

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON  
April 8, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, April 8, 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**

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	None
APPROVE MINUTES OF February 26, 2024	<p>Upon motion from Director Daniels and seconded by Director Peterson, motion passed 5-0...</p> <p><b>RESOLVED (No. 15477)</b>, that the Board approved minutes from March 25, 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. 15478)</b>, that the Board approved the consent agenda as presented.</p>
DISCUSSION REGARDING EMPLOYEE SUMMER PICNIC	<p>Director Peterson requested that the Board and Management consider an employee picnic as was done in the past. It was reported by management that there was some employee interest, but it was difficult for all plant employees to attend. Discussion was held and Director Gervasini suggested a catered employee appreciation lunch rather than a picnic. Agreement was reached that an employee appreciation lunch would be a better option. Management will work on arrangements.</p>
CONSIDERATION OF MAINTENANCE AGREEMENT FOR EMERGENCY GENERATORS	<p>The Plant Manager noted that since the generators were installed in 2017, Central Power Systems has performed preventative maintenance twice a year at the South Plant and Booster Station sites. The generator at the horizontal collector well was added to this list in 2021.</p> <p>Leavenworth Waterworks is at the end of a 3-year agreement with Central Power Systems to perform the preventative maintenance. The proposed renewal cost for the preventative maintenance agreement is \$10,729 per year.</p> <p>Discussion was held and Director Daniels asked about load bank testing and if it could be performed at all sites. The Plant Manager noted that he would discuss with Central Power and determine the cost.</p> <p>Upon motion from Director Poff, seconded by Director Peterson, motion passed 5-0...</p> <p><b>RESOLVED (No. 15479)</b>, that the Board approved the renewal of the preventative maintenance agreement with Central Power for \$10,729 per year, \$32,187 total, with a potential increase in cost due to additional testing to be performed.</p>
CONSIDERATION OF KPWSLF PRE-APPLICATION FOR SOUTH TREATMENT PLANT	<p>The General Manager presented a power point to discuss the status of the project financing and grant options and what has been done towards financing at this point. It was noted that one option is to obtain a loan and requested that the board approve submission of the pre-application to KDHE for a loan</p>

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RESILIENCY PROJECT

through the Kansas Public Water Supply Loan Fund. Further noted that there is no obligation to draw on the loan if grant proceeds are received.

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

**RESOLVED (No. 15480)**, that the Board approve submission of the pre-application to KDHE for a KPWSLF loan.

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**DIVISION REPORTS PRESENTED:**

**ADMINISTRATION**

1. March reconciliations.
2. Audit in process and going well.
3. Prepping for the bi-weekly schedule change.
4. Worked with Gary, IT Engineer, on-site March 28<sup>th</sup>.

**WATER DISTRIBUTION AND ENGINEERING PROJECTS**

1. **Cherokee Street Watermain Replacements (2023)**  
Engemann on site and hydro seeding. Street patches remaining.
2. **Spruce St West of 10<sup>th</sup> Ave (2023)-Completing Tie-Ins**  
Pipe: 5942'/6275'      Services: 70/105      Complete: 81%
3. **Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)**  
Pipe: 3824'/5950'      Services: 31/88      Complete: 49%
4. **Lead & Copper Services**  
Zones: 28/40      Services: 318/358      Complete: 80%
5. **Lecompton Watermain Replacement (2023)**  
Planning stage: Benesch

**City/County Projects**

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

**Water Distribution Operations**

Between March 21<sup>st</sup>, 2024, and April 3<sup>rd</sup>, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: (0)
- b) New Services (2)
- c) Renewal (1)

**WATER TREATMENT**

**Ohio Street Booster Station**

1. Back-up battery replaced for chlorine analyzer.

**North Plant Summary**

1. Met with BG Consultants regarding roofing project.

**South Plant Summary**

1. Spring cleaning and maintenance.
2. Met with Fluid Equipment regarding sludge pump for the Primary basin.
3. Discussed options for changing the requirement to add fluoride to the water

**GENERAL MANAGER**

- Water Tank Project.
  - McClure Engineering assembling contract documents and coordinating Pre-construction meeting.
- South Treatment Plant Resiliency Project
  - Submitted Questionnaire on CDS grant application to Senator Moran’s office.
  - Received a verbal Notice of Intent to Award from the Kansas Infrastructure Hub for the CDS grant match.
  - Governmental Assistance Services began environmental review of the project for the BRIC grant.
- Reviewed technical specifications for City’s Wilson Ave Project.
- Met with Architects on the NTP Roofing Project. Expect bidding in about 90 days with work in late summer or early fall.
- Working on Board Room A/V system upgrade with Sorwil Technology Solutions.
- No additional resumes received for the Staff Engineer position. We have reached out to local colleges and identified a Staff Engineer I versus Staff Engineer II position in order to attract additional candidates.

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

Director Daniels adjourned the meeting at 6:08 PM.

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

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Richard Gervasini, Chair

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Eric Peterson, Secretary