

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
November 12, 2024

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

ATTENDANCE

Directors in Attendance

William Daniels

Eric Peterson

Nick Poff

Directors Absent (Excused)

Richard Gervasini

Chad Lough

Staff in Attendance

Joel Mahnken, General Manager

Dana Splichal, Finance Manager

John Hodgden, Distribution Manager

Britni Huff, Staff Engineer

Others in Attendance

Chad Tenpenny, Tenpenny Law, LLC

CALL TO ORDER

Director Daniels, called the meeting to order at 5:00 PM.

ROLL CALL, ANNOUNCEMENT OF QUORUM

Director Daniels noted that a quorum was present.

REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC

None

BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	None
APPROVE MINUTES OF September 23, 2024	<p>Upon motion from Director Poff and seconded by Director Peterson, motion passed 3-0...</p> <p>RESOLVED (No. 15538), that the Board approved minutes from October 28, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15539), that the Board approved the consent agenda as presented.</p>
CONSIDER LETTER OF ENGAGEMENT WITH TENPENNY LAW LLC	<p>The General Manager presented an agreement for professional services with Chad Tenpenny of Tenpenny Law, LLC for consulting service in pursuit of a federal grant for funding the South Treatment Plant Capacity Improvement project. Chad Tenpenny introduced himself and discussed the agreement, his qualifications and successes.</p> <p>The cost for services is in three parts: 1) A monthly retainer fee, 2) a success fee of 1.5 percent of the grant obtained, and 3) reasonable expenses incurred. We have budgeted for most of items 1 and 3. If we are successful in obtaining the grant money needed, we will pay the fee from cash reserves.</p> <p>Discussion held and upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...</p> <p>RESOLVED (No. 15540), that the Board approved the letter of engagement with Tenpenny Law, LLC and authorize the General Manager to sign the appropriate documents.</p>
CONSIDER AGREEMENT WITH GOVERNMENTAL ASSISTANCE SERVICES	<p>The General Manager presented an agreement with Brett Waggoner of Governmental Assistance Services for grant writing services for the South Treatment Plant Capacity project under another one of the programs authorized by the Bipartisan Infrastructure Law.</p> <p>It was noted that this agreement is structured in the same manner as our current agreement. For \$7,750 Brett will write the grant application and repeat if it is unsuccessful. If we feel that a CDS application is more appropriate, he could assist in that.</p> <p>Discussion held and upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...</p> <p>RESOLVED (No. 15541), that the Board approved the agreement with Governmental Assistance Service for grant writing in the amount of \$7,750 and to authorize the General Manager to sign the appropriate documents.</p>

CONSIDER 2025
HEALTH INSURANCE
RENEWAL WITH
BCBS OF KANSAS

The Finance Manager presented the information for the Blue Cross Blue Shield of Kansas insurance renewal for 2025. She reminded the board that the current approved cost sharing formula for employees and dependents is 90/10 and 70/30. The approved 2025 budget was based on this cost sharing formula and a total 18% premium increase, which was presented to us by BCBSKS.

The Board was presented with various options and after discussion, and upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...

RESOLVED (No. 15542), that the Board approved the continuing with Option A as presented with no change to the cost sharing formula.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. October reconciliations
2. BCBS Renewal – reviewing options
3. Continue review and update of personnel manual
4. Reviewing current employee evaluation forms and processes
5. Attended Black & Veatch event
6. Worked on information sheet for water rate increase – will provide draft at a later date
7. Holiday party will be at the community center on December 16th for lunch
8. Retirement party for Jim Adams will be at the office on December 18th

DISTRIBUTION

Water Distribution Projects

1. Lead & Copper Service Inv.

Mailers sent out; KDHE Certification completed

2. Lecompton Watermain Replacement (2023)

Planning stage: Benesch/Awaiting Easement

3. Mount Olivet Main Lines

Metropolitan bore Complete; C.O. In Progress

4. 2nd & Pottawatomie IM#2401

6" Bore complete, Pics/Video

City/County Projects

- **4th St. Reconstruction**
Ready for Invoicing

Water Distribution Operations

Between October 24th, 2024, and November 7th, 2024, the following water-distribution activities have occurred:

a) Water Main Breaks:

10.25.24	607 Kiowa	2" CI 1960
10.25.24	805 N 16 th	6" CI 1955
10.28.24	734 Kiowa	2" CI 1948

b) 1 New Service; 3 New Valves; 2 New hydrants; 1 Hit Hydrant

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Received new air compressor with installation to follow.
2. Roof project nearing completion.

South Plant Summary

1. Sludge Pump project postponed due to weather conditions.
2. Meet with HTE about the upcoming air compressor project.
3. Started collecting bids for 2025 CIP.

GENERAL MANAGER

- Water Tank Project
 - Contract #1 Pipeline: Hettinger Excavating making progress.
 - Received first pay application Nov 5, 2024.
 - Waiting on Change Order #2.
- South Treatment Plant Resiliency Project
 - Worked with Chad Tenpenny, attorney, preparing a letter of engagement for Board consideration.
 - Following up on grant applications for 2025.
- Worked on BC/BS insurance renewal of employee health insurance for 2025.
 - Staff reviewing our options for Board consideration.

- Still working with the landowner on easement for the Lecompton WMR project (expect to have a resolution by the Board meeting). The design engineer has been working to finalize the plans & specifications as much as possible.
- North Treatment Plant Roofing project nearly completed. Architect scheduled for punch list inspection November 7th.

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

Director Daniels adjourned the meeting at 6:12 PM.

Approved _____, 2024

William Daniels, Vice-Chair

Eric Peterson, Secretary