

## LEAVENWORTH WATERWORKS

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

HELD ON MAY 24, 2021

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, May 24, 2021, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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#### ATTENDANCE

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

Richard Gervasini, Chairman  
Christi Norris, Vice Chairman  
Eric Peterson, Secretary  
Storm Savage, Assistant Secretary  
William Daniels

##### **Directors Absent (Excused)**

##### **Staff in Attendance**

Joel Mahnken, General Manager  
Lesia Hegeman, Manager of Finance  
Dennis Baragary, Manager of Distribution  
Kayla Manning, Engineer  
Jim Adams, North Plant Superintendent

##### **Others in Attendance**

Dana Splichal, CPA Summers, Spencer & Company  
Mark Griffin, McClure Engineering  
Mike Hall, McClure Engineering

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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

None

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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APPROVE MINUTES OF  
MAY 10, 2021

Upon motion from Director Norris, seconded by Director Savage, motion passed 5-0.

**RESOLVED (No. 15171)**, that the Board approved minutes from May 10, 2021.

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CONSIDERATION OF  
CONSENT AGENDA

Upon motion from Director Peterson, seconded by Director Daniels, motion passed 5-0...

A. PAYROLL  
DISBURSEMENT OF MAY  
31, 2021

**RESOLVED (No. 15172)**, that the Board approved:

A. The payroll for the period ending May 31, 2021 amounting to gross pay of \$82,705.31 (composed of the following withholdings and deductions) Federal Income Tax - \$6,596.67; FICA- \$6,184.72; State Tax - \$3,309.75; KPERS -\$4,921.45, Insurance - 2,566.32; United Way - \$151.50; Eq-flex - \$1,481.41; PEDC - \$2,717.50; Optional Group Life \$341.32, Misc - \$22.50, and Deposit \$54,412.17 including the following overtime amounts: Distribution 21 hours @ \$813.36, North Plant 4 hours @ \$141.72 and South Plant 6 hours @ \$232.44 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$567,300.24 and Special/Special as follows: Time Warner \$364.99, Verizon \$244.21, AT&T Mobility \$1,095.95, Home Depot \$250.03, and Tractor Supply \$113.96 checks be drawn on the Revenue Fund for their respective amounts.

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APRIL 2021 FINANCIAL  
STATEMENTS

Upon motion from Director Savage, seconded by Director Norris, motion passed 5-0.

**RESOLVED (No. 15173)**, that the Board approved the April Financial Statements.

PRELIMINARY 2020 AUDIT REPORT Dana Splichal, CPA auditor with Summers, Spencers & Company discussed the 2020 audit with the Board. She stated there were no findings and asked the Board to review the preliminary audit and communicate any question to her directly.

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PRESENTATION OF TANK REPORT McClure Engineering Co. has completed the Preliminary Engineering Report for the construction of an additional water storage tank for the system. They presented their findings to the Board. Staff recommends to proceed with the construction of a 4 million gallon concrete water storage tank and to submit a pre-application for funding through the Kansas Public Water State Revolving Loan program. Staff should negotiate with the Bureau of Prisons for the proposed site and financial contribution. Also, Staff and McClure Engineering Company should prepare an amendment to our engineering agreement for design and construction services. Upon motion from Director Daniel, seconded by Director Savage, motion passed 5-0.

**RESOLVED (No. 15174)**, that the Board authorized the Staff to proceed with the construction of a 4 million gallon concrete water storage tank and to submit a pre-application for funding through the Kansas Public Water State Revolving Loan program. Staff should negotiate with the Bureau of Prisons for the proposed site and financial contribution. Also, Staff and McClure Engineering Company should prepare an amendment to our engineering agreement for design and construction services.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on Financials
- FEMA damage inventory report
- Property insurance renewal application

WATER DISTRIBUTION PROJECTS

1. Western St and Misc Water Main Replacement (2021)  
All documents have been received.
2. Girard Ave and Misc Water Main Replacement (2021)  
The first block of pipe has been installed and tests came back good.

City/County Projects

1. Eisenhower Road Project  
Working with contractor

2. Misc Stormwater Projects and Sanitary I/I 2<sup>nd</sup> and Chestnut Project – Nothing new.

#### Water Distribution Operations

Between May 7th, 2021 and May 18th, 2021, the following water-distribution activities have occurred:

- a. New Water-Service Connections: one
- b. Radio-Read Installations: 43
- c. Service Kills, Relocations or Repairs: two
- d. Water Line Breaks: one 2-inch, and two 6-inch

#### TREATMENT PLANT SUMMARY

##### Ohio Street Booster Station

Nothing new to report

##### North Plant Summary

1. KDHE inspection survey done on May 19<sup>th</sup>.
2. LMI inspected intake bottom gate.

##### South Plant Summary

1. KDHE inspection survey done on May 19<sup>th</sup>.
2. Capital Electric tested generator with new switchgear.

#### GENERAL MANAGER'S REPORT

- Horizontal Collector Well
  - Wellhouse concrete walls completed. Crossland started on roof.
  - Progress meeting held May 28th with B&V and Crossland.
- Water Tank Project.
  - Reviewing Preliminary Engineering Report with McClure Engineering on May 11<sup>th</sup>.
  - Received Record of Decision on Bureau of Prison's project.
- Continued reviewing pay scale for adjustments.

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ADJOURNMENT

There being no further business to come before the Board, Director Gervasini adjourned the meeting.

Approved \_\_\_\_\_ 2021

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Richard Gervasini, Chairman

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Eric Peterson, Secretary