

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
October 14, 2024

A regular meeting of the Board of Directors of the Leavenworth Waterworks held at 5:00 PM on Monday, October 14, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
William Daniels
Eric Peterson

Directors Absent (Excused)

Nick Poff
Chad Lough

Staff in Attendance

Joel Mahnken, General Manager
Dana Splichal, Finance Manager
John Hodgden, Distribution Manager
Britni Huff, Staff Engineer

Others in Attendance

None

CALL TO ORDER

Director Gervasini, called the meeting to order at 4:56 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	<p>Director Peterson said he was working with a customer, Eric Snodgrass, to determine why his water bill for his commercial building was so high in the late summer. Director Peterson noted that Snodgrass was going to purchase used meters to install to self-monitor usage. Director Gervasini reminded that a plumber should install to limit liability to the Waterworks.</p>
APPROVE MINUTES OF September 23, 2024	<p>Upon motion from Director Peterson and seconded by Director Daniels, motion passed 3-0...</p> <p>RESOLVED (No. 15529), that the Board approved minutes from September 23, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Daniels, motion passed 3-0...</p> <p>RESOLVED (No. 15530), that the Board approved the consent agenda as presented.</p>
CONSIDER SERVICE AGREEMENT FOR SOFTWARE	<p>The Finance Manager presented and discussed proposals received for software that would replace the current financial and utility management software.</p> <p>Discussion held and upon motion from Director Daniels, seconded by Director Peterson, motion passed 3-0...</p> <p>RESOLVED (No. 15531), that the Board approved the service agreement with BS&A and to authorize the General Manager to sign the appropriate documents.</p>
CONSIDER POTENTIAL CHANGES TO PERSONNEL MANUAL	<p>The Finance Manager noted that during review of the personnel manual, the management team identified policies that may need addition or revision.</p> <p>The following have been introduced into law 2023 and 2024 and will be added to the personnel manual:</p> <ul style="list-style-type: none"> • Pregnant Workers Fairness Act (PWFA) • The Consolidated Appropriations Act, 2023 which includes the PUMP for Nursing Mothers Act (“PUMP Act”) <p>Before moving forward, staff wanted to receive input from the Board as to a direction on the following items:</p> <ul style="list-style-type: none"> • COVID-19 • Random drug screening • Firearms in the workplace

Discussion was held and consensus of the Board was to follow CDC guidelines regarding COVID-19, continue the random drug screening that occurs quarterly, and to research further the legality of firearms in the workplace and in public buildings.

No Board action was taken.

DISCUSSION OF
DRAFT 2025
CAPITAL
IMPROVEMENTS
BUDGET

The General Manager presented a proposed 2025 Capital Improvement Projects list for review. Noted that several projects planned for 2024 were delayed and carried forward to 2025. To put money aside for the South Plant Capacity Improvement, staff felt it was necessary to break the list down into primary and secondary projects based on priority. Including the \$7 million Water Tank project, the primary list totals almost \$10.8 million, with the secondary list adding \$2 million.

Funding for the projects is provided through the SRF Loan for the water tank, depreciation budgeted for 2025, Net Income for 2025, and the estimated amount carried over from the 2024 CIP plan. Noted that if costs of completion for the primary projects are less than anticipated, secondary projects will be completed as prioritized.

Discussion was held and no board action taken.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. September reconciliations
2. Preparation of proposal for Board review of new software agreement
3. Continue review and update of personnel manual
4. Continue 2025 budget prep and discussions
5. Met with team from CDM Smith to discuss additional funding and grant opportunities
6. Reviewing current employee evaluation forms and processes

DISTRIBUTION

Water Distribution Projects

1. Lead & Copper Service Inv.

Mailers in process: 1249 with Unknown Mat., 79 with Galvanized

2. Lecompton Watermain Replacement (2023)

Planning stage: Benesch

3. Mount Olivet Main Lines

Pipe: 1400' Services: Complete:

City/County Projects

- **4th St. Reconstruction**
One more possible hydrant extension.

Water Distribution Operations

Between September 20th, 2024, and October 10th, 2024, the following water-distribution activities have occurred:

a) Water Main Breaks:

9.23.24	1001 N 7 th st.	8" CI 1905
10.4.24	733 Cheyenne	2" CI 1955

b) 4 Service Relocates; 2 New Service; 1 Renewal; 1 Hydrant Replacement

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Plant back online after fall maintenance completed.
2. Roof project ongoing.

South Plant Summary

1. Ten new power poles installed at the Wellfield.

GENERAL MANAGER

- KMU Safety Training held October 7th on "Lock Out-Tag Out" and "Emergency Action Response".
- Water Tank Project
 - Contract #1 Pipeline: Hettinger Excavating installing pipe on Mt Olivet Road from 164th Street eastward. Progress meeting to be held Oct 18th. Change Order #2 will be forthcoming on a short section of the pipe installation along Metropolitan Avenue (inside City limits).
 - Contract #2 Tank: DN Tank has started providing submittals.
- South Treatment Plant Resiliency Project
 - Met online with CDM Smith's financial services advisor.
 - Following up on BRIC grant application for 2025 with grant writer, KDEM, and FEMA for resubmission the next grant cycle, online meeting Oct. 23rd.
- Working on 2025 budget.
- Completed required Professional Development Hours for the year.

ADJOURNMENT Upon motion from Director Peterson, seconded by Director Daniels, motion passed 3-0.

Director Gervasini adjourned the meeting at 6:09 PM.

Approved _____, 2024

Richard Gervasini, Chair