

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
January 8, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, January 8, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Eric Peterson
Billy Daniels
Nick Poff

Directors Absent (Excused)

Chad Lough
Richard Gervasini

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 Daniels, called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Director Daniels noted that a quorum was present.

REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

Discussed request by Cynthia Anderson to adjust her bill as it was higher than normal due to possible leak.

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	Director Peterson noted that Norm Dawson, former Leavenworth Waterworks board member, passed away.
APPROVE MINUTES OF DECEMBER 22, 2023	<p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15449), that the Board approved minutes from December 11, 2023.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15450), that the Board approved the consent agenda as presented.</p>
CONSIDERATION OF NOVEMBER FINANCIAL STATEMENTS	<p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15451), that the Board approved the November 2023 Financial Statements.</p>
CONSIDERATION OF DESIGN CONTRACT WITH MCCLURE FOR NORTH PLANT MAIN RELOCATION FOR KDOT BRIDGE PROJECT	<p>The General Manager presented an engineering services agreement, provided by McClure Engineering, for the North Treatment Plant transmission main replacement project resulting from the New Centennial Bridge Project (NTP D-Main Project). The contract is structured so that McClure can provide us with preliminary pricing and assistance in negotiating with KDOT for the right of way they need for the new bridge.</p> <p>The GM noted that while KDOT has agreed with us, <i>in principle</i>, there are considerable details to work out.</p> <p>The agreement provides for what could be considered the Preliminary Engineering Report for the project. Once we have the agreement with KDOT, we will negotiate for the design and construction services.</p> <p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15452), that the Board authorized the General Manager to execute the agreement with McClure Engineering Company in the amount not to exceed \$23,000.</p>
CONSIDER ADOPTION OF THE KANSAS HOMELAND SECURITY REGION L HAZARD MITIGATION PLAN	<p>The General Manager noted that as part of the FEMA BRIC grant application process, it is necessary to be a participant in the county-wide Hazard Mitigation Plan. The Region L HMP covers Leavenworth, Wyandotte, and Johnson Counties. The current document is over 500 pages and there are two mitigation items applicable to the Waterworks listed under Leavenworth County:</p> <p>1) We will continue to assess the impact of natural hazards on water lines, systems, and equipment.</p>

2) Establish, promote, and fund continuity of water systems between RWDs to larger water departments to manage future growth in the county.

We just received notice from the County Emergency Management that they are starting an update to the HMP this year. The GM indicated to them that we would like to participate in the update because of the grant requirement.

RESOLVED (No. 15453), that the Board adopt the Kansas Homeland Security Region L Hazard Mitigation Plan.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

- December month end work
- Figuring out year-end work
- Holiday schedule
- Noted that Kayla Howell presented our GIS system to the distribution team with Lan-Del

WATER DISTRIBUTION AND ENGINEERING PROJECTS

1. ***Cherokee Street Watermain Replacements (2023)***
Nothing new.
2. ***Spruce St West of 10th Ave (2023)***
Nothing new.
3. ***Ottawa and Osage 13th to 20th (2023)***
Nothing new.
4. ***Lecompton Watermain Replacement (2023)***
Nothing new.

City/County Projects

- **Centennial Bridge** – Contract with McClure for Design Memo on agenda.
- **Wilson Ave** – Nothing new.

Water Distribution Operations

Between December 20th, 2023 and January 3rd, 2024, the following water-distribution activities have occurred:

- a) Service Renewals: (1) 816 Ottawa
- b) Water Main Breaks: (1) 10th and Spruce

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Hired a new operator.
2. Working on 2024 C.I.P. bids.

South Plant Summary

1. Working with Eaton and Power Controls to repair the plant generator.
 - a. Further noted that there is a grounding issue that is being addressed.
2. Hired a new operator.

GENERAL MANAGER

- KMU Safety Training on “Situational Awareness” was held on 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 Poff, motion passed 3-0.

Director Daniels adjourned the meeting at 5:57 PM.

Approved _____ 2024

Billy Daniels, Vice-Chair

Eric Peterson, Secretary