



**Kansas Municipal Energy Agency
Executive Committee Meeting Minutes
May 13, 2020
Conference Call/GoToMeeting**

Committee Members	City	Present/ Absent	KMEA Staff Present	Other Attendees Present
Tyson McGreer	City of Colby	Present	Paul Mahlberg	Sarah Steele, Gilmore & Bell
Mike Muirhead	City of Garden City	Present	Sam Mills	
Robert Mills	City of Garnett	Present	Jennifer Moore	Mike Schmaderer, Mid-States
Jonathan Mitchell	City of Hoisington	Present	John Seck	
Ira Harrison	City of Holton	Present	Joni Shadonix	
Greg DuMars	City of Lindsborg	Present		
Dennis Tharp	City of Ottawa	Present		
Jon Quinday	City of Russell	Present		
Matt Rehder	City of Seneca	Present		

Item No. 1 – Call the Meeting to Order

President Mike Muirhead called the meeting to order at 10:32 a.m. via Conference Call/GoToMeeting. A quorum was present.

President Muirhead announced that discussion of the proposed pay grade schedules for each staff position currently included in Item No. 2 of today’s agenda, will be moved to Item No. 8, Executive Session.

Item No. 2 – Seek Approval of the following items:

- **Minutes from the April 15, 2020 Executive Committee Meeting**
Jon Quinday made a motion to approve, as written, the April 15, 2020, Executive Committee minutes. The motion was seconded by Dennis Tharp and carried unanimously.
 - **Appropriations for April 2020 and Financials for March 2020**
Jennifer Moore reviewed the Appropriations for April 2020 and Financials for March 2020. She noted that, as previously discussed, \$250,000 of KMEA’s excess fund balance will be transferred to the Mid-States checking account once it is opened to help with start-up costs of the project. Jon Quinday asked if consultant fees for the Mid-States project were included in the current financials. Jennifer Moore indicated that these charges are being held and will be included in the Mid-States project financials once they are set up.
- Jonathan Mitchell made a motion to approve the Appropriations for April 2020 and Financials for March 2020. The motion was seconded by Greg DuMars and carried unanimously.
- **Revisions to the KMEA Employee Policy Manual** – Paul Mahlberg stated that with the upcoming acquisition of Mid-States and the new project in Dighton, changes are necessary to KMEA’s Employee Manual. Jennifer Moore then reviewed the proposed changes: 1) the addition of a nepotism provision, 2) changing paydays from semimonthly to biweekly, 3) the addition of a per

diem and travel policy, 4) changing the work week from Sunday-Saturday to Saturday-Friday, 5) the addition of an Agency owned vehicle policy, and 6) the addition of a policy to drug test employees.

Dennis Tharp asked if any KMEA owned/leased vehicles will require a CDL, and if so, whether or not the Employee Policy Manual addresses the extra drug testing requirements for employees with CDL's. Following discussion, President Muirhead asked staff to do additional research and report back to the Committee.

Robert Mills made a motion to approve the revisions to the KMEA Employee Policy Manual as presented. The motion was seconded by Greg DuMars and carried unanimously.

- **Resolution 218 establishing the pay grade schedules for the staff positions**

This item has been moved to Item No. 8, Executive Session.

- **Additional job descriptions for KMEA**

Paul reviewed the revised KMEA organization chart that includes the Mid-States and Dighton linemen positions. Additional job descriptions include: Director, Engineering and Field Services, Manager of Engineering, Field Services Technician I-III, Field Services Foreman, Shop Foreman, Journeyman Lineman – Foreman, Journeyman Lineman, Apprentice Lineman, Manager of Field Services, and Office Technician.

Greg DuMars made a motion to accept the additional job descriptions as presented. The motion was seconded by Jonathan Mitchell and carried unanimously.

Item No. 3 – General Manager Report

Paul asked Colin Hansen to provide a legislative update. Following Colin's update, Paul provided an update on the following topics:

- **Sunflower FERC Docket** – Negotiations continue on Sunflower's zonal transmission merger. Sunflower, KMEA and other intervenors participated in a settlement conference on May 6th with the FERC settlement judge. Sunflower will present their counterproposal at the next settlement conference on May 18th. If an agreement cannot be reached, the case may go to litigation and hearing.
- **ARR Optimization Results** – Paul asked John Seck to review the ARR Optimization results to date. Prior to presenting the ARR Optimization results, John reviewed the June 1, 2020-May 21, 2021 TRC annual auction process and results to date. John then reviewed the ARR Optimization results to date for 2019 and 2020 for all EMPs combined and for each city individually.

Item No. 4 – Member Services Update

- **Linemen Services** – Gerry Bieker informed the Committee that the majority of his time has been spent coordinating the City of Dighton's linemen services project. He thanked the cities of Garden City, Russell, and Colby for their support in researching the system, gathering maps, setting up, stocking the warehouse, and making repairs as needed until KMEA can get linemen and equipment in place. He reported that the community is very appreciative of KMEA's effort.
- **EMP3** – KMEA staff will be holding an onboarding video conference meeting with the new EMP3 cities that will start taking power June 1, 2020. He explained that normally we try to do these meetings in person, but with the COVID pandemic, we have decided to go ahead with a video conference and then follow up with in person meetings when we are able.

Item No. 5 – Operations Update

Sam Mills provided an update on the following topics:

- **24/7 Operations** – At this time, KMEA’s system operators continue to work in the office with enhanced safety procedures to keep the operators segregated.
- **Anthony/Magellan & Moundridge Projects** – Sam provided an update on the status of the Anthony/Magellan project, scheduled to be completed by the end of the year. He also reported that KMEA staff met with Moundridge’s city council on Monday night to discuss their interconnect project and power supply.

Item No. 6 – Old Business

- **Mid-States Transaction Update** – Paul provided an update on the Mid-States transaction which is on track to close on July 1, 2020.
 - KMEA Board of Directors approved moving forward with the acquisition of Mid-States by a vote of 60/1.
 - Staff traveled to Salina last week to begin work on the integration of accounting, computer, and phone systems.
 - Sarah Steele is working on a couple of questions on the title insurance policy.
 - Survey was received on Monday.
 - Mid-States hired a field technician that starts next week to help with the heavy workload.
- **Linemen Services for the City of Dighton** – Paul reported that the COVID pandemic impeded KMEA from getting everything in place to provide line maintenance for the City of Dighton by May 1st. Working with the Advisory Committee, KMEA hired Steven Porter to fill the Journeyman Lineman position. He will start in Dighton on May 26th. The Advisory Committee also made the decision to move up the timeline for hiring an Apprentice Lineman. Interviews are currently underway for this position.

Gerry Bieker added that the City of Dighton will handle its own dispatch needs during the day and KMEA’s 24/7 operators will take dispatch calls on nights and weekends.

Paul again thanked all of those involved for their support to get the Dighton project off the ground.

Item No. 7 – New Business

None.

Item No. 8 – Executive Session, if needed

Matt Rehder made a motion for Executive Committee members, KMEA staff members Paul Mahlberg, Sam Mills, Jennifer Moore, and Gerry Bieker, legal counsel Sarah Steele, and consultant Mike Schmaderer, Mid-States Energy Works to go into executive session for 10 minutes beginning at 11:41 a.m. to discuss personnel matters, including proposed pay grade schedules for each staff position, with the open meeting to resume via Conference Call/GoToMeeting at 11:51 a.m. The motion was seconded by Ira Harrison and carried unanimously.

After the open meeting resumed at 11:51 a.m., Jonathan Mitchell made a motion to approve Resolution No. 218 establishing pay grade schedules, as proposed. The motion was seconded by Robert Mills and carried unanimously.

Item No. 9 – Announce date, time and location for the next Executive Committee Meeting

The next KMEA Executive Committee meeting will be held at 10:30 a.m., Wednesday, June 10, 2020, tentatively via Conference Call/GoToMeeting.

Item No. 10 – Adjourn Meeting

The meeting was adjourned at 11:54 a.m.

A handwritten signature in blue ink that reads "Robert Mills". The signature is written in a cursive style and is positioned above a horizontal line.

Robert Mills
Secretary/Treasurer