

## LEAVENWORTH WATERWORKS

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON  
January 27, 2025

A regular meeting of the Board of Directors of Leavenworth Waterworks held at 5:00 PM on Monday, January 27, 2025, at Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

##### **Directors in Attendance**

William Daniels  
Eric Peterson  
Nick Poff (via phone)

##### **Directors Absent (Excused)**

Chad Lough  
Richard Gervasini

##### **Staff in Attendance**

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

##### **Others in Attendance**

None

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#### CALL TO ORDER

Director Daniels called the meeting to order at 5:02 PM.

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#### ROLL CALL, ANNOUNCEMENT OF QUORUM

Director Daniels noted that a quorum was present.

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#### REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

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None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF JANUARY 13, 2025	Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...  <b>RESOLVED (No. 15556)</b> , that the Board approved minutes from January 13, 2025.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...  <b>RESOLVED (No. 15557)</b> , that the Board approved the consent agenda as presented.
CONSIDER UPDATES TO THE PERSONNEL MANUAL	Tabled
REVIEW MANAGEMENT PERFORMANCE EVALUATION FORM	Tabled
CONSIDERATION OF DECEMBER 2024 FINANCIAL STATEMENTS	Tabled
CONSIDERATION OF TARGET CASH RESERVES REPORT	Tabled
CONSIDERATION OF CHANGE ORDER NO. 2 WITH HETTINGER EXCAVATING	<p>The General Manager reported that in a recent meeting with Hettinger and MEC, the contractor requested an extension of one month for both the substantial and final completion dates regarding the Water Tank Contract #1. They noted that they have experienced delays with materials and are also waiting on a permit from KDOT. They reported that they also have experienced some constructability issues due to the terrain and existing utilities. The weather and site conditions since January 6th have also presented issues.</p> <p>The original intent was to have the transmission lines in place before the tank contractor mobilized for Contract #2. Coordination between contractors should not be affected by this change. Hettinger has now received all the materials needed and has stated they need about two weeks of work to finish everything but the reseeding of disturbed areas.</p> <p>McClure Engineering prepared the attached change order and is recommending its approval.</p> <p>Discussion held and upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p>

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**RESOLVED (No. 15558)**, that the board approve Change Order No. 2 with Hettinger Excavating for an additional one month for both the Substantial Completion and Final Completion dates and authorize the General Manger to execute the same.

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CONSIDERATION OF  
BID AWARD FOR  
THE LECOMPTON  
WATER MAIN  
REPLACEMENT  
PROJECT

The General Manager noted that the bid opening was held on January 22nd, with seven bidders submitting (tabulation presented). MCON LLC was the lowest bidder at \$853,541.00. The bid was less than the Engineer’s Opinion of Probable Cost at \$1,151,815 and the budget of \$1,540,000. Noted that the budget was based on HDD installation of the pipe rather than the open-cut method the contractors will be allowed to use on this project.

Discussion held and upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...

**RESOLVED (No. 15559)**, that the board approve bid of MCON LLC in the amount of \$853,541.00 for the Lecompton Road Water Main Replacement project, and authorize the General Manager to execute the contract.

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**DIVISION REPORTS PRESENTED:**

**ADMINISTRATION**

1. Working on W-2’s with Paycor
2. Working on 1099’s
3. Personnel manual
4. Working with KMU to services offered and benefits we receive as members
5. Prep of financial statements for December 2024
6. BS&A Software
  - a. First of several data extractions was successful and performed on January 17<sup>th</sup>
  - b. Began review of data with conversion team
7. Contacting vendors to research outsourcing of printing and mailing of bills
8. Preparing for audit
9. Rate announcement for public

**DISTRIBUTION**

**Water Distribution Projects**

**1. Lead & Copper Service Inv.**

1 Galvanized service replaced; Unknown/Galvanized on WMR Selection Criteria

**2. Lecompton Watermain Replacement (2023)**

Pre-Bid and Bid complete

**3. Mount Olivet Main Lines**

Still have 73 HWY Tie-In to do

**Water Distribution Operations**

Between January 9<sup>th</sup>, 2024, and January 23<sup>rd</sup>, 2025, the following water-distribution activities have occurred:

a) Water Main Breaks Since Last Meeting:

1.9.25	2702 Broadway Ter	6" CI 1966
1.14.25	1801 Forest Lane	2" CI 1969
1.17.25	1940 Pottawatomie	2" CI 1959
1.20.25	1000 Esplanade	4" CI 1883
1.21.25	118 Elm	4" CI 1883
1.22.25	948 Cheyenne	1" HDPE 2010

b) Main Break Stats 2024: (Rehash/Highlight)

	2023 Utah State Survey	2024 LVN Water Actual
Breaks/Yr/100Mi.	11.1	33.0
Age at Failure	53	66
Size of Breaks	3"-8"	6"
Types of Breaks	Annular	Annular
Pipe Over Useful Age	19.4%	36%/70.7 Miles

- 48% of our system (95 miles) will be over useful age by 2035.

**WATER TREATMENT**

**Ohio Street Booster Station**

1. Nothing new to report.

**North Plant Summary**

1. C & B (Douglas Pump) pulled the east ice pump and replaced it with the back-up pump.

**South Plant Summary**

1. Mid-American valve started C.I.P. project. Replacing 15 valves.
2. R.E.Pedrotti installed a new pulse meter for plant water usage. (2025 C.I.P.)

**GENERAL MANAGER**

- Water Tank Project
  - Contract #1 Pipeline: Met with Hettinger Excavating and MEC on progress and Pay Request.
  - Contract #2 Tank: DN Tanks has provided a schedule for the upcoming work. Sitework to start the week of February 24<sup>th</sup>. They expect completion on December 12<sup>th</sup>.
- South Treatment Plant Resiliency Project
  - Tenpenny Law continues to work on project grant funding. Met online with LCDC Executive Director and Chairman to request letter of community support to Congressional Delegates for CDS Grant.
  - Gathering information for the BRIC grant application.

- Continuing to review other funding sources
- The Lecompton WMR project bid January 22nd.
- Worked on management specific Performance Evaluation forms.
- Listened to KWO webinar on the Governor’s water plan and proposed budget.
- Appointed to the Leavenworth County Development Corporation’s Board of Directors for a 3-year term.

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

Director Daniels adjourned the meeting at 5:38 PM.

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Approved \_\_\_\_\_, 2025

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Richard Gervasini, Chair

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Eric Peterson, Secretary