

# Minutes

## Rattlesnake Ridge Water District

Feb 1<sup>st</sup> 2022

Meeting was called to order at 4:02 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Mike Copley, Randy Steagall and Steve Ison. Employees attending was office staff, Lester and all field men except Brian.

Jason made a motion to dispense the reading of January minutes; Mike second. All in favor. Jason made motion to approve January minutes; Steve second. All in favor.

Riley gave the engineers report ...After looking into the new meter situation he suggested that we stick with the ipearl meters.

Resolution was made for the legal binding agreement between Carter County Fiscal Court and RRWD over the CDBG Grant, stating that any funding over \$1,000,000.00 for phase #12 will be the responsibility of Rattlesnake Ridge Water District.

Randy made motion to accept the resolution; Jason second. All in favor.

Riley also brought up the fact that our system holds 3.9 million gallons on water just in the lines and storage which equals 7.2% that is treated water that's not billed. He would like a project profile done asap, especially for the water treatment plant and tank and line relocation before the Prison expansion.

Mike made motion to accept resolution to take off former manager W.C.Gilbert, and add Rebecca Kitchen, assistant manager, to accounts at Commercial Bank and be allowed to sign checks. Steve second; All in favor.

Jason made motion to give all employees except the new hire, Ethan Wilburn, \$.50 raise, effective February 1<sup>st</sup>.

Steve made motion that no purchases are bought unless a PO is given from David Gifford. Mike second. All in favor.

Steve made motion that all employees get (1) five day pay-week total for COVID pay. If an employee is off for COVID or COVID related illness they must use their PTO time for pay. Mike second; all in favor.

Steve made motion to go into executive session @6:24pm. Mike second.

Called back to regular session @7:10 pm.

Board wants all employees to have their own logins, copies of deposits are to be put into deposits books daily and any adjustments made must be signed off by management.

Board discussed selling the ford edge.

There was much discussion on making sure that everything was up to date and in compliance for PSC.

Discussion on water loss and resolutions to the problems.

Lester brought up the issue of employees at plant asking about if they got paid time -in-half if a state of emergency happens and they still have to work. Board discussed the issue and the employees at the plant have a set schedule and the RRWD office staff has a set schedule so no employee plant nor office gets paid time-in-half unless they work over their scheduled 40 hrs per week. Office and plant will remain open during regular office hours.

Steve made motion to accept bills paid. Randy second. All in favor.

Meeting adjourned @ 7:11pm.

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Chairman

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Secretary

# Minutes

## Rattlesnake Ridge Water District

January 4<sup>th</sup>, 2022

Meeting was called to order at 4:05 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Mike Copley, Randy Steagall and Steve Ison. Employees attending was office staff, Lester and all field men except Brian.

Mike made a motion to dispense the reading of December minutes; Jason second. All in favor. Jason made motion to approve December minutes; Randy second. All in favor.

Riley gave the engineers report ...CDBG and ARC funds are good, should be ready to advertise soon. Riley suggested we get a game plan ready for the meter change out for new project; David is going to look into doing sections at a time starting with the problem spots first.

Bill congratulated the guys on job well done finding and repairing leaks. David spoke on the new overhead crane being installed to pull pumps at the water plant and the new winch extender that was made for the trackhoe.

There was much discussion on water loss and how the new meters will make a huge difference. The Board spoke on wanting open line of communication with PSC to stay on top of all matters; New tariffs were discussed and getting a new game plan as far as operations of RRWD from the office to field guys to the water plant ..everyone working as a whole.

Lester spoke on VFD's needing fixed and getting new pump installed at plant.

Jason made motion to go into executive session @4:45pm. Mike second. All in favor.

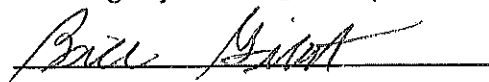
Meeting called back to regular session @5:13pm by Steve Ison. Jason second. All in favor.

Jason made motion to give Mark Kitchen a \$2.00 raise being field foreman. Randy second. All in favor. Jason made motion to hire Ethan Wilburn for \$18.00 a hour to read meters, help in field and operate equipment. Randy second. All in favor. Steve made motion starting February 1<sup>st</sup> to elect David Gifford as General Manager and Rebecca Kitchen Assistant Manager with a raise of \$5.00 per hour. Randy second. All in favor.

David spoke on getting telemetry fixed by using a new location for antenna.

Steve made motion to accept bills paid. Mike second. All in favor.

Meeting adjourned @ 7:15 pm.



Chairman



Secretary

## RESOLUTION #02012022

Whereas, The Rattlesnake Ridge Water District Board of Commissioners has resolved that effective February 1st, 2022 that Rebecca Kitchen be allowed access to all accounts with the authority to sign checks at the Commercial Bank, including but not limited to the following accounts. Also effective February 1st, 2022 W.C. Gilbert be removed from all of the following accounts:

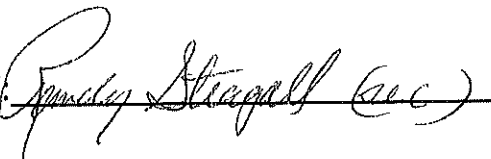
RRWD MAIN #70688  
RRWD PAYROLL #70823  
RRWD O&M #32832  
RRWD BOND & INTEREST #220183  
RRWD REGIONS #274178  
RRWD SLA #076260  
RRWD RESERVE ACCOUNT #116130  
RRWD CASH ACCOUNT #72273  
RRWD DEPOSIT ACCOUNT #70882

In witness whereof, The Board of Directors has duly adopted this Resolution on this 1<sup>ST</sup> day of February 2022.

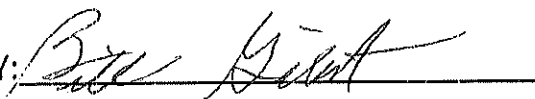
Attest:

Rattlesnake Ridge Water District

BY:

  
Pamela Steagall (sec)

BY:

  
W.C. Gilbert

# Minutes

## Rattlesnake Ridge Water District

December 7<sup>th</sup> 2021

Meeting was called to order at 4:00 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Mike Copley, Randy Steagall and Steve Ison. Employees attending was office staff, Lester and all field men except Brian.

Randy made a motion to dispense the reading of November minutes; Mike second. All in favor. Jason made motion to approve November minutes; Steve second. All in favor.

Riley gave the engineers report ...RRWD is coming up on the end of 1 year on Contract #11.

Change order 6&7 on contract #12 for new RD map was signed by both commissioner and attorney. Still waiting on ARC funding the application is on its way to Washington D.C. The Salyers Branch project has been completed with everything paid and closed out.

There was discussion on what kind of meters to use on project; David and Riley will meet with meter guy to discuss options.

Lester spoke to board about issues at plant with equipment that needs repaired, such as the lighting hitting meter, transfer pump VFD, generator, #2 filter is getting sand and intake needs fixed; raw water pump down, high service pump vibrating badly, 5 overhead lights are out and need replaced and rt#7 valve is broken.

Steve spoke on Prison expansion...Someone needs to check on Grants and see if we can get funding from the State to upgrade and keep up with the demand that the expansion will create.

All commercial and big meters in the system needs a maintenance checkup schedule.

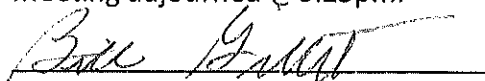
RRWD attorney, Derrick Willis, spoke on the PSC case on Jan.12<sup>th</sup> in Frankfort.

Board discussed water loss and congratulated the guys in filed for reducing the loss considerably. The guys are working together with the water plant to make sure that a close eye is being kept on tank levels to determine leaks more quickly.

2020 audit has been completed and everything was good.

Steve made motion to accept bills paid. Randy second. All in favor.

Meeting adjourned @6:25pm.



Chairman



Secretary

Minutes  
Rattlesnake Ridge Water District  
November 2<sup>ND</sup> 2021

Meeting was called to order at 4:02 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Mike Copley and Randy Steagall (Steve was absent) Employees attending were Becky, David, Lester and all field men except Brian.

Mike made a motion to dispense the reading of October minutes; Jason second. All in favor. Jason made motion to approve October minutes; Mike second. All in favor.

Riley spoke on progress of Phase #12....CDBG & ARC grant funding should be accepted within the next 2 weeks then we can proceed with advertising. He spoke on how it is getting hard to get supplies in, stating that the ipearl meters are 42 weeks out.

Mike made an amendment to increase Bluegrass Engineering funds in the amount of \$7,500.00 for redoing plans and specs for CDBG grant funding. Jason second.

Mark asked about getting guys long gloves because of the meters that have sewer running in them.

Mike and Jason suggested that letters be sent to customers with leach/sewer running into meters stating they have 30 days to take care of the problem or future action will be taken.

Austin asked if he could have a pair of waders. Board approved.

New trailer is being used and old one will be kept for a backup.

Lester spoke about raw water pump and the VFD on transfer pump. Asked about the purchase of RSB pump to replace ABS pump.

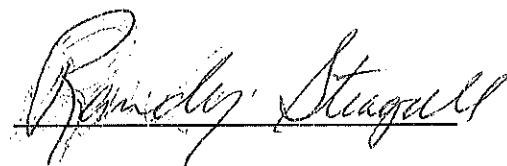
Randy made motion to approve bills paid; Jason second. All in favor.

RRWD needs to have add run in Ashland Dailey about PSC trial in January.

Meeting adjourned @ 6:05pm.



Chairman



Secretary

Minutes  
Rattlesnake Ridge Water District  
October 5<sup>th</sup>, 2021

Meeting was called to order at 4:06 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Steve Ison, and Mike Copley and Randy Steagall (Jason Carroll was absent) Employees attending were Becky, David, Lester and guys in field.

Due to board members being in quarantine from exposure of COVID19, Rattlesnake Ridge Water District was unable to have September board meeting.

Steve made a motion to dispense the reading of August minutes; Mike second. All in favor. Steve made motion to approve August minutes; Mike second. All in favor.

Jerry Callihan came to board meeting to ask about the purchase of pipe to do Salyers Branch project (due to lack of supplies).

Steve made motion to sell Jerry Callihan 2100ft of pipe @ the cost of \$3.44 a ft. Mike second. All in favor.

Steve made motion to allow Bill Gilbert to sign water line extension contract for Salyers Branch, with 1 year warranty; Mike second. All in favor.

Riley spoke to board about progress of Phase #12; The CDBG grant was approved for 1 million dollars, which will be split between Contract #1- replacing meters and Contract #2-line extensions and replacing old lines. ARC grant approved for \$500,000.00. Total for Phase #12 project is \$4.2 million.

Mike and Steve suggested that RRWD stock up on supplies to repair leaks due to lack of availability.

There was much discussion between Board members & guys in field over meters being read and the 0 reads. All meters (unless can't be found) need read each month with no estimated reads and the 0 read stuck meters need fixed.

Due to leaks being fixed, water loss was much lower and Board addressed guys on job well done.

Rick Kiser meter (old carter school) needs meter to be installed, has a 1 ½ meter now that hasn't read since the purchase in 2015.

Lova Ison addressed board about valve charting/mapping. W.C. spoke on how when we switch to the new SSI system that will be corrected with new mapping and GPS.

W.C. spoke on how the new SSI system will be paid for from funding grants through Fivco , just waiting on final approval.

FEMA funding was approved for Carter County side for the ice storm of 2021.

Steve made motion to contact Doug, from Rural Water, about the sale of old office building.

2020 audit is almost completed.

Mike made motion to approve bills paid in August & September. Steve second. All in favor. .

RRWD board spoke about hiring part time guy to help out in field.

Meeting adjourned @5:39pm

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Chairman

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Secretary



## Minutes

### Rattlesnake Ridge Water District

August 3<sup>rd</sup>, 2021

Meeting was called to order at 4:22 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Steve Ison, and Mike Copley (Randy Steagall was absent) Employees attending were Becky, David, and Lester.

Jason made a motion to dispense the reading of July minutes; Mike second. All in favor. Steve made motion to approve July minutes; Jason second. All in favor.

Doris Boggs from Salyers Branch came asking what they could do to get water ran the 1500ft for 3 taps.

Mike with Software Solutions presented board with cost breakdown for new upgrade on system : 1) upgrade office software to VIP total of \$47,500.00

2) support for new VIP \$800 a month ( in addition to the support RRWD pays now for monthly support )

3) GIS system installed and training \$25,000.00

Riley spoke on progress of Phase #12 project.... Still waiting on Letter of Conditions. He addressed board about checking in on the money that may be available out of Cares Act Grant funding.

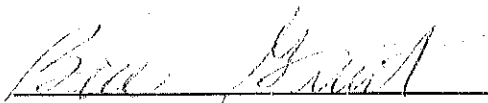
Board discussed getting someone to come and do safety training and first aid with all employees.

Board approved the purchase or lease of AED Defibrillator.

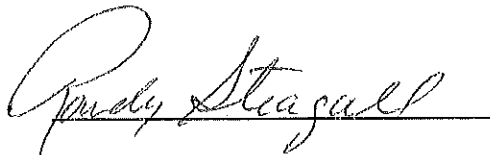
Discussion on getting sludge hauled out.

Lester spoke to board about Plant needing an upgrade, equipment is starting to fail. Board told him that phase #13 would go to upgrade Water plant and communications.

Meeting adjourned @5:17pm



Chairman



Secretary

Rattlesnake Ridge Board members have adopted Items 14 and 23 of the Letter of Conditions.

14. Insurance and Bonding:

The following Insurance and bonding will be required:

- A. Adequate Liability and Property Damage Insurance including vehicular coverage, if applicable, must be obtained and maintained by the District. The District should obtain amounts of coverage as recommended by its attorney, consulting engineer and/or insurance provider.
- B. Worker's Compensation - The District will carry worker's compensation insurance for employees in accordance with applicable state laws.
- C. Fidelity Bond - The District will provide Fidelity Bond Coverage for all persons who have access to funds. Coverage may be provided either for all individual positions or persons, or through "blanket" coverage providing protection for all appropriate employees and/or officials. The amount of coverage required for all RUS loans is \$300,000.
- D. Real Property Insurance - The District will obtain and maintain adequate fire and extended coverage on all structures including major items of equipment or machinery located in the structures.

The amounts of coverage should be based on recommendations obtained by the District from its attorney, consulting engineer and/or insurance provider. Subsurface lift stations do not have to be covered except for the value of electrical and pumping equipment therein.

- E. Flood Insurance - The District will obtain and maintain adequate coverage on any facilities located in special flood and mudslide prone areas.

23. Prior to Pre-Closing the Loan, the District Will Be Required to Adopt:

- A. Form RUS Bulletin 1780-27, "Loan Resolution (Public Bodies)."
- B. Form RD 400-1, "Equal Opportunity Agreement."
- C. Form RD 400-4, "Assurance Agreement."
- D. Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transaction."
- E. Form RD 1910-11, "Applicant Certification Federal Collection Policies for Consumer or Commercial Debts."
- F. RD Instruction 1940-Q, Exhibit A-1, "Certification for Contracts, Grants and Loans."
- G. RUS Bulletin 1780-22, "Eligibility Certification."



Chairman



Secretary

# Minutes

## Rattlesnake Ridge Water District

July 6<sup>th</sup>, 2021

Meeting was called to order at 4:06 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Steve Ison, Randy Steagall and Mike Copley. Lester was present from water plant and W.C., David and Becky were present from office along with RRWD field guys.

Jason made a motion to dispense the reading of June minutes; Mike second. All in favor. Mike made motion to approve June minutes; Jason second. All in favor.

Mike made motion to accept Resolution #07062021A to approve the opening of Phase #12 account; Steve second. All in favor.

Mike made motion to accept Resolution #07062021B, to approve David Gifford to sign checks. Jason second. All in favor.

Mike made motion to deny the \$12,000.00 settlement that Jeff Scott's office sent on the McGlone suit; Jason second. All in favor.

Riley spoke to board about the progress of Phase #12, stating that everything with Rural Water is at a standstill; still waiting on Letter of Conditions once we get it Brian Kirby said CDBG grant is good to go. Hopefully construction will start in spring.

Riley handed out project profile for Phase #13 and #14 one is just strictly for line extensions.

Steve and Mike would like for Becky to check on a few accounts to see what kind of usage difference there is between customers that have recently had older meters changed out with the new ones.

Lester spoke to Board about High Service Pump needing repaired; David will pick up motor tomorrow. Air conditioner is needed @plant in VFD room, David spoke about just needing a vent put in. Lester also wanted to address his concern over plant working at maximum load.

Jason made motion to go into executive session @4:55 pm; Randy second. All in favor. Meeting called back to regular session @5:21pm.

Steve made motion that any RRWD employee that chooses to opt-out of the company's insurance will get a \$1.00 added to their hourly wages effective July 6<sup>th</sup>, 2021. Randy second. All in favor.

Mike made motion to accept bills paid; Randy second. All in favor. Meeting adjourned @5:50pm

Chairman Bill Gilbert Secretary Randy Steagall

# Minutes

## Rattlesnake Ridge Water District

June 1<sup>st</sup>, 2021

Meeting was called to order at 4:01 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Steve Ison and Randy Steagall. (Mike Copley absent) Felicia and Carolyn attended meeting with office staff.

Randy made a motion to dispense the reading of May minutes; Jason second. All in favor. Randy made motion to approve May minutes; Jason second. All in favor.

Riley spoke to board about project.....waiting on letter of conditions; looks like we are going to qualify for the 1.25% poverty rate for project. Waiting on CDBG grant then ARC grant once we get Open Fork and Dicks Branch added to project profile.

Riley spoke to board about the PVC and pipe shortage don't think it will delay us much as of now.

Steve asked about the FEMA funding and wanted an update. David told him that paperwork has been turned in and they are working on it.

Rodney Evans came to meeting wanting line ran to his property at Woods Road. Board discussed options and told him the best thing is to get on the list and see if we can get Cares Act money to do the extra lines to provide water to these places.

Felicia asked the board if she could speak with them privately.

Randy made motion to go into executive session. Steve second. All in favor.

Jason made motion to return to regular session @ 5:41pm; Randy second. All in favor.

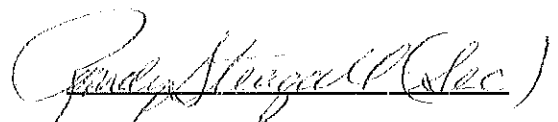
Steve made motion to hire Mark Kitchen in the position of operator/laborer @a rate of \$18.00 a hour and Felicia Howard from part time to full time position @a rate of \$15.00 a hour, both with insurance on single individual only. Jason second. All in favor.

Randy made motion to approve bills paid in May. Steve second. All in favor.

Board signed the agreement between Kentucky Rural Water financial corporation for refinance of older bonds ; 2021A in the amount of \$3,170,00.00

Meeting adjourned @ 6:31 pm.

  
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# Minutes

## Rattlesnake Ridge Water District

April 6<sup>th</sup>, 2021

Meeting was called to order at 4:05 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Steve Ison, and Randy Steagall (Mike Copley was absent) Employees attending were W.C, Becky, David, and Lester.

Jason made a motion to dispense the reading of March minutes; Steve second. All in favor. Steve made motion to approve March minutes; Jason second. All in favor.

Riley from Bluegrass Engineering spoke on Phase #12—reviewed approval of encroachment for I64. Summary addendum is done waiting on Letter of Conditions then once received construction can start. Still waiting on CDBG grant; Anticipate phase 12 starting date September 1<sup>st</sup>.

There was much discussion on the satellite auto read meters, Board is interested in another quote. This may be an option to be added to Phase #12.

Randy asked about the GPS system again. David will call and check with FICO. Steve asked about us going to Gateway, someone needs to check and see if that is a possibility.

WC went over financials; Randy approved bills paid in March. Steve second. All in favor.

WC will check with Doug about withdrawing money from the reserve account to help recover from the devastation of the ice storm.

Board asked again about needing to get an actual updated figure of what it cost RRWD to produce a 1000 gal of water.

There was much discussion on water loss and readings. Board decided that Becky would work strictly on this issue to resolve inaccurate readings and water thief once "busy time" was over.

Randy asked again about phones being able to transfer to pay bill and etc. David is working with someone on this matter.

There was much discussion about guys going back to 5 days because for not being able to keep up with meter reading when one of the meter readers is off on Friday and the following Monday. Board will discuss and made decision.

Board asked if FEMA lady was hired. David informed them that contract has been signed, and paper work turned in.

Steve made motion to design and update new employee handbook. Jason second. All in favor.

Meeting went into recess at 6:15 pm.

## Minutes

### Rattlesnake Ridge Water District

May 4<sup>th</sup> ,2021

Randy made motion to adjourn April's meeting@ 4:00 pm; Steve second. All in favor.

Meeting was called to order at 4:04 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Steve Ison, Randy Steagall and Mike Copley. All Employees from office attended and Lester was present from water plant.

Jason made a motion to dispense the reading of April minutes; Mike second. All in favor. Mike made motion to approve April minutes; Jason second. All in favor.

Two individuals from Horseshoe drive came to meeting wanting updates on when they would get water. Board explained how they had people quit and put them behind on the project causing it to be turned into DOW so now its out of RRWD's hands. Told them they could go to the next fiscal court meeting and check with State representative on COVID funding to help with project.

Bill addressed each employee with a chance to ask or comment on any topic; Tyler asked board for the purchase of 2 Squeeze offs; Board approved. He also asked about having physical address added to accounts making it easier to locate. Brian asked a question about rumors going around and wanted to make sure that everyone's jobs were secure. Mike commented on how he appreciated Brian speaking up and that all employees need to do just as he did to stop rumors before they start. Board provided names and numbers for Becky to contact to get updated addresses. Becky stated she needed free time to just work on water thief and water loss when busy time is up. Carolyn stated that she could help Becky by doing the leak adjustments. Chase asked about getting boots and board approved. Carolyn will put a memo on bills saying we are updating system and need current phone numbers and physical addresses. Lester complimented the new crew on keeping up after the loss off a couple field employees. Lester asked about getting a smart TV for the plant for schooling.

Riley spoke on the encroachment permit on #1704 and the summary addendum. CDBG grant and letter of Conditions funded. Riley also spoke on how there was a PVC shortage but don't think that the project will be delayed because of it. RRWD needs to get a project profile done ASAP and turned in. There was discussion on the new roads that will be added to Phase 12 project and Randy expressed him concern on" taking care of what we have, before we add any new roads".

Jason asked about \$650,000.00 new meter project that has been discussed and wants to be certain that the new flex-nets are compatible with the new meters for the satellite reads.

Jason made motion to go into executive session @5:21pm; Randy second. All in favor.

Meeting called back into session @5:39.

Steve made motion to hire Austin Jenkins full time @ \$15.00 an hour. Jason second. All in favor.

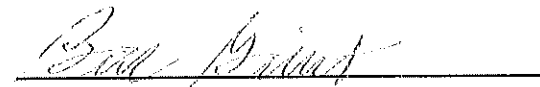
Mike made motion that starting May 4<sup>th</sup> all new hires will start at a pay rate of \$15.00 an hour and after 1 year get \$1.00 raise along with \$1.00 per certification for field employees. Part time workers will start @ a pay of \$12 a hr. Steve second. All in favor.

WC asked board about going ahead and paying off Dodge ton truck, payoff is \$11,164.00. Board agreed to go ahead and pay it off. Board also suggested looking into the purchase of a car and giving WC's truck to Glen to read meters in, instead of purchasing a new truck.

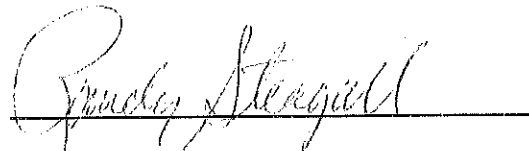
Randy made motion to approve bills paid; Jason second. All in favor.

WC spoke to board about the new upgrade from software solutions with the GPS included. He will get a quote and board will discuss @ next months board meeting..

Meeting adjourned @ 6:31 pm.



Chairman



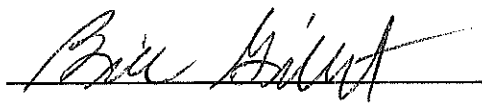
Secretary

Gate valve GPS.

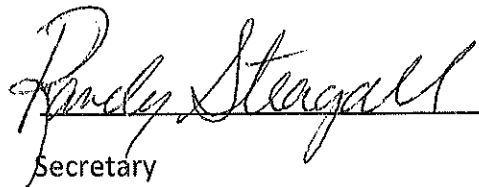
All employees need to be at board meetings.

Starting April 6<sup>th</sup> 2021, any full-time employee hired will get health insurance paid for single individual only.

Jason made motion to hire George Rowe from part time to full time position, he will be on a 90-day probation. Steve second. All in favor.

A handwritten signature in cursive script, appearing to read "Bill Gault", written over a horizontal line.

Chairman

A handwritten signature in cursive script, appearing to read "Randy Stegall", written over a horizontal line.

Secretary



## Minutes

### Rattlesnake Ridge Water District

March 16<sup>th</sup>, 2021

Meeting was called to order at 4:01 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Steve Ison, and Randy Steagall (Mike Copley was absent) Employees attending were W.C, Becky, David, Jerry and Lester.

Randy made a motion to dispense the reading of January minutes; Jason second. All in favor. Randy made motion to approve January minutes; Jason second. All in favor.

Let the minutes reflect that due to the recent ice storm, flooding and virus RRWD was unable to have business meeting in February.

There was discussion on what was needed as far as help out in field due to Shannon being off on leave; also, discussion on whether guys could remain on 4 days a week or go back 5. Board decided to hire help and let guys remain on 4 days as long as everything stayed on schedule and Jerry and Tyler will have to split up their days off so they are not off at same time.

Steve made motion to hire a contractor worker to help out in field for 40hrs a week @\$10.00 a hour. Jason second. All in favor.

There was much discussion on what needed to be done to get water ran to Horseshoe drive. Board discussed hiring a private contractor but decided it would be quicker if RRWD ran the line themselves as soon as weather permits.

David Gifford spoke to board about hiring Laurel Matula, to help us recover funds from the latest national disasters.

Steve made motion to hire, Laurel Matula from ErAssist , for FEMA funding because of the national disasters. Jason second. All in favor.

Bill questioned 2 complaints that was filed on RRWD concerning low pressure; the guys done a pressure test at both meters and the issue is with the customers elevation. Both customers need to install a pump to pump up to their residence. RRWD is supplying plenty of pressure at the meter.

W.C. went over financials.

Jason made motion on bills paid in February. Randy second. All in favor.

Lester spoke on needing a new emergency response plan in place by April 30<sup>th</sup>. He spoke about needing to purchase the SEMS software to complete this task. He also addressed board stating that plant was running at max; pump running approximately 23.7 hrs daily.

Jerry spoke to board about needing road built to Mayhew Flats tank and the different options that could be considered.

Steve suggested that a new Facebook page be created to keep RRWD customers informed of all outages and boil waters and just a way to communicate with all customers on our system. W.C will get it up and running and this should help with water loss due to customers being able to report leaks 24/7.

Board would like to address how thankful they are to the guys for being out in the extreme conditions during the ice storms and floods restoring water to all customers; it was much appreciated.

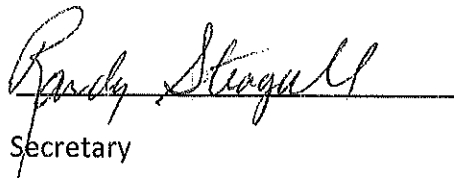
Jason wanted to address getting the disaster funding paperwork turned in ASAP.

Randy asked that the phones be fixed asap so when customers call in they can be directed to the appropriate department such as; Press 1 to pay a bill or press 2 to talk to plant etc.

Meeting adjourned at 5:28 pm.



Chairman



Secretary

## Minutes

### Rattlesnake Ridge Water District

JANUARY 5<sup>TH</sup>, 2021

Meeting was called to order at 4:03 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Mike Copley and Jason Carroll (Steve Ison, Randy Steagall were absent) Employees attending were Becky, David, Jerry and Lester.

Mike made a motion to dispense the reading of December minutes; Jason second. All in favor. Mike made motion to approve December minutes; Jason second. All in favor.

Riley from Bluegrass Engineering came to meeting and gave update on project; He stated that the final drawl for Phase #11 has been completed.... Straeffer \$19,462.00.... Bluegrass \$522.98 and \$4223.00 cash out in RRWD account, for a total of \$24,207.98.

Riley spoke on Phase #12 and the rate increase on customers.

Mike made motion to give the 6% raise across the board so all customers will receive the same 6% rate increase for Phase #12. Jason second. All in favor.

Board wants WC to figure out the cost of water per 1000 gal. Give a breakdown.

Mike made motion to accept bills paid. Jason second. All in favor.

Becky asked about her 36hrs vacation that she was unable to take in December because of other employees being off the month due to COVID.

Mike made motion for anyone who had days left from December 2020, due to COVID, could be carried over or paid out. Jason second. All in favor.

Mike wants lunch bought once a month for employee appreciation in 2021: Jason second. All in favor.

Discussion on Horseshoe Ridge and when water will go in; Guys will start project when weather is good.

Jason suggested we look into state surplus for a used truck around \$5,000.00 before we buy a new one.

Lester said he needs led lights at plant and backwash pump needs repaired along with high service pump looked at.

Meeting adjourned @4:48 pm.

Chairman Bruce Guint

Secretary Randy Steagell