

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
December 23, 2024

A regular meeting of the Board of Directors of Leavenworth Waterworks held at 2:00 PM on Monday, December 23, 2024, at Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Richard Gervasini
Eric Peterson
Nick Poff (by phone)

Directors Absent (Excused)

Chad Lough
William Daniels

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 2:01 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	None
APPROVE MINUTES OF DECEMBER 9, 2024	<p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15548), that the Board approved minutes from December 9, 2024.</p>
CONSIDERATION OF CONSENT AGENDA	<p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15549), that the Board approved the consent agenda as presented.</p>
CONSIDERATION OF NOVEMBER 2024 FINANCIAL STATEMENT	<p>The Finance Manager presented and reviewed financial statements for the month of November 2024.</p> <p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 3-0...</p> <p>RESOLVED (No. 15550), that the Board approved the November 2024 financial statements.</p>
CONSIDERATION OF FINAL PAYMENT FOR THE NORTH PLANT ROOFING PROJECT	<p>The General Manager noted that American Roofing has completed and submitted a final pay request for the North Treatment Plant Roofing Project. Further noted that staff is satisfied that the work is completed properly.</p> <p>Total cost for the project, including cost associated with BG Consultants, the architect, spent \$232,886.00 with a budget of \$250,000.</p> <p>Discussion held and upon motion from Director Poff, seconded by Director Peterson, motion passed 3-0...</p> <p>RESOLVED (No. 15551), that the Board approve the approve the final payment of \$25,012.30 to American Roofing.</p>
CONSIDERATION OF CONTRACT WITH MCCLURE ENGINEERING CO.	<p>The General Manager presented a consulting services agreement with McClure Engineering Company for the relocation of the transmission main leaving the North Plant due to the New Centennial Bridge project. Noted that the engineering for this project will take considerable time to locate buried utilities and be certain we will avoid all the underground utilities and pipelines.</p> <p>The total dollar amount is calculated at time and material, with a not to exceed total. This contract is for services through the award of the construction contract. The GM noted the understanding is that KDOT will pay for the engineering, but that has not confirmed this at this time.</p> <p>Discussion held and upon motion from Director Peterson, seconded by Director Poff, motion passed 3-0...</p>

RESOLVED (No. 15552), that the board approve the contract with McClure Engineering Company for consulting services for the North Plant Transmission Relocation Project in the amount not to exceed of \$133,980.00.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. November financial statements
2. Open enrollment for BCBS completed
3. AFLAC onsite December 12th
4. Holiday party planning and held
5. Retirement party for Jim Adams planning and held
6. Attended presentation and tour of the South Treatment Plant
7. Kickoff meeting with BS&A, accounting and utility billing software vendor. Go live date has been set for July 28, 2025.

DISTRIBUTION

Water Distribution Projects

1. Lead & Copper Service Inv.

Currently replacing known Galvanized services

2. Lecompton Watermain Replacement (2023)

Planning stage: Plans submitted, and 1st review completed

3. Mount Olivet Main Lines

Bores complete, C.O. in progress

Water Distribution Operations

Between December 6th, 2024, and December 19, 2024, the following water-distribution activities have occurred:

a) Water Main Breaks:

12.9.24	1917 Cleveland Ter.	2" CI 1946
12.11.24	777 Osage	Saddle Fail
12.18.24	NE 10 th & Olive	2" CI 1957
12.18.24	82 Logan	2" CI 1941

b) 1 Hydrant Replacement, 1 Hydrant Branch, 1 Meter Pit Replacement

WATER TREATMENT

Ohio Street Booster Station

1. Nothing new to report.

North Plant Summary

1. Jim Adams retirement party.

South Plant Summary

1. Finished the air compressor project (CIP 2024)
2. CSA installed new 24-inch check valve (CIP 2025)
3. Held presentation and tour with Chad Tenpeny at the plant.

GENERAL MANAGER

- KMU Safety Training held December 9th on “Drug & Alcohol Awareness”
- Water Tank Project
 - Contract #1 Pipeline: Hettinger Excavating nearly 2/3 complete.
 - Progress meeting was held December 12th.
 - Contractor may exceed the completion date due to late materials delivery.
- South Treatment Plant Resiliency Project
 - Tenpenny Law and Staff had a meeting with US Senators staff members and local State Legislators on December 17th at South Plant.
 - Worked on presentation for December 17th.
- Received review plans for the Lecompton WMR project December 13th.
- Working with McClure Engineering on engineering agreement for the NTP Transmission Mains Relocation.
- Approved new Performance Evaluation forms for staff. Working on management specific form.

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

Director Gervasini adjourned the meeting at 2:17 PM.

Approved _____, 2025

Richard Gervasini, Chair

Eric Peterson, Secretary