

Rural Water District No. 1
Ellsworth County, Kansas a/k/a Post Rock Rural Water District
Regular Board Meeting Minutes
February 27, 2021

At 12:00 pm, Chairman Brad Miller noting a quorum called the regular board meeting to order and Ms. Condit took roll call of attendance.

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

Directors not Present:

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

Guest: Jason Lemieux

At 12:03 pm, Chairman Miller called for a motion to approve the consent agenda items. Vice Chairman Errebo made a motion to approve the consent agenda items. Seconded by Director Larson. Motion carried.

At 12:05 pm, Chairman Miller called for Item #2 on the agenda. Louis Funk, the District's Engineer, discussed the Bid Tabulation on the J-Six Project and explained to the board of director's that M&D Construction of Hays, Kansas is the lower bidder. After a brief discussion, the board of directors agreed to award the bid to M&D Construction of Hays. Chairman Miller called for a motion to issue the notice of award to M&D Construction of Hays. Director Larson made a motion to issue the notice of award to M&D of Hays. Seconded by Director Wehrman. Motion carried.

12:10 pm, The District's Engineer Louis Funk brought to the boards attention that the district would need to use one of their employees as inspector on the J-Six Project or hire an inspector. He explained that if an inspector hired by Bartlett & West inspects the project it will add an additional \$40,000 to the project, which would be an expense to J-Six. After a brief discussion, it was determined that Ms. Condit would work toward finding a person to inspect the project. Mr. Todd Luckman, the district attorney made a comment that it would be less expensive if a local inspector could be hired to inspect the project. Ms. Condit is to request quotes from prospective inspector(s) or inspector firms and the board of directors would have the final approval of hiring an outside inspector for the project.

At 12:23pm, Chairman Miller called for Item #3 on the agenda. Mr. Luckman, the district's attorney, explained to the board of director the process of attachment of property to the district

for the J-Six Project in McPherson County, Kansas. He explained that Quentin Kurtz in his office has worked with Mr. Funk and Ms. Condit on gathering data for the easements and the request for petitions process. The attached map shows the proposed area (blue line) where the line will be placed, as well as an expanded area (orange line). He said, the matter at hand is whether the board of directors wants to entertain petitioning in a larger area than the actual area of the line placement. After a brief discussion, Chairman Miller called for a motion to attach properties in McPherson County, Kansas. Director Teppe made a motion to petition the Ellsworth County Commissioners to attach the area in orange to the district. Seconded by Director Dolezal. Motion carried.

At 12:30 pm, Director Christy joined the meeting in person.

At 12:30 pm, Chairman Miller called for Item #4 on the agenda. Mr. Luckman briefed the board of directors on the process of the KDWPT Project. He reviewed the Water Purchase Agreement and the Construction Agreement with the board of directors and recommended the agreements be sent to KDWPT for their review. After a brief discussion, Chairman Miller called for a motion to proceed with the agreements. Director Teppe made a motion for Mr. Luckman to send the agreement to KDWPT for their review and approval. Seconded by Director Christy. Motion carried.

At 12:36 pm, Chairman Miller called for Item #5 on the agenda. Mr. Louis Funk, with Bartlett & West, the District Engineer, briefed the board of directors on the proposed secondary water source. After a brief discussion about the location of a possible well site, Chairman Miller called for a motion. Director Teppe made a motion to authorize Mr. Funk, the districts engineer, to proceed with obtaining permit(s) for prospect of a potential well test site. Seconded by Director Larson. Motion carried.

At 12:54 pm, Chairman Miller called for Item #6 on the agenda. Mr. Funk reviewed the proposal of installing a bulk water station in an area where the district continually flushes the line to keep the chlorine residual to a standard level. After a brief discussion, no action was taken.

At 1:05 pm, Chairman Miller called for Item #7 on the agenda. Mr. Funk briefed the board of directors on the issue of high TTHM's. He believes the issue is from the treatment process more than a water quality issue. Mr. Funk requested the board of directors authorize him to spend some time at the Water Treatment Plant with the plant employees to study the problem and work to solve the issue with high TTHM's. Ms. Condit brought to the board of director's attention that the district is required to send out a public notice and that it would be sent out on Monday, March 1, 2021. After a brief discussion Chairman Millers authorized Mr. Funk to work with the Water Treatment Plant employees to solve the issue of high TTHM's.

At 1:10 pm, Chairman Miller called for Item #8 on the agenda. Ms. Condit briefed the board of directors on the proposal of installing AMR/AMI in the district. She requested input on this proposal from Mr. Funk. After a brief discussion, there was no action taken by the board of directors.

Mr. Louis Funk departed the meeting at 1:20 pm.

At 1:23 pm, Chairman Miller called for Item # 9 on the agenda. Ms. Rivarola presented to the board of directors the Consideration of Compensation Adjustment and Lump Sum Payment of Equivalent Vacation Leave – Administrative (Office Staff) Personnel Only. She proposed for the Board's consideration is base wage (hourly) compensation adjustments for the administrative personnel of the District. This includes the: Office Manager, Customer Service Manager, and Customer Service Specialist. Any adjustment authorized by the Board of Directors does not impact an employee's FLSA status as hourly or salary.

Current combined salaries, including paid time off benefits and estimated overtime are shown below by department. The General Manager position is included in the annual budget and is reflected in the budget amounts below with an estimated salary of \$80,000 as a placeholder, and the 4% and 5% budget increase scenarios reflect the \$80,000 placeholder for the General Manager position.

The administrative staff do not have the opportunity to receive base compensation adjustments for receiving water operator certifications through KDHE as do the employees in distribution and the water treatment plant.

Ms. Rivarola recommended the Board of Directors consider authorizing a percentage increase not to exceed 5% for base adjustments for the administrative employees. She can work with Sharon to provide performance evaluations for the Customer Service Manager and the Customer Service Specialist. The Board of Directors currently supervises the Office Manager and can set her increase by motion.

Additionally, the three administrative employees of the District were not offered paid time off benefits when they became employees of the District and were required to wait one full calendar year before paid time off benefits were available. The Board of Directors could consider a one-time lump sum payment equivalent to one week of vacation leave for the three administrative employees. Based on current payroll, the estimated cost if all three employees were paid the equivalent of 40 hours is \$2,470 and if the Board of Directors authorized 80 hours the cost is \$4,940.

Administrative (General Manager, Office Manager, Customer Service, Admin Asst)

Current	4% Increase	5% Increase
\$219,716	\$228,505	\$230,702

Ms. Rivarola's recommendation is to authorize a base salary increase not to exceed 5% for the three administrative employees, which includes the Office Manager, Customer Service Manager, and Customer Service Specialist; and to consider a one-time lump sum payment equivalent to 80 hours to balance out paid time off benefits received. After a brief discussion, no action taken on this item at this time.

At 1:34 pm, Chairman Miller called for a motion to recess into Executive session. Director Dolezal made a motion to recess into Executive Session for twenty (20) minutes to discuss non-elected personnel pursuant to K.S.A 75-4319(b) (1); further that all board members, Mr. Luckman, Ms. Rivarola and Mr. Jason Lemieux were included in the Executive Session. Seconded by Vice Chairman Errebo. Motion carried.

At 1:45 pm, Jason Lemieux departed the meeting.

At 1:54 pm, the meeting reconvened in open session.

At 1:54 pm, Mr. Todd Luckman departed the meeting.

At 1:55 pm, Chairman Miller called for recess to conduct the Annual Meeting scheduled for 2:00 pm.

At 2:30 pm, the meeting reconvened. Chairman Miller called for a motion to recess into Executive Session. Director Christy made a motion to recess into Executive Session for twenty (20) minutes to discuss non-elected personnel pursuant to K.S.A 75-4319(b) (1); further that all board members and Ms. Rivarola was included in the Executive Session. Seconded by Vice Chairman Errebo.

At 2:50 pm Chairman Miller called for a motion to extend the Executive Session. Director Christy 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 Ms. Rivarola was included in the Executive Session. Seconded by Director Dolezal.

At 3:00 pm, the meeting reconvened in open session.

At 3:01 pm, Chairman Miller called for a motion to begin the recruitment process for a General Manager. Vice Chairman Errebo made a motion authorizing Ms. Rivarola to begin the recruitment process to fill the General Manager position. Seconded by Director Tepe. Motion carried.

At 3:05 Chairman Miller called for a brief discussion on Item # 9. After a brief discussion on salary discussions, Chairman Miller called for a motion for salary increase. Vice Chairman Errebo made a motion to authorize 2% increase for all employees for the year of 2021, effective for the upcoming payroll (February 24th – March 10th, 2021). Seconded by Director Larson. Motion carried.

At 3:30 pm, Chairman Miller called for Item #10 on the agenda. Ms. Condit presented two quotes for insurance and explained that it is difficult to find a company that will write coverage due to the circumstance. Director Bland asked a question and Ms. Condit explained that she could not answer the question in open session.

At 3:32 pm, Chairman Miller called for a motion to recess into Executive Session. Director Bland 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, Ms. Rivarola and Ms. Condit was included in the Executive Session. Seconded by Chairman Miller. Motion carried. After five (5) minutes of discussion Ms. Condit was excused from the Executive Session.

At 3:43 pm, Chairman Miller called for a motion to extend the Executive Session. Vice Chairman Errebo 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 Ms. Rivarola was included in the Executive Session. Seconded by Chairman Miller.

At 3:53 pm, Chairman Miller called for a motion to extend the Executive Session. Vice Chairman Errebo made a motion to extend the Executive Session for six (6) minutes to discuss non-elected personnel pursuant to K.S.A 75-4319(b) (1); further that all board members and Ms. Rivarola was included in the Executive Session. Seconded by Chairman Miller.

At 3:59 pm, the meeting reconvened in open session.

At 4:00 pm, Chairman Miller called for a motion to offer employment to an applicant that was previously interviewed in January 2021. Director Christy made a motion requesting Ms. Rivarola to make an offer of employment to the applicant with full benefits for a position in distribution. Seconded by Director Tepe. Motion carried.


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At 4:05 pm, Chairman Miller called for reports. Ms. Condit reported to the board of directors the bypass at BPS #6 has been completed and that Osborne RWD #2 contacted Post Rock RWD stating they are installing the check valve at the meter.


At 4:10 pm, Chairman Miller called for a motion to adjourn the meeting. Director Bland made a motion to adjourn the meeting. Seconded by Vice Chairman Errebo. Motion carried.

Meeting Adjourned at 4:10 pm.

Respectively Submitted:



Ralph Larson, Secretary/Treasurer



Date