

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
May 12, 2025

A regular meeting of the Board of Directors of Leavenworth Waterworks held at 5:00 PM on M o n d a y , M a y 12 , 2025 , at Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Nick Poff
Chad Lough
William Daniels
Eric Peterson

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

JR Reilly, Reilly Insurance
Ernest Allen, Jefferson Co. RWD #12
Jeff Logan, Jefferson Co. RWD #12
Denise Eggers, Jefferson Co. RWD #12
Mike Tullis, Jefferson Co. RWD #12
Jacob Byrd, Jefferson Co. RWD #12
Coby Crawl, McClure Engineering Co.
Steve Query, McClure Engineering Co.
David Griffin, McClure Engineering Co.

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	Jefferson County RWD #12 representatives were in attendance to discuss usage, meter differences and to just touch base on what they have going on and asking for updates on our projects.
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF April 28, 2025	Upon motion from Director Daniels and seconded by Director Peterson, motion passed 5-0...
	RESOLVED (No. 15577) , that the Board approved minutes from April 28, 2025.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson and seconded by Director Daniels, motion passed 5-0...
	RESOLVED (No. 15578) , that the Board approved the consent agenda as presented.
DISCUSSION OF POLICY FOR HANDLING INSURANCE CLAIMS	The General Manager and JR Reilly with Reilly Insurance discussed a recent claim resulting from damage to a customer's home as a result of a main break. The General Manager recommended drafting a Board policy on how to handle similar situations and possible claims in the future.
	After discussion, the Board directed the General Manager to draft a policy for Board review.
DISCUSSION OF FINAL PAYMENT FOR TANK PROJECT CONTRACT #1	The General Manager and Coby Crowl with McClure Engineering Co. brought up that the final pay application for the Tank Project Contract #1 with Hettinger Excavating will be submitted soon. Discussion was held on liquidated damages as substantial completion occurred March 5, 2025, 33 days late at \$1,500 per day and final completion occurred on May 9, 2025, at \$500 per day. Total liquidated damages were calculated to be \$82,000. Since the Board had extended the contract time under change order no. 2, and the contractor has made no effort to work overtime to complete the project within the allotted time, it was recommended that the liquidated damages be charged. It was noted that the start of work on Contract #2 was also affected by the delay.
	The consensus of the Board was to charge liquidated damages per our contract.
DISCUSSION OF REQUEST TO CITY FOR FLUORIDATION BALLOT (TABLED FROM APRIL 28, 2025)	Discussion was held and the consensus of the Board was to move forward with the request to the City Commission to rescind the fluoridation language of Charter Ordinance No. 42.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. April reconciliations
2. BS&A Software – go live date July 28th
 - a. Continuing to work with the conversion team
 - b. Bi-weekly meeting to discuss status and questions
3. Have held several discovery meetings
4. 2nd data extraction completed
5. On-site training begins July 22nd
6. InfoSend
 - a. Met with onboarding team
 - b. Conducting weekly meetings to discuss status and questions
7. Audit – partner review is complete, and they have 2nd partner review in process
 - c. Will have draft at meeting on 5/27
8. Attended KMU professional development “Verbal and Nonverbal Communication”
9. Looking ahead
 - d. Annual Leave May 16th through May 27th
 - e. Attending the AWWA ACE Conference June 8th through June 11th
 - f. Annual Leave June 23rd to June 27th

DISTRIBUTION

Progress pictures were shared of the Mount Olivet Tank Project.

Water Distribution Projects

1. Lead & Copper Service Inv.

Total 12/37 for the year.

2. Lecompton Watermain Replacement (2023)

MCON has all of the pipe on Springdale installed, working east now.

3. Mount Olivet Project

DN Tanks has started tying rebar, and constructing the forms for the side/roof panels.

4. Lawrence Ave.

Survey ordered, expected delivery in 8-10 weeks.

Water Distribution Operations

- a) One main break since last meeting: 1824 Ridge-6” DI-1976.
- b) Survey ordered for Lawrence Ave job, expected delivery in 8-10 weeks.
- c) Will have pictures of tank construction at the meeting.

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. HTE finished the dryer project

South Plant Summary

1. The new hire is expected to start May 12th
2. Attended Verbal/Non-Verbal Training given by KMU

The Treatment Manager, in anticipation of the 2026 capital improvement projects, asked the Board for directions on ordering valves as he believes there is a 42-week lag time. Board consensus was to move forward with ordering.

GENERAL MANAGER

- KMU Professional Development Training held on May 5th on “Verbal and Nonverbal Communication”.
- Water Tank Project
 - Contract #1 Pipeline: Trying to close out.
 - Contract #2 Tank: DN Tank is on site working and making excellent progress.
- South Treatment Plant Resiliency Project
 - Received notice that Congressman Schimdt is submitting for \$4M for our Project.
 - Tenpenny Law submitted the CDS Grant application to Senator Marshall’s office.
 - Submitted an application to KDEM under the Hazard Mitigation Assistance Program for the Design Engineering portion of the Project on May 6th.
 - Working on applications for Build Kansas Fund grant matches for the federal grant application.
 - Met with the Lan-Del Board May 7th to explain project (also discussed fluoridation).
- The Contractor is making progress on the Lecompton WMR project.
- Have addressed the issue with our construction specifications brought up by Director Peterson at the last meeting.
- Reminders: 1) Next Board Meeting is TUESDAY, May 27th, and 2) Filing for positions on November election ballot is on June 2nd.

The General Manager reported to the Board that he has been approached about the Board’s position on CoreCivic and activities at the facility. The General Manager reported that he responds noting that the Board has not taken a position on their reopening and they are just another water customer.

ADJOURNMENT	Upon motion from Director Peterson, seconded by Director Poff, motion passed 5-0.
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Director Gervasini adjourned the meeting at 6:35 PM.

Approved _____, 2025

Richard Gervasini, Chair

Eric Peterson, Secretary