

Attachment 1.h._2020W

WEST DAVIESS COUNTY WATER DISTRICT

MINUTES OF MEETING

A regular meeting was held at 9:00 am, June 16, 2020 at the District Office, attended by Scott Kuegel, Stan Conn, Phil Haire, William Higdon, and Keith Krampe.

Phil Haire made a motion to approve the minutes of the May 19, 2020 regular meeting and the minutes of the joint meeting held on June 9, 2020. Stan Conn seconded the motion and it carried unanimously.

The Board reviewed the May 31, 2020 financial reports as presented. Stan Conn made a motion to accept the financial report. Phil Haire seconded the motion and it carried unanimously. Stan Conn made a motion to accept the list of expenditures for April and May 2020. Phil Haire seconded the motion and it carried unanimously.

The following bills, more than 60 days overdue, were approved for write off:

52-8000-01	Tammy Sims	7714 Hwy 81	10.53
56-8600-03	Erin M Brooks	138 Old Livermore Rd	23.45
61-1376-08	Kierston Rafiner	1704-B Thompson Dr	50.94
63-3500-01	Richard D Jackson	6819 Hwy 500	61.60

The Board reviewed the water loss percentage for May 2020.

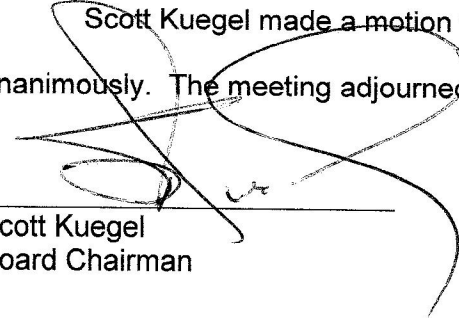
The Board heard a report on the progress utilizing the drive-by reading system.

Keith Krampe reported that the public notice of the purchased water adjustment appeared on June 2, 2020 with the new tariff sheets received on June 8, 2020.

The Board reviewed a timeline of events for decommissioning the OMU power plant.

The Board discussed the proposed increase in rates in the cost of service study. Stan Conn made a motion to adopt a resolution approving adjustment to the Districts water rates and charges. Phil Haire seconded the motion and it carried unanimously. The Board discussed the proposed merger with the Southeast District. Stan Conn made a motion affirming the West District's support of a merger with Southeast and to request the attorney to compose a resolution approving a Statement of Intent to enter into a merger agreement. Phil Haire seconded the motion and it carried unanimously.

Scott Kuegel made a motion to adjourn. Phil Haire seconded the motion and it carried unanimously. The meeting adjourned at 10:30 am.



Scott Kuegel
Board Chairman



Stan Conn
Secretary

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST DAVIESS COUNTY WATER DISTRICT PROPOSING ADJUSTMENTS TO ITS WATER RATES AND CHARGES AND AUTHORIZING ITS CHAIRMAN TO FILE AN APPLICATION WITH THE PSC SEEKING APPROVAL OF THE PROPOSED RATE ADJUSTMENT

WHEREAS, the West Daviess County Water District (“District”) is a water district created and organized under the provisions of KRS Chapter 74. The District is subject to the jurisdiction of the Kentucky Public Service Commission (“PSC”);

WHEREAS, prudent financial management dictates that the District take appropriate action to adjust its water rates and charges; and

WHEREAS, KRS 278.180 and 807 KAR 5:076 provide the legal mechanism for the District to propose adjustments to its water rates and charges;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF WEST DAVIESS COUNTY WATER DISTRICT AS FOLLOWS:

Section 1. The facts, recitals, and statements contained in the foregoing preamble of this Resolution are true and correct and are hereby affirmed and incorporated as a part of this Resolution.

Section 2. The District proposes to adjust its monthly water rates and charges as set forth in **Appendix A**, which is attached hereto and is incorporated herein by reference as a part of this Resolution. The proposed rates and charges set forth in **Appendix A** are subject to any minor adjustments that may be made by the PSC. The proposed rate adjustment shall not become effective until PSC approval has been obtained.

Section 3. The Chairman is hereby authorized and directed to prepare, execute, and file with the PSC, by utilizing the Alternative Rate Adjustment Procedure for Small Utilities set forth in 807 KAR 5:076, an Alternative Rate Filing (“ARF”) Application, Tariff Sheets, and all other documents that may be required by the PSC.

Section 4. The Chairman, Manager, and all other appropriate District Staff are hereby further authorized and directed to take any and all other actions and to execute and deliver any and all other documents as may be reasonably necessary to implement this Resolution.

Section 5. This Resolution shall take effect upon its adoption.

ADOPTED BY THE COMMISSION OF WEST DAVIESS COUNTY WATER DISTRICT at a meeting held on June ~~8~~¹⁶, 2020, signed by the Chairman, and attested by the Secretary.



CHAIRMAN

ATTEST:



SECRETARY

CERTIFICATION

I, Secretary of the West Daviess County Water District (the “District”), do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the District at a meeting properly held on June ~~8~~¹⁶ 2020, signed by the Chairman of the District, attested by me as Secretary, and now in full force and effect.

WITNESS my hand this ¹⁶~~8~~th day of June, 2020.



SECRETARY

APPENDIX A

CURRENT AND PROPOSED RATES West Daviess County Water District

RETAIL RATES

Monthly Rates for Water Usage in Addition to Customer Charge

<u>No. of Gallons per Month</u>	<u>Current</u>	<u>Proposed</u>	<u>Difference</u>
First 20,000 Gallons	\$ 5.51	\$ 6.15	\$ 0.64
Over 20,000 Gallons	4.43	\$ 4.95	0.52

Customer Charge for Each Size Meter

<u>Meter Size</u>	<u>Current</u>	<u>Proposed</u>	<u>Difference</u>
5/8 x 3/4 inch	\$ 3.25	\$ 3.63	\$ 0.38
1 inch	4.55	5.08	0.53
1-1/2 inch	5.85	6.53	0.68
2 inch	9.43	10.53	1.10
3 inch	35.75	39.93	4.18
4 inch	45.50	50.82	5.32
6 inch	68.25	76.24	7.99
8 inch	94.25	105.28	11.03

WHOLESALE RATE

	<u>Current</u>	<u>Proposed</u>	<u>Difference</u>
For all Water Purchased	\$ 3.85	\$ 4.30	\$ 0.45

Southeast & West Daviess County Water District

Joint Board Meeting

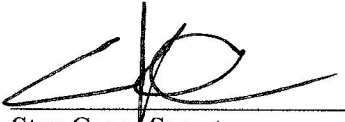
A joint meeting of the Southeast and West Boards of Commissioners commenced at Noon, June 9, 2020 at the District Office. Those in attendance were Christina O'Bryan, John Bell, Hugh Bittel, Scott Kuegel, Stan Conn, Phil Haire, William Higdon, and Keith Krampe. Alan Vilines of KRWA also attended the meeting.

Alan Vilines presented the cost of service study for the Southeast Daviess County Water District. He then presented the cost of service study for the West Daviess County Water District. After general inquiry and discussion, Alan Vilines left the meeting.

The Boards discussed the status of the debit / credit card processor in which the District is receiving double payments from customers. The processor has worked to correct the issue, but the inconvenience remains. Keith Krampe has inquired with United Systems and they prefer to work with another processor; nextbillpay. The Board discussed and reviewed the options that nextbillpay could offer including an interface with the District's database for customers to access their account both online and through a toll-free number. Stan Conn made a motion to the West District to proceed with the purchase and share in the cost of the three modules of the interface for a total of \$ 2,685.00 with the condition that District Staff reviews the user-friendliness of the nextbillpay system and agrees upon its functionality. Phil Haire seconded the motion and it carried unanimously amongst the West Board of Commissioners. John Bell made a motion for the Southeast District to share in the cost of \$ 2,685.00 to purchase the three modules of the interface from United Systems dependent upon District Staff's approval of the new processing site. Hugh Bittel seconded the motion and it carried unanimously amongst the Southeast Board of Commissioners.

The Board discussed a salary increase consideration for the District employees. The Board reviewed the manager's proposed allocation of a 2.44% increase in gross salaries which would increase all hourly employees by 50 cents per hour. Stan Conn made a motion to approve the salary increases as discussed to become effective July 1, 2020. Phil Haire seconded the motion and it carried unanimously. At this point, William Higdon and Keith Krampe were excused from the meeting to allow the Board Commissioners to discuss their salary increases. John Bell made a motion to increase the gross salaries of William Higdon and Keith Krampe by \$ 43.33 each per pay period effective July 1, 2020. Scott Kuegel seconded the motion and it carried unanimously.

Stan Conn made a motion to adjourn. John Bell seconded the motion and it carried unanimously. The meeting adjourned at 2:00 pm.



Stan Conn, Secretary
West Daviess Co. Water District

Hugh Bittel, Secretary
Southeast Daviess Co. Water District

WEST DAVIESS COUNTY WATER DISTRICT

MINUTES OF MEETING

A regular meeting was held at 9:00 am, May 19, 2020 at the District Office, attended by Scott Kuegel, Stan Conn, Phil Haire, William Higdon, and Keith Krampe. Jared Lindsey, CPA with Alexander & Company also attended the meeting.

The Board welcomed new Commissioner, Phil Haire, this time in person, to the District Board.

Jared Lindsey presented the 2019 Audit of Financial Statements. Stan Conn made a motion to accept the audited financial statements as presented. Phil Haire seconded the motion and it carried unanimously. At this point, Jared Lindsey left the meeting.

Phil Haire made a motion to approve the minutes of the April 21, 2020 regular meeting. Stan Conn seconded the motion and it carried unanimously.

The Board reviewed the April 30, 2020 financial reports as presented. Phil Haire made a motion to accept the financial report. After some discussion, Phil Haire rescinded his motion.

The following bills, more than 60 days overdue, were approved for write off:

65-5100-02	Sandra K Jones	1209 Hwy 279 N	94.73
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The Board reviewed the water loss percentage for April.

Keith Krampe reported that the purchased water adjustment has been submitted to the Public Service Commission and has received confirmation that the water rate increase has been approved.

Manager Higdon reported that Attorney Damon Talley has submitted the sample meter testing plan to the Public Service Commission.

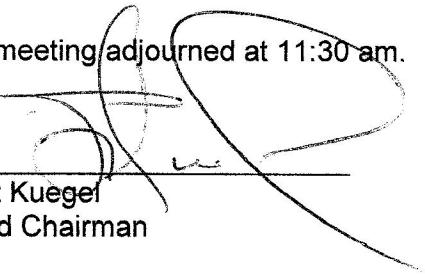
Keith Krampe reported on the audited financial statements in more detail.

Keith Krampe reported that Alan Vilines of KRWA has stated that the cost of service study should be ready for review at the joint Board meeting in June.

Manager Higdon reported on how the District continues to cope with the coronavirus pandemic.

Stan Conn made a motion to adjourn. Phil Haire seconded the motion and it carried unanimously.

The meeting adjourned at 11:30 am.



Scott Kuegel
Board Chairman



Stan Conn
Secretary

WEST DAVIESS COUNTY WATER DISTRICT

MINUTES OF MEETING

A regular meeting was held at 9:00 am, April 21, 2020 at the District Office, attended by Scott Kuegel, William Higdon, and Keith Krampe. Due to social distancing requirements, Stan Conn, Phil Haire, and Attorney Damon Talley joined via video conference.

Damon Talley presented the explanation and requirements necessary for the District to apply to the Public Service Commission to conduct a sample meter testing plan thus excusing the District from PSC's 10 year meter test requirement. Phil Haire made a motion to adopt Resolution 2020-04-01 to enact the sample meter testing plan. Stan Conn seconded the motion and it carried unanimously. At this point, Damon Talley ended his video conference call.

The Board welcomed new Board Commissioner Phil Haire to the District.

Stan Conn made a motion to approve the minutes of the March 17, 2020 regular meeting. Scott Kuegel seconded the motion and it carried unanimously.

The Board reviewed the March 15, 2020 and March 31, 2020 list of expenditures. The Board reviewed the March 31, 2020 financial reports as presented. The Board reviewed the budget comparison to actual expenses for the first quarter of 2020.

The following bills, more than 60 days overdue, were approved for write off:

58-2350-07	Thomas R Wiles	7926 Hwy 81	88.33
60-5575-02	Jennifer L Whitledge	10551 Sauer Ln	10.80
61-2008-14	Brenda Schofield	1830-C Parrish Plaza Dr	99.56
61-2054-14	Elizabeth L Lane	1800-A Parrish Plaza Dr	10.81
66-7185	Terry King	715 Deer Haven Dr	81.84

The Board reviewed the water loss percentage for March.

The Board heard the calculation for the purchased water adjustment of 65 cents per 1,000 gallons due to an increase from Owensboro Municipal Utilities effective June 1, 2020. Stan Conn made a motion to adopt Resolution 2020-04-21 to file the application with the Public Service Commission. Phil Haire seconded the motion and it carried unanimously.

The Board elected to table the review of the 2019 audit of the financial statements until the next meeting when the auditor can perform the presentation.

The Board reviewed the scope of work prepared by Alan Vilines of the Kentucky Rural Water Association to conduct a cost of service study for an estimated \$ 6,300.00.


Manager Higdon reported on the status of the District and employees as the District copes with the coronavirus pandemic.

Stan Conn made a motion to adjourn. Phil Haire seconded the motion and it carried unanimously.

The meeting adjourned at 10:30 am.



Scott Kuegel
Board Chairman



Stan Conn
Secretary

WEST DAVIESS COUNTY WATER DISTRICT

MINUTES OF MEETING

A regular meeting was held at 9:00 am, March 17, 2020 at the District Office, attended by Scott Kuegel, Stan Conn, William Higdon, and Keith Krampe.

With Suzanne White's resignation in February, the District waits for the Daviess County Fiscal Court to appoint her replacement. Scott Kuegel made a motion to nominate Stan Conn as Secretary of the Board. Stan Conn seconded the motion and it carried unanimously.

Stan Conn made a motion to approve the minutes of the February 18, 2020 regular meeting. Scott Kuegel seconded the motion and it carried unanimously.

The Board reviewed the February 15, 2020 and February 28, 2020 list of expenditures. The Board reviewed the February 28, 2020 financial reports as presented.

The following bills, more than 60 days overdue, were approved for write off:

65-4060-06	Eric N Hatfield	7413 Short St	112.07
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The Board reviewed the water loss percentage for February.

The District continues to experience intermittent frequency issues from the Utica tank site despite a new antenna at an elevated location. Sensus has been notified to determine the next course of action to restore reliability at the tank site.

The Board signed the Amendment to the Administrative Code to include Martin Luther King, Jr Day as an official holiday for the Water District.

Keith Krampe reported on the annual Medical Reimbursement Plan report of operation.

Manager Higdon reported that under a recent Division of Water inspection there were no deficiencies nor violations noted.

Manager Higdon reported on an Asset Management Plan he has prepared which details future expenditures for interior and exterior painting of tanks, washouts and inspections of tanks, meter purchase and replacement, and truck replacement projected for the next 10 years.

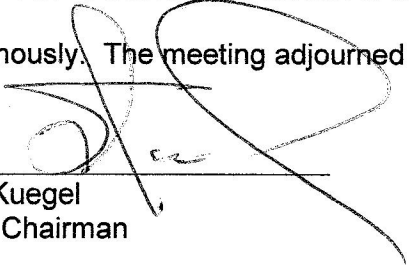
Manager Higdon reported that the District is engaged in a trial zone test to detect the flow and calculate water loss in a particular area. This experiment is being used to determine whether the Sensus Analytics program can be used for leak detection in addition to meter reading.

The Board discussed the current financial status of the District. Stan Conn made a motion to engage Alan Vilines with KRWA to prepare a cost of service study for a general rate increase application to the Public Service Commission. Scott Kuegel seconded the motion and it carried unanimously.

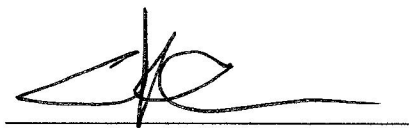
The Board discussed District operations and measures taken in the wake of the coronavirus outbreak. The Board decided to suspend March late charges and disconnections. (Note: The District was later notified after the meeting on March 17, 2020 by the Public Service Commission to suspend late charges and disconnection until further notice)

The Board asked for District Staff to prepare a quarterly budget / expenditure comparison.

Stan Conn made a motion to adjourn. Scott Kuegel seconded the motion and it carried unanimously. The meeting adjourned at 11:50 am.



Scott Kuegel
Board Chairman



Stan Conn
Secretary

WEST DAVIESS COUNTY WATER DISTRICT

MINUTES OF MEETING

A regular meeting was held at 9:00 am, February 18, 2020 at the District Office, attended by Scott Kuegel, Suzanne White, Stan Conn, William Higdon, and Keith Krampe.

Suzanne White made a motion to nominate Scott Kuegel as Chairman of the Board. Stan Conn seconded the motion and it carried unanimously. Suzanne White made a motion to nominate Stan Conn as Treasurer of the Board. Stan Conn seconded the motion and it carried unanimously.

Scott Kuegel made a motion to approve the minutes of the January 21, 2020 regular meeting. Stan Conn seconded the motion and it carried unanimously.

The financial and statistical reports were reviewed. Stan Conn made a motion to approve the January 2020 expenditures. Suzanne White seconded the motion and it carried unanimously. Scott Kuegel made a motion to approve the financial reports as presented. Stan Conn seconded the motion and it carried unanimously.

The following bills, more than 60 days overdue, were approved for write off:

55-0300-08	Alex M Barton	7771 Hwy 56	17.54
61-1696-07	Hugh F Talbott III	1721-D Parrish Plaza Dr	11.34
66-8420-01	Recommended Homes	4130 Harbor Hills Tr	24.57

The Board reviewed the water loss percentage for January.

The Board heard a progress report on the AMI project. The District continues to endure intermittent frequency from the Utica tank site. The new antenna has yet to be installed in an effort to improve the reading reliability in the area.

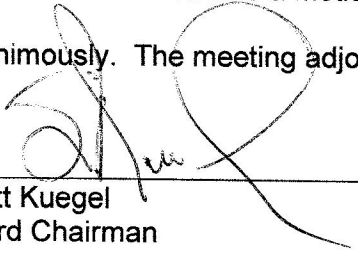
Manager Higdon reported that the TTHM levels have decreased in the first quarter of 2020.

Suzanne White made a motion to add Martin Luther King, Jr Day as one of the District's work holidays. Stan Conn seconded the motion and it carried unanimously.

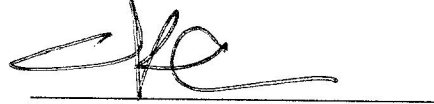
Keith Krampe reported on the Statistical Report for 2019. The District showed similar gallons sold as 2018, but endured increased water loss in 2019.

The Board was presented a list of proposed timeline of events for merger of the two Districts prepared by Attorney Damon Talley.

Stan Conn made a motion to adjourn. Scott Kuegel seconded the motion and it carried unanimously. The meeting adjourned at 10:40 am.



Scott Kuegel
Board Chairman



Suzanne White
Secretary

STAN CONN

WEST DAVIESS COUNTY WATER DISTRICT

MINUTES OF MEETING

A regular meeting was held at 9:00 am, January 21, 2020 at the District Office, attended by Scott Kuegel, Suzanne White, William Higdon, and Keith Krampe.

Suzanne White made a motion to approve the minutes of the December 19, 2019 regular meeting. Scott Kuegel seconded the motion and it carried unanimously.

The financial and statistical reports were reviewed. Suzanne White made a motion to approve the December 2019 expenditures. Scott Kuegel seconded the motion and it carried unanimously. The District reinvested the matured certificate of deposit with South Central Bank for a term of 18 months at 1.70% APY. Suzanne White made a motion to approve the financial statements as presented. Scott Kuegel seconded the motion and it carried unanimously.

The following bills, more than 60 days overdue, were approved for write off:

57-3070-07	Faith R McCane	732 Linwood Ct	54.41
61-1424-14	Michael W Hillard	1654-B Thompson Dr	29.74
61-1726-08	Jonathan E Strain	1741-C Parrish Plaza Dr	32.34
61-2024-19	Nicole M Talbott	1820-C Parrish Plaza Dr	69.45
62-6350-04	Billie S Tucker	7084 Hwy 56	28.04
65-0030-08	Daniel B Hensley	1451 Hwy 1554	80.09
68-4980-03	Scott M Sorg	2541 Longshot Cove	72.81
51-1200-04	Helen Burden	2231 Calhoun Rd	13.67
56-9760-01	Rod A Butler Jr	315 Hwy 140 W	40.32
57-2740-05	Stephanie L Welch	693 Rand Rd	105.34
61-1792-14	John J Neal	1825-D Parrish Plaza Dr	71.92

The Board reviewed the water loss percentage for December.

It was reported that Stan Conn has been appointed to the Board to replace Janet Murphy. He will attend his first meeting in February 2020.

The Board heard a progress report on the AMI project. Opportune timing when reading the Utica routes increased the District's reading accuracy to 97.33%. A new antenna located at a higher elevation is the suggestion to improving the reading reliability in the Utica area.

Manager Higdon reported that in discussion with Attorney Damon Talley, it appears that the PSC will not systematically change the mandatory meter change regulation within the next year. As a result, Mr. Talley suggest the District move forward with their own deviation application to PSC. The Board agreed.

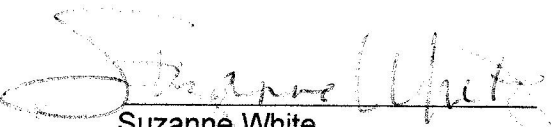
Manager Higdon reported on discussion with Damon Talley regarding the timeline and procedures required through PSC if the District decides to merge with the Southeast District. A formal timeline from Mr. Talley is forthcoming.

The Board tabled the discussion on the Martin Luther King holiday until the next meeting.

Suzanne White made a motion to adjourn. Scott Kuegel seconded the motion and it carried unanimously. The meeting adjourned at 10:00 am.



Board Chairman



Suzanne White
Secretary