

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON JUNE 14, 2021

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, June 14, 2021, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Richard Gervasini, Chairman  
Eric Peterson, Secretary  
William Daniels

**Directors Absent (Excused)**

Christi Norris, Vice Chairman  
Storm Savage, Assistant Secretary

**Staff in Attendance**

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

**Others in Attendance**

Dana Splichal, CPA Summers, Spencer & Company  
Cynthia Lam, customer  
Derrick Jeffries, customer

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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

Cynthia Lam and Derrick Jeffries discussed policy concerning return online payment and shut offs.

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

None

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APPROVE MINUTES OF  
MAY 24, 2021

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

**RESOLVED (No. 15175)**, that the Board approved minutes from May 24, 2021.

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CONSIDERATION OF  
CONSENT AGENDA

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

A. PAYROLL  
DISBURSEMENT OF JUNE  
15, 2021

**RESOLVED (No. 15176)**, that the Board approved:

A. The payroll for the period ending June 15, 2021 amounting to gross pay of \$88,813.66 (composed of the following withholdings and deductions) Federal Income Tax - \$7,581.84; FICA- \$6,651.46; State Tax - \$3,646.60; KPERS -\$5,267.50, Insurance - 2,789.44; United Way - \$151.50; Eq-flex - \$1,488.49; PEDC - \$2,717.50; Misc - \$22.50, and Deposit \$58,496.83 including the following overtime amounts: Distribution 36 hours @ \$1,307.74, North Plant 38 hours @ \$1,193.07 and South Plant 36 hours @ \$1,127.79 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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CONSIDERATION OF AUDIT

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

**RESOLVED (No. 15177)**, that the Board approved the 2020 Financial Audit.

CONSIDERATION OF  
CONTRACT AGREEMENT  
WITH MCCLURE  
ENGINEERING

McClure Engineering prepared the amendment for their engineering contract. It is based on the estimates for each subcategory and will be based on hourly rates and reimbursable expenses, with a not to exceed total of \$913,810.00.

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

**RESOLVED (No. 15178)**, that the Board authorized the General Manager to execute Amendment No. 1 to the Engineering Services contract with McClure Engineering Company for the Water Storage Tank Project in the amount not to exceed \$913,810.00.

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CONSIDERATION OF FINAL  
PAYMENT TO RODRIQUEZ  
MECHANICAL CONTRACTORS  
(RAW TRANSMISSION MAIN  
RELOCATION)

It is Board procedure to formally approve the final payment on a construction project. Rodriquez Mechanical Contractors have submitted their second and final pay request for the South Plant Raw Water Transmission Main Relocation project, in the amount of \$50,401.00.

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

**RESOLVED (No. 15179)**, that the Board approved final payment to Rodriquez Mechanical Contractors, Inc in the amount of \$50,401.00.

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DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on reconciliations and financials.
- Submitted – FEMA damage inventory.
- Completed application for property insurance.

WATER DISTRIBUTION PROJECTS

1. Western St and Misc Water Main Replacement (2021)  
Contractor is coordinating staging area and plumbing permits.
2. Girard Ave and Misc Water Main Replacement (2021)  
Pipe and services are complete on the first block. Pipe is being pulled for the next block.

City/County Projects

1. Eisenhower Road Project  
Working with contractor adjusting hydrants and meters.
2. Misc Stormwater Projects and Sanitary I/I  
2<sup>nd</sup> and Chestnut Project – Getting ready to replace 10” cast iron pipe on 2<sup>nd</sup> St north of City storm excavation area.

Water Distribution Operations

Between May 18th, 2021, and June 10th, 2021, the following water-distribution activities have occurred:

- a. New Water-Service Connections: one
- b. Radio-Read Installations: 184
- c. Service Kills, Relocations or Repairs: eleven
- d. Water Line Breaks: one 10-inch

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

Nothing new to report

North Plant Summary

- 1. KDHE inspection went wonderful.

South Plant Summary

- 1. KDHE inspection survey went wonderful.
- 2. Getting HVAC proposal reviewed.

GENERAL MANAGER'S REPORT

- Horizontal Collector Well
  - Wellhouse shell completed. Starting on piping and equipment.
  - Progress meeting to be held June 23<sup>rd</sup> with B&V and Crossland.
- Water Tank Project.
  - McClure Engineering submitted amendment to engineering agreement.
  - Discussed property acquisition procedures with BOP attorney.
- Continued reviewing pay scale for adjustments.
- Received results of KDHE's Sanitary Inspection held May 19<sup>th</sup>.
- Received letter from USACE regarding potential of lower water releases from the mainstream reservoirs through the winter.

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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