

LEAVENWORTH WATER DEPARTMENT

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON NOVEMBER 12, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Tuesday, November 12, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Michael Bogner, Chairman
Richard Gervasini, Secretary
Teresa Wood, Assistant Secretary
Howard Kirk, Member

Directors Absent (Excused)

Greg Kaaz, Vice Chairman

Staff in Attendance

John Kaufman, Department Manager
Lesia Hegeman, Finance Manager
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
Sue Barnes, Administration

Others in Attendance

Peter Robertson, Attorney, Crow & Associates

CALL TO ORDER

Chairman Bogner called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Chairman Bogner noted that a quorum was present.

REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Bogner requested a copy of B&G study for the southern Leavenworth pipeline project.

APPROVE MINUTES OF
OCTOBER 14, 2013

Upon motion from Director Gervasini, seconded by Director Kirk and Director Wood abstaining, it was adopted

RESOLVED (No. 14275), that the minutes of the October 14, 2013 Board Meeting are hereby approved.

APPROVE MINUTES OF
OCTOBER 30, 2013

Upon motion from Director Wood, seconded by Director Gervasini and Director Bogner abstaining, it was adopted

RESOLVED (No. 14276), that the minutes of the October 30, 2013 Board Meeting are hereby approved.

CONSIDERATION OF
CONSENT AGENDA FOR:

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

A. PAYROLL
DISBURSEMENT

RESOLVED (No. 14277), that the Board approved:

A. The payroll for the period ending November 15, 2013 amounting to gross pay of \$75,610.37 (composed of the following withholdings and deductions) Federal Income Tax - \$7,860.61; FICA- \$5,555.97; State Tax - \$2,605.33; KPERS - \$3,175.71, Insurance - \$1,980.68; United Way - \$98.75; Eq-flex - \$2,671.31; PEDC - \$2,929.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$45.00; and Direct Deposit - \$47,714.68, and including the following overtime amounts: Administration 2 hours @ \$71.88; Distribution - 42.50 hours @ \$1,404.56; North Plant - 6.50 hours @ \$195.62; South Plant - 6 hours @ \$184.10 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$128,448.48; the Special Claims \$206,266.22; and Special/Special Claims as follows: AWWA \$175.50; Kansas Gas Service \$382.26; Westar Energy \$33,160.72; Main Street Auto Body \$7,360.69; SASI \$2,612.64 and checks be drawn on the Revenue Fund for their respective amounts.

C. UPDATED SCHEDULE OF
EVENTS

C. The Updated Schedule of Events.

CONSIDERATION OF
SEPTEMBER FINANCIAL
STATEMENT AND
INVESTMENT REPORT

Upon motion from Director Kirk, seconded by Director Gervasini, and unanimously adopted, it was
RESOLVED (No. 14278), that the Board approved the September Financial Statements.

EXECUTIVE SESSION

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

RESOLVED (No. 14279), at 5:20 PM, the Board recessed the regular board meeting and entered into executive session for 30 minutes to discuss real estate acquisition and attorney client privilege.

Upon motion from Director Kirk, seconded by Director Gervasini, and unanimously adopted, it was

RESOLVED (No. 14280), at 6:05PM, the Board ended the executive session and reconvened the regular board meeting.

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

RESOLVED (No. 14281), at 6:05 PM, the Board recessed the regular board meeting and entered into executive session for 15 minutes to discuss a personnel matter.

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

RESOLVED (No. 14282), at 6:30 PM, the Board ended the executive session and reconvened the regular board meeting.

CONSIDERATION OF
LEAVENWORTH PUBLIC
SCHOOLS EDUCATION
FOUNDATION DONATION

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

RESOLVED (No. 14283), that the Board approved the donation of \$500.00 to the Leavenworth Public Schools Education Foundation for the 2013-2014 school year.

CONSIDERATION OF NORTH
PLANT CHEMICAL FEED
PUMP PURCHASE

Upon motion from Director Gervasini, and Director Wood, and unanimously adopted, it was

RESOLVED (No. 14284), that the Board approved the purchase of three peristaltic chemical feed pumps from USA Bluebook for a total estimated cost of \$7,395.48, including shipping.

DISCUSSION OF DRAFT OF
PROCUREMENT POLICY

John Kaufman suggested to the Board to ask Dan Williamson, who is retiring from the City as Finance Manager, to help develop the procurement policy. Director Bogner agreed to talk with Mr. Williamson.

DISCUSSION OF DRAFT 2014
OPERATING BUDGET

Tabled.

DISCUSSION OF DRAFT 2014
CAPITAL IMPROVEMENT
BUDGET

Tabled.

STAFF REPORTS

ADMINISTRATION

- Human Relations Update – Distribution management interviewed several applicants. Background checks are being done for the top two.
- Computers and Software – Getting bids to replace the existing desktops from Dell and CNS.
- Policy and Procedures – work in progress, a tabulation of existing Water Department policies.

PROJECTS

- Shawnee Street Main Replacement – 240 feet of 8-inch HDPE water main was installed between 2nd and 3rd streets. Interconnections and a service transfer are being completed.
- Potholing Water Main Depth at 5th and Oak – Utila Safe Construction drilled five cores to expose the 12-inch water main. The purpose was to get accurate water line depths for the City for future stormwater work.
- Stove Factory Lofts – JF Denney Plumbing installing sewer line. Fire protection plans for building B and C were received on November 6th.

PLANTS

- Well Cleaning – Layne completed acid cleaning Well 3A and it will be disinfected and the pump reinstalled after the necessary maintenance work is completed.

- North Plant Head Gate - The final head gate for the North Plant is scheduled to be installed by the end of November.
- Communication System – the 1st phase is completed, booster station is the 2nd phase.
- Lime Residual Disposal - Blazer Excavating began removing lime residuals from the first lagoons, but due to the rain was work schedule delayed.
- Southern Star Gas Line Installation – three light poles were damaged by the water trucks, these poles need to be repaired or replaced, along with the plant access road.

GENERAL MANAGER'S REPORT

- Government Affairs – Nothing new to report.
- Community Relations
 1. Invoice for Animal Control Facility Main Extension – an invoice was sent to the City for \$23,340.44 for its (50:50) share of the cost of the main extension for the new animal control facility on Third Street north of Marion Street.
 2. Rural Water District No. 8 Pipeline – Pursuant to the last Board meeting, Water Department staff met with officials at the City of Lansing on Friday, November 1st to discuss the Water Department's interest in partnering with RWD #8 on the pipeline project, and our desire to properly size the water line. We requested information about the City's annexation and development plans. The City directed us to their web site for much of the desired information and indicated that a housing density not to exceed 3.5 equivalent residential units (EQR) is best for planning at this time. The City also indicated that RWD #8 needs to obtain a franchise agreement with the City to serve water. They were also pleased that the Water Department was going to participate in the project from both a funding and knowledge perspective. A letter was sent to the City of Lansing at their request memorializing the discussion points. A copy of this letter was sent to the Board.

Water Department staff also attended a meeting on Thursday, November 7th with RWD #8, and their attorney, Gary Hansen, and their engineer, Luis Funk of Bartlett & West. The District Board requested information about the meeting with the City of Lansing.

Gary Hansen indicated that since the City annexed the school property and did not request that Lan-Del serve the school site prior to the annexation, then water service is for RWD #8 to provide. At his suggestion, RWD #8 requested that I attend a joint meeting with the City of Lansing in the coming week to discuss the franchise agreement.

3. Rural Water District No. 1 Pipeline - Jeff Lamfers of KRWA contacted several individuals within both KRWA and USDA- Rural Development (RD). All that he spoke to agreed that 100% grant funding is not available (contrary to prior statements made by RD). He suggested that RWD #1 meet with RD staff to discuss other funding options, but for several reasons (including median income being too high and no immediate health issues with their water), RD will not provide a 100% grant to replace the District's deteriorated water main. There will have to be a loan component if they want funding. He suggested a second meeting with RWD #1, KRWA (Rita Clary and Jeff Lamfers), and the Water Department.
4. ADA Sign at the north public entrance - Young Sign Company will install a permanent stencil sign to be affixed to the window at the north public entrance.
5. Future Booster Pump Station and Storage Reservoir - An ideal location for a new booster pump station is on the north side of Eisenhower Road between 155th Street (going south) and South 13th Street (going north into the Port Authority industrial park). The 5.6 acre property is owned by Mather Enterprises of Lenexa, Kansas. The elevation is about 924 feet. The cost of the land and booster pump station will need to be determined along with the engineering design. Water from the booster pump station would pump water south along 155th Street through the Water Department's 24-inch conduit, west along Eisenhower through the Water Department's 24-inch conduit and north along 20th Street through a 16-inch main, and finally west through an extension of the 24-inch conduit into a new storage reservoir that would be located on the top of Bauserman Hill (west of Tonganoxie Road) at 1122 feet elevation. This property is owned by Martha New and the value would need to be determined. An elevated 2-MG reservoir (150 to 200 feet high) at this site will cost about \$2.8M to \$3.0M (including design) based on information provided by WaterOne for a similar reservoir. The 16-inch water main will also need to be extended along Tonganoxie Road north of Eisenhower Road to the Shenandoah

subdivision where it would connect to an existing water main that dead-ends at the subdivision. In the future, a new main from the reservoir could be placed along Eisenhower Road west to 179th Street and to Michals Road to loop the distribution system and provide water for future growth of the subdivision. The Bauserman Hill site is centrally located in the Water Department's service area and is one of the highest elevation points in north Leavenworth County. Water from a large elevated reservoir on Bauserman Hill in combination with the booster pump station where located will provide sufficient water flow and pressure to the entire west side of the City of Leavenworth, Land-Del District (south side of Lansing), RWD #5, RWD #8, and Consolidated RWD #1. Pressure zones may also need to be created and managed, particularly in the lower-elevation areas of the service area.

- Legislation and Regulation Update - Nothing new to report.
- Water Treatment Plant Operation - For the month of October 2013, 127,686,900 gallons were pumped into the water-distribution system from both plants. Demand ranged from about 3.63 MGD to nearly 5.62 MGD and averaged about 4.12 MDG.
 - North Plant: for October, produced 14,813,000 gallons and met about 12% of the total system demand.
 - South Plant: for October, produced 112,873,900 gallons and met about 88% of the total system demand.
- Water Distribution Operations:
 - New Water-Service Connection: none
 - Service Kills, Relocations or Repairs: none
 - Valves and Fire Hydrants (new and replacements): none
 - Water-Line Breaks:

CONSIDERATION OF JOHN KAUFMAN RESIGNATION

Upon motion from Director Gervasini, and Director Wood, and Director Kirk voted nay, the motion was adopted, it was

RESOLVED (No. 14285), that the Board accepted the resignation of John Kaufman as General Manager effective November 15, 2015.

ADJOURNMENT

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

Approved _____ 2013

Michael Bogner, Chairman

Richard Gervasini, Secretary