

## LEAVENWORTH WATERWORKS

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

HELD ON  
January 27, 2025

A regular meeting of the Board of Directors of Leavenworth Waterworks held at 5:00 PM on Monday, February 10, 2025, at Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

##### **Directors in Attendance**

Richard Gervasini  
William Daniels (via phone until 5:25 pm)  
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

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#### CALL TO ORDER

Director Gervasini called the meeting to order at 5:00 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

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| BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| APPROVE MINUTES OF JANUARY 13, 2025                 | <p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 4-0...</p> <p><b>RESOLVED (No. 15560)</b>, that the Board approved minutes from January 13, 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| CONSIDERATION OF CONSENT AGENDA                     | <p>Upon motion from Director Peterson and seconded by Director Poff, motion passed 4-0...</p> <p><b>RESOLVED (No. 15561)</b>, that the Board approved the consent agenda as presented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| CONSIDER UPDATES TO THE PERSONNEL MANUAL            | <p>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.</p> <p>At the meeting held on January 13<sup>th</sup>, the Board requested that management ask 3 employees to review the manual and provide feedback. Each manager selected one person from their team and the Finance Manager shared feedback received.</p> <p>Discussion was held. Upon motion from Director Poff and seconded by Director Peterson, motion passed 4-0...</p> <p><b>RESOLVED (No. 15562)</b>, that the Board approved the consent agenda as presented.</p> |
| REVIEW MANAGEMENT PERFORMANCE EVALUATION FORM       | <p>The General Manager shared the updated management performance evaluation for the Board's review and input.</p> <p>Discussed and Board consensus was no changes needed. No Board action required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| CONSIDERATION OF DECEMBER 2024 FINANCIAL STATEMENTS | <p>Upon motion from Director Daniels, seconded by Director Peterson, motion passed 4-0...</p> <p><b>RESOLVED (No. 15563)</b>, that the Board approved the December 2024 Financial Statements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| CONSIDERATION OF TARGET CASH RESERVES REPORT        | <p>The General Manager presented the Target Cash Reserves report as of December 31, 2024. Noted that we have total reserves of \$11,234,187 with a target of \$6,510,002, the excess being available for capital improvement projects.</p> <p>Upon motion from Director Daniels, seconded by Director Peterson, motion passed 4-0...</p> <p><b>RESOLVED (No. 15564)</b>, that the Board approved the Target Cash Reserves report as presented.</p>                                                                                                                                                                                                      |
| CONSIDERATION OF FLUORIDATION                       | <p>The Water Treatment Manager requested directions from the Board on the topic of fluoridation of drinking water. Noted that the citizens of Leavenworth approved fluoridation on the ballot in November 2000. Due to supply chain issues post-COVID, we were unable to add fluoride to the water at either treatment plant from February 2022 to February 2023. Testing during this period revealed naturally</p>                                                                                                                                                                                                                                     |

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occurring fluoride in the water.

It was further noted that the benefits of adding fluoride to drinking water have been debated extensively. Older reports suggest it can be beneficial for children aged 3-5 in families with limited access to dental care, primarily through water consumption. However, newer research raises concerns about potential developmental harm in children. The professional opinion of the Manager is that minimizing the chemicals added to our drinking water is preferable therefore requested the Board's approval to place this issue on the November ballot, allowing Leavenworth citizens again to decide.

Discussion was held and the Board directed the General Manager to seek legal advice on the process of adding this to the November 2025 ballot.

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## **DIVISION REPORTS PRESENTED:**

### **ADMINISTRATION**

1. Month end reconciliations
2. Year-end reports
3. BS&A Software
  - a. Continuing working with the conversion team
4. Contacting vendors to research outsourcing of printing and mailing of bills
5. Preparing for audit on March 10th
6. Rate announcement for public
7. Working with KMU on training schedules and offerings
8. John, Neil and I met with our worker's compensation insurance carrier for our annual review

### **DISTRIBUTION**

#### **Water Distribution Projects**

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

1 Galvanized service replaced; Unknown/Galvanized on WMR Selection Criteria

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

Notice of Award given

**3. Mount Olivet Main Lines**

HWY 73 tie-in complete, waiting on valves

#### **Water Distribution Operations**

Between January 24<sup>th</sup>, 2024, and February 6<sup>th</sup>, 2025, the following water-distribution activities have occurred:

a) Water Main Breaks Since Last Meeting:

|        |                     |            |
|--------|---------------------|------------|
| 2.1.25 | 1915 High Dr.       | 2" CI 1976 |
| 2.1.25 | Franklin & Randolph | 6" DI 1990 |

b) Flooded Home; 1136 Quincy; shared pictures during the meeting.

**WATER TREATMENT**

**Ohio Street Booster Station**

1. R.E.Pedrotti replaced a CPU board for the VFD pumps.

**North Plant Summary**

1. C&B repaired non-functioning ice pump with parts of the second non-functioning ice pump. Pump installed and tested as of 2pm 2/6/25.

**South Plant Summary**

1. Mid-America Valve finished installing 15 new valves. (2025 C.I.P.)

**GENERAL MANAGER**

- Water Tank Project
  - Contract #1 Pipeline: Hettinger Excavating has completed the tie-in on Hwy 73. Working towards Substantial Completion.
  - Contract #2 Tank: No activity to report.
- South Treatment Plant Resiliency Project
  - Tenpenny Law continues to work on support for CDS Grant.
- Working on contracts for the Lecompton WMR project.
- Attended Missouri River Regional Advisory Committee meeting February 6<sup>th</sup> online.

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

Director Daniels adjourned the meeting at 5:51 PM.

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Approved \_\_\_\_\_, 2025

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Richard Gervasini, Chair

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Eric Peterson, Secretary