

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON JULY 8, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Monday, July 8, 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
Richard Gervasini, Secretary
Howard Kirk, Member (by telephone)

Staff in Attendance

John Kaufman, Department Manager
Lesia Hegeman, Finance Manager
Kayla Manning, Staff Engineer
Jeff Arnold, Water Treatment Manager
Gary Simanowitz, South Plant Superintendent
Dennis Baragary, Sr., Water Distribution Manager
Patrick Garrett, Water Distribution Supervisor

Others in Attendance

Mike Crow, Attorney – Crow & Associates
Scott Miller, City Manager – City of Leavenworth
Pat Kitchens, Chief of Police – City of Leavenworth

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUARUM

Quorum Present

REQUESTS, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

None

CONSIDERATION OF MAIN EXTENSION AND COST SHARING WITH CITY FOR NEW ANIMAL CONTROL FACILITY

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

RESOLVED (No. 14221), that the Waterworks Board approved the City's request to share the cost of the main extension project equally. The estimated cost of the water main project, as designed is \$106,350,

including materials, contractor labor for excavation and installation (excluding service line construction), street restoration, engineering, and inspection. The design is to be modified by extending the water main to just the north end of 3rd Street, installing a fire hydrant, and constructing a service line north to the new facility from near the fire hydrant.

CONSIDERATION OF : "NO FIREARMS" SIGNS FOR ADMINISTRATION OFFICE AND NORTH AND SOUTH WATER TREATMENT PLANTS

Upon motion of Director Kaaz, seconded by Director Gervasini, with Director Bogner as a naye vote, and the other Directors as a yes vote, motion was adopted...

RESOLVED (No. 14222), that the Waterworks Board directed Attorney Mike Crow to prepare and send a letter to the Leavenworth City Commissioners requesting that the Water Department properties (administration office and two water treatment plants) be deleted from the City's list of municipal buildings to be exempt from the new Personal and Family Protection Act (HB 2052).

PRESENTATION OF LEGAL OPINION FOR AUDIT REPORT

As part of the recent audit report, Crow & Associates prepared a written opinion of the status of ongoing legal matters affecting the Water Department. Mike Crow of Crow & Associates addressed the following legal matters: Bettis Asphalt Company settlement; real estate foreclosures where the Water Department has filed a lien for non-payment of water bills; and, settlement of two cases involving damage to Southwestern Bell underground cables.

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

Director Bogner requested that at least one existing board policy be reviewed by the Board at each board meeting.

Director Wood stated that she would not be an authorized check signer due to a potential conflict of interest because she is employed at Country Club Bank.

APPROVE MINUTES OF JULY 8, 2013

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

RESOLVED (No. 14223), that the minutes of the June 25, 2013 Board Meeting is hereby approved.

CONSIDERATION OF PAYROLL DISBURSEMENTS

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

RESOLVED (No. 14224), that the regular payroll for the period ending July 15, 2013 amounting to gross pay of \$77,255.04 (composed of Federal Tax Withheld - \$7,985.20; FICA Withheld - \$5,656.75; State Tax Withheld - \$2,627.85; KPERS Withheld - \$3,337.46; P.E.D.C. - \$2,954.83; Insurance - \$2,308.14; United Way - \$98.75; EQ-Flex - \$2,898.32; Misc. - \$265.00; Garnishment \$755.00 and Direct Deposits - \$48,367.74, and including the following overtime amounts: Distribution - 74.50 hours @ \$2,439.97; North Plant - 5 hours @ \$152.40; South Plant - 10 hours @ 315.80 be

approved and disbursements made from the Revenue Fund for their respective amounts.

CONSIDERATION OF , REGULAR CLAIMS, SPECIAL CLAIMS, SPECIAL/SPECIAL CLAIMS

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

RESOLVED (No. 14225), that the Board approved the Regular Claim \$222,760.06, Special Claims \$204,556.74, and the Special/Special Claims as follows AT&T \$155.25, AXA Equitable \$5,909.66, Westar Energy \$35,106.19 and Kansas Gas Service \$212.04, and the checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF CONSENT AGENDA ITEMS

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

RESOLVED (No. 14226), that the Board approved the new consent agenda item policy, which includes the following routine items voted upon together as a single motion for passage: payroll disbursements, payment of claims, and updated schedule of events.

CONSIDERATION OF NEW CHECK SIGNING AND APPROVAL POLICY

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

RESOLVED (No. 14227), that the Board approved a new check signing policy whereby all checks will be signed by two board members, except that checks not exceeding \$15,000 in value may be signed by the General Manager or Staff Engineer and co-signed by a board member (stamped signatures are no longer allowed); all board members are authorized to sign checks, except when a potential conflict of interest exists; and, that the bank signature cards be to updated accordingly in accordance with the bank policy.

ADMINISTRATION REPORT

Human Resources Update

- South Plant Operator Position – The open position is being advertised in the Leavenworth Times newspaper.
- Customer Service Position -- Five interviews were conducted. The position was offered to Ms. Donna McDowell, who will start work on July 29th.
- Job Descriptions -- Job descriptions are being prepared for each position in the Water Department.
- Other HR Tasks – There is nothing new to report at this time.

Board was in agreement that the Water Department not continue the effort with the consultant to develop job descriptions due to a lack of progress on other efforts they are currently supporting. The Board's desire is that no further work be issued to the HR Consultant until all previous task orders have been completed. Future work given to the HR Consultant would be determined on how much progress was made on the current efforts.

Software and Computers

The Sungard HTE system is not compatible with Windows 8. For the near term, management will work to develop an online account to initiate, terminate, bill delivery, and/or payment systems.

Presentation of Draft Procurement Policy and Procedures

There is nothing new to report at this time.

PROJECTS UPDATE

Water Diversion and Treatment Projects

1. **Well Field Access Road Reconstruction**

Letters were submitted to KDEM for payment and project close out.

2. **Radial Collector Well Feasibility Study**

An RFP developed by Black and Veatch is being reviewed by staff.

3. **Southern Star Gas Line Installation**

Final draft report was completed by Black & Veatch. Proposed easement agreements for construction and operation of the pipelines is being reviewed with legal counsel.

There is nothing new to report at this time on the following projects:

- *Lime Residuals Disposal*
- *Well Cleaning RFP*
- *South Plant VFD Study*
- *Backup Generators*
- *North Plant Head Gate*
- *Booster Pump Station VFD Installation*

Water Distribution Projects

1. **Shawnee Street Main Replacement**

The new water main is forecast to be pulled between 3rd Street and 4th Street on July 5th or 8th. Service transfers connections to the new main will occur following the main installation and interconnections. When the current section is finished, replacement of the water main will continue along Shawnee from 3rd Street to Esplanade and along Esplanade to Delaware Streets.

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

Design specifications for the main replacement project are in progress and will be completed following completion of the water main extension specifications for the new Animal Control Facility.

3. **16th and Choctaw Water Main**

This project is part of the Delaware Street project, above.

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 and conceptual completed by BG Consultants is pending.

5. KDOT Facility (16490 Springdale Road)

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

6. Stove Factory Lofts Water Mains and Hydrants

A meeting between the Water Department, Fire Department, and project civil engineers occurred on June 18th. Fire protection plans for buildings E and F were reviewed. The remaining building fire protection plans have not yet been completed.

A tee will be installed at the planned water main service tap beneath 2nd Street. The water main is 10-inch cast iron pipe. The tee will enable easy access to the main from both the east and west sides of the 10-in line, because future redevelopment of the property on the west side of 2nd Street is planned by the project developer, Foutch Brothers.

The Fire Department prefers that the fire hydrants on the south side of the Stove Factory Loft building complex be moved away from the building for easier access. If the hydrant at the southeast corner is to be used, the existing 4-inch line will be enlarged to 8 inches by pipe bursting. The water line may be extended and the hydrant moved onto a landscape island east of the current location. Pipe material selection may be an issue due to the Brownfields site south of the property.

7. Radio-Read Meter Installations

Installation of new radio read meters is continuing. Final shipment of meters arrived Friday.

8. GIS and Field Devices

A planning session with Kim Andrews (an ESRI civil engineer) is scheduled for July 9th to discuss options for field use. The GIS system will play an important role in developing an asset management plan for the water distribution system.

There is nothing new to report at this time on the following projects:

- *16th Street (from Santa Fe to Thornton Street)(Combine with 17th and Thornton)*
- *17th and Thornton 6-Inch Water Main (planned for fall)*
- *Miami Street (from 8th Street to 10th Street)*
- *Franklin Street (from Ohio to Kansas)*
- *VA Water Main Connections and Metering*
- *Shop Area Security Fence and Gates (pending 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. Due to the

previous site uses and potential for contaminated soil, a decision was made to install polyethylene encased 8-inch ductile iron pipe (DIP) with Nitrile gaskets. This will conform to AWWA standards. Test pits revealed the existence of shallow landfill waste and black organic soil. The Water Department has an inventory of about 130 feet of 8-inch DIP that can be used for the project. The additional pipe, nitrile gaskets and stainless steel fittings have been ordered. Meetings with City personnel on July 3rd and July 8th, should determine the extent of installation for the Water Department. Once the extent is determined, a design (plan and profile) will be prepared and the project will be placed on Drexel to obtain competitive contractor bids.

2. **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.

There is nothing new to report at this time on the following projects:

- Fairfield Inn (Marriot-4th and Metropolitan)
- 2nd Street Bridge Replacement
- City Sidewalk and Street Overlay Projects
- Stormwater Repairs and Improvements - 5th Ave and Prospect (design plans are expected in the fall which will be reviewed for infrastructure conflicts)
- Stormwater Repairs and Improvements - 18th Street North of Spruce (design plans are expected in the fall which will be reviewed for infrastructure conflicts)
- Ottawa 12th to 13th (settlement issues are to be addressed)
- Hampton Inn - 4th and Choctaw
- Marion and Girard (utility relocates expected where located over collapsed arch)
- Storm Sewer Upgrade, Curb, and Sidewalk 2nd Street Bridge Replacement from 13th St. Terrace to 17th Street

**GENERAL MANAGER'S
REPORT**

Government Affairs

There is nothing new to report at this time.

Community Relations

There is nothing new to report at this time.

Legislation and Regulation Update

There is nothing new to report at this time.

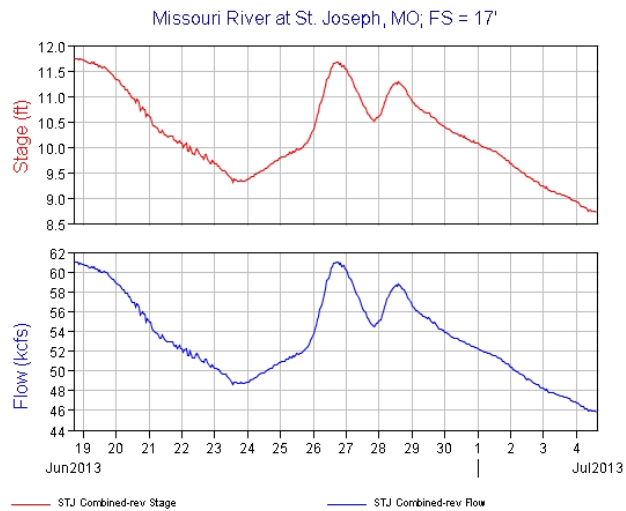
Water Treatment Plant Operations

During the month of June, 2013, 144,730,800 gallons were pumped into the water-distribution system from both treatment plants. Demand ranged from about 3.77 MDG to 5.96 MGD and averaged 4.82 MGD. The total volume of treated water pumped into the water distribution system

from both water treatment plants from January 1st through June 30th of 2013 was 762,315,000 gallons, or about 4.21 MGD average for the 181-day period.

- a. **North Plant:** During the month of June, the North Plant produced 74,728,000 gallons and met about 52% of the total system demand by producing from 207 to 3.16 MGD and averaging about 2.49 MGD for the period.
- b. **South Plant:** During the month of June, the South Plant produced 70,002,800 gallons and met 48% of the total system demand by producing from 1.35 to 2.87 MGD and averaging nearly 2.33 MGD for the period.

The flow in the Missouri River at Leavenworth on July 4th was declining to about 46k cfs, as measured at St. Joseph, Missouri. Since the current discharge from Gavins Point Dam is about 21k cfs, then most of the remaining flow (25k cfs) at Leavenworth is from recent local 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 June 25, 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): a new hydrant and valve assembly was installed at the northeast corner of 3rd Street and Shawnee Street
- d. Waterline Breaks: four (including a ¾-inch break at 1706 9th Avenue)

2-inch (1)	4-inch (0)	6-inch (2)	8-inch (0)	10-inch (0)
1308 Klomp	none	1425 Grand Ave. 1320 Ottawa	none	none

- e. Service Renewals without Main Replacements: none
- a. Service Transfers to New Replacement Mains: none
- 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