



MEETING MINUTES
May 11, 2017, 3:00 P.M.

I. CALL TO ORDER

Chairman Joe Raisor and Commissioners (Kim Ballard, Ron Courtney, Gilbert England, Darrell Lykins, Jim Sapp, and Doug Terry) present and called the regular monthly meeting of the Carroll County Water District # 1 to order. Commissioners Mike Lewis and Bennie Wilson were not present. Others present were Manager Obe Cox and Sandy Beall.

II. MINUTES FROM PREVIOUS MEETING

A motion was made by Commissioner Courtney and seconded by Commissioner Sapp to accept the minutes as written from the previous month's meeting. Motion passed.

III. RECOGNITION OF GUESTS

No guests at this monthly meeting.

MANAGER REPORT:

IV. CONSTRUCTION/PROJECT PROGRESS REPORTS
PROJECT UPDATES:

- Kentucky Highway 42 DOT Relocation Project (4 Mile to NAS) – This project is nearly completed and ahead of schedule. We are currently doing flushing on the last segment since all pressure test have passed. Once flushing is complete then water quality samples will be taken and sent to the laboratory prior to putting into service. The contractor is also working on a preliminary punch list. Within the last 30 days, CCWD#1 has received two State K-DOT reimbursement checks. These are considered pass through but ultimately CCWD is responsible for 10.6% of these charges due to the agreement of the cost of betterment. In other words, the 10.6% is the cost of upsizing the existing 6" water main to an 8" water main along Hwy. 42. This will be adjusted out at the end of the water line relocation project.
- Kentucky Highway 42 (Distribution) Master Meter Station – The master station vault has been installed and connected to the 8-inch transmission line. The new telemetry equipment has been received and being stored in the meter shop.
- Hwy 2949 (South Fork Road) Modification – Approval has been given through the State at the local branch but not officially been processed at the Frankfort level. Once received at the Frankfort level, it was kicked out because of how the cabinet had labeled Carroll County Water District's official name, hence the deletion of #1 and the concern of the address being 205 Main Cross vs. 205 Main Cross Street. No actual construction has taken place due to the ongoing delays within the Cabinet but it has been assured they will be processed soon.

CCWD#1 MEETING MINUTES (cont)

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V. GENERAL BUSINESS

SYSTEM UPDATE:

- The unaccounted water loss was 10.5% for April and the current YTM is 16.5%.
- Ky Energy Department Tier 2 (Chlorine) safety report has been submitted.
- Two Hydro-Vac equipment bids were received and opened May 5th at 10:00 EST, as advertised. Vermeer Heartland's bid packet was the apparent low bidder at \$42,515 and Ditch Witch total was \$50,788. A loner will be delivered and used until the new specified one is delivered. The rental price, if charged, will be applied towards the purchase price as shown in the bid packet.
- The Annual Audit is still on hold until the retirement numbers are announced.

SPGE – KDLG SUBMITTAL:

- Obe received a 30-day notification from the Kentucky DLG office in regards of the non-receipt of the 2016 End of Year Actuals. Obe called the office to verify the intent since the Annual Audit is pending due to the noted KRS liability numbers have not been released but is required to be included in the audit. They still requested the audit numbers even though they are not approved by PSC. In their opinion, they believe when the PSC submits all annual reports over to the KY DLG that it will over ride the numbers that are preliminary submitted by the agency. Obe stated that his opinion is that this would be impossible as their format is totally different but will satisfy their request prior to directive timeline.

INSURANCE RENEWAL:

- Exhibits were passed out to show the renewal plan as basically the same as the current but has a 2.4% increase on the premium. The selected plan is called Anthem-KACo 9.0 Option 22 Rx E13 with a lower co-pay on doctor's office visits on both primary and specialist. The downside is the responsibility of 20% cost after deductible and on Emergency Room visits would change from a co-pay to a 20% cost after a \$250 co-pay. It was also noted that on all plans going forward the rental cost of medical equipment was moving towards a shared cost. Obe notified the Board that if we stepped outside of KACo membership and went to a different carrier such as United Health and Humana that it would inflate premiums to approximately 48% and 59% on similar plans.

Obe said that he spoke with representative about the life insurance coverages being provided by the employer. Scott Brown stated that they were getting more popular because of the savings encountered by a group plan versus individual purchases. Obe said he had not researched much more into this subject but did know of other utility districts that offer coverage and some that do not. The Board asked Obe to gather more information on the life insurance benefits as what was estimated by Mr. Brown seemed to be a cheap investment for a good incentive for all employees.

A motion by Commissioner Lykins and second by Commissioner Courtney to select the Anthem-KACo 9.0 Option 22 Rx E13 employee insurance policy. Motion passed.

EMPLOYEE TRAINING:

- On April 21st, we had a local leak detection training event, hosted by Kentucky Rural Water Association which was credited education hours towards water operator certifications. The following week we held another on-site hydrant training. During this event, the purpose was to repair two hydrants in the Worthville area. One hydrant required additional parts besides the repair kit. The other hydrant, the trainer was hesitant to make an attempt because of the circumstances.

EMPLOYMENT PROCESS UPDATE:

- After completing the hiring process, Stephen Terry has been hired and will start Monday May 15th with an hourly salary of \$19. He will be evaluated after six months intervals and after two years will have the opportunity to be at what is considered the base pay being no certifications. At this time, he will be eligible to obtain his 2-D certification. The second applicant has not been hired but the prospects are down two applicants. Obe will go through a review and will select one in the very near future.
- Commissioner Terry stated that for the record he has intent to step down due to his son Stephen being selected to be hired and will recuse himself from any voting going further to avoid any potential conflicts. Obe asked Doug Terry and advised the Board that due to Doug's position being the Secretary/Treasurer, a current Commissioner will need to be appointed but in due time, thus allowing for adequate processing time. We will need to elect an existing board member for this position and start the transition of security trust bond, authorization of signatures of checks and Certificate Deposits.

OPEN COMPLAINT / CONCERN:

- At this time, no complaints or concerns were stated.

VI. FINANCIAL REPORT:

Orders of the Treasurer and Rental Deposit forms were reviewed and signed. The financial statements were distributed and reviewed. The Commissioners accepted checks #19685 thru #19771 for payment.

VII. ADJOURNMENT:

With no further business, a motion was made by Commissioner Courtney and seconded by Commissioner Ballard to adjourn the meeting at 3:55 p.m.(ET) Motion passed.

CCWD
Cane Run Water District





MEETING MINUTES
June 8, 2017, 3:00 P.M.

I. CALL TO ORDER

Chairman Joe Raisor and Commissioners (Gilbert England, Mike Lewis, Darrell Lykins, Jim Sapp, and Doug Terry) present and called the regular monthly meeting of the Carroll County Water District # 1 to order. Commissioners Kim Ballard, Ron Courtney, and Bennie Wilson were not present. Others present were Manager Obe Cox and Sandy Beall.

II. MINUTES FROM PREVIOUS MEETING

A motion was made by Commissioner Lewis and seconded by Commissioner England to accept the minutes as written from the previous month's meeting. Motion passed.

III. RECOGNITION OF GUESTS

No guests at this monthly meeting.

MANAGER REPORT:

IV. CONSTRUCTION/PROJECT PROGRESS REPORTS
PROJECT UPDATES:

- Kentucky Highway 42 DOT Relocation Project (4 Mile to NAS) – Water lines have been installed and are in service. Punch list work continues to be completed. Eaton Construction has been reckless and this behavior has been reported to the State Highway Department. Quality control measures has been established. The closeout paperwork is still being processed and will be for a while as the state department is experiencing major delays in processing payments. CCWD's has done their portion on submitting the pay request packets on a monthly cycle.
- Ky. Hwy 42 (Distribution) Master Meter Station – CCWD#1 has completed the installation of this new telemetry station that will monitor flow and system pressure. Programming is scheduled to be completed next week to finalize this in-house project.
- Hwy 2949 (South Fork Road) Modification – No field work has been completed on this project. All paperwork has finally been approved by the Ky. DOT to allow CCWD to receive 100% reimbursement cost for this undertaking.
- NAS Admin Meter Service Rehab – The existing service to this building, was the original service to the startup operation of NAS. This was a 6-inch water meter that was a manual read, extremely deep, and did not allow a means to test the meter. It was also oversized, therefore the accuracy was extremely low, meaning that more than likely, it would not detect low flow usage, such as toilet flushes. The depth of the meter vault was extremely deep, which made an emergency repair a higher risk for injury. FMC was contracted to dig the service out, replace with a 2" meter and a poly vault. This will save the District money as a 2-inch

CCWD#1 MEETING MINUTES (cont)

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water meter accuracy will detect low flow and will allow a proper test to be performed while in service in the future. Obe stated that this was a task that he had been wanting to get accomplished since coming back to the District. And was very pleased that they could make arrangements with FMC to perform task as it was a high-risk job and time sensitive.

- Hwy 355 Water Line Replacement – Yesterday June 7th, FMC did an emergency repair that replaced 400 feet of 6-inch PVC slip joint pipe with 6-inch yellow locking restraint pipe in a hill slip area. This is the same area where the state department has attempted to unsuccessfully stabilize the slip. The area has caused several maintenance repairs. The locking restraint will allow the pipe to stay intact within the slip area and reduce the number of failures. If the ground continues to shift, access to the repair will be easier.

V. GENERAL BUSINESS

SYSTEM UPDATE:

- The unaccounted water loss was 20.4% for May and the current YTM is 17.3%. A portion of the higher loss may be from pools being filled just past the time of meter reading collection. Several calls have been received, reporting that they filled their pools. The other reason is that accumulation of numerous small leaks that takes several man-hours to locate. It has been objective to get some of the major rehab jobs completed.
- Obe reported that CCWD#1 participated in a local countywide recycle program. In which we placed a proudful third of many that had signed up.
- At the Ghent WTP, Well #5 has been off line due to electrical failure. It tripped a few weeks ago due to a faulty starter which caused a small motor fire. Layne pulled the motor to verify this while research of rebuild or finding a more efficient motor. Based on findings, a more efficient motor was ordered with a new starter controller.
- The SCADA's central hard drive crashed. The software on the system was outdated, but earlier was fully functional, so there was no need to replace it previously. With the crash, it made more sense to upgrade to the CSX operating platform. Both machines were replaced at a reduced rate. This will make the system more user-friendly for the maintenance men phones and devices. As it will allow for more stable performance and security enhancements.
- The recent worldwide computer Ransom ware (WannaCry) attacks has made the administration department back up procedures to be more aggressive. Assuring the backups are being done routinely and properly on the billing and accounting data with daily backups and weekly backups on external devices that will be stored off-site. CCWD's library documents will be included on these backups.
- The Annual Audit is still on hold until the retirement numbers are announced.
- SPGR – KDLG Acknowledgment - The end of year actuals has been submitted through their web portal. A receipt of acknowledgment has been received from Kentucky DLG which confirms that this request has been completed within the 30

day mandate. Usually this is not subject to scrutiny, but due to the ongoing issue with KRS liability number that causes the delay of the annual audit, which causes a trickle-down effect. Obe stressed that something needs to change with the timeline as he strongly feels like this could become an every year fallout.

LIFE INSURANCE PROPOSAL:

- Obe has been reviewing Life Insurance policies to offer another benefit to the employees. A \$25,000 term life with a \$50,000 accidental policy would cost the District approximately \$65.40 per month/\$784.80 per year to cover all eight employees. It would be under the Hartford Company at a 27-month lock-in rate with a renewal in October 2019. Additional insurance could be purchased by the employees and deducted from payroll. A minimum of 50% of the staff will need to participate in the program before this could be offered.

A motion was made by Commissioner England and seconded by Commissioner Lykins to approve offering a life insurance benefit to the employees of a \$25,000 term life with a \$50,000 accidental policy for the District expense. Also, offer the option to allow employees to purchase additional increments if the provider guidelines are achieved. Motion passed.

BOARD:

- A discussion was made regarding a replacement for the Secretary/Treasurer Board position as Commissioner Doug Terry will be excusing himself from his current position and start the process of not being reappointed for another term. Doug Terry was acknowledged for his outstanding service to Carroll County Water District as he has served unbelievable 28 years (BM: 02-09-1989; S-T: 11-09-1989).

After consideration, a motion was made by Commissioner England and seconded by Commissioner Sapp to appoint Commissioner Mike Lewis to the Secretary/Treasurer Board position to replace Commissioner Terry. Motion unanimously passed.

A motion was made by Commissioner Sapp and seconded by Commissioner Lykins to adopt Resolution #1 for Farmers Bank of Milton to delete Stephen D. Terry as an authorized signature body and add newly elected Mike Lewis, Secretary. Motion unanimously passed.

A motion was made by Commissioner England and seconded by Commissioner Lykins to adopt Resolution #2 for United Citizens Bank and Trust Company to delete Stephen D. Terry as an authorized signature body and add newly elected Mike Lewis, Secretary. Motion unanimously passed.

Obe presented the Board with a form that would allow Mike Lewis to replace Doug Terry on the Security Trust Bond. The form was signed and will be submitted to the agency to expedite the process, prior to the banks processing the switch.

EMPLOYEE UPDATE:

- After evaluating the other two applicants, Phil Napier has been hired and will start Monday June 5th with an hourly salary of \$19. He will be evaluated after six months intervals and after two years will have the opportunity to be at what is considered the base pay being no certifications. At these six months employee review, he will be eligible for an incremental pay raise increase. Furthermore, he will be eligible to obtain his 2-D certification. Obe sent a letter of regret to the other applicants.

EMPLOYMENT EVALUATIONS:

- At the current time, employee evaluations are incomplete. Obe stated that he had not completed his review of all employees. This being the review of the employee performance files from the past 12 months or conducting his routine meetings with each individual staff member to discuss strengths and weaknesses. Obe informed the Board that he always manages with the basis of merit raises and to strive to have a team that works continuous together and make improvements on their weakness. Ultimately, the goal is to be able to award everyone the same, as this would be the indicator that unity is being met. Obe asked the Board to approve the allotment for the overall annual staff increase and prior to July 1 effective date will determine the breakdown merit raises amongst the hourly wage employees. A discussion of the percentage was conversed. The Board approved a 3% increase in payroll for the incoming year to be given at the discretion of Manager Cox.

A motion by Commissioner Lewis and second by Commissioner Lykins and being a unanimous decision to increase payroll 3% to be effective on the first payroll in July.

OPEN COMPLAINT / CONCERN:

- At this time, no complaints or concerns were stated.

VI. FINANCIAL REPORT:

Orders of the Treasurer and Rental Deposit forms were reviewed and signed. The financial statements were distributed and reviewed. The Commissioners accepted checks #19772 thru #19856 for payment.

VII. ADJOURNMENT:

With no further business, a motion was made by Commissioner Terry and seconded by Commissioner Lewis to adjourn the meeting at 4:15 p.m.(ET) Motion passed.

CCWD
Carroll County Water District





MEETING MINUTES
May 10, 2018, 3:00 P.M.

I. CALL TO ORDER

Chairman Joe Raisor, with Commissioners (Kim Ballard, Gilbert England, Mike Kelly, Mike Lewis, Darrell Lykins, and Doug Terry) present, called the regular monthly meeting of the Carroll County Water District # 1 to order. Commissioners Ron Courtney and Jim Sapp were not present. Others present were Manager Obe Cox and Sandy Beall.

II. MINUTES FROM PREVIOUS MEETING

A motion was made by Commissioner Ballard and seconded by Commissioner Lewis to accept the minutes as written from the previous month's meeting. Motion passed.

III. RECOGNITION OF GUESTS

No guests at this monthly meeting.

MANAGER REPORT:

- Obe introduced Mike Kelly to the Board. Mike Kelly was sworn in to uphold his duty as a Board member of the Carroll County Water District #1.
- Obe read a 'Thank You' card from the daughter of the former Commissioner Bennie Wilson.

IV. CONSTRUCTION/PROJECT PROGRESS REPORTS

PROJECT UPDATES:

- **Kentucky Highway 42 DOT Relocation Project (4 Mile to NAS)** – FMC, the contractor, completed the final punch list on May 4th. Jeff Salverson with DOW Chemical was pleased with the work. Tomorrow, May 11th, the contractor is schedule to lower the water main near Cabot road entry. Once the lowering of water main is complete, the final payments can be disbursed. Tony Blau with the state department of transportation stated that the small balance left over in the change order that covers 100% reimbursement will cover the additional HDR fees.
- **Nucor Developments** –In the middle of April, Obe had a meeting with Nucor's staff to coordinate a date to make tie ins with Nucor's normal schedule shut down. As of right now, the schedule date is June 6. The pipeline work is schedule to start next week by Atek. CCWD has received the materials and delivered them to the project site, located at Nucor's nearby parking lot.
- **KU East Development** – No payment has been received for the new service that was completed recently. Obe has contacted Elijah Brown, KU's Project Engineer of the concern of non-payment. Earlier today, Judy Disney with KU assured Obe that payment was mailed May 8th and should be received very soon.

CCWD#1 MEETING MINUTES (cont.)
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- **Hwy 355 Slip** -- Saturday, April 17th the road was closed again due to the hill slippage. This time, a large tree had fallen and brought down the power lines. During the week of April 16th CH&M, which was led by Jeff Meinders, did some clearing and installed the special 6" locking joint pipe. It was recently put into service after a couple small leaks were discovered during the line pressure tests. Kyle Martin, Ky DOT permit inspector, called Obe in regards to a complaint on the ditch line. Obe informed Mr. Martin that the hill is still moving and causing the road ditch line to fill. Obe stated to Mr. Martin that once the final cleanup was completed that pictures and notifications would be submitted. Mr. Martin would be notified so he could see for himself that the water pipe construction is not causing any issues, in fact the weather has not dried the ground well enough for the slippage to cease. Obe recently contacted both K-DOT departments (Permits and Local Maintenance) to notify them that CCWD had completed their work.

As for FEMA, Obe and Phil Napier attended a training session regarding the new format of submitting paperwork. This has been declared as a disaster and could offer cost impact reimbursements. This format is new but has been used in the recent events of the east coast and southern border hurricanes.

- **Wendy's Developments** – There has been many meetings in regards to the Wendy's developments. Obe did not want to start relocating the existing pipeline until survey stakes were established. This would insure proper alignment and the new meter base being placed within the green space and avoiding the parking lot. On Monday, a site meeting took place to verify the approach from the upper lot to the road elevation lot. Obe asked the foreman, Wil Bach, of Wendy's construction that the slope of the proposed water main will need to be benched and some fill brought in to allow easier installation and a way for future maintenance work to be done, if required in the future. Equipment has been moved and earthwork has started. CCWD's field crew will start water line relocation work next week.

GENERAL BUSINESS

SYSTEM UPDATE:

- The unaccounted water loss was 4.9% for April which brings our current annual loss to 10.4%.
- At the Ghent WTP, the interior of the old original building and the High Service Building #1 are being prepared for painting.
- On payment delinquents, 31 disconnects were completed on Tues 5/8 with a high percentage being re-established. This number was down from previous month.
- On April 25th, 71 meters and 17 transmitters were sent to Master Meter that are under warranty. Master Meter has contacted Obe regarding a flaw in the circuit board and programming of the meters. It appears doing data loggers can create a problem with the battery life.
- Obe and Phil Napier attended a GIS training session in Lexington.

- The concern of the size of the existing conference table was discussed as it does not hold all board members if all are in attendance. Therefore, if anyone does a special presentation it causes a seating issue. Obe gave a quote of \$1050 for a new 12-foot conference table that is the same type and build as the existing.

A motion by Commissioner England and second by Commissioner Terry to purchase a new 12-foot conference table. Motion passed.

KIA LOAN REFINANCE FUND F TO C:

- Regarding PSC Case #2017-00409 related to reducing the existing (F03-02) loan interest rate from 3.0% to the proposed (Fund C) loan being at a 2.25%, Chairman Raiser signed the acknowledgment papers showing the final payment schedule. Obe will submit the paperwork back to KIA and the required notification to PSC as required by their authorization of refinancing.

JUNE MONTHLY MEETING DATE:

- The June monthly meeting has been rescheduled for Tues, June 12th at 10:00am.

HEALTH INSURANCE RENEWAL:

- Exhibits were passed out to show the renewal plan and other alternative options. Basically, the renewal plan is very similar to the existing with an increase on the cost of the 'Physicians Office Visit' of additional \$25 and a slight 3.1% premium cost increase. The renewal plan is called Anthem-BCBS - KACo 10.0 Option 28 Rx E13 which is a high deductible/ maximum out of pocket policy. Obe again notified the Board that if we stepped outside of KACo membership and went to a different carrier such as United Health and Humana that it would inflate premiums to approximately 48% and 59% on similar plans (exhibits attached). This was a move that CCWD did a few years ago to create savings.

A motion by Commissioner Lewis and second by Commissioner Terry to select the Anthem-BCBS - KACo 10.0 Option 28 Rx E13 employee insurance policy. Motion passed.

OPEN COMPLAINT / CONCERN:

- Obe briefed the Board about an ongoing situation with an existing customer, Karen Ogburn at Black Rock Road (aka Sharon Road). The situation has been off and on for many years. In the past she has wanted to build a small cabin like building near the existing pond and wanted to extend the original marsh pond. Unfortunately, the original marsh pond as shown on handwritten asbuilt drawings which indicate the water main surrounds the pond on three sides and on the fourth side lays the existing county road. (Obe said the previous occasion when she wanted to expand the old pond, which resulted that she could expand the old pond that Obe told Ms. Ogburn if she wanted to do any other projects to let us know and we would go in this area and spot dig the existing water main to assure exact location and depth.) After several on-site meetings took place, Obe stopped the contractor, Larry Burkhardt as he was hired to build a new pond above the mouth of the existing water pond, therefore, placing our existing water main in between the two ponds in a marshy area. After it was known of the extreme

shallow water main, Obe stopped Mr. Burkhardt and explained to both he and Ms. Ogburn that on the new pond dam that the overflow spillway had to be piped beyond the existing water main and dirt brought in to obtain adequate depth.

Then it was discovered by CCWD field crew that the existing water main was in the water way of the older pond on the north side pond. Obe said that he decided to write a response to Ms. Ogburn's letter because her letter had several conflicts with the truth and that he was consuming more time then he could handle with his work load. Obe read his letter out loud to the board as it will be hand delivered tomorrow or certified mailed. The letter gave Ms. Ogburn until June 1 to decide on whether she wanted to pay for the materials to relocate the water main out of the water hazard or go with a judicial route.

V. FINANCIAL REPORT:

Orders of the Treasurer and Rental Deposit forms were reviewed and signed. The financial statements were distributed and reviewed. The Commissioners accepted checks #20896 thru #20993 for payment.

VI. ADJOURNMENT:

With no further business, a motion was made by Commissioner Ballard and seconded by Commissioner England to adjourn the meeting at 4:15 p.m. (ET) Motion passed.




Mike Lewis, Secretary-Treasurer

BOARD OF COMMISSIONERS MONTHLY MEETING

AGENDA

THURSDAY, MAY 9TH 2019 @ 3:00 PM

CCWD #1 CONFERENCE ROOM

I. **CALL TO ORDER**

Chairman Joe Raisor, with Commissioners (Kim Ballard, Doug Terry, Mike Kelley, Mike Lewis, Darrell Lykins, and Jim Sapp) present, called the regular monthly meeting of the Carroll County Water District # 1 to order. Commissioners Gilbert England and Ronald Courtney were not present. The others present were Manager Obe Cox and Sandy Beall.

II. **MINUTES FROM PREVIOUS MONTH'S MEETING**

A motion was made by Commissioner Sapp and seconded by Commissioner Kelley to accept the minutes as written from the previous month's meeting. Motion passed unanimously

III. **RECOGNITION OF GUESTS**

No guests at this monthly meeting.

IV. **CONSTRUCTION/PROJECT PROGRESS REPORTS**

1. **Ghent WTP Rehab/Improvements** - Both Low Service Pumps are installed and wired to the VFD controllers. A start up is scheduled on Monday, May 13th. This will allow for water to be pumped into the distribution system in the valley at a lower energy water. After putting power to the pumps this will allow for tweaks to be made on programming the drives and the communication output to the existing SCADA system. Last week, Obe picked up an enclosed A/C unit for the lab room to keep the VFD controllers cool and moderate the humidity levels. An electrician will be scheduled to wire the A/C unit to a direct dedicated circuit as cut in a vent to the exterior of building.

2. **FEMA Update** - On April 23, Obe signed the Damage Description Dimension' Scope form also known as the DDD form. This is related to the Federal Disaster Recovery Event #4361 and being the FEMA project with CCWD as project #47311. This is the project that is related to the emergency work for the permanent replacement of Hwy 355 hill slide/slip. The total cost of repair was \$50,497.34 on this particular project that FEMA assigned to.

Then on April 29th, the request from FEMA came in to submit the DDD form on the FEMA project #47315. This is the emergency permanent repairs for Whites Run, Bucks Run and Hwy. 467. The total cost of repair was \$81,544.

Tomorrow May 10th, Obe has a Recovery Transition (RT) meeting with FEMA which includes inspection and Final Processing Procedure (Audit Documentation) for all FEMA projects related to the Federal Declared Disaster of #4361.

This is a good sign that closure and all payouts to be completed on the FDR# 4361 that involves CCWD.

CCWD#1 MEETING MINUTES (cont.)

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3. **Steel Technology Relocation / Meter Service** -- The office has received both payments for the work that was completed in regards to Steel Technologies' new development of \$35,243.67 (pipe relocation) and \$1,619.64 (new service). Steel Technologies' water was temporary shut down per their request due to the recent structure fire. They quickly asked for the water to be turned back on while they are doing clean up from the fire. Steel Tech was charged on their water bill as service calls for both requests which total \$40 per request.

4. **Nucor Service Request** - On April 11, the field crew installed another large meter service for Nucor at the same proposed Gal-Pickle facility that is under construction. More than likely, the one previously installed will not be used and this particular meter base will supply Nucor's new development. This is the result of Nucor's poor planning and design. On April 10, Nucor was electronically invoiced \$16,309.80. At the current time, payment has not been received.

5. **IMI New Service** - On April 17, Obe received a call from Noel Wade, IMI, asking if a water service could be provided at a different site than what was recently installed. Obe told him nothing could be done until payment of the new service at the road intersection of Hwy. 42 and Montgomery Road was fully received. According to him, Nucor required IMI to move their build site to further south on Montgomery Road; past the railroad and road crossing. He asked if the new service at this relocated site could be expedited. Obe told him once payment was received that things would be put in motion for the next new service. Mr. Wade brought a check of \$23,956.98 that afternoon. Obe then triggered the kick off work order to establish a few required items. One of those was an on-site meeting to assure the meter base would not be in harms-way during and after construction, as they did not have any structure/site development plans. CCWD has an area for the proposed meter to be installed; based on the staking of Mr. Wade. BUD number has been established and a meter base location number has been assigned. The poly vault has been designed and ordered, as well as the encasement pipe for the road crossing.

6. **Valero Gas – Service Request** - Last week, Obe received the first call from Mike Helmer, a contractor, in regards to repairing the water leak at Marathon Gas on Hwy. 227. After having a conversation with Mr. Helmer about relocating a water meter base, Brian Williams, the project general contacted Obe about the cost of doing so. Their problem was they were hired to do a wholesale service line change out but could not drill because of an unknown gas line. So they requested the District to relocate the existing meter base to the east so they could start drilling from that point to the back of building. Obe informed him that this

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would be based on actual cost but we would require a security payment of \$2500. Once the job is completed then they would be invoiced the actual amount. The work has been completed and Mr. Williams was invoiced for \$1,848.60. Once this payment has been received, we have been requested to shred the original check of \$2500 that is on hold. Earlier today, the payment was received and the on-hold check has been destroyed. Mr. Williams was notified of the transaction being completed as agreed.

7. Project O Update - Request for continuation of building, tweaking SOPs and strong encouragement to the office staff to 'LOG IT' items are being stressed. The log-it term means when a staffer has ran into a situation where a task cannot be completed as signed; therefore it needs to be entered on the admin work schedule that hangs on the door. The item, description and pending issue information is to be logged. This will allow for the next week staff meeting to re-schedule the issue so that it can be completed and not missed. Things are continuously improving, maybe not at the pace Obe would like to see it but overall improvements are being accomplished. One of the major changes in procedures in the last 30 days is the way accounts that have a balance at an old location are handled. Obe have instructed the old balance at a old location to be transferred to the active location as soon as it is noticed. There are many gains from this that allows easier tracking and up to date information if that customer is at the counter or on the phone. Main thing is the customer sees their entire balance owed on each monthly bill statement that he or she receives. Also if customer fails to pay at the old location then it is subject to be disconnected for delinquent status.

V. GENERAL BUSINESS

1. System Update - The unaccounted water loss for April was 0%. This was mainly based on the timing of 30 days of production and versus an average of 33 days of billing cycle. Last month's number was higher than running average but with April in the books, it brings the annual loss to 9.8%.

The in-house project where we installed a zone meter near Steel Technologies at instantly indicated that we had a 20 gpm leak. This was calculated by knowing the exact number of customers and the water flowed through this zone. Based on the hydraulics, the men knew to start tracking in this area. Within this zone, allowed our crew to isolate into three smaller sections to determine which section the leak was in. Once it was determined which leg, operator O'Neal was able to pinpoint an existing, (unknown) meter setter that had a large size hole in the copper tubing. This meter has been removed and plugged off at the tap. The meter base was in a terrible-hidden location and was never known to be in service.

On April 30th, equipment and pipe was moved onto Karen Ogburn's property and work was started and finished the very next day. Pictures and documentation were generated to show locator tape being installed and that backfill was compacted in one foot stages. No issues were encountered once work started. There was a small delay as there was an opportunity to install the pipe a couple of

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weeks ago when the weather was decent but Karen was out of town. Her boyfriend did not want the men to start while Karen was not there. This task has been completed and pictures taken of the clean up along with GPS data collection. The area is being watched just in case of any settling.

2. **Meter RMAs** - Master Meter warranty exchange 'Pre-shipment/Cross Shipment' continues. The men are maintaining to stay ahead of MM shipments by pulling, rebuilding, testing, re-installing and shipping outbound before MM sends another batch. MM continues to ship a number of the enhanced register chambers that cannot be used. They have been notified numerous times to stop sending these and to send the registers that only pertain to the meter bodies that have serial number of 91 & down.

On April 25, thirty defective Hersey AMR meters that are under 100% warranty were shipped out for exchange.

3. **Health Insurance Renewal** - On April 17th, Obe had a meeting with Scott Brown with Phil Brown Insurance to discuss the District's insurance renewal process that starts July 1st. Several plans were reviewed and even requested to look at other options outside of KACo membership. At no surprise the prices on similar plans outside of KACo that reflect similar coverage and deductibles and maximum out of pocket cost, indicated the premiums almost double or exceeded. CCWD#1 joined the KACO membership on a strategy maneuver to reduce the inflated premium cost during the "Affordable Health Care Act", which saved thousands of dollars and has continue to do so. The past three years starting at 2016, the annual increase has been 5.5%, 3.5%, and 4.5%, which every year, it has resulted in less coverage, higher deductibles, and higher maximum out of pocket. During the same time, the small group market has filed increases from 9% -12%.

Obe asked Scott Brown to research what other Utility Districts were providing for review. He submitted that all three of his other Districts and they showed a Maximum of Out of Pocket being about half as much as what our current plan.

This being an exceptional year on KACo premiums not inflating. Matter of fact, if it wasn't for two employees hitting a trigger in age threshold, the price would have dropped. After further review, the Board selected Alternate #1 Anthem-BCBS-KACo 10.0 Option 20Rx E13 which slightly lowers the deductible and maximum out of pocket.

A motion was made by Commissioner Kelley and seconded by Commissioner Terry to select Alternate #1 Anthem-BCBS-KACo 10.0 Option 20Rx E13 Plan for the employee health insurance policy. Motion passed unanimously.

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4. **Spectrum Conflict** - This is related to the District's property next door to the office. After numerous call-ins and the last one being very testy, Obe stated that he will hand this over to our attorney for illegal encroachment onto the property. After all the prompts and misinformation, Obe reached out to the District's original government account representative that is no longer the representative for CCWD. Obe pulled up the cable to the point that it started towards house then took pictures. A1 Contractor, Spectrum's contractor and a Spectrum crew showed Thursday May 2 to remove the existing cable that was installed in the middle of the yard; then installed the new cable from the existing pole drop to the next corner pole then directional drill near the existing sidewalk.

5. **Hiring Status Update** - On April 15th and April 22, seven applicants were interviewed. There were several good candidates but the top four are Jon Perkins (Frankfort Utility Board), Jamie Kinman (Craigs Rental), Tim North (Toole & Rose Supply), and Robby Jones (NAS). Next week, Obe is planning to call some of these individuals for a second interview, possibly a tour of the facilities.

6. **Training Events** - On April 23 & 24th, Lisa Poland and Angie Evans traveled to Louisville to attend a two day training of Microsoft Excel. On April 24, Obe traveled to Northern Kentucky Water District to attend a SKO Law training event. This also had PSC presence which allowed questioning to some of the PSC staff. On May 2, Marvin O'Neal and Phil Napier traveled to Milton to attend SCBA (Self Contained Breathing Apparatus) CI2 and hazard exposure training. Both the Law and SCBA training qualified for CEU's hours for state treatment/distribution license renewal .

7. **Open Complaint/Concern Discussion** - Reservation has been made on Friday June 28th at the Butler State Park in the Conference building for Sandy Beall's retirement dinner. This will also be Sandy's last day of work.

VI. FINANCIAL REPORTS

Orders of the Treasurer and Rental Deposit forms were reviewed and signed. The financial statements were distributed and reviewed. The Commissioners accepted checks #22085 thru #22180 for payment.

VII. ADJOURNMENT

With no further business, a motion was made by Commissioner Lewis and seconded by Commissioner Lykins to adjourn the meeting at 4:00 p.m. (ET) Motion passed.




Mike Lewis, Secretary-Treasurer