

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON  
February 26, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, February 26, 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)**

None

##### **Staff in Attendance**

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

##### **Others in Attendance**

Wanda Green, 1205 Michigan

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#### CALL TO ORDER

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

Ms. Green expressed concern with the timing of bills as she received her bill dated February 13th more than a week later than normal. She asked if the Board would consider allowing more time between the bill date and the due date. The Finance Manager responded and noted that the customer service team has addressed several complaints regarding the same issue, and it is taking an average of 10 days for customers to receive bills once taken to the post office. Also noted that the team had been looking at other options and would present solutions to the board at the next meeting for board consideration.

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BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	Director Peterson requested that management look into reinstating the employee picnic and that the topic be placed on the agenda during a future meeting. Director Gervasini directed it to be placed on the agenda for the first meeting in April.
APPROVE MINUTES OF FEBRUARY 12, 2024	Upon motion from Director Peterson and seconded by Director Poff, motion passed 5-0...  <b>RESOLVED (No. 15464)</b> , that the Board approved minutes from February 12, 2024.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...  <b>RESOLVED (No. 15465)</b> , that the Board approved the consent agenda as presented.
CONSIDERATION OF JANUARY FINANCIAL STATEMENTS	Upon motion from Director Poff, seconded by Director Daniels, motion passed 5-0...  <b>RESOLVED (No. 15466)</b> , that the Board approved the January 2024 Financial Statements.

**DIVISION REPORTS PRESENTED:**

**ADMINISTRATION**

1. January month-end financial statements completed.
2. Continue to work on year-end reconciliations and reports.
3. Began gathering paperwork for audit team.
4. Gary with ConvergeOne will visit on February 29<sup>th</sup>.
5. Heather and I watched demonstrations of various payroll vendors as we investigate transitioning payroll to another system. Our current vendor is up for renewal.
6. Scheduling upgrades to current accounting system software and hardware.
  - o Coordinating with various vendors so that there are no issues that present after the upgrades are complete.
7. Held budget discussions with management team as we start off the year.
8. Continue to work on cleaning up the office.
  - o Carpet cleaned on February 19th.
  - o Continue to recycle old electronics.
  - o Purging files.
  - o Cleaning vault.

**DISTRIBUTION**

**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: 4995'/5500'      Services: 79/105      Complete: 82%

- 3. **Ottawa and Osage 13th to 20th (2023)**  
Pipe: 2400'/5950'      Services: 7/88      Complete: 24%
- 4. **Lead & Copper Services**  
Zones: 3/40      Services 62/716      Complete: 9%
- 5. **Lecompton Watermain Replacement (2023)**  
Planning stage: Benesch

**City/County Projects**

- **Centennial Bridge** – Planning stage: McClure
- **Wilson Ave** – Plans under review.

Between February 8, 2024 and February 21, 2024, the following water-distribution activities have occurred:

- Water Main Breaks: (8)
- Service Line Kills (2)
- Renewal (6)

2 Inch	4 Inch	6 Inch
219 Esplanade		1716 Dakota
2520 S 4 <sup>th</sup> St		N 18 <sup>th</sup> & Kickapoo
2022 Seneca		1704 Dakota
1500 Sanders		1716 Dakota Pt. 2

Additional discussion held regarding the lead and copper services and possible costs associated.

**WATER TREATMENT**

**Ohio Street Booster Station**

1. A new water pump installed on the generator.

**North Plant Summary**

1. Seeking bids for the 2024 Capital Improvement List.

**South Plant Summary**

1. Still working with Central Powers, Eaton, and Capital Electric on the plant generator.
2. Douglas pump repaired the scraper drive gearbox on the primary basin.

**GENERAL MANAGER**

1. Water Tank Project.
  - Received, accepted, and filed corrected easement from BOP.
  - MEC advertised Re-Bids of Project through Drexel Technologies.
  - Pre-Bid meeting scheduled for February 26th at 10 am
  - Bid Opening – March 5th at 2 pm
2. South Treatment Plant Resiliency Project
  - Governmental Assistance Services prepared BRIC grant application.
  - Reviewed and e-Signed February 16th.
  - KDEM submitted to FEMA the same day.

3. Reviewing SCADA Upgrade proposal from REP.
4. Advertising for the Staff Engineer position. Open until filled with first review after February 23rd.

Discussion held regarding BRIC grant and other possible financing resources as well as discussion on the tank project and timing.

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EXECUTIVE SESSION            At 6:00 p.m., upon motion from Director Daniels, seconded by Director Peterson, motion passed 5-0 to recess the regular board meeting to enter into executive session to discuss personnel matters relating to compensation.

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

**RESOLVED (No. 15467)**, that the Board recessed the regular meeting and entered into executive session for a total of 10 minutes.

At 6:10 p.m., upon motion from Director Peterson, seconded by Director Poff, motion passed 5-0, the Board ended the executive session and resumed the regular board meeting. No action was taken at this time.

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

Director Gervasini adjourned the meeting at 6:15 PM.

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

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Richard Gervasini, Chair

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Eric Peterson, Secretary