenworth Times and interviews will take place at the office on Wednesday, March 27<sup>th</sup>. Working with Human Resources Services (HRS), a determination was made that the Assistant Superintendent position is exempt pursuant to the Fair Labor Standard Act.
  
2. **Human Resources Tasks.** The following HR tasks will be completed in the coming weeks and months.
  - **I-9 Form compliance** – all employees complete (as necessary) new I-9 forms by April 30<sup>th</sup> to be coordinated through Lesia Hegeman; HRS will quality check the completed forms.
  - **Position descriptions and Fair Labor Standard Act compliance** – HRS provide a simple form that will be completed by supervisors and managers that will be used to develop job descriptions for each position that HRS will complete by May 31<sup>st</sup>.
  - **Performance review forms and training** – HRS will review the Water Department's performance review forms and suggest one or more alternative forms as appropriate. The final form(s) will be completed by May 31 with training on form completion in July or August.
  - **Employee manual update** – HRS has recommended changes and options for the employee manual, which management will consider; HRS will revise the employee manual by July 31<sup>st</sup>.
  - **New employee orientation program** – working with management, HRS will complete this task by September 1<sup>st</sup>.
  - **Management training for supervisors** – HRS will complete this task by October 31<sup>st</sup>.
  - **OSHA 300 report** – HRS will complete this task by May 1<sup>st</sup> including a determination that OSHA compliance is required.
  - **Safety training and manual** – working with management, HRS will complete this task by October 31<sup>st</sup>.

## New High-Speed Server and Computers

Installation and configuration of the new Microsoft server was completed just as the mother board on the old server (more than 7 years old) was beginning to fail.

The new server has a 64-bit processor, as opposed to the 32-bit processor of the old server. The Talkswitch software for the phone system must run on a computer with a 32-bit processor; the old GIS computer was configured to provide this service and was recently installed for this purpose.

A new secure web site and webmail system were created for use by the staff and the Board. Training for the staff on the new system will take place in the next few weeks.

The new GIS and engineer's computer were configured and installed. All GIS files are stored on the new server, which is backed up nightly. Both computers are configured with Windows 7 and Microsoft Office 2013, for which the other computers in the office need to be configured in the near future.

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## **PROJECT UPDATES**

### **Stage 2 Disinfection Byproduct (DBP) Study**

The final technical memorandum was received from Black & Veatch and is attached.

### **Well Field Access Road**

Bid documents and design drawings are being prepared to rebuild the embankment and replace the road surface that were both damaged by the 2011 flood of the Missouri River.

### **Radial Collector Well Feasibility Study**

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

### **Southern Star Gas Line Installation**

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**

The new GIS system is now operating on the new desk top computer. The old GIS computer is being reconfigured to operate the Talk Switch system. All GIS files are stored on the new server and are backed up nightly.

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.*

### **North Plant Head Gates**

The installation of the new head gates at the North Plant is complete, except for one gate that has been reordered because it is the incorrect size and configuration. The last gate is scheduled to be installed in the fall when the treatment plant is shut down. A minor change order request is anticipated from the installation contractor for additional shop and labor charges.

### **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**

The Water Department received a site and water utility plan from Mr. Dustin Burton of Lutjen, Inc. for the planned Fairfield Inn at the southwest corner of 4<sup>th</sup> and Metropolitan. The plan does not include a restaurant structure and 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 4<sup>th</sup> Street and replace it with new HDPE pipe. A joint meeting with the City Public Works Department, Fire Department, and Lutjen, Inc. was requested 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"> <li>Shawnee Street (from Esplanade to 6<sup>th</sup> Street) and Esplanade (from Shawnee to Delaware)</li> </ul>	The project will resume when the weather warms – March 25 <sup>th</sup> is the current target start date, which could slide into April.
<ul style="list-style-type: none"> <li>Delaware Street (from 13<sup>th</sup> Street to 16<sup>th</sup> Street)</li> </ul>	The project will begin in the spring or summer. Additional plan and profile work is being done along 13 <sup>th</sup> Street to relocate the water main away from a new city storm sewer.
<ul style="list-style-type: none"> <li>16<sup>th</sup> Street (from Santa Fe to Thornton Street)</li> </ul>	The project will begin in the spring or summer.
<ul style="list-style-type: none"> <li>Miami Street (from 8<sup>th</sup> Street to 10<sup>th</sup> Street)</li> </ul>	The project will begin in the spring or summer.
<ul style="list-style-type: none"> <li>Franklin Street (from Ohio to Kansas)</li> </ul>	The project will begin in the spring or summer.
<ul style="list-style-type: none"> <li>3<sup>rd</sup> Street at Three-Mile Creek</li> </ul>	The project will begin in the spring or summer.
<ul style="list-style-type: none"> <li>17<sup>th</sup> and Thornton 6-Inch Water Main</li> </ul>	The project will begin in the spring or summer.
<ul style="list-style-type: none"> <li>Stove Factory Lofts Water Mains and Hydrants</li> </ul>	There is no project schedule.
City Road and Bridge Projects	Project Status
<ul style="list-style-type: none"> <li>2<sup>nd</sup> Avenue and Limit Street Bridge Replacement and Road Realignment</li> </ul>	A draft KDOT 1304 form was prepared and submitted to the City for comment.
<ul style="list-style-type: none"> <li>Limit Street Bridge Replacement at 15<sup>th</sup> Street and Road Widening from 15<sup>th</sup> to 20<sup>th</sup> Street</li> </ul>	City condemnation of private land is pending.
<ul style="list-style-type: none"> <li>2<sup>nd</sup> Street Bridge Replacement</li> </ul>	EPA/KDHE approval of the construction work is pending due to contaminated soil.

- Storm Sewer Upgrade, Curb, and Sidewalk 2<sup>nd</sup> Street Bridge Replacement from 13<sup>th</sup> St. Terrace to 17<sup>th</sup> Street Nothing to report at this time.
- City Sidewalk and Street Overlay Projects Nothing to report at this time.

Other Projects	Project Status
<ul style="list-style-type: none"> <li>• Radio-Read Meter Installations</li> </ul>	Delivery of about half of the meters is anticipated in March.

**CONSIDERATION OF PIPE BURSTING MACHINE PURCHASE**

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

**RESOLVED (No. 14174)**, that the Board approve the purchase of a used 800G pipe bursting machine from TT Technologies in the amount of \$389,735.99. The lease agreement allows five months of rental rate totaling \$92,500.00 to be applied to the purchase price for an acquired price of \$297,235.00.

**GENERAL MANAGER'S REPORT**

**Meeting with Region 7 EPA Concerning NPDES Permits for Lime Residuals**

John Kaufman attended a meeting at EPA's Region 7 office on March 15<sup>th</sup> from 1:00 to 4:15 PM with members of the Missouri River Public Water Supply Association (MRPWSA) to discuss the discharge of lime residuals into the Missouri River. EPA representatives included John Dunn and Glenn Curtis. Other MRPWSA members included representatives from Water One, BPU, St. Louis, Missouri American Water, Independence, Omaha, Council Bluffs, Sioux City, and Kansas City, MO. The meeting was requested by the MRPWSA membership because the Iowa was proposing to require Council Bluffs to cease the discharge of lime residuals into the Missouri River. A summary of MRPWSA concerns is presented below:

- Numerous studies conducted by the MRPWSA and member utilities acknowledge that water treatment plant (WTP) discharges cause no adverse impact to the river.
- Elimination of WTP discharge residuals that require disposal, consumes energy, and contributes to greenhouse gas emissions resulting in net environmental harm.
- Absent categorical standards for WTPs discharges, NPDES permits development based on best practical judgment (BPJ).
- Permitting requirements by some state agencies appear to be inconsistent with EPA's long standing policy.
- Applicable federal rules should not produce radically different NPDES permitting requirements for essentially identical discharge settings and de minimis river impact.
- Has EPA changed its long standing policy on WTP residual discharges to the Missouri River, as stated in the 1999 Policy Memorandum?

Each member of MRPWSA discussed the status of their respective NPDES permits.

EPA representatives with gave brief presentations on:

- a. Clean Water Act framework for NPDES permitting;
- b. National and Regional approach to permitting Water Treatment Plants;
- c. Technology-based permitting considerations for WTPs; and
- d. Water quality-based permitting considerations for WTPs.

EPA indicated the agency is working with the various states on the matter and wants to approach each utility situation on a case-by-case basis. MRPWSA members plan to meet again on the matter in the near future.

### **Kansas Public Water Supply Loan Fund**

The following three projects were recently submitted to William Carr of KDHE for funding consideration in 2013 under the Kansas Public Water Supply Loan Fund:

- Radial collector well -- \$5MM
- Backup generators -- \$5MM
- Water transmission line beneath the Missouri River -- \$1.5MM

William Carr remarked that the latter project may not be considered because of its speculative nature.

### **2013 Consumer Confidence Report**

The 2013 Consumer Confidence Report is being prepared and will be made available on the Water Department's public web site by using a direct URL link. Customers will be notified about the report by means of a printed message on their monthly billing statement. About 2,000 copies of the report will be printed for handout to customers who request a paper copy.

### **Upcoming Events (Reminder):**

- **KRWA Annual Conference.**
- **AWWA Annual Convention and Exposition (ACE13).** ACE13 will be in Denver, Colorado from June 9<sup>th</sup> to 13<sup>th</sup> 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 29<sup>th</sup>; the savings is \$200. Cancellations after March 30<sup>th</sup> are not permitted, but substitutions are allowed.
- **SpireFest Dinner.** April 13<sup>th</sup> at the Overland Park Marriot; time 6:00 PM.
- **Staint Vincent & Duchesne Clinics Dinner.** April 20<sup>th</sup> at KCI Expos Center, 11730 NW Ambassador Drive, Kansas City, MO 64153; time 7:00 PM.
- **KDHE Emergency Planning Workshop.** April 10<sup>th</sup> in Topeka from 8:30 AM to 4:00 PM. John Kaufman will attend this free workshop.
- **Burns & McDonnell Sustainability Summit.** June 7<sup>th</sup> from 7:00 AM to 12:00 PM at Burns & McDonnell World Headquarters, Kansas City, MO.

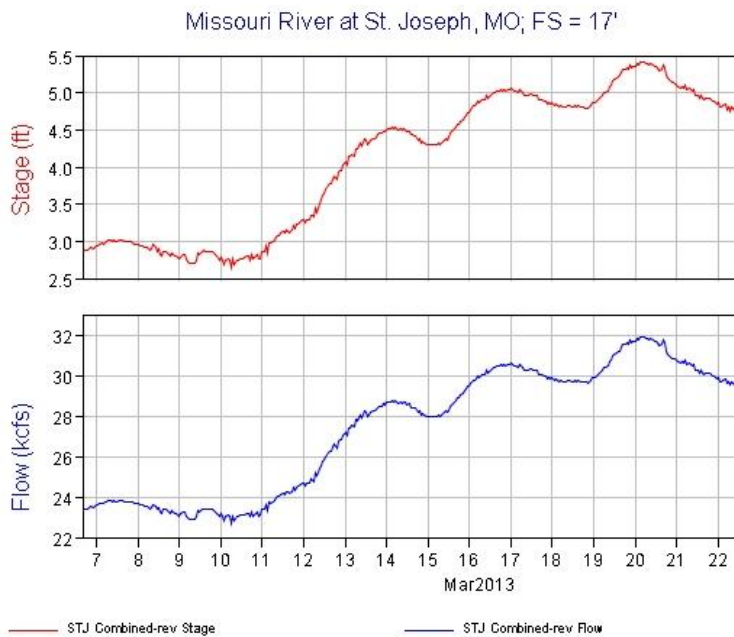
**Riverfront Community Center Corporate Pass Program**

The Water Department purchased an annual Corporate Pass to the Riverfront Community Center I the amount of \$200.00 on March 19<sup>th</sup>. The membership allows each employee the option of purchasing, at a reduced rate, either a 6-month pass or a 1-year pass. The membership includes access to the 1/10-mile indoor track, weight room, gym, wellness center, racquetball courts, and swimming pool.

**Water Treatment Plant Operations**

During the first 20 days of March, a total of 74,109,500 gallons were pumped into the water-distribution system from the South Plant. The North Plant was not operating during period while new head gates were installed. Demand ranged from about 3.13 MDG to 3.78 MGD and averaged about 3.71 MGD. The total volume of potable water pumped into distribution system from January 1, 2013 to March 20, 2013 was 311,450,000 gallons, or 3.94 MGD average. The North will resume operations on Monday, March 25<sup>th</sup>.

The current flow in the Missouri River at Leavenworth is about 30k cfs, as measured at St. Joseph, Missouri.



**Water Distribution Operations**

Since the previous Board meeting on March 11, 2013 the following water-distribution activities occurred:

- a. New Water-Service Connections: none
- b. Service Kills, Relocations or Repairs: 8 meter relocations along Limit Street for the City's street improvement project, and transferred the feed line for four duplex units on Vilas for the City's street and bridge improvement project.
- c. Valves and Fire Hydrants (new and replacements): none



d. Waterline Breaks: 4 total

2-inch (3)	4-inch (0)	6-inch (1)	8-inch (0)	10-inch (0)	12-inch (0)
1104 Columbia 411 Sheridan 1104 Columbia (2 <sup>nd</sup> break)	none	State and Vilas	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

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**SERVICE RECOGNITION OF  
BOARD DIRECTORS DR.  
PAUL KITTLE AND  
THOMAS KOCH**

Service plaques were presented to Directors Kittle and Koch for their four years of service on the Waterworks Board.

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**ADJOURNMENT**

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

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

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Howard Kirk, Chairman

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Thomas Koch, Vice Chairman