

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON
February 12, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, February 12, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Nick Poff

Directors Absent (Excused)

Chad Lough
Billy Daniels

Staff in Attendance

Joel Mahnken, General Manager
Dana Splichal, Finance Manager
John Hodgden, Distribution Manager

Others in Attendance

None

Director Gervasini, called the meeting to order at 5:16 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
OUTSIDE OF EXECUTIVE
SESSION

Director Peterson noted that he had received a complaint from 102 Kenton regarding work being done in the yard related to water line construction. Director Peterson met with the customer, Distribution manager, and contractor onsite. Director Peterson was concerned that the hydrant was outside the right-of-way. Customer noted that she had not been contacted by

the contractor or Leavenworth Waterworks. Distribution manager addressed complaints and noted hydrant is in right-of way. Further noted that attempts had been made to contact customer by the contractor. Inquired of the board as to customer complaint process if a board member receives a complaint. Discussion held and determined proper procedure to be that when a complaint is received and after hearing concerns, a board member should contact the General Manager and allow management to follow-up. Finance Manager expressed concern with board members visiting job sites and possible liability if they are hurt on a jobsite or suggesting changes to approved plans.

APPROVE MINUTES OF
FEBRUARY 12, 2024

Upon motion from Director Poff and seconded by Director Peterson, motion passed 3-0...

RESOLVED (No. 15460), that the Board approved minutes from February 12, 2024.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...

RESOLVED (No. 15461), that the Board approved the consent agenda as presented.

CONSIDERATION OF
TARGET CASH RESERVES
REPORT FOR END OF
YEAR

The General Manager presented the Target Cash Reserves report as of December 31, 2023. Noted that we have total reserves of \$11,359,937 with a target of \$6,278,742.

Upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...

RESOLVED (No. 15462), that the Board approve the Target Cash Reserves report as presented.

CONSIDERATION OF
BURSTING MACHINE
REPLACEMENT

The Distribution Manager noted that we have a pipe bursting machine that was last used in August of 2022, is 10 years old and has 190 hours on it. Further noted that in the last 18 months we have hired HDD machine work a total of 4 times. Due to the lack of use of the bursting machine and the apparent need for HDD services, would like to replace the bursting machine with a HDD machine.

*Option 1: TT Technologies; New 5x HDD machine; trailer; locating system,
Weidenman Construction to buy our bursting machine: \$300,000.00
500 ft of stem; 1 yr. warranty: \$295,763.00
Total received after sell (bursting) purchase (HDD) \$4,237.00*

Option 2: Ditch Witch; New JT32 HDD Machine; locating system;

1 yr. warranty; no offer on the bursting machine
\$432,807.62

Option 3: Vermeer; 2021 D24x40 HDD, used 1,902 hrs
No offer for the bursting machine
\$299,900.00

Upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...

RESOLVED (No. 15463), that the Board approved the sale of the TT Tech bursting machine to Weidenman Construction for \$300,000; and purchase of the TT Tech 5x HDD with the proceeds for \$295,763.

CONSIDER ACCEPTANCE
OF AN EASEMENT FROM
THE US DOJ BUREAU OF
PRISONS

The General Manager noted that after a two-year wait, we finally received the easement for the new water storage tank from the U S Department of Justice. However, noted that stipulation 18 is incorrect in that they want us to file the document with the Recorder of Deeds Office in Platte County, Missouri as opposed to Leavenworth County, Kansas. This is currently being corrected and should not delay filing.

Discussion was held regarding the Project timeline now that easement has been received. The General Manager noted the following dates:

Advertise updated Plans & Specifications, February 16th.
Voluntary Pre-Bid meeting, February 26th, 10 am.
Bid Opening of both Contracts, March 5th, 2 pm.
Award Contracts, March 11th Board Meeting.

Upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...

RESOLVED (No. 15463), that the Board authorized the General Manger to execute acceptance of the easement, with the noted correction.

DIVISION REPORTS PRESENTED:

Administration

1. January month end work.
2. Continue to work on year-end reconciliations and reports.
3. W-2's and 1099's sent out and filed with appropriate agencies on time.
4. Gary with ConvergeOne (IT company) visited on February 8th.
5. Researching payroll vendors to test pricing as our current vendor is up for renewal.
6. Audit scheduled for the end of March/beginning of April.

7. Continue to work on cleaning up the office.
 - a. Working on recycling old electronics.
 - b. Carpet cleaning is scheduled for February 19th.
 - c. Purging files.
 - d. Cleaning vault.

Director Peterson asked about personnel manual changes and when to expect that discussion again and the Finance Manager noted that would be brought back to the board at the last meeting in March.

Director Gervasini asked about the conference room's audio/visual system and if Gary could assist with making sure that's in working order. He asked that the AV system be a priority. The Finance Manager noted that was on her list for February 29th.

Distribution Summary

Water Distribution Projects

1. Cherokee Street Watermain Replacements (2023)
Complete, waiting on asphalt and cleaning up.
2. Spruce St West of 10th Ave (2023)
Pipe: 4220'/5500' Services: 67/105 Complete: 71%
3. Ottawa and Osage 13th to 20th (2023)
Pipe: 2000'/5950' Services: 0/88 Complete: 17%
4. Lecompton Watermain Replacement (2023)
Planning stage: Benesch

City/County Projects

1. Centennial Bridge
Planning stage: McClure
2. Wilson Ave.
Plans under review

Water Distribution Operations

Between January 19th, 2024, and February 7th, 2024, the following water-distribution activities have occurred:

1. Water Main Breaks: (7)
2. Froze ford valves: (4)
3. Froze service lines: (2)
4. Renewals: (2)

Water Treatment Summary

Ohio Street Booster Station

- 1. Nothing new to report.

North Plant Summary

- 1. Seeking bids for the 2024 Capital Improvement List

South Plant Summary

- a. Attended webinar “How to Overcome Facility Workforce & Skill Gaps”
- b. Eaton, Central Powers & Evergy worked on the generator. Reports to follow.
- c. Steve Blaser started on the lime solid removal at the lagoons.

General Manager

- 1. KMU Safety Training on “Slips, Trips, and Falls” held February 5th.
 - a. Safety Committee met to review “Near Misses” reporting policy.
- 2. DWR’s Water Use Report for 2023 completed.
- 3. Water Tank Project.
 - a. Received easement from BOP.
- 4. Phone service with Spectrum now complete. Finishing new internet service installation.
- 5. South Treatment Plant Resiliency Project
 - a. Governmental Assistance Services submitted Notice of Intent to KDEM for BRIC grant.
 - b. Grant application must be filed by 8:30 am February 17, 2024.
- 6. McClure Engineering began work on the Preliminary Engineering Report for the New Centennial Bridge Project water main relocation (D-Main Relocation).
- 7. Reviewing SCADA Upgrade Proposal from REP for the Treatment Plants.
- 8. Began advertising for the Staff Engineer position. Open until filled with first review after February 23rd.
- 9. Met with Consolidated 1.
- 10. Office will be closed for President’s Day.

ADJOURNMENT Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0.

Director Gervasini adjourned the meeting at 6:17 PM.

Approved _____ 2024

Richard Gervasini, Chair

Eric Peterson, Secretary