

## LEAVENWORTH WATERWORKS

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

HELD ON MARCH 14, 2022

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 14, 2022, 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  
Chad Lough, Member (by phone)

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

Storm Savage, Assistant Secretary

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

Joel Mahnken, General Manager  
Lesia Hegeman, Finance Manager  
Dennis Baragary, Distribution Manager  
Neil Seichepine, Plant Manager  
Kayla Manning, Engineer

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

Dana Splichal, CPA SSC Advisors, Inc

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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.
REQUEST, COMMENTS, PETITIONS BY MEMBERS OF THE PUBLIC	None
BOARD MEMBER ITEMS OUTSIDE OF EXECUTIVE SESSION	Director Peterson noted the Church of the Open Door received a request for a water line easement from Reilly Development to serve Branches 3 <sup>rd</sup> addition.
APPROVE MINUTES OF FEBRUARY 28, 2022	Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0.  <b>RESOLVED (No. 15255)</b> , that the Board approved minutes from February 28, 2022.
CONSIDERATION OF CONSENT AGENDA	Upon motion from Director Peterson, seconded by Director Lough, motion passed 4-0...
A. PAYROLL DISBURSEMENT OF MARCH 15, 2022	<b>RESOLVED (No. 15256)</b> , that the Board approved: <b>A.</b> The payroll for the period ending March 15, 2022 amounting to gross pay of \$80,735.49 (composed of the following withholdings and deductions) Federal Income Tax - \$6,385.03; FICA- \$6,038.31; State Tax - \$3,216.80; KPERS - \$4,801.38, Insurance - \$2,428.09; United Way - \$140.00; Eq-flex - \$1,473.29; PEDC - \$2,897.50; Misc - \$20.00, and Deposits \$53,335.09 including the following overtime amounts: Distribution 12 hours @ \$455.79, North Plant 12 hours @ \$427.56 and South Plant 6 hours @ \$214.90 be approved and disbursements made from the Revenue Fund for their respective amounts.
B. PAYMENT OF CLAIMS	<b>B.</b> Regular Claims \$77,974.15, Special Claims \$340,746.17 and Special/Special as follows: Aflac \$1,151.31, KS Gas \$4,090.96, Charter Communications \$364.99, Postmaster \$3,000.00, AXA Equitable \$5,795.00, AT&T \$1,171.30, Hydeman \$867.00, Verizon Wireless \$280.17, AT&T Mobility \$1,058.05, Capital One \$169.34, Evergy \$36,398.50, and Home Depot \$222.58 checks be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF  
ENGAGEMENT LETTER FOR  
AUDIT

Dana Splichal, CPA discussed the engagement letter with the Board. The item was tabled until the next board meeting to allow a review of the letter.

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PRESENTATION OF PROJECTS  
FOR DESIGN FOR 2022,  
CONSTRUCTION IN 2023

Staff proposed over 3 miles of pipe replacement for 2023 construction. There are four projects, Ottawa/Osage/17<sup>th</sup> Street; Lecompton/Springdale Road; Spruce and southeast of 10<sup>th</sup> Ave, and 2<sup>nd</sup> Ave south of Thornton to Limit that staff would like to start getting design contracts.  
Upon motion from Director Norris, seconded by Director Peterson, motion passed 4-0.

**RESOLVED (No. 15257)**, that the Board approved to proceed with design contracts for the 2023 construction projects.

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DIVISION REPORTS

**ADMINISTRATION SUMMARY**

- Financials
- Year end items

**WATER DISTRIBUTION PROJECTS**

1. Cherokee Street Water Main Replacement (2022)  
Engineer is working on final edits.

City/County Projects

- Centennial Bridge Project – Nothing new
- Pottawatomie Drainage Improvements – Bid March 9<sup>th</sup>.
- 2<sup>nd</sup> St/Chestnut to 3<sup>rd</sup> St/Spruce Storm Box – Nothing New

Water Distribution Operations

Between February 24<sup>th</sup>, 2022, and March 9<sup>th</sup>, 2022, the following water-distribution activities have occurred:

- a. Radio-Read Installations: 13
- b. Service Kills, Relocations or Repairs: one
- c. Valves and Hydrants: one replacement 6” valve and fire hydrant
- d. Water-Line Breaks: 0

**TREATMENT PLANT SUMMARY**

Ohio Street Booster Station

- Pedrotti installed new temperature gauge in Pilot Knob.

North Plant Summary

- McGuire Electric worked on VFD for slow mix motor
- THE continued working on air compressor project

South Plant Summary

- Continuation of HVAC project

**GENERAL MANAGER'S REPORT**

- Water Tank Project.
  - Tree removal started March 1<sup>st</sup>, should be completed mid-week of March 14<sup>th</sup>.
  - Received comments from the KDHE construction permit review. Minor issues only.
- Received acknowledgment of SPARK grant applications under the American Rescue Plan Act State Fiscal Recovery Fund (ARPA SFRF).

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EXECUTIVE SESSION-  
PERSONNEL MATTERS OF NON-  
ELECTED PERSONNEL

At 5:35PM, the Board recessed the regular board meeting and entered into executive session for 10 minutes to discuss non-elected personnel.

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

**RESOLVED (No. 15258)**, that the Board recessed the regular board meeting and entered into executive session.

At 5:45PM, the Board ended the executive session and resumed the regular board meeting.

Upon motion from Director Norris, seconded by Director Lough, motion passed 4-0.

**RESOLVED (No. 15259)**, that the Board ended the executive session and resumed the regular board meeting.

Because of the highest rate of inflation in 30 years, the Board felt that all employees should receive an increase in pay.

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

**RESOLVED (No. 15260)**, that the Board approved a 3 percent increase in all pay ranges and all employees receive a pay increase of 3 percent effective March 1<sup>st</sup>, 2022.

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

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Richard Gervasini, Chairman

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Eric Peterson, Secretary