

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON  
January 22, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, January 22, 2024, 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  
Chad Lough  
Nick Poff

**Directors Absent (Excused)**

**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

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Director Gervasini, called the meeting to order at 5:00 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

None

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BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	<p>Director Poff noted that he had received a complaint from a customer that they had not received their bill. Finance Manager noted that we have received several complaints but after review of our process and the timing of when we mail, it is determined to be the post office. Director Daniels asked about following up on the overtime discussion and procedures. Finance Manager noted that staff had not been able to meet to discuss but will be doing so in the near future.</p>
APPROVE MINUTES OF January 8, 2024	<p>Upon motion from Director Peterson and seconded by Director Daniels, motion passed 5-0...</p> <p><b>RESOLVED (No. 15454)</b>, that the Board approved minutes from January 8, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 5-0...</p> <p><b>RESOLVED (No. 15455)</b>, that the Board approved the consent agenda as presented.</p>
CONSIDERATION OF DECEMBER FINANCIAL STATEMENTS	<p>Upon motion from Director Daniels, seconded by Director Peterson, motion passed 5-0...</p> <p><b>RESOLVED (No. 15456)</b>, that the Board approved the December 2023 Financial Statements.</p>
CONSIDERATION OF BIDS FOR SERVICE TRUCK REPLACEMENT	<p>The Distribution Manager reported that we currently have a service truck that has been identified as needing replacement based on age, mileage and increasing repairs. The truck to be replaced is a 2015 Chevrolet Colorado with 95, xxx miles. We have \$2,800 worth of repairs that we've made on the truck, and it also has some minor cosmetic damage from usage. We would like to trade in the Chevy Colorado and our 2011 Ford Dump truck.</p> <p><i>Option 1: 2024 Nissan Frontier; Crew Cab, 4x4 SV; Blue; Currently on the lot      \$41,694</i></p> <p style="padding-left: 40px;"><i>From: Dream Nissan</i></p> <p style="padding-left: 40px;"><i>Trade-in 1: 2015 Chevrolet Colorado (\$8,000)</i></p> <p style="padding-left: 40px;"><i>Trade-in 2: 2011 Ford F550 (\$23,000)</i></p> <p style="padding-left: 40px;"><i>Total:</i></p> <p style="padding-left: 40px;"><i>\$10,694.00</i></p> <p><i>Option 2: 2024 Ford Ranger; Crew Cab, 4x4 XL; Blue; Would have to order      \$36,791</i></p> <p style="padding-left: 40px;"><i>From: Zeck Ford</i></p>

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*Trade-in 1: 2015 Chevrolet Colorado*  
*(\$10,500)*

*Trade-in 2: 2011 Ford F550*  
*(\$19,000)*

*Total:*  
*\$7,290.00*

*Option 3: Dodge and Chevy - No bids*

Budget for the truck replacement was \$25,000.

Since the Nissan is available now and the delivery of the Ford could be as much as 12 months, Staff feels our best option is to award the bid to Dream Nissan.

Discussion was held where Director Daniels asked about warranties and the Distribution Manager replied they are comparable. Director Gervasini inquired about included oil changes and staff noted they will look into this. Director Poff asked about the preference between Nissan versus Ford and staff noted they were happy with the Nissan already utilized. Director Peterson asked if the used truck should be listed for sale rather than traded and staff felt traded was the better option.

Upon motion from Director Peterson, seconded by Director Poff, motion passed 5-0...

**RESOLVED (No. 15458)**, that the Board approved purchase of the 2024 Nissan Frontier from Dream Nissan for \$10,694.

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CONSIDERATION OF  
BIDS FOR DUMP/MINI  
X TRAILER

The Distribution Manager reported that we do not currently own a trailer that can pass DOT inspections. All of our trailers are in pretty rough condition. He noted that at this time, we would like to replace the current Mini-Ex trailer with a new Dump trailer that can do the job of the dump truck and haul our Mini-Ex.

*Option 1: 2024 H&H Trailers; 83" X 16" Tandem Axle Dump*  
*\$14,550*

*From: Davis Trailers; Platte City, Mo.*

*First of year Discount*

*(\$1,950)*

*Total:*

*\$12,600*

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*Option 2: 2024 Big Tex; 83" X 14' Tandem Axle Dump*  
*\$14,720*  
*From: Trailer World; Grand View, Mo.*  
*Paid in full discount*  
*(\$536)*  
*Total:*  
*\$14,174*

*Option 3: 2023 B-B; 83" X 14' Tandem Axle Dump, No discount*  
*From: Trailer Town; Holt, Mo.*  
*Total:*  
*\$18,300*

Budget for the dump trailer was \$15,000.

Upon motion from Director Poff, seconded by Director Lough, motion passed 5-0...

**RESOLVED (No. 15457)**, that the Board approved purchase of the H&H Trailer in the amount of \$12,600

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CONSIDERATION OF  
CHANGE ORDER 2  
WITH ENGEMANN FOR  
CHEROKEE PROJECT

The Staff Engineer noted that Engemann Drainage Co. has been consistently working on the Cherokee project since May 4, 2023. The substantial completion date was December 13, 2023. The project delays are described below.

- The project was delayed from 2022 due to material delays.
- In March of 2023 materials had arrived and the contractor was ready to start pending repair of the boring machine. Notice to Proceed was given for April 4th, 2023 but part delays for the repair delayed the actual start to May 4th, 2023 (30 days).
- At the beginning of the project someone broke into the work vehicles and stole the trailer.
- There was additional work for the 16" main connection. Records did not match the actual field conditions (7-14 days).
- Crews installed extra meter pits and dealt with several service changes (a few days)
- To avoid making a mess, they lost a week for snow and mud in November (7 days).
- They spent several days on cleanup to address City concerns (about 1 day per week, or 26 days).

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- They worked around wet conditions or our crews because we had a couple leaks that occurred along the project area.

The crew has worked consistently since the beginning, done everything we asked, and checked in for weather and holidays. The contractor was never behind schedule due to conditions so we did not withhold liquidated damages and cannot recommend charging liquidated damages. It is recommended to add 75 days to address the above situations that were outside of the control of the owner or were done for the benefit of waterworks, the customers and the city.

The bid item changes include 2 extra hydrant arrangements including 2 extra 8"x6" crosses, and 3 extra 6" valves. There were also 11 additional meter pits replaced as part of the project. The total cost for the extra quantities is \$26,550.

Upon motion from Director Peterson, seconded by Director Poff, motion passed 5-0...

**RESOLVED (No. 15458)** Authorize the General Manager to execute Change Order 2 with Engemann Drainage Co. for an additional 75 days and \$26,550.00.

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## **DIVISION REPORTS PRESENTED:**

### **ADMINISTRATION**

- December month end work
- Year-end reconciliations and reports
- W-2's and 1099's

### **ENGINEERING**

Kayla Manning, Staff Engineer informed the Board that she had submitted her resignation, with her last day being February 2, 2024. The Board thanked her for her years with the Leavenworth Waterworks and all she has contributed.

### **Water Distribution Projects**

1. **Cherokee Street Watermain Replacements (2023)**  
Waiting for weather to finish restoration.
2. **Spruce St West of 10th Ave (2023)**  
Working as weather allows.

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

Working as weather allows.

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

Nothing new.

**City/County Projects**

- **Centennial Bridge** – Nothing new.
- **Wilson Ave** – Received final waterline plans for review.

**DISTRIBUTION**

Between January 3rd, 2024 and January 18th, 2024, the following water-distribution activities have occurred:

- Water Main Breaks: (4) 5<sup>th</sup> and Osage; 122 S 18<sup>th</sup> Street; 1200 Quicy; Santa Fe

**WATER TREATMENT**

**Ohio Street Booster Station**

1. Preventive maintenance was done on the generator.

**North Plant Summary**

1. Our new operator, Liam Sutton, has started.
2. D & F ran jar tests to look for a polymer that may work in low temperatures.

**South Plant Summary**

1. Preventive maintenance was done on the HCW generator.
2. Seeking alternative pricing for Co2.

Further noted that Steve Blaser is moving in equipment this week for sludge removal. Eric asked about the possibility of offering lime sludge to grass growers. The Treatment Manager noted he would reach out to area suppliers to discuss.

**GENERAL MANAGER**

- KMU Safety Training and Professional Development Training held January 8th on “Blood Borne Pathogens” and “Leadership Development Cycle”.
- Water Tank Project.
  - Waiting for easement from DOJ.
  - Submitted a Draw Down Request on the SRF Loan to preserve the Repayment Schedule (and interest rate, etc.).
- Spectrum and Deltron completed the phone service to the NTP.
  - Fiber internet service available, waiting answers to ConvergeOne’s questions about Spectrum’s design for hookup.

- Worked on the South Treatment Plant Resiliency Project for Federal and State grant opportunities.
  - Governmental Assistance Services working on BRIC grant preparation.
  - Requested and received a letter of support for the grant application from Senator Moran’s office.

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EXECUTIVE SESSION      At 5:35 the Board recessed the regular board meeting to enter into executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

The Board members and General Manager remained. All others were excused.

Upon motion from Director Daniels, seconded by Director Lough, motion passed 5-0.

**RESOLVED (No. 15459)**, that the Board recessed the regular meeting and entered into executive session for a total of 15 minutes.

At 5:50 p.m., the Board ended the executive session and resumed the regular board meeting.

ADJOURNMENT      Upon motion from Director Daniels, seconded by Director Peterson, motion passed 5-0.

Director Gervasini adjourned the meeting at 5:50 PM.

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Approved \_\_\_\_\_, 2024

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Richard Gervasini, Chair

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Eric Peterson, Secretary