

Rural Water District No. 1
Ellsworth County, Kansas a/k/a Post Rock Rural Water District
Regular Board Meeting Minutes
December 15, 2020

At 6:32 pm, Chairman Brad Miller noting a quorum called the regular board meeting to order.

Directors present were Brad Miller, Kayla Errebo, (Virtual) Ralph Larson (present in the District Office), Martin Bland, (Virtual) Howard Wehrman, John Dolezal (present in the District Office), Butch Teppe (Virtual) and Joel Christy (present in the District Office)

Directors not Present:

Others Present: Leslee Rivarola, (Virtual) and Sharon Condit (present in the District Office)

Guest: None

At 6:33 pm, Chairman Miller called for a motion to approve the consent agenda items. Director Larson made a motion to approve the consent agenda items. Seconded by Director Christy. Motion carried.

At 6:35 pm, Chairman Miller called for the Financial Report and approval of the bills. Ms. Condit explained the two past due invoices from Schwab Eaton and requested opinion from the Board of Directors as to payment of the two invoices. Also Ms. Condit explained the two final pay applications from Dondlinger and that she and Ms. Rivarola have reviewed the pay applications and that we agree with the pay applications as presented by Dondlinger and Schwab Eaton. Ms. Condit presented the financial report and called for any questions on the current invoices to be paid. Director Christy made a motion to accept the financial report and to pay the bills to include the two pay applications presented by Dondlinger and Schwab Eaton. This would include the invoice for final payment to Schwab Eaton on the clarifier project in the amount of \$839.50 and (excluding the two past due invoices from Schwab-Eaton in the amounts of \$1,794.00 and \$3,915.00. The two past due invoices were tabled until the January 19, 2021, meeting. The amount approved for payment is not to exceed Two hundred thirty-four thousand two hundred fifty-eight dollars and eighty-six cents. (\$234,258.86). Seconded by Director Dolezal. Motion carried.

At 6:45 pm, Chairman Miller called for Item #3 on the agenda. Ms. Rivarola reviewed with the board of directors the recommendations the 2019 Board of Directors expressed as to providing an annual evaluation for District employees and consideration of adjustments to base compensation for employees. Ms. Rivarola presented examples of a 3% or 4% increase by departments as set out below:

Administrative (General Manager, Office Manager, Customer Service, Administrative Assistant)

Current	3% Increase	4% Increase
\$219,716	\$223,907	\$225,305

Water Treatment Plant (Operator and Seasonal)

Current	3% Increase	4% Increase
\$205,424	\$211,587	\$213,641

Distribution (Operator Full-Time and Part-Time)

Current	3% Increase	4% Increase
\$215,778	\$222,251	\$224,409

The recommendation was to receive input from the Board of Directors on potential base compensation increases for employees of the District and to increase the base compensation authorized by the Board of Directors to become effective on January 1, 2021. It is also recommended any adjustment to base compensation be effective for full and part-time employees employed before December 12, 2020. Chairman Miller called for a motion to increase the base compensation for the District employees. For lack of a motion the decision was tabled to the January 19, 2021, meeting.

At 7:00 pm, Chairman Miller called for Item # 4 on the agenda. Ms. Rivarola presented a draft revision of the District’s Employee Handbook. The following revisions were suggested:

- Prohibition of smoking in District vehicles.
- Adjusted the vacation leave accrual to be more competitive with other public sector employers and industry standard;
- Added Christmas Eve as a paid Holiday;
- Added language allowing the District to require doctor’s notes and fitness for duty assessments;
- Adjusted eligibility for insurance eligibility to the first day of the month following employment;
- Added language allowing employees to sell up to 80 hours of unused sick leave back to the District each year;
- Added language allowing employees to carryover a balance of 80 hours of vacation leave each year.

The current Employee Handbook allows for carryover of up to 480 hours (60 days) of sick leave balance. This is in addition to the District paying for a short-term disability policy for eligible employees. The District may want to consider reducing the maximum amount of sick leave carryover balance.

As part of the recruitment effort for employees in the Operator positions, the District extended paid time off benefits as part of their employment offer. The Board of Directors may want to consider providing a one-time payroll payment equivalent to 80 hours of paid time off for employees hired between 2018-2019 who were not offered vacation leave upon employment. This impacts three employees. The estimated cost to the District is approximately \$4,940.

The recommendation was to receive input from the Board of Directors on draft revisions to the Employee Handbook. For lack of consensus on some of the issues, recommendations and changes to the Employee Handbook, the decision by the Board of Directors was to table the final recommendation and the decision of changes to the District's Employee Handbook until the January 19, 2021 meeting.

At 7:49 pm, Chairman Millers called for a five (5) minute break.

At 7:54 pm, The meeting reconvened.

At 7:55 pm, Chairman Miller called for Executive Session. Vice Chairman Errebo made a motion to recess into Executive Session for thirty (30) minutes to discuss non-elected personnel pursuant to K.S.A 75-4319(b) (1); further that all board members and Ms. Rivarola were included in the Executive Session with an option to invite Ms. Condit into the Executive Session. Seconded by Director Dolezal. Motion carried.

At 8:25 pm, the meeting reconvened into open session.

At 8:38 pm, Chairman Miller called for a motion as to employment of a seasonal employee at the water treatment plant. Director Teppe made a motion to terminate employment of Jeff Plattner as a seasonal employee at the water treatment plant effective December 16, 2020, and to extend an offer to Matthew Talbot as seasonal employee at the water treatment plant. Seconded by Vice Chairman Errebo. Motion carried.

At 8:27 pm, Chairman Miller called for a motion to recess into Executive Session. Director Dolezal made a motion to recess into Executive Session for ten (10) minutes to discuss non-elected personnel pursuant to K.S.A 75-4319(b) (1); further that all board members and Ms.

Rivarola and Ms. Condit were included in the Executive Session. Seconded by Vice Chairman Errebo. Motion carried.

At 8:37 pm, the meeting reconvened into open session. No action taken.

At 8:38 pm, Chairman Miller called for Item #5 on the agenda. Ms. Rivarola reminded the board of the discussion about ways to engage District employees and thank them for their service. Vice Chairman Errebo suggested an end of the year or a Christmas bonus was one way, especially if the District was unable to hold the Christmas Party due to COVID-19 gathering restrictions. The District currently employs eleven (11) people including 1 part-time employee and one (1) seasonal employee. The recommendation would be to provide a one-time lump sum gift or "bonus" of \$250 for each employee to be paid on the last paycheck in December 2020. In an effort, to ensure each employee receives the \$250 the recommended amount is to have the District accountant Ryan Cook, CPA to ensure the amount is adjusted to net \$250 per employee. After a brief discussion, it was determined to give each employee a \$100 VISA gift card. Chairman Miller called for a motion. Director Teppe made a motion to give each of the eleven (11) employees a \$100 VISA gift card. Seconded by Director Bland. Motion carried.

At 8:50 pm, Chairman Miller called for Item # 6 on the agenda. Ms. Condit briefed the board of directors on the meeting that she and Mr. Louis Funk, the District's engineer, held in Marquette, Kansas, with the landowners in respect to the J-Six Project. She reported that we gained all but one easement that is needed to move forward with the project. The landowner died, and the two daughters are going through the legal process to have the land deeded to them. The legal process should be completed by the end of the year and upon obtaining signatures on the easement, the District can move forward with the project. No action necessary.

At 8:55 pm, Chairman Miller called for any reports. Ms. Condit brought to the board of directors attention the quote presented by Quintin Vague on the replacement of 4" Line North of Waldo. This quote was for materials only. No action taken.

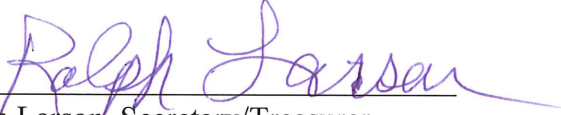
At 9:00 pm, Ms. Condit informed the board of directors about a phone conversation from Stuart Porter requesting who he needed to communicate with on any questions he may have on moving forward with the improvement project with Osborne Rural Water District #2. After a brief discussion, it was determined that Mr. Porter would contact Quintin Vague first and if further questions or discussion were needed then Mr. Porter would contact the District's Engineer Mr. Louis Funk.

At 9:15, pm, Chairman Miller called for a motion to adjourn the meeting. Director Dolezal made a motion to adjourn the meeting. Seconded by Director Teppe. Motion carried.

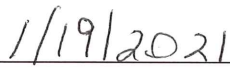
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Meeting adjourned at 9:15 pm.

Respectfully Submitted:



Ralph Larson, Secretary/Treasurer



Date