

## LEAVENWORTH WATERWORKS

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

HELD ON  
December 9, 2024

A regular meeting of the Board of Directors of Leavenworth Waterworks held at 5:00 PM on Monday, December 9, 2024, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### 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**

Ed McGrath, RE Pedrotti Co.

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#### CALL TO ORDER

Director Gervasini called the meeting to order at 4:56 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

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None

BOARD MEMBER	None
ITEMS OUTSIDE OF EXECUTIVE SESSION	
APPROVE MINUTES OF NOVEMBER 25, 2024	<p>Upon motion from Director Poff and seconded by Director Peterson, motion passed 4-0...</p> <p><b>RESOLVED (No. 15548)</b>, that the Board approved minutes from November 25, 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. 15549)</b>, that the Board approved the consent agenda as presented.</p>
CONSIDERATION OF PURCHASE OF SCADA UPGRADES	<p>The Treatment Manager introduced Ed McGrath with RE Pedrotti Company. Ed was in attendance to answer questions regarding the proposal submitted for the SCADA upgrades needed.</p> <p>Discussion held and upon motion from Director Peterson, seconded by Director Poff, motion passed 4-0...</p> <p><b>RESOLVED (No. 15550)</b>, that the Board approved the purchase of new licensing for SCADA systems at both plants at a cost not to exceed \$375,000 from RE Pedrotti Company.</p>
CONSIDERATION OF PURCHASE OF PICKUP	<p>The Distribution Manager noted that in the equipment evaluation for the 2025 budget, staff identified a need to replace Truck #1 due to age, wear and repair costs. Staff reached out to all local dealers, including Dream Nissan and Victory Ford. We received two proposals in response.</p> <p>Discussion held and upon motion from Director Peterson, seconded by Director, Poff motion passed 4-0...</p> <p><b>RESOLVED (No. 15551)</b>, that the Board approve the purchase of the 2024 Nissan Frontier from Dream Nissan in the amount of \$28,749, after trade-in.</p>
CONSIDERATION OF ENGAGEMENT LETTER FOR 2024 AUDIT	<p>The Finance Manager presented the engagement letter received from SSC CPAs, P.A. for the 2024 audit. Base fee proposed of \$16,500 and not to exceed \$24,000.</p> <p>Discussion held and upon motion from Director Poff, seconded by Director Daniels, motion passed 4-0...</p> <p><b>RESOLVED (No. 15552)</b>, that the board approves the engagement letter for the 2024 audit received from SSC CPAs, P.A.</p>
DISCUSSION OF CHANGES TO PERSONNEL MANUAL	<p>The Finance Manager reminded the board that the management team has been reviewing the personnel manual for applicable updates to ensure we are consistent with policies across departments as well as in practice. Department managers have met periodically over the last nine months to review sections of the manual and propose changes as deemed necessary. Noted that as part of the review process,</p>

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we worked through the different sections and then as a group developed the proposed version attached and presented for the board’s review.

In addition to updating the verbiage and content, the format was also updated to reflect a more cohesive and modern format. When approved, employees will be provided with a copy of the manual within their payroll/HR portal and a paper copy will be available upon request.

Requested that the board take time to read and review. No action taken at this time.

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**DIVISION REPORTS PRESENTED:**

**ADMINISTRATION**

1. November reconciliations
2. Open enrollment for BCBS ongoing
3. AFLAC onsite December 12th
4. Planning for holiday party with Heather
5. Planning for retirement party
6. Volunteered at RealityU event
7. Webinar with management team “We WARN Together: Integrating WARN in RRAs & ERPs”

**DISTRIBUTION**

**Water Distribution Projects**

**1. Lead & Copper Service Inv.**

Currently replacing known Galvanized services

**2. Lecompton Watermain Replacement (2023)**

Planning stage: Plan completion expected this month

**3. Mount Olivet Main Lines**

Bores complete, C.O. in progress

**Water Distribution Operations**

Between November 22<sup>nd</sup>, 2024, and December 5, 2024, the following water-distribution activities have occurred:

a) Water Main Breaks:

11.28.24	27263 Eisenhower	16” DI 1989
12.2.24	1500 Klemp	6” DI 1977

- b) 1 Hydrant Replacement

## **WATER TREATMENT**

### **Ohio Street Booster Station**

1. Nothing new to report.

### **North Plant Summary**

1. Starting on 2025 CIP list.

### **South Plant Summary**

1. Sludge pump project completed.
2. Kersten replaced manhole lid and concrete.
3. Placed orders for three of the 2025 CIP.

## **GENERAL MANAGER**

- Water Tank Project
  - Contract #1 Pipeline: Hettinger Excavating approaching half completion.
  - Progress meeting scheduled for December 12<sup>th</sup>.
  - Received second Loan Disbursement payment from KDHE.
- South Treatment Plant Resiliency Project
  - Tenpenny Law has scheduled a meeting with US Senators staff members and local State Legislators for December 17<sup>th</sup> at South Plant.
  - Working on presentation for December 17<sup>th</sup>.
- Expect final review plans for the Lecompton WMR project December 13<sup>th</sup>.
- Working with McClure Engineering on engineering agreement for the NTP Transmission Mains Relocation.
- North Treatment Plant Roofing contractor has addressed minor punch list items. Final Pay Request not received yet.
- Reviewing new Performance Evaluation forms.
- Safety Committee has requested that "Safety Awards" be made at Summer Employee Picnic and one selection be made in each area.
- The Board needs to select the time and date of the second December meeting.

Director Peterson asked for status on the farmhouse. Discussion was held and the consensus of the board was to leave the house empty at this time.

The Board decided that the next meeting will be held at 2:00 pm on December 23, 2024.

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

Director Gervasini adjourned the meeting at 5:58 PM.

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

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Richard Gervasini, Chair

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Eric Peterson, Secretary