

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
May 28, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, May 28, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Nick Poff

Directors Absent (Excused)

Billy Daniels
Chad Lough

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 4:59 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Director Gervasini noted that a quorum was present.

REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	Director Poff discussed issues encountered with a particular lab running time sensitive samples for the City of Bonner Springs. He wanted to make sure LWW personnel were aware of the issues. Neil assured him we do not use that lab for time sensitive samples.
APPROVE MINUTES OF May 13, 2024	<p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15492), that the Board approved minutes from May 13, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15493), that the Board approved the consent agenda as presented.</p>
CONSIDERATION OF MARCH FINANCIAL STATEMENTS	<p>Reviewed April activity.</p> <p>Upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...</p> <p>RESOLVED (No. 15494), that the Board approved the April 2024 Financial Statements.</p>
CONSIDERATION OF REVISIONS TO PERSONNEL MANUAL	<p>The Finance Manager reminded the board that the personnel manual is under review. Meetings are being held periodically to review sections of the manual and propose changes as deemed necessary. Under review currently is Section 3, Benefits. As part of our review process, we worked through the section and then as a group developed the proposed version presented for the board's review.</p> <p>The most significant change the management team would like to bring to the Board's attention is a request to adopt the Federal Holiday celebrating Juneteenth.</p> <p>Juneteenth was discussed by the board as an addition to the Holiday schedule. Further discussion was held on accrued leave for sick and annual leave. After discussion, the board expressed that they wanted to separate the vote regarding Juneteenth and Section 3 of the personnel manual as two board members were absent.</p> <p>Approval of Section 3 was tabled until the meeting for June 24th.</p> <p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15495), that the Board approve the addition of the Federal Holiday, Juneteenth, to the Holiday Schedule.</p>

CONSIDERATION
OF
LEAVENWORTH
COUNTY'S
REQUEST FOR AN
INTERLOCAL
AGREEMENT

The General Manager presented a request from the Leavenworth County Board of County Commissioners to enter into an Interlocal Agreement on the relocation of water mains that may occur as a result of a county road improvement project. He noted that it appears to be directed towards all the water systems within the County and seems to be a pre-emptive effort on their part to assign cost responsibility for relocating water lines.

It was further noted that we have very few water lines in or adjacent to county road right-of-ways. The GM reported to the board that he believes it would be in Waterworks' best interest to deal with each location on a case-by-case basis and that the attorney's office agrees.

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

RESOLVED (No. 15496), that the Board authorize the General Manager to send a letter to the BOCC respectfully declining their request.

CONSIDERATION
OF FINAL
PAYMENT ON
SPRUCE/GRAND
WATER MAIN
REPLACEMENT
PROJECT

The General Manager presented the final payment application from Westland Construction, Inc., for the Spruce Street project from Terrace Rd to 10th Ave.

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

RESOLVED (No. 15497), that the Board authorize the final payment of \$203,005.40 to Westland Construction, Inc., for the Spruce Street Water Main Replacement project.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. April financial statements
2. Audit – audit partner is currently reviewing, and I've been told we will have a draft soon.
3. Continue to review personnel manual.
4. Employee picnic held. Thank you to the board for allowing us to do this!
5. Gary, IT Engineer, on site Thursday, May 23rd.
6. Working on continuing education for CPA license.
7. Will be attending the AWWA conference in June.

DISTRIBUTION

Water Distribution Projects

1. **Spruce St West of 10th Ave (2023)**
Final Payment
2. **Ottawa and Osage 13th to 20th (2023)**
Complete and working on clean-up
3. **Lead & Copper Services**
 - Spreadsheet 1st draft complete, in review
4. **Lecompton Watermain Replacement (2023)**
Planning stage: Benesch

City/County Projects

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

Water Distribution Operations

Between May 10th, 2024, and May 22nd, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: (1) 1634 Pawnee 2"
- b) New Services (2)
- c) Valve Exercise 406/4178 8.9%

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Hired new employee.
2. Plant offline every Tuesday & Wednesday until the end of June.

South Plant Summary

1. Started work on the Sludge & Recirculation pump project.
2. Finalizing bids and documents for the Air Compressor project.

GENERAL MANAGER

1. KMU Safety Training held on May 13th on "Summer Heat Stress".

2. Water Tank Project.
 - a. Contract #1, Transmission Mains: Hettinger Excavating has provided materials submittals to MEC for approval.
 - b. Contract #2, GST: No activity.
3. South Treatment Plant Resiliency Project
 - a. Reviewing Federal grant procurement requirements for EPA-sourced funds.
4. Met with property owner on the easement for the Lecompton Water Main Replacement Project.
5. EPA has finalized revisions to the Consumer Confidence Report requirements. Starting in 2027 we will have to issue a CCR twice a year.
6. Worked on Professional Development Hours for engineering license.
7. Will be attending a Missouri Regional Advisory Committee meeting on June 7th in Atchison. The main topic will be the Governor's request for a strategic plan, including funding, from the Kansas Water Authority to take to the 2025 Legislative Session.
 - a. The KWO, KDHE, and KDA will also be holding six regional meetings to gain input from the public. Attached is the announcement for them.

EXECUTIVE Tabled to June 24, 2024
 SESSION TO
 DISCUSS
 PERSONNEL
 MATTERS OF
 NONELECTED
 PERSONNEL

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

Director Gervasini adjourned the meeting at 6:00 PM.

Approved _____, 2024

 Richard Gervasini, Chair

 Eric Peterson, Secretary