

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
December 22, 2023

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 1:00 PM on Friday, December 22, 2023, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Billy Daniels via cell phone
Nick Poff via cell phone

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

None

Director Gervasini, called the meeting to order at 1:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Director Gervasini noted that a quorum was present.

REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

None

BOARD MEMBER ITEMS None
OUTSIDE OF EXECUTIVE
SESSION

APPROVE MINUTES OF Director Peterson noted that Director Daniels suggested possible double time
DECEMBER 11, 2023 and not time and a half when discussing pay regarding calls.

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

RESOLVED (No. 15446), that the Board approved minutes from December 11, 2023.

CONSIDERATION OF Upon motion from Director Peterson, seconded by Director Poff, motion
CONSENT AGENDA passed 4-0...

RESOLVED (No. 15447), that the Board approved:

A. PAYMENT OF CLAIMS Claims for December of \$629,415.31 and special claims to:

Western Consultants LLC	\$6,875.00
Charter Communications	364.99
Riverfront Community Center	320.00
The Café	1,092.00
Lacie Farr	38.84
Total	\$8,690.83

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

DIVISION REPORTS PRESENTED:

ADMINISTRATION

- November financial statements – will be presented in January 2024.
- Reviewing of personnel manual.
- Continue to work up front to know more about processes/customer relations.
- Christmas party.
- Atronic Alarms on-site for cameras, DVR.
- City sewer rate changes effective January 1 – worked with Christine on updating rates within system.
- Interest earned on customer deposits (what we must pay when refunding a deposit) is set by the Kansas Corporation Commission.
 - o Rate has increased to 5.05% for 2024, up from 4.78% in 2023 and 0.21% in 2022.
- Bi-weekly pay schedule notification distributed.

WATER DISTRIBUTION AND ENGINEERING PROJECTS

1. **Cherokee Street Watermain Replacements (2023)**
Substantially complete Dec 13th, finishing cleanup.

2. **Spruce St West of 10th Ave (2023)**

Contractor hydroseeded along Spruce.

3. **Ottawa and Osage 13th to 20th (2023)**

Contractor pulled first block of pipe, is getting ready to pull next section of pipe 19th to 18th on Ottawa.

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

Nothing new.

City/County Projects

- **Centennial Bridge** – Nothing new.
- **Wilson Ave** – Met with consultant with markups for final plans for waterline.

Water Distribution Operations

Between December 7th, 2023 and December 20th, 2023, the following water-distribution activities have occurred:

- a) Service Renewals: (1) 816 Ottawa
- b) Water Main Breaks: (2)

2 inch (or smaller) (0)	4-inch (1)	6-inch (0)	8-inch (1)	10-inch (0)
none	816 Ottawa	none	NW 4th Ave and South St	none

Director Gervasini asked about a recent news article regarding the City Commission changing the 4th Street downtown project. Kayla responded that they downsized the project and sent it out for re-design. Noted they anticipate updated plans in April 2024.

WATER TREATMENT

Ohio Street Booster Station

- 1. Nothing new to report.

North Plant Summary

- 1. Holding interviews for a new operator.

South Plant Summary

- 1. Working with Eaton and Power Controls to repair the plant generator.

GENERAL MANAGER

- KMU Safety Training on “Situational Awareness” held December 18th. Health and Safety Employee of the Year: Scott Watkins
- Water Tank Project.
 - Waiting for easement from DOJ. BOP believes we will receive the easement in January 2024.

- 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 for STP completed December 11th. Service installation to NTP completed December 21st with transfer to be January 17th. Arranged to replace NTP’s old phone system with refurbished NEC models.
- Worked on the South Treatment Plant Resiliency (CIP 4) for Federal and State grant opportunities. Governmental Assistance Services working on grant preparation. Had a phone call with Senator Moran’s aide to find out about possible assistance.
- Contacted McClure Engineering about consulting on the New Centennial Bridge Project water main relocation.

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

Director Gervasini adjourned the meeting at 1:11 PM.

Approved _____ 2024

Richard Gervasini, Chair

Eric Peterson, Secretary