

RAPID VALLEY SANITARY DISTRICT
BOARD OF TRUSTEES MEETING
April 8, 2019

Chairman Dwight Peterson called the meeting to order at 7:00 p.m. Present at roll call were Clyde Elwood, Andy Fitzgerald, Shirley Haines, Rick Hensley, Diana Nelson, Connie Olson, Dwight Peterson, and Robert Phillips. Also, in attendance were Rusty Schmidt, Manager; Dustin Dale, AE2S, Marty Garwood and Sara Gregory

APPROVAL OF AGENDA: A motion was made by Clyde Elwood to approve the agenda. Andy Fitzgerald seconded the motion to approve the agenda. Motion carried.

APPROVAL OF MINUTES: A motion was made by Connie Olson to approve the minutes from the March meeting. The motion was seconded by Diana Nelson. Motion carried.

APPROVAL OF FINANCE REPORT: The financial reports were distributed to the Trustees for their review prior to the meeting. A motion was made by Connie Olson to approve the Finance Report. Diana Nelson seconded the motion. Motion carried.

ITEMS FROM THE PUBLIC: None.

PRESIDENT'S REPORT:

1. **Policy Committee Recommendations:** Connie Olson and the Manager reported on changes to the policies as recommended by the Committee (Olson, Nelson, Elwood, Hensley). The manager will begin utilizing a new employee status change form, for changes made to the Medicare age eligible employees and for future employee status changes. The policy changes are as follows:

3.9.2 Cellular Telephone Usage.

Rapid Valley Sanitary District provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, the public and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored. Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees should exercise great caution when using a cell phone to conduct business while driving and are encouraged to safely pull off the road and come to a complete stop before dialing or talking on the phone. Sending text messages while operating a company vehicle is prohibited. **All cellphones are required to have password protection.**

As a Rapid Valley Sanitary District representative, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

3.9.3 Violations

The use of the District's telecommunications systems to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees are to report any threatening, intimidating, or harassing telephone calls to the Manager. Any employee identified as the initiator of fraudulent, unlawful, or abusive calls or messages is subject to disciplinary action and possible criminal prosecution. In instances where harassing calls are identified as originating

from outside the District's premises, the telephone company or appropriate telecommunications provider will be notified.

Making or sending fraudulent, unlawful, or abusive calls or messages or using cell phones while driving violates District's policy and is a crime under both state and federal laws. Violations of this policy can result in criminal charges and prosecution, as well as discipline up to and including termination.

3.10 Computer Use

The District provides computers and other computer-operated technology to increase efficiency and to perform work-related tasks. The District strives to provide reasonably up-to-date equipment to further accomplish this purpose. Use of all computer technology to include software is expected to be for work-related purposes during working hours. Use of District computers, peripheral, and systems for entertainment purposes is prohibited. Off-site access to District systems is strictly prohibited unless specifically authorized by the Manager. Employees are expected to exercise their best judgment at all times and to avoid any situation which may cast doubt on the integrity of the employee or the District or the security and privacy of information stored on District computer systems.

3.10.1 Responsibilities

Employees must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of his/her duties. In addition, all employees are expected and required to protect District's trade secrets and other confidential information. Trade secrets or confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive the information. The District also requires its employees to use the computer system in a way that respects the confidential and proprietary information of others. **All company computers are required to have password protection.** Employees are prohibited from copying or distributing copyrighted material—for example, software, database files, documentation, or articles. All computers are required to be password protected

8.0.1 Health Insurance

Regular full-time employees are eligible for health benefits coverage under District's health insurance plan on the first of the month following the employees first day of employment. Coverage is available for dependents and spouse.

For regular full-time employees participating in the health coverage provided through the district, the district will share the premium cost with the employees as follows:

The district will pay up to \$22,402.92 per year for family coverage and up to \$8,961.24 each year for individual coverage for all regular full time employees that are employed by the district. ~~on 3/15/2012 (consistent with the premium amounts paid by the district for the 2012 calendar year).~~ Employees will be responsible for the cost of all health benefit premiums that exceed this amount, until the amount of the health benefit premium paid by the employee reaches 25 percent of the total cost of the health benefit premium. From that point forward, the district will pay 75 percent of the total health benefit premium and the employee will be responsible for 25 percent of the total cost of the health benefit premium.

Employees may choose to opt out of health coverage provided by District. Employees who opt out of District health coverage will not be reimbursed monetarily for his/her portion of the health coverage premium. District assumes no liability or responsibility for the adequacy or inadequacy of the insurance coverage or other medical bills or expenses not otherwise covered by this plan.

8.0.1.A Employee Medicare Coverage

RVSD a company with less than 20 employees, may reimburse costs of Medicare and supplemental health care coverage for all eligible employees in lieu of their participation in our group health insurance. It is RVSD's policy to pay costs for Medicare Part B, Medicare Part D, supplemental plans for Part A, B and costs associated with administration and/or taxes associated with the Medicare coverage.

Employee spouses who are eligible for Medicare may not participate in RVSD's group health insurance. RVSD will pay their Medicare coverage costs consistent with employee Medicare coverage.

Connie Olson made a motion to approve the Policy changes as presented. Clyde Elwood seconded the motion. Motion carried.

The Manager said the new policy for the Medicare coverage could take effect almost immediately because this change would cause a loss of coverage for the eligible employees, therefore making it a qualifying event for a new coverage option. The manager also said that the Part B portion cannot be paid directly by the company so the employee will be reimbursed. The manager will verify with Ketel Thorstenson the best way to reimburse the employees for their out of pocket expense. The manager suggested reimbursement through gross wage increase. He will verify that with Ketel Thorstensen and Risty Benefits about the best way to handle the reimbursement.

Clyde Elwood made a motion to approve gross wage adjustments to cover employee reimbursement for their out of pocket expense for the Part B coverage. Connie Olson seconded the motion. Motion carried.

Clyde Elwood made a motion to approve the second reading of the changes to the water and sewer ordinances as detailed in the March minutes. Connie Olson seconded the motion. Motion carried.

MANAGER'S REPORT:

2. **Water Loss:** Line loss has improved from this same time in 2018. Line loss at this time last year was 4 million gallons and is currently 2.7 million gallons. There has not been a lot of leak detection but staff is finishing up in the Johnston and Bonita area. Leaks were found on two fire hydrants; both of which were near one of the satellite areas. Usage in the pressure zone is still about 40 gallons too high, but some more detection will be done after the hydrant leaks are repaired.
3. **Johnson Ranch Rd. Phase 3:** Plans have been approved and they have begun moving dirt for 16 new residential lots on Hutt Ct. Full construction is expected to begin by the end of the month. Plans for the next phase have begun. The next phase will be commercial lots along St. Patrick St. and will tie into our main.
4. **Orchard Meadows Lift Station:** The manager is still waiting on plans from KTM which were expected to arrive last week. The Manager and Engineer will review the plans once they are received and update the BOT at a future meeting.
5. **Diamond Ridge Development:** The first phase construction has begun and 4 permits have been sold. The plans for the 12" water main have been finalized and approved.
6. **Murphy Ranch Phase 6:** The project is on hold as the contractor is re-negotiating with the developer. The manager reported that about 70% of the mains have been installed but are isolated from the rest of the distribution system. The contractor and developer have been contacted and reminded of the bond requirement.

7. Electric Sign/Billboard: The Manager reported that the third bid from Mullengerg Electric came in and the bids range from \$11,000-\$15,000. The cost for the billboard is \$775 for a four-week period and an additional \$150 for design and construction costs. The three locations in the district are near Open Bible Church on E. St. Patrick, JD Precast on Highway 44 and Sturdevant's on Elk Vale. Trustees commented that they thought the design presented looked very nice. Clyde Elwood made a motion to have a billboard at all 3 available locations for a four-week period. Rick Hensley seconded the motion. After a brief discussion, the motion carried.

MISC. ITEMS:

None

There being no further business, the meeting was adjourned at 7:32 p.m.

Respectfully Submitted,
Sara Gregory