

# NICHOLAS COUNTY WATER DISTRICT

## BOARD MEETING MINUTES

*January 28*  
Tuesday, February 25, 2020

5:00 p.m.

Board Members Present: Silas Cleaver, Phillip McDonald, Debbie Higginbotham, Wendy Sparks and David Tincher.

Guests: Mike Maggard (SME), Kirk Robinson (operator), Monica Pryor (Office), Tracy Linville (Office), Chase Taylor (customer).

- Meeting called to order at 5:00 p.m. by Chairman Silas Cleaver.
- Chairman Cleaver inquired about the office security camera. Kirk Robinson will be looking into replacing the faulty camera.
- Chairman Cleaver addressed the board concerning David Tincher's idea of providing all commissioners with a copy of the new tariff. All were given a new copy.
- Chase Taylor addressed the board concerning his water leak on his Maysville Rd property. He feels that blasting from the new road caused the waterline to pull apart. He is planning on digging up and replacing his lines. He inquired about a leak adjustment. Tracy Linville explained how an adjustment would work and that we also offer a payment plan. No action taken.
- Chairman Cleaver brought up the issue of fire trucks not being able to access the road leading to the hydrant on Ann

Hamon's property. Mike Maggard will be contacting the state highway dept.

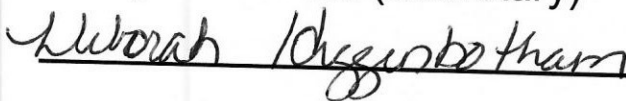
- Chairman Cleaver suggested getting information concerning a new project enabling us to go ahead with a rate increase. A motion was made by Phillip McDonald and a 2<sup>nd</sup> by Wendy Sparks to move ahead with this. Mike Maggard will be putting together a packet for this.
- David Tincher suggested the board members meet with Kirk Robinson to travel the roads to check all towers and pumps in the county to familiarize themselves with operations.
- Chairman Cleaver presented new commissioner David Tincher with a certificate of completion for his NCWD board member training.
- Chairman Cleaver adjourned the meeting @ 6:00 p.m.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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# **NICHOLAS COUNTY WATER DISTRICT**

## **BOARD MEETING MINUTES**

**Tuesday, February 25, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald (Absent), Debbie Higginbotham, Wendy Sparks and David Tincher.

\*Meeting called to order by Chairman Cleaver at 5:07 p.m.

\*Previous months minutes approved. Motion by Debbie Higginbotham, second by Wendy Sparks.

\*Chairman Cleaver opened the discussion of a possible new project to aid with a rate increase. Asking if we would be able to pull from Buffalo Trail until a project was completed? He was told we could. It was brought up that PSC recommends a yearly increase of 3%, while NCWD has not had an increase in several years. Mike Maggard said he would check on the last rate increase date. No action taken. Ann Hamon's property was discussed, as it is in need of a pull off for emergency vehicles. Mike Maggard will check with the highway engineer on this.

\*Chairman Cleaver addressed the issue of complaints concerning meter readings. We are having too many re-reads and misreads which is time consuming for the operators to look into if Jake Kirby isn't available. No action taken at this time.

\* Monica Pryor addressed the issue of a formal complaint filed with PSC by Amy Catadal. We have not received any further notice on this.

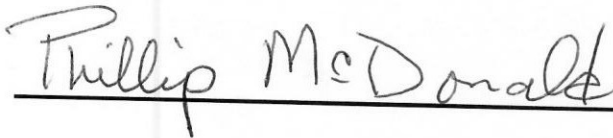
- Meeting adjourned at 5:45 p.m. by Chairman Cleaver.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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**NICHOLAS COUNTY WATER DISTRICT  
BOARD MEETING MINUTES**

**Tuesday, March 24, 2020**

**5:00 p.m.**

Board Members: Silas Cleaver, Phillip McDonald, Debbie Higginbotham, Wendy Sparks and David Tincher.

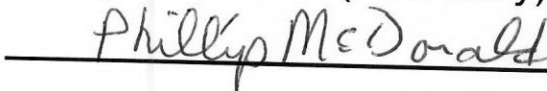
**\*DUE TO COVID-19, NCWD March meeting canceled\***

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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# **NICHOLAS COUNTY WATER DISTRICT BOARD MEETING MINUTES**

**Tuesday, April 28, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, Debbie Higginbotham (phone-in), Wendy Sparks (phone-in) and David Tincher (phone-in).

\* Guests: Mike Maggard, Monica Pryor & Tracy Linville

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*February minutes approved. Motion by Phillip McDonald, second by Debbie Higginbotham.

\*March minutes approved. Motion by Debbie Higginbotham, 2<sup>nd</sup> by David Tincher.

\*Chairman Cleaver asked for a motion on retaining Anthem health insurance for this year. Motion by David Tincher, 2<sup>nd</sup> by Phillip McDonald to maintain same policy.

\*Monica Pryor presented documents for pass-through due to Western Fleming rate increase. Jason Pennell (KRWA) completed and will submit to PSC. Documents signed by Chairman Cleaver & Phillip McDonald.

\*Chairman informed the board a new heating & air system had been installed by Myneer Plumbing, Heating & Air Conditioning after the old unit had suffered storm damage. Insurance covered the cost of the replacement.

\*Chairman Cleaver also informed the board that he had spoken to Letton Insurance Agency concerning cheaper quotes on our premiums. Mr. Letton will be getting back to us with new quotes.

\*Chairman Cleaver also informed the board that the Brady property on US 68 was now under contract. We haven't heard from the new owners yet, but expect to soon.

\*Mike Maggard presented the board with a preliminary funding report for a new project. The board voted to allow him to proceed with attempting to secure full funding for the project. Motion by Debbie Higginbotham and 2<sup>nd</sup> by Wendy Sparks.

\*Monica Pryor informed the board that an application had been submitted for the Paycheck Protection Program through CTB.

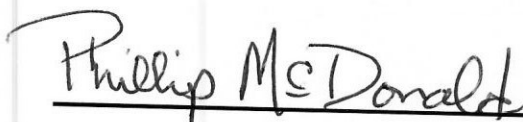
- Meeting adjourned at 5:42 p.m. by Chairman Cleaver.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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**NICHOLAS COUNTY WATER DISTRICT  
BOARD MEETING MINUTES**

**Tuesday, May 26, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, Debbie Higginbotham (phone-in), Wendy Sparks (phone-in) and David Tincher.

\* Guests: Mike Maggard, Monica Pryor & Tracy Linville, Kirk Robinson.

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Previous minutes approved with motion by Phillip McDonald, 2<sup>nd</sup> by Debbie Higginbotham.

\*Mike Maggard addressed the board with information concerning a grant from ARC and KY Dept of Local Government. David Tincher inquired as to whether we would have an answer on funding before starting any project. Mike Maggard responded yes.

\*Chairman Cleaver informed the board that he had met with Doug Hamilton (customer) concerning work on his property. Mr. Hamilton asked Chairman Cleaver to handle the work as he saw fit. Phillip McDonald offered to help Chairman Cleaver with this repair, will be around July/August.

\*NC Judge/Executive Steve Hamilton contacted Chairman Cleaver and Monica Pryor in regards to investors interested in building stores on the 18 acres behind Villaflor property. Judge Hamilton



has located grant money for this project, with the investors willing to cover the water districts part (if not feasible for the district to pay). Chairman Cleaver informed all that the engineering would have to be bid out on this project. Motion to move forward by Phillip McDonald, 2<sup>nd</sup> by David Tincher.

\*Board room flooding discussed, looking at options for the new floor.

\*Kirk Robinson informed the board that the two meters at Headquarters Trailer Park had been pumped out. One meter was pulled, the other customer came in and set up service and is making payments on amount owed.

\*Monica Pryor informed the board that an application had been submitted for the Paycheck Protection Program through CTB but the water district does not qualify.

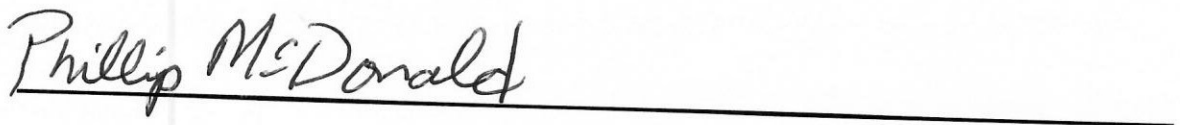
- Meeting adjourned at 5:40 p.m. by Chairman Cleaver.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



A handwritten signature in cursive script, appearing to read 'Phillip McDonald', is written above a solid horizontal line.

**NICHOLAS COUNTY WATER DISTRICT  
BOARD MEETING MINUTES**

**Tuesday, June 23, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, David Tincher, Debbie Higginbotham & Wendy Sparks.

\* Guests: Mike Maggard, Monica Pryor & Tracy Linville, Jackie Bromagen.

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Previous minutes approved with motion by Phillip McDonald, 2<sup>nd</sup> by Debbie Higginbotham.

\*Mike Maggard addressed the board with information concerning a grant from ARC and KY Dept of Local Government. He received approval for Clearinghouse of new project. ARC grant needs to be signed by Chairman Cleaver.

\*Chairman Cleaver inquired as to whether Phillip McDonald would contact Paul Mullhollem to discuss easement issue. Phillip agreed to talk to him. Motion by David Tincher, 2<sup>nd</sup> by Wendy Sparks.

\*Chairman Cleaver suggested Oddville Diesel be contracted to work on company truck. He would contact them to arrange pickup. Motion by Phillip McDonald, 2<sup>nd</sup> by Debbie Higginbotham.

\*Chairman Cleaver addressed the board concerning Altius Broadband issues affecting our Emergency Management Services. Altius tower placement is interfering with emergency radio signals.

Board members viewed video footage as well as photos of tower placement. No action taken.

\*Mike Maggard asked the board for permission to submit a BGADD profile to assist in securing funding. Motion by Wendy Sparks, 2<sup>nd</sup> by Debbie Higginbotham.

- Meeting adjourned at 6:22 p.m. by Chairman Cleaver.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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**NICHOLAS COUNTY WATER DISTRICT  
BOARD MEETING MINUTES**

**Tuesday, July 28, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, David Tinchler, Debbie Higginbotham & Wendy Sparks.

\* Guests: Mike Maggard, Monica Pryor & Tracy Linville, Jackie Bromagen.

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Previous minutes approved with motion by Phillip McDonald, 2<sup>nd</sup> by Debbie Higginbotham.

\*Jerry and Shon Wylie addressed the board concerning their water bills. Their meter checked out fine. The main concern being the meter is not being read. They would like to split the difference, we will contact PSC to see if that would be an option for them. Chairman Cleaver will talk to Jake (meter reader) about this.

\*Mike Maggard spoke to the board concerning possible project. He said we could apply for a RD loan. He also told the board that interest is very low right now. Mike informed the board that payments would not start until the project is finished. Chairman Cleaver said that "in his opinion, the district can't afford this right now". Motion made by Phillip McDonald with a 2<sup>nd</sup> by Wendy Sparks to allow M. Maggard apply for an RD grant.

\*Andrew Fugitt addressed the board concerning property he has purchased on Maysville Rd. He had submitted an open records request concerning Debbie & Roscoe Higginbotham's road bore and waterline to their property. He asked why no road bore permit was on file with Flemingsburg Office (District 9) or with the State Road Dept. in Frankfort, as it is required by law. Debbie Higginbotham told Mr. Fugitt that all questions should be directed to her husband, Roscoe Higginbotham. Mr. Fugitt then asked how many feet of waterline can the NCWD dig? Kirk Robinson answered 50 feet. Mr. Fugitt then asked why the additional 250 feet dug for the Higginbothams wasn't paid for. Debbie answered that she didn't know they were supposed to pay for it, but that she would write a check for it. He asked to see a copy of the cancelled check for the road bore which would have been payable to BP pipeline. Debbie responded that was her personal property and she shouldn't have to produce it. Again, stating all questions should be directed to her husband. Mr. Fugitt responded that her husband was not the NCWD board chairman, she was. Mr. Fugitt asked that the requested documents that weren't available, be made available to him at the August meeting.

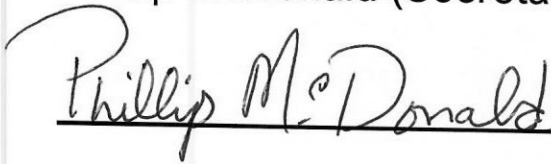
Meeting adjourned at 7:35 p.m. by Chairman Cleaver.

Silas Cleaver (Chairman)

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Phillip McDonald (Secretary)

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# NICHOLAS COUNTY WATER DISTRICT

## BOARD MEETING MINUTES

(Special Called Meeting)

Tuesday, August 18, 2020

5:00 p.m.

Board Members Present: Silas Cleaver, Phillip McDonald, David Tincher, Debbie Higginbotham & Wendy Sparks.

\* Guests: Blue Grass Engineering Reps: Paul Reynolds & Riley Sumner, Monica Pryor & Tracy Linville

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*BG Engineering delivered a presentation to the board concerning a possible project with the water district. Handed out brochures and projected costs, as well as supplying credentials and background information pertaining to their firm. Both stressed to the board the reason they decided to go into this field was their previous experiences with unscrupulous engineering practices. Both have a close working relationship with Rural Development, even though working with RD is the least profitable path with engineering firms. However, it is the most profitable for water districts. Chairman Cleaver informed them that they had provided something for the board to discuss and thanked them for their time.

\*Motion was made by Phillip McDonald, 2<sup>nd</sup> by David Tincher, to move ahead with procurement procedure.

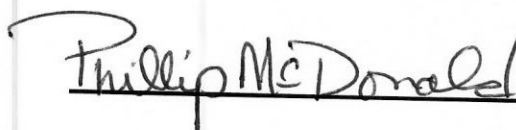
\*Meeting adjourned by Chairman Cleaver @ 7:00 p.m. to adjourn.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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# **NICHOLAS COUNTY WATER DISTRICT**

## **BOARD MEETING MINUTES**

**Tuesday, August 25, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, David Tincher, Debbie Higginbotham. Wendy Sparks (absent).

\* Guests: Robbie & Denise Matthews, Bobby Price, Rose & Bobby Brady, Mike Maggard (SME), Monica Pryor & Tracy Linville. Jackie Bromagen was dismissed as no discussion pertained to the operators.

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Robbie Matthews approached the board concerning property he has purchased on Maysville Rd. He is needing to cut in a driveway to the property and was asking about options. The board asked him if the chosen location was his only option. Mr. Matthews seemed to think so. He stated that later on, he planned to add possibly up to 20 lots. Chairman Cleaver informed him that the customer assumes all cost, our infrastructure cannot be disturbed, but we would try to be of assistance if we could. Mr. Matthews will be contacting an engineer to obtain estimates. No action taken.

\*Mike Maggard addressed the board concerning an upcoming project. He told them the interest was extremely low. Also, told the board he would have our rate increase by March 2021. David Tincher asked if the ARC funding was guaranteed, Mike responded

with "no". Chairman Cleaver informed him that the board would discuss this and thanked him for his time.

\*Chairman Cleaver addressed the board concerning the excellent job Phillip McDonald did on the boardroom floor. He thanked him for all his time and hard work.

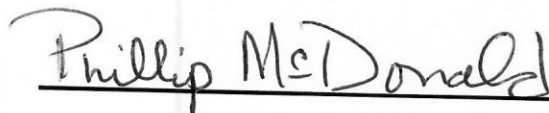
\*Meeting adjourned by Chairman Cleaver @ 5:58 p.m.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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**NICHOLAS COUNTY WATER DISTRICT  
BOARD MEETING MINUTES**

**Special Meeting**

**Tuesday, September 22, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, David Tincher, Debbie Higginbotham. Wendy Sparks.

\* Guests: Mike Maggard (SME), Riley Sumner & Paul Reynolds (BGE), Brad Montgomery (GRW), Monica Pryor & Tracy Linville, Kirk Robinson (Operator).

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Chairman Cleaver invited each of the three engineering firms to present a brief summary of qualifications to the board commissioners before they exited to let the board proceed with the procurement of an engineering firm. After reviewing the statement of qualifications submitted by each firm, and grading each firm, the NCWD board of commissioners voted to procure Bluegrass Engineering for our upcoming project. A motion made by Phillip McDonald with a second by Wendy Sparks, followed by a unanimous vote by board members.

\*Chairman Cleaver donated a set of tires for the water districts white truck, which was greatly appreciated. A motion was made by Wendy Sparks and a second by David Tincher to accept the donated tires.

\*Areas needing attention in the county are: Doug Hamilton and Darrell Gray. Chairman Cleaver requested Monica Pryor contact Bobby Price concerning the work at Mr. Hamiltons and our operators will be doing the work at Darrell Grays.

\*Debbie Higginbotham asked about the 2019 audit. She was told it was finished and copies to review will be available at Octobers board meeting, Chairman Cleaver stated it doesn't seem like a good idea for our audit copies to leave the building, as they are available for review during business hours. Motion by Phillip McDonald and a 2<sup>nd</sup> by Wendy Sparks. Motion passed.

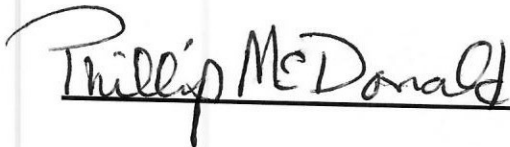
\*Meeting adjourned by Chairman Cleaver @ 7:05 p.m.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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# NICHOLAS COUNTY WATER DISTRICT

## BOARD MEETING MINUTES

Thursday, November 5, 2020 (October meeting)

5:00 p.m.

Board Members Present: Silas Cleaver, Phillip McDonald, David Tincher, Debbie Higginbotham. Wendy Sparks (absent)

\* Guests: Riley Sumner & Paul Reynolds (BGE), Monica Pryor & Tracy Linville, Kirk Robinson (Operator).

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Chairman Cleaver informed the board that the work on Doug Hamilton's property had been completed. Price Excavating backhoe, Kirk Robinson sowing seed. Bobby Price total bill: \$1,462 (\$562.00 / rock) and ( \$900.00 / labor).

\*Kirk Robinson reported all meters had been set and Darrell Gray's concrete is next to be set.

\*Tracy Linville reported to the board on the continuing issues with Jake Kirby's meter reading. We are sending all re-reads to Jake now. Issue tabled until next meeting.

\* Blue Grass Engineering addressed the board with information they had obtained concerning possible refinancing two small loans the district has. Our large loan with KRWA doesn't qualify for refinancing. A motion to refinance the two loans was made by Phillip McDonald with a 2<sup>nd</sup> by David Tincher. Our ARC Application has been modified to request \$500,000 in funding (maximum).

Tank inspections – we will be starting with Barterville. It was suggested to take out East Union (don't build back). The district needs to get away from the doghouse style buildings. As of right now, we have 15 meters needing to be replaced, as they are without setters.

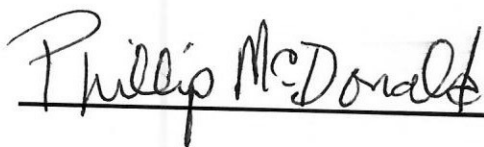
\*Meeting adjourned by Chairman Cleaver @ 7:23 p.m.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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**NICHOLAS COUNTY WATER DISTRICT  
BOARD MEETING MINUTES**

**Tuesday, November 24, 2020**

**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, David Tincher, Debbie Higginbotham. Wendy Sparks.

\* Guests: Riley Sumner & Paul Reynolds (BGE), Monica Pryor & Tracy Linville, Kirk Robinson (Operator).

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Previous meetings minutes approved with a motion by Debbie Higginbotham and a 2<sup>nd</sup> by Wendy Sparks.

\*Riley Sumner addressed the board on tank inspections. Concord tank needs attention. Chairman Cleaver stating that in his opinion, we need to take care of all tanks at once. Riley also stated that Badger meters came down in price, taking off \$13,000. Phillip McDonald brought up Paul Mullhollem still being on the old service line. Noting that we need to get him off of that line. Chairman Cleaver asked Riley what steps are next. Riley stated submit to BGADD (Karyn), project profile, clearinghouse, sign RD contract. A motion to move ahead was made by Phillip McDonald, with a 2<sup>nd</sup> by David Tincher.

\*Robbie Matthews and Bobby Price came before the board concerning the Matthews drive on 68. Robbie stated that he wasn't in a big hurry and could wait until the project was started to see

what happens. Matthews is talking about running 400-600 ft. of 2 or 3 inch line. He informed the board that he would stay in touch.

\*Meeting adjourned by Chairman Cleaver @ 6:34 p.m.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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**5:00 p.m.**

Board Members Present: Silas Cleaver, Phillip McDonald, David Tinchler, Debbie Higginbotham. Wendy Sparks.

\* Guests: Riley Sumner & Paul Reynolds (BGE), Monica Pryor & Tracy Linville, Kirk Robinson (Operator).

\*Meeting called to order by Chairman Cleaver at 5:00 p.m.

\*Previous meetings minutes approved with a motion by Debbie Higginbotham and a 2<sup>nd</sup> by Wendy Sparks.

\*Chairman Cleaver informed the board that Kirk Robinson and Phillip McDonald had completed the concrete work on Myers Rd. where the water line had been exposed. He thanked them for their time and labor during the repair.

\*Chairman Cleaver also reported that he, Kirk Robinson and Monica Pryor had met with Judge Hamilton recently. This meeting was held as a courtesy to provide details of our upcoming project to Judge Hamilton (in case anyone had questions for the judge). BG Engineering had already introduced themselves to Judge Hamilton. The judge also mentioned a possible interest in a 15-20 house subdivision here in the county. An investor/ developer had approached him with this project. Chairman Cleaver told the judge that the water district would definitely be interested in this.

\*Riley Sumner (BGE) updated the board on our upcoming project. He said Randy Jones would be emailing paperwork soon. Our Clearinghouse comments are available online now. We will need a public meeting for our project (maybe schedule it for 3:00 on our regular meeting day). Also, Badger Meters assured us they wouldn't be raising prices, as we are locked in for 1600 meters. Riley also informed the board that our county attorney would be drawing up the easements for the project. Probably 7 or 8 will be needed.

David Tincher asked Riley if the aforementioned subdivision would be alright with a 4 inch line, Riley said it would.

Paul (BGE) addressed the board concerning the financial side of our project stating that the figures given to us were "worst case scenario", adding that we will be asking for every penny we can get. Chairman Cleaver thanked Paul and Riley for moving things along so efficiently.

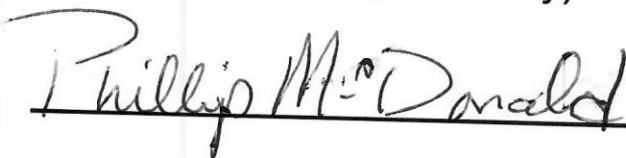
\*Meeting adjourned by Chairman Cleaver @ 5:47 p.m.

Silas Cleaver (Chairman)



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Phillip McDonald (Secretary)



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