

South Woodford Water District  
117-D Crossfield Drive  
Versailles, KY 40383

Minutes for January 2021

Meeting held January 22, 2021

Present were Ricky Poor, Shawn Hamm,  
Malcolm Collins, and George Withers.

All Bills were presented and approved.

Discussions were held concerning the rules  
from the Division of Water about the  
pandemic and what the District can and  
cannot do.

The water loss is still high although several  
small leaks have been found and repaired.

Motion was made to investigate some newer leak detectors. Looking for one that is simple and easy to use.

Inspections for the tanks should be in March-April. This may be the year to clean one.

Motion made to dismiss.

Ricky Poor

Malcolm Collins

South Woodford Water District  
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Minutes for February 2021

Meeting held February 19, 2021

Present were Ricky Poor, Shawn Hamm,  
Malcolm Collins, and George Withers.

All Bills were presented and approved.

The District repaired two leaks last month.  
This has helped with the water loss.

Once the weather is warmer we will start  
looking for leaks. We will isolate some areas.  
We don't like to turn valves on or off when  
the weather is cold.

We have had a few apply for new services but have been delayed in setting due to lack of material. Most stores are short of supplies. As we obtain the supplies the meters are installed.

Motion made to dismiss.

Ricky Poor

Malcolm Collins

# **SOUTH WOODFORD WATER**

117-D Crossfield Drive  
VERSAILLES, KY. 40383  
Ph/fax: 859-873-1308

## **South Woodford Water Minutes**

**Minutes for March, 2021**

**Meeting held March 24, 2021-04-22**

### **Members present:**

**Ricky Poor**

**Shawn Hamm**

**George Withers**

**All bills were presented and approved.**

**The water loss for the District is still high with several leaks that have been repaired.**

**The water tanks will need to be inspected this year. We would prefer the spring if arrangements can be made with an inspection company,**

**There have been an abundance of requests for new meters. Material is still hard to locate so we are installing the meters as soon as we locate the supplies that are needed.**

**Annual flushing will begin around the first of April.**

**Motion made to dismiss by Ricky Poor, seconded by Shawn Hamm.**

South Woodford Water District  
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Minutes for April 2021

Meeting held April 20, 2021

Present were Ricky Poor, Shawn Hamm,  
and George Withers.

All bills were presented and approved.

The water tanks have been scheduled for  
inspection June 2021.

There were 8 new meters and services added  
the cost are still \$845.00 and \$1035.00. The  
attorney as been asked to contact the PSC  
about raising the meter tap on fee, normally  
takes about three months to complete this.



Four leaks were found and repaired but water loss is still too high.

Discussion was held concerning hiring a leak detection company to help find the leaks.

Motion made to dismiss.

Ricky Poor

Shawn Hamm

South Woodford Water District

117-D Crossfield Dr

Versailles, KY 40383

Minutes for May 2021

Meeting held May 28, 2021

Present were Ricky Poor and Matthew Coyle and George Withers.

All bills were presented and approved.

Wade has been doing the semi-annual flushing- could leave the water cloudy where oxygen gets in the lines.

Complaints or talking about cloudy water calls came in and we went back out and flushed some lines.

Water loss still high but not as high as before. We have repaired 4-5 leaks this month.

Leak in the field by the pump station on KY 33.

We have several (15) accounts that have gotten out of hand due to not being able to turn off under the state mandate due to Covid19.

Gradually working with the individuals to get their bills paid off.

We also have been changing meters- probably 60 so far this year. Need 160. Don't like to change during really hot spells.

We had our first of the annual inspections from the State- the Division of Water inspector was here this week and asked some routine questions and then took some samples from different locations to check for chlorine. Resident samples were high but is ok due to city



changing over to new chemicals and they starting flushing at the beginning of May.

Motion made to dismiss.

Ricky Poor

Matthew Coyle

SOUTH WOODFORD WATER DISTRICT

117-D CROSSFIELD DRIVE

VERSAILLES, Ky. 40383

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SPECIAL BOARD MEETING FOR OCTOBER 2021

MEETING HELD OCTOBER 6, 2021

Meeting was called to order and Roll was taken. Present for the meeting were Barry Drury, Board member, Matthew Coyle, Board member, Janet Napier, office manager, Nathan, Danny, Jason, and Cody from Kentucky Rural Water Association.

Officers were elected for the following term:

Chairman: Barry Drury

Vice Chairman: Matthew Coyle

Secretary/treasurer: Janet Napier

Motion was made by Matthew and seconded by Barry to accept the elected officers. Motion carried.

The minutes from the last meeting were read and motion was made by Matthew and seconded by Barry to accept the minutes as read. Motion carried.

The financial report was given by Janet Napier. It was decided a separate interest-bearing bank account was needed to use for deposit for service. Separate accounts needed to remain for construction, bond payments and general accounts. Financial report was approved.

The Maintenance report was given next. Jason from Ky. Rural Water reported they were in the process of looking for leaks around the Cummins Ferry area. So far only a low % of leaks had been found.

Another report showed that 84 meters show a 0 usage and 300 meters show 23% less than the base usage. It was decided that there needed to be meter spot checked and some changed out. Meters need to be changed out every 10 years.

Old business was next on the agenda.

Matthew stated he was meeting engineer Jeff Reynold from HMB engineers to discuss ways to improve the system. He was concerned about the Hwy 33 project that included 4 - 90 degree turns and the effect that had on pressure on Oak Hill.

New Business was discussed next:

Regular Board meeting will be held on the 3<sup>rd</sup> Tuesday of each month at the South Woodford office at 4:30 PM. Motion was made by Matthew and seconded by Barry to accept the times for the meeting. Motion carried.

Matthew stated he is working on establishing a Facebook page for South Woodford to be able to update customers of any problems in the district. He is also going to try to link Facebook with our web page.

It was also discussed the need of hiring a field staff to alleviate some of the backlog of service calls.

Next item of business was a maintenance report.

Items needed include:

1. New pump on Cummins Ferry Tank, considered an emergency! Motion was made by Matthew and seconded by Barry to move forward with this repair. Motion Passed.
2. Repair SCATA computer system, considered an emergency! Motion made by Matthew and seconded by Barry to move forward with this repair. Motion carried.
3. Mortonsville Tank: Has a failed sunk pump and needs an Altitude Valve, and tank cleaned and sanitized. Motion was made by Matthew and seconded by Barry to have these adjusted, rebuilt or replaced. Motion passed.
4. Main pump station: considered emergency! Pumps need rebuilt or replaced. The pumps are leaking through the seals and are often being turned off or on manual by staff. Motion was made by Matthew and

seconded by Barry to move forward with repairs or replacements.  
Motion passed.

5. New computers for office. Discussion was tables until next Board Meeting.

Matthew stated he had talked to Karen at Bluegrass Ad about receiving an emergency loan. Will update at a later date.

With no other business motion was made by Matthew and seconded by Barry to Adjourn.

Meeting adjourned.

SOUTH WOODFORD WATER DISTRICT

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MEETING HELD OCTOBER 19, 2021

Meeting was called to order and Roll was taken. Present for the meeting were Barry Drury, Board member, Matthew Coyle, Board member, David Hudson, Board Member, Janet Napier, office manager, Heather Hensley, office staff, Mitzi Delius and Bart Miller, Versailles City, and Jason and Nathan from Ky. Rural Water.

First order of business was a discussion with Mitzi and Bart regarding a management agreement with Versailles City and South Woodford in order to help with management due to South Woodford's manager retiring. At this time the city is getting Master Reading and 2 chlorine samples a day. The verbal agreement was for \$1000 per month. Bart stated that they would have their attorney draw up a management agreement.

Jason stated he has been working up a rate Case to apply for a rate increase from Public Service Commission.

Nathan said he could put a flow meter on Hwy 33 to find out if we are losing water through that system.

Matthew stated the pumps are being worked on.

South Woodford has signed a service agreement with Micro-Comm for 1 year for \$2200.

Jason said the water loss should be less than 15 %.

Matthew said he had contacted the fire departments to get them to give us a report of how much water they use on fire calls.

At this time the personnel from the city left and the regular meeting took place.

Officers were elected for the following term:



Chairman: Barry Drury

Vice Chairman: Matthew Coyle

Sec./Treasurer: David Hudson

Motion was made by Matthew and seconded by Barry to accept the elected officers. Motion carried.

The minutes from the last meeting were read and motion was made by Matthew and seconded by David to accept the minutes as read. Motion carried.

The financial report was given by Janet Napier. David suggested the Citizens Commerce Construction Account that Ira Tupts was the signer be removed and the account closed and deposited in the Reserve Account. If a new construction project is needed we will open a new construction account. Also the Wesbanco Revenue account of \$74.39 needs to be closed. David stated he is going to come in and install Quick Books for our financial records. Barry suggested David Hudson be added to all bank accounts at Citizens Commerce and Wesbanco. Motion was made by Matthew and seconded by David to accept the financial report. Motion passed.

The Maintenance report was given next. Jason from Ky. Rural Water reported that Service Specialties had been working on the Cummins Ferry pump station.

It was decided that Wade needs to either be at the board meeting or be available by phone to give an update on what is being done in the field.

Old business was next on the agenda.

We had received quotes from Micro-Comm and United Systems to replace the computers. David stated he had an IT guy that he wants to look at the systems before we buy new ones.

New Business was discussed next:

Regular Board meeting times were changed to 2<sup>nd</sup> Tuesday of each month at 7:30 AM to accommodate board members other jobs. Motion was made by David and seconded by Matthew to accept the times for the meeting. Motion carried.

Barry said he would contact The Woodford Sun with the new meeting dates and times.



Matthew stated he had talked to a customer on Fords Mill regarding moving the water line to accommodate a driveway he wanted to install. The customer wanted to know if we would pay for the relocation. It was decided we would move the line, due to it being a main line, but at the customers expense.

Derrick Poor had requested a refund on the 1 inch meter he had installed. The discussion was tabled at this time.

Matthew stated we were supposed to receive \$220,000 from the city according to the Judge Executive. Should be available in 4 to 6 weeks. There may also be some Emergency Fund Money available but no other information was available for that.

With no other business motion was made by Matthew and seconded by Barry to Adjourn.

Meeting adjourned.

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MEETING HELD NOVEMBER 9, 2021

Meeting was called to order and Roll was taken. Present for the meeting were Barry Drury, Board member, Matthew Coyle, Board member, David Hudson, Board Member, Janet Napier, office manager, Heather Hensley, office staff, Wade Poor, Excavator and Jason, Joe and Cody from Ky. Rural Water.

Jason said the water loss was down to 13.9%

The minutes from the last meeting were read and motion was made by Matthew and seconded by David to accept the minutes as read. Motion carried.

The financial report was given by Janet Napier. David is in the process of transferring old Quicken records to Quick Books and has ordered computer checks to replace hand written ones. The new system will be cloud based. Motion was made by Matthew and seconded by Barry to accept the financial report. Motion carried.

The Maintenance report was given next. Wade reported that Service Specialists have worked on the tanks with parts ordered from Micro Comm. Wade also reported on items that need to be addressed.

- a. Some blow off valves need to be fixed.
- b. Need clips #2 on hydrants. To replace hydrants cost is approximately \$2000 parts and labor.
- c. Need to have cut off valves at the ends of each road.
- d. To replace or add valves cost would be approximately \$600 to \$800
- e. Reported he had bought 13 meters and ordered 30 more
- f. Wade reported a section on McCowans Ferry Road line of approximately 1700 feet is not connected to other part of line. This would connect that line directly to Mortonville Tank. Would need engineers report in order to install the additional line.

- g. Cummins Ferry tank need new coax cable. Micro-Comm needs a new electric meter and pole unless Blue Zoom will let us tie into their meter.

Barry suggested we need a long term work plan. Newer meters were suggested but a grant would have to be applied for before those could be purchased.

Meters need to be surveyed and marked GPS. Could be done on I-pad.

Old business was next on the agenda.

Still waiting on Management Agreement from the city to see what they are willing to help with due to Manager retiring.

Wade will continue maintenance. Joe suggested a program on an I-pad or phone that record maintenance progress.

Also discussed was a need for mapping services for meters.

New Business was discussed next:

Jason reported he is working on PSC Rate Study with Rural Water. Cost is \$7000 which Rural Water will pay. Motion was made by Barry and seconded by Matthew to accept proposal. Motion passed

Technology Report was next on the agenda:

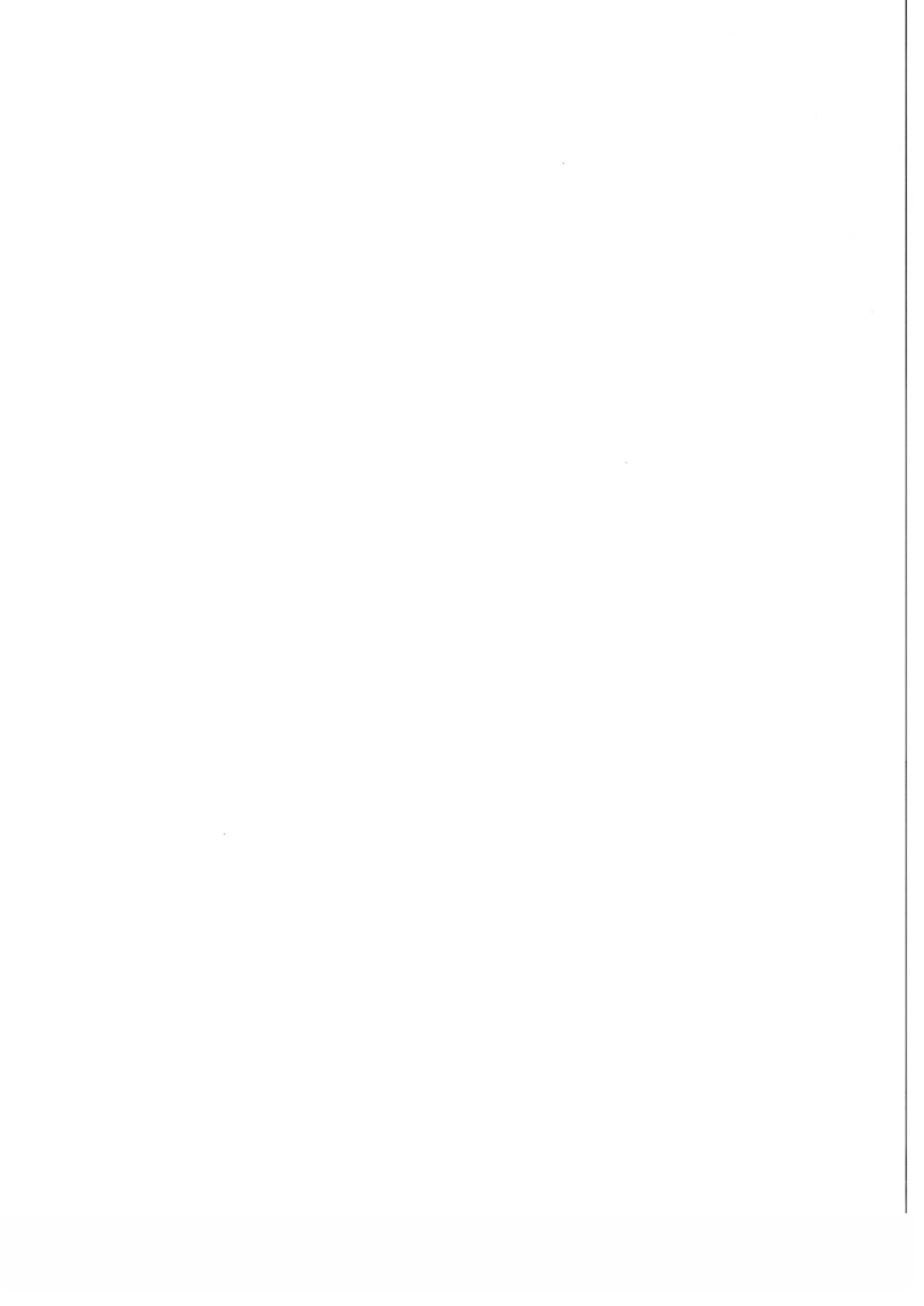
David gave an update on the IT guy that came to the office and looked over the two computer systems we currently have. He reported that Micro-Comm would be best to replace the SCADA system and just as cost effective. Motion was made by Barry and Seconded by David to have Micro-Comm order new system.

The billing system from Network Solutions was discussed at length. It was suggested we check with Network Solutions to see if they offer cloud based programs. Cody is going to check into this option. No decision was made on a purchase.

Next board meeting will be December 14 at 7:30 AM.

With no other business motion was made by Matthew and seconded by Barry to Adjourn.

Meeting adjourned.





SOUTH WOODFORD WATER DISTRICT

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MEETING HELD DECEMBER 14, 2021

Amended Minutes

Meeting was called to order and Roll was taken. Present for the meeting were Barry Drury, Board member, Matthew Coyle, Board member, David Hudson, Board Member, Janet Napier, office manager, Heather Hensley, office staff, Jason Pennell, rural water, and Mitzi Delius from Versailles City.

The minutes from the last meeting were read and motion was made by David and seconded by Matthew to accept the minutes as read. Motion carried.

The financial report was given by David Hudson. Concern was expressed about the amount of money on hand and several loan payments due in January, options were discussed including talking out an emergency operating loan. Due to a bond being due on January 1<sup>st</sup>, a figure of \$25,000 will be transferred from savings account at Wesbanco into the bond account. The amount due is \$39,366.49. David informed the board he is putting together a draft for a budget for next year. After reviewing the financial information motion was made by David and seconded by Matthew to accept the financial report. Motion carried.

The Maintenance report was given by Matthew. He stated that Richardson Electric had repaired the electrical problem at the Mortonsville tank and we are waiting for Service Specialties to repair the altitude valve. Jay Hoffman will need to be contacted after Service Specialties is finished to see when he needs to clean and sanitize the tank. Matthew stated he would contact Mr. Hoffman. Matthew also said Wade had stated the road to the tank in Mortonsville needs to be repaired with gravel.

Matthew is going to contact JAGS to discuss converting the Cummins Ferry pump from solar to electric.

Also with maintenance report Barry is going to contact Orville Baker, who lives beside the Mortonsville Tank and discuss with him what needs to be done to protect his property and enable him to start paying for his water.

Motion was made by Barry and seconded by David to accept the maintenance report. Motion carried,

New Business was next.

Jason with Rural Water has been working on a new PSC Tariff. It will include rate increase, disconnect charges, tap on fees, new services, and service call fees. Barry said for now keep the rates we are charging. Once the tariff goes to PSC we will need to post new amounts in the Woodford Sun for 3 weeks.

It was discussed the possibility of charging more for minimum usage on a 1 inch meter. There has been no increase on either size meter since 1987. Also Matthew stated he had talked to Jeff Reynolds from HMB and Jeff said there is an adapter that can be added to a 1 inch meter to reduce it down to a  $\frac{3}{4}$  inch meter. At last months meeting it was discussed the need to get GPS mapping of all our meters. Derrick Poor had stated he would be willing to help with that. With all the other matters going on right now this discussion was tabled for now.

David gave a report on the United Systems computer system. The old computer is a G4. The newer one that we had an online seminar is a G5 and is cloud based. The new system will cost \$6000 up front and then approximately \$3000 per month to maintain the software which includes all the billing done off site and backup. We would need to acquire our own computers and it was suggested to buy a desk top and a lap top. David said he had talked to his IT guy and he could build them for about \$1300 each. David also has the specific specifications needed. After debating the cost, motion was made by David and seconded by Matthew to get the G5 system and buy 2 computers. David is calling to set this up. Motion passed.

The Board Members said starting January, 2022 consider them contract employees and do not hold out taxes. Will get 1099 at end of year instead of W-2.

Barry stated we had reached out to the Versailles Municipal Water regarding them taking over the management position. However, they did not have enough personnel to do this at this time. They will continue to read the master meter, do chlorine tests, and pull other required tests. We will continue to pay them



\$1000.00 per month. Barry passed out a recommended job description for a general manager.

Motion was made by David and seconded by Barry to accept the old business reports.

South Woodford is in the process of working with Bluegrass ADD to obtain a \$2.23 million loan. The proposal will be submitted to HMB for SRF capital improvements. Motion was Made by David and seconded by Matthew to send the proposal. Motion passed.

Also noted the same proposal is to be submitted for Fund B. The amount will be a 20 year note at 2% interest.

The board went into executive session with Matthew excusing himself and not participating in this session. Barry and David discussed with Jason the open managers position and compensation package and the need to fill immediately due to the emergency situation the district finds itself in. The board came out of executive session with no action taken.

Next board meeting will be January 11, at 7:30 AM.

With no other business motion was made by Barry and seconded by Matthew to Adjourn.

Meeting adjourned.