

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
April 22, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, April 22, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Chad Lough
Nick Poff

Directors Absent (Excused)

Billy Daniels

Staff in Attendance

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

Others in Attendance

Michael Graveman, Owner of 923 N. 10th

CALL TO ORDER

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

ROLL CALL, ANNOUNCEMENT OF QUORUM

Director Gervasini noted that a quorum was present.

REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

Mr. Graveman requested that the board waive a meter tampering fee of \$100 for 923 N. 10th Street. After hearing circumstances and discussion, the board denied his request.

Upon motion from Director Peterson and seconded by Director Poff, motion passed 4-0...

RESOLVED (No. 15481), that the Board deny the request to waive the meter tampering fee for 923 N. 10th Street.

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	Director Peterson noted that the timeframe a construction trench was to be allowed to remain open was discussed in a previous meeting. He asked if there had been a resolution at that time to set a time limit. The General Manager and Director Gervasini replied that no action had been taken to set a time limit. However, contractors are encouraged to minimize the time.
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APPROVE MINUTES OF April 8, 2024	Upon motion from Director Poff and seconded by Director Peterson, motion passed 4-0...
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RESOLVED (No. 15482), that the Board approved minutes from April 8, 2024.

CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0...
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RESOLVED (No. 15483), that the Board approved the consent agenda as presented.

CONSIDERATION OF MARCH	Reviewed March activity.
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FINANCIAL STATEMENTS	Upon motion from Director Lough, seconded by Director Peterson, motion passed 4-0...
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RESOLVED (No. 15484), that the Board approved the March 2024 Financial Statements.

CONSIDERATION OF CHANGE ORDER 1 TO TANK PROJECT CONTRACT #1	In reviewing our bid submittals, KDHE realized a specific set of SRF documents required for the program were missing. Our documents included all the SRF requirements, just not the specific pages. KDHE requested that we approve a Change Order to include the documents in our contract. There is no change to the contract price or time.
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Upon motion from Director Peterson, seconded by Director Poff, motion passed 4-0...

RESOLVED (No. 15485), that the Board authorize the General Manager to execute Change Order No. 1 to the Mount Olivet Water Tank contract #1 with Hettinger Excavating, LLC.

CONSIDERATION OF CHANGE	The same circumstances as the previous item exist. There is no change to the contract price or time.
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ORDER 1 TO TANK PROJECT CONTRACT #2	Upon motion from Director Poff, seconded by Director Lough, motion passed 4-0...
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RESOLVED (No. 15486), that the Board authorize the General Manager to execute Change Order No. 1 to the Mount Olivet Water Tank contract #2 with D N Tanks, LLC.

RECEIVE RESULTS OF KDHE SANITARY SURVEY The Treatment Manager reported that on March 13, Helen Holm from KDHE performed a sanitary survey of both treatment plants and the distribution system. On April 10, she issued the results of that survey.

The only deficiency noted was the sludge and backwash discharge into the Missouri River from Plant #1. Leavenworth Water has been asking for a permit for this discharge since 1996 with no response or results from KDHE since then. Helen Holm was emailed this information in 2017 and now again in 2024. Their response is “someone will be getting in touch soon.”

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. March financial statements.
2. Audit is still on-going.
3. Continue to review personnel manual. Team met on April 2nd and April 18th to review.
4. Worked with SorWil on audio/visual equipment in conference room.

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: 6281’/6275’ Services: 70/105 Complete: 83%
3. **Ottawa and Osage 13th to 20th (2023)**
Pipe: 4550’/5950’ Services: 44/88 Complete: 63%
4. **Lead & Copper Services**
Zones: 40/40 Services: 358/358 Complete: 100%
 - Starting online phase, data entry
5. **Lecompton Watermain Replacement (2023)**
Planning stage: Benesch

City/County Projects

- **Centennial Bridge** – Planning stage: McClure
- **Wilson Ave.** – Plans under review
 - Further reported that this project has been postponed by the city until 2025

Water Distribution Operations

Between April 4th, 2024, and April 17th, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: (0)
- b) New Services (3)
- c) RTCR SS (2)
- d) Kills (1)

Noted that he would be at the KMU conference on Thursday, April 25, 2024

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report

North Plant Summary

1. Douglas Pump fixed the screen at the Intake.

South Plant Summary

1. JF Denny repairing basement floor drain.

GENERAL MANAGER

1. KMU Safety Training held April 8th on “Hand & Eye Safety”. Professional Development Training also held on “Planning & Organizing”.
2. Water Tank Project. Pre-construction meeting scheduled for 10:30 am April 25th.
3. South Treatment Plant Resiliency Project - Governmental Assistance Services conducting environmental review of the project for the BRIC grant.
4. City Commission to issue Proclamation for National Drinking Water Week at their April 23rd meeting.
5. Sorwil Technologies installed a new A/V system in Board Room.
6. Working on Professional Development Hours
7. Will attend MRPWSA meeting at KC MO water plant on April 26th.

8. Noted that the application for grant proceeds submitted to the State for the Lecompton WMR project was rejected. The State program was overwhelmed with applications for projects and funding.

ADJOURNMENT Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0.

Director Gervasini adjourned the meeting at 6:08 PM.

Approved _____, 2024

Richard Gervasini, Chair

Eric Peterson, Secretary