

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
August 26, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, August 26, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Billy Daniels
Chad Lough
Nick Poff

Directors Absent (Excused)

None

Staff in Attendance

Joel Mahnken, General Manager
Dana Splichal, Finance Manager
John Hodgden, Distribution Manager
Neil Seichepine, Treatment Manger
Britni Huff, Staff Engineer

Others in Attendance

None

CALL TO ORDER

Director Gervasini, called the meeting to order at 4:56 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 Peterson requested an update on the communication with Kansas Gas Service discussed in the June 24, 2024 meeting. The General Manager and Distribution Manager both noted that no further communication had occurred after our Attorney’s letter to them, and the matter was considered closed.

Director Daniels shared an invitation to a site tour for a new water tower in Kansas City, MO.

Director Daniels noted that the staging site for the Ottawa and Osage main replacement was not left in great shape as it is very rocky. The Distribution Manager noted that he will contact the contractor from the job, Hettinger, and ask that they address.

Director Gervasini asked about the tank timeline. The General Manager discussed and noted the pipeline will be first, beginning in September, 2024; and then tank to begin in March or April, 2025.

APPROVE MINUTES OF AUGUST 12, 2024 Upon motion from Director Peterson and seconded by Director Daniels, motion passed 5-0...
RESOLVED (No. 15518), that the Board approved minutes from July 8, 2024.

CONSIDERATION OF CONSENT AGENDA Upon motion from Director Peterson, seconded by Director Poff, motion passed 5-0...
RESOLVED (No. 15519), that the Board approved the consent agenda as presented.

CONSIDERATION OF JULY FINANCIAL STATEMENTS The Finance Manager presented the July financial statements and reviewed July activity.

Upon motion from Director Daniels, seconded by Director Peterson, motion passed 5-0...
RESOLVED (No. 15520), that the Board approved the July 2024 Financial Statements.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. July financial statements
2. Gary with ConvergeOne on site and finished installing all new computers
3. Continue reviewing proposals and qualifications for new software
4. 2025 budget
5. Interview candidates for customer service team – made offer
6. Workers Comp audit

DISTRIBUTION

Introduced Britni Huff as the newly hired staff engineer.

Water Distribution Projects

1. Lead & Copper Service Inv.

Customer side survey finished, working on web site additions

2. Lecompton Watermain Replacement (2023)

Planning stage: Benesch

3. Annual Free CL2 Burnout 2024

Info. Posted and Delivered

City/County Projects

• **4th St. Reconstruction**

3 Hydrants to move for stormwater & 25' of 8" DI (4th & Cherokee)

Water Distribution Operations

Between August 8th, 2024, and August 22nd, 2024, the following water-distribution activities have occurred:

a) Water Main Breaks:

8.12.24	1854 Ottawa	8"
8.14.24	1314 Osage	8"
8.15.24	2019 Miami	2"
8.21.14	3314 Wilson Ave.	4"

b) New Services: 2 Pottawatomie

WATER TREATMENT

Ohio Street Booster Station

1. Preparing for a Free Chlorine burn out starting September 4th.

North Plant Summary

1. Working on 2025 Budget.
2. Working on Capital Improvement Plan for 2025

South Plant Summary

1. Working on 2025 Budget.
2. Working on Capital Improvement Plan for 2025

GENERAL MANAGER

- KMU Safety Training held August 12th on "Strains & Sprains".

- Water Tank Project
 - Contract #1 Pipeline contractor plans to mobilize August 29/30th and start work after Labor Day.
- South Treatment Plant Resiliency Project – Executed contact with CDM Smith to update Project budget estimate.
- Waiting for survey of realignment on the Lecompton Water Main Replacement Project.
- NTP Roofing project – American Roofing ready to start, Preconstruction meeting scheduled for August 26th.
- Working on 2025 budget.
- Received notice from KDEM that our STP project is still under consideration for the next BRIC national competition. Waiting for the 2024 federal announcement for applications.
- Shared that we received a letter from the Kansas Attorney General’s Office regarding a customer complaint. Attorney is drafting a response.
- Shared update on the Centennial Bridge project

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

Director Gervasini adjourned the meeting at 5:41 PM.

Approved _____, 2024

Richard Gervasini, Chair

Eric Peterson, Secretary