

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON FEBRUARY 28, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, February 28, 2022, at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

---

ATTENDANCE

**Directors in Attendance**

Richard Gervasini, Chairman  
Christi Norris, Vice Chairman  
Eric Peterson, Secretary  
Chad Lough, Member  
Storm Savage, Assistant Secretary ( by phone)

**Directors Absent (Excused)**

**Staff in Attendance**

Joel Mahnken, General Manager  
Lesia Hegeman, Finance Manager  
Dennis Baragary, Distribution Manager  
Lisa Kanoy, South Plant Superintendent  
Kayla Manning, Engineer

**Others in Attendance**

None

---

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

---

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROLL CALL,<br>ANNOUNCEMENT OF<br>QUORUM                     | Director Gervasini noted that a quorum was present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| REQUEST, COMMENTS,<br>PETITIONS BY MEMBERS OF<br>THE PUBLIC | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| BOARD MEMBER ITEMS<br>OUTSIDE OF EXECUTIVE<br>SESSION       | Director Peterson asked staff if there has been any progress on selling additional water outside of the city.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| APPROVE MINUTES OF<br>FEBRUARY 14, 2022                     | Upon motion from Director Norris, seconded by Director Peterson, motion passed 5-0.<br><br><b>RESOLVED (No. 15249)</b> , that the Board approved minutes from February 14, 2022.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| CONSIDERATION OF<br>CONSENT AGENDA                          | Upon motion from Director Peterson, seconded by Director Norris, motion passed 5-0...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| A. PAYROLL<br>DISBURSEMENT OF<br>FEBRUARY 28, 2022          | <b>RESOLVED (No. 15250)</b> , that the Board approved:<br><b>A.</b> The payroll for the period ending February 28, 2022 amounting to gross pay of \$82,434.18 (composed of the following withholdings and deductions) Federal Income Tax - \$6,550.51; FICA- \$6,168.18; State Tax - \$3,284.15; KPERS - \$4,903.32, Insurance - \$2,428.09; United Way - \$140.00; Eq-flex - \$1,473.29; PEDC - \$2,897.50; Misc - \$20.00, Optional Group Life \$301.44, Check \$1,455.59 and Deposits \$52,812.11 including the following overtime amounts: Distribution 16 hours @ \$687.31, North Plant 30 hours @ \$873.59 and South Plant 33 hours @ \$1,089.57 be approved and disbursements made from the Revenue Fund for their respective amounts. |
| B. PAYMENT OF CLAIMS                                        | <b>B.</b> Special Claims \$421,911.56 and Special/Special as follows: Cardmember Service \$379.23 checks be drawn on the Revenue Fund for their respective amounts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

---

CONSIDERATION OF  
CONTRIBUTIONS FOR  
RESIDENTIAL DEVELOPMENT

Reilly Homes, LLC requested that the Board reconsider a cost-sharing proposal for the offsite water main that is required for the development of the Branches 3 Subdivision. After discussion, the Board decided to stay with the current policy for line extensions and decline Reilly Home's request.

Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-1.

**RESOLVED (No. 15251)**, that the Board declined Reilly Homes, LLC request and continue with the current policy for developers responsible for all off-site infrastructure and ROW/easements.

---

CONSIDERATION OF JANUARY  
2022 FINANCIAL STATEMENT

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

**RESOLVED (No. 15252)**, that the Board approved the January 2022 Financial Statements.

---

CONSIDERATION OF  
CHLORINE ANALYZRS

Both plants use chlorine analyzers to continuously monitor the chlorine residual while water is going through the chlorine contact basins and as the water is being pumped out into the system. The current Hach chlorine analyzers were purchased in 2016. Replacement is needed due to increased maintenance and parts being discontinued for these models. The staff received two quotes for the same equipment, four free chlorine analyzers, two total chlorine analyzers, and four controllers. The equipment will be split between both plants. USA Bluebook was the lowest quote, at a cost of \$47,427.61.

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

**RESOLVED (No. 15253)**, that the Board approved purchase of the chlorine analyzers and controllers from USA Bluebook for \$47,427.61.

---

CONSIDERATION OF AN  
ENGAGEMENT LETTER WITH  
BOND COUNSEL

Mary Carson with Triplett, Woolf, Garrettson LLC, was contacted to act as our Bond Counsel for the SRF Loan Agreement being prepared by KDHE. Mary worked with us on the last loan agreement and was instrumental in obtaining the insurance we were required to provide for that loan.

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

**RESOLVED (No. 15254)**, that the Board approved the Engagement Letter with Triplett Woolf Garretson, LLC to act as Bond Counsel for the KPWSLF project No. 3102 and authorized the General Manager to execute it.

---

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Financials
- Year end items

WATER DISTRIBUTION PROJECTS

1. Cherokee Street Water Main Replacement (2022)  
Nothing new.

City/County Projects

- Centennial Bridge Project – Nothing new
- Pottawatomie Drainage Improvements –Nothing new
- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box

Water Distribution Operations

Between February 9th, 2022, and February 23th, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 8
- b. Service Kills, Relocations or Repairs: one
- c. Water-Line Breaks: 0

TREATMENT PLANT SUMMARY

Ohio Street Booster Station

- Nothing new to report.

North Plant Summary

- Douglas Pump installed spare ice pump at intake.

South Plant Summary

- Metro Air began HVAC capital improvement project.
- Pedrotti installed new totalizer for Horizontal Collector Well.

GENERAL MANAGER'S REPORT

- KMU Safety Training scheduled for February 28<sup>th</sup> on “Defensive Driving”.
- Water Tank Project.
  - Received copy of FONSI for the project. Closes March 9<sup>th</sup>.
  - Received executed “Temporary Permit” from BOP.
  - Worked with MEC to get tree removal started. Was informed by KDHE that prevailing wages must apply and this raised cost to \$35,750. Approved additional \$750 rather than to take a 7 month delay.
  - Arranged hiring Attorney to review loan agreement when we received it.
- Prepared SPARK grant applications under the American Rescue Plan Act State Fiscal Recovery Fund (ARPA SFRF) to finance Water Main Replacement projects.
- Reviewed water line easement from Evergy for Branches 3<sup>rd</sup> off-site line with attorneys. Several issues exist.

---

Approved \_\_\_\_\_ 2022

\_\_\_\_\_  
Richard Gervasini, Chairman

\_\_\_\_\_  
Eric Peterson, Secretary