

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
January 26, 2026

A regular meeting of the Board of Directors of Leavenworth Waterworks held at 5:00 PM on Monday, January 26, 2026, at Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

Eric Peterson
William Daniels
Camalla Leonhard

Directors Absent (Excused)

Nick Poff
Eric Price

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

Tom Crowley, Carollo Engineers
Nolan Graff, Carollo Engineers
Rob Baker, Carollo Engineers
Ben Armel, Carollo Engineers

CALL TO ORDER Director Peterson called the meeting to order at 4:52 PM.

ROLL CALL,
ANNOUNCEMENT Director Peterson noted that a quorum was present.
OF QUORUM

REQUEST,
COMMENTS,
PETITIONS BY
MEMBERS OF THE
PUBLIC

None

BOARD MEMBER
ITEMS OUTSIDE OF
EXECUTIVE
SESSION

None

APPROVE
MINUTES OF
JANUARY 12, 2026

Upon motion from Director Leonhard and seconded by Director Daniles, motion passed 3-0...

RESOLVED (No. 15644), that the Board approved minutes from January 12, 2025.

CONSIDERATION
OF CONSENT
AGENDA

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

RESOLVED (No. 15645), that the Board approved the consent agenda as presented.

CONSIDERATION
OF POLICY ON
RECONNECTS

The Finance Manager presented an Administrative Water Reconnection Fee policy. The purpose of this policy is to recover the administrative and operational costs associated with the disconnection and subsequent restoration of water service due to non-payment. This fee ensures that the costs of managing delinquent accounts are borne by the accounts generating the expense, rather than the general customer base.

Without a board-approved policy, the utility is left in a vulnerable position where:

- Customer Service Team has no "Hard Line" and our CSR team is forced to negotiate or justify fees on a case-by-case basis.
- Technicians are Interrupted as they may be confronted by customers claiming "I just paid," leading to safety concerns and operational delays.
- Legal Risk in that inconsistent application of fees can lead to claims of "arbitrary or capricious" billing.

The Finance Manager requested that the Board adopt the following resolution:

The Administrative Reconnection Fee shall be assessed to all delinquent accounts at the start of the business day on the scheduled date of disconnection. Once an account is dispatched for service termination, the fee is nonrefundable and must be paid in full to maintain or restore service, regardless of whether the physical disconnection has been completed by utility personnel, as outlined in the presented policy.

After discussion and upon request of Director Daniels to reword the last paragraph to note that no other notification is legally required, the board tabled approval to the next meeting.

CONSIDERATION
OF PROPOSAL
FROM VERIZON
WIRELESS ON
PILOT KNOB
SUBLEASE

During the last meeting, the General Manager shared that he had been contacted by a property management firm for Verizon Wireless this past week, proposing a reduction in the sublease agreement payment for the Pilot Knob tower. Further noted there is currently a three-party agreement in place with Verizon, Evergy, and Leavenworth Waterworks for rental of space on Evergy's communication tower.

The General Manager confirmed with Evergy that they had not been contacted by the property management firm and recommended that the Board reject proposed changes at this time.

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

RESOLVED (No. 15646), that the Board reject the proposal received from Verizon Wireless.

DIVISION REPORTS PRESENTED:

ADMINISTRATION

1. December and year end reconciliations
2. Continue review of job descriptions
3. Working on continuing education for license renewal
4. Updating/documenting various policies and procedures

DISTRIBUTION

1. **Lead & Copper Service Inv.**
Total 3/37 for the year.
2. **Mount Olivet Project**
Tank electric taken over, awaiting KDHE cert.
3. **Lawrence Ave.**
Final plan set complete and submitted.

Water Distribution Operations

- a) No breaks since last meeting.

- b) Trench safety class scheduled.
- c) LVN Led safety committee started 1.23.26

Director Peterson suggested we invite Lan-Del to participate in the trench safety class. Distribution Manager agreed to send an invitation.

WATER TREATMENT

Treatment Summary

1. Completed the 2025 Water Usage report
2. C&B Equipment replaced the Water Motor (1/18/2026)
3. Reviewed South Treatment Plant Capacity Improvement proposals
4. January Usage: 79,523,817 gallons Daily Average Usage: 3,786,848 gallons

Discussion held on the replaced pump motor

GENERAL MANAGER

- KMU Safety Training to be held January 23rd on “Slips/Trips/Falls” and “Back Injuries/Sprains/Strains. (delayed due to MLK holiday)
- Water Tank Project
 - Working to finalize Contract #2.
 - Working to close out the KPWSLF loan next month.
- South Treatment Plant Resiliency Project
 - Working with Consultant on Funding Quest.
 - Consultant trying to arrange a meeting with Senator Moran’s office to discuss FY 27 budget beginning of March.
 - Reviewing Engineering RFQ’s.
- Signed & Sealed Plans & Specifications for the Lawrence Ave./9th St. WMR Project. Submitted to KDHE for construction permit.

Reported that he had heard that the President signed bill with the \$1.25 million CDS

PRESENTATION AND INTERVIEW OF CAROLLO ENGINEERS FOR STP RESILIENCY PROJECT	Representatives from Carollo Engineers, Inc. presented a proposal for the South Treatment Plant resiliency project speaking on options and their specific approach to the project.
	The Board and staff inquired about their experience and discussion was held.
	No action taken.

RECESS MEETING	Upon motion from Director Leonhard, seconded by Director Daniels, motion passed 3-0.
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Director Peterson recessed the meeting at 6:20 PM to be reconvened at 6:00 on January 27, 2026.

RECONVENE MEETING ON JANUARY 27, 2026, 6:00 pm

Directors in attendance:

Eric Peterson
Camalla Leonhard

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:

Brian Foster, BG Consultants
Abby Mills, BG Consultants
Nathan Dunahee, BG Consultants

A quorum was not present; therefore, no official action was taken. The session proceeded for the sole purpose of hearing a presentation from BG Consultants.

PRESENTATION AND INTERVIEW OF BG CONSULTANTS FOR STP RESILIENCY PROJECT

Representatives from BG Consultants presented a proposal for the South Treatment Plant resiliency project speaking of options and their specific approach to the project.

The Board and staff inquired about their experience and discussion was held.

<p>RECONVENE MEETING ON JANUARY 28, 2026, 6:00 PM</p>	<p>Directors in attendance: Eric Peterson Camalla Leonhard</p> <p>Staff in Attendance: Joel Mahnken, General Manager Dana Splichal, Finance Manager John Hodgden, Distribution Manager Neil Seichepine, Treatment Manager Britni Huff, Staff Engineer</p> <p>Others in Attendance: Andrew Hansen, Black & Veatch Tim Malcolm, Black & Veatch Marl Bushouse, Black & Veatch Karen Deitze, Black & Veatch</p>
<p>A quorum was not present; therefore, no official action was taken. The session proceeded for the sole purpose of hearing a presentation from Black & Veatch.</p>	
<p>PRESENTATION AND INTERVIEW OF BLACK & VEATCH FOR STP RESILIENCY PROJECT</p>	<p>Representatives from Black & Veatch presented a proposal for the South Treatment Plant resiliency project speaking of options and their specific approach to the project.</p> <p>The Board and staff inquired about their experience and discussion was held.</p>
<p>DISCUSSION REGARDING CONSULTANTS</p>	<p>Following the presentation by Black & Veatch, an informal discussion took place between management, and the Board members present. No official positions were adopted. The discussion focused on the comparative merits of the firms and their approach to the project.</p>
<p>RECESS MEETING</p>	<p>There was no quorum to recess the meeting. The discussion ended at 7:35 PM and the matter is to be carried over to the next meeting on February 9, 2026 at 5:00 PM.</p>
<p>ADJUORN MEETING</p>	<p>The Board reconvened the recessed meeting of January 26, 2026 on February 9, 2026 at 5:00. A quorum being present, Director Leonhard moved to formally adjourn the meeting that had been recessed through January 28, 2026. Seconded by Director Daniels. Motion carried, 5-0.</p>

Approved _____, 2026

Eric Peterson, Chair

Camalla Leonhard, Secretary