

LEAVENWORTH WATERWORKS

MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS

HELD ON DECEMBER 21, 2018

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 1:00 PM on Friday, December 21, 2018 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

ATTENDANCE

Directors in Attendance

William Daniels, Chairman
Richard Gervasini, Vice Chairman
Christi Norris, Assistant Secretary
Greg Kaaz, Member

Directors Absent (Excused)

Eric Peterson, Secretary

Staff in Attendance

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

Others in Attendance

Mary Carson, Bond Counsel

CALL TO ORDER

Director Daniels, called the meeting to order at 1:00 PM.

ROLL CALL,
ANNOUNCEMENT OF
QUORUM

Director Daniels noted that a quorum was present.

REQUESTS,
COMMENTS, PETITIONS
BY MEMBER OF THE
PUBLIC

None

BOARD MEMBER ITEMS
OUTSIDE OF EXECUTIVE
SESSION

Director Kaaz asked staff to review the KOMA requirements for reporting executive sessions.

APPROVE MINUTES OF
DECEMBER 21, 2018

The motions were amended to include Attorney Steven Ruprecht in attendance. Upon motion from Director Gervasini, seconded by Director Daniels , the minutes of December 21, 2018 were approved, motion passed 4-0...

RESOLVED (No. 14896), that the Board approved the December 21, 2018 minutes.

CONSIDERATION OF
CONSENT AGENDA

Upon motion from Director Norris, seconded by Director Kaaz, the consent agenda, motion passed 4-0 ...

A. PAYROLL
DISBURSEMENT OF
NOVEMBER 30, 2018

RESOLVED (No. 14897), that the Board approved:

A. The payroll for the period ending December 31, 2018 amounting to gross pay of \$83,033.23 (composed of the following withholdings and deductions) Federal Income Tax - \$6,724.28; FICA- \$6,200.16; State Tax - \$3,250.82; KPERS -\$4,903.33; KPERS-back \$118.17, Insurance - \$1,866.55; United Way - \$139.50; Eq-flex - \$1,432.14; PEDC - \$2,022.50; Misc - \$242.50, Option Group Life \$280.72 and Deposit - \$55,852.56 including the following overtime amounts: Distribution 18 hours @ \$621.69; North Plant 4 hours @ \$138.12 and South Plant 11 hours @ \$370.29 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$453,638.59 and Special/Special Claims as follows: AT&T Mobility \$737.35 and Riverfront Community Center \$1,053.28 checks be drawn on the Revenue Fund for their respective amounts.

CONSIDERATION OF
NOVEMBER FINANCIAL
REPORT

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

RESOLVED (No. 14898), that the Board approved the November Financial Report.

CONSIDERATION OF
KANSAS PUBLIC WATER
SUPPLY LOAN FUND
(KPWSLF) AGREEMENT

Mary Carson, Bond Counsel discussed article 6 of the KPWSLF agreement, municipal bond insurance. Build America Mutual Assurance Company (BAM) will provide the Bond Insurance per KDHE's requirement. We will try to close on the loan before January 14th, 2019, the start of the State Legislative session.

Thereupon, there was presented a resolution entitled:

A RESOLUTION AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT BETWEEN LEAVENWORTH WATERWORKS BOARD AND THE STATE OF KANSAS, ACTING BY AND THROUGH THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT FOR THE PURPOSE OF OBTAINING A LOAN FROM THE KANSAS PUBLIC WATER SUPPLY LOAN FUND FOR THE PURPOSE OF FINANCING A PUBLIC WATER SUPPLY PROJECT; ESTABLISHING A DEDICATED SOURCE OF REVENUE FOR REPAYMENT OF SUCH LOAN; AUTHORIZING AND APPROVING CERTAIN DOCUMENTS IN CONNECTION THEREWITH; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION WITH THE LOAN AGREEMENT.

Thereupon, Director Kaaz moved that said Resolution be passed. The motion was seconded by Director Norris. The Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the being as follows:

Yes: Daniels, Gervasini, Norris, and Kaaz.

No: none.

RESOLVED (No. 14899), that the Board approved the execution of the loan agreement between Leavenworth Waterworks Board and the State of Kansas.

DIVISION REPORTS

ADMINISTRATION SUMMARY

- Worked on November Financial Statements
- Year-end reports

WATER DISTRIBUTION PROJECTS

1. 5th Ave – Spruce to Thornton (2018)
Working.
2. Cherokee to Osage 15th to 20th (2018)
Began working Dec 3rd.

3. Lecompton Road Watermain Replacement (2019)
Nothing New.
4. Sanders and High Street Watermain Replacement (2019)
Final plans have been received.
5. Dakota Street Area Watermain Replacement (2019)
Nothing new.

City Projects

1. Eisenhower Road Project
Nothing new.

Water Distribution Operations

Between December 6th, 2018 and December 19th, 2018 the following water-distribution activities have occurred:

1. New Water-Service Connections: three
2. Water line breaks: one 2-inch and one 6-inch

Ohio Street Booster Station

Pump #1 lost a mechanical seal. Shut off valves need replaced in order to fix the pump.

North Plant Summary

1. Completed TOC analyzer connection.

South Plant Summary

1. Eaton repaired shutters in switch gear for wash water pump.
2. Met with Black & Veatch about raw water main.

GENERAL MANAGER'S REPORT

- KMU Safety Training on "Slips, Trips & Falls" was held December 10th.
- Worked on HCW project.
 - Resolution by Board approving the loan scheduled for December 21st with closing in early January.
 - Reviewed 90% Electric Line Relocation plans from Black & Veatch. With minor changes, it is ready for contractor quotes.
- Meeting scheduled December 11th with Lansing Correctional Facility to discuss pricing of water supply.
- Meeting scheduled December 13th with safety consultant on written policy document. They will be providing a proposal for policy documents.
- Attorney Steven Ruprecht has a conflict of interest with representing us with Orr Wyatt. Mr Ruprecht suggested contacting Mr. David Shatz of the Spencer Fane law firm as an alternate.

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

Approved _____ 2018

William Daniels, Chairman

Eric Peterson, Secretary