



To: **Board of Trustees and Attorney**

A regular meeting of the Board of Trustees has been scheduled for July 10, 2023, at 7:00 p.m.

Proposed Agenda:

1. Call to Order
2. Reading and Approval of Minutes
3. Presentation of Check Registers
4. Presidents Report
5. Attorneys Report
6. Sunflower EPC Report
7. KEC Report
8. General Managers Report
9. Old Business
10. New Business
 - a. Tariff Amendment – Security Lighting
 - b. Board Policy 505 proposed amendment
 - c. Board Policy 507 proposed amendment
 - d. Board Policy 516 proposed amendment
11. Safety Program Report
12. Executive Session (if requested)
13. Adjourn

Upcoming Events:

LSEC Board of Trustees meeting	Dighton	July 10
LSEC Annual Meeting	Dighton	July 18
Sunflower Board Meeting	Hays	July 19
LSEC Board of Trustees meeting	Dighton	Aug 7

Electronic Document Index

#	item	author	document	Board Packet	Supplemental information
2	Minutes	Joe	Minutes		
3	Check Register(s)	Diana	AP / Check Register		
		Rebecca	Payroll		
4	President's Report	Richard Jennison			
5	Attorneys Report	Joseph Gasper			
6	Sunflower Report	Paul Seib, Jr.	SEPC Board Summary	y	
7	KEC Report	Craig Ramsey			
8	GM Report	Richard	Report	Y	
	<u>Financials</u>	Kathy	Form 7	y	
		Richard	Financial Ratios		1
		Kathy	Statistical Report		2
		Kathy	Non-operating margins		3
	<u>Operations</u>	Dal/Ben	Maintenance Inspection Log		4
		Dal	Monthly Report		5
	<u>Information Technology</u>	Carrie	Monthly Report		6
	<u>Cybersecurity-Compliance</u>	Carrie	Monthly Report		7
	<u>Engineering</u>	Richard	Substation NCP and CP		8
		Nate	Eng. Report		9
	<u>Member Service</u>	Ann Marie	Board Report		10
	<u>Warehouse</u>	Scott	Warehouse Report		11
9	Old Business				
10	New Business				
a.	Tariff Amendment – Security Lighting			y	
b.	Board Policy 505 proposed Amendment			Y	
c.	Board Policy 507 proposed Amendment			Y	
d.	Board Policy 516 proposed Amendment			Y	
11	Safety Program Report	Carrie	Safety Program Monthly Report	Y	
		Carrie	Safety Meeting minutes	y	

**MINUTES OF THE REGULAR JUNE 2023
MEETING OF THE BOARD OF TRUSTEES
OF THE LANE-SCOTT ELECTRIC COOPERATIVE, INC.**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Lane-Scott Electric Cooperative, Inc., was held on Monday, June 5, 2023, in the offices of the cooperative at 410 South High Street, Dighton, Kansas. President Richard Jennison called the meeting to order at 6:54 p.m. In addition to President Richard Jennison, the other trustees in attendance were: Rad Roehl, Harold Hoss, Randy Evans, Eric Doll, Richard Sorem, Chad Griffith, Paul Seib Jr. and Craig Ramsey. Also present Richard McLeon IV and Joseph D. Gasper, Attorney.

MINUTES OF PRIOR MEETING

President Jennison called for action on the minutes of the prior meeting held on May 1, 2023. *Hearing no corrections to the minutes, President Jennison declared the minutes stand approved as printed.*

CASH DISBURSEMENTS

President Jennison called for questions regarding the check list for the month.

There were no questions regarding the checks.

PRESIDENT'S REPORT

President Jennison had no current items to report.

ATTORNEY'S REPORT

Attorney Gasper had no current items to report.

REPORT OF SUNFLOWER DELEGATE

A copy of the Sunflower report was included in the board packet and emailed to the trustees.

Manager McLeon added the following:

- Sunflower has voted to expand the yard for the coal pile. SPP projections showing the increase in wind and solar may provide for an opportunity to run Holcomb more.

KEC REPORT

A copy of the KEC report was included in the packet.

Craig Ramsey added the following:

- The location of the winter annual meeting was discussed. If the event is moved to another venue there will likely have to be two locations as there is no other facility large enough to accommodate the meeting. It was decided to focus the meeting on the legislative and capitol issues with the possibility of having busses run to the capitol from the hotels. The annual meeting will likely be moved to the summer meeting.
- Greg Lee has retired as the KEC attorney and Ryan Peck has been hired as the new general counsel.
- The KEC annual meeting information is out and the cut-off date for the Marriot is July 7.

MANAGER'S REPORT

Manager McLeon commented on the following matters:

- The credit card statements were presented to the Trustees for review.
- The monthly overall rate is 11.71 which is down from the y.t.d average of 11.82 cents but still above the five year average.
- The reliability numbers remain good.
- The rate summary shows that C&I remains the largest percentage of sales.
- The statewide average price for residential customers showed LSEC with 13.54 cents average which is 8 percent below the coop average and 4 percent below the IOU average. The rate was the 5th lowest in the state.
- Succession planning will begin with the Meyer Briggs and Emotional Intelligence testing and training. This will help the employees to understand their own personality and communications preferences as well as others.
- The Rainmaker Leadership training begins this month.
- Taylor Cable started as an intern May 15.
- LSEC is having a good year on the strength of non-operating margins. Rising interest rates and Retail services are producing 57.6% (\$142,595) of our \$247,510 in year-to-date Patronage Capital. Electric Utility Operations account for 38.8%. The balance is Other Capital Credits and Patronage Dividends. The lower Patronage Capital (line 21) number is driving the

- lower TIER, OPTIER, DSC, and ODSC figures and normally signals the need for a rate study. This is largely inflation driven by higher costs across the board. It is not yet time to send out Requests for Proposal for a Cost-of-Service Study, but there may be a need to by the end of the year. In the meantime, LSEC has shifted operating expenses to pole replacements which will reduce O&M expenses on the Statement of Operations while impacting the Balance Sheet.
- Cash Balance is \$7,287,945.
 - There are a lot of spearfishing attempts in coop emails.
 - The mobile radios have arrived and are being installed after a three year wait.
 - Engineering is working on data-mining the demand information from the MDMS. LSEC needs accurate demand profiles to project load shed impacts and for the COSS.
 - Kasey, Ben and Nate are working on establishing back feeds on critical lines.
 - American Warrior is still looking at their helium gas production project and looking at a qualifying facility.
 - LSEC has been contacted by the fair board regarding the tent use in the future. The person that rents the tent is no longer going to have tents. The fair board may be interested in purchasing a tent along with LSEC if LSEC is interested.
 - The food drive results with Dighton having the most ever collected with 2,896 items, Western Plains also outdid their previous efforts with 1,113 items, Bazine 223 and Sacred Heart around 300. There will be an article in KCL in July, and article was sent to Ness & Dighton papers last week.
 - Retail Non-operating margins were \$3,640 (April) and \$30,900 YTD.

RECEIPT OF MANAGER'S REPORT

The board received the Manager's report as indicated herein, and there were no follow-up questions.

SAFETY REPORT

A safety report was included in the board packet.

OLD BUSINESS

There was no old business before the board.

NEW BUSINESS

1. ESTATE CAPITAL CREDIT RETIREMENT

- The board discussed the request for capital credit retirement from estates as well as the additional liquidation request from estates already retired.
- *A motion to approve the total estate capital credit retirement in the amount of \$42,734.78 which includes \$40,554.68 in new retirements and \$2,180.10 in additional retirement to estates already retired was made, duly seconded, and carried.*

2. NRECA ANNUAL MEETING DELEGATE

- *A motion to appoint Craig Ramsey as the NRECA voting delegate and Richard McLeon as the alternate voting delegate at the Annual Summer Meeting was made, duly seconded and carried.*

EXECUTIVE SESSION

- *A motion to enter executive session to discuss personnel issues was made, duly seconded, and carried at 7:33 p.m. The board came out of executive session at 7:43 p.m.*

ADJOURNMENT

A motion to adjourn the meeting was made, seconded and carried at 7:44 p.m., on Monday, June 5, 2023.

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Accounts Payable Check Register

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Bank Account: 2 - FIRST STATE BANK

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
3058 06/02/2023	WIRE	530	SNAP-ON CREDIT LLC	Monthly invoice	50.72
3059 06/02/2023	WIRE	1290	WEX BANK	Monthly fuel invoice	163.47
3060 06/06/2023	WIRE	168	ONLINE INFORMATION SERVICES, INC	Utility exchange report	46.20
3061 06/06/2023	WIRE	468	U.S. BANK	Monthly credit card statement	9,465.52
3076 06/06/2023	WIRE	1224	NRECA RETIREMENT & SECURITY	NRECA RS- Group Ins	56,550.85
3077 06/06/2023	WIRE	62	NRECA GROUP BENEFITS TRUST	NRECA Gr 1- June Group Ins	2,954.54
3078 06/06/2023	WIRE	180	NRECA	NRECA Gr 1 Adm Fee- June Gr Ins Adm Fee	254.93
3062 06/07/2023	WIRE	1267	AFLAC	Monthly premiums	1,072.78
50207 06/09/2023	CHK	1	FORT HAYS STATE UNIVERSITY	Dawson Stoecklein ID# A0009243	1,500.00
50208 06/09/2023	CHK	1	LANE COUNTY FAIR AMUSEMENT	Paratrooper Sponsorship	100.00
50209 06/09/2023	CHK	1	LANE COUNTY FAIRBOARD	Advertising Rodeo	100.00
50210 06/09/2023	CHK	1	MCCRACKEN RODEO	Advertising and donation	260.00
50211 06/09/2023	CHK	15	ERIC DOLL	June Board Meeting	395.85
50212 06/09/2023	CHK	30	HAROLD HOSS	June Board Meeting	389.30
50213 06/09/2023	CHK	37	JETMORE REPUBLICAN	Advertising	80.00
50214 06/09/2023	CHK	40	KANSAS ELECTRIC COOPERATIVES	IT Summit-Carrie	10,409.17
50215 06/09/2023	CHK	45	BUMPER TO BUMPER OF DIGHTON	Monthly Invoice	296.98
50216 06/09/2023	CHK	55	NESS COUNTY NEWS	Advertising	170.40
50217 06/09/2023	CHK	60	PAUL SEIB JR	June Board Meeting	393.23
50218 06/09/2023	CHK	63	RICHARD JENNISON	June Board Meeting	367.03
50219 06/09/2023	CHK	104	HOME OIL CO	Monthly Fuel Invoice	752.30
50220 06/09/2023	CHK	105	CITY OF NESS CITY	May Pay Station and Postage	618.30
50221 06/09/2023	CHK	117	NESS CITY FARM & FEED	Monthly Invoice	596.12
50222 06/09/2023	CHK	155	KEVIN BRADSTREET	Clothing Allowance	412.61
50223 06/09/2023	CHK	169	AMERICAN ELECTRIC-GARDEN CITY	Monthly Invoice	366.72
50224 06/09/2023	CHK	172	TYNDALE COMPANY, INC.	Clothing Allowance-Kalo	929.85

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
50225 06/09/2023	CHK	179	RAD ROEHL	June Baord Meeting	361.79
50226 06/09/2023	CHK	182	G.E.M.S. INC	Monthly Invoice	1,108.21
50227 06/09/2023	CHK	184	JOHNSTONE SUPPLY	Monthly Invoice	3,566.04
50228 06/09/2023	CHK	187	S&W SUPPLY DIVISION	Part for #304	109.41
50229 06/09/2023	CHK	202	CHAD GRIFFITH	June Board Meeting	399.13
50230 06/09/2023	CHK	220	LANDIS+GYR TECHNOLOGY, INC	SaaS Fee-May	922.61
50231 06/09/2023	CHK	238	ILLINOIS MUTUAL	Insurance Premium	153.20
50232 06/09/2023	CHK	261	LOCKE SUPPLY CO	Monthly Invoice	1,244.96
50233 06/09/2023	CHK	269	ANIXTER INC	Monthly Invoice	85,441.67
50234 06/09/2023	CHK	283	SCOTT COUNTY LUMBER INC	Monthly Invoice	18.80
50235 06/09/2023	CHK	304	STECKLINE COMMUNICATIONS INC	Advertising	200.00
50236 06/09/2023	CHK	306	BORDER STATES INDUSTRIES INC	Monthly Invoice	7,465.28
50237 06/09/2023	CHK	366	DIANA KUHLMAN	Supplies -Briggs and Meyers Seminar	40.40
50238 06/09/2023	CHK	380	GRAINGER	Monthly Invoice	942.58
50239 06/09/2023	CHK	387	WESTERN FUEL & SUPPLY	Monthly Fuel Invoice	440.54
50240 06/09/2023	CHK	417	SUNFLOWER ELECTRIC POWER COOP	Paul Seib Hotel Stay	118.10
50241 06/09/2023	CHK	427	DIGHTON HERALD LLC	Advertising	290.00
50242 06/09/2023	CHK	442	QUADIENT INC.	Postage Machine	434.73
50243 06/09/2023	CHK	450	RANDALL G EVANS	June Board Meeting	350.66
50244 06/09/2023	CHK	479	CASE BECKMAN	Lawn Care-April and May	540.00
50245 06/09/2023	CHK	506	K&J FOODS	Supplies	364.86
50246 06/09/2023	CHK	518	CONTRACT DESIGN GROUP, INC	Jocelyn Office Chair	1,059.51
50247 06/09/2023	CHK	520	CENTURY BUSINESS TECHNOLOGIES, I	Copier Contract	69.44
50248 06/09/2023	CHK	552	HIGH POINT NETWORKS, LLC	Server Software	6,802.07
50249 06/09/2023	CHK	561	JOHN C ROBBINS	Meyers & Briggs Assestments & Seminar	1,800.00
50250 06/09/2023	CHK	562	RESENHOUSE	Monthly Invoice	1,125.67

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
50251 06/09/2023	CHK	563	JOCELYN WALKER	Fuel for mtg in NSAC Salina	65.33
50252 06/09/2023	CHK	773	BRETZ, INC.	Monthly Invoice	92.00
50253 06/09/2023	CHK	790	SUNBELT SOLOMON	Transformers	6,477.45
50254 06/09/2023	CHK	1016	KANSAS ONE-CALL SYSTEM INC	Locate Fee	68.40
50255 06/09/2023	CHK	1030	THE SCOTT COUNTY RECORD	Advertising	218.00
50256 06/09/2023	CHK	1139	LANE COUNTY HOSPITAL	Taylor Caable Physical	260.00
50257 06/09/2023	CHK	1172	WESTERN SUPPLY COMPANY	Monthly Invoice	930.38
50258 06/09/2023	CHK	1197	GARDEN CITY WHOLESALE SUPPLY	Monthly Invoice	9,327.41
50259 06/09/2023	CHK	1215	POWER SYSTEM ENGINEERING, INC.	Arc Flash Study & Consulting	1,342.50
50260 06/09/2023	CHK	1225	CINTAS CORPORATION	Monthly Invoice-Dighton	306.27
50261 06/09/2023	CHK	1234	JF BEAVER	Safety Demo Give Aways	337.98
50262 06/09/2023	CHK	1243	TRI-CENTRAL OFFICE SUP-HAYS	Office Supplies	577.00
50263 06/09/2023	CHK	1248	COMPLIANCE ONE	Drug and Alcohol Testing	433.40
50264 06/09/2023	CHK	1251	TECHLINE, LTD	Monthly Invoice	683.50
50265 06/09/2023	CHK	1263	RICHARD SOREM	June Board Meeting	406.33
50266 06/09/2023	CHK	1292	COMFORT PRODUCTS DISTRIBUTING L	Monthly Ivoice	224.00
50267 06/09/2023	CHK	1300	CRAIG RAMSEY	Kec Mtg and June Board Meeting	1,499.38
3063 06/10/2023	WIRE	18	CITY OF DIGHTON	Monthly invoice	1,255.83
3065 06/10/2023	WIRE	1160	S&T TELEPHONE COOP ASSN.	Monthly invoice	901.49
3064 06/15/2023	WIRE	124	GOLDEN BELT TELEPHONE	Monthly invoice	302.73
50268 06/16/2023	CHK	25	LANE-SCOTT ELECTRIC COOPERATIVE,	Payroll Transfer	75,000.00
50269 06/16/2023	CHK	105	CITY OF NESS CITY	Monthly Invoice	26.92
50270 06/16/2023	CHK	107	CINTAS CORPORATION #449	Monthly Invoice-Dighton	205.85
50271 06/16/2023	CHK	150	CHRIS TERHUNE	Eye Wash Station Parts	23.00
50272 06/16/2023	CHK	366	DIANA KUHLMAN	Rainmaker Training-Supplies, Hotel-Bruce	221.24
50273 06/16/2023	CHK	370	U.S. PAYMENTS, LLC	Card Processing Fee	5.60

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50274 06/16/2023	CHK	395	DOLLAR GENERAL - REGIONS 410526	Monthly Invoice	157.58
50275 06/16/2023	CHK	493	SCOTT CITY ACE HARDWARE	Monthly Invoice	19.61
50276 06/16/2023	CHK	498	BLAKE MCVICKER	Clothing Allowance	612.89
50277 06/16/2023	CHK	537	CONSTELLATION NEWENERGY-GAS DI	Monthly Invoice	32.20
50278 06/16/2023	CHK	903	NISC	Monthly Invoice	2,672.52
50279 06/16/2023	CHK	1293	DAL HAWKINSON	Clothing Allowance	226.08
50280 06/16/2023	CHK	9999	KENNETH DION BERNBECK	INACTIVE REFUND	157.67
50281 06/16/2023	CHK	9999	JONATHAN MILLS	INACTIVE REFUND	195.42
50282 06/16/2023	CHK	9999	PEGGY A MUFFITT ESTATE	INACTIVE REFUND	213.13
50283 06/16/2023	CHK	9999	TONY QUENZER	INACTIVE REFUND	188.03
50284 06/16/2023	CHK	9999	AMANDA WALKER	INACTIVE REFUND	98.28
3066 06/20/2023	WIRE	1229	SCHABEN SANITATION	Monthly invoices	673.73
3068 06/22/2023	WIRE	101	ATMOS ENERGY	Monthly invoice	60.62
3075 06/22/2023	WIRE	265	HASLER - POSTAGE ACH	Postage	250.00
50300 06/23/2023	CHK	5	RALPH C CRANSTON DECEASED	Additional Estate Retirement	38.79
50301 06/23/2023	CHK	5	EDGAR D CRAMER	Additional Estate Retirement	158.39
50302 06/23/2023	CHK	5	LOIS DUMLER ESTATE	Additional Estate Retirement	35.40
50303 06/23/2023	CHK	5	ART FULLER ESTATE	Additional Estate Retirement	13.22
50304 06/23/2023	CHK	5	EST OF ALLEN W JANKE	Additional Estate Retirement	112.81
50305 06/23/2023	CHK	5	GEORGE L LEGG JR DECEASED	Additional Estate Retirement	80.77
50306 06/23/2023	CHK	5	LORENE MUMMA	Additional Estate Retirement	6.07
50307 06/23/2023	CHK	5	ROY PENNELL	Additional Estate Retirement	11.14
50308 06/23/2023	CHK	5	FORT HAYS STATE UNIV. FOUNDATION	Additional Estate Retirement	47.85
50309 06/23/2023	CHK	5	LYLE AND MARY DAVISON LIVING TR	Additional Estate Retirement	68.01
50310 06/23/2023	CHK	5	KYMBERLY HOP	Additional Estate Retirement	170.22
50311 06/23/2023	CHK	5	JOSEPHINE M JONES	Additional Estate Retirement	22.39

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50312 06/23/2023	CHK	5	VON JOHNSTON	Additional Estate Retirement	180.23
50313 06/23/2023	CHK	5	JAMES JOHNSTON	Additional Estate Retirement	180.22
50314 06/23/2023	CHK	5	STACY LAWRENCE	Additional Estate Retirement	170.66
50315 06/23/2023	CHK	5	LISA LONG	Additional Estate Retirement	98.59
50316 06/23/2023	CHK	5	LIZABETH O'BLENESS	Additional Estate Retirement	98.58
50317 06/23/2023	CHK	5	SUE PALLISTER	Additional Estate Retirement	33.65
50318 06/23/2023	CHK	5	STEPHANIE J RIDER	Additional Estate Retirement	233.56
50319 06/23/2023	CHK	5	KAMALA RIES	Additional Estate Retirement	170.22
50320 06/23/2023	CHK	5	LORI STEPHENS	Additional Estate Retirement	98.59
50321 06/23/2023	CHK	5	ERIC VON SCHRILTZ	Additional Estate Retirement	33.63
50322 06/23/2023	CHK	5	ARRON VON SCHRILTZ	Additional Estate Retirement	33.63
50323 06/23/2023	CHK	5	KEVAN VON SCHRILTZ	Additional Estate Retirement	33.63
3071 06/26/2023	WIRE	121	FED-EX	Postage	59.05
3073 06/26/2023	WIRE	263	KS DEPT OF REVENUE - SALES TAX	Sales Tax	20,625.38
3074 06/26/2023	WIRE	264	KS DEPT OF REVENUE - USE TAX	Use Tax	171.24
50285 06/26/2023	CHK	1	FORT HAYS STATE UNIVERSITY	Scholarship Kayle HendricksonID#A0014663	1,500.00
50286 06/26/2023	CHK	1	NESS CITY ROTARY CLUB	Dues	92.00
50287 06/26/2023	CHK	1	SACRED HEART SCHOOL	Donation-Fall Festival	100.00
50288 06/26/2023	CHK	20	BASIN ELECTRIC POWER COOP	Dispatch Fees for May	2,127.79
50289 06/26/2023	CHK	105	CITY OF NESS CITY	Franchise Fee	5,261.15
50290 06/26/2023	CHK	107	CINTAS CORPORATION #449	Monthly Invoice-Ness City	68.43
50291 06/26/2023	CHK	135	CITY OF BAZINE	Franchise Fee	1,552.52
50292 06/26/2023	CHK	150	CHRIS TERHUNE	Clothing Allowance	188.10
50293 06/26/2023	CHK	160	SHULL OIL COMPANY	Monthly Invoice	10,202.01
50294 06/26/2023	CHK	544	FIRST WIRELESS, INC.	Radios for Handheld and Trucks	56,143.64
50295 06/26/2023	CHK	552	HIGH POINT NETWORKS, LLC	Review Suspicious Emails	112.50

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
50296 06/26/2023	CHK	561	JOHN C ROBBINS	Briggs & Meyers Training	2,900.00
50297 06/26/2023	CHK	654	LANE COUNTY PUBLIC WORKS	Load to the dump	8.00
50298 06/26/2023	CHK	903	NISC	Monthly Invoice	9,445.96
50299 06/26/2023	CHK	1251	TECHLINE, LTD	Monthly Invoice	9,273.81
3069 06/27/2023	WIRE	1187	MIDWEST ENERGY	Monthly invoice	70.45
3072 06/27/2023	WIRE	1290	WEX BANK	Monthly fuel invoice	305.31
3070 06/28/2023	WIRE	183	HIBU INC	Monthly invoice	10.00
50324 06/29/2023	CHK	5	TROY ALLEN	Estate	710.28
50325 06/29/2023	CHK	5	EDWIN EUGENE BOOTS ESTATE	Estate	2,314.51
50326 06/29/2023	CHK	5	LEEANN OSBORNE	Estate	283.02
50327 06/29/2023	CHK	5	MARCILLE WILKE	Estate	56.40
50328 06/29/2023	CHK	5	ALBERT T COBERLY	Estate	1,276.46
50329 06/29/2023	CHK	5	JACK D CLINKSCALE	Estate	744.47
50330 06/29/2023	CHK	5	CONNIE EITEL	Estate	1,360.44
50331 06/29/2023	CHK	5	ROBERT FOOS	Estate	545.58
50332 06/29/2023	CHK	5	MARK ANDERSON	Estate	1,324.65
50333 06/29/2023	CHK	5	WILLIAM ALBIN	Estate	70.17
50334 06/29/2023	CHK	5	CLAUDIA WARD	Estate	678.29
50335 06/29/2023	CHK	5	CLEO B. HARRIS LIVING TRUST	Estate	251.35
50336 06/29/2023	CHK	5	CHARLES B. SINCLAIR ESTATE	Estate	451.31
50337 06/29/2023	CHK	5	CHERIE PFANNENSTIEL	Estate	213.51
50338 06/29/2023	CHK	5	WILLIAM N. BRYANT ESTATE	Estate	862.60
50339 06/29/2023	CHK	5	STANLEY BULINSKI	Estate	2,873.66
50340 06/29/2023	CHK	5	AMY BULINSKI PIEDRA	Estate	434.92
50341 06/29/2023	CHK	5	ESTATE OF LENORA BOYD	Estate	326.21
50342 06/29/2023	CHK	5	DAVID BLUME	Estate	24.43

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
50343 06/29/2023	CHK	5	JILL M BRANTLEY	Estate	59.10
50344 06/29/2023	CHK	5	JUDITH CRAMER	Estate	1,649.30
50345 06/29/2023	CHK	5	JEANNIE A ELIAS	Estate	331.35
50346 06/29/2023	CHK	5	TERRI EVANS	Estate	70.14
50347 06/29/2023	CHK	5	JULIE BENEDICT	Estate	1,508.78
50348 06/29/2023	CHK	5	LIVING TRUST OF MARGERY J FRUSHE	Estate	4,060.04
50349 06/29/2023	CHK	5	ERIN P FILBERT	Estate	1,978.30
50350 06/29/2023	CHK	5	ESTATE FOF CHERYL K. FRANCE	Estate	449.54
50351 06/29/2023	CHK	5	GINGER FAULCONER	Estate	2,181.27
50352 06/29/2023	CHK	5	JOHN FEENEY TRUST	Estate	1,543.55
50353 06/29/2023	CHK	5	RONDA FREEMYER	Estate	279.52
50354 06/29/2023	CHK	5	MARCIA GABEL	Estate	482.02
50355 06/29/2023	CHK	5	REBECCA METZKER HANSEN	Estate	1,769.42
50356 06/29/2023	CHK	5	REBECCA METZKER HANSEN	Estate	81.87
50357 06/29/2023	CHK	5	NANCY HARGITT	Estate	70.13
50358 06/29/2023	CHK	5	JESSICA A HILEMAN	Estate	59.14
50359 06/29/2023	CHK	5	DEBRA KOGLER	Estate	24.42
50360 06/29/2023	CHK	5	MICHELLE L STEPHEN	Estate	2,397.64
50361 06/29/2023	CHK	5	DONNA S METZKER	Estate	1,066.93
50362 06/29/2023	CHK	5	DIANA MIDDLETON	Estate	70.15
50363 06/29/2023	CHK	5	FRANKIE L OLIVER	Estate	472.81
50364 06/29/2023	CHK	5	JANET OTTAWAY	Estate	413.58
50365 06/29/2023	CHK	5	JEAN L BERNDT	Estate	1,656.69
50366 06/29/2023	CHK	5	JANELLE L PERRYMAN	Estate	59.06
50367 06/29/2023	CHK	5	SHARON RYBACKI	Estate	2,392.82
50368 06/29/2023	CHK	5	BOBIE J CLEGHORN	Estate	333.05

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Accounts Payable Check Register

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Bank Account: 2 - FIRST STATE BANK

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
50369 06/29/2023	CHK	5	TINA WRIGHT	Estate	24.43
50370 06/29/2023	CHK	5	WILLIAM R CHOAT	Estate	279.52
3067 06/30/2023	WIRE	1239	CULLIGAN OF DODGE CITY	Monthly invoice	164.38
3079 07/01/2023	WIRE	530	SNAP-ON CREDIT LLC	Monthly invoice	50.72
50371 07/03/2023	CHK	1	HODGEMAN COUNTY 4-H SALE FUND	4-H Sale Donation	100.00
50372 07/03/2023	CHK	25	LANE-SCOTT ELECTRIC COOPERATIVE,	Payroll Transfer	67,500.00
50373 07/03/2023	CHK	73	STANION WHOLESALE ELEC CO INC	Monthly Invoice	72,499.65
50374 07/03/2023	CHK	74	WEBER REFRIGERATION & HEATING I	Monthly Invoice	614.40
50375 07/03/2023	CHK	79	POSTMASTER	Postage for Newsletter	114.07
50376 07/03/2023	CHK	198	OTIS ELEVATOR COMPANY	Maintenance Service 7/1/23-9/30/23	152.76
50377 07/03/2023	CHK	220	LANDIS+GYR TECHNOLOGY, INC	SaaS Monthly Fee June	922.61
50378 07/03/2023	CHK	248	CENTRAL PUMP & SUPPLY	Monthly Invoice	48.23
50379 07/03/2023	CHK	380	GRAINGER	Monthly Invoice	186.64
50380 07/03/2023	CHK	383	HUXFORD POLE AND TIMBER CO INC	Poles	27,351.23
50381 07/03/2023	CHK	429	IT1 CONSULTING LLC	Software	46.36
50382 07/03/2023	CHK	520	CENTURY BUSINESS TECHNOLOGIES, I	Monthly Invoice	55.10
50383 07/03/2023	CHK	549	OILFIELD MANUFACTURERS WAREHO	Monthly Invoice	294.89
50384 07/03/2023	CHK	565	SCOTT COOPERATIVE ASSOCIATION, I	Oil for all Trucks	1,084.55
50385 07/03/2023	CHK	745	GOVE COUNTY ADVOCATE	Advertising	216.00
50386 07/03/2023	CHK	1244	PROTECTIVE EQUIPMENT TESTING	Monthly Invoice	25.00
50387 07/03/2023	CHK	1285	TIFCO INDUSTRIES	Monthly Invoice	159.83
3080 07/05/2023	WIRE	44	NEX-TECH WIRELESS, LLC	Monthly invoice	1,038.50
3081 07/05/2023	WIRE	281	INTERNAL REVENUE SERVICE	Truck tax and filing fee	760.00
3082 07/06/2023	WIRE	1224	NRECA RETIREMENT & SECURITY	NRECA RS- Group Ins	56,550.85
3083 07/06/2023	WIRE	62	NRECA GROUP BENEFITS TRUST	NRECA Gr1- July Group Ins	2,879.69
3084 07/06/2023	WIRE	180	NRECA	NRECA Gr 1 Adm Fee- July Gr Ins Adm Fee	246.15

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Accounts Payable Check Register

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06/02/2023 To 07/06/2023

Bank Account: 2 - FIRST STATE BANK

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total Payments for Bank Account - 2 :					(208) 706,792.31
Total Voids for Bank Account - 2 :					(0) 0.00
Total for Bank Account - 2 :					(208) 706,792.31
Grand Total for Payments :					(208) 706,792.31
Grand Total for Voids :					(0) 0.00
Grand Total :					(208) 706,792.31

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Payroll/Labor Check Register

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Pay Date: 06/01/2023 To 06/30/2023

Empl	Name	Pay Date	Dir Dep/Check	Gross Pay	Other Pay	Hours	Advances	Deductions/ ER Taxes	Txbl Benefits/ ER PTO	Taxes/ ER Benefits	Net Pay	Type
5	KATHERINE E LEWIS	06/14/2023		5,368.03	0.00	88.00	0.00	706.64	44.72	1,467.22	3,194.17	
			6674					405.23	0.00	2,913.14	900.00	DD
											2,294.17	DD
21	CARRIE M BORELL	06/14/2023	6675	3,349.19	0.00	93.00	0.00	430.60	16.42	619.84	2,298.75	DD
								248.35	0.00	2,336.53		
22	REBECCA L CAMPBELL	06/14/2023		2,559.04	0.00	88.00	0.00	549.46	11.18	445.34	1,564.24	
			6676					178.62	0.00	2,120.54	300.00	DD
											1,264.24	DD
26	RICHARD A MCLEON	06/14/2023	6677	10,208.33	0.00	88.00	0.00	594.17	145.20	2,979.32	6,634.84	DD
								786.31	0.00	4,581.60		
34	KALO M MANN	06/14/2023	6678	3,800.00	0.00	95.00	0.00	610.21	73.47	841.75	2,348.04	DD
								290.14	0.00	1,992.98		
35	NATHAN A BURNS	06/14/2023	6679	3,368.64	0.00	88.00	0.00	448.41	20.25	868.89	2,051.34	DD
								256.37	0.00	1,718.82		
50	KASEY R JENKINSON	06/14/2023	6680	6,134.08	0.00	106.00	0.00	694.11	31.56	1,507.00	3,932.97	DD
								460.55	0.00	2,842.06		
55	BENJAMIN L MANN	06/14/2023	6681	4,491.80	0.00	91.00	0.00	703.92	34.76	989.45	2,798.43	DD
								340.47	0.00	2,435.00		
74	DAL S HAWKINSON	06/14/2023	6682	4,146.78	0.00	91.00	0.00	593.00	6.21	912.55	2,641.23	DD
								308.59	0.00	2,688.50		
84	MICHAEL S POLLOCK	06/14/2023	6683	4,210.00	0.00	102.50	0.00	627.46	7.12	956.67	2,625.87	DD
								316.79	0.00	2,126.31		
85	CHAD A RUPP	06/14/2023	6684	6,474.70	0.00	117.50	0.00	612.10	43.90	1,949.34	3,913.26	DD
								489.56	0.00	2,704.91		
89	CHRIS R TERHUNE	06/14/2023	6685	4,711.66	0.00	99.50	0.00	653.20	16.54	1,406.81	2,651.65	DD
								350.58	0.00	2,688.50		
93	MYRON E SEIB	06/14/2023	6686	4,845.13	0.00	98.50	0.00	705.39	31.39	939.85	3,199.89	DD
								366.88	0.00	2,410.58		
99	KEVIN A BRADSTREET	06/14/2023	6687	5,842.88	0.00	115.50	0.00	496.26	29.27	1,796.11	3,550.51	DD
								446.66	0.00	1,616.62		
108	MARK R MCCULLOCH	06/14/2023	6688	3,578.12	0.00	91.00	0.00	1,128.94	37.62	821.56	1,627.62	DD
								271.02	0.00	1,756.30		
117	LEIGHTON J AYERS	06/14/2023		5,025.04	0.00	105.00	0.00	365.34	14.91	1,144.80	3,514.90	
			6689					374.44	0.00	2,570.15	150.00	DD
											3,364.90	DD
129	STACEY L FOOS	06/14/2023	6690	117.45	0.00	7.25	0.00	0.00	0.00	8.98	108.47	DD
								9.88	0.00	0.00		
130	ANN MARIE JENNINGS	06/14/2023	6691	2,420.00	0.00	88.00	0.00	502.25	9.25	435.24	1,482.51	DD
								167.47	0.00	2,063.64		
131	DIANA F KUHLMAN	06/14/2023	6692	2,884.20	0.00	99.00	0.00	566.48	14.19	481.11	1,836.61	DD

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Pay Date: 06/01/2023 To 06/30/2023

Empl	Name	Pay Date	Dir Dep/Check	Gross Pay	Other Pay	Hours	Advances	Deductions/ ER Taxes	Txbl Benefits/ ER PTO	Taxes/ ER Benefits	Net Pay	Type
132	DELLON R SHELTON	06/14/2023	6693	3,220.53	0.00	97.50	0.00	215.56	0.00	1,721.82		
								323.60	5.52	876.09	2,020.84	DD
								243.91	0.00	1,411.83		
134	SCOTT A BRIAND	06/14/2023	6694	2,666.40	0.00	88.00	0.00	307.53	3.76	453.17	1,905.70	DD
								192.35	0.00	2,111.31		
135	BLAKE T MCVICKER	06/14/2023	6695	4,012.30	0.00	89.00	0.00	470.49	4.14	1,043.10	2,498.71	DD
								301.45	0.00	2,300.45		
137	DYLAN S FEHRENBACH	06/14/2023	6696	2,367.20	0.00	88.00	0.00	37.61	1.55	485.15	1,844.44	DD
								178.33	0.00	369.67		
138	KATIE M RIFFLE	06/14/2023	6697	1,584.00	0.00	88.00	0.00	130.03	12.40	243.62	1,210.35	DD
								123.46	0.00	1,125.21		
139	JOCELYN J WALKER	06/14/2023	6698	3,125.00	0.00	88.00	0.00	0.00	2.78	755.81	2,369.19	DD
								249.07	0.00	83.63		
140	TAYLOR J CABLE	06/14/2023	6699	1,577.84	0.00	88.00	0.00	0.00	0.00	294.18	1,283.66	DD
								132.84	0.00	0.00		
5	KATHERINE E LEWIS	06/29/2023		5,368.03	0.00	88.00	0.00	706.64	44.72	1,467.20	3,194.19	
			6700					405.21	0.00	2,913.14	900.00	DD
											2,294.19	DD
21	CARRIE M BORELL	06/29/2023	6701	3,296.58	0.00	92.00	0.00	430.60	16.42	606.50	2,259.48	DD
								244.33	0.00	2,336.53		
22	REBECCA L CAMPBELL	06/29/2023		2,559.04	0.00	88.00	0.00	549.46	11.18	445.34	1,564.24	
			6702					178.62	0.00	2,120.54	300.00	DD
											1,264.24	DD
26	RICHARD A MCLEON	06/29/2023	6703	10,208.33	0.00	88.00	0.00	594.17	145.20	2,979.32	6,634.84	DD
								786.31	0.00	4,581.60		
34	KALO M MANN	06/29/2023	6704	3,880.00	0.00	97.00	0.00	610.21	73.47	862.04	2,407.75	DD
								296.27	0.00	1,992.98		
35	NATHAN A BURNS	06/29/2023	6705	3,368.64	0.00	88.00	0.00	448.41	20.25	868.89	2,051.34	DD
								256.37	0.00	1,718.82		
50	KASEY R JENKINSON	06/29/2023	6706	7,656.49	0.00	123.50	0.00	694.11	31.56	2,045.16	4,917.22	DD
								577.01	0.00	2,842.06		
55	BENJAMIN L MANN	06/29/2023	6707	6,192.97	0.00	115.00	0.00	703.92	34.76	1,590.81	3,898.24	DD
								470.61	0.00	2,435.00		
74	DAL S HAWKINSON	06/29/2023	6708	5,225.90	0.00	108.00	0.00	593.00	6.21	1,305.25	3,327.65	DD
								391.14	0.00	2,688.50		
84	MICHAEL S POLLOCK	06/29/2023	6709	3,680.00	0.00	92.00	0.00	627.46	7.12	769.32	2,283.22	DD
								276.25	0.00	2,126.31		
85	CHAD A RUPP	06/29/2023	6710	4,455.38	0.00	90.50	0.00	612.10	43.90	1,198.54	2,644.74	DD
								335.08	0.00	2,704.91		
89	CHRIS R TERHUNE	06/29/2023	6711	4,718.36	0.00	99.50	0.00	653.20	16.54	1,409.32	2,655.84	DD

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Payroll/Labor Check Register

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Pay Date: 06/01/2023 To 06/30/2023

Empl	Name	Pay Date	Dir Dep/Check	Gross Pay	Other Pay	Hours	Advances	Deductions/ ER Taxes	Txbl Benefits/ ER PTO	Taxes/ ER Benefits	Net Pay	Type
93	MYRON E SEIB	06/29/2023	6712	5,790.80	0.00	112.00	0.00	351.10	0.00	2,688.50		
								705.39	31.39	1,242.43	3,842.98	DD
								439.23	0.00	2,410.58		
99	KEVIN A BRADSTREET	06/29/2023	6713	4,327.67	0.00	94.00	0.00	496.26	29.27	1,230.17	2,601.24	DD
								330.74	0.00	1,616.62		
108	MARK R MCCULLOCH	06/29/2023	6714	3,947.39	0.00	97.00	0.00	1,128.94	37.62	952.10	1,866.35	DD
								299.27	0.00	1,756.30		
117	LEIGHTON J AYERS	06/29/2023		5,885.73	0.00	114.50	0.00	365.34	14.91	1,449.05	4,071.34	
			6715					440.28	0.00	2,570.15	150.00	DD
											3,921.34	DD
129	STACEY L FOOS	06/29/2023	6716	97.20	0.00	6.00	0.00	0.00	0.00	7.44	89.76	DD
								8.20	0.00	0.00		
130	ANN MARIE JENNINGS	06/29/2023	6717	2,420.00	0.00	88.00	0.00	502.25	9.25	435.24	1,482.51	DD
								167.47	0.00	2,063.64		
131	DIANA F KUHLMAN	06/29/2023	6718	2,511.60	0.00	90.00	0.00	566.48	14.19	388.31	1,556.81	DD
								187.04	0.00	1,721.82		
132	DELLON R SHELTON	06/29/2023	6719	3,340.21	0.00	100.50	0.00	323.60	5.52	918.40	2,098.21	DD
								253.07	0.00	1,411.83		
134	SCOTT A BRIAND	06/29/2023	6720	2,666.40	0.00	88.00	0.00	307.53	3.76	453.16	1,905.71	DD
								192.34	0.00	2,111.31		
135	BLAKE T MCVICKER	06/29/2023	6721	5,357.19	0.00	109.00	0.00	470.48	4.14	1,533.20	3,353.51	DD
								404.33	0.00	2,300.45		
137	DYLAN S FEHRENBACH	06/29/2023	6722	2,367.20	0.00	88.00	0.00	37.61	1.55	485.15	1,844.44	DD
								178.33	0.00	369.67		
138	KATIE M RIFFLE	06/29/2023	6723	1,584.00	0.00	88.00	0.00	130.03	12.40	243.62	1,210.35	DD
								115.24	0.00	1,125.21		
139	JOCELYN J WALKER	06/29/2023	6724	3,125.00	0.00	88.00	0.00	0.00	2.78	755.82	2,369.18	DD
								244.59	0.00	83.63		
140	TAYLOR J CABLE	06/29/2023	6725	1,447.85	0.00	80.50	0.00	0.00	0.00	261.24	1,186.61	DD
								121.92	0.00	0.00		
Grand Total:				\$ 207,566.30	\$ 0.00	4,791.25	\$ 0.00	\$ 24,514.39	\$ 1,236.22	\$ 50,625.97	\$ 132,425.94	
								\$ 15,655.23	\$ 0.00	\$ 101,380.20		



**SUNFLOWER ELECTRIC
POWER CORPORATION**

A Touchstone Energy® Cooperative

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SUNFLOWER ELECTRIC POWER CORPORATION BOARD MEETING SUMMARY JUNE 16, 2023

2023 Rate Study

James Brungardt continued discussions on the 2023 rate study. He reviewed the May revenue breakdown, proposed differences, and wholesale member (WHM) overview with Coincident Peak (CP) rate options. The Board requested a report on how each CP rate would have affected Members during the last 12 months. Staff will seek a Board decision on a preferred rate design in August.

CEO UPDATE

Power Supply and Delivery

The June 22 announcement of the Fort Dodge Solar Project was postponed due to the need for further project negotiations. A key focus is protecting Sunflower's primary rights to interconnection service while protecting Alluvial's access to the shared interconnection service. Sunflower will continue negotiations with Alluvial on the Power Purchase Agreement, Shared Facilities Agreement, and Easement Agreement; continue work with SPP on securing the Surplus Interconnection Service Agreement; and continue work with the National Renewables Cooperative Organization on agreements to ensure all are properly linked to handle possible future scenarios.

Corporate Services

Sunflower's communication department worked with Pioneer to message the rollout of Pioneer's Community Solar Program on June 2. Pioneer sold 200 shares as of June 15.

The Board discussed changes to three Board policies. Approvals impact non-union employees. The changes will be negotiated with union employees.

Board action: The Sunflower Board approved changes to the Vacation Policy, clarifying how Sunflower will handle rehired employees, new non-union employees, and employees on medical leave.

Board action: The Sunflower Board approved changes to the Holidays Policy, adding Veterans Day to the holidays observed at Sunflower.

Board action: The Sunflower Board approved renaming the Funeral Leave Policy to Bereavement Leave Policy and allowing up to five days of leave with pay subject to management approval.

Technology Services

Staff reviewed the summary of Sunflower's Oracle Fusion Robotic Process Automation (RPA) results. RPA technology allows for a combined software/hardware robotic solution to mimic human behavior for repetitive tasks. RPA results showed improved quality in ZERO critical or high-priority production defects or release delays; reduced defect remediation times; improved work disruptions; decreased labor hours for validation testing; allowed better utilization of staff resources; and better prepared staff for future Oracle Fusion releases.

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Financial Services

May Financials

Member rates were \$11/MWh below budget for March and \$13/MWh below budget year to date. Member loads were up 3.42% from budget for the month and up 0.72% from budget year to date. Low natural gas prices continue to result in a low Energy Cost Adjustment (ECA).

Federal Grant Opportunities

The Department of Energy Office of Cybersecurity, Energy Security, and Emergency Response is supporting up to \$250M in grant funding. Staff engaged Cisco and Kansas Electric Cooperatives (KEC) as strategic partners in preparing to apply for funding.

Empowering Rural America (New ERA) is a \$9.7B grant opportunity to help rural Americans transition to clean, affordable, and reliable energy. Staff are working with the National Renewables Cooperatives Organization and other entities on a potential package that would include Russell Solar and Fort Dodge Solar along with potential solar, battery, or solar plus battery installations at one or two of our existing gas generation sites.

OTHER

Kansas Electric Cooperatives (KEC) Report

Lee Tafanelli, KEC's CEO, said KEC will work with members and monitor topics relevant to electric cooperatives discussed in upcoming interim legislative committee meetings. Anticipated topics include electric rates, transmission, and a state-wide energy plan.

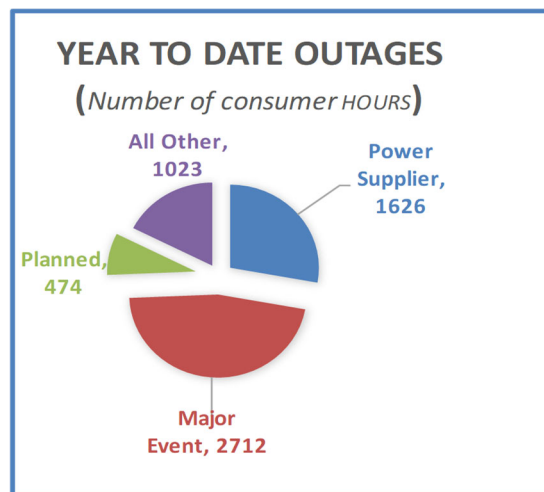
The summer KEC meeting is scheduled for July 29-31 in Overland Park, KS.

USDA staff will host personnel from the electric industry in Wichita, KS, to discuss the New ERA program.

8. General Manager's Report

1. Rates and Reliability Dashboard

Rate Summary - May	current month (\$/kWh)	ytd average (\$/kWh)	ytd '17-22 avg. (\$/kWh)
Residential	0.1534	0.1466	0.1253
Residential - Seasonal	0.2920	0.2591	0.2032
Irrigation	0.0965	0.0993	0.0882
C&I 1000kVa or less	0.1215	0.1229	0.1081
C&I over 1000 kVA	0.1119	0.1071	0.1072
Public Street and Lighting	0.1635	0.1582	0.1292
Other Sales to Public Authorities	0.1543	0.1523	0.1495
Sales for Resale - Other	0.0609	0.0610	0.0796
Total Sales price per kWh:	0.1175	0.1166	0.1086



May-23	meters	kWh	\$\$s
<i>Residential Sales</i>	38.5%	11.4%	15.1%
<i>Residential Seasonal</i>	19.4%	1.1%	2.7%
<i>Irrigation Sales</i>	5.8%	8.3%	7.1%
<i>C&I 1000 kVa or less</i>	32.0%	29.8%	32.1%
<i>C&I over 1000 kVa</i>	3.1%	44.3%	39.6%
<i>Public Street and Lighting</i>	0.2%	0.2%	0.3%
<i>Other Sales to Public Authorities</i>	0.8%	0.2%	0.3%
<i>Sales for Resale - RUS Borrowers</i>	0.0%	0.0%	0.0%
<i>Sales for Resale - Other</i>	0.0%	4.8%	2.8%

2. Strategic Planning Update. After the Board approved the 2023-2025 Strategic Plan, I assigned portions of the Plan to those employees whose functions are best suited to accomplish the Plan. This is to 1. Give them ownership of the goals and 2. Give them some project leadership experience. Secondary or resource individuals were identified to assist them with the goals, and I work with everyone in a coaching role to keep the projects on task.

A. Goal #1 – Demonstrate Leadership in employee and Public Safety.

We have made some great strides in those areas identified. However, 1.A. will continue to grow as we add KEC On-Site 2024 and 2025, and RESAP, 2023 and 2024. Along with the items identified below, Chris Terhune has become a KEC Safety Inspection resource and has been included on the KEC team for reviews and inspections for surrounding cooperatives.

2023-2025 Strategic Plan Updates			2023		
This Strategic Plan approved by the LSEC Board of Trustees February 6, 2023.			Feb	July	Oct
1	Demonstrate leadership in employee and public safety.		42	74	0
A	Continuously review options for safety improvement.	CT	52	75	
	1 KEC On-Site Regulatory Report 2022		75	100	
	2 KEC On-Site Regulatory Report 2023	KJ	0	25	
	3 RESAP/Supervisor Self-Assessment 2022	KJ	80	100	
B	Explore improved field communication technology.	CT	23	65	
	1 Antennae installation at both towers.		82	99	
	2 Sonic Walls installed.	CB	0	99	
	3 Radios installed and training completed.		0	50	
	4 Evaluate area coverage.		10	10	
C	Develop improved record keeping.	CT	60	63	
	1 SafetyAmp electronic safety inspection forms		65	69	
	2 SDS Program - review and explore digital options	CB	75	80	
	3 OSHA SHARP Program Recommendations		40	40	
D	Safety Program Continuous Improvement	CT	33	65	
	1 Safety Demo Trailer.	CR	40	95	
	2 Evaluate process for data analytics review.		25	35	

B. Goal #2 – Identify, assess, and mitigate cyber security risks.

Cyber Security continues to be a moving target and items will probably be added as weaknesses are discovered and patches created. Carrie does a great job balancing this with her IT duties. She is no longer a back-up to accounting but is dedicating all her time to IT and Cyber Security.

2	Identify, assess, and mitigate cyber security risks.		17	31	0
A	Research and implement cybersecurity mitigation strategies.	CB	19	67	
	1 Domain/GIS Server Security upgrades		50	85	
	2 Veeam Backup		95	100	
	3 Domain Server Replacement Backup		0	90	
	4 NRECA Cyber Goals Program		0	35	
	5 MicroSoft Email Impersonations, Employee Email Account Reviews, and Security Permissions Reviewed		0	100	
	6 Insight VM - Vulnerability Management Transition		0	100	
	7 Federated Insurance Wire Transfer Procedure	RM	0	20	
	8 Identity an Access Management (2-stage or DUO-type) system		5	5	
B	Identify and make necessary investments in hardware, software, and facilities.	CB	30	35	
C	Establish a cybersecurity training and awareness regimen for employees and members.	CB	20	35	
D	Develop a comprehensive policy.	RM	10	15	
E	Conduct an advanced audit.	CB	5	5	

C. Goal #3 – Evaluate advanced rate options for the future.

Because we are planning a COSS for 2024, there probably will not be much activity here until the 4th quarter of 2023.

3	Evaluate advanced rate options for the future.		5	9	0
A	Analyze formulary rate structure.	RM	2	3	
	1 Identify metric to use		4	5	
	2 Identify level		0	0	
B	Develop 3-part rate options.	RM	7	15	
	1 Assure MDM system is gathering / collecting data.	NB	14	20	
	2 Evaluate 2024 Sunflower bifurcated rate structure.		0	10	

D. Goal #4 – Develop a comprehensive succession plan for the Board, CEO, and staff.

We feel like we have had a good response to Board succession but have more work to do. A CEO plan is completed and has been submitted while staff succession is in development.

4	Develop a comprehensive succession plan for the Board, CEO, and staff.		31	53	0
A	Develop job descriptions, education options for employees.	DK	16	55	
	1 Review and update all employee job descriptions	RM	10	90	
	2 Implement Leadership training for all supervisors		0	15	
	3 Implement Myers-Briggs and Emotional Intelligence training for all employees.		0	100	
	4 Consolidate all training records with HR		0	100	
	5 Substation Technician Apprenticeship program	CT	0	15	
	6 Cooper Regulator Training Program	BM	0	0	
	7 Lineman Apprenticeship Program	CT	65	75	
	8 Staking Certification Program	DH	67	100	
	9 SHRM HR Certification program		0	0	

B	Develop emergency, interim, and long-term plans for CEO and staff.	RM	58	60	
	1 CEO Plan		100	100	
	2 Staff Plan		15	20	
C	Evaluate appropriate human resource needs for the cooperative.	RM	22	33	
	1 Review and update all work flow processes for efficiency.	all	15	25	
	2 Review employee benefits package and options	DK	10	15	
	3 Review potential retirement impacts		40	60	
D	Evaluate board nomination process, term options and election process as appropriate.	AMJ	30	65	
	1 Implementation of electronic voting process		20	95	
	2 Board candidate application process	RM	70	100	
	3 Research Board term options	RM	0	0	

- E. Goal #5 – Enhance Operational excellence by implementing appropriate technology options and processes.

We are making good progress in these areas as well. Carrie is handling most IT and Dal has taken ownership of AMI.

5	Enhance operational excellence by implementing appropriate technology options and processes.		13	37
A	Evaluate and implement processes for data analytics for decision	CB	23	58
	1 Mobile Radio Firewalls	CB	25	100
	2 Mosaic - GM Dashboard	CB	50	50
	3 AppSuite cause codes review	CB	100	100
	4 Work Management Suite	CB	5	50
	5 HR iVue Connect	CB	5	60
	6 AppSuite Document Vault	CB	5	25
	7 Trustgrid	CB	5	10
	8 Employee review / evaluation program	DK	0	40
	9 Review data analytics/forecasting for Wage/Salary tables	DK	10	90
B	Analyze options for AMI utilization in the future.	DH	8	17
	1 Connecting primary fiber to most collectors.		0	0
	2 Establish an annual meter (%) exchange program.		0	10
	3 Utilizing our distributed automation system.		20	25
	4 Better synchronization between AMI and MDM.		20	40
	5 Replacing all collectors nearing life end.		0	10
C	Develop analysis and options around emerging technologies such as DER and Electric Vehicles.	RM	9	36
	1 Review Tariff for Line Extension gaps.	RM	15	80
	2 Analyze MDM system for ability to "mine" demand information.	NB	0	20
	3 Explore EV charging and DER installation options.	SB	10	20
	4 Explore Generac PowerCell technology and training	SB	10	25
Overall completion rate (%)			21	42

We estimate our overall completion rate at 42% based on what we know today. However, the industry is in such a flux that this number could change tomorrow. I am very please with staffs efforts on the Strategic Plan.

3. Lesser Prairie Chicken. The Lesser Prairie Chicken (LPC) has been listed as “threatened” in Kansas, Oklahoma, Colorado, and portions of Texas and “endangered” in New Mexico and portions of Texas with an effective date of January 24, 2023 to take effect March 27, 2023. The US Fish and Wildlife Service (USFWS) is developing a species restoration plan and schedule, but these are not yet available.

Wheatland EC Assistant GM and General Council, Jim McVey, has researched and created an Operating Procedure/Policy regarding the LPC and has made their plan available to all Sunflower Owners. I have modified the basic plan for Lane-Scott (attached), but we are still working with Wheatland to incorporate the mapping applications required.

Basically the plan is that we because all of our service are is in the historic range and most of it is in the estimated occupied range, we must assume that we will encounter LPC on every job. This requires a review, training, and documentation before working a job and documenting known occurrences and sightings (or lack thereof) after the job. Nate is the point person on this project which we hope to have in place by the end of the year.

4. Wildfire Management program. Federated Insurance is supporting a Wildfire Management Portal subscription service that is offered through the Utility Resource Collaborative (part of BKI Engineering Services). This includes a Utility Wildfire Preparedness Assessment and is intended to strengthen your wildfire preventative position as well as your legal defense against wildfire claims. A three-year subscription costs \$7500.00 (attached).

Western and Rolling Hills have taken subscriptions. I am researching it and gathering more data from Federated.

5. The Credit Card records are available for the Boards review.

6. Departments / Sections (full reports are in the Supplemental file)

- Accounting and Finance. We continue having a good year through May with \$241,886 in year-to-date Patronage Capital.
 - Year to date revenue is \$645,461 (8.4%) below last year but year to date wholesale power expense is \$788,755 (17.2%) below last year producing an increase of \$143,294 in distribution margins.
 - Key Metrics are:
 - YTD OP margins - \$52,870. YTD Patronage Margins - \$241,887.
 - Cash Balance - \$7,132,457.
 - General Funds Level – 14.53%
 - Current Ratio – 1.92
 - Cash to Debt Ratio – 21.15%
- Operations Report.

- Maintenance
 - Change out bad transformer and meter loop at Lavern Carlson's and Mull Drilling Ummel lease.
 - Change out bad breakers at Brookover Feeders.
 - Opened connect for Craig Ellis to add disconnect to his irrigation.
 - Retired connect for American Warrior Dinges and Borger lease.
 - Retired platform station and cut over old Grigston elevator to the new pad mount.
 - Check blinking lights at Jo Sehl's in Ness City.
- Pole Change Outs
 - Changed out 3 3-phase junction poles in Bazine.
 - Changed out 2 3-phase dead-end poles and rebuilt connects at bank and city water well in Bazine.
 - Changed out 2 3-phase poles for clearance improvements on the Zenobia circuit.
 - Changed out 2 3-phase poles on the Hartman circuit.
 - Changed out 3 3-phase poles in Ness City.
 - Changed out 1 3-phase junction pole in McCracken.
 - Change out 2 3-phase junction poles in Alexander.
- Engineering. (This is a compilation of Dal and Nates' reports)
 - New Projects
 - Lesser Prairie Chicken mapping overlays.
 - 34.5kV to 24.9kV transformer quotes for possible grant project.
 - Staking
 - Potential new elevator facility in Bazine.
- Communications / Member Services Report.
 - The Annual Meeting schedule is attached.
 - The Member Satisfaction Survey is completed. We are awaiting results.
 - WE have added a pole top rescue video to our website and our YouTube Channel.
- Warehouse Report. Retail Non-operating margins = \$7,494.40 (May) and \$38,394.23 YTD.
 - Generac. We sold another unit in June and have quotes out for 3 more with another 3 potential sales scheduled. Mark has completed Powercell training, so we can now add whole-home solar battery backup systems to our product line.
 - Electrician / HVAC services. Electrician demand remains high with Scott balancing the big jobs (with bigger revenues) with the smaller jobs to keep folks happy.
 - Materials. Backorders remain common, but we are keeping up.

Respectfully submitted,

Richard McLeon, MBA
General Manager

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0032. The time required to complete this information collection is estimated to average 15 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

UNITED STATES DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE	BORROWER DESIGNATION KS0042
FINANCIAL AND OPERATING REPORT ELECTRIC DISTRIBUTION	PERIOD ENDED May 2023
	BORROWER NAME The Lane-Scott Electric Cooperative, Inc.
INSTRUCTIONS - See help in the online application.	

This information is analyzed and used to determine the submitter's financial situation and feasibility for loans and guarantees. You are required by contract and applicable regulations to provide the information. The information provided is subject to the Freedom of Information Act (5 U.S.C. 552)

CERTIFICATION	
We recognize that statements contained herein concern a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious or fraudulent statement may render the maker subject to prosecution under Title 18, United States Code Section 1001.	
We hereby certify that the entries in this report are in accordance with the accounts and other records of the system and reflect the status of the system to the best of our knowledge and belief.	
ALL INSURANCE REQUIRED BY PART 1788 OF 7 CFR CHAPTER XVII, RUS, WAS IN FORCE DURING THE REPORTING PERIOD AND RENEWALS HAVE BEEN OBTAINED FOR ALL POLICIES DURING THE PERIOD COVERED BY THIS REPORT PURSUANT TO PART 1718 OF 7 CFR CHAPTER XVII (check one of the following)	
<input checked="" type="checkbox"/> All of the obligations under the RUS loan documents have been fulfilled in all material respects.	<input type="checkbox"/> There has been a default in the fulfillment of the obligations under the RUS loan documents. Said default(s) is/are specifically described in Part D of this report.
Richard McLeon	6/28/2023
	DATE

PART A. STATEMENT OF OPERATIONS				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR (a)	THIS YEAR (b)	BUDGET (c)	
1. Operating Revenue and Patronage Capital	7,706,638	7,061,178	9,468,120	1,296,391
2. Power Production Expense				
3. Cost of Purchased Power	4,593,024	3,804,269	5,962,355	764,362
4. Transmission Expense				
5. Regional Market Expense				
6. Distribution Expense - Operation	366,382	460,443	446,825	5,607
7. Distribution Expense - Maintenance	528,289	416,267	582,135	80,245
8. Customer Accounts Expense	97,957	114,612	113,385	23,581
9. Customer Service and Informational Expense	22,224	30,033	26,235	7,754
10. Sales Expense	29,772	41,745	29,830	14,784
11. Administrative and General Expense	642,474	816,920	708,835	173,714
12. Total Operation & Maintenance Expense (2 thru 11)	6,280,122	5,684,289	7,869,600	1,070,047
13. Depreciation and Amortization Expense	778,916	807,717	901,420	162,082
14. Tax Expense - Property & Gross Receipts				
15. Tax Expense - Other				
16. Interest on Long-Term Debt	529,985	503,490	521,580	102,336
17. Interest Charged to Construction - Credit				
18. Interest Expense - Other	107	2,303	145	460
19. Other Deductions	6,385	10,509	11,055	4,701
20. Total Cost of Electric Service (12 thru 19)	7,595,515	7,008,308	9,303,800	1,339,626
21. Patronage Capital & Operating Margins (1 minus 20)	111,123	52,870	164,320	(43,235)
22. Non Operating Margins - Interest	18,714	141,813	29,165	30,117
23. Allowance for Funds Used During Construction				
24. Income (Loss) from Equity Investments				
25. Non Operating Margins - Other	20,855	38,394	27,085	7,494
26. Generation and Transmission Capital Credits				
27. Other Capital Credits and Patronage Dividends	24,069	8,810	20,000	
28. Extraordinary Items				
29. Patronage Capital or Margins (21 thru 28)	174,761	241,887	240,570	(5,624)

UNITED STATES DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE FINANCIAL AND OPERATING REPORT ELECTRIC DISTRIBUTION			BORROWER DESIGNATION KS0042		
INSTRUCTIONS - See help in the online application.			PERIOD ENDED May 2023		
PART B. DATA ON TRANSMISSION AND DISTRIBUTION PLANT					
ITEM	YEAR-TO-DATE		ITEM	YEAR-TO-DATE	
	LAST YEAR (a)	THIS YEAR (b)		LAST YEAR (a)	THIS YEAR (b)
1. New Services Connected	36	12	5. Miles Transmission		
2. Services Retired	19	35	6. Miles Distribution – Overhead	2,038.73	2,038.10
3. Total Services in Place	6,069	6,049	7. Miles Distribution - Underground	7.66	8.73
4. Idle Services (Exclude Seasonals)	290	273	8. Total Miles Energized (5 + 6 + 7)	2,046.39	2,046.83
PART C. BALANCE SHEET					
ASSETS AND OTHER DEBITS			LIABILITIES AND OTHER CREDITS		
1. Total Utility Plant in Service	61,184,059		30. Memberships		0
2. Construction Work in Progress	1,470,463		31. Patronage Capital		23,832,508
3. Total Utility Plant (1 + 2)	62,654,522		32. Operating Margins - Prior Years		0
4. Accum. Provision for Depreciation and Amort.	21,341,284		33. Operating Margins - Current Year		52,870
5. Net Utility Plant (3 - 4)	41,313,238		34. Non-Operating Margins		1,660,784
6. Non-Utility Property (Net)	0		35. Other Margins and Equities		278,220
7. Investments in Subsidiary Companies	239,416		36. Total Margins & Equities (30 thru 35)		25,824,382
8. Invest. in Assoc. Org. - Patronage Capital	12,291,170		37. Long-Term Debt - RUS (Net)		0
9. Invest. in Assoc. Org. - Other - General Funds	445,461		38. Long-Term Debt - FFB - RUS Guaranteed		31,819,630
10. Invest. in Assoc. Org. - Other - Nongeneral Funds	221,958		39. Long-Term Debt - Other - RUS Guaranteed		0
11. Investments in Economic Development Projects	0		40. Long-Term Debt Other (Net)		4,471,690
12. Other Investments	5,501		41. Long-Term Debt - RUS - Econ. Devel. (Net)		0
13. Special Funds	0		42. Payments – Unapplied		1,517,862
14. Total Other Property & Investments (6 thru 13)	13,203,506		43. Total Long-Term Debt (37 thru 41 - 42)		34,773,458
15. Cash - General Funds	33,856		44. Obligations Under Capital Leases - Noncurrent		0
16. Cash - Construction Funds - Trustee	100		45. Accumulated Operating Provisions and Asset Retirement Obligations		0
17. Special Deposits	25		46. Total Other Noncurrent Liabilities (44 + 45)		0
18. Temporary Investments	7,098,475		47. Notes Payable		0
19. Notes Receivable (Net)	0		48. Accounts Payable		979,230
20. Accounts Receivable - Sales of Energy (Net)	1,476,633		49. Consumers Deposits		111,741
21. Accounts Receivable - Other (Net)	261,419		50. Current Maturities Long-Term Debt		2,232,140
22. Renewable Energy Credits	0		51. Current Maturities Long-Term Debt - Economic Development		0
23. Materials and Supplies - Electric & Other	546,474		52. Current Maturities Capital Leases		0
24. Prepayments	84,622		53. Other Current and Accrued Liabilities		1,692,587
25. Other Current and Accrued Assets	126,728		54. Total Current & Accrued Liabilities (47 thru 53)		5,015,698
26. Total Current and Accrued Assets (15 thru 25)	9,628,332		55. Regulatory Liabilities		0
27. Regulatory Assets	0		56. Other Deferred Credits		0
28. Other Deferred Debits	1,468,462		57. Total Liabilities and Other Credits (36 + 43 + 46 + 54 thru 56)		65,613,538
29. Total Assets and Other Debits (5+14+26 thru 28)	65,613,538				

10. a. Tariff Amendment – Security Lighting

The Tariff for Electric Service (as approved August 8, 2022) identifies several Private Area Lighting Services – PSL-22 which are frozen to new installation. All lights are in the old MKEC / Aquila system, and most have been frozen since 1994.

LSEC does not offer private area lighting services so closing these to new services should eventually “phase-out” the service. As the lights burn-out or break, we do not to repair them. Instead, we take them down from our poles and give them to the member. Often, we help write them in behind the member’s meter. This saves the member and LSEC dollars.

The Cooperative conducted a field survey of private area lighting in 2022 and found the following:

Section II Rates and Charges, L. Private Area Lighting Services – PSL-22

1. Security (Decorative) Lighting Service – February 7, 2022,	138	total active lights
2. Controlled Private Area Lighting – September 26, 1994,	55	total active lights
3. Street Lighting Service Dusk to Dawn – January 3, 1980,	5	total active lights
4. Vapor Street Lighting / Ornamental – Sept. 26, 1994,	591	total active lights
Lights being billed but with no matching Tariff rate:	<u>77</u>	total active lights
Total:	919	total active lights

We continue trying to identify the 77 lights being billed without a supporting Tariff charge. Also, the Security (Decorative) Lighting Service (138 lights) and the Controlled Private Area Lighting (55 lights) services state that the utility can terminate the service with 90 days’ notice

The survey identified 2 light categories with no active private area lightings being billed. These are:

Unknown Lighting Service:

Device type 11 – 150W SL on Existing Pole \$ 6.46 per month

Security (Decorative) Lighting Service:

Device type 14 – 100W Single Globe HPS B 15.19 per month

The unknown lighting service is not a Tariffed rate, so no amendment is needed for it, but the Device Type 14 is a frozen Tariffed rate. Therefore,

Staff requests that the Board of Trustees amends the Tariff for Electric Service (as approved August 8, 2022), Section II, Subsection L., item 1. Security (Decorative) Lighting Service, b. RATE. to remove Single Globe 100W HPS, investment option B (Cust-25%, Coop-75%) and add Amendments to the Appendix effective immediately.

- minimum bill.
- b. The cooperative shall have the right to remove the transformer and other special equipment. Transformers and equipment so removed shall be replaced without charge when the applicant or owner requests service resumed provided, however, the idle service charges have been paid.
- c. Service is provided in accordance with the Rules and Regulations of the Cooperative as they currently exist or may be amended from time to time.

L. PRIVATE AREA LIGHTING SERVICES – PSL-22 - FROZEN

Each service type will terminate at such time as there are no longer active members receiving service for that service type or when terminated as provided herein.

1. SECURITY (DECORATIVE) LIGHTING SERVICE

- a. AVAILABILITY. No additional lamps will be installed under this schedule after the effective date of February 7, 2022.
- b. RATE. Monthly Rate - Unmetered Security (Decorative) Lighting Facilities Table

Security (Decorative) Lighting Service			INVESTMENT OPTIONS*				
			A	B	C	D	E
Style/Lamp	Lumens	Monthly kWh	Cust-0% Coop.-100%	Cust-25% Coop.-75%	Cust-50% Coop.-50%	Cust-75% Coop.-25%	Cust-100% Coop.-0%
SINGLE GLOBE 100W HPS	7,920	40		15.19		9.25	
MULT GLOBE 100W HPS (5)	39,600	200		9.07			

- c. MINIMUM MONTHLY BILL.
 - i The Monthly Rate per billing period; and
 - ii Any applicable billing adjustments (such as ECA, etc.) or payment plans; and
 - iii Any applicable taxes, franchise, regulatory assessment, service fees, etc.
- d. TERMS AND CONDITIONS.
 - i Lamps shall be controlled by a photo-electric controller providing dusk to dawn service.
 - ii Maintenance of Cooperative-owned lamp equipment and lamp renewals are performed during normal working hours within a reasonable period following notification by the customer of the need for such service. Glassware is cleaned only at the time of such maintenance. Permission is given the Cooperative to enter the customer's premises at all reasonable times for the purpose of inspecting and maintaining its equipment.
 - iii The member is responsible for all damages to, or loss of, the Cooperative property located on their property unless occasioned by Cooperative negligence or by any cause beyond control of the customer.
 - iv It shall be the member's responsibility to notify the Cooperative when the lighting system is not working on the member's premises.
 - v The Cooperative will own, maintain, and operate all controlled area lighting equipment and service facilities.
 - vi The Cooperative will attempt, circumstances permitting, to service and maintain the equipment within a reasonable length of time from the time the Cooperative is notified of a maintenance requirement. The Cooperative assumes no responsibility for patrolling such equipment to determine when maintenance is needed, However, it is the member's

August 8, 2022

Amendments.

1. July 10, 2023. Section II, Subsection L., item 1. Security (Decorative) Lighting Service, b. RATE. to remove Single Globe 100W HPS, investment option B (Cust-25%, Coop-75%). This rate is FROZEN and a lighting survey indicated that there were no active lights of this kind.

10. b. Board Policy 505 proposed amendment

Staff proposes amending Board Policy 505. Sick Leave and Disability Leave to:

1. Propose a cost saving measure and
2. Clarify the policy

1. Propose cost-saving measures.

- A. The Policy has a current provision (I.C.) that requires the cooperative to make additional cash payments to certain employees of 50% of the amount of sick leave hours carried forward over 720 hours. This probably pre-dates when the cooperative offered Long-Term Disability and was a common provision to ease into capping sick leave at 720 hours. This was generally set-up with a time-certain, shelf-life provision. Today, there is legal concern that these programs incentivize an employee not to take sick-leave (like why Safety Awards were discontinued).

Staff proposes ending this provision July 1, 2024, which allows a pay-out for 2023 (approx. \$5,500) and 1 year to use the excess sick-leave.

- B. Provision I.L. requires the Cooperative to buy back 25% of the sick leave of employees that have been with the Cooperative for 15 years or more. If an employee has 720 hours accrued that is 180 hours which at Lineman pay is \$8,640. Staff proposes amending the policy to terminate this provision December 31, 2025.

2. Clarify the policy.

- A. Provision I, Item B. Addition defining “extended sick leave”.
- B. Provision I, Item E is recommended for removal. The FLSA clarified that an employee’s right to medical privacy superseded an employer’s ability to require the employee to state the nature of their illness. Also, a doctor’s certificate is generally not required unless the illness is extended.
- C. Provision I, Item G. is amended to clarify that this applies to “extended” sick leave.
- D. Provision II. Item D. is clarified to align “non-paid” leave with a discontinuation of paid employee benefits. The employee has the option of “banking” sick leave (“paid”) or paying the benefit premiums. Also, the Cooperative makes short-term disability available at employee expense.

Staff recommends the Board of Trustees amend Board Policy 505 as follows:

- 1. Addition of I. B.: Extended sick leave,**
- 2. Amend Provision I.D effective July 1, 2024,**
- 3. Remove Provision I.E.,**
- 4. Clarify Provision I. G.,**
- 5. Amend Provision I.M. effective December 31, 2025, and**
- 6. Clarify Provision II. D. and separate last sentence to new II. E.**

LANE-SCOTT ELECTRIC COOPERATIVE, INC.
POLICY

Dated: June 6, 2022

Policy No.: 505

Supersedes Date:

September 7, 2010
February 27, 2006
September 27, 2004
April 26, 1993
September 24, 1990

SUBJECT: Sick Leave and Disability Leave

OBJECTIVE:

To set forth the policy of the Board of Trustees on the terms and working conditions of employment sick leave.

I. Sick Leave

- A. The term "sick leave" shall be defined to mean any time during which an employee may, due to illness, injury, family emergency or other physical incapacitation not incurred in the line of duty, be excused from work without suffering the loss of normal earnings. All permanent full-time employees are eligible for sick leave benefits. Sick leave shall accrue at the rate of eight (8) hours for each full month of employment.
- B. Unused sick leave may be allowed to accumulate to a maximum of 720 hours. Disability insurance has been purchased for all full time employees that will provide (subject to terms of the policy) income protection to a disabled employee for the period of thirteen (13) weeks after disability until age sixty-five (65).
- C. All absences from duty approved as sick leave shall be so charged and deducted from that amount of sick leave standing to the employee's credit. Any sick leave accruing to an employee and not used shall be cumulative without regard to time with the following provision: That if at the end of the calendar year, an employee has an excess of ninety (90) days or 720 hours standing to his credit, that portion in excess of ninety (90) days or 720 hours, shall be liquidated by cash payment equal to fifty per cent (50%) of its straight time value to the employees concerned. The remaining ninety (90) days shall then be carried over to the credit of the employee to the subsequent year.

- - - Policy 505 - - -
Page 2

- D. Sick leave claimed must be entered on the employee's time sheet and must state the nature of the illness or other circumstances. A doctor's certificate may be required to substantiate an employee's claim of sick leave.
- E. Payment of sick leave shall be calculated at the employee's regular rate of pay and any amount received for loss of income from any company sponsored insurance shall be deducted except from employee group medical insurance.
- F. Sick leave for extended illness or absence must be approved by the general manager. A doctor's certificate will be required to substantiate an employee's claim of sick leave. A doctor's release will be required before an employee can return to full active duty.
It is the employee's responsibility to ensure Lane-Scott receives the doctor's certificates. If doctor's certificates are not provided within two weeks of the onset of the extended absence the employee may be subject to discipline up to and including termination. Further, it is required that the employee remain in contact with their supervisor or the general manager during their absence, either by telephone or in person. If contact is not made on at least a bi-weekly basis the employee may be subject to termination.
- G. Sick Leave shall be granted for serious illness in the immediate family as needed. However, absences beyond three (3) days must be approved by the General Manager. "Immediate family" shall be defined as spouse, mother, father, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, and uncle.
- H. Sick leave benefits will cease immediately upon termination of employment.
- I. No benefits shall be paid for off duty accidents which occurred while the employee was working for hire for anyone other than the Cooperative.
- J. If the employees sick leave requirement exceeds their accrued balance of paid leave benefit, the employee will not be paid, contributions to the employee's 401 (k) plan shall cease, and no vacation or sick leave benefits shall accrue during disability leave. However, the Cooperative

may continue the employee's insurance benefits provided the employee agrees to repay the Cooperative on a payment schedule not to exceed the duration of the unpaid period.

- K. Sick Leave shall extend for a maximum of thirteen (13) weeks.
- L. Lane-Scott Electric Cooperative, Inc. will buy back sick leave for employees who have been with the company 15 years or more. This will be a 25% of their total hours at their base pay rate, this is for retirement from Lane-Scott Electric Cooperative, Inc. only.

II. Disability Leave

- A. If an employee becomes injured and/or ill and is medically unable to perform the duties required of his/her job for a period of thirteen (13) weeks, he/she shall be considered disabled and at that time placed on disability leave.
- B. An employee will not be paid, contributions to the employee's 401(k) plan shall cease and no vacation or sick leave benefits shall accrue during disability leave. Lane-Scott has made available a long-term disability insurance plan for the benefit of all employees.
- C. It is understood that disability leave shall not be used for the purpose of accepting gainful employment elsewhere. If an employee accepts such employment elsewhere during a disability leave, it shall be presumed that he/she resigned without notice.
- D. During disability leave, the Cooperative will continue the employee's medical, dental, accident, retirement security plan and life insurance coverage and will pay the premiums in the same manner as prior to the disability, for a length of time at the discretion of the General Manager and presuming the employee will have the ability to return to work within one (1) year, in their previous capacity, or in an existing available position.

III. Return to Work

- A. The employee may be required to provide a medical release from a licensed medical doctor or physician's assistant before returning to work in any capacity. The Cooperative may require a second opinion if, at the Cooperatives sole discretion, one is needed. Employees on

Disability Leave or Workers Compensation shall be required to provide said release.

- B. The employees shall notify the Cooperative of their intent to return within a reasonable time. The Cooperative shall then:
 - 1. Return the employee to their previous position if the residual effects of the injury or illness allow him/her to perform those essential job requirements and responsibilities on a daily basis.
 - 2. Extend to the employee an alternate position for which the employee is qualified, if such a position exists.
- C. If an employee's injury does not allow him/her to perform the employees essential job requirements and responsibilities on a daily basis and another position is not available due to the employees reduced capacity termination may result.
- D. Light Duty. If the employee is medically allowed to return to work at "light duty" or at less than 100% capacity, the Cooperative will attempt to create a temporary position if the Cooperative has the necessary work and can accommodate the employees' limitations. Pay will be commensurate with the position. The Cooperative is not obligated to create such a position and any such position will continue only if the project work is available.


Secretary

(seal)

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: July 10, 2023

Policy No.: 505

SUBJECT: Sick Leave and Disability Leave

OBJECTIVE: To set forth the policy of the Board of Trustees on the terms and working conditions of employment sick leave.

I. Sick Leave

- A. The term "sick leave" shall be defined to mean any time during which an employee may, due to illness, injury, family emergency or other physical incapacitation not incurred in the line of duty, be excused from work without suffering the loss of normal earnings. All permanent full-time employees are eligible for sick leave benefits. Sick leave shall accrue at the rate of eight (8) hours for each full month of employment.
- B. The term "extended sick leave" shall apply to absences beyond three (3) days and must have the approval of the General Manager / CEO.
- C. Unused sick leave may be allowed to accumulate to a maximum of 720 hours. Disability insurance has been purchased for all full time employees that will provide (subject to terms of the policy) income protection to a disabled employee for the period of thirteen (13) weeks after disability until age sixty-five (65).
- D. All absences from duty approved as sick leave shall be so charged and deducted from that amount of sick leave standing to the employee's credit. Any sick leave accruing to an employee and not used shall be cumulative without regard to time with the following provision:

That if at the end of the calendar year, an employee has an excess of ninety (90) days or 720 hours standing to his credit, that portion in excess of ninety (90) days or 720 hours, shall be liquidated by cash payment equal to fifty per cent (50%) of its straight time value to the employees concerned. The remaining ninety (90) days shall then be carried over to the credit of the employee to the subsequent year.

Effective July 1, 2024, the paragraph immediately above is rescinded and replaced with the following:

If at the end of the calendar year, an employee has an excess of ninety (90) days or 720 hours standing to his credit, that portion in excess of ninety (90) days or 720 hours, shall be forfeit. The remaining ninety (90) days shall then be carried over to the credit of the employee to the subsequent year.

~~E. Sick leave claimed must be entered on the employee's time sheet and must state the nature of the illness or other circumstances. A doctor's certificate may be required to substantiate an employee's claim of sick leave.~~

F. Payment of sick leave shall be calculated at the employee's regular rate of pay and any amount received for loss of income from any company sponsored insurance shall be deducted except from employee group medical insurance.

G. Sick leave for extended illness or absence must be approved by the General Manager. A doctor's certificate will be required to substantiate an employee's claim of **extended** sick leave. A doctor's release will be required before an employee can return to full active duty.

It is the employee's responsibility to ensure Lane-Scott receives the doctor's certificates. If doctor's certificates are not provided within two weeks of the onset of the extended absence the employee may be subject to discipline up to and including termination. Further, it is required that the employee remain in contact with their supervisor or the general manager during their absence, either by telephone or in person. If contact is not made on at least a bi-weekly basis the employee may be subject to termination.

H. Sick Leave shall be granted for serious illness in the immediate family as needed. However, absences beyond three (3) days must be approved by the General Manager. "Immediate family" shall be defined as spouse, mother, father, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, and uncle.

I. Sick leave benefits will cease immediately upon termination of employment.

J. No benefits shall be paid for off duty accidents which occurred while the employee was working for hire for anyone other than the Cooperative.

K. If the employees sick leave requirement exceeds their accrued balance of paid leave benefit, the employee will not be paid, contributions to the employee's 401(k) plan shall cease and no vacation or sick leave benefits shall accrue during disability leave. However, the Cooperative may continue the employee's insurance benefits provided the employee agrees to repay the Cooperative on a payment schedule not to exceed the duration of the unpaid period.

L. Sick Leave shall extend for a maximum of thirteen (13) weeks.

M. **Effective until December 31, 2025:** Lane-Scott Electric Cooperative, Inc. will buy back sick leave for employees who have been with the company 15 years or more. This will be a 25% of their total hours at their base pay rate, this is for retirement from Lane-Scott Electric Cooperative, Inc. only.

II. Disability Leave

- A. If an employee becomes injured and/or ill and is medically unable to perform the duties required of his/her job for a period of thirteen (13) weeks, he/she shall be considered disabled and at that time placed on disability leave.
- B. An employee will not be paid, contributions to the employee's 401(k) plan shall cease and no vacation or sick leave benefits shall accrue during disability leave. Lane-Scott has made available a long-term disability insurance plan for the benefit of all employees.
- C. It is understood that disability leave shall not be used for the purpose of accepting gainful employment elsewhere. If an employee accepts such employment elsewhere during a disability leave, it shall be presumed that he/she resigned without notice.
- D. During disability leave, the ~~Cooperative will employee may~~ continue ~~the employee's~~ medical, dental, ~~accident, long-term disability~~, retirement security plan and/or life insurance coverage. ~~Premiums will be paid by the employee and be terminated if payment becomes past due. and will pay the premiums in the same manner as prior to the disability,~~
- E. ~~for a~~ The length of Disability Leave allowed is ~~time~~ at the discretion of the General Manager and presuming the employee will have the ability to return to work within one (1) year, in their previous capacity, or in an existing available position.

III. Return to Work

- A. The employee may be required to provide a medical release from a licensed medical doctor or physician's assistant before returning to work in any capacity. The Cooperative may require a second opinion if, at the Cooperatives sole discretion, one is needed. Employees on Disability Leave or Workers Compensation shall be required to provide said release.
- B. The employees shall notify the Cooperative of their intent to return within a reasonable time. The Cooperative shall then:
 - 1. Return the employee to their previous position if the residual effects of the injury or illness allow him/her to perform those essential job requirements and responsibilities on a daily basis.
 - 2. Extend to the employee an alternate position for which the employee is qualified, if such a position exists.

- C. If an employee's injury does not allow him/her to perform the employees essential job requirements and responsibilities on a daily basis and another position is not available due to the employees reduced capacity termination may result.
- D. Light Duty. If the employee is medically allowed to return to work at "light duty" or at less than 100% capacity, the Cooperative will attempt to create a temporary position if the Cooperative has the necessary work and can accommodate the employees' limitations. Pay will be commensurate with the position. The Cooperative is not obligated to create such a position and any such position will continue only if the project work is available.

Secretary

(seal)

Revisions: June 6, 2022
 September 7, 2010
 February 27, 2006
 September 27, 2004
 April 26, 1993
 September 24, 1990

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: July 10, 2023

Policy No.: 505

SUBJECT: Sick Leave and Disability Leave

OBJECTIVE: To set forth the policy of the Board of Trustees on the terms and working conditions of employment sick leave.

I. Sick Leave

- A. The term "sick leave" shall be defined to mean any time during which an employee may, due to illness, injury, family emergency or other physical incapacitation not incurred in the line of duty, be excused from work without suffering the loss of normal earnings. All permanent full-time employees are eligible for sick leave benefits. Sick leave shall accrue at the rate of eight (8) hours for each full month of employment.
- B. The term "extended sick leave" shall apply to absences beyond three (3) days and must have the approval of the General Manager / CEO.
- C. Unused sick leave may be allowed to accumulate to a maximum of 720 hours. Disability insurance has been purchased for all full time employees that will provide (subject to terms of the policy) income protection to a disabled employee for the period of thirteen (13) weeks after disability until age sixty-five (65).
- D. All absences from duty approved as sick leave shall be so charged and deducted from that amount of sick leave standing to the employee's credit. Any sick leave accruing to an employee and not used shall be cumulative without regard to time with the following provision:

That if at the end of the calendar year, an employee has an excess of ninety (90) days or 720 hours standing to his credit, that portion in excess of ninety (90) days or 720 hours, shall be liquidated by cash payment equal to fifty per cent (50%) of its straight time value to the employees concerned. The remaining ninety (90) days shall then be carried over to the credit of the employee to the subsequent year.

Effective July 1, 2024, the paragraph immediately above is rescinded and replaced with the following:

If at the end of the calendar year, an employee has an excess of ninety (90) days or 720 hours standing to his credit, that portion in excess of ninety (90) days or 720 hours, shall be forfeit. The remaining ninety (90) days shall then be carried over to the credit of the employee to the subsequent year.

- E. Payment of sick leave shall be calculated at the employee's regular rate of pay and any amount received for loss of income from any company sponsored insurance shall be deducted except from employee group medical insurance.
- F. Sick leave for extended illness or absence must be approved by the General Manager. A doctor's certificate will be required to substantiate an employee's claim of extended sick leave. A doctor's release will be required before an employee can return to full active duty.

It is the employee's responsibility to ensure Lane-Scott receives the doctor's certificates. If doctor's certificates are not provided within two weeks of the onset of the extended absence the employee may be subject to discipline up to and including termination. Further, it is required that the employee remain in contact with their supervisor or the general manager during their absence, either by telephone or in person. If contact is not made on at least a bi-weekly basis the employee may be subject to termination.

- G. Sick Leave shall be granted for serious illness in the immediate family as needed. However, absences beyond three (3) days must be approved by the General Manager. "Immediate family" shall be defined as spouse, mother, father, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, and uncle.
- H. Sick leave benefits will cease immediately upon termination of employment.
- I. No benefits shall be paid for off duty accidents which occurred while the employee was working for hire for anyone other than the Cooperative.
- J. If the employee's sick leave requirement exceeds their accrued balance of paid leave benefit, the employee will not be paid, contributions to the employee's 401(k) plan shall cease and no vacation or sick leave benefits shall accrue during disability leave. However, the Cooperative may continue the employee's insurance benefits provided the employee agrees to repay the Cooperative on a payment schedule not to exceed the duration of the unpaid period.
- K. Sick Leave shall extend for a maximum of thirteen (13) weeks.
- L. Effective until December 31, 2025: Lane-Scott Electric Cooperative, Inc. will buy back sick leave for employees who have been with the company 15 years or more. This will be a 25% of their total hours at their base pay rate, this is for retirement from Lane-Scott Electric Cooperative, Inc. only.

II. Disability Leave

- A. If an employee becomes injured and/or ill and is medically unable to perform the

duties required of his/her job for a period of thirteen (13) weeks, he/she shall be considered disabled and at that time placed on disability leave.

- B. An employee will not be paid, contributions to the employee's 401(k) plan shall cease and no vacation or sick leave benefits shall accrue during disability leave. Lane-Scott has made available a long-term disability insurance plan for the benefit of all employees.
- C. It is understood that disability leave shall not be used for the purpose of accepting gainful employment elsewhere. If an employee accepts such employment elsewhere during a disability leave, it shall be presumed that he/she resigned without notice.
- D. During disability leave, the employee may continue medical, dental, long-term disability, retirement security plan and/or life insurance coverage. Premiums will be paid by the employee and be terminated if payment becomes past due.
- E. The length of Disability Leave allowed is at the discretion of the General Manager and presuming the employee will have the ability to return to work within one (1) year, in their previous capacity, or in an existing available position.

III. Return to Work

- A. The employee may be required to provide a medical release from a licensed medical doctor or physician's assistant before returning to work in any capacity. The Cooperative may require a second opinion if, at the Cooperatives sole discretion, one is needed. Employees on Disability Leave or Workers Compensation shall be required to provide said release.
- B. The employees shall notify the Cooperative of their intent to return within a reasonable time. The Cooperative shall then:
 - 1. Return the employee to their previous position if the residual effects of the injury or illness allow him/her to perform those essential job requirements and responsibilities on a daily basis.
 - 2. Extend to the employee an alternate position for which the employee is qualified, if such a position exists.
- C. If an employee's injury does not allow him/her to perform the employees essential job requirements and responsibilities on a daily basis and another position is not available due to the employees reduced capacity termination may result.
- D. Light Duty. If the employee is medically allowed to return to work at "light duty" or at less than 100% capacity, the Cooperative will attempt to create a temporary position if the Cooperative has the necessary work and can accommodate the

employees' limitations. Pay will be commensurate with the position. The Cooperative is not obligated to create such a position and any such position will continue only if the project work is available.

Secretary

(seal)

Revisions: June 6, 2022
September 7, 2010
February 27, 2006
September 27, 2004
April 26, 1993
September 24, 1990

10. c. Board Policy 507 proposed amendment

Staff proposes amending Board Policy 507. Holidays, Jury Duty, Military, Family or Maternity, and Other Leave for clarification. We are attempting to clarify that “PAID” time off (Holiday, Vacation, Jury Duty, Funeral Leave and Sick Leave) includes paid benefits while time off “without pay” (Family and Maternity Leave, Extended Leave, and Disability) does not. At some point, Policies 505 and 507 could be combined for further clarification if the Board desires. BP 507 amendments proposed are as follows:

1. Subject. Amend “Other” to “Extended” to align with proposed amendments to Board Policy 505.
2. Item IV. Family or Maternity Leave. This Leave is getting a lot of press lately with Gen Z. The current policy states that this leave is “without” pay but benefits are paid by the cooperative. This conflicts with other “unpaid” leave. There is public pressure to make this a “paid” leave provision, but FMLA does not currently require it. LSEC does not fall under FMLA because we have less than 50 employees. The State of Kansas provides this for their employees but does not require it for employers.
3. Item V. Extended Leave.
 - A. Provisions. This clarifies this “unpaid leave” and aligns it with Disability Leave.
 - B. Military Leave. Veterans laws change fairly regularly these days, so this removes reference to specific laws and simply states that we will follow the current law.
 - C. Other Leave. This is proposed for removal because of confusion with “Extended Leave”.
4. Item VI. Medical Examination. This removes the reference to specific types of leave of absence.

Staff recommends the Board of Trustees amend Board Policy 507 as follows:

- 1. Subject. Amend “Other” to “Extended”,**
- 2. Items IV, V, and VI. Amend for clarification.**

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: September 7, 2010

Policy No.: 507

Supersedes Date: March 17, 2007

September 27, 2004

April 29, 1996

December 28, 1992

October 22, 1984

No Date on Previous Adoption by the Board

SUBJECT: Holidays, Jury Duty, Funeral, Military, Family or Maternity and Other Leave

OBJECTIVE:

To set forth the policy of the Board of Trustees for paid holidays and time given and wages paid for leave from work for jury duty, funeral leave, military leave family or maternity leave and other leave to the employees of the Cooperative.

POLICY:

Holidays

1. The Cooperative shall recognize nine paid holidays for the following designated days each year:
 - 1) January 1 (New Year's Day)
 - 2) Good Friday
 - 3) Memorial Day
 - 4) July 4th (Independence Day)
 - 5) Labor Day
 - 6) Thanksgiving Day
 - 7) Day after Thanksgiving
 - 8) December 25 (Christmas Day)
 - 9) Floating Holiday
2. Should any of the designated holidays fall on a Saturday, the Friday immediately preceding the Holiday normally shall be given. Should any of the designated holidays fall on a Sunday, the Monday immediately following the holiday normally shall be given.
3. Holiday leave cannot be accrued or accumulated. Holidays must be taken when given unless management requests the employee to work for which comparable time off with pay may be given or additional compensation may be given at the discretion of the General Manager.

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Jury Duty

Employees serving as jury panelists shall be compensated so that they do not lose any salary benefits. They shall be required to submit to the Cooperative any financial compensation received from the court and the employee shall receive their normal salaries from the Cooperative.

Funeral Leave

1. Funeral leave may be granted employees by their supervisors for the death of a member of the immediate family. "Immediate family" shall be defined as spouse, mother, father, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt and uncle.
2. Maximum amount of funeral leave granted shall be three (3) days. For these absences, employees shall be compensated so that they do not lose any salary benefits and shall receive their normal salary from the cooperative. Absences beyond three (3) days must be approved by the General Manger and sick leave shall be used.
3. Limited time will be allowed to attend funerals of close friends or relatives other than immediate family. For these absences, sick leave will be paid to the employee, provided sufficient time has been accrued by the employee. Because of the affect the absence of any one employee has on the remainder of the work force, such absences must be kept to a minimum. All absences of this kind must be approved by the employee's supervisor prior to the absence.
4. Final decision as to the amount of time given shall be at the discretion of the General Manager.

Military Leave

An employee in other than a temporary position, leaving to enter the armed forces will be granted a leave of absence, and will be afforded re-employment rights pursuant to the Vietnam Era Veterans Re-Adjustment Assistance Act of 1974 (Re-employment Rights Act), as amended, administered by the Office of Veterans Re-employment Rights, Labor Management Services Administration, U.S. Department of Labor.

Family or Maternity Leave

Family or Maternity leave shall be granted for up to six (6) weeks without pay for a Cooperative employee who has given birth or for whose spouse gives

- - - Policy 507 - - -
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birth. Similar leave shall be available, at the discretion of the General Manager, for situations of adoption or family crisis. Vacation and sick leave will be paid to the employee up to the entitlement accrued by the employee. Sick leave and vacation leave will accrue during maternity or family leave, and the Cooperative will continue the employee's medical, dental, accident, retirement and life insurance plans as they existed prior to the family or maternity leave.

Other Leave

Leave of absence may be granted upon request to and approval by the General Manager on an individual basis. An employee will not receive wages or salary during a leave of absence. The Cooperative may continue the employee's medical, dental, accident, retirement and life insurance coverage at the General Manager's discretion during the leave. Sick leave and vacation leave shall not be forfeited, but shall not accrue during a leave of absence. Sick and/or annual leave will be paid to the employee up to the entitlement accrued by the employee. Leave of absence for more than thirty (30) continuous days relieves the Cooperative of the obligation for the person's returning to the same job and/or pay, except as provided by Section II, D of this policy.

Medical Examination

At the expiration of any leave of absence, disability leave, military leave, maternity or family leave, sick leave or other leave, the Cooperative may require a medical examination of the employee by a Cooperative approved physician, prior to his/her returning to work. In the event, under any circumstances, a dispute arises concerning an employee's physical or medical ability to perform his/her job, the Cooperative may require an examination of the employee by a Cooperative approved physician. Employees abusing sick leave or disability leave will be subject to suspension or dismissal.

Responsibility

The General Manager shall be responsible for the administration of this policy. He/she shall issue such procedural regulation as may be required to effectively administer this policy. He/she shall be responsible for formulation of any recommended changes in policy content which require action by the Board of Trustees.

Attested _____
Secretary

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: July 10, 2023

Policy No.: 507

SUBJECT: Holidays, Jury Duty, Funeral, Military, Family or Maternity and ~~Other~~ Extended Leave

OBJECTIVE: To set forth the policy of the Board of Trustees for paid holidays and time given and wages paid for leave from work for jury duty, funeral leave, military leave family or maternity leave and ~~other~~ extended leave to the employees of the Cooperative.

POLICY:

I. Holidays

- A. The Cooperative shall recognize nine paid holidays for the following designated days each year:
 - 1) January 1(New Year's Day)
 - 2) Good Friday
 - 3) Memorial Day
 - 4) July 4th (Independence Day)
 - 5) Labor Day
 - 6) Thanksgiving Day
 - 7) Day after Thanksgiving
 - 8) December 25 (Christmas Day)
 - 9) Floating Holiday
- B. Should any of the designated holidays fall on a Saturday, the Friday immediately preceding the Holiday normally shall be given. Should any of the designated holidays fall on a Sunday, the Monday immediately following the holiday normally shall be given.
- C. Holiday leave cannot be accrued or accumulated. Holidays must be taken when given unless management requests the employee to work for which comparable time off with pay may be given or additional compensation may be given at the discretion of the General Manager.

II. Jury Duty

Employees serving as jury panelists shall be compensated so that they do not lose any salary benefits. They shall be required to submit to the Cooperative any financial compensation received from the court and the employee shall receive their normal salaries from the Cooperative.

III. Funeral Leave

- A. Funeral leave may be granted employees by their supervisors for the death of a member of the immediate family. "Immediate family" shall be defined as spouse, mother, father, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, and uncle.

- B. Maximum amount of funeral leave granted shall be three (3) days. For these absences, employees shall be compensated so that they do not lose any salary benefits and shall receive their normal salary from the cooperative. Absences beyond three (3) days must be approved by the General Manager and sick leave shall be used.
- C. Limited time will be allowed to attend funerals of close friends or relatives other than immediate family. For these absences, sick leave will be paid to the employee, provided sufficient time has been accrued by the employee. Because of the affect the absence of any one employee has on the remainder of the work force, such absences must be kept to a minimum. All absences of this kind must be approved by the employee's supervisor prior to the absence.
- D. Final decision as to the amount of time given shall be at the discretion of the General Manager.

IV. Family or Maternity Leave.

- A. Family or Maternity leave shall be granted for up to six (6) weeks without pay for a Cooperative employee who has given birth or for whose spouse gives birth. Similar leave shall be available, at the discretion of the General Manager, for situations of adoption or family crisis.
 - 1) Contributions to the employee's 401 (k) plan shall cease and no vacation or sick leave benefits shall accrue unless noted below.
 - 2) The Cooperative will continue the employee's medical, dental, accident, and life insurance coverage if the employee pays the premiums within the current pay period.
 - 3) The Cooperative will continue the employee's retirement security plan if the employee continues current insurance payments.
- B. If the employee applies a paid time off benefit such as accrued vacation or sick leave in lieu of Family or Maternity Leave, vacation and sick leave will be paid to the employee up to the six (6) weeks entitlement ~~accrued by the employee~~ or until the employee expends accrued paid time off, whichever is shorter. Sick leave and vacation leave will accrue ~~during paid maternity or family leave~~, and the Cooperative will continue the employee's medical, dental, accident, retirement, and life insurance. ~~plans as they existed prior to the family or maternity leave.~~
- C. The employee is under no obligation to used accrued paid time off before family or maternity leave id extended.

V. Extended Leave

- A. Provisions.
 - 1) Extended Leave is granted at the discretion of the General Manager and presuming the employee will have the ability to return to work in their previous capacity, or in an existing alternate position for which the employee is qualified, if available.
 - 2) Extended Leave is only available to permanent, full-time employees.
 - 3) Extended Leave is not paid leave.
 - 4) Accrued Vacation and Sick Leave must be used before extended leave is granted.
 - 5) Contributions to the employee's 401 (k) plan shall cease and no vacation or sick

leave benefits shall accrue unless noted below.

- 6) The Cooperative will continue the employee's medical, dental, accident, and life insurance coverage if the employee pays the premiums within the current pay period.
 - 7) The Cooperative will continue the employee's retirement security plan if the employee continues current insurance payments.
- B. **Military Leave.** An employee ~~in other than a temporary position~~, leaving to enter the armed forces will be granted a leave of absence and will be afforded re-employment rights pursuant to ~~current law. the Vietnam Era Veterans Re-Adjustment Assistance Act of 1974 (Re-employment Rights Act), as amended, administered by the Office of Veterans Re-employment Rights, Labor Management Services Administration, U.S. Department of Labor.~~
- C. **Other Leave.** ~~Leave of absence may be granted upon request to and approval by the General Manager on an individual basis. An employee will not receive wages or salary during a leave of absence. The Cooperative may continue the employee's medical, dental, accident, retirement, and life insurance coverage at the General Manager's discretion during the leave.~~

~~Sick leave and vacation leave shall not be forfeited, but shall not accrue during a leave of absence. Sick and/or annual leave will be paid to the employee up to the entitlement accrued by the employee. Leave of absence for more than thirty (30) continuous days relieves the Cooperative of the obligation for the person's returning to the same job and/or pay, except as provided by Section II, D of this policy.~~

VI. Medical Examination

At the expiration of any leave of absence, ~~disability leave, military leave, maternity or family leave, sick leave or other leave~~, the Cooperative may require a medical examination of the employee by a Cooperative approved physician, prior to his/her returning to work. In the event, under any circumstances, a dispute arises concerning an employee's physical or medical ability to perform his/her job, the Cooperative may require an examination of the employee by a Cooperative approved physician. Employees abusing sick leave or disability leave will be subject to suspension or dismissal.

VII. Responsibility

The General Manager shall be responsible for the administration of this policy. He/she shall issue such procedural regulation as may be required to effectively administer this policy. He/she shall be responsible for formulation of any recommended changes in policy content which require action by the Board of Trustees.

Attested _____
Secretary

(Seal)

Revisions: September 7, 2010
March 17, 2007
September 27, 2004
April 29, 1996
December 28, 1992
October 22, 1984

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: July 10, 2023

Policy No.: 507

SUBJECT: Holidays, Jury Duty, Funeral, Military, Family or Maternity and Extended Leave

OBJECTIVE: To set forth the policy of the Board of Trustees for paid holidays and time given and wages paid for leave from work for jury duty, funeral leave, military leave family or maternity leave and extended leave to the employees of the Cooperative.

POLICY:

I. Holidays

A. The Cooperative shall recognize nine paid holidays for the following designated days each year:

- 1) January 1(New Year's Day)
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- 8) December 25 (Christmas Day)
- 9) Floating Holiday

B. Should any of the designated holidays fall on a Saturday, the Friday immediately preceding the Holiday normally shall be given. Should any of the designated holidays fall on a Sunday, the Monday immediately following the holiday normally shall be given.

C. Holiday leave cannot be accrued or accumulated. Holidays must be taken when given unless management requests the employee to work for which comparable time off with pay may be given or additional compensation may be given at the discretion of the General Manager.

II. Jury Duty

Employees serving as jury panelists shall be compensated so that they do not lose any salary benefits. They shall be required to submit to the Cooperative any financial compensation received from the court and the employee shall receive their normal salaries from the Cooperative.

III. Funeral Leave

A. Funeral leave may be granted employees by their supervisors for the death of a member of the immediate family. "Immediate family" shall be defined as spouse, mother, father, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, and uncle.

- B. Maximum amount of funeral leave granted shall be three (3) days. For these absences, employees shall be compensated so that they do not lose any salary benefits and shall receive their normal salary from the cooperative. Absences beyond three (3) days must be approved by the General Manager and sick leave shall be used.
- C. Limited time will be allowed to attend funerals of close friends or relatives other than immediate family. For these absences, sick leave will be paid to the employee, provided sufficient time has been accrued by the employee. Because of the effect the absence of any one employee has on the remainder of the work force, such absences must be kept to a minimum. All absences of this kind must be approved by the employee's supervisor prior to the absence.
- D. Final decision as to the amount of time given shall be at the discretion of the General Manager.

IV. Family or Maternity Leave.

- A. Family or Maternity leave shall be granted for up to six (6) weeks without pay for a Cooperative employee who has given birth or for whose spouse gives birth. Similar leave shall be available, at the discretion of the General Manager, for situations of adoption or family crisis.
 - 1) Contributions to the employee's 401 (k) plan shall cease and no vacation or sick leave benefits shall accrue unless noted below.
 - 2) The Cooperative will continue the employee's medical, dental, accident, and life insurance coverage if the employee pays the premiums within the current pay period.
 - 3) The Cooperative will continue the employee's retirement security plan if the employee continues current insurance payments.
- B. If the employee applies a paid time off benefit such as accrued vacation or sick leave in lieu of Family or Maternity Leave, vacation and sick leave will be paid to the employee up to the six (6) weeks entitlement or until the employee expends accrued paid time off, whichever is shorter. Sick leave and vacation leave will accrue, and the Cooperative will continue the employee's medical, dental, accident, retirement, and life insurance.
- C. The employee is under no obligation to use accrued paid time off before family or maternity leave is extended.

V. Extended Leave

- A. Provisions.
 - 1) Extended Leave is granted at the discretion of the General Manager and presuming the employee will have the ability to return to work in their previous capacity, or in an existing alternate position for which the employee is qualified, if available.
 - 2) Extended Leave is only available to permanent, full-time employees.
 - 3) Extended Leave is not paid leave.
 - 4) Accrued Vacation and Sick Leave must be used before extended leave is granted.
 - 5) Contributions to the employee's 401 (k) plan shall cease and no vacation or sick leave benefits shall accrue unless noted below.
 - 6) The Cooperative will continue the employee's medical, dental, accident, and life

insurance coverage if the employee pays the premiums within the current pay period.

7) The Cooperative will continue the employee's retirement security plan if the employee continues current insurance payments.

B. Military Leave. An employee leaving to enter the armed forces will be granted a leave of absence and will be afforded re-employment rights pursuant to current law.

VI. Medical Examination

At the expiration of any leave of absence the Cooperative may require a medical examination of the employee by a Cooperative approved physician, prior to his/her returning to work. In the event, under any circumstances, a dispute arises concerning an employee's physical or medical ability to perform his/her job, the Cooperative may require an examination of the employee by a Cooperative approved physician. Employees abusing sick leave or disability leave will be subject to suspension or dismissal.

VII. Responsibility

The General Manager shall be responsible for the administration of this policy. He/she shall issue such procedural regulation as may be required to effectively administer this policy. He/she shall be responsible for formulation of any recommended changes in policy content which require action by the Board of Trustees.

Attested _____
Secretary

(Seal)

Revisions: September 7, 2010
March 17, 2007
September 27, 2004
April 29, 1996
December 28, 1992
October 22, 1984

10. d. Board Policy 516 proposed amendment

Staff proposes amending Board Policy 516 Non-Discrimination & Assurance against Sexual Harassment to update throughout. This policy is 20 years old and, based on recommendations from the HR community, we propose a major overhaul. Staff proposes amending BO 516 as follows:

1. Subject. Amend name to “Non-Discrimination, Harassment, and access to Employee files”
2. Item I. Non-Discrimination. This is completely revised with the current language required of RUS borrowers by the USDA.
3. Item II. “Sexual Harassment” is amended to “Unlawful Harassment” which broadens the scope of harassment. The language proposed was extracted from the SHRM policy library.
4. Item III (new). Reporting and Investigation is added with language extracted from SHRM and aligned with the investigation process approved in the Tariff.
5. Item IV (new) Access to Personnel Files. This is added with extracted language from SHRM.
6. Item V (new) Enforcement. This is extracted and expanded from the 1993 BP 516, and standard enforcement language.

Staff recommends the Board of Trustees amend Board Policy 516 as follows:

- 1. Subject. Amend to “Non-Discrimination, Harassment, and access to Employee files”,**
- 2. Items I. Amend to current USDA required language.**
- 3. Item II. Amend for clarification and broader scope.**
- 4. Items III, IV, and V. Addition of Reporting and Investigation process, Access to Personnel Files, and Enforcement.**

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: August 23, 1993

Policy No.: 516

Supersedes Date: February 24, 1992

SUBJECT: Non-Discrimination & Assurance against Sexual Harassment

POLICY:

A) Non-Discrimination

It is the policy of Lane-Scott Electric Cooperative, Inc. that no person shall, on the ground of race, color, religion, sex, national origin, disability or veteran status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of its programs and the operation of its facilities. Under this policy, this organization is committed not to discriminate against any person on the ground of race, color, religion, sex, national origin, disability or veteran status in its policies and practices relating to treatment of employees or employee benefits; rates of compensations; conditions of employment; extensions of service; or access to any meetings of such beneficiaries or employees in the conduct of the operation of this organization.

Any person or class of persons who claims to be subjected by Lane-Scott Electric Cooperative, Inc. to discrimination prohibited by Executive Order 11246 as amended, Title VII of the Act and the Rules and Regulations issued thereunder, may, individually, or through a representative, file a written complaint with the United States Equal Opportunity Commission, the General Services Administrator, the Secretary of Agriculture, the Administrator of the Rural Electrification Administration, and/or Lane-Scott Electric Cooperative. Identity of the complainant(s) will be kept confidential except to the extent necessary to investigate the complaint and to comply with applicable statutes, orders, and rules and regulations.

B) Sexual Harassment

It is the intent of Lane-Scott Electric Cooperative to prevent Sexual Harassment. Solicitation, interpretation, implication, both physically or verbally with sexual connotations, may be considered sexual harassment and may be in violation of the Civil Rights Act of 1964. Such practices are expressly forbidden by Lane-Scott Electric Cooperative, Inc.

---Policy 516---
Page 2

Sexual solicitation, interpretation, implication, either physically or verbally with regard to promotions, increased wages, or continuance of employment, could have severe consequences on a person's civil rights and such conduct will not be tolerated by Lane-Scott Electric Cooperative, Inc.

Failure to adhere to, or comply with Lane-Scott Electric Cooperative, Inc. position against sexual harassment, will result in disciplinary action which may include termination.

ATTESTED _____
Secretary

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: July 10, 2023

Policy No.: 516

SUBJECT: Non-Discrimination ~~& Assurance against Sexual Harassment~~, Harassment, and Access to Employee files

OBJECTIVE: It is the objective of this policy to assure that Lane-Scott Electric Cooperative is a safe and respectful space for employees.

POLICY:

I. Non-Discrimination

~~It is the policy of Lane-Scott Electric Cooperative, Inc. that no person shall, on the ground of race, color, religion, sex, national origin, disability, or veteran status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of its programs and the operation of its facilities. Under this policy, this organization is committed not to discriminate against any person on the ground of race, color, religion, sex, national origin, disability or veteran status in its policies and practices relating to treatment of employees or employee benefits; rates of compensations; conditions of employment; extensions of service; or access to any meetings of such beneficiaries or employees in the conduct of the operation of this organization.~~

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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, veteran status, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- A. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- B. fax: (202) 690-7442; or
- C. email: program.intake@usda.gov

This institution is an equal opportunity provider.

II. Unlawful Harassment

Sexual Harassment

~~It is the intent of Lane Scott Electric Cooperative to prevent Sexual Harassment. Solicitation, interpretation, implication, both physically or verbally with sexual connotations, may be considered sexual harassment and may be in violation of the Civil Rights Act of 1964. Such practices are expressly forbidden by Lane Scott Electric Cooperative, Inc.~~

~~Sexual solicitation, interpretation, implication, either physically or verbally with regard to promotions, increased wages, or continuance of employment, could have severe consequences on a person's civil rights and such conduct will not be tolerated by Lane Scott Electric Cooperative, Inc.~~

~~Failure to adhere to, or comply with Lane Scott Electric Cooperative, Inc. position against sexual harassment, will result in disciplinary action which may include termination.~~

Lane Scott Electric is committed to maintaining an enjoyable, positive workplace for our employees and members. Therefore, employees and non-employees are prohibited from engaging in any form of unlawful harassment as well as any other behavior that would be inconsistent with the spirit and intent of this policy in the workplace and in any work-related setting outside of the workplace such as business trips, business meetings and business-related social events.

Under this policy, harassment is defined as unwelcomed offensive advances, requests for sexual favors, and other verbal or physical conduct when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or,
- Such conduct had the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working environment.

In addition, this policy prohibits retaliation against any employee because he/she files a complaint under this policy, cooperates with any internal or government investigation, or otherwise pursues his/her legal rights.

Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on several factors. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary.

III. Reporting and Investigation

Any employee who feels that they have been subjected to any activity described above by any individual should report the incident as soon as possible to their immediate Supervisor, the Human Resources Department, or the General Manager/CEO. In the case of a complaint raised against the General Manager/CEO, the individual should report the incident to Human Resources who will notify the cooperative attorney as appointed by the Board of Trustees.

Lane Scott Electric will promptly and thoroughly investigate all incidents, allegations, or complaints of harassment. All information obtained shall be kept confidential, except for those who have a legitimate need to know. Such investigation shall include at least the following:

- An interview with the claimant,
- An interview with the individual(s) accused of committing harassment, and
- An interview with potential witnesses and coworkers.

The individual accused of committing harassment will be suspended, with full pay and benefits, as soon as possible upon receipt of a report of incident.

If, at the conclusion of an investigation, the General Manager/CEO, or in the case of a complaint raised against the General Manager/CEO, the cooperative attorney as appointed by the President of the Board of Trustees, it is determined that harassment has occurred, the individual violating this policy will be immediately subjected to disciplinary action up to and including termination. If, at the conclusion of an investigation, it is determined that harassment has not occurred, the accused is re-instated to their immediate past position without prejudice.

IV. Access to Personnel Files

Lane Scott Electric maintains an official personnel file on each employee. Employee personnel files are the property of Lane Scott Electric. Any current employee who wishes to review his/her official personnel file should contact Human Resources. Access at reasonable times in the presence of Human Resources will normally be granted to current employees for legitimate purposes. Upon termination, employees no longer have access to their personnel files.

Lane Scott Electric makes a good faith effort to preserve the confidentiality of personnel files. Therefore, Supervisors may have access to selected portions of the official personnel file of employees for legitimate business reasons only. It is important that employees update their personal records with the Human Resources Department immediately when there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contact information and other possibly related information.

V. Enforcement.

It is the responsibility of the General Manager/CEO (or the GM/CEOs designee) to assure that this policy is implemented, reviewed annually, that employees are trained in non-discrimination and harassment annually and the Personnel files are securely maintained.

All Supervisors are expected to serve as role models for proper compliance with the provisions of this Policy. It is ultimately the responsibility of all employees to comply with this policy. Violations of this policy will be subject to discipline up to and including termination.

ATTESTED _____
Secretary

Revisions: August 23, 1993
February 24, 1992

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: July 10, 2023

Policy No.: 516

SUBJECT: Non-Discrimination, Harassment, and Access to Employee files

OBJECTIVE: It is the objective of this policy to assure that Lane-Scott Electric Cooperative is a safe and respectful space for employees.

POLICY:

I. Non-Discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, veteran status, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- B. fax: (202) 690-7442; or
- C. email: program.intake@usda.gov

This institution is an equal opportunity provider.

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Lane Scott Electric is committed to maintaining an enjoyable, positive workplace for our employees and members. Therefore, employees and non-employees are prohibited from engaging in any form of unlawful harassment as well as any other behavior that would be inconsistent with the spirit and intent of this policy in the workplace and in any work-related setting outside of the workplace such as business trips, business meetings and business-related social events.

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ATTESTED _____
Secretary

Revisions: August 23, 1993
February 24, 1992

SAFETY PROGRAM

SAFETY PROJECTS COMPLETED AS OF June 2023

- Rubber gloves changed out.
- Sleeves sent to Protective Equipment Testing for cleaning and testing.
- Ann Jennings's submitted report:
 - Safety Demonstration
 - Lightening Message
 - GFCI.
 - Pole Top Rescue.
 - Pool Safety Message.
- Diana Kuhlman submitted reports:
 - KEC Loss Control, Safety and Compliance System Monthly Statistical Report.
 - Compliance One drug and alcohol monthly roster report.
- KEC NESC work rules Bloodborne Pathogens/Hazard Communications.

SAFETY PROJECTS IN PROGRESS AS OF June 2023

1. SDS Program products updates and documentation improvements.
2. Safety Amp software inspection form templates being tested.
3. FCC radios are installed and testing for dead zones will begin in August.
4. Demo trailer hardware in process of being installed. Transformer sent to Solomon Corp. for repair. Calling and emailing for updates weekly.
5. RESAP Onsite Observation
 - Nate Burns is working on arc hazard assessment study.
 - Circuits are being identified.
 - The switching procedure for Twin Springs Sub. is in progress.
 - URD cables being identified and labeled.
 - Pad mount and switch cabinet signage in progress of being updated.
 - Written Traffic Control Plan in Process.
 - Will be completing a legal document for James Bergen to sign for legal responsibility for grain bin by overhead power lines. Signage will be added to grain bin to designate "NON-LOADING SIDE" of grain bin.

LANE-SCOTT ELECTRIC COOPERATIVE, INC.
SAFETY MEETING
June 14th,2023

Chris Terhune called the meeting to order at 9:05am.

Minutes were read: Dal Hawkinson made a motion to approve the May 12th minutes and Dellon Shelton seconded. Minutes were read and approved as printed.

Present: Richard McLeon, Kasey Jenkinson Ben Mann, Dal Hawkinson, Chad Rupp, Chris Terhune, Myron Seib Kevin Bradstreet, Leighton Ayers, Dellon Shelton, Blake McVicker, Dylan Fehrenbach, Taylor Cable, Nate Burns, Scott Brandt, Kalo Mann, Kathy Lewis, Carrie Borell, Rebecca Campbell, Ann Marie Jennings, Diana Kuhlman, Katie Riffle, and Jocelyn Walker

Absent: Michael Pollock

Guest: None

Truck report of inspections:

105	Dellon Shelton	Needs Windshield
110	Blake McVicker	OK
112	Dellon Shelton	OK
117	Chris Terhune	OK
123	Michael Pollock	OK
132	Dylan Fehrenbach	OK
135	Nate Burns	OK
136	Dylan Fehrenbach	OK
143	Scott Briand	OK
144	Mark McCulloch	OK
145	Chris Terhune	Needs Windshield
150	Kasey Jenkinson	OK
173	Chad Rupp	OK
191	Scott Brandt	OK
193	Myron Seib	OK
200	Ben Mann	OK
201	Dal Hawkinson	OK
304	Myron Seib	OK
305	Myron Seib	OK

Trailer and Equipment report of inspections:

502	Myron Seib	OK
507	Myron Seib	OK
515	Myron Seib	OK
504	Chris Terhune	OK
505	Chris Terhune	OK
508	Chris Terhune	OK
509	Chris Terhune	OK
513	Chris Terhune	OK
516	Chris Terhune	OK
700	Chris Terhune	OK
701	Chris Terhune	OK
702	Chris Terhune	OK
512	Scott Briand	OK
514	Scott Briand	OK

Warehouse, building, and pole yard inspections:

Ness City Warehouse	Myron Seib	OK
Ness Pole Yard & Transformer Dock	Myron Seib	OK

Warehouse	Scott Briand	OK
Pole Yard & Transformer Dock	Scott Briand	OK
Office	Diana Kuhlman	OK

Personal Tools: All Passed

Gloves Monthly Test Results: All Passed

Line Hoses Annual Test Results: N/A

Sleeves Quarterly Test Results: N/A

Substation and Regulator Report:

- ♦ Ben Mann: Waiting on parts for Ness 34.5 Substation. Coverup installed on regulators in sub-1. Sub Outages will be scheduled soon for further repairs. Waiting on batteries in Beeler sub for switchers. Changed out a few batteries in several Nova's. Reset switch controller in Alexander Substation. Infrared Testing was conducted in Bazine, Ness City, And Ness 34.5 Substations, a few hotspots were found. Outages will be conducted to repair hotspots. McCracken Sub outage insulators are replaced.
- ♦ **PCB Report:** None to Report

Line Clearance: Bazine, Ness City

Accident and Near Misses: Racoon caused the outage in the City of Dighton; cover-up has been installed.

Old Business:

- ♦ Chris Terhune: Still waiting for transformers to return from being reworked at Solomon Corp.
- ♦ Carrie Borell: Third party is reviewing some strange e-mails that have been circulating through the company. No data has been breached. Several coops are being targeted.

New Business:

- ♦ Richard McLeon: Annual Meeting coming up July 18th.
- ♦ Carrie Borell: AppSuite pin location hard coding needed to be programmed. Several issues have been fixed. Data syncing to be completed soon. Work management meetings are underway for programming. Training for all employees before things go live. HR. Connect is set up for company benefits overview. Employees will be able to see more on things as they progress.
- ♦ Diana Kuhlman: Briggs and Meyers Assessments are filled out. Results to follow. Bruce Tulgan to perform Rain-Maker Training on Tuesday June 13th. Second Group of employees will attend Briggs and Meyers Training on Wednesday June 21st.
- ♦ Rebecca Campbell: Thanked the lineman for the lists they provide to help schedule outages.
- ♦ Ann Marie Jennings: Member satisfaction is complete. Annual reports are mailed out. Voting can be done by mail-in ballots, Smart Hub, or in person day of annual meeting.
- ♦ Kasey Jenkinson: Pole bunks are built and painted for steel poles. Office employees will be working in the field with Lineman for a day to understand equipment and materials.
- ♦ Scott Briand: Metal poles to be delivered in August.
- ♦ Dal Hawkinson: Marvin Gross will be fixing curb, gutter, and approach to Ness shop south gate. Floor in South truck shop to be poured at the same time if possible. Waiting for Marvin's bid.
- ♦ Chris Terhune: Welcomed new employees Jocelyn Walker, and Taylor Cable to Lane- Scott Team. Dellon Shelton passed his Dennis Merchant Final to become a Journeyman Lineman. Larry Detweiler Discussed NESC work rules, Bloodborne Pathogens, and Hazard Communications.

Meeting adjourned.

Chris Terhune
Safety Coordinator

Carrie Borell
Safety Administrator