

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

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 rescension 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> <p>Discussion was held.</p> <p>Upon motion from Director Peterson, seconded by Director Lough, motion passed 5-0...</p>	
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