

# LEAVENWORTH WATER DEPARTMENT

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON OCTOBER 30, 2013

A regular meeting of the Board of Directors of the Leavenworth Water Department was held at 5:00 PM on Wednesday October 30, 2013 at the Leavenworth Water Department located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### Directors in Attendance

Greg Kaaz, Vice Chairman  
Richard Gervasini, Secretary  
Teresa Wood, Assistant Secretary  
Howard Kirk, Member, Member (by Skype)

#### Directors Absent (Excused)

Michael Bogner, Chairman

#### 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  
Sue Barnes, Administration

#### Others in Attendance

none

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### CALL TO ORDER

Vice Chairman Kaaz called the meeting to order at 5:05 PM.

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### ROLL CALL, ANNOUNCEMENT OF QUORUM

Vice Chairman Kaaz noted that a quorum was present.

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### REQUESTS, COMMENTS, PETITIONS BY MEMBER OF THE PUBLIC

None

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### BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION

None

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**APPROVE MINUTES OF  
OCTOBER 14, 2013**

The Board deferred approval of the October 14, 2013 minutes until the next board meeting.

Director Gervasini:

- Requested correcting a spelling error: “tab purchase agreement” to “tap purchase agreement.”

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**CONSIDERATION OF CONSENT  
AGENDA FOR:**

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

**RESOLVED (No. 14273)**, that the Board approved:

**A. PAYROLL DISBURSEMENT**

A. The payroll for the period ending October 31, 2013 amounting to gross pay of \$76,095.18 (composed of the following withholdings and deductions) Federal Income Tax - \$7,854.17; FICA- \$5,584.55; State tax - \$2,608.54; KPERS - \$3,199.68; Insurance - \$2,199.28; United Way - \$98.75; Eq-flex - \$2,782.77; PEDC - \$2,929.83; Garnishment - \$755.00; Rent - \$217.50; Misc - \$45.00; and Direct Deposit - \$47,820.11, and including the following overtime amounts: Distribution – 42.50 hours @ \$1,276.43; North Plant – 15 hours @ \$437.69; South Plant – 8 hours @ \$254.34 and Administration – 4 hours @ \$143.76 be approved and disbursements made from the Revenue Fund for their respective amounts.

**B. PAYMENT OF CLAIMS**

B. The Regular Claims \$0; the Special Claims \$241,845.66; and Special/Special Claims as follows: Danny Zeck Ford \$1,170.23; Yellow Pages \$417.48; S&S Plumbing \$150.38; Computers, Networks Support LLC \$557.71; United Way \$3,444.00; City of Leavenworth \$71,995.00 and checks be drawn on the Revenue Fund for their respective amounts.

**C. UPDATED SCHEDULE OF  
EVENTS**

C. The Updated Schedule of Events.

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**CONSIDERATION OF  
SEPTEMBER FINANCIAL  
STATEMENT AND INVESTMENT  
REPORT**

The Board deferred approval of the September Financial Statement and Investment Report until the next board meeting.

Management reported that net revenue is approximately \$850K through September.

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**CONSIDERATION OF INTAKE  
PUMP REPLACEMENT**

Management reported that the VFD will be wired to the No. 2 pump until Pump No. 3 is replaced inside the river intake. The new pump will take about 14 weeks to fabricate and be delivered.

Director Gervasini:

- Asked about Capital Electric’s total charge to perform the associated electrical work. *Management responded that Capital Electric’s cost will be \$3000.*

- Asked if \$29,308.00 would fund both Capital Electric and Douglas Pump Service. *Management responded yes.*

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

**RESOLVED (No. 14274)**, that the Board approved the bid to purchase and install a new raw-water intake pump (No. 3) from Douglas Pump Service at a cost not to exceed \$29,308.00, which includes the cost for Capital Electric to perform the necessary electrical work (\$3,000.00).

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## STAFF REPORTS

ADMINISTRATION – the associated report is included by reference

- Human Resources Update:

Management reported that 22 resumes were received for the open meter/distribution position. Six to seven candidates were selected for interviews, which are scheduled to begin later next week.

Director Gervasini:

- Asked if the date for submittal or resumes passed. *Management responded yes.*

- Computers and Software Update:

Management reported that a matrix is being developed of the computers in the administration building based on operating system and function. Management will come to the Board with a cost bid to replace the computers, while keeping the keyboards and monitors. The right RAM for the software needs to be included with the new computers.

- Policy Update:

Director Kaaz:

- Asked for an update on the policy lists. *Management responded that a draft [work-in-progress] tabulation of policies was developed, which was distributed during the Board meeting. The tabulation includes resolution numbers and dates.*

PROJECT UPDATES – the associated report is included by reference

Management reported that cost information for monofilling was just received from BG consultants on lime residuals disposal and will be reviewed by staff. Layne Christensen began cleaning Well 3A. Work on replacing the main beneath Shawnee Street will resume soon. Preliminary drawings for the Hampton Inn were received for review. Sewer work will start soon for the Stove Factory Lofts development. A tap purchase agreement is needed for the project. The 2<sup>nd</sup> Ave.

and Limit Street pipe relocation project is nearly complete. There is nothing new to report on the City's Ottawa Street project, but the City had meetings recently with local residents to discuss the project. The Water Department will likely team with Kansas Gas on utility relocations because space is limited. The City has a storm sewer project planned near the intersection of 5<sup>th</sup> and Oak that may impact a 12-inch water main.

Dick Gervasini:

- Stated that the City is going through an expensive project outlining where all the manholes are in town. They are doing this on 3<sup>rd</sup> Street. They are marking the covers that have been covered by asphalt. He asked if the 4<sup>th</sup> and Poplar geometric improvements will have any impact on the Water Department. *Management responded that the Water Department has not been informed the project [and is not able to assess impact].*
- Asked if a water main goes into Stubby Park. The City is planning to cut into Stubby Park to construct a north-bound [acceleration] lane.
- Stated that [the City] wants to route all of the traffic off 2<sup>nd</sup> Street and 3<sup>rd</sup> Street and bring it across poplar – Geiger and the asphalt plant – and run it north up on 4<sup>th</sup> [Street]. That's the tentative big picture of what is going to happen at that corner.
- Asked if it would be prudent to contact the Fire Department and ask when they plan to update their hydrant map – so that we have more accurate information when we start considering where we are going to spend our money next year and each year thereafter.

Director Kaaz:

- Said that from a conversation with City Engineer Mike McDonald, the City has two scenarios: One is to put a left turn lane in for Auto Zone, if you are north bound. The other option is to not put the left turn lane in and prohibit it. He believes the City has some conceptual drawings, but they just got them. *Management responded that the Water Department has not been informed about the project, and has an 8-inch DIP main on the west side of 4<sup>th</sup> Street and across Poplar Street on the north side toward 2<sup>nd</sup> Street.*
- Most of the Poplar Street project will be fill; the west side of 4<sup>th</sup> Street will be widened. But, most of the widening will be on the east side [of 4<sup>th</sup> Street]. *Management responded that it would seek a copy of the City's plans.*
- Asked Management to talk about the [road repair] work on Shawnee Street. *Management stated that the City's costs came in much less than forecast. The bill to the Water Department is just over \$70k – down from \$100k.*

GENERAL MANAGER'S REPORT – the associated report is included by reference.

**Low-Pressure Areas.** Management presented a map showing high-elevation areas and hydrants with low flows developed by the Fire Department. However, the hydrant map is not accurate and a new hydrant map was needed from the City. The City has an ISO rating of 2 because of high fire flows. Low flows from red-top hydrants in the lower elevations of town are due to under-sized and partially-occluded pipes. The City flow-tests 1/3 of all fire hydrants in the City each year, so that all hydrants are tested every three years.

Director Gervasini:

- Asked if the Fire Department plans to update its [hydrant] map. *Management responded that it was not aware of such a plan, but the City GIS expert (Dave Griffith) would be contacted about getting a new map.*

Director Kaaz:

- The City hydrant maps needs to be updated.
- As we look at underground infrastructure, we need to be looking at the [hydrant and elevation map] information to ensure that fire service is good in all of the City.
- Maybe the [new] hydrant map could be a joint project between the Fire Department and the Water Department.

**FCC License.** A temporary [conditional] FCC license was granted to the Water Department for microwave SCADA communication. The two plants have the radios and the PLCs installed for the high-speed communication. It is forecast to be active next month (November). Tests are being performed now.

**Rate Analysis.** Mr. Elmer Ronnebaum, General Manager of KRWA, was contacted about performing a rate analysis for the Water Department. Mr. Ronnebaum indicated KRWA could perform a basic review, but an analysis would require the consulting services of a rate expert. Management informed the Board that the last rate study was conducted by Black & Veatch in 1975 prior to the construction of the South Plant. Vice Chairman Kaaz requested management to discuss this topic when Board Chair Bogner was present.

**ADA Compliance of Front Entrance.** Management reported that the existing north access is fully ADA compliant based on a recent inspection by the City building inspector. A push-pad power-assist door system could be installed at the entrance at considerable expense; however, it could also compromise the existing air-lock system.

Director Kaaz:

- Requested that management post a sign on the north side of the building near the public access stating: *“Please Ring Doorbell for Assistance with Access – Water Board Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 5 p.m. Public Is Welcome.*
- Stated that a push-pad power-assist door system may cost \$10k and is too costly.

**Rural Water District No. 1 Pipeline and Takeover.** Management reported that a meeting was held with representatives of RWD-1 and KRWA (Jeff Lamfers) to discuss USDA funding of a replacement water main and Water Department “friendly” take-over of the District. Key to the friendly takeover is FDA grant funding of a replacement main and commitment by the District to help the Water Department secure a suitable site for an elevated water reservoir in the District at a reasonable “fair-market” rate. The District has approximately 35 customers and has very limited financial resources. The District is to meet with USDA and KRWA about funding. The District’s booster pump station needs to be factored into the agreement.

Director Gervasini:

- Asked if RWD-1 patrons would have to concur with the “take-over. *Management responded yes.*
- Income from the sale of part of the property to a cell tower company could be used to offset the capital costs [of a new elevated tower].
- Asked what an elevated tank costs. *Management responded that the cost is not yet known.*
- Asked if the County must approve the take-over, because the county approved the District boundary. *Management responded that the County would be contacted about the take-over.*
- Asked if the high spot is on the other side of the hill.
- If there is [City] water in the RWD-1 area, then there could be growth in the area.
- Believes the Water Department should pursue the takeover [if a reservoir site can be obtained].
- Asked that the cost of an elevated reservoir be determined.
- Stated that agreements must be in writing.
- Asked if Jefferson County COOP is the electrical service provider.

Director Kaaz:

- Asked what the high elevation is in RWD-1. *Management responded that, according to Google Earth, the high ground elevation is about 1,080 feet.*
- State that the Water Department needs to do more due diligence, with cost projections; but, it is worth looking at. *Management responded that costs would be examined.*

Director Wood:

- Agreed that a takeover agreement should be pursued.

Director Kirk:

- Agreed that a takeover agreement should be pursued.

**Rural Water District No. 8 Pipeline.** Management reported that a meeting was held on October 29<sup>th</sup> with representatives of RWD-8 to discuss the District’s plan to install a 12-inch water line that would serve the new Lansing High School and forecast residential development. Copies of a proposal letter and cost sheets from the District’s engineer, Louis Funk were distributed to the Board. Pipe cost and purchase was also discussed. The District would like the Water Department to pay \$100k toward the construction of the new water

line and to renew the water service agreement that expired in 2006. A map of existing and proposed water lines was shown to the Board. The District is acquiring the necessary easements for the project. The line could be extended to Consolidated RWD-1 in the future. The District's booster pump station was also discussed. The City of Lansing will allow a housing density up to 3.5 equivalent residential units (EQR). Management was directed to provide cost estimates for 12-inch, 16-inch, 18-inch, and 24-inch pipe installation along the south side of 4-H Road between Desoto Road and 155<sup>th</sup> Street and along the west side of Desoto Road south of 4-H Road.

Director Gervasini:

- Asked if the Water Department has easements down Gilman Road. *Management responded yes.*
- Asked if RWD-8 will share the easement with the Water Department. *Management responded yes.*
- Asked if a 12-inch line is big enough to serve both RWD-8 and Consolidated RWD-1. *Management responded that 12-inch would be the minimum size, but this needs to be determined.*
- Stated that if we want to position ourselves to serve Consolidated RWD-1, then we should upsize the line – 18-inch diameter or larger. *Management responded that we are getting material costs and that the Water Department would have to pay to upsize the line.*
- Asked if Lad-Del is just sitting on their hands or are they wanting to partner with us.
- Asked what Lan-Del's position is on us partnering with Lan-Del. *Management responded that Lan-Del has not responded to our offer to purchase their water line on 4-H Road and has said nothing to us in writing or verbally about our plans to work with RWD-8. Lan-Del gave a verbal offer to RWD-8 to purchase the rights to serve the high school for \$175,000. However, RWD-8 wants to serve water to the area. Our objective is to provide our water to the area.*
- Asked about pipeline capacity and pipeline diameter. *Management responded that pipeline capacity is a function of the square of the diameter of the pipe. [For example, four 12-inch pipes are needed to equal the capacity of a single 24-inch pipe. The normal operating capacity of a 24-inch ductile iron pipe is 7,050 gpm (or 10 MGD) with a flow velocity of 5 ft/sec.]*

Director Kaaz:

- Stated that we should run a 24-inch line down 4-H Road and Desoto Road and a 12-inch line down 159<sup>th</sup>. We should put the big line where the growth is going to go. We should keep the 24-inch pipe going. The growth is going to be around Desoto Road. *Management responded that there would be co-ownership of the line with RWD-8 so that we could extend the line.*
- Asked if the Water Department paid for any easements along Gilman Road. *Management responded yes and along 159<sup>th</sup>.*
- Asked if RWD-8 has all the easements along 4-H Road and Desoto Road. *Management responded yes, with the exception of perhaps one or two, which are being pursued.*

- Requested that an email be sent to the Board reminding them that the next Board meeting is on November 12<sup>th</sup> due to Veteran's Day.

Director Kirk:

- Stated that he is in total agreement [to work with RWD-8 and upsize the water main].

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**ADJOURNMENT**

There being no further business to come before the Board, Vice Chairman Kaaz adjourned the meeting at 6:40 PM.

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

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Michael Bogner, Chairman

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