

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON  
December 11, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, December 11, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Richard Gervasini  
Eric Peterson  
Billy Daniels  
Nick Poff

**Directors Absent (Excused)**

Chad Lough

**Staff in Attendance**

Joel Mahnken, General Manager  
Dana Splichal, Finance Manager  
John Hodgden, Distribution Manager  
Neil Seichepine, Treatment Manger  
Kayla Manning, Engineer

**Others in Attendance**

Noah Scrimsher, Crow and Associates

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Director Gervasini, called the meeting to order at 4:55 PM.

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ROLL CALL,  
ANNOUNCEMENT  
OF QUORUM

Director Gervasini noted that a quorum was present.

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REQUEST,  
COMMENTS,  
PETITIONS BY  
MEMBERS OF THE  
PUBLIC

Introduction of Noah Scrimsher, the newest attorney with Crow & Associates that will be handling much of our legal work.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Peterson noted that he would like to revisit the company picnic/Employee Appreciation Day.

Director Gervasini noted that he saw a recent article in consumer reports titled "CR's Guide to Better, Safer Drinking Water". He wanted to share the article with the board and management in case customers referenced the article. Asked that the article be emailed to everyone.

Director Peterson commented on a recent Facebook post he saw on the Waterworks page and commended the staff on the response to a customer question that was asked on the post.

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ELECTION OF OFFICERS

Upon motion from Director Poff, seconded by Director Daniels, motion passed 4-0 to elect the following officers:

Chair – Richard Gervasini  
Vice-Chair – Billy Daniels  
Secretary – Eric Peterson  
Assistant Secretary – Nicholas Poff

**RESOLVED (No. 15443)**, that the approved the election of officers for 2024.

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APPROVE MINUTES OF  
November 27, 2023

Upon motion from Director Peterson, seconded by Director Poff, motion passed 4-0...

**RESOLVED (No. 15444)**, that the Board approved minutes from November 27, 2023.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Poff, motion passed 4-0...

**RESOLVED (No. 15445)**, that the Board approved:

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A. PAYMENT OF CLAIMS

B. Claims for November and December of \$484,677.24 and Special/Special claims	
AT&T Mobility	\$ 1,371.65
Home Depot Credit Services	483.10
Tractor Supply Credit Plan	214.98
	<u>\$ 2,069.73</u>

be approved and checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
UPDATE TO PERSONNEL  
MANUAL

The Finance Manager presented possible changes to the personnel manual, noting that in reading and discussing the current personnel manual, it has been noted that updates are needed to ensure we are consistent with policies

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across departments as well as in practice. Department managers and supervisors will be meeting periodically to review sections of the manual and will be proposing changing as deemed necessary. The first meeting occurred in November and under review currently are sections 4.01 and 4.02. Specifically, we noted that the application and definition of overtime and on-call pay was not consistent between departments. As part of our review process, we worked through the sections noted below and then as a group developed proposed changes for the board's review and discussion. Specifically, defined the workweek and what was considered hours worked, on-call pay, and overtime, noting that unscheduled leave would not be considered as hours worked towards the overtime calculation.

The Board discussed and Director Peterson expressed concern that employees would stop answering calls if overtime pay was not considered due to unscheduled leave. He further expressed that this is the way it has always been done.

Directors Daniels and Poff asked if alternative pay could be offered for calls and suggested looking at differential pay or pay at time and a half.

After further discussion, Director Gervasini suggested the topic be tabled and directed management to revisit the proposal and consider other options.

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**SELECTION OF SECOND  
DECEMBER MEETING  
DAY AND TIME**

The second BOD meeting in December is scheduled for Christmas Day. Suggested that the Directors select an alternate day.

Further noted that in 2024, Memorial Day and Veteran's Day fall on our regularly scheduled meeting days. In the past we simply met on the next Tuesday when this happens. The second meeting day next December is the 23rd. The Board can decide on that meeting when appropriate.

The board agreed to meet on Friday, December 22<sup>nd</sup> at 1:00 pm.

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**DIVISION REPORTS**

**ADMINISTRATION**

- November month end reconciliations began
- Personnel manual changes
  - Presented to board as agenda item I
- Working up front to know more about processes/customer relations
- Working on Christmas party details with Heather

**WATER DISTRIBUTION AND ENGINEERING PROJECTS**

**1. Cherokee Street Watermain Replacements (2023)**

Contractor is working on the last block of services.

**2. Spruce St West of 10<sup>th</sup> Ave (2023)**

Contractor is working on services along Spruce so barricades can be removed.

**3. Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)**

Contractor has started spotting utilities along Ottawa and will pull pipe next week.

**4. Lecompton Watermain Replacement (2023)**

Working on info for GM for grant application.

**City/County Projects**

- **Centennial Bridge** – Nothing new.
- **Wilson Ave** – Project is back on, reviewing waterline design

**Water Distribution Operations**

Between November 21st, 2023 and December 7th, 2023, the following water-distribution activities have occurred:

- a) Service Kills, Relocations or Repairs: (1) repair 616 Pawnee
- b) New Water-Service Connections: (2) 119 Kickapoo A and B
- c) Water Main Breaks: (5)

2 inch (or smaller) (3)	4-inch (0)	6-inch (1)	8-inch (0)	10-inch (0)	12-inch (1)
1934 Pottawatomie	none	1418 Western	none	none	104 S Broadway
622 W 7th					
SW 7th and Chestnut					

Discussion held on lead sampling.

**WATER TREATMENT**

**Ohio Street Booster Station**

- 1. Nothing new to report.

**North Plant Summary**

- 1. Holding interviews for a new operator.
- 2. Starting on the CIP list for 2024.

**South Plant Summary**

- 1. Starting on the CIP list for 2024.

**GENERAL MANAGER**

- Water Tank Project. Waiting for easement from DOJ.
  - This past Tuesday was contacted by BOP Chief of Construction & Environmental Review Section who noted the easement was set to be reviewed after the first of the year.
- Worked with Spectrum and Deltron on phone and internet service. Fiber internet service now available, waiting answers to ConvergeOne’s questions about Spectrum’s design for hookup. Phone transfer scheduled for STP December 11th. Service installation to NTP in progress.
  - NTP scheduled for December 22th
- Worked on the South Treatment Plant Resiliency (CIP 4) for Federal and State grant opportunities. Hired Governmental Assistance Services to help with grant preparation. Asked B&V to sign and seal the final report.
  - Deadline is February 29<sup>th</sup> to submit to FEMA and expect notification approximately 90 days after
- Working on State Water Infrastructure grant application for the Lecompton Water Main Replacement project.
  - Applying for \$900,000
- Toured American Water’s GAC Filtration System on Fort Leavenworth.
- Contacted KDOT Area Engineer about the New Centennial Bridge Project. KDOT intends to start working on the ROW agreement with us in January/early February.
- Noted that the EPA just published Lead & Copper Rule *Improvements*.

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ADJOURNMENT      Upon motion from Director Peterson, seconded by Director Poff, motion passed 4-0.

Director Gervasini adjourned the meeting at 6:00 PM.

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Approved \_\_\_\_\_ 2023

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Richard Gervasini, Chair

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Eric Peterson, Secretary