

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 Leavenworth Waterworks held at 5:00 PM on Monday, October 28, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE**Directors in Attendance**

Richard Gervasini
William Daniels
Eric Peterson
Nick Poff

Directors Absent (Excused)

Chad Lough

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

None

CALL TO ORDER

Director Gervasini, called the meeting to order at 4:54 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	Director Peterson wanted to revisit the drug testing policy and noted he had reached out to a couple of companies, including JB Hunt. Discussion held and no action taken.
APPROVE MINUTES OF October 14, 2024	Upon motion from Director Daniels and seconded by Director Peterson, motion passed 4-0... RESOLVED (No. 15532) , that the Board approved minutes from October 14, 2024.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Daniels, motion passed 4-0... RESOLVED (No. 15533) , that the Board approved the consent agenda as presented.
CONSIDERATION OF SEPTEMBER 2024 FINANCIAL STATEMENT	The Finance Manager presented and reviewed financial statements for the month of September 2024. Discussion held and upon motion from Director Peterson, seconded by Director Daniels, motion passed 4-0... RESOLVED (No. 15534) , that the Board approved the September 2024 financial statements.
CONSIDERATION OF 2025 BUDGET	The General Manager presented and reviewed the 2025 budget. Discussion held and upon motion from Director Poff, seconded by Director Peterson, motion passed 4-0... RESOLVED (No. 15535) , that the Board approved the 2025 budget as presented.
CONSIDERATION OF RATES & FEES ADJUSTMENT	The General Manager presented the proposed rate adjustments and recommended changes to service fees and deposits as follows: Residential deposit \$70.00 to \$75.00 Administrative fee 10.00 to 25.00 Reg Hours Service call 25.00 to 35.00 After Hours Service call 35.00 to 50.00 Fire Hydrant water usage 5.00 to 6.00 per ccf Bulk Water variable to 8.00 per thousand gallons

Further proposed a 10 percent increase for retail rates and to increase wholesale rates with a \$5.00 increase in the base charge and a \$0.05 increase in the unit charge up to 16,000 ccf per month purchased.

After discussion, the board approved the following:

Service fees and deposit as presented.

Raise base charge for retail sales to \$20.00 and unit costs increase by 10%.

Raise base charge for wholesale sales to \$50.00 and unit costs increase by \$0.05 up to 16,000 ccf per month purchased

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

RESOLVED (No. 15536), that the Board approved the rates and fees adjustments as noted.

CONSIDERATION
OF RESOLUTION
ADOPTING
KANSAS REGION L
HAZARD
MITIGATION PLAN

The General Manager noted that in January 2024, the Board adopted a Resolution to participate in the Kansas Homeland Security Region L Hazard Mitigation Plan. Since that time, an update to the HMP has been completed. The regional office has requested that participants re-adopt the plan.

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

RESOLVED (No. 15537), that the Board approved the adoption of this Resolution.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. September financial statements
2. Met with Todd Chapple, regarding BCBS premiums and other options available to us. Looking into other plans/options within BCBS.
3. Attended KMU's professional development on problem solving and decision making
4. Working on updates to evaluation process and form
5. Continue work on personnel manual
6. Gary Alter with Converge One onsite 10/24
7. Kayla Howell attended a conference held by the Kansas Association of Mappers in Lawrence.
8. Continue to purge paper and clean up files in basement and vault.

DISTRIBUTION

Water Distribution Projects

1. Lead & Copper Service Inv.

Mailers sent out; KDHE Certification completed

2. Lecompton Watermain Replacement (2023)

Planning stage: Benesch

3. Mount Olivet Main Lines

+/- 1400' installed, starting on the Metropolitan Bore

City/County Projects

• **4th St. Reconstruction**

Ready for Invoicing

Water Distribution Operations

Between October 11th, 2024, and October 24th, 2024, the following water-distribution activities have occurred:

a) Water Main Breaks:

10.17.24	1500 Klemp	6" CI 1977
10.22.24	736 Fawn Creek	6" DI 1989
10.24.24	1006 Cherokee	6" CI 1929

b) 3 Service Renewals; 1 New Service; 1 New Valve @ SP

Also noted that Hettinger (contractor) is setup to bore across Metropolitan and reseeded at David Brewer as requested.

WATER TREATMENT

Ohio Street Booster Station

- 1. Nothing new to report.

North Plant Summary

- 1. Moving forward with air compressor upgrade.
- 2. The roof project is ongoing.

South Plant Summary

- 1. Plant offline for Fall maintenance.
- 2. The Sludge Pump project is ongoing.

- a. Noted that the pump did not fit in the hatch so had to delay installation to get hole cut larger

GENERAL MANAGER

- Water Tank Project
 - Contract #1 Pipeline: Hettinger Excavating making good progress.
 - Progress meeting was held on Oct 18th.
 - Working on Change Order #2.
- South Treatment Plant Resiliency Project
 - Met with Chad Tenpenny, attorney, about consulting on financing the project. He will prepare a letter of engagement for Board consideration.
 - Followed up on BRIC grant application for 2025 with grant writer, KDEM, and FEMA for resubmission the next grant cycle on Oct. 23rd.
- Finished 2025 budget for approval.
- Met with BC/BS insurance on renewal of employee health insurance for 2025.
 - Staff reviewing our options.
 - Received notice that KMU will not be pursuing the development of a health insurance pool.

Noted that he had received consulting agreement draft with Chad Tenpenny which would be presented to the Board at the next meeting.

The Board requested that Mr. Tenpenny attend the next meeting.

Noted that he was working with our grant writer on an agreement for grant writing to submit a WaterSMART Grant. Will present agreement at next meeting.

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

Director Gervasini adjourned the meeting at 6:10 PM.

Approved _____, 2024

Richard Gervasini, Chair