



To: **Board of Trustees and Attorney**

A meeting of the Board of Trustees has been scheduled for December 18, 2023, at 7:00 p.m.

Proposed Agenda:

1. Call to Order
2. Reading and Approval of Minutes
3. Presentation of Check Register
4. Presidents Report
5. Attorneys Report
6. Sunflower EPC Report
7. KEC Report
8. General Managers Report
9. Old Business
10. New Business
 - a. HR Program Presentation – Diana Kuhlman
 - b. Board Policy 505 amendment
 - c. Board Policy 202 amendment
 - d. PowerXchange Voting Delegates and Alternates
 - e. Board Meeting Schedule – 2024
 - f.
11. Safety Program Report
12. Executive Session (is requested)
13. Adjourn

Upcoming Events:

Office Christmas Social	Dighton	Dec. 19
Office Closed Christmas		Dec. 25
Office Closed New Years Day		Jan. 01
Sunflower Board Meeting	Hays	Jan. 17
LSEC Board of Trustees meeting	Dighton	Jan. 22
KEC Winter Conference	Topeka	Feb 3-6

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**MINUTES OF THE REGULAR NOVEMBER 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, November 27, 2023, in the offices of the cooperative at 410 South High Street, Dighton, Kansas. President Richard Jennison called the meeting to order at 6:53 p.m. In addition to President Richard Jennison, the other trustees in attendance were: Rad Roehl, Harold Hoss, Randy Evans, Eric Doll, Susan Nuss, James Jordan. and Craig Ramsey. Also present Richard McLeon IV and Joseph D. Gasper, Attorney. Chad Griffith attended the meeting via telephone.

MINUTES OF PRIOR MEETING

President Jennison called for action on the minutes of the prior meeting held on October 23, 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.

A question asking what a “rewrite” check was asked. Manager McLeon answered that it was a replacement capital credit check for a check that was not cashed timely.

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.

- President Jennison added that the CEO search has begun.
- Manager McLeon reported that Sunflower is trying to define its identity and the new CEO search is trying to strike a balance in that regard.
- It is becoming harder to find engineers so Sunflower is trying to hire new engineers out of school and train them.
- Holcomb is scheduled to be retired in ten years and discussions on how to move forward without it are being made.

KEC REPORT

A written KEC report was included in the board packet.

- The NRECA meeting schedule is included in the packet.

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 14.13 cents. The wholesale power cost continues to increase. The residential rate was 15 cents which is still the fourth lowest in the state.
- The year-to-date outage statistics remain good.
- C&I provides approximately 75% of revenue.
- There have been two meetings with the City of Dighton. The City has stated it will submit a request for proposal but none has been received at this time.
- Total YTD revenues are down \$3,064,802 (16.8%) from 2022 and the cost of purchased power is down \$2,447,375 (21.6%). This reduces the distribution margin by \$617,425 (-8.9%) from YTD Oct 2022.
- YTD Operating margins increased to (\$ 150,560) while total Margins increased to \$275,849.
- Lower revenues and higher inflation have driven the financial metrics low. TIER is 1.27 OPTIER is .85 and ODSC of .85. The financial strength remains good with Equity at 39.38% and a cash balance of \$7,089,794.
- Guernsey will be performing the COSS.
- Operations is still focusing on maintenance with some construction.
- The pole change outs from last year's pole testing is nearly complete. The pole testing has started for this year and is back to the native LSEC system. This is showing a much lower rejection rate from last year where the testing was done on the Aquila side.
- LSEC is waiting on a contract for the Conine Farms project.

- The WindMil model continues to be updated.
- The lesser prairie chicken listing will require certification on habitat on all staking projects.
- The youth tour spaces are available for LSEC.
- First responder training will be December 11 and 12.
- Ann Marie is conducting another SmartHub enrollment campaign as well as a prepaid billing campaign.
- The Christmas gift certificate campaign will begin after Thanksgiving.
- Retail Non-operating margins were \$4,208.16 for October and \$68,823.10 y.t.d.
- Three Generac units were installed and four more have been ordered.
- Materials have been delivered and LSEC is actually overstocked at this time.
- A question on the status of new trucks was raised. Manager McLeon answered that there is a 1-2 year lead time on trucks. It is expected to have two trucks delivered in the spring and trucks have been ordered for the next five years. These future orders are place holders and do not obligate the purchase of the truck.
- LSEC is looking to contract fuel for the next year.

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. FINANCIAL FORECAST & BUDGET

- Manager McLeon presented the financial forecast and 2024 budget.

A summary of the financial forecast and 2024 budget is as follows:

- This Budget was prepared using data from the Load Forecast Study and assumes that the Cooperative will adjust revenue requirements to meet inflationary cost increases and continue operating in generally the same manner as in previous years. This budget is conservative and focuses on the safety, succession planning, operations and maintenance, and Information Technology.
- LSEC completed its annual Load Forecast Study in September 2023. This Study projected an overall increase in KWH sales of 1.50%. Additionally, current rates were implemented in March 2022 using 2020 as a test year. That study recommended a 6.466% increase (\pm \$1,050,000) to the previous 2016 rates.
- Inflation has been high in the past year (17.7%) which has affected the price of materials and has substantially eroded margins. The projected inflation exceeds LSEC projected growth rates.
- The Financial Forecast is based on historical costs from 2012 to 2022, and projected costs for 2023 to 2032. It is unusual to include 21 years in calculating a Financial Forecast, but because of recent market and inflationary instability, a decision was made to reach back that far to better "normalize" the data. This is a management analysis and does not reach the level of detail that professional Financial Forecast would warrant.
- Calculating the Statement of Operations using current rates, costs, and revenue trends produced uniformly negative Operating Margins, financial metrics (OTIER, DSC, and ODSC), and rates of return on total electric rate base. To offset this inflationary pressure, LSEC calculated three scenarios using 1. Current Rates, 2. a 3.0% across the board rate increase, and 3. a 5.0% across the board rate increase. The 3.0 % increase showed positive operating margins they were below \$500,000 which is the capital credit retirement benchmark. The 5.0% increase produced positive operating margins through 2032.
- The Balance Sheet was prepared using historical trends for 2018 to 2022 and projections for 2023 through 2032. Like the Statement of Operations, many costs were projected using standard linear regressions and/or weighted averages.
- The first year of the Financial Forecast is the proposed 2024 Budget. It assumes a 5.0% across the board rate increase. The financial ratios are projected to be good with the cash decreasing due to not taking on new loans.
- The capital budget totals \$708,750; the construction work plan totals \$787,143 and the donation budget is \$5,785.
- This Budget increases Cash to \$7,297,542 due to loan pay-offs. This is above the minimum General Funds balance of \$3,671,499.
- The donation budget is spread between the different counties.
- The capital budgets are conditional, and expenditures are subject to approval by the general manager.

- A COSS is budgeted for 2024.
- The conversion to 3-phase is a possibility for the hog farm project.
- The balance sheet balances at \$65,526,937.
- The projected ratios are affected by paying off of some long-term debt.
- The FR clothing budget will decrease with the electricians not needing as much FR clothing.
- *A motion to approve the 2024 Financial, Donation Capital and CWP Budgets and Financial Forecast as presented to the board was made, duly seconded, and carried.*

2. ESTATE CAPITAL CREDITS

- *A motion to approve the retirement of estate capital credits in the total amount of \$19,188.57 as presented, was made, duly seconded, and carried.*

3. FORM 990

- The Form 990 was presented to the board for discussion.
- *A motion to approve the 2022 Form 990 and 2022 Form 990-T as prepared by Bolinger, Segar, Gilbert, and Moss, LLC., was made, duly seconded and carried.*

4. SCHOLARSHIPS

- Manager McLeon requested input from the board on scholarship requirements, particularly on eligibility for more than one year.
- The board discussed the scholarship requirements and preferred that students studying in the electric field be eligible for the scholarship in multiple years.

5. CHRISTMAS BONUS

- Manager McLeon recommended a Christmas Bonus of \$250 per full time employee and \$75 per part time employee.
- The board discussed the proposed bonus and recommended Kalo Mann and Mark McCulloch be added to the employees receiving a bonus.
- *A motion to approve the payment of a Christmas Bonus of \$250.00 per full time employee and \$75.00 per part time employee to include Kalo Mann and Mark McCulloch was made, duly seconded, and carried.*

EXECUTIVE SESSION

A motion to enter executive session to discuss personnel matters was made, duly seconded, and carried at 9:07 p.m. The board came out of executive session at 9:22 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made, seconded and carried at 9:22 p.m., on Monday, November 27, 2023.

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Accounts Payable Check Register

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11/03/2023 To 12/05/2023

Bank Account: 2 - FIRST STATE BANK

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
3172 11/06/2023	WIRE	265	HASLER - POSTAGE ACH	Postage	250.00
3158 11/07/2023	WIRE	168	ONLINE INFORMATION SERVICES, INC	Utility exchange report/ skip tracing	49.15
3159 11/07/2023	WIRE	468	U.S. BANK	Monthly invoice	17,737.19
3176 11/08/2023	WIRE	1224	NRECA RETIREMENT & SECURITY	NRECA RS- Group Insurance	56,550.85
3177 11/08/2023	WIRE	62	NRECA GROUP BENEFITS TRUST	NRECA GR 1- November Group Insurance	2,868.13
3178 11/08/2023	WIRE	180	NRECA	NRECA GR 1 Adm Fee- November Gr Insur	244.49
50821 11/08/2023	CHK	1	BROOKHOLLOW	Holiday cards	130.99
50822 11/08/2023	CHK	1	NCTA	Caitlin Smea Scholarship ID# 19015797	1,500.00
50823 11/08/2023	CHK	18	CITY OF DIGHTON	Electrical and Gasfitter License	100.00
50824 11/08/2023	CHK	38	MICHAEL POLLOCK	Clothing Allowence	364.96
50825 11/08/2023	CHK	45	BUMPER TO BUMPER OF DIGHTON	Monthly invoice	97.39
50826 11/08/2023	CHK	55	NESS COUNTY NEWS	Advertisment	172.40
50827 11/08/2023	CHK	73	STANION WHOLESALE ELEC CO INC	Monthly invoice	35,611.21
50828 11/08/2023	CHK	104	HOME OIL CO	Monthly fuel	1,182.20
50829 11/08/2023	CHK	105	CITY OF NESS CITY	October Pay station/ Postage	615.72
50830 11/08/2023	CHK	136	NATHAN BURNS	Clothing allowance	244.02
50831 11/08/2023	CHK	155	KEVIN BRADSTREET	Clothing allowance	487.22
50832 11/08/2023	CHK	194	POST ROCK	Community calendar sponsor	325.00
50833 11/08/2023	CHK	238	ILLINOIS MUTUAL	Monthly policy	153.20
50834 11/08/2023	CHK	269	ANIXTER INC	Monthly invoice	129.56
50835 11/08/2023	CHK	272	LEWIS AUTOMOTIVE GROUP INC	Parts for truck #173	311.09
50836 11/08/2023	CHK	304	STECKLINE COMMUNICATIONS INC	Advertisment	200.00
50837 11/08/2023	CHK	336	TECH PRODUCTS, INC.	Warning signs	453.58
50838 11/08/2023	CHK	383	HUXFORD POLE AND TIMBER CO INC	Class 2 and 4 SYP poles	26,845.98
50839 11/08/2023	CHK	469	BOJACK ROUSTABOUT, LLC	Rock for Dighton yard	906.94
50840 11/08/2023	CHK	576	NESS COUNTY REGISTER OF DEEDS	Easement filing Ness County	857.00

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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
50841 11/08/2023	CHK	577	JAY HAWKINSON	30 Annual DOT Inspections	3,092.25
50842 11/08/2023	CHK	773	BRETZ, INC.	Monthly invoice	85.25
50843 11/08/2023	CHK	1016	KANSAS ONE-CALL SYSTEM INC	Locate fees	69.60
50844 11/08/2023	CHK	1228	BENJAMIN L MANN	Hotel for cooper regulator school	526.70
50845 11/08/2023	CHK	1230	NORTHWESTERN PRINTERS, INC.	Envelopes	440.60
50846 11/08/2023	CHK	1244	PROTECTIVE EQUIPMENT TESTING	Rubber gloves and sleeves tested	909.86
50847 11/08/2023	CHK	1248	COMPLIANCE ONE	Monthly alcohol and substance tests	394.80
50848 11/08/2023	CHK	1251	TECHLINE, LTD	Monthly invoice	13,121.93
50849 11/08/2023	CHK	1254	EAGLE RADIO	Advertismet	464.00
50850 11/08/2023	CHK	1285	TIFCO INDUSTRIES	Monthly invoice	262.68
50851 11/08/2023	CHK	1293	DAL HAWKINSON	Hotel for Cooper regulator school	526.70
50852 11/08/2023	CHK	1303	LANE COUNTY IMPLEMENT, INC	Parts for truck 173	8.14
3161 11/09/2023	WIRE	18	CITY OF DIGHTON	Monthly invoice	1,848.97
3173 11/09/2023	WIRE	265	HASLER - POSTAGE ACH	Postage	250.00
3160 11/10/2023	WIRE	1267	AFLAC	Monthly premium	1,072.78
3162 11/13/2023	WIRE	1160	S&T TELEPHONE COOP ASSN.	Monthly phone/ internet	879.00
3163 11/13/2023	WIRE	124	GOLDEN BELT TELEPHONE	Monthly phone	303.60
50853 11/16/2023	CHK	1	NESS CITY ELEMENTARY SCHOOL	Carnival Donation	100.00
50854 11/16/2023	CHK	1	SACRED HEART CHURCH	Memorial Paul Seib	100.00
50855 11/16/2023	CHK	9	CHAD RUPP	Clothing allowance	250.68
50856 11/16/2023	CHK	20	BASIN ELECTRIC POWER COOP	Disptach Fees for October	2,125.62
50857 11/16/2023	CHK	25	LANE-SCOTT ELECTRIC COOPERATIVE,	Payroll Transfer	57,000.00
50858 11/16/2023	CHK	38	MICHAEL POLLOCK	CDL renewal	27.00
50859 11/16/2023	CHK	40	KANSAS ELECTRIC COOPERATIVES	Monthly Invoice	7,616.07
50860 11/16/2023	CHK	105	CITY OF NESS CITY	Monthly Invoice	5,056.31
50861 11/16/2023	CHK	107	CINTAS CORPORATION #449	Monthly Invoice-Ness City	80.58

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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
50862 11/16/2023	CHK	117	NESS CITY FARM & FEED	Monthly Invoice	286.51
50863 11/16/2023	CHK	135	CITY OF BAZINE	Franchise Fee	2,010.57
50864 11/16/2023	CHK	222	TOUCHSTONE ENERGY COOPERATIVE	Touchstone Energy Memebership Dues 2024	5,551.00
50865 11/16/2023	CHK	306	BORDER STATES INDUSTRIES INC	Monthly Invoice	95,603.40
50866 11/16/2023	CHK	387	WESTERN FUEL & SUPPLY	Monthly Invoice	433.52
50867 11/16/2023	CHK	389	MIDWEST CONNECT	Monthly Invoice	240.68
50868 11/16/2023	CHK	420	BERRY TRACTOR & EQUIPMENT CO	Monthly Invoice	579.02
50869 11/16/2023	CHK	427	DIGHTON HERALD LLC	Advertising	160.00
50870 11/16/2023	CHK	516	WESTERN KANSAS BROADCAST CENT	Advertising	664.00
50871 11/16/2023	CHK	545	CIRCLE C COUNTRY SUPPLY	Tools	364.25
50872 11/16/2023	CHK	562	RESENHOUSE	Monthly Invoice	1,201.69
50873 11/16/2023	CHK	715	KATHERINE E LEWIS	Clothing Allowance	6.34
50874 11/16/2023	CHK	903	NISC	Monthly Invoice	13,063.38
50875 11/16/2023	CHK	929	AMERICAN CASTING & MFG CORP	Monthly Invoice	377.86
50876 11/16/2023	CHK	1215	POWER SYSTEM ENGINEERING, INC.	2023 Planning Schedule	2,062.50
50877 11/16/2023	CHK	1293	DAL HAWKINSON	Cooper Regulator Training	102.26
50878 11/16/2023	CHK	9999	JODY CLARK	INACTIVE REFUND	168.33
50879 11/16/2023	CHK	9999	BRANDON CHINN	INACTIVE REFUND	240.00
50880 11/16/2023	CHK	9999	HUGO GARCIA	INACTIVE REFUND	138.60
50881 11/16/2023	CHK	9999	DONNA L MICHEL	INACTIVE REFUND	12.89
3164 11/20/2023	WIRE	1229	SCHABEN SANITATION	Monthly garbage	673.73
3169 11/26/2023	WIRE	1290	WEX BANK	Monthly fuel	290.98
3165 11/27/2023	WIRE	1239	CULLIGAN OF DODGE CITY	Monthly bottled water	133.46
3167 11/27/2023	WIRE	263	KS DEPT OF REVENUE - SALES TAX	Sales tax	23,079.54
3168 11/27/2023	WIRE	264	KS DEPT OF REVENUE - USE TAX	Use Tax	45.50
3166 11/28/2023	WIRE	101	ATMOS ENERGY	Monthly gas	116.23

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Accounts Payable Check Register

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11/03/2023 To 12/05/2023

Bank Account: 2 - FIRST STATE BANK

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
3170 11/28/2023	WIRE	1187	MIDWEST ENERGY	Monthly gas	73.78
3171 11/28/2023	WIRE	183	HIBU INC	Monthly advertisement	10.00
50882 11/28/2023	CHK	1	KANSAS AG NEWS	Advertisement	225.00
50883 11/28/2023	CHK	15	ERIC DOLL	November Board Meeting	395.85
50884 11/28/2023	CHK	30	HAROLD HOSS	November Board Meeting/ KEC District	779.26
50885 11/28/2023	CHK	40	KANSAS ELECTRIC COOPERATIVES	District Meeting/ HR Compliance	790.53
50886 11/28/2023	CHK	63	RICHARD JENNISON	November Board Meeting/ KEC District	774.02
50887 11/28/2023	CHK	79	POSTMASTER	Newsletter postage	119.56
50888 11/28/2023	CHK	103	S&T COMMUNICATIONS LLC	Advertising in Yellow pages/ White pages	366.91
50889 11/28/2023	CHK	172	TYNDALE COMPANY, INC.	Clothing allowance- Pollock	1,016.66
50890 11/28/2023	CHK	179	RAD ROEHL	November Board Meeting	361.79
50891 11/28/2023	CHK	202	CHAD GRIFFITH	November Board Meeting- Teleconference	50.00
50892 11/28/2023	CHK	234	ELECTRICOMM, INC.	Substation transformer oil samples	7,150.15
50893 11/28/2023	CHK	279	IT1 SOURCE LLC	Remaining balance for Adobe/ Acrobat	370.83
50894 11/28/2023	CHK	294	AIRGAS USA LLC	Nitrogen	141.17
50895 11/28/2023	CHK	298	OVERLEASE K-LAWN	Fall application for lawn	623.88
50896 11/28/2023	CHK	361	ANN M JENNINGS	Military pack/ThanksG groceries/Lunch PU	471.14
50897 11/28/2023	CHK	366	DIANA KUHLMAN	Cookies for Board Meeting	21.27
50898 11/28/2023	CHK	395	DOLLAR GENERAL - REGIONS 410526	Monthly invoice	68.91
50899 11/28/2023	CHK	431	LANE COUNTY EMS	CPR/ 1st Aide Classes	600.00
50900 11/28/2023	CHK	450	RANDALL G EVANS	November Board Meeting	350.66
50901 11/28/2023	CHK	520	CENTURY BUSINESS TECHNOLOGIES, I	Copier contracts	381.96
50902 11/28/2023	CHK	568	SUSAN NUSS	November Board Meeting	424.67
50903 11/28/2023	CHK	570	JAMES W JORDAN	November Board Meeting/ KEC District	825.76
50904 11/28/2023	CHK	1300	CRAIG RAMSEY	November Board Meeting/ KEC District	805.46
50905 12/01/2023	CHK	25	LANE-SCOTT ELECTRIC COOPERATIVE,	Payroll transfer	57,500.00

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11/03/2023 To 12/05/2023

Bank Account: 2 - FIRST STATE BANK

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
50906 12/01/2023	CHK	40	KANSAS ELECTRIC COOPERATIVES	KCL Subscription/ Cap Rate/ Busi cards	3,035.79
50907 12/01/2023	CHK	73	STANION WHOLESALE ELEC CO INC	Monthly invoice	9,879.67
50908 12/01/2023	CHK	107	CINTAS CORPORATION #449	Monthly invoice- rentals	404.03
50909 12/01/2023	CHK	129	NORTHWEST FIRE EXTINGUISHERS	1 year service and inspections	2,405.99
50910 12/01/2023	CHK	160	SHULL OIL COMPANY	Monthly invoice	7,521.05
50911 12/01/2023	CHK	172	TYNDALE COMPANY, INC.	Clothing allowance- Leighton	222.98
50912 12/01/2023	CHK	380	GRAINGER	Monthly invoice	133.35
50913 12/01/2023	CHK	537	CONSTELLATION NEWENERGY-GAS DI	Monthly gas invoice	35.52
50914 12/01/2023	CHK	790	SUNBELT SOLOMON	3 phase padmount/ 1 phase polemount	23,429.58
50915 12/01/2023	CHK	1225	CINTAS CORPORATION	First Aid Cabinets	171.31
50916 12/01/2023	CHK	1244	PROTECTIVE EQUIPMENT TESTING	Truck testing/ glove testing	4,123.75
50917 12/01/2023	CHK	1285	TIFCO INDUSTRIES	Monthly invoice	117.21
3174 12/04/2023	WIRE	530	SNAP-ON CREDIT LLC	Software subscription	50.72
3175 12/04/2023	WIRE	44	NEX-TECH WIRELESS, LLC	Monthly phone	1,023.26

Total Payments for Bank Account - 2 : (118) 519,861.06

Total Voids for Bank Account - 2 : (0) 0.00

Total for Bank Account - 2 : (118) 519,861.06

Grand Total for Payments : (118) 519,861.06

Grand Total for Voids : (0) 0.00

Grand Total : (118) 519,861.06



SUNFLOWER ELECTRIC POWER CORPORATION BOARD MEETING SUMMARY

NOVEMBER 8, 2023

CURRENT ACTIVITIES

The December Board meeting is scheduled for December 14-15 at the Intercontinental Hotel, 401 Ward Parkway, Kansas City, MO. An educational session will begin at 1 p.m. on December 14, followed by appetizers and dinner beginning at 6 p.m. The Board meeting will begin at 8 a.m. on December 15. A Microsoft Teams option will be provided both days. Members should contact Melissa Hubbard if anyone from their respective co-op needs a Teams meeting invitation.

PRESIDENT'S REPORT

Generation, Power Supply, and Market Affairs

S2 is undergoing a planned maintenance outage including the first turbine open-clean-close inspection since the early 1980s. Most major parts have been sent for inspection. A complete generator rotor rewind is required, which will expend the contingency funds, and turbine repairs may put the project over budget. Sunflower staff are analyzing ways to incorporate the total spend into the 10-year plan.

Sunflower staff began working with NRCO on a draft of the Hugoton solar Power Purchase Agreement. Initial efforts to identify properties to support various microgrid projects are also underway.

Transmission Planning and Policy

Accreditation of Renewable Resources

Beginning in the summer of 2026, Effective Load Carrying Capability (ELCC), which is the amount of incremental load a resource can dependably and reliably serve during peak hours, will be used to assign accreditation values to wind, solar, and energy storage. Performance Based Accreditation (PBA) will be used to assign accreditation values to traditional resources. Recommendations by the Market Monitoring Unit, an independent entity that works with the Southwest Power Pool (SPP), included limiting PBA assessment to seven years versus 10 years without exclusion of catastrophic outages and excluding planned maintenance outages from ELCC assessments. The recommendations were approved.

C2 Waiver

For the SPP to submit Sunflower's four Notices to Construct (NTCs) to FERC for evaluation and approval, SPP staff had to get approval using the SPP stakeholder process (six groups) to move forward. SPP stakeholders approved submission of Sunflower's four applications to FERC. After the filing, FERC has 60 days to announce its decision.

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Corporate Services

Sunflower's 2024 Leadership Pipeline Program

Sunflower's next class of the Leadership Pipeline Program will commence in early 2024. The class is geared toward employees in supervisory and management positions who want to increase their leadership knowledge and capabilities. The program includes 360 assessments, executive coaching, Day on the Hill in Topeka, and other learning opportunities. The program is open to one employee from each Member cooperative. For more information or to enroll an employee in the program, please contact Hannah Hilker at hhilker@sunflower.net or 785-623-3384.

To date, 99 Sunflower staff have utilized Community Service Leave in 2023. In addition, the transmission technology team recently participated in a local event to collect donations for the Hays food bank.

To commemorate Veterans Day, Sunflower sent thank you cards to Sunflower staff who served in the Armed Forces, conducted a donation drive for the Fort Dodge Soldiers' Home, and will participate in the Garden City Veteran's Day parade on November 11.

Technology Services

On Nov. 7, Sunflower's cyber assets experienced a spike in phishing attempts, which were stopped by Sunflower's cybersecurity system. Sunflower staff would like to work with Members' technology staff to prepare for future attempts to compromise our cyber systems.

Grid/Data Analytics Technical Platform

In February, the Board gave approval to Sunflower staff to investigate and pursue a grid/data analytics initiative. Sunflower and Member staff established a working group to explore options while educating team members on grid/data analytics concepts. The working group found the data to be significantly larger in size, scale, and complexity than originally anticipated; few, if any, standardized, readily deployable solutions exist although customized approaches are available; and due to the need for customized solutions, outside resources may be needed. Based on these findings, the Sunflower and Member staff do not recommend purchasing a specific grid/data analytics technical solution at this time. The working group will continue a thoughtful and pragmatic investigation of technical solution alternatives to better understand capabilities and associated costs.

Financial Services

October Financials

October financials will be uploaded to BoardPaq when available.

Patronage Retirement 2024

Staff presented the proposed 2024 patronage retirement figures. Final figures will be presented at the December meeting and will require Board approval. Written unanimous consent will be circulated after the December Board meeting, with the anticipated cash patronage retirement on Jan. 8.

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WHM-24

The Sunflower Board approved the WHM-24 tariff at the September meeting, and a 90-day notice letter was sent to WKIEC following the September Board meeting. At the WKIEC meeting on Sept. 26, WKIEC representative and rate consultant Jeff Pollock requested an opportunity to speak to the Sunflower Board at the November Board meeting. Jeff expressed concern about the impact the bifurcated rate will have on WKIEC members and urged the Sunflower Board to consider adjusting the WHM-24. After discussion, the Board consensus was to leave the WHM-24 rate as established, let WKIEC know their message was heard, and revisited communication requirements with WKIEC.

Kansas Electric Cooperatives

Lee Tafanelli thanked those who attended the district meeting and said the presentation by Al Tamimi and Ray Bergmeier was well received. The interim Energy and Utilities Committee concluded its meetings in Topeka and expressed appreciation for presentations made by electric utilities and others. At this time, the meetings did not result in recommendations for the upcoming legislative session.

Board action: The Sunflower Board selected Shane Laws as the KEC membership meeting delegate, and Tom Ruth as the alternate.

KEC Board Meeting Summary

Dec. 7, 2023, at the Wichita Marriott

To: KEC Trustees,
Alternate Trustees
and Member System
Managers

From: Shana Read,
Director of Education
and Training

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printable
version of
this
summary

Upcoming KEC Meetings

**KEC Winter
Conference**
Feb. 3-5, 2024
Cyrus Hotel, Topeka

Day at the Capitol
Feb. 5, 2024
Topeka

**KEC Board
Meeting**
March 13-14, 2024
Marriott, Wichita

**KEC Board
Meeting**
May 1-2, 2024
Marriott, Wichita

**KEC Summer
Meeting**
Aug. 3-5, 2024
Marriott, Overland
Park

**KEC Board
Meeting**
Oct. 2-3, 2024
Hilton Garden Inn,
Salina

**KEC Board
Meeting**

In official action at the special KEC Membership Meeting, the voting delegates

1. Approved KEC's Articles of Incorporation relative to tax status alignment.
2. Approved KEC Bylaws relative to tax status alignment and aligning election of district representatives to the KEC Executive Committee with KEC's common practice.

In official action of the special District 1 meeting, the voting delegates

1. Elected Coni Adams, Sumner-Cowley, as the District 1 Executive Committee Representative/District Chairperson.

In official action at the KEC Board Meeting, the KEC Board of Trustees

1. As recommended by the Budget and Operations Committee, approved the 2024 KEC budget and assessments.
2. Elected Lee Tafanelli as the voting delegate and Terry Hobbs as the alternate to the 2024 NRECA and NRTC Annual Meetings.
3. Approved the MarksNelson proposal to conduct tax studies.
4. Approved the proposed model net metering rider as presented.
5. Accepted the Nominating Committee recommendation for following slate of officers: Kirk Thompson, CMS, as President; Jim Christopher, DSO, as Vice President; John George, Rolling Hills, as Secretary; and Bruce Mueller, Wheatland, as Treasurer.

KEC Committee Meetings

On Wednesday, Dec. 6, KEC standing committees met the day prior to the board meeting. The **Regulatory Review and Tax Committee** heard an update on the C2 Waiver status by Sunflower's Christine Aarnes. They approved the MarksNelson proposal to conduct tax studies for consideration by the full board. The committee reviewed the Net Metering Rider as developed by the Distributed Generation working group and approved the rider for the full board's consideration. The **Legislative Committees** heard a presentation about the state of affairs in Kansas by Senate President Ty Masterson. The committee discussed the 2024 Session Outlook and the KEC Advocacy Framework. There was a review of the 2023 Co-ops Vote events and a discussion about how the program plans to evolve. There was an update on the CLE event and on KCRE activities. Lastly, the committee reviewed upcoming Winter Conference activities on Feb. 5, including Day at the Capitol events and changes planned for the Legislative Reception.

Dec. 4-5, 2024
Marriott, Wichita

On Thursday, Dec. 7, the **Executive Committee** met to review general association activities, including planned activities for the upcoming Winter Conference.

KEC Board Meeting

The **KEC Board of Trustees** heard reports from each of the KEC department heads, and committee reports from the Nominating, Legislative, Regulatory Review and Tax, and Budget and Operations committees. The Board also heard reports from KCRE, Touchstone Energy, and NCSC.



Kansas Electric Cooperatives, Inc. | PO Box 4267, Topeka, KS 66604

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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 FINANCIAL AND OPERATING REPORT ELECTRIC DISTRIBUTION	BORROWER DESIGNATION <div style="text-align: right;">KS0042</div>
	PERIOD ENDED November 2023
INSTRUCTIONS - See help in the online application.	BORROWER NAME <div style="text-align: right;">The Lane-Scott Electric Cooperative, Inc.</div>

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)

☒ All of the obligations under the RUS loan documents have been fulfilled in all material respects.

☐ 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

12/13/2023
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	19,911,002	16,477,044	20,829,864	1,289,126
2. Power Production Expense				
3. Cost of Purchased Power	12,111,563	9,571,866	13,117,181	689,313
4. Transmission Expense				
5. Regional Market Expense				
6. Distribution Expense - Operation	779,455	782,595	983,015	(56,311)
7. Distribution Expense - Maintenance	1,092,393	1,011,615	1,280,697	79,794
8. Customer Accounts Expense	224,724	237,960	249,447	22,057
9. Customer Service and Informational Expense	55,214	64,093	57,717	5,287
10. Sales Expense	59,844	92,260	65,626	6,769
11. Administrative and General Expense	1,477,081	1,815,176	1,559,437	157,135
12. Total Operation & Maintenance Expense (2 thru 11)	15,800,274	13,575,565	17,313,120	904,044
13. Depreciation and Amortization Expense	1,727,457	1,787,633	1,983,124	164,230
14. Tax Expense - Property & Gross Receipts				
15. Tax Expense - Other				
16. Interest on Long-Term Debt	1,174,673	1,116,927	1,147,476	100,503
17. Interest Charged to Construction - Credit				
18. Interest Expense - Other	248	4,946	319	433
19. Other Deductions	16,024	24,249	24,321	1,483
20. Total Cost of Electric Service (12 thru 19)	18,718,676	16,509,320	20,468,360	1,170,693
21. Patronage Capital & Operating Margins (1 minus 20)	1,192,326	(32,276)	361,504	118,433
22. Non Operating Margins - Interest	88,672	357,998	64,163	32,067
23. Allowance for Funds Used During Construction				
24. Income (Loss) from Equity Investments				
25. Non Operating Margins - Other	140,977	92,914	59,587	20,742
26. Generation and Transmission Capital Credits	492,773	612,391		612,391
27. Other Capital Credits and Patronage Dividends	47,988	28,519	72,538	213
28. Extraordinary Items				
29. Patronage Capital or Margins (21 thru 28)	1,962,736	1,059,546	557,792	783,846

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 November 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	67	24	5. Miles Transmission		
2. Services Retired	52	55	6. Miles Distribution – Overhead	2,038.73	2,038.10
3. Total Services in Place	6,069	6,042	7. Miles Distribution - Underground	7.66	8.73
4. Idle Services (Exclude Seasonals)	270	283	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	62,403,154		30. Memberships	0	
2. Construction Work in Progress	1,440,420		31. Patronage Capital	23,342,612	
3. Total Utility Plant (1 + 2)	63,843,574		32. Operating Margins - Prior Years	0	
4. Accum. Provision for Depreciation and Amort.	21,858,449		33. Operating Margins - Current Year	(32,276)	
5. Net Utility Plant (3 - 4)	41,985,125		34. Non-Operating Margins	2,563,589	
6. Non-Utility Property (Net)	0		35. Other Margins and Equities	332,650	
7. Investments in Subsidiary Companies	248,755		36. Total Margins & Equities (30 thru 35)	26,206,575	
8. Invest. in Assoc. Org. - Patronage Capital	12,897,569		37. Long-Term Debt - RUS (Net)	0	
9. Invest. in Assoc. Org. - Other - General Funds	445,462		38. Long-Term Debt - FFB - RUS Guaranteed	31,329,256	
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)	3,977,215	
12. Other Investments	5,501		41. Long-Term Debt - RUS - Econ. Devel. (Net)	0	
13. Special Funds	0		42. Payments – Unapplied	558,744	
14. Total Other Property & Investments (6 thru 13)	13,819,245		43. Total Long-Term Debt (37 thru 41 - 42)	34,747,727	
15. Cash - General Funds	(182,784)		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	7,100,505		47. Notes Payable	0	
19. Notes Receivable (Net)	0		48. Accounts Payable	757,007	
20. Accounts Receivable - Sales of Energy (Net)	1,181,794		49. Consumers Deposits	107,242	
21. Accounts Receivable - Other (Net)	246,934				
22. Renewable Energy Credits	0		50. Current Maturities Long-Term Debt	2,104,531	
23. Materials and Supplies - Electric & Other	666,014		51. Current Maturities Long-Term Debt - Economic Development	0	
24. Prepayments	21,857		52. Current Maturities Capital Leases	0	
25. Other Current and Accrued Assets	81,444		53. Other Current and Accrued Liabilities	1,917,100	
26. Total Current and Accrued Assets (15 thru 25)	9,115,889		54. Total Current & Accrued Liabilities (47 thru 53)	4,885,880	
27. Regulatory Assets	0		55. Regulatory Liabilities	0	
28. Other Deferred Debits	919,923		56. Other Deferred Credits	0	
29. Total Assets and Other Debits (5+14+26 thru 28)	65,840,182		57. Total Liabilities and Other Credits (36 + 43 + 46 + 54 thru 56)	65,840,182	

LANE-SCOTT ELECTRIC ENERGY SALES STATISTICS FOR NOVEMBER 2023

CLASS OF SERVICE	NO. RECEIVING SERVICE		kWh SOLD		AMOUNT BILLED		Y.T.D AVERAGE		SALE PRICE PER kWh Y.T.D.
	Y.T.D. AVG.	THIS MONTH	THIS MONTH	Y.T.D.	THIS MONTH	Y.T.D.	kWh USED	AMOUNT	
Residential Sales	2,225	2,227	1,536,880	21,743,510	\$200,784	\$2,904,356	888	\$118.66	13.36
Residential Sales-Seasonal	44	40	6,445	88,843	\$1,722	\$22,937			
Irrigation Sales	337	337	305,877	8,803,851	\$24,096	\$801,801			
Irrigation Horsepower Charges	0	0	0	0	\$0	\$312,600			
Small Commercial	1,847	1,840	4,167,060	46,174,688	\$428,984	\$5,408,469	2,272	\$266.14	11.71
Large Commercial	177	175	3,119,425	32,868,335	\$329,092	\$3,950,460	16,847	\$2,024.84	12.02
Public Street Lighting	13	13	31,954	360,594	\$4,673	\$56,470			
Public Building Sales	48	48	27,396	373,271	\$3,897	\$54,494			
Non-Domestic	1,062	1,061	164,970	1,861,632	\$38,584	\$456,917			
City of Dighton	1	1	644,958	8,611,213	\$35,557	\$607,470	782,838	\$55,224.55	7.05
Idle Services on rate 90	14	14	0	0	\$441	\$5,010			
Large Industrial	3	3	3,241,530	34,846,820	\$230,419	\$2,796,462	1,055,964	\$84,741.27	8.03
Total Energy Sales	5,773	5,759	13,246,495	155,732,757	\$1,297,808	\$17,372,436			11.16
Other Electric Revenue					(\$8,682)	(\$895,392)			
Total					\$1,289,126	\$16,477,044			

SUBSTATION DATA

Substation	(NCP)KW	kWh Purchased	Cost Per kWh	kWh Sold	Line Loss	Load Factor-P	Load Factor-S
Beeler-Sub 3	6,028	3,735,017		3,523,477	5.66%	86.06%	81.18%
Dighton-Sub 1 - 7200 West & North	1,784	1,048,245		971,019	7.37%	81.61%	75.60%
Dighton-Sub 2 - 14400 South	4,817	2,771,677		2,708,096	2.29%	79.92%	78.08%
Manning-Sub 4	5,409	3,017,238		2,863,174	5.11%	77.47%	73.52%
LS Seaboard-Sub 5	273	118,018		113,160	4.12%	60.04%	57.57%
Twin Springs Lo 7.6-Sub 7	213	99,769		88,931	10.86%	65.06%	57.99%
Twin Springs Hi 14.1-Sub 8	229	119,172		107,501	9.79%	72.28%	65.20%
City of Dighton	1,072	557,567	5.1100	557,567	0.00%	72.24%	72.24%
City of Dighton - WAPA	153	87,391	3.5200	87,391	0.00%	79.33%	79.33%
Alexander 115	1,292	774,959		701,722	9.45%	83.31%	75.43%
Ness City 115	2,889	1,578,428		1,524,457	3.42%	75.88%	73.29%
Total	24,159	13,907,481	4.3300	13,246,495	4.75%	79.95%	76.15%

RUS/CFC LOAN FUND TRANSACTIONS

MISC.

OTHER STATISTICS

				Y.T.D	M.T.D.
Gross Obligation to RUS	\$ 54,111,889	General Fund Balance	\$156,443	Miles Energized	2046.83
Pymts Applied Against Principal	\$ 21,805,807	MMDA Investments	\$266,216	Density	2.81
Net Obligation to RUS	\$ 32,306,082	Cash Available at Month End	\$422,659	kWh Purchased	164,323,855
CFC Line of Credit	\$ -			kWh Sold (Inc. Office Use)	155,814,279
CoBank Line of Credit	\$ -	CFC Investments - CP, SN, MTN	\$6,834,289	Percent of Line Loss	5.18%
CFC Note #9004-RUS refinance	\$ 4,719,496	CFC CTC's	\$221,958	Idle Services	283
CoBank Note-Feb 21 Winter Event	\$ 385,424			Oper. Revenue Per kWh Sold	11.56
				Expense Per kWh Sold	11.58
				Income Per Mile	629.82
				Expense Per Mile	571.95

ACCOUNT AGING

	Current	30-89 Days	90 Plus
Irrigation Accounts Receivable	(\$9,132)	\$6,273	
Electric Accounts Receivable	\$1,100,407	\$12,981	\$31,352
Retail Accounts Receivable	\$64,780	\$1,246	\$752

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. 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.

Effective January 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.

- D. 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.

- E. 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.

- F. 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.
- G. Sick leave benefits will cease immediately upon termination of employment.
- H. No benefits shall be paid for off duty accidents which occurred while the employee was working for hire for anyone other than the Cooperative.
- I. 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.
- J. Sick Leave shall extend for a maximum of thirteen (13) weeks.
- K. 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

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: January 01, 2024

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. 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.~~

~~Effective January 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.

D. 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, ~~except from employee group medical insurance, shall be deducted.~~

- E. 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.

- F. 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.
- G. Sick leave benefits will cease immediately upon termination of employment.
- H. No benefits shall be paid for off duty accidents which occurred while the employee was working for hire for anyone other than the Cooperative.
- I. 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 paid~~ benefits shall accrue during disability leave. However, the Cooperative may continue the employee's insurance benefits ~~and deductions including supplemental insurance and 401(k) loans~~ provided the employee agrees to repay the Cooperative ~~on a payment schedule not to exceed the duration of the unpaid period.~~ at 100% of the premiums on a payment schedule not to exceed the duration of the unpaid pay period. Contributions to the Retirement Security Plan will continue to be made by the Cooperative.
- J. Sick Leave shall extend for a maximum of thirteen (13) weeks.
- K. 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 paid~~ benefits shall accrue during disability leave. ~~Lane Scott has made available a long term disability insurance plan for the benefit of all employees.~~ Employees should contact NRECA for further information regarding their disability insurance and other NRECA benefits.
- 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 ~~has~~ resigned without notice.
- D. During disability leave, ~~the employee may continue medical, dental, long-term disability, retirement security plan and/or life insurance coverage.~~ The Cooperative may continue the employee's insurance benefits and deductions, including supplemental insurance and 401(k) loans provided the employee agrees to repay the Cooperative at 100% of the premiums on a payment schedule not to exceed the duration of the unpaid pay period. The employee can be terminated if payment becomes past due. Contributions to the Retirement Security Plan will continue as per NRECA guidelines. ~~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, presuming that the employee will have the ability to return to work within one (1) year, in their previous capacity, or in an existing available position ~~for which they are qualified and capable of performing.~~ A 6-month evaluation will be conducted with the General Manager, Human Resources and Supervisor. ~~If it is the recommendation of a competent medical professional that the employee is unlikely to return to work in their previous capacity, or in an existing available position for which they are qualified and capable of performing, the employee may be terminated.~~

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 ~~from a Cooperative approved licensed medical doctor or physician's assistant~~ 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.

Board Secretary

(seal)

Revisions: July 10, 2023
 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: January 01, 2024

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. Unused sick leave may be allowed to accumulate to a maximum of 720 hours.
- 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:

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 more than 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.

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, except from employee group medical insurance, shall be deducted.

- D. 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. If contact is not made on at least a bi-weekly basis the employee may be subject to termination.

- E. 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.

- F. Sick leave benefits will cease immediately upon termination of employment.
- G. No benefits shall be paid for off duty accidents which occurred while the employee was working for hire for anyone other than the Cooperative.
- H. 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 paid benefits shall accrue during disability leave. However, the Cooperative may continue the employee's insurance benefits and deductions including supplemental insurance and 401(k) loans provided the employee agrees to repay the Cooperative at 100% of the premiums on a payment schedule not to exceed the duration of the unpaid pay period. Contributions to the Retirement Security Plan will continue to be made by the Cooperative.
- I. Sick Leave shall extend for a maximum of thirteen (13) weeks.
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- 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.
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- D. During disability leave, the Cooperative may continue the employee's insurance benefits and deductions, including supplemental insurance and 401(k) loans provided the employee agrees to repay the Cooperative at 100% of the premiums on a payment schedule not to exceed the duration of the unpaid pay period. The employee can be terminated if payment becomes past due. Contributions to the Retirement Security Plan will continue as per NRECA guidelines.
- E. The length of Disability Leave allowed is at the discretion of the General Manager, presuming that the employee will have the ability to return to work within one (1) year,

in their previous capacity, or in an existing available position for which they are qualified and capable of performing. A 6-month evaluation will be conducted with the General Manager, Human Resources and Supervisor. If it is the recommendation of a competent medical professional that the employee is unlikely to return to work in their previous capacity, or in an existing available position for which they are qualified and capable of performing, the employee may be terminated.

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- 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 from a Cooperative approved licensed medical doctor or physician's assistant 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 daily responsibilities.
 - 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 daily responsibilities 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.

(seal)

Board Secretary

Revisions: July 10, 2023
 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: December 4, 2017

Policy No.: 202

Supersedes Date: November 2, 2009
June 28, 1993
August 1968
August 1959

SUBJECT: Board Meetings

POLICY:

Regular meetings of the board shall be held on the 1st Monday of each month. In the case of conflict with this date, the meeting shall be rescheduled to a date mutually agreed upon by a majority of the board.

Meetings of the Board of Trustees whether regular or special meetings may be held via electronic means with either all or some Trustees attending via electronic means.

REFERENCE: Bylaws, Article V, Sections 1, 2, 3 & 4

ATTESTED _____
Secretary

Date Reviewed: August 13, 2018

LANE-SCOTT ELECTRIC COOPERATIVE, INC. POLICY

Dated: January 1, 2024

Policy No.: 202

SUBJECT: Board Meetings

REFERENCE: Bylaws, Article V, Sections 1, 2, 3, and 4

POLICY:

Regular meetings of the board shall be held on the 4th Monday of each month. In the case of conflict with this date, the meeting shall be rescheduled to a date mutually agreed upon by a majority of the board.

Meetings of the Board of Trustees whether regular or special meetings may be held via electronic means with either all or some Trustees attending via electronic means.

Board Secretary

(seal)

Revisions: December 4, 2017
 November 2, 2009
 June 28, 1993
 August 1968
 August 1959

10. d. NRECA PowerXchange

The 2024 NRECA PowerXchange and TechAdvantage will be held March 3-5, 2024, in San Antonio, TX.

Business meetings are scheduled as:

- Sunday, March 3rd
 - NISC Annual Meeting from 10:00 am to 12:00 pm
 - NRTC Member meeting from 2:00 pm to 3:30 pm
- Tuesday, March 5th
 - NRECA Annual Member Business Meeting from 11:00 am to 12:00 am

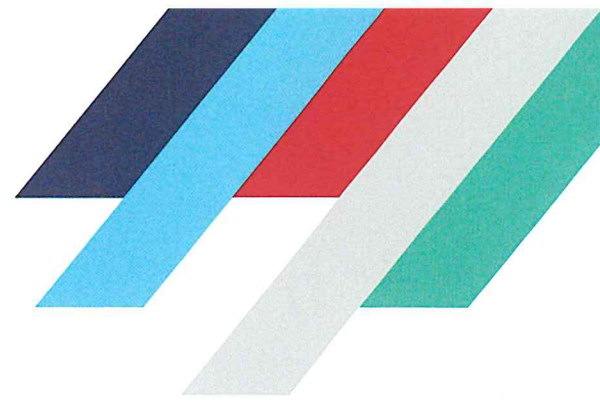
Currently our delegates are:

NRECA – Delegate: Richard McLeon	Alt. none
NRTC – Delegate: Craig Ramsey	Alt: Richard McLeon

Currently, they have not requested NRTC Voting Delegates, but sometimes, they come in late. I would like the Board to name Voting and Alternate Delegates for NRTC just in case they send out a late request.

We request the Boards' selection for NRECA and NRTC Voting Delegates and Alternates.

November 30, 2023



Dear Richard McLeon,

NRTC invites members to update their voting delegates in advance of our board elections. Please let us know who you would like to cast votes on behalf of Lane-Scott Electric Cooperative, Inc.

NRTC conducts electronic elections. First, voting delegates receive an email inviting them to register (required by our bylaws to establish a quorum). Registered voting delegates then receive an email inviting them to cast an online vote. GMs/CEOs will receive heads-up emails for both steps. We will provide specific dates for these events in the Notice of Annual Meeting, which we email to you about 30 days prior to the annual meeting.

To facilitate this online process, we **need an accurate name and valid email address** for voting representatives and GM/CEO. For Lane-Scott Electric Cooperative, Inc., we currently have:

Voting Delegate: Craig Ramsey

Voting Delegate email address: c.ramsey2880@att.net

General Manager/CEO: Richard McLeon

GM/CEO email address: richard.mcleon@lanescott.coop

What You Need to Do

If the names and emails above remain accurate, there is nothing you need to do.

To update your information, visit <https://portal.nrtc.coop/delegates>.

- Enter your email address. The site will email you a secure link to make changes to your information. If desired, you can also update your alternate voting delegate.
- You can visit this website any time up until the voting delegate registration process begins. However, for security reasons, once you receive the email with the secure link, you'll have 30 minutes to complete the process. Otherwise, you'll have to initiate the process again.

If you'd like to designate someone on your staff to make these updates for your cooperative, please email us at membersupport@nrtc.coop and provide the name, title and email address of that individual. Once we've assigned the necessary privileges, we'll email them and provide the website.

Thank you for participating in NRTC's 2023 Annual Meeting and election process. If you have questions about the voting process, please contact me at 703-787-7288 or cmartin@nrtc.coop.

Sincerely,

Chris Martin

Vice President, Member and Industry Relations



Member driven. Technology focused.

2121 Cooperative Way, Suite 600, Herndon, VA 20171 P 703.787.0874 F 703.464.5300 nrtc.coop

10. c. Lane-Scott Electric Cooperative, Inc. 2024 Board Meeting Schedule (proposed)

(based on known calendars as of December 4, 2023)

<u>January</u>	1	Office Closed - New Years	<u>July</u>	4	Office Closed – 4 th of July
	17	Sunflower EPC Board, Hays		16	LSEC Annual Meeting
	22	LSEC Board of Trustees meeting		17	Sunflower EPC Board, Hays
				22	LSEC Board of Trustees meeting
<u>February</u>	3-5	KEC Winter Conference, Cyrus Hotel, Topeka	<u>August</u>	3-5	KEC Summer Meeting, Overland Park
	21	Sunflower EPC Board, Hays		21	Sunflower EPC Board, Hays
	26	LSEC Board of Trustees meeting		26	LSEC Board of Trustees meeting
<u>March</u>	1-6	NRECA Annual , San Antonio, TX	<u>September</u>	2	Office Closed – Labor Day
	13-14	KEC Board Meeting, Wichita		18	Sunflower EPC Board, Hays
	20	Sunflower EPC Board, Hays		23	LSEC Board of Trustees meeting
	25	LSEC Board of Trustees meeting		24-26	NRECA Regional Mtng, Sacramento, CA
	29	Office Closed – Good Friday			
<u>April</u>	17	Sunflower EPC Board, Hays	<u>October</u>	2-3	KEC Board Meeting, Salina
	22	LSEC Board of Trustees meeting		16	Sunflower EPC Board, Hays
	21-24	NRECA Legislative Conference		28	LSEC Board of Trustees meeting
<u>May</u>	1-2	KEC Board Meeting, Wichita	<u>November</u>	7	KEC District 3 meeting, Hays
	20	LSEC Board of Trustees meeting		20	Sunflower EPC Board, Hays
		GM Evaluation		25	LSEC Board of Trustees meeting
	22	Sunflower Annual & Board		27-28	Office Closed - Thanksgiving
	27	Office Closed – Memorial Day			
<u>June</u>	3	Nominating Committee meeting	<u>December</u>	4-5	KEC Board Meeting, Wichita
	15-22	Youth Tour		18	Sunflower EPC Board
	19	Sunflower EPC Board, Hays		23	LSEC Board of Trustees meeting
	24	LSEC Board of Trustees meeting		25	Office Closed - Christmas

SAFETY PROGRAM

SAFETY PROJECTS COMPLETED AS OF November 2023

- Rubber gloves changed out.
- Testing and adjusting digital truck inspections, and daily pre trip inspections.
- Ann Jennings's submitted report:
 - Electrical Safety Demo & Training Invitational-KCL newsletter, social media.
 - Christmas Light Safety-social media
 - What to do if involved in an accident with a downed line-social media
 - Beware of Scam Calls-social media
 - Space Heater Safety- social media
- Diana Kuhlman submitted reports:
 - KEC Loss Control, Safety and Compliance System Monthly Statistical Report.
 - Compliance One drug and alcohol monthly roster report.
- In house safety: Covered first aid and CPR training with Lane County EMS.

SAFETY PROJECTS IN PROGRESS AS OF October 2023

1. SDS Program products updates and documentation improvements.
2. SafetyAmp software inspection form templates deployed, and most forms created.
3. FCC radios: Settings changed in radios to eliminate dead zones, testing underway.
4. Demo trailer hardware in process of being installed. Transformer sent to Solomon Corp. for repair. Calling and emailing for updates weekly. Should receive soon.
5. RESAP Onsite Observation.
 - 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.
 - Working on 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
November 9th,2023

Chris Terhune called the meeting to order at 8:08am.

Minutes were read: Dal Hawkinson made a motion to approve the October19th minutes and Dellon Shelton seconded. Minutes were read and approved as printed.

Present: Kasey Jenkinson, Ben Mann, Dal Hawkinson, Chad Rupp, Chris Terhune, Myron Seib, Kevin Bradstreet, Leighton Ayers, Dellon Shelton, Blake McVicker, Taylor Cable, Nate Burns, Scott Briand, Micheal Pollock, Kathy Lewis, Rebecca Campbell, Ann Marie Jennings, Diana Kuhlman, Katie Riffle, and Jocelyn Walker

Absent: Richard McLeon, Kalo Mann, Mark McCulloch, Carrie Borell

Guest: None

Truck report of inspections:

105	Taylor Cable	OK
110	Blake McVicker	OK
112	Leighton Ayers	OK
117	Chris Terhune	OK
123	Micheal Pollock	OK
132	Taylor Cable	OK
135	Nate Burns	OK
136	Kevin Bradstreet	OK
143	Scott Briand	OK
144	Micheal Pollock	OK
145	Dellon Shelton	OK
150	Dellon Shelton	OK
173	Chad Rupp	OK
191	Michael Pollock	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	Chris Terhune	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
Pole Yard & Transformer Dock
Office

Scott Briand OK
Scott Briand OK
Diana Kuhlman OK

Personal Tools: All Passed

Gloves Monthly Test Results: N/A

Line Hoses Annual Test Results: N/A

Sleeves Quarterly Test Results: N/A

Substation and Regulator Report:

- ♦ Ben Mann: Changing out regulators in Dighton Substation. Oil was added to transformer in Manning Substation. Working with sunflower on installing SCATA on new switch at Ness 115 Sub.
- ♦ Nate Burns: 38 KV nova's have been ordered will receive in November 2024.
- ♦ **PCB Report:** None to Report

Line Clearance: City of Bazine, East Manatina.

Accident and Near Misses: Chad Rupp: Reported railroad snagged a guy wire, which broke a pole attached to guy wire by the railroad tracks. Killed out line for KMEA to make repairs in the City of Dighton. Myron Seib: Reported trash truck in McCracken backed over junction pole; Bill McCleish hit a pole at Jeb Klitzke residence. Kevin Bradstreet: Reported Venture Corp. backed over meter pole by laydown yard near LCF. Blake McVicker: Reported a pole was hit in the City of Brownell by a frontend loader. Kasey Jenkinson: Reported feed truck tore down secondary at Vulgamore Land and Cattle Company Feedlot.

Old Business:

- ♦ Chris Terhune: Still waiting for transformers to be returned from Solomon Corp. for demo trailer.
- ♦ Chris Terhune: Outside entry doors have been lubricated so they will close and latch properly.

New Business:

- ♦ Nate Burns: Pole testers are off the system right now. They have tested 1700 poles and 16 have been rejected. These 16 poles will be changed out soon. The pole testers will return soon.
- ♦ Kathy Lewis: Please respond to email sent out in August if you can help with removing old assets that are no longer at LSE.
- ♦ Diana Kuhlman: Hackers are asking to change employee bank account information. BE AWARE! Payroll deduction sheets have been passed out, for changes to your 401K contributions for the year of 2024, Complete and return to Diana if you have any changes. Flex Access paper was handed out for medical pills list and cost. If you use any of the pills on the paper talk with Diana for further information. November 28th and 29th, NRECA will be here to discuss retirement, speak to Diana if you would like a one-on-one meeting with them. December 11th, Doctor Hesket will be here to perform CDL physicals. Those who need renewal will be contacted. December 13th, we will have a meeting with Bruce Tullgan. December 19th is the LSE Christmas social from 3:00 to 5:00.
- ♦ Rebecca Campbell: Work Management will be undergoing some changes for transformer change out process including GPS coordinates. They are having trouble with new connects in workflow and are working to resolve these issues. For documentation, please record voltage in the notes when you're there working.
- ♦ Chris Terhune: Reviewed the KEC Safety Summary's accidents and near misses, and upcoming schools. After this meeting, we will have CPR and First Aid training with Lane County Emergency Medical Services.

Meeting adjourned.

Chris Terhune
Safety Coordinator

Carrie Borell
Safety Administrator