

LEAVENWORTH WATERWORKS DEPARTMENT

Serving the City of Leavenworth and Seven Rural Water Districts in Leavenworth and Jefferson Counties

Leavenworth Waterworks Board Meeting

601 Cherokee
Leavenworth, Kansas 66048-0576

Monday, March 24, 2025
5:00 PM

AGENDA

Board Meeting

- A. Call to Order
- B. Roll Call/Announcement of Quorum
- C. Requests, Comments, Petitions by Members of the Public
- D. Board Member Items Outside of Executive Session
- E. Approve Minutes of Previous Meeting
Board Meeting of March 10, 2025

Consent Agenda

- F. Consideration of Payment of Claims:
 - February Claims
 - March ClaimsBoard to approve various claims for payment.

Regular Agenda

- G. Consideration of February 2025 Financial Statements

Division Reports

- H. Administration
- I. Distribution & Engineering
- J. Treatment Plants
- K. General Manager's Report

Adjournment

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
March 10, 2025

A regular meeting of the Board of Directors of Leavenworth Waterworks held at 5:00 PM on Monday, March 10, 2025, at Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE**Directors in Attendance**

Richard Gervasini
William Daniels
Eric Peterson
Nick Poff
Chad Lough

Directors Absent (Excused)

None

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

Noah Scrimsher

CALL TO ORDER

Director Gervasini called the meeting to order at 5:00 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**

None

APPROVE MINUTES OF FEBRUARY 24, 2025	Upon motion from Director Poff and seconded by Director Peterson, motion passed 5-0...
RESOLVED (No. 15568) , that the Board approved minutes from February 24, 2025.	
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson and seconded by Director Poff, motion passed 5-0...
RESOLVED (No. 15569) , that the Board approved the consent agenda as presented.	
DISCUSSION OF PROCEDURE FOR FLUORIDATION BALLOT	Noah Scrimsher, attorney with Crow & Associates was in attendance to discuss legal options and procedures with the Board as to how to obtain the rescission of the requirements of City Charter Ordinance No. 42 to produce water containing optimal fluoridation to protect children’s oral health.
<p>Noah noted that the Waterworks Board could request a vote of the City Commissioners. A two-third vote of the Commissioners (4 of 5) would be required. There could then be a petition signed by ten percent of voters to have the issue on a ballot referendum. The results of the referendum would then determine. Noah stated that he had intended to provide this information in writing but had not had time to get this to the General Manager before the meeting.</p> <p>After discussion, the Board requested that Noah prepare a letter to the City Commission for the Board to vote on indicating their desire to have the citizens vote on the issue. It was also asked that the General Manager hand deliver the letter, if approved, to the City Manager.</p>	
CONSIDERATION OF OUTSOURCING BILL PRINTING AND MAILING	The Finance Manager noted that in conjunction with the change in utility billing software, staff are reevaluating the bill format and process. Further noted that currently, bills are printed onto postcards that are printed, sorted and mailed in-house. The Finance Manager outlined the current process and noted it was costly with outdated equipment and labor intensive. Further, we are unable to provide customers with adequate information on the postcard format.
<p>The Finance Manager obtained proposals from four different companies and then outlined the costs and labor associated with each vendor for the board. Noted that outsourcing the printing and mailing of bills would result in 5% cost savings and an estimated 80% reduction in processing time.</p>	
Discussion was held.	
Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...	
RESOLVED (No. 15570) , that the Board approved the outsourcing of bill printing and mailing and authorized management to sign an agreement with InfoSend to provide services.	

DIVISION REPORTS PRESENTED:

ADMINISTRATION

Administration Summary

1. February reconciliations
2. BS&A Software – go live date July 28th
 - a. Continuing to work with the conversion team
 - i. Met with BS&A to review utility billing process, work order processes, and inventory management processes
 - ii. Began bi-weekly meetings to discuss status and questions
3. Bill print and mail services
 - a. Comparing proposals and terms with follow up meetings and questions
4. Preparing for audit on March 10th
5. Attended DN Tank’s tank build presentation
6. Attended via Zoom, the Implementing the Kansas Water Plan - Mid-Session Update

DISTRIBUTION

Water Distribution Projects

1. Lead & Copper Service Inv.

3 Customers have replaced their galvanized services since the last meeting. Total 8/37 for the year.

2. Lecompton Watermain Replacement (2023)

Pre-Construction meeting held, planned start mid-April.

3. Mount Olivet Project

Lines in service, DN Tanks Intro Mtg held 3.4.25.

Water Distribution Operations

Between February 21st, 2025, and March 6th, 2025, the following water-distribution activities have occurred:

a) Water Main Breaks Since Last Meeting:

2.26.25	1401 Osage	8” HDPE Sleeve Fail
2.26.25	3014 Iowa	8” CI 2001
2.28.25	NW 2 nd Ave & Santa Fe	12” CI 1942

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Replaced the 24-inch valve bonnet and gate assembly on the High Service Pump (A main).

South Plant Summary

1. Cleaning up the Lagoon drywell to assess the damage. The weather has not been helpful.

GENERAL MANAGER

- Water Tank Project
 - Contract #1 Pipeline: Hettinger Excavating continues to work towards Substantial Completion. They have requested consideration for additional contract time. Reviewing request with consultants.
 - Contract #2 Tank: DN Tanks mobilized their sitework subcontractor, Linaweaver Construction, March 3rd. Prime contractor to start in April. They continue with submittals.
- South Treatment Plant Resiliency Project
 - Governmental Assistance Services is working on BRIC grant application, submission deadline March 10th to KDEM. Discussed application with Kansas Infrastructure Hub for local match (approval pending).
 - Tenpenny Law continues to work on letters of support for CDS Grant.
 - City Commission approved Resolution of Support Feb 25th.
 - Leavenworth BOCC approved Letter March 5th.
 - Lansing City Council considering Resolution of Support March 6th
 - Letters of Support from the community continue to grow.
 - Tenpenny has scheduled meetings with Congressional Delegates for April 2nd in Washington DC.
- The Lecompton Road WMR project preconstruction meeting was held on February 25th with MCON. Expected start date in mid-April.
- Gathered data and completed 2025 AWWA Salary Survey.

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

Director Daniels adjourned the meeting at 5:57 PM.

Approved _____, 2025

Richard Gervasini, Chair

Eric Peterson, Secretary

Leavenworth Waterworks

601 Cherokee
Leavenworth, Kansas 66048-0576
913-682-1513
913-682-0627 (facsimile)
www.lvnwater.com

AGENDA MEMORANDUM

CONSENT AGENDA ITEM F

TO: Board of Directors
FROM: Accounts Payable
MEETING DATE: March 24, 2025
SUBJECT: Consideration of Payment of Claims (10 min)

Background

Attached are the March claims for the next board meeting. They are summarized below:

Claim Type	Amount
March	\$453,680.53
Total	\$453,680.53

Staff Recommendation

Approve the March claims as presented.
Attachments

Leavenworth Waterworks
601 Cherokee
Leavenworth, Kansas 66048-0576
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AGENDA MEMORANDUM

AGENDA ITEM G

TO: Board of Directors
FROM: Dana Splichal
Finance Manager
DATE: March 24, 2025
SUBJECT: Consideration of February 2025 Financial Statements

The financial statements have been prepared and presented for your review. Items to note:

- Investments and cash were fully secured. (Pages 7 through 9)
- Property, plant and equipment
 - Updated listing of the work in process with activity for the month as well as what has been spent on the project. (Page 6)
 - These are capital improvement projects and/or equipment that are in process and when completed, will be added to the depreciation list. Depreciation begins when placed into service.
- Income and expense statement (Page 2)
 - Net operating income/(loss) for the month and YTD is \$(52,861.13).
 - This is the amount before the non-operating items are considered.
 - After non-operating items, net income/(loss) is \$(45,060.62).
- Plant 1 (North Plant) (Page 3)
 - Total expenses for the month are \$143,465.19 and YTD \$324,789.54
 - Average of \$162,394.77 per month.
 - Over budget for the month by \$27,587.04 and YTD by \$63,879.26
- Plant 2 (South Plant) (Page 4)
 - Total expenses for the month are \$140,139.74 and YTD \$304,185.84
 - Average of \$152,092.92 per month.
 - Under budget for the month by \$8,822.33 and YTD by \$32,035.71
- Distribution (Page 5)
 - Total expenses for the month are \$176,865.52 and YTD \$374,564.11
 - Average of \$187,282.06 per month.
 - Over budget by \$13,917.60 for the month and YTD \$7,513.78
- Administration (Page 5)
 - Total expenses for the month are \$86,739.19 and YTD \$207,240.09
 - Average of \$103,620.05 per month.
 - Under budget for the month by \$4,643.82 and over budget for the year by \$3,720.12

Motion recommended: Move to approve the February financial statements as presented.

**LEAVENWORTH
WATERWORKS**

FINANCIAL STATEMENTS

**For the Period Ended
February 28, 2025**

LEAVENWORTH WATERWORKS
STATEMENT OF FINANCIAL CONDITION
February 28, 2025

ASSETS

CURRENT ASSETS

Cash	\$ 35,546.14
Accounts receivable	1,099,660.58
Inventories	1,045,040.11
Prepaid Expenses	221,403.59
Investments	10,586,824.22

TOTAL CURRENT ASSETS	12,988,474.64
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PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment, cost	76,529,827.83
Accumulated depreciation	(32,110,808.75)
Total property, plant and equipment, net	44,419,019.08
Work in process (refer to detail on page 6)	2,117,623.69

TOTAL PROPERTY, PLANT AND EQUIPMENT	46,536,642.77
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RESTRICTED ASSETS

Meter Deposits Investments	595,534.73
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DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows - Pensions	645,613.78
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TOTAL ASSETS	\$ 60,766,265.92
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LIABILITIES, CONTRIBUTIONS AND EQUITY

CURRENT LIABILITIES

Accounts Payable	\$ -
Current KDHE Loan Payable	610,523.87
Accrued Interest/KDHE Loan	516,437.17
Meter Deposits Payable	523,432.53
Deposits/Accrued Interest	73,361.07
Accrued Benefits	358,250.36
Accrued Audit Expense	10,512.53
City Charges Billed	490,043.33
Accrued Sales Tax	8,964.82
Accrued State Water Fee	22,103.76

TOTAL CURRENT LIABILITIES	2,613,629.44
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LONG-TERM LIABILITIES

Accrued Well Treatment and Repairs	156,138.16
Accrued Sludge Expense	518,820.16
Net Pension Liability	2,109,339.00
Deferred Inflows - BOP	2,645,810.83
Deferred Inflows - Pensions	89,996.00
Subscription payable	107,499.66
KDHE Loan Payable	5,402,150.94

TOTAL LONG-TERM LIABILITIES	11,029,754.75
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TOTAL LIABILITIES	13,643,384.19
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CONTRIBUTIONS AND EQUITY

Patrons Contributions	8,561,859.51
Contributed Capital	1,913,036.92
Retained Earnings	36,639,110.05
Tower Fund	8,875.25

TOTAL CONTRIBUTIONS AND EQUITY	47,122,881.73
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TOTAL LIABILITIES, CONTRIBUTIONS AND EQUITY	\$ 60,766,265.92
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LEAVENWORTH WATERWORKS INCOME & EXPENSE STATEMENT

As of February 28, 2025

	Monthly Activity	Monthly Budget	Actual vs Budget	%	YTD Actual	YTD Budget	YTD Actual vs Annual Budget	%	Prior Year Monthly Actual	Prior Year YTD Actual
Sales										
City Services	\$ 31,874.28	\$ 36,000.00	\$ (4,125.72)	-11%	\$ 67,305.73	\$ 72,000.00	\$ (4,694.27)	-7%	\$ 35,431.45	\$ 65,667.15
Retail and Wholesale Water Sales	602,180.10	574,223.30	27,956.80	5%	1,237,791.08	1,235,787.54	2,003.54	0%	581,583.43	1,179,729.82
Material Sales	-	396.53	(396.53)	-100%	649.87	853.37	(203.50)	-24%	48.03	585.48
Cost of Material Sold	-	(36.05)	36.05	-100%	-	(77.58)	77.58	-100%	-	-
Fees	5,765.00	7,916.67	(2,151.67)	-27%	9,950.00	15,833.33	(5,883.33)	-37%	6,080.00	11,330.00
Total Sales	639,819.38	618,500.45	21,318.93	3%	1,315,696.68	1,324,396.67	(8,699.99)	-1%	623,142.91	1,257,312.45
Cost of Water Production										
Pumping cost	52,974.13	41,456.91	11,517.22	28%	104,122.17	88,249.88	15,872.29	18%	40,876.66	81,542.15
Purification Cost	30,307.25	24,954.06	5,353.19	21%	60,092.45	58,006.56	2,085.89	4%	26,984.67	54,181.04
Water Softening	69,347.92	52,525.04	16,822.88	32%	125,053.63	109,921.18	15,132.45	14%	45,568.36	109,647.59
General Plant Expense	130,975.63	145,904.20	(14,928.57)	-10%	339,707.13	340,954.21	(1,247.08)	0%	166,953.26	329,463.93
Depreciation Expense	74,327.28	71,075.58	3,251.70	5%	148,563.93	142,151.17	6,412.76	5%	71,075.06	142,238.82
Total	357,932.21	335,915.80	22,016.41	7%	777,539.31	739,283.00	38,256.31	5%	351,458.01	717,073.53
Gross Operating Income	281,887.17	282,584.65	(697.48)	0%	538,157.37	585,113.67	(46,956.30)	-8%	271,684.90	540,238.92
Distribution and Administration										
Distribution	176,865.52	162,947.92	13,917.60	9%	374,564.11	367,050.33	7,513.78	2%	179,392.45	358,390.79
Administration	86,739.19	91,383.01	(4,643.82)	-5%	207,240.09	203,519.97	3,720.12	2%	75,845.69	154,939.55
Depreciation	71,143.59	69,199.08	1,944.51	3%	143,074.23	138,398.17	4,676.06	3%	65,153.21	130,130.75
Total	334,748.30	323,530.01	11,218.29	3%	724,878.43	708,968.47	15,909.96	2%	320,391.35	643,461.09
Net Operating Income (Loss)	(52,861.13)	(40,945.36)	(11,915.77)	29%	(186,721.06)	(123,854.81)	(62,866.25)	51%	(48,706.45)	(103,222.17)
Non-Operating Income (Expense)										
Loan Interest (KDHE)	(12,455.59)	(14,276.75)	1,821.16	-13%	(24,911.18)	(28,553.50)	3,642.32	-13%	(12,455.59)	(24,911.18)
Public Relations	-	(833.33)	833.33	-100%	-	(1,666.67)	1,666.67	-100%	-	-
Interest/Meter Deposit	(2,250.91)	(2,333.33)	82.42	-4%	(3,901.75)	(4,666.67)	764.92	-16%	(2,154.73)	(4,437.72)
Loss on Bad Debts	-	(666.67)	666.67	-100%	-	(1,333.33)	1,333.33	-100%	-	-
Gain/(Loss) on Sale of Assets	-	1,666.67	(1,666.67)	-100%	-	3,333.33	(3,333.33)	-100%	290,002.43	290,002.43
Rental income	250.00	-	250.00	100%	500.00	-	500.00	100%	685.00	1,370.00
Rent expense	(1,007.72)	-	(1,007.72)	100%	(2,015.43)	-	(2,015.43)	100%	(1,102.56)	(2,205.10)
Miscellaneous expense	(2,292.55)	(3,333.33)	1,040.78	-31%	(26,983.36)	(6,666.67)	(20,316.69)	305%	(3,132.11)	(6,412.48)
Miscellaneous income	-	1,833.33	(1,833.33)	-100%	22,454.23	3,666.67	18,787.56	512%	-	(22,571.27)
BOP Water Storage	22,422.08	22,422.08	(0.00)	0%	44,844.16	44,844.17	(0.01)	0%	-	22,422.08
Interest/Investments	1,453.11	28,500.00	(27,046.89)	-95%	3,071.62	57,000.00	(53,928.38)	-95%	6,084.33	57,180.25
Inventory Over/Shortage	1,682.09	-	1,682.09	100%	982.06	-	982.06	0%	-	-
Total	7,800.51	32,978.67	(25,178.16)	-76%	14,040.35	65,957.33	(51,916.98)	-79%	277,926.77	310,437.01
Net Income (Loss)	\$ (45,060.62)	\$ (7,966.69)	\$ (37,093.93)	466%	\$ (172,680.71)	\$ (57,897.47)	\$ (114,783.24)	198%	\$ 229,220.32	\$ 207,214.84

Notes for the month:

a - consists of various service fees

b - interest rate paid on deposits (set by the KCC in December each year) 2025 4.30%; 2024 5.05%; 2023 4.78%; 2022 0.21%; 2021 0.13%

c - Includes Clean Water Drinking Fee paid to the State of Kansas

LEAVENWORTH WATERWORKS OPERATING EXPENSES - PLANT I
As of February 28, 2025

	Expenditures vs				YTD Actual vs				Prior Year Monthly Actual	Prior Year YTD Actual
	Monthly Activity	Monthly Budget	Budget	%	YTD Actual	YTD Budget	Annual Budget	%		
Pumping										
Utilities	\$ 19,092.97	\$ 15,760.19	\$ 3,332.78	21%	\$ 42,562.64	\$ 33,917.54	\$ 8,645.10	25%	\$ 21,686.38	\$ 42,356.54
Maintenance/Repairs	15,532.46	4,416.67	11,115.79	252%	23,461.86	8,833.33	14,628.53	166%	540.13	967.08
Instrumentation & Controls	241.91	1,208.33	(966.42)	-80%	788.40	2,416.67	(1,628.27)	-67%	40.01	1,449.36
Miscellaneous	-	-	-	0%	-	-	-	0%	-	-
Total	34,867.34	21,385.19	13,482.15	63%	66,812.90	45,167.54	21,645.36	48%	22,266.52	44,772.98
Purification										
Maintenance/Repairs	2,055.00	2,083.33	(28.33)	-1%	2,483.52	4,166.67	(1,683.15)	-40%	737.02	737.02
Chemicals	12,731.25	9,646.44	3,084.81	32%	22,198.55	20,760.14	1,438.41	7%	12,389.70	24,608.34
Fluoride	-	-	-	0%	-	-	-	0%	693.87	1,272.10
Water Analysis	3,688.60	833.33	2,855.27	-100%	5,983.66	1,666.67	4,316.99	-100%	3,069.65	4,548.07
Miscellaneous	-	-	-	0%	-	-	-	0%	-	-
Total	18,474.85	12,563.11	5,911.74	47%	30,665.73	26,593.47	4,072.26	15%	16,890.24	31,165.53
Water Softening										
Maintenance/Repairs	1,596.46	833.33	763.13	92%	1,874.53	1,666.67	207.86	12%	37.36	1,012.48
Chemicals	22,733.57	12,032.82	10,700.75	89%	44,328.26	25,895.87	18,432.39	71%	22,171.50	42,400.76
Miscellaneous	-	-	-	0%	-	-	-	0%	-	-
Total	24,330.03	12,866.16	11,463.87	89%	46,202.79	27,562.54	18,640.25	68%	22,208.86	43,413.24
General Plant Expense										
Salary	37,326.94	39,607.23	(2,280.29)	-6%	97,706.91	99,018.08	(1,311.17)	-1%	45,527.05	90,629.55
P/R Expense	6,870.84	7,311.46	(440.62)	-6%	34,312.69	18,278.65	16,034.04	88%	8,104.76	16,141.91
Annual/Sick Leave	2,588.49	2,083.33	505.16	24%	4,317.01	4,166.67	150.34	4%	2,227.42	7,070.69
Employee Insurance	8,755.92	8,884.83	(128.91)	-1%	17,537.86	17,769.67	(231.81)	-1%	7,257.66	14,515.32
Uniforms	-	125.00	(125.00)	-100%	-	250.00	(250.00)	-100%	-	-
Insurance - property/WC	4,276.86	3,750.00	526.86	14%	8,553.72	7,500.00	1,053.72	14%	3,497.03	7,194.53
Safety Training & Materials	-	1,000.00	(1,000.00)	-100%	2,152.01	2,000.00	152.01	8%	99.96	2,399.13
Stormwater Fee	-	56.25	(56.25)	-100%	-	112.50	(112.50)	-100%	-	-
Travel	106.75	33.33	73.42	220%	145.95	66.67	79.28	119%	114.01	140.81
Utilities	3,466.75	2,666.67	800.08	30%	7,807.53	5,333.33	2,474.20	46%	2,334.26	7,056.20
Maintenance/Repairs	1,967.77	2,400.00	(432.23)	-18%	7,345.98	4,800.00	2,545.98	53%	1,181.21	4,588.64
Truck & Heavy Equipment	53.65	83.33	(29.68)	-36%	53.65	166.67	(113.02)	-68%	43.96	43.96
Small Tools, Light Equip. & Supply	-	166.67	(166.67)	-100%	-	333.33	(333.33)	-100%	38.98	2,182.65
Training, Dues, Fees, Subscriptions	140.00	208.33	(68.33)	-33%	675.30	416.67	258.63	62%	131.25	702.75
Janitorial Supply	215.67	208.33	7.34	4%	408.35	416.67	(8.32)	-2%	-	180.03
Office supplies and Miscellaneous	23.33	478.92	(455.59)	-95%	91.16	957.83	(866.67)	-90%	645.93	1,281.73
Total	65,792.97	69,063.69	(3,270.72)	-5%	181,108.12	161,586.73	19,521.39	12%	71,203.48	154,127.90
Total Expense	\$ 143,465.19	\$ 115,878.15	\$ 27,587.04	24%	\$ 324,789.54	\$ 260,910.28	\$ 63,879.26	24%	\$ 132,569.10	\$ 273,479.65

LEAVENWORTH WATERWORKS OPERATING EXPENSES - PLANT II

As of February 28, 2025

	Expenditures vs				YTD Actual vs				Prior Year Monthly Actual	Prior Year YTD Actual
	Monthly Activity	Monthly Budget	Budget	%	YTD Actual	YTD Budget	Annual Budget	%		
Pumping										
Utilities	\$ 18,026.77	\$ 19,321.73	\$ (1,294.96)	-7%	\$ 37,149.13	\$ 41,582.34	\$ (4,433.21)	-11%	\$ 17,035.12	\$ 35,027.68
Maintenance/Repairs	-	500.00	(500.00)	-100%	-	1,000.00	(1,000.00)	-100%	1,494.98	1,496.43
Instrumentation & Controls	80.02	250.00	(169.98)	-68%	160.14	500.00	(339.86)	-68%	80.04	245.06
Miscellaneous	-	-	-	0%	-	-	-	0%	-	-
Total	18,106.79	20,071.73	(1,964.94)	-10%	37,309.27	43,082.34	(5,773.07)	-13%	18,610.14	36,769.17
Purification										
Maintenance/Repairs	577.30	833.33	(256.03)	-31%	6,218.52	1,666.67	4,551.85	273%	212.85	212.85
Chemicals	7,505.07	10,724.28	(3,219.21)	-30%	16,815.24	23,079.75	(6,264.51)	-27%	7,231.69	17,705.20
Fluoride	-	-	-	0%	-	-	-	0%	-	-
Water Analysis	3,750.03	833.33	2,916.70	-100%	6,392.96	6,666.67	(273.71)	-100%	2,649.89	5,097.46
Miscellaneous	-	-	-	0%	-	-	-	0%	-	-
Total	11,832.40	12,390.95	(558.55)	-5%	29,426.72	31,413.09	(1,986.37)	-6%	10,094.43	23,015.51
Water Softening										
Sludge Removal - Lagoons	18,000.00	18,000.00	-	0%	36,000.00	36,000.00	-	0%	15,000.00	28,970.16
Maintenance/Repairs	1,419.52	1,666.67	(247.15)	-15%	1,245.46	3,333.33	(2,087.87)	-63%	1,762.82	9,032.82
Chemicals	25,598.37	19,992.22	5,606.15	28%	41,605.38	43,025.31	(1,419.93)	-3%	6,596.68	28,231.37
Miscellaneous	-	-	-	0%	-	-	-	0%	-	-
Total	45,017.89	39,658.89	5,359.00	14%	78,850.84	82,358.65	(3,507.81)	-4%	23,359.50	66,234.35
General Plant Expense										
Salary	36,893.20	43,367.31	(6,474.11)	-15%	89,123.00	108,418.27	(19,295.27)	-18%	43,596.47	85,529.85
P/R Expense	7,369.72	8,005.62	(635.90)	-8%	17,922.59	20,014.04	(2,091.45)	-10%	7,981.05	15,593.28
Annual/Sick Leave	1,758.27	2,083.33	(325.06)	-16%	3,810.64	4,166.67	(356.03)	-9%	1,684.86	6,275.96
Employee Insurance	8,732.60	9,652.50	(919.90)	-10%	17,320.42	19,305.00	(1,984.58)	-10%	6,946.90	13,893.80
Uniforms	93.92	125.00	(31.08)	-25%	116.90	250.00	(133.10)	-53%	118.38	169.35
Insurance - property/WC	4,276.86	4,000.00	276.86	7%	8,553.72	8,000.00	553.72	7%	3,497.03	7,194.53
Safety Training & Materials	-	833.33	(833.33)	-100%	2,152.01	1,666.67	485.34	29%	36.61	2,347.72
Travel	88.55	166.67	(78.12)	-47%	227.15	333.33	(106.18)	-32%	86.43	278.05
Utilities	2,055.38	1,500.00	555.38	37%	4,732.62	3,000.00	1,732.62	58%	1,642.74	3,281.38
Generator Fuel & Maintenance	-	2,250.00	(2,250.00)	-100%	6,410.00	4,500.00	1,910.00	42%	6,428.98	8,308.44
Maintenance/Repairs	3,149.62	2,791.67	357.95	13%	6,491.38	5,583.33	908.05	16%	12,163.29	16,266.97
Truck & Heavy Equipment	81.12	416.67	(335.55)	-81%	81.12	833.33	(752.21)	-90%	-	309.03
Small Tools, Light Equip. & Supply	460.03	166.67	293.36	176%	582.05	333.33	248.72	75%	-	467.85
Janitorial & Supply	27.88	83.33	(55.45)	-67%	138.18	166.67	(28.49)	-17%	82.50	113.70
Training, Dues, Fees, Subscriptions	120.00	291.67	(171.67)	-59%	622.00	583.33	38.67	7%	1,356.85	2,331.19
Miscellaneous	75.51	1,106.75	(1,031.24)	-93%	315.23	2,213.50	(1,898.27)	-86%	10,127.69	12,974.93
Total	65,182.66	76,840.51	(11,657.85)	-15%	158,599.01	179,367.47	(20,768.46)	-12%	95,749.78	175,336.03
Total Expense	\$ 140,139.74	\$ 148,962.07	\$ (8,822.33)	-6%	\$ 304,185.84	\$ 336,221.55	\$ (32,035.71)	-10%	\$ 147,813.85	\$ 301,355.06

LEAVENWORTH WATERWORKS OPERATING EXPENSES - DC and ADMIN
As of February 28, 2025

	Expenditures vs				YTD Actual vs				Prior Year	Prior Year YTD
	Monthly Activity	Monthly Budget	Budget	%	YTD Actual	YTD Budget	Annual Budget	%	Monthly Actual	Actual
Distribution										
Salary	\$ 67,901.02	\$ 69,482.54	\$ (1,581.52)	-2%	\$ 171,733.55	\$ 173,706.35	\$ (1,972.80)	-1%	\$ 54,751.35	\$ 131,472.42
P/R Expense	12,704.34	12,826.46	(122.12)	-1%	32,060.42	32,066.15	(5.73)	0%	12,391.97	26,367.31
Annual/Sick Leave	1,795.22	2,500.00	(704.78)	-28%	4,264.57	5,000.00	(735.43)	-15%	2,452.42	7,256.01
Employee Insurance	11,528.18	12,206.42	(678.24)	-6%	23,056.36	24,412.83	(1,356.47)	-6%	9,997.74	21,263.33
Uniforms	463.90	750.00	(286.10)	-38%	2,087.44	1,500.00	587.44	39%	1,048.67	2,000.15
Safety Training & Materials	-	916.67	(916.67)	-100%	2,165.11	1,833.33	331.78	18%	329.33	2,628.49
Stormwater Fee	-	41.67	(41.67)	-100%	-	83.33	(83.33)	-100%	-	-
Utilities - Ohio Booster	1,124.08	1,583.33	(459.25)	-29%	6,794.21	3,166.67	3,627.54	115%	4,842.71	6,013.58
Utilities - Distrib Center	2,616.25	2,216.67	399.58	18%	5,696.77	4,433.33	1,263.44	28%	813.51	3,174.36
Generator Fuel & Maintenance	-	250.00	(250.00)	-100%	-	500.00	(500.00)	-100%	-	-
Maint/Repair-Pilot Knob,Booster Station	490.94	1,166.67	(675.73)	-58%	1,926.31	2,333.33	(407.02)	-17%	4,117.68	6,009.95
Maint/Repair-Mains, Valves, Hyd	37,254.18	25,000.00	12,254.18	49%	58,864.65	50,000.00	8,864.65	18%	48,874.80	78,925.74
Maint/Repair-Service Lines	6,620.07	3,333.33	3,286.74	99%	7,288.01	6,666.67	621.34	9%	3,050.23	6,217.72
Maint/Repair-Meters	19,231.54	16,666.67	2,564.87	15%	28,723.78	33,333.33	(4,609.55)	-14%	16,514.36	30,982.22
Maint/Repair-Misc	-	83.33	(83.33)	-100%	-	166.67	(166.67)	-100%	59.00	76.63
Maint/Supplies - Distr Center	3,405.33	916.67	2,488.66	271%	6,072.88	1,833.33	4,239.55	231%	663.79	1,514.44
Killed Services	-	1,666.67	(1,666.67)	-100%	-	3,333.33	(3,333.33)	-100%	2,692.00	3,777.00
Truck & Heavy Equipment	2,425.00	3,166.67	(741.67)	-23%	4,863.13	6,333.33	(1,470.20)	-23%	2,015.75	4,282.38
Small Tools, Light Equip. & Supply	176.60	1,250.00	(1,073.40)	-86%	1,998.57	2,500.00	(501.43)	-20%	2,387.85	3,359.21
Insurance - property/WC	5,214.53	4,166.67	1,047.86	25%	10,429.06	8,333.33	2,095.73	25%	4,232.14	8,790.58
Travel	-	16.67	(16.67)	-100%	-	33.33	(33.33)	-100%	-	-
Training, Dues, Fees, Subscriptions	1,396.45	1,000.00	396.45	40%	3,447.76	2,000.00	1,447.76	72%	4,235.30	7,368.05
Miscellaneous, office and computer expense	2,517.89	1,740.83	777.06	45%	3,091.53	3,481.67	(390.14)	-11%	3,921.85	6,911.22
Total	176,865.52	162,947.92	13,917.60	9%	374,564.11	367,050.33	7,513.78	2%	179,392.45	358,390.79
Administration										
Salary	33,139.26	35,039.62	(1,900.36)	-5%	83,611.65	87,599.04	(3,987.39)	-5%	34,171.48	68,257.84
P/R Expenses	6,006.61	6,468.31	(461.70)	-7%	15,187.19	16,170.77	(983.58)	-6%	6,071.20	12,105.09
Annual/Sick Leave	2,291.93	833.33	1,458.60	175%	3,855.61	1,666.67	2,188.94	131%	1,524.09	3,623.09
Employee Insurance	7,647.32	8,115.58	(468.26)	-6%	15,294.64	16,231.17	(936.53)	-6%	7,674.42	15,348.84
Computer Expense	11,393.43	16,411.08	(5,017.65)	-31%	34,548.41	32,822.17	1,726.24	5%	13,399.89	22,478.93
Supplies - Office & Janitorial	370.98	625.00	(254.02)	-41%	491.85	1,250.00	(758.15)	-61%	788.77	1,523.60
Office Supplies - Printing	-	1,000.00	(1,000.00)	-100%	1,458.59	2,000.00	(541.41)	-27%	850.00	1,767.88
Postage and Freight	7,246.00	6,666.67	579.33	9%	13,246.00	13,333.33	(87.33)	-1%	2,246.00	9,246.00
Office Equipment Expense	-	208.33	(208.33)	-100%	880.21	416.67	463.54	111%	693.64	1,185.58
Professional Services	8,933.83	7,250.00	1,683.83	23%	17,822.10	14,500.00	3,322.10	23%	1,666.67	2,979.17
Utilities	2,316.44	2,641.67	(325.23)	-12%	5,630.12	5,283.33	346.79	7%	1,272.07	3,139.74
Maintenance/Repair	1,072.92	1,250.00	(177.08)	-14%	1,466.65	2,500.00	(1,033.35)	-41%	1,265.33	2,781.70
Travel	28.26	83.33	(55.07)	-66%	56.26	166.67	(110.41)	-66%	33.10	33.10
Training, Dues, Fees, Subscriptions	4,113.17	1,500.00	2,613.17	174%	8,997.39	3,000.00	5,997.39	200%	512.65	3,218.09
Insurance - property/WC	2,127.09	2,083.33	43.76	2%	4,254.18	4,166.67	87.51	2%	1,720.09	3,603.33
Miscellaneous	51.95	1,206.75	(1,154.80)	-96%	439.24	2,413.50	(1,974.26)	-82%	1,956.29	3,647.57
Total	86,739.19	91,383.01	(4,643.82)	-5%	207,240.09	203,519.97	3,720.12	2%	75,845.69	154,939.55
Total Expense	\$ 263,604.71	\$ 254,330.92	\$ 9,273.79	4%	\$ 581,804.20	\$ 570,570.31	\$ 11,233.89	2%	\$ 255,238.14	\$ 513,330.34

Real Estate and Easements	\$	820,672.78
Buildings & Equipment		
Office		608,571.45
North Plant		4,745,422.94
South Plant		7,549,493.12
Intake		1,329,523.70
Booster Station		238,092.43
HWY Property		51,212.00
Pilot Knob Cottage		190,460.03
		<u>14,712,775.67</u>
Less accumulated depreciation		<u>(11,098,135.06)</u>
Total		<u>3,614,640.61</u>
Softening Basins, Pumping & Purification		
North Plant		3,635,190.79
South Plant		3,836,210.09
		<u>7,471,400.88</u>
Less accumulated depreciation		<u>(5,149,422.79)</u>
Total		<u>2,321,978.09</u>
Computer & Instrumentation		
Office		772,666.19
Distribution		20,829.23
North Plant		568,510.93
South Plant		578,765.49
		<u>1,940,771.84</u>
Less accumulated depreciation		<u>(1,495,037.84)</u>
Total		<u>445,734.00</u>
Furniture & Fixtures		
Office		109,255.68
Distribution		1,480.28
North Plant		3,540.49
South Plant		7,093.11
		<u>121,369.56</u>
Less accumulated depreciation		<u>(116,699.69)</u>
Total		<u>4,669.87</u>

Service Trucks	
Manager	21,100.50
Distribution	376,505.95
North Plant	22,732.00
South Plant	52,711.22
	<u>473,049.67</u>
Less accumulated depreciation	<u>(320,342.92)</u>
Total	<u>152,706.75</u>
Tools & Equipment	
Distribution	1,101,004.96
North Plant	101,042.89
South Plant	101,544.38
	<u>1,303,592.23</u>
Less accumulated depreciation	<u>(821,855.23)</u>
Total	<u>481,737.00</u>
Wells and Lagoons	
Wells	8,878,268.02
Lagoons & Equipment	318,170.00
	<u>9,196,438.02</u>
Less accumulated depreciation	<u>(2,525,736.37)</u>
Total	<u>6,670,701.65</u>
Distribution	
Distribution Center	685,129.95
Distribution System	39,566,586.40
	<u>40,251,716.35</u>
Less accumulated depreciation	<u>(10,583,578.85)</u>
Total	<u>29,668,137.50</u>
Total work in process	
	<u>2,117,623.69</u>
Total PP&E	\$ <u>46,298,601.94</u>

LEAVENWORTH WATERWORKS
Work in Process Detail
February 28, 2025

Project	Balance at the beginning of the month	Additions	Placed into service	Balance at the end of the month
Mount Olivet Tank and Pipelines	\$ 1,412,845.72	\$ 100.00	\$ -	\$ 1,412,945.72
Lecompton	135,116.74	5,467.38	-	140,584.12
NP Main Relocation	17,205.35	-	-	17,205.35
SP Resiliency	211,680.20	-	-	211,680.20
Dist. Improvements	331,009.54	4,198.76	-	335,208.30
	<u>\$ 2,107,857.55</u>	<u>\$ 9,766.14</u>	<u>\$ -</u>	<u>\$ 2,117,623.69</u>

As of February 28, 2025

Due Date	Custody Number	Settlement Date	Original CD / Par Value	Total Interest	Interest Rate	Approximate Monthly Interest
overnight	MIP overnight	OPEN	\$ 482,582.34		Variable	
03/31/25	Fixed Rate 180	09/04/24	2,300,000.00		4.18%	7,902.00
05/05/25	Fixed Rate 365	05/03/24	1,750,000.00		4.66%	6,702.60
Total MIP			4,532,582.34			
03/06/25	Commerce Bank	09/05/24	576,391.18	12,608.82	4.51%	2,101.47
03/17/25	Country Club Bank	12/17/23	620,969.89	31,794.37	4.00%	2,119.62
05/01/25	Country Club Bank - CDARS	01/30/25	671,407.08	6,702.94	4.00%	2,234.31
06/02/25	Country Club Bank	12/02/23	648,488.14	40,054.43	4.00%	2,225.25
07/12/25	Citizens Savings	07/12/24	555,327.56	34,035.60	3.97%	1,890.87
08/16/25	Citizens Savings	08/16/24	304,854.92	12,325.41	3.97%	1,027.12
09/17/25	Citizens Savings	09/17/24	655,133.90	26,691.17	4.00%	2,224.26
11/28/25	Exchange Bank	08/28/24	644,713.37	35,379.69	4.28%	2,358.65
11/04/26	Mutual Savings	11/04/24	604,534.99	49,652.91	3.95%	2,068.87
11/15/26	Commerce Bank	12/26/24	571,514.76	45,485.24	4.10%	4,135.02
11/26/26	Mutual Savings	11/26/24	717,601.10	58,939.48	3.95%	2,455.81
Total CD's			6,570,936.89	353,670.05		
Total Investment			\$ 11,103,519.23			\$ 39,445.85

Custody Number / Description	Cusip	Original CD / Current Par	Market Value
MIP overnight		\$ 482,582.34	
Fixed Rate 180		2,300,000.00	
Fixed Rate 365		1,750,000.00	
	sub-total	4,532,582.34	
Exchange Bank & Trust		644,713.37	
	sub-total	644,713.37	
US Treasury Notes	912828X47	500,000.00	488,574.22
FDIC Insurance		250,000.00	250,000.00
	sub-total	750,000.00	738,574.22
Citizens Savings		555,327.56	
Citizens Savings		304,854.92	
Citizens Savings		655,133.90	
	sub-total	1,515,316.38	
FDIC Insurance		250,000.00	250,000.00
FHLB of Topeka SBA Loan Pool Var Rate	83165AWN0	104,173.74	107,841.70
FHLB of Topeka Leavenworth Unif SD KS 31	522223HC3	1,000,000.00	843,710.00
FHLB of Topeka GNR 2002-32QJ	38373WY51	145,336.18	149,123.64
FHLB of Topeka GNR 2012-140EK	38378GDV7	284,570.76	265,490.29
	sub-total	1,784,080.68	1,616,165.63
Commerce, US Treasury Strips		576,391.18	
Commerce		571,514.76	
	sub-total	1,147,905.94	
Irrevocable Letter FHLB 3751-3974		400,000.00	400,000.00
US Treasury Strips	912833LQ1	575,000.00	575,000.00
FDIC Insurance		250,000.00	250,000.00
	sub-total	1,225,000.00	1,225,000.00

Custody Number / Description	Cusip	Original CD / Current Par	Market Value
Country Club Checking - Balance at End of Month		311,620.79	
Country Club		620,969.89	
Country Club		671,407.08	
Country Club		648,488.14	
	sub-total	2,252,485.90	
FDIC Insurance		250,000.00	250,000.00
US Treasury Notes	9128282A7	300,000.00	288,890.63
US Treasury Notes	912828K74	1,000,000.00	989,296.88
US Treasury Notes	912828Z52	1,000,000.00	916,796.88
US Treasury Notes	91282CBP5	1,000,000.00	950,429.69
US Treasury Notes	91382CKE0	450,000.00	451,265.43
FHLB	3130AKT48	1,000,000.00	911,860.00
Federal Home Loan Bank	3130ALXX7	1,050,000.00	1,011,780.00
	sub-total	6,050,000.00	5,770,319.51
Mutual Savings		604,534.99	
Mutual Savings		717,601.10	
	sub-total	1,322,136.09	
New York NY		1,500,000.00	1,500,000.00
FDIC Insurance		250,000.00	250,000.00
	sub-total	1,750,000.00	1,750,000.00

Leavenworth Waterworks Cost of Production & Accountability
As of February 29, 2025

	Feb-25	Feb-24	Feb-23
Water Pumped at Plant I	57,856,800	63,607,700	52,299,167
% of Total Pumpage	55%	63%	56%
Cost of Production/unit	\$ 1.85	\$ 1.56	\$ 2.14
Water Pumped at Plant II	47,482,216	37,702,220	40,499,944
% of Total Pumpage	45%	37%	44%
Cost of Production/unit	\$ 2.21	\$ 2.93	\$ 2.82
Combined Water Pumped at Plants (Feb)	105,339,016	101,309,920	92,799,111
Combined Water Pumped at Plants (YTD)	214,351,608	217,683,235	199,993,645
Water Metered Consumption (Feb)	101,835,280	104,463,372	92,514,395
Water Metered Consumption (YTD)	207,374,738	213,724,515	204,732,468
% Accounted for water (Feb)	96.67%	103.11%	99.69%
% Accounted for water (YTD)	96.75%	98.18%	102.37%
Combined Plant - Cost of Production/unit (Feb)	\$ 2.01	\$ 2.07	\$ 2.43
Combined Plant - Cost of Production/unit (YTD)	\$ 2.19	\$ 1.98	\$ 2.31
Dist., Admin * Non-Op Cost/unit (Feb)	\$ 2.07	\$ 1.95	\$ 1.82
Dist., Admin * Non-Op Cost/unit (YTD)	\$ 2.23	\$ 1.92	\$ 1.90
Overall Cost of Operations / unit (Feb)	\$ 4.15	\$ 3.96	\$ 4.27
Overall Cost of Operations/unit (YTD)	\$ 4.49	\$ 3.93	\$ 4.17

*Overall Cost of Operations includes production, distribution, administration.
Depreciation costs are not included.

Comments:

748 Gallons = 1 unit of water

Leavenworth Waterworks
601 Cherokee
Leavenworth, Kansas 66048-0576
913-682-1513
913-682-0627 (facsimile)
www.lvnwater.com

**AGENDA
MEMORANDUM**

AGENDA ITEM J

TO: Board of Directors
FROM: Dana Splichal, Finance Manager
MEETING DATE: March 24, 2025
SUBJECT: Administration Summary

Administration Summary

1. February financial statements
2. BS&A Software – go live date July 28th
 - a. Continuing to work with the conversion team
 - i. Bi-weekly meeting to discuss status and questions
3. Auditor team onsite week of March 10th – audit is ongoing

Leavenworth Waterworks

601 Cherokee
Leavenworth, Kansas 66048-0576
913-682-1513
913-682-0627 (facsimile)
www.lvnwater.com

AGENDA MEMORANDUM

AGENDA ITEM I

TO: Board of Directors
FROM: John Hodgden, Distribution Manager
MEETING DATE: March 24th, 2025
SUBJECT: Distribution Summary

Water Distribution Projects

1. Lead & Copper Service Inv.

1 Customer has replaced their galvanized service since the last meeting.
Total 9/37 for the year.

2. Lecompton Watermain Replacement (2023)

Planned start mid-April, brush clearing will be done first.

3. Mount Olivet Project

Lines in service, Linaweaver on site for dirt work.

Water Distribution Operations

a) Water Main Breaks Since Last Meeting:

3.10.25	3 rd Ave & Sherman	2" CI 1966
3.12.25	308 Spruce	2" CI 1952
3.13.25	502 S 17 th St	2" CI 1968

Tariffs Surcharges

On March 13th, 2025, I received an email from Tony Jaurez, our Neptune meter vendor. Attached to the email was a document titled the "Neptune Tariff Letter," which outlined an **8% price increase on all meters, effective immediately**. This increase is a direct result of tariffs placed on China and Mexico.

To better understand the broader impact, I reached out to other vendors, and several have confirmed that **price adjustments are forthcoming**. While specific surcharge rates have not yet been finalized, we should anticipate additional cost increases.

For context, in 2024, we spent **\$203,329 on meters alone**.

Leavenworth Waterworks

601 Cherokee
Leavenworth, Kansas 66048-0576
913-682-1513
913-682-0627 (facsimile)
www.lvnwater.com

AGENDA MEMORANDUM

AGENDA ITEM J

TO: Board of Directors

FROM: Neil Seichepine, Water Treatment Manager

MEETING DATE: March 24th, 2025

SUBJECT: Treatment Summary

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Annual hoist inspection done by Kone Cranes.

South Plant Summary

1. C & B pulled both pumps and grinder to test from the lagoon pump station.
2. McGuire Electric tested all electricity at the lagoon pump station.
3. Annual hoist inspection done by Kone Cranes.