

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
August 12, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, August 12, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
William Daniels
Nick Poff
Eric Peterson (arrived at 5:12)
Chad Lough

Directors Absent (Excused)

None

Staff in Attendance

Joel Mahnken, General Manager
Dana Splichal, Finance Manager
Jim Adams, North Plant Superintendent

Others in Attendance

None

CALL TO ORDER	Director Gervasini, called the meeting to order at 5:03 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
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BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF JULY 22, 2024	<p>Upon motion from Director Poff and seconded by Director Daniels, motion passed 4-0...</p> <p>RESOLVED (No. 15514), that the Board approved minutes from July 22, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Gervasini, seconded by Director Daniels, motion passed 4-0...</p> <p>RESOLVED (No. 15515), that the Board approved the consent agenda as presented.</p>
CONSIDERATION BID AWARD FOR THE NORTH PLANT ROOFING PROJECT	<p>The General Manager noted that we budgeted \$250,000 this year to re-roof the North Plant filter building, chlorine building, and the intake. In order to avoid some of the issues we encountered with reroofing the South Plant last year, we hired an architect with BG Consultants to prepare plans and specifications for the work. Bids were received August 7th from three roofing companies with the local company, American Roofing Inc., being low.</p> <p>He noted that we are recommending American Roofing’s base bid plus alternative 3. This alternative is to add an extension to the interior ladder at the intake. The current ladder is short of the hatch in the roof and an extension would improve the safety of the individual climbing out. Besides Plant personnel using the hatch, the USGS periodically accesses the roof to maintain their instruments mounted there.</p> <p>Between the amount recommended and the Architect’s fee of \$23,700 the project is under budget at \$235,252.</p> <p>Discussion held and upon motion from Director Daniels, seconded by Director Poff, motion passed 5-0...</p> <p>RESOLVED (No. 15516), that the Board approved the bid of American Roofing of \$211,552.00 for the project including alternative 3, and that the General Manager be authorized to execute the contract.</p>
CONSIDER CONSULTING SERVICES AGREEMENT WITH CDM SMITH, INC.	<p>The General Manager reminded the Board that at our July 8th meeting we discussed the financing of the South Treatment Plant Capacity Improvement Project. It was decided that we obtain better, current cost estimates to complete the project. Two engineering firms, Midwest Engineering Group, LLC and CDM Smith, Inc., were contacted about doing so. CDM Smith is much less expensive for the task and proposes to provide an Opinion of Probable</p>

Cost by September 15th.

Noted that this will still be a fairly high level OOPC as the “design” of the project is “mirror the existing treatment”. While we do have the original 1970’s plans that provided for the additional train, many things have changed in fifty years due to updated regulations. Most of the questions that remain unanswerable involve electrical equipment and power supply as well as construction sequencing. He shared the Scope of Work to be provided, with the Project broken down into four potential phases.

The cost of doing the work will be a lump sum of \$23,000.00. CDM Smith provided the Master Services Agreement, Scope of Work, our minimum insurance requirements, and pricing.

Discussion held and upon motion from Director Poff, seconded by Director Peterson, motion passed 5-0...

RESOLVED (No. 15517), that the Board approved the agreement with CDM Smith for the Scope of Work provided at a cost of \$23,000 and authorized the General Manager to execute the contract.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. July month end reconciliations.
2. Working with Gary, IT engineer, replacing desktop computers.
3. Continue review of personnel manual as well as evaluation process and forms.
4. Working on 2025 budget.
5. Setup interviews for new customer service rep.
6. Engineer interviews.

DISTRIBUTION

Water Distribution Projects

1. **Lead & Copper Service Inv.**
Customer side survey finished, working on web site additions
2. **Lecompton Watermain Replacement (2023)**
Planning stage: Benesch
3. **Annual Free CL2 Burnout 2024**
Meet with Wholesale Dist. 8.14.24
PSA/FAQ Posted
Tentative Start 9.4.24

City/County Projects

- **4th St. Reconstruction**
3 Hydrants to move for stormwater

Water Distribution Operations

Between July 19th, 2024, and August 7th, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: 0
- b) New Services: Branches X 10
- c) Moved Main for 4th St. Project-4th & Choctaw

WATER TREATMENT

Ohio Street Booster Station

1. Preparing for a Free Chlorine burn out starting September 2nd.

North Plant Summary

1. Received bids for roof project.
2. Working on 2025 Budget.
3. In the process of hiring a new employee.
4. Beginning fall maintenance work.

South Plant Summary

1. McGuire electric repairing the aerator blow motors.
2. Working on 2025 Budget.

GENERAL MANAGER

- Water Tank Project
 - Contract #2 subcontractor plans to mobilize in October to start clearing and do minor sitework, prepping for early Spring start.
- South Treatment Plant Resiliency Project – contacting engineering firms to update Project budget.
- Worked on the Lecompton Water Main Replacement Project.
 - Discussed easement with property owner, a slight realignment needed.
- NTP Roofing project bid August 7th, 2 pm.
- Submitted HB 2302 grant applications to the KWO for:
 - MO Tank Project for cost overages caused by delay in receiving easement and a small construction contingency: \$340,000
 - Lecompton Road Water Main Replacement: \$1,900,000
 - West 7th Street Water Main Replacement: \$1,395,000

- 9th St. & Lawrence Ave Water Main Replacement: \$1,270,000
- Treatment Plants SCADA Upgrade: \$400,000
- Working on 2025 budget.
- Interviewed candidates and hired an entry-level Staff Engineer.

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

Director Gervasini adjourned the meeting at 6:00 PM.

Approved _____, 2024

Richard Gervasini, Chair

Eric Peterson, Secretary