

## LEAVENWORTH WATERWORKS

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

HELD ON  
June 24, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, June 24, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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**ATTENDANCE****Directors in Attendance**

Richard Gervasini  
Eric Peterson  
Nick Poff  
Billy Daniels

**Directors Absent (Excused)**

Chad Lough

**Staff in Attendance**

Joel Mahnken, General Manager  
Dana Splichal, Finance Manager  
John Hodgden, Distribution Manager  
Neil Seichepine, Treatment Manger

**Others in Attendance**

JR Reilly, The Reilly Company

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**CALL TO ORDER**

Director Gervasini, called the meeting to order at 5:00 PM.

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**ROLL CALL,  
ANNOUNCEMENT  
OF QUORUM**

Director Gervasini noted that a quorum was present.

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

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF June 10, 2024	<p>Upon motion from Director Peterson and seconded by Director Daniels, motion passed 4-0...</p> <p><b>RESOLVED (No. 15501)</b>, that the Board approved minutes from June 10, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 4-0...</p> <p><b>RESOLVED (No. 15502)</b>, that the Board approved the consent agenda as presented.</p>
2024-2025 COMMERCIAL LIABILITY INSURANCE RENEWAL	<p>JR Reilly presented and reviewed the insurance renewal for July 1, 2024 to June 30, 2025. He noted that this was the third year in our coverage with Cincinnati Insurance and that we will be going to the market next year with increases expected in the premium. The drop in this year's overall premium is due to the decrease in the Worker's Compensation modifier. After discussion, an increase in the contents value to \$125,000 for each Plant and \$500,000 for Distribution was made, given the recent inflationary increases experienced.</p> <p>Upon motion from Director Daniels, seconded by Director Peterson, motion passed 4-0...</p> <p><b>RESOLVED (No. 15503)</b>, that the Board approved the insurance renewal for 2024-2025 with the suggested increase on contents values.</p>
CONSIDERATION OF MARCH FINANCIAL STATEMENTS	<p>The Finance Manager presented the May financial statements and reviewed May activity.</p> <p>Upon motion from Director Poff, seconded by Director Daniels, motion passed 4-0...</p> <p><b>RESOLVED (No. 15504)</b>, that the Board approved the May 2024 Financial Statements.</p>

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CONSIDERATION  
OF REVISIONS TO  
PERSONNEL  
MANUAL (TABLED  
FROM MAY 28,  
2024)

The Finance Manager reminded the board that the personnel manual is under review. Meetings are being held periodically to review sections of the manual and propose changes as deemed necessary. Most recently under review was Section 3, Benefits. As part of our review process, we worked through the section and then as a group developed the proposed version presented for the board’s review.

Upon motion from Director Poff, seconded by Director Peterson, motion passed 4-0...

**RESOLVED (No. 15505)**, that the Board approved the amended version of Section 3, Benefits, effective June 24, 2024, as presented.

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CONSIDERATION  
OF FINAL  
PAYMENT ON  
OSAGE/17<sup>TH</sup>/  
OTTAWA WATER  
MAIN  
REPLACEMENT  
PROJECT

The General Manager presented the final payment application from Hettinger Excavating, LLC, Inc., for the Osage/17<sup>th</sup>/Ottawa Water Main Replacement project.

Upon motion from Director Peterson, seconded by Director Daniels, motion passed 4-0...

**RESOLVED (No. 15506)**, that the Board authorize the final payment of \$244,729 to Hettinger Excavating, LLC, Inc., for the Osage/17<sup>th</sup>/Ottawa Water Main Replacement project.

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## DIVISION REPORTS PRESENTED:

### ADMINISTRATION

1. May financial statements completed.
2. Met with J.R. Reilly to review insurance renewal proposal.
3. Will begin replacing desktop computers as all desktops have been in service since 2018. The order has been placed and will be replaced over the next couple of months.
4. Attended the AWWA conference – Attended vendor events, made a lot of new connections, attended great classes and realized just how much technology, vendors and resources there are available for this industry. It was a busy time but was a great experience!

### DISTRIBUTION

#### Water Distribution Projects

1. **Ottawa and Osage 13<sup>th</sup> to 20<sup>th</sup> (2023)**  
Working on clean-up and final inventory
2. **Lead & Copper Services**  
Spreadsheet 1<sup>st</sup> draft complete, in review
3. **Lecompton Watermain Replacement (2023)**  
Planning stage: Benesch

## **City/County Projects**

- **Centennial Bridge** – Planning stage: McClure
- **Wilson Ave.** – Plans under review

## **Water Distribution Operations**

Between May 23rd, 2024, and June 6th, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: none
- b) New Services (1) 4725 S 22<sup>nd</sup> St,
- c) Valve Repair: 16-inch at 340 N 13<sup>th</sup>
- d) Hydrant Repair: (2) 1124 Ironmoulders and 15<sup>th</sup>& Santa Fe St.
  - i. Hydrant testing in progress
- e) Valve Exercise 473/4178 11.3%

The Distribution Manager also informed the board of a gas line break in January when the locates were not down properly. Our excavator hit a gas line and the gas company wants us to pay for the repair. We do not feel as though we are responsible as their locator did not mark their mains correctly. Noted that our attorney may get involved.

## **WATER TREATMENT**

### **Ohio Street Booster Station**

1. Nothing new to report.

### **North Plant Summary**

1. Met with BG Consultants about upcoming roof project.

### **South Plant Summary**

1. Cybersecurity class completed.
2. Attended Hazard Mitigation Plan workshop for County Emergency Management.

Noted that we received insurance proceeds for damage done to a light pole at the North Plant by a hit and run driver.

The Treatment Manager informed the board that Jim Adams, NTP Superintendent, has announced his retirement after 36 years. His last day will be December 31, 2024.

## **GENERAL MANAGER**

- KMU Safety Training held June 10<sup>th</sup> on “Back Safety”.
- Water Tank Project.
  - Contract #1, Transmission Mains: No activity.
  - Contract #2, GST: No activity.
- South Treatment Plant Resiliency Project
  - Drafting RFQ/RFP for project engineering services.

- Participated in KDEM Region L Hazard Mitigation Plan online review meeting. Added LWB as a participating organization and submitted “action items” to be included in the HMP. (BRIC grant requirement)
- Project has been included in the draft 2025 SRF-IUP. (CDS grant requirement)
- Reviewing North Plant Roofing Project field check plans & specifications.
- Worked with Insurance Agent on policy renewal.
- Began working on the 2025 updates to the RRA/ERP.
- KMU has been researching the potential of creating a Health Insurance Pool arrangement for the membership. Will follow up as this develops.
- The KWO will be taking applications for HB 2302 Water Systems Grants next month. Intend to submit the Lecompton Road Water Main Replacement Project again.

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EXECUTIVE  
SESSION TO  
DISCUSS  
PERSONNEL  
MATTERS OF  
NONELECTED  
PERSONNEL

At 6:22 pm, the Board recessed the regular meeting to enter Executive Session to discuss personnel matters on nonelected personnel for five minutes.

Upon motion by Director Daniels, seconded by Director Peterson, the motion passed 4-0.

**RESOLVED (No. 15507)** that the Board recess the Regular Meeting and enter into Executive Session to discuss personnel matters of nonelected personnel for five minutes.

At 6:27 pm, the Board ended the executive session and resumed the regular meeting. Upon motion by Director Daniels, seconded by Director Peterson, the motion passed 4-0.

**RESOLVED (No. 15508)** that the Board end the executive session and resume the regular meeting.

No further action was taken.

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ADJOURNMENT

Upon motion from Director Peterson, seconded by Director Poff, motion passed 4-0.

Director Gervasini adjourned the meeting at 6:28 PM.

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Approved \_\_\_\_\_, 2024

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Richard Gervasini, Chair

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Eric Peterson, Secretary