

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
March 25, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, March 25, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Billy Daniels

Directors Absent (Excused)

Chad Lough
Nick Poff

Staff in Attendance

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

Others in Attendance

None

CALL TO ORDER Director Gervasini, called the meeting to order at 5:00 PM.

ROLL CALL,
ANNOUNCEMENT Director Gervasini noted that a quorum was present.
OF QUORUM

REQUEST, None
COMMENTS,
PETITIONS BY
MEMBERS OF THE
PUBLIC

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	<p>Director Daniels noted that he had received his monthly bill and appreciated that we put a note on the bill with the upcoming rate change. Asked why it was provided as a specific dollar amount of \$4.21 versus a percentage increase. The General Manager reminded the board that they had approved a flat \$4.21 monthly increase for all customers versus a percent increase.</p>
APPROVE MINUTES OF MARCH 11, 2024	<p>Upon motion from Director Peterson and seconded by Director Daniels, motion passed 3-0...</p> <p>RESOLVED (No. 15472), that the Board approved minutes from March 11, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Daniels, motion passed 3-0...</p> <p>RESOLVED (No. 15473), that the Board approved the consent agenda as presented.</p>
CONSIDERATION OF CHANGES TO PERSONNEL MANUAL SECTION 3.05 (TABLED FROM MARCH 11, 2024)	<p>The General Manager presented a revised draft of the change to Section 3.05 Sick Leave in the Personnel Manual, noting the changes discussed in the prior board meeting. Proposing that “Should an exempt employee, as defined by the Fair Labor Standards Act, provide six months of prior written notification of their intent to retire, the amount of accumulated Sick Leave paid to the employee will be increased by an additional 20%. FSLA-exempt employees providing such notice that have more than ten (10) years of service with LWW will be granted an additional 1% for each additional year, up to 10% (a maximum of 30% in addition to the base 40%). This is to provide an incentive to assist in the orderly transition of the position, selection of the new employee, and orientation of the replacement.</p> <p>Upon motion from Director Peterson, seconded by Director Daniels, motion passed 3-0...</p> <p>RESOLVED (No. 15474), that the Board approve the revision to Section 3.05 Sick Leave in the personnel Manual.</p>
CONSIDERATION OF CHANGES TO PERSONNEL MANUAL SECTIONS 4.01 & 4.02 (TABLED FROM DECEMBER 11, 2023)	<p>The Finance Manager noted that as discussed during our December 11, 2023 meeting, in reading and discussing the current personnel manual, it had been noted that updates are needed to ensure we are consistent with policies across departments as well as in practice. Department managers and supervisors will be meeting periodically to review sections of the manual and will be proposing changing as deemed necessary. Specifically, noted that the application and definition of overtime and on-call pay was not consistent between departments. Provided revisions of sections 4.01 and 4.02 to reflect proposed updates.</p> <p>Discussion held.</p>

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

RESOLVED (No. 15475), that the Board approve the revision to Sections 4.01 and 4.02 in the personnel Manual.

CONSIDERATION
OF FEBRUARY
FINANCIAL
STATEMENTS

Reviewed February activity. The Board was asked if they needed anything further from the financial statements or any other information to be presented and after discussion, nothing noted at this time.

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

RESOLVED (No. 15474), that the Board approved the February 2024 Financial Statements.

CONSIDERATION
OF
ARCHITECTURAL
SERVICES
AGREEMENT WITH
BG CONSULTANTS

Presented by the General Manager. Noted that there were difficulties in coordination and details of the South Treatment Plant's roofing project last year. It was decided to reach out for assistance with this year's North Treatment Plant's roofing project. Noted that BG Consultants had a similar project advertised last year and contacted their architect about preparing plans and specifications for the project. We have successfully worked with BG on a number of past projects.

Presented for review, the proposed consulting services agreement for the NTP roofing project, to include the filter building, the chlorine building, and the intake for an amount not to exceed \$23,400.00.

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

RESOLVED (No. 15476), that the Board authorize the General Manager to execute a Consulting Services Agreement with BG Consultants, Inc. for the North Treatment Plant Roofing project in the amount of \$23,400.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. February financial statements.
2. Prepping for the audit
3. Discussed new payroll software implemented in March

DISTRIBUTION

Water Distribution Projects

1. **Cherokee Street Watermain Replacements (2023)**
Engemann on site and hydro seeding. Street patches remaining.
2. **Spruce St West of 10th Ave (2023)**
Pipe: 5942'/6275' Services: 70/105 Complete: 81%
3. **Ottawa and Osage 13th to 20th (2023)**
Pipe: 3024'/5950' Services: 22/88 Complete: 36%
4. **Lead & Copper Services**
Zones: 26/40 Services: 306/358 Complete: 75%
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 7th, 2024, and March 20th, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: (0)
- b) Service Repair (2)
- c) Drill cut (1)

Noted that there will be four distribution employees attending the KRWA Conference in the next week.

WATER TREATMENT

Noted that there will be two plant employees attending the KRWA Conference in the next week.

Ohio Street Booster Station

1. Preventive maintenance completed.

North Plant Summary

1. Production started back up after spring cleaning.
2. KDHE inspection on March 13th results pending.

South Plant Summary

1. KDHE inspection on March 13th results pending.
2. Shutdown planned for April 1st for spring cleaning.
3. Status of generator - waiting to hear from engineer.
4. Lime sludge – spoke with area farmers and Grass Pad to inquire of interest in lime sludge. Farmers noted that are interested but they do not have the means to spread the sludge on the fields. Grass Pad noted that they would not be interested in a significant amount.

GENERAL MANAGER

1. KMU Safety Training held March 11th on “Working in Inclement Weather”.
2. Water Tank Project.
 - a. Submitted SRF bidding documentation to KDHE and received letter of approval of the bids.
 - b. Issued Notice of Award to contractors
 - c. McClure Engineering coordinating Pre-construction meeting.
3. South Treatment Plant Resiliency Project
 - a. Submitted CDS grant application to Senator Moran’s office.
 - b. Authorized Governmental Assistance Services to begin environmental review of the project for the BRIC grant.
 - c. Received the formal Notice of Intent to Award letter from the Kansas Infrastructure Hub for the BRIC grant match.
4. Reviewing water line plans & specifications for City’s Wilson Ave Project.
5. Design Engineer on the Lecompton Road WMR project restarting work on project.
6. Reworked language for “retirement notice” incentive.
7. Working on Board Room A/V system upgrade with Sorwil Technology Solutions.
8. Interviewing candidates for the Staff Engineer position.
9. Attended the Missouri River Regional Advisory Committee meeting in Atchinson on March 21st.

The General Manager reported that there will be a change order for the two tank contracts regarding required KDHE paperwork with no change in contract price or time. Will present the change orders after contracts have been signed.

Noted that the Consumer Confidence Report had been received and will be distributed.

Noted that KDOT had received an appropriation for work to be done on Highway 5.

Director Gervasini asked if there was any movement on the Bridge project. General Manager reported that there had been none. Discussion held regarding the bridge.

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

Director Gervasini adjourned the meeting at 6:00 PM.

Approved _____, 2024

Richard Gervasini, Chair

Eric Peterson, Secretary