

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON
July 22, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, July 22, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Billy Daniels
Chad Lough

Directors Absent (Excused)

Nick Poff

Staff in Attendance

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

Others in Attendance

None

CALL TO ORDER

Director Gervasini, called the meeting to order at 5:01 PM.

ROLL CALL,
ANNOUNCEMENT
OF QUORUM

Director Gervasini noted that a quorum was present.

REQUEST,
COMMENTS,
PETITIONS BY
MEMBERS OF THE
PUBLIC

None

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| BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION | Director Peterson commented on the practice of hydroseeding and application of hydroseed when contractors have completed a job. |
| APPROVE MINUTES OF JULY 8, 2024 | Upon motion from Director Daniels and seconded by Director Lough, motion passed 4-0... RESOLVED (No. 15510) , that the Board approved minutes from July 8, 2024. |
| CONSIDERATION OF CONSENT AGENDA | Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0... RESOLVED (No. 15511) , that the Board approved the consent agenda as presented. |
| CONSIDERATION OF MARCH FINANCIAL STATEMENTS | The Finance Manager presented the June financial statements and reviewed June activity. Upon motion from Director Daniels, seconded by Director Peterson, motion passed 4-0... RESOLVED (No. 15512) , that the Board approved the June 2024 Financial Statements. |
| CONSIDERATION OF TARGET CASH RESERVES REPORT | The General Manager presented the Target Cash Reserves report as of June 30, 2024. Noted that we have total reserves of \$11,799,830 with a target of \$6,664,330, the excess being available for capital improvement projects. Upon motion from Director Daniels, seconded by Director Lough, motion passed 4-0... RESOLVED (No. 15513) , that the Board approve the Target Cash Reserves report as presented. |

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. June financial statements completed.
2. Working with Gary, IT engineer, replacing desktop computers.
3. The team met to continue review of personnel manual as well as evaluation process and form.
4. Danielle Miles has submitted her resignation but will stay through the end of October. We will begin advertising for a new customer service representative in August.
5. Attended KMU in-house training on Leadership/Coaching.
6. Began work on 2025 budget.
7. Attended meeting with Midwest Engineering Group to discuss STP project.

DISTRIBUTION

Water Distribution Projects

1. Ottawa and Osage 13th to 20th (2023)

Finishing clean up

2. Lead & Copper Service Inv.

Customer side survey finished, working on web site additions

3. Lecompton Watermain Replacement (2023)

Planning stage: Benesch

City/County Projects

- **4th St. Reconstruction**

Linaweaver started, will have to move approx. 20 ft of 6"

Training

- TT Tech. is here training our personnel on our new Drill

Water Distribution Operations

Between July 3rd, 2024, and July 18th, 2024, the following water-distribution activities have occurred:

- a) Water Main Breaks: 0
- b) Kill: Limit & New Lawrence
- c) New Services: Branches X 2
- d) Looped 2": 3rd Ave & Doniphan

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Pre-Bid for roof project will be held July 24th.

South Plant Summary

1. Met with Midwest Engineering about South Plant upgrades.

GENERAL MANAGER

- KMU Safety Training held July 8th on "Hazardous Communications GHS" and Professional Development on "Coaching for Performance".
- Water Tank Project. No activity.
- South Treatment Plant Resiliency Project – Reviewing WIFIA financing and contacting engineering firms to update Project budget.
- Worked on the Lecompton Water Main Replacement Project.
- NTP Roofing project scheduled to bid August 7th, 2 pm.
- Worked on 2025 RRA/ERP revisions.
- Starting to work on 2025 budget.
- Attending the Missouri Regional Advisory Committee meeting scheduled for July 22nd, 2 – 4 pm, in Leavenworth.

EXECUTIVE
SESSION TO
DISCUSS
PERSONNEL
MATTERS OF
NONELECTED
PERSONNEL

At 5:45 pm, the Board recessed the regular meeting to enter Executive Session to discuss personnel matters on nonelected personnel for thirty minutes.

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

RESOLVED (No. 15514) that the Board recess the Regular Meeting and enter Executive Session to discuss personnel matters of nonelected personnel for thirty minutes.

At 6:15 pm, the Board ended the executive session and resumed the regular meeting. Upon motion by Director Peterson, seconded by Director Lough, the motion passed 4-0.

RESOLVED (No. 15548) that the Board end the executive session and resume the regular meeting.

No further action was taken.

ADJOURNMENT

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

Director Gervasini adjourned the meeting at 6:16 PM.

Approved _____, 2024

Richard Gervasini, Chair

Eric Peterson, Secretary