

Rural Water District No. 1
Ellsworth County, Kansas a/k/a Post Rock Rural Water District
Regular Board Meeting Minutes
November 16, 2021

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

Directors present were Howard Wehrman, Jon Wright, Ralph Larson, Butch Teppe, Brad Miller, Kayla Errebo, John Dolezal and Joel Christy.

Directors not Present: Martin Bland

Others Present: Ryan Cook, Doug Janssen, and Sharon Condit (present in the district office.

Guest: None

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

At 6:35 pm, Chairman Errebo called for Item #2 on the agenda. Ms. Condit presented the financial report and explained the amount of bills to be paid. Ms. Condit asked if there were any questions. With no questions, Ms. Condit recommended the bills be approved and be paid totaling the amount of \$121,178.87. Chairman Errebo called for a motion to approve the bills. Director Miller made a motion to pay the bills, not to exceed the amount of \$121,178.87. Seconded by Director Dolezal. Motion carried.

At 6:40 pm, Chairman Errebo called for Item #3 on the agenda. Chairman Errebo requested Mr. Cook; the district accountant present the 2022 budget to the board of directors. Mr. Cook briefed the board of directors on the extent of work that he, Mr. Janssen, GM and Ms. Condit, Office Manager put into the 2022 budget. He explained the reason for the additional notations on the far-right column of the budget. Mr. Cook called for any questions concerning the budget. Mr. Cook noted the budget includes a 3% salary adjustment for 2022 and he recommended to the board of directors that upon approval of the budget, the General Manager should conduct evaluations and make compensation adjustments within the approved budget. Chairman Errebo called for a motion to approve the budget. Director Miller made a motion to approve the 2022 budget as presented by Mr. Ryan Cook and to authorize the General Manager to conduct evaluations and approve salary increases within the 3% that is approved in the 2022 budget. Seconded by Director Christy. Motion carried.

At 6:50 pm, Vice Chairman Bland joined the meeting.

At 6:55 pm, Chairman Errebo called for Item #4 on the agenda. Ms. Condit presented the information on the Cyber Security intrusion that took place at the Water Treatment Plant in March of 2019. She briefed the board of directors on the situation where the individual that was indicted for the Cyber Security intrusion has changed his plea from not guilty to guilty. She explained that his sentencing hearing is set for February 23, 2022. She explained to the board of directors that the individual used a public defender; therefore, he will not pay attorney fees or pay restitution for his crime unless Post Rock Rural Water District files a Declaration of Victim Loss Statement. The sentence recommended to the Judge is twelve (12) months and one day for each of the two counts to be served in a Federal Correction Facility to run concurrently. She explained to the board of directors that the district has the option to make a victim's statement in open court. A representative of the district can make the statement in open court, or the district's attorney can represent the district and make the Victim Impact Statement, or the judge will read the Victim Impact Statement in open court. The other issue is the district can file a Declaration of Victim Losses. She explained the Declaration of Victim Losses will be submitted to the USPO District of Kansas in Topeka, Kansas. The total loss is in the amount of \$7,130.78. However, if the board of directors choose to request the district's attorney write the Victim Impact Statement and read it in open court that cost will be added to the total losses. After a brief discussion, Chairman Errebo called for a motion. Director Wehrman made a motion to request the district's attorney draft a Victim Impact Statement to be read in open court at the sentencing hearing on February 23, 2022, upon board approval, and to request the district's attorney file a Declaration of Victim Losses to include the cost of legal fees. Seconded by Director Christy. Motion carried.

At 7:00 pm, Chairman Errebo called for Item #5 on the agenda. Mr. Janssen briefed the board of directors on the ongoing issue with both the Grant Road Booster and Booster Pump Station #4 (BPS #4) when flow west of BPS #4 slows. This issue occurs when the ethanol plant stops taking water or reduces flow. This causes Tower #4 to fill and shut off. The next thing is BPS #4 shuts off and Grant Road booster begins to surge against a drastic reduction in flow. This is extremely hard on the pumps and pipes. Currently, the only available response that the plant has is to start and stop both the Grant Road Booster and BPS #4. When the Grant Road booster is off, we begin to have customers call with low pressure in the area. The response is to have the distribution crew respond and open a bypass valve at Grant Road and manually change the programming setting at BPS #4 to low flow mode. This restores pressure and will operate the area in an appropriate manner. Again, this process must be manually changed back when flow returns to higher use. Each time this occurs our staff must drive sixty miles and spend about two (2) hours to change the settings. This problem occurs many times during each year.

In an effort to be more responsive to our customers and provide more efficient use of staffing resources, Mr. Janssen suggested that we create an automated solution. The proposed solution for this is to develop PLC's for both stations to be able to adjust the pump motor speeds to maintain adequate suction pressure while simultaneously not allowing the discharge pressure to exceed a

setpoint. By doing this both locations would work in tandem to optimize the flow without intervention. The customers in the area would not lose pressure as the pumps will not be stopping or surge against a high pressure. After several questions and a brief discussion, Chairman Errebo called for a motion. Director Teppe made a motion to accept the bid received from Yost Electric to upgrade BPS #4 and Grant Road Booster as proposed and to be funded from the System Improvement Reserve Account not to exceed \$25,005.47. Seconded by Director Christy. Motion carried.

At 7:10 pm, Mr. Cook called to the attention of Chairman Errebo the second issue on Item # 3 is to discuss establishing a CIP Committee. Mr. Cook briefed the board of directors as to the need to appoint a CIP Committee. Chairman Errebo opened the floor for members to serve on the CIP Committee. Director Miller recommended that Director Christy to serve as the Chair, because he had previously served as Chair. Directors Jon Wright and Howard Wehrman were appointed to serve on the CIP Committee.

At 7:15 pm, Mr. Ryan Cook, the district's accountant departed the meeting.

At 7:15 pm, Chairman Errebo called for Item #6 on the agenda. Mr. Janssen briefed the board of directors on the issues with purchasing a truck. He explained the State Purchase Plan, the Fleet Program Plan, the lease option, the Retail purchase option, and the issue with the current vehicle shortage. He explained that the district is short one truck in distribution and that one of the four trucks the district owns has 250,000 miles and has been in the repair shop on three difference occasions in the last month. Mr. Janssen made a recommendation to the board of directors to give the General Manager the authorization not to exceed the amount of \$49,500 to locate a ½ ton truck to be used at the water treatment plant and the ¾ ton truck that is currently at the water treatment plant would be used as a distribution truck. Chairman Errebo called for a motion. Director Miller made a motion to authorize Mr. Janssen to purchase a truck in the amount not to exceed \$49,500. Motion failed for lack of a second.

At 7:30 pm, Chairman Errebo asked if there needed to be further discussion of the purchase of a truck. Director Wright opened the discussion that he would entertain the idea of authorizing a lower amount to purchase a good used truck. After further discussion on purchasing a used truck, Chairman Errebo called for a motion. Director Wright made a motion to authorize the General Manager to purchase a used truck not to exceed the amount of \$25,000. Seconded by Vice Chairman Bland. Motion carried.

At 7:35 pm, Chairman Errebo called for reports. Mr. Janssen gave the engineer's report, the general manager report, the distribution report, and the water plant report.

At 8:08 pm, Chairman Errebo called for an Executive Session. Director Miller made a motion to recess into Executive Session for ten minutes to discuss non-elected personnel pursuant to

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K.S.A. 75-4319(b) (1); further that all board members and Mr. Janssen were included in the Executive Session. Seconded by Director Wright. Motion carried.

At 8:18 pm, Chairman Errebo called for a motion to extend the Executive Session. Director Wright made a motion to extend the 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 Mr. Janssen were included in the Executive Session. Seconded by Director Miller. Motion carried.

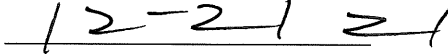
At 8:28 pm, the meeting reconvened in open session. No action taken.

At 8:30 pm, Chairman Errebo called for any other business to be brought before the board of directors. With no other new or old business to be brought before the board of directors, Chairman Errebo called for a motion to adjourn the meeting. Director Dolezal made a motion to adjourn the meeting. Seconded by Director Wright. Motion carried.

Meeting adjourned at 8:35 pm.

Respectively Submitted:


Ralph Larson, Secretary/Treasurer


Date