

# LEAVENWORTH WATERWORKS

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON  
MAY 13, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, May 13, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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### ATTENDANCE

#### **Directors in Attendance**

Richard Gervasini  
Billy Daniels  
Eric Peterson  
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

#### **Others in Attendance**

Michelle Whaley, representing 112 Osage Street

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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

Michelle Whaley noted that a main break along Osage had flooded her mother's basement in January 2024 and the furnace and water heater had to be replaced. Michelle noted that Leavenworth Waterworks paid for a new furnace and put the family up in a hotel but requested that the board also pay for the new water heater. After hearing circumstances and discussion, the board approved the request.

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

**RESOLVED (No. 15487)**, that the Board approve the request to pay for a replacement water heater in the amount of \$1,300.

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| BOARD MEMBER<br>ITEMS OUTSIDE OF<br>EXECUTIVE<br>SESSION | Director Peterson asked about cost sharing between the City and Leavenworth Waterworks. Discussion held.<br>Director Daniels inquired as to the process of sending notices to landlords versus tenants and how that is determined. Specifically asked about a high usage notice that was delivered to a tenant while the bill is sent to the landlord.<br>Director Gervasini asked if staff would contact the adjacent property owners before we close out a water main replacement project to be sure there are no outstanding issues the Contractor needs to address. |
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| APPROVE<br>MINUTES OF April<br>8, 2024 | Upon motion from Director Lough and seconded by Director Daniels, motion passed 5-0...<br><br><b>RESOLVED (No. 15488)</b> , that the Board approved minutes from May 13, 2024. |
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| CONSIDERATION<br>OF CONSENT<br>AGENDA | Upon motion from Director Peterson, seconded by Director Daniels, motion passed 5-0...<br><br><b>RESOLVED (No. 15489)</b> , that the Board approved the consent agenda as presented. |
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| CONSIDERATION<br>OF FINAL<br>PAYMENT FOR<br>CHEROKEE ST.<br>WATER MAIN<br>REPLACEMENT<br>PROJECT | The General Manager presented the final payment application from Engemann Drainage Co., Inc., for the Cherokee Street project from 12 <sup>th</sup> to 20 <sup>th</sup> Streets.<br><br>Upon motion from Director Peterson, seconded by Director Poff, motion passed 5-0...<br><br><b>RESOLVED (No. 15490)</b> , that the Board authorize the final payment of \$73,695.28 to Engemann Drainage Co., Inc., for the Cherokee Street Water Main Replacement project. |
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| CONSIDERATION<br>OF PURCHASE OF<br>SLUDGE<br>RECIRCULATING<br>PUMP | The Treatment Manager noted that the South Plant drains and cleans the primary basin at least twice a year for preventative maintenance. The current set up requires a combination of a drain valve, a diesel pump, and a Flygt pump to remove all the water and lime solids. This is due to a difference in elevation between the drain valve in the basin and the manhole that transports water down to the lagoons. |
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The addition, adjustment, and removal of the Flygt pump, and

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suction/discharge hoses into the basin is time consuming, strenuous, and not as effective as it should be. Operators must continually thin out the sludge on the floor of the primary as the water level lowers, due to the diesel and Flygt pumps not being designed to handle lime solids. The suction hoses put tremendous strain on operators, as they become very difficult to remove once they are full.

A proposal was received from Fluid Equipment for a Verder Dura 80 Pump. This pump is specifically designed to handle lime solids and water and would be able to be inserted into the current valve and piping set up in the sludge building.

In addition to allowing the primary basin to be drained completely through the sludge drain valve, this pump would also serve as a sludge recirculating pump should the situation arise where sludge needs to be moved from the primary and added to the secondary basin to help with clarity and treatment processes. A sludge recirculation pump was originally installed during the plant's initial construction but was removed in the late 1980's due to it being nonfunctional.

Due to this pump's proprietary nature and being available only through one vendor in our area, the proposal is sole source for this project.

The proposal from Fluid Equipment is for \$62,823.68. This includes labor and installation, but does not include the cost of shipping, or the electrical and concrete work that need to be done to allow successful installation of the pump. We are estimating \$1500 for shipping, \$800 for an additional hose for the pump, \$2500 for electrical work, and \$2500 for concrete work.

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

**RESOLVED (No. 15491)**, that the Board approve the purchase of the Verder Dura 80 pump from Fluid Equipment for an amount not to exceed \$71,000.

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## **DIVISION REPORTS PRESENTED:**

### **ADMINISTRATION**

1. April month end reconciliations.
2. Audit is still on-going.
3. Continue to review personnel manual. The team met on May 8<sup>th</sup> to complete a review of Section 3. Will ask the Board to review and approve at our May 28<sup>th</sup> meeting.

4. I have begun to research various accounting programs with the anticipation that our Cobalt based software will be non-existent in the next few years. I've started scheduling demos and asking for preliminary costs, just to see what is out there and what options we have.
5. Over the weekends of April 20<sup>th</sup> and 27<sup>th</sup>, our current accounting software was updated. It hadn't been updated since June of 2020. This created a few hiccups, but we were able to work with the vendor and everything is running well now.
6. Working on details of employee picnic.

## **DISTRIBUTION**

### **Water Distribution Projects**

1. **Cherokee Street Watermain Replacements (2023)**  
Awaiting final payment.
2. **Spruce St West of 10<sup>th</sup> Ave (2023)**  
Complete: Clean-up and road repairs remaining.
3. **Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)**  
Pipe: 5950'/5950' Services: 69/88 Complete: 89%
4. **Lead & Copper Services**  
Spreadsheet 1<sup>st</sup> draft complete, in review.
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 April 18th, 2024, and May 9th, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: (3)  
MB #24019: 390 Limit
- b) New Services (4)
- c) RTR SS (4)

Reported that he attended the KMU conference on Thursday, April 25, 2024

## **WATER TREATMENT**

**Ohio Street Booster Station**

1. Nothing new to report

**North Plant Summary**

1. Holding interviews for the open Operator position.
2. Met with B & G Consultant about the upcoming roof project.

**South Plant Summary**

1. Getting bids for Capital Improvement plan.

**GENERAL MANAGER**

- Water Tank Project. Pre-construction meeting was held April 25th. Signed contracts, change orders, and Notices to Proceed.
  - Contract #1, Transmission Mains, NTP start date is September 1, 2024, due to materials delivery time, completion date January 28, 2025 (150 days)
  - Contract #2, Ground Storage Tank, NTP start date is April 25, 2024, completion date February 9, 2026 (655 days) due to contractor’s scheduled commitments.
- South Treatment Plant Resiliency Project Received an update on the requirements for EPA-sourced CDS grants from Senator Moran’s office.
- Attended progress meeting with BG Consultants on NTP Roofing Project.
- Worked on Professional Development Hours for engineering license.

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

Director Gervasini adjourned the meeting at 6:20 PM.

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

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Richard Gervasini, Chair

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Eric Peterson, Secretary