

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
June 10, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, June 10, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels
Eric Peterson
Nick Poff

Directors Absent (Excused)

Richard Gervasini
Chad Lough

Staff in Attendance

Joel Mahnken, General Manager
John Hodgden, Distribution Manager
Neil Seichepine, Treatment Manger
Lisa Didde, South Treatment Plant Superintendent

Others in Attendance

None

CALL TO ORDER

Director Daniels, called the meeting to order at 4:59 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Director Daniels noted that a quorum was present.

REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

None

BOARD MEMBER	None
ITEMS OUTSIDE OF EXECUTIVE SESSION	
APPROVE MINUTES OF May 28, 2024	<p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15498), that the Board approved minutes from May 28, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15499), that the Board approved the consent agenda as presented.</p>
CONSIDERATION OF DRAFT 2023 AUDIT REPORT	<p>The General Manager provided an updated version of the Draft 2023 Audit Report for the Board to review and consider at the next meeting. Any questions should be directed to the auditing firm.</p> <p>No further action taken.</p>
CONSIDERATION OF THE PURCHASE OF AN AIR COMPRESSOR SYSTEM FOR THE SOUTH TREATMENT PLANT	<p>The South Treatment Plant needs to replace its original air compressor unit that operates the control valves for the filters, pumps, and level indicators throughout the Plant. The Plant Superintendent presented quotes from three suppliers with HTE being lowest at \$38,876.00. Including shipping and site electrical work, the replacement of the air compressor system should not exceed \$42,000.00. Labor for the installation of the air system is included in the quote from HTE.</p> <p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15500), that the Board approve the purchase of an air compressor unit from HTE Compressed Air Solutions with a project cost not to exceed \$42,000.00.</p>

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. May reconciliations
2. Audit draft provided to the board.
3. Continue to review personnel manual.
4. Attending the AWWA conference.
5. Will begin replacing desktop computers as all desktops have been in service since 2018.

DISTRIBUTION

Water Distribution Projects

1. **Ottawa and Osage 13th to 20th (2023)**
Working on clean-up and final inventory
2. **Lead & Copper Services**
 - Spreadsheet 1st draft complete, in review
3. **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 23rd, 2024, and June 6th, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: None
- b) New Services (1) 4725 S. 22nd St.
- c) Valve Repair: 16-inch at 340 N. 13th
- d) Hydrant Repair: (2) 1124 Ironmoulders; 15th & Santa Fe Street
- Hydrant exercising in progress by Fire Dept.
- e) Valve Exercise 473/4178 or 8.9%

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Met with BG Consultants on Roof Project

South Plant Summary

1. Cybersecurity class completed
2. Attended Hazard Mitigation Plan for Emergency Management.

GENERAL MANAGER

1. Water Tank Project.
 - a. Contract #1, Transmission Mains: MEC processing materials submittals.
 - b. Contract #2, GST: No activity.
 2. South Treatment Plant Resiliency Project
 - a. Grant Consultant filed electronic NOI with KDEM for BRIC grant. KDEM is starting the process early for the upcoming fiscal year.
 - b. Began drafting RFQ/RFP for project engineering services.
 3. Reviewing North Plant Roofing Project field check plans & specifications.
 4. Called property owner to discuss the easement for the Lecompton Water Main Replacement Project. The owner would like to see route staked after grass hay baled.
 5. Worked on Professional Development Hours for engineering license.
 6. Attended KDEM Region L Hazard Mitigation Planning online meeting June 6th.
 7. Met with Insurance Agent to review policy renewal.
Attended a Missouri Regional Advisory Committee meeting on June 7th in Atchison.
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ADJOURNMENT Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0.

Director Daniels adjourned the meeting at 5:30 PM.

Approved _____, 2024

William Daniels, Vice-Chair

Eric Peterson, Secretary