

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON MAY 13, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday May 13, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Michael Bogner, Chairman
Greg Kaaz, Vice Chairman
Richard Gervasini, Secretary
Howard Kirk, Member (by Skype)

Directors Absent (Excused)

Teresa Wood, Assistant Secretary

Staff in Attendance

John Kaufman, Department Manager
Lesia Hegeman, Finance Manager
Kayla Manning, Engineer
Jeff Arnold, Water Treatments Plants Manager
James Adams, North Plant Superintendent
Gary Simanowitz, South Plant Superintendent
Dennis Baragary, Sr., Distribution Manager
Patrick Garrett, Jr., Distribution Supervisor

Others in Attendance

Dana Splichal, CPA Kramer & Associates, CPAs

CALL TO ORDER

Chairman Kirk 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

ELECTION OF BOARD OFFICERS

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

RESOLVED (No. 14187), that Director Bogner is elected Chairman.

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

RESOLVED (No. 14188), that Director Kaaz is elected Vice Chairman.

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

RESOLVED (No. 14189), that Director Gervasini is elected Secretary

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

RESOLVED (No. 14190), that Director Wood is elected Assistant Secretary

MINUTES

Upon motion of Director Kaaz, seconded by Director Gervasini, with correction to **Southern Star** and Director Bogner abstained, the minutes were adopted, it was....

RESOLVED (No. 14191), that the minutes of the April 22, 2013 Board Meeting is hereby approved.

CONSIDERATION OF PAYROLL DISBURSEMENTS

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

RESOLVED (No. 14192), that the regular payroll for the period ending May 15, 2013 amounting to gross pay of \$76,065.89 (composed of Federal Tax Withheld - \$7,944.91; FICA Withheld - \$5,594.00; State Tax Withheld - \$2,602.31; KPERS Withheld - \$3,331.98; P.E.D.C. - \$2,869.83; Insurance - \$2,548.52; United Way - \$98.75; EQ-Flex - \$2,470.04; Misc. - \$260.00; Garnishment \$755.00 and Direct Deposits - \$47,590.55, and including the following overtime amounts: Distribution – 18 hours @ \$585.55; North Plant – 17.50 hours @ \$526.19; South Plant – 17 hours @ \$527.25 be approved and disbursements made from the Revenue Fund for their respective amounts.

**CONSIDERATION OF
REGULAR CLAIMS**

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

RESOLVED (No. 14193), that the Board approved the Regular Claims on the Revenue fund totaling \$143,576.77, 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 Kirk, and Director Bogner voted nay, the special claim were adopted, it was ...

RESOLVED (No. 14194), that the Board approved the Special Claims on the Revenue fund totaling \$224,157.28, and the checks be drawn on the Revenue Fund for their respective amounts.

**CONSIDERATION OF
SPECIAL-SPECIAL CLAIMS**

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

RESOLVED (No. 14195), that the Board approved the Special-Special Claims on the Revenue fund as follows: AT&T \$167.70, AXA Equitable \$25,739.66, Water Protection Fee \$14,391.64, SASI \$1,215.52, Avion Meeting and Convention \$1,200.18, Sungard Public Sector Users' Group \$410.00, Westar Energy \$32,444.04, Kansas Gas Service \$1,522.67, Heartland Midwest \$294.61, and Turf Design \$594.61 that checks be drawn on the Revenue Fund for their respective amounts.

**CONSIDERATION OF DRAFT
2012 AUDIT REPORT**

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

RESOLVED (No. 14196), that the Board approved the 2012 Audit Report.

**CONSIDERATION OF BALL
VALVE AND ACTUATOR
PURCHASES**

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

RESOLVED (No. 14197), that the Board approved the purchase of three Henry Pratt ball valves and accompanying actuators from Henry Pratt Company at a cost of \$88,659.00; and approve the installation of three valves and actuators by Douglas Pump Company at a cost not to exceed \$9,780.00. The total project budget is approved not to exceed \$100,000.00

CONSIDERATION OF FIVE TRAILS HALF MARATHON DONATION

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

RESOLVED (No. 14198), that the Board approved to donate \$500.00 to the Five Trails Half Marathon, with the money contributed from the Tower Fund. The Leavenworth County Historical Society hosts this annual event, the proceeds help the operation of the Carroll Mansion Museum and other community functions of the historical society.

CONSIDERATION OF CONSUMER CONFIDENCE REPORT

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

RESOLVED (No. 14199), that the Board reviewed and approved the 2013 Consumer Confidence Report, and necessary expenditure of funds to print and mail the report to customers.

CONSIDERATION OF KRWA MEMBERSHIP RENEWAL

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

RESOLVED (No. 14200), that the Board approved toe KRWA membership renewal in the amount of \$920.00 with monies contributed from the Tower Fund

CONSIDERATION OF SCHEDULE OF EVENTS

The current schedule of events was presented to the Board. Director Bogner requested the schedule focus on major events for the Board.

GIS DEMONSTRATON

The new GIS system was demonstrated to the Board members who were present.

ADMINSTRATION REPORT

Human Relations Update

- New I-9 forms were completed by staff and reviewed by Lesia Hegeman and HR consultant Tim Huston. All were found to be completed properly.
- The personnel manual is being reviewed and recommended modifications will be submitted to the Board for consideration at an up-coming board meeting.
- Job descriptions will be developed with the assistance of Tim Huston.

- The draft Safety Manual will be reviewed and modified as necessary for consideration by the Board an up-coming board meeting.

Software and Computers

There is nothing new to report at this time.

Procurement Policy

Management is reviewing procurement policies of the City of Leavenworth, Leavenworth County, and other large water providers. A recommendation for a new procurement policy for the Water Department will be developed and provided to the Board at a future board meeting. Information about the Water Department's policies concerning credit card purchases and vendor invoice approvals will be provided at the Board meeting.

PROJECTS UPDATE

Water Diversion and Treatment Projects

1. Stage 2 Disinfection Byproduct (DBP) Study

Initial laboratory results for the North Plant indicate that raising the pH to 11.0 during the spring runoff substantially reduces trihalomethane precursors such that 100% compliance with the new EPA Stage 2 Disinfection Byproduct Rule should be achievable. Raising the pH to 11.3 did not significantly improve results beyond a pH of 11.0.

2. Well Field Access Road Reconstruction

A contract was executed with A.F. VanFleet Excavating to perform the reconstruction work and a preconstruction meeting was held at the construction site on May 1st. The start of construction has been delayed due to wet weather and field conditions.

3. Radial Collector Well Feasibility Study

A scope of work and cost estimate proposal was received from Black & Veatch for the radial collector well feasibility study. The document is being reviewed internally.

4. Southern Star Gas Line Installation

Black & Veatch is evaluating Southern Star's gas pipeline installation design. 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.

5. Lime Residuals Disposal

Staff recently met with BG Consultants to discuss the findings of the geotechnical study for the permanent disposal of lime residuals produced by the South Plant. BG Consultants is preparing a revised scope of work and cost estimate for design and permitting services.

6. Well Cleaning RFP

There is no change in the status of this project.

7. **South Plant VFD Study**
There is no change in the status of this project.
8. **VA Water Main Connections and Metering**
There is no change in the status of this project.
9. **Backup Generators**
The recent Capital Electric \$4.3MM cost estimate for backup generators will be included in a future capital improvement plan.

Water Distribution Projects

1. **GIS and Field Devices**
There is no change in the status of this project.
2. **Shop Area Security Fence and Gates**
There is no change in the status of this project.
3. **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 1st following completion of the Limit Street water line replacement project.
4. **Delaware Street (from 13th Street to 16th Street)**
This project has not been scheduled.
5. **16th Street (from Santa Fe to Thornton Street)**
This project has not been scheduled.
6. **Miami Street (from 8th Street to 10th Street)**
This project has not been scheduled.
7. **Franklin Street (from Ohio to Kansas)**
This project has not been scheduled.
8. **3rd Street at Three-Mile Creek**
This project has not been scheduled.
9. **17th and Thornton 6-Inch Water Main**
This project has not been scheduled.
10. **Stove Factory Lofts Water Mains and Hydrants**
Water-system design drawings for the Stove Factory Lofts were received from the developer and are being reviewed.
11. **Radio-Read Meter Installations**
New radio read meters continue to be installed in the City.

City of Leavenworth Projects

1. **City Animal Control Facility**
The City requested bids from contractors to construct the new animal control facility at 3rd Street and Marion -- behind and east of the Price Chopper grocery store and in an old landfill

area. Construction is forecast to begin by late spring or early summer.

We reviewed the City's water utility plan, which includes the use of ductile iron pipe for a combined fire and water-service line. The City was advised not to use this pipe material due to the clay soils and shallow ground-water conditions. They were also informed that the Water Department would extend a water main up to the property boundary along 3rd Street and that a contractor would have to install the remaining piping and appurtenances. According to the City, a preconstruction meeting for the new facility is scheduled for May 22, 2013 at 2:00 pm in the commission chamber.

2. **Fairfield Inn**

There is no change in the status of this project.

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

Necessary easements for new water lines are being identified.

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

Using horizontal directional drilling, about 650 feet of new 8-inch HDPE pipe was placed in the right-of-way along the north side of Limit Street beneath Five-Mile Creek west of 16th Street and near 20th Street. A small easement was obtained at the northeast corner of 16th and Limit Street (2817 South 16th Street) to relocate the water main around a planned new storm-water manhole. An additional 233 feet of 8-inch HDPE pipe will be placed in the right-of-way beneath the west side of 15th Street at Limit Street. Nearly 1,000 feet of new 8-inch HDPE pipe will be placed through the existing 6-inch ductile iron water main beginning Monday, May 13th. Pipe bursting will occur in three segments.

5. **2nd Street Bridge Replacement**

EPA/KDHE approval of the construction work is pending due to contaminated soil.

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

There is no change in the status of this project.

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

There is no change in the status of these projects.

**GENERAL MANAGER'S
REPORT**

Government Affairs

1. **Corps Statement on Missouri River Drought Conditions.** The Water Department, and other water providers, received the attached letter from Jody Farhat, PE, Chief of the Missouri River Basin Water Management Division, concerning the Corps forecast of low releases of water from Gavins Point Dam into the

Missouri River. According to Ms. Farhat, “... if the drought deepens, the navigation season could potentially be shortened more than three weeks this fall, during which period the Master Manual prescribes a 9,000 cfs release from Gavins Point Dam.” While the Master Manual indicates the purpose of the water control plan is to meet water-supply requirements in the river reaches downstream of the mainstem reservoirs “to the extent reasonably possible,” the Corps believes the minimum winter release of 12,000 cfs and the fall non-navigation release of 9,000 cfs presented in the Master Manual are reasonable goals for water intakes. More on this letter will be discussed at the Board meeting.

Community Relations

1. ***New Lansing High School.*** Ellis Edmonds, Chairman of RWD-8, met with John Kaufman on three occasions in the past week to discuss water supply for the new Lansing High School. David Van Parys, General Counsel for Lan-Del Water District, also met with John Kaufman to briefly discuss the new high school and other topics. The new high school will be located west of 147th Street (DeSota Road) and south of 4H Road in RWE-8’s service area. More on this matter will be discussed at the Board meeting.

Legislative Update

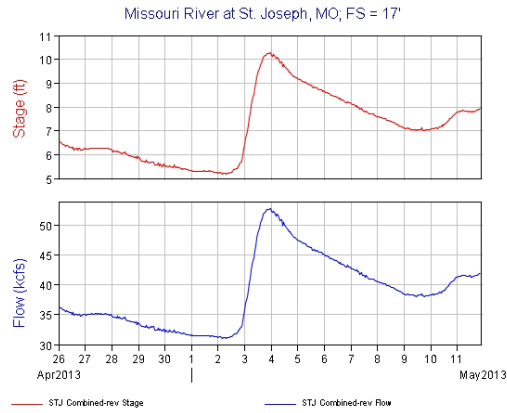
There is no new legislative matter to report at this time.

Water Treatment Plant Operations

During the month of April 2013, 123,728,800 gallons were pumped into the water-distribution system from both treatment plants. Demand ranged from about 3.45 MDG to 4.71 MGD and averaged nearly 4.12 MGD. The total volume of treated water pumped into the water distribution system from both water treatment plants from January 1st through April 30th of 2013 was 478,878,000 gallons. Accountability in April was 89.5% and 95.4% for the first four months of 2013.

- a. **North Plant:** During the month of April, the North Plant produced 63,105,000 gallons and met about 51% of the total system demand by producing from 2.05 to 2.16 MGD and averaging about 2.10 MGD for the month.
- b. **South Plant:** During the month of April, the South Plant produced 60,623,800 gallons and met 49% of the total system demand by producing from 1.35 to 2.60 MGD and averaging nearly 2.02 MGD.

The current flow in the Missouri River at Leavenworth is about 42k cfs, as measured at St. Joseph, Missouri.



Water Distribution Operations

Since the previous Board meeting on April 8, 2013 the following water-distribution activities occurred:

- a. New Water-Service Connections: one at 1919 Woodridge
- b. Service Kills, Relocations or Repairs: none
- c. Valves and Fire Hydrants (new and replacements): none
- d. Waterline Breaks: one

2-inch (0)	4-inch (0)	6-inch (1)	8-inch (0)	10-inch (0)	12-inch (0)
none	none	1608 Limit St.	none	none	none

- e. Service Renewals without Main Replacements: none
- a. Service Transfers to New Replacement Mains: several are in progress along Limit St.
- f. Radio-Read Installations: 172
- g. Large Meter Replacements: none
- h. Meter Relocations: none
- i. Main Replacements: a 6-inch main is being replaced with 8-inch HDPE pipe on Limit Street between 15 and 20th Streets in conjunction with the City Limit Street widening and bridge replacement project.

ADJOURNMENT

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

Approved _____ 2013

Michael Bogner, Chairman

Richard Gervasini, Secretary