

SOUTH WOODFORD WATER DISTRICT  
117-D CROSSFIELD DRIVE  
VERSAILLES, KY 40383  
PHONE: 859-783-1308

October 17, 2024

Executive Director Linda Bridwell  
Public Service Commission  
211 Sower Building  
P. O. Box 615  
Frankfort KY 40602-0615

RE: Case # 2022-00035

Dear Executive Director Bridwell:

We apologize for the delay in responding to your August 15, 2024 request for information. We were unaware of this said request for information until notification via e-mail from your staff member Justin Young was received on October 3, 2024.

We will attempt to supply the requested information.

**1. Referring to the January 17, 2023 Order, ordering paragraph 6 and Commission Staff's Fourth Request for Information:**

The South Woodford Water District spoke with their Engineer, Jeff Reynolds, of HBM Engineering about preparing a RFP for the South Woodford Water District to obtain the services of an outside independent consultant to identify potential firms interested in providing distribution system maintenance to South Woodford District; assist in preparing an RFP; issue the RFPs to solicit bids from identified firms; and analyze the bids received; identify the top responses to the RFPs; and document the consultant's analysis. Jeff Reynolds informed the Board of Commissioners that he had not prepared a RFP of this type. However, he could put one together at a cost of about \$18,000.

- 2. Referring to the January 17, 2023 Order, ordering paragraph 6 and Staff's Fourth Request, Item 2:**  
HMB Engineering will be the outside independent consultant hired to assist in preparing and issuing requests for proposals (RFP) to potential firms that provide distribution system maintenance. However, at this time no agreement has been signed due to two large on-going projects: installing new radio-read meters and a new pump station. South Woodford Water District is hopeful that an agreement can be signed with HMB Engineering by February 15, 2025.
- 3. Referring to the January 17, 2023 Order, ordering paragraph 7 and Staff's Fourth Request, Item 3:**  
The South Woodford Water District has not completed an RFP yet; however, the water district has taken the following steps to cut cost and improve service to its customers: a) Resignation of Matthew Coyle as manager of the water district and signing a contract with Gatewood Water Service to manage the district; b) replaced whatever the City of Versailles was doing so the district had its own certified operators by contracting with Gatewood Water Service to supply certified operators; c) replaced the maintenance of South Woodford to stop use of Wade Poore, who has very high prices, by signing a contract with Gatewood Water Service who offered better pricing on maintenance and has 24-hour a day service, 365 days a year. This contract started January 15, 2023.
- 4. Referring to South Woodford District's response to Staff's Fourth Request filed January 10, 2024 date and proof of Mr. Drury's resignation:**  
Barry Drury resigned from the South Woodford Water District Board of Commissioners at the December 12, 2023 board meeting. Attached is a copy of the December 2023 Board minutes along with the November 14, 2023 board meeting minutes stating Mr. Drury was resigning, labeled as Exhibit A
- 5. Provide the fiscal court appointment information, including the fiscal court minutes, for any commissioner appointed to fill Mr. Drury's seat:**  
Attached are the Fiscal Court minutes of January 23, 2024 appointing Allison Richardson to the South Woodford Water Board to complete a term set to expire September 20, 2025, labeled as Exhibit B.
- 6. Explain Gatewood Water Service's involvement with South Woodford District:**  
Gatewood Water Service's involvement with South Woodford Water District is that a signed contract was entered into by both parties in January, 2023. See Exhibit C.

Sincerely,



Dale Gatewood, Manager

# Exhibit A

**SOUTH WOODFORD WATER DISTRICT  
117-CROSSFIELD DRIVE  
VERSAILLES, KY. 40383  
859-873-1308 PHONE**

## **Meeting Held December 12, 2023**

Meeting was called to order at 7:30 am by Barry Drury, board Chairman. Present were Barry Drury, Bobby Lippert, David Hudson Dale Gatewood, Keila Gatewood and Heather Hensley.

The minutes from the last meeting were read. Motion made by David Hudson to approve the minutes and 2<sup>nd</sup> by Bobby Lippert. Motion carried.

**The Financial Report** was given by David Hudson. Revenue is up for the year. Hold off on paying Parks for the tree removal until all work is done and we have a correct invoice. We also need W9 and work comp and gl insurance certificate for Parks.

David is going to close the accounts at Wesbanco and move them to City National Bank at the first of the year so that all accounts are at one bank. He is going to talk to Regions Bank about the different accounts we must have.

David will be setting up an appointment for the Audit.

Motion to accept the financial report was made by Barry Drury and seconded by Bobby Lippert.

**Maintenance Report** was given by Dale Gatewood. Water loss is 34.7%. It was this high due to the leak on Jackie Browns property.

According to the PSC we are moving out of the danger zone on our water loss. They want us under 15%. We are now running under 30% water loss.

James Ott service on Shryocks Ferry Rd complained to the PSC about his regulator. The line was put into use in 2001. The regulator was installed on the customer side of the line and is now broken. They want us to pay for the fix.

Motion to approve Dales report my Barry Drury and 2<sup>nd</sup> by Bobby Lippert.

**Old Business**

**Versailles Pump Station:** Bid opening is on 12/13/2023 at 9:00 am. The bids will be opened and the amounts announced. Jeff Reynolds will then do research before we decide on who wins the contract. Hope to start April 1<sup>st</sup>.

**Meter Project:** Vanguard broke another meter. They are still working on cleaning out meter boxes.

**New Business:**

Barry Drury's last day as a commissioner is today.

Motion to adjourn by Bobby Lippert and 2<sup>nd</sup> David Hudson.

**SOUTH WOODFORD WATER DISTRICT**  
**117-CROSSFIELD DRIVE**  
**VERSAILLES, KY. 40383**  
**859-873-1308 PHONE**

**Meeting Held November 14, 2023**

Meeting was called to order at 7:30 am by Barry Drury, board Chairman. Present were Barry Drury, Bobby Lippert, David Hudson Dale Gatewood, Keila Gatewood and Heather Hensley.

The minutes from the last meeting were read. Motion made by David Hudson to approve the minutes and 2<sup>nd</sup> by Bobby Lippert. Motion carried.

**The Financial Report** was given by David Hudson. We do not owe anyone and are up to date at this time. Vanguard sent a bill that we owed \$1300.00. David sent them back a copy of all paid invoices and it does look like we missed one that JMB did not submit to us. We need to get with Karen with KIA to see how to follow up on money owed contractors.

Wet or Dry Tank sent a new bill for work that was done to the tank they oversaw. We had added a mixing system to the project that was being paid by Clean Water Act and should have been paid by ARPA. That is what the additional bill was for to straighten our mess out.

**Maintenance Report** was given by Dale Gatewood. Water loss is 28.5%. It was this high due to the leak on Fords Mill Rd and flushing.

Newly found this month: Angela White on Fords Mill Rd has called several times about no water pressure. We discovered three houses are being run off of one meter that was illegally hooked up. We are reading a meter at the main but then there is another meter that splits to three houses. Dale is working on a plan to get new meters for all locations so that all have good pressure. Currently they are in a loop. Vanguard found this meter for us.

Dale is going to get a cost on line change across the creek and three meters.

Dale is going to look into getting trail cams for the pump station and tanks due to thefts in the area. Barry made a motion not to spend over \$800 and Bobby 2<sup>nd</sup> motion.

Motion to approve Dales report my Barry Drury and 2<sup>nd</sup> by Bobby Lippert.

#### **Old Business**

**Versailles Pump Station:** Waiting on Electrical Engineer information but Jeff with JMB thinks we can get the add in next weeks Woodford Sun.

**Meter Project:** Vanguard is cleaning meter boxes. They did bust a meter and failed to let us know the customer called us. Pressure to high we adjusted down. There are still some meters they cannot find.

#### **New Business:**

Barry Drury stated that he is stepping down as commissioner after the December 12th meeting.

The board left for an executive session. Motion by David Hudson and seconded by Bobby Lippert.

The board came out of executive session and no action was taken. Motion to come out was by Bobby Lippert and seconded by David Hudson.

Motion to adjourn by David Hudson and 2<sup>nd</sup> Bobby Lippert.

**REPORTS**

**Acting Treasurer (Melody Traugott)** – Treasurer Traugott reported the financial status through today, with a total cash amount of \$19,057,862.19 less a certificate of deposit of \$440,362.08, less ARPA restricted funds of \$3,330,915.12, less Sheriff asset forfeiture funds of \$266,938.95 less County Clerk storage fees of \$20,454.65, less opioid settlement funds of \$147,922.94, leaving an adjusted money market checking account balance of \$14,851,268.45.

Treasurer Traugott also reported that the Fiscal Court CD has matured and recommended the court cash the CD and deposit into the General Fund, where it will earn more interest, for later discussion by the budget and finance committee to propose and investment model.

4. A motion was made by Kelly Carl and seconded by William Downey to accept the quarterly report for the Woodford County Fiscal Court for the quarter ending December 31, 2023. (Attachment)

VOTING AYE: All Present

MOTION CARRIED

**Emergency Management**

5. A motion was made by Kelly Carl and seconded by William Downey to accept the awarded KACo Safety Grant amount of \$4,400.00 for the addition of backup camera systems to county vehicles.

VOTING AYE: All Present

MOTION CARRIED

**GENERAL ORDERS AND UNFINISHED BUSINESS**

**Board Appointments**

**South Woodford Water Board**

6. A motion was made by Kelly Carl and seconded by William Downey to accept the recommendation of the Judge/Executive to appoint Allison Richardson to the South Woodford Water Board to complete a term set to expire September 30, 2025. (Attachment)

VOTING AYE: All Present

MOTION CARRIED

**Claims**

With no objection from the court, the claims due will be paid.

7. A motion was made by Darrell Varner and seconded by Jackie Brown to approve the claim for L&W Emergency Service Equipment, Inc. in the amount of \$2,139.34 for the Sheriff's office using asset forfeiture funds. (Attachment)

VOTING AYE: All Present

MOTION CARRIED

8. A motion was made by John Gentry and seconded by Kelly Carl to approve the claim for Covert Tracking Group, Inc. in the amount of \$1,177.40 for the Sheriff's office using asset forfeiture funds. (Attachment)

VOTING AYE: All Present

MOTION CARRIED

**Personnel Order**

9. A motion was made by Kelly Carl and seconded by Jackie Brown to approve the personnel order as presented. (Attachment)

VOTING AYE: All Present

MOTION CARRIED

**WOODFORD COUNTY FISCAL COURT ORDER**

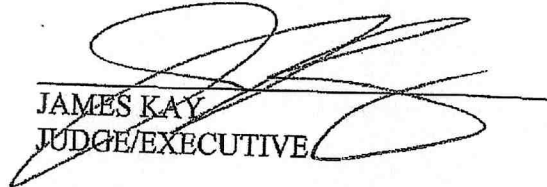
**APPOINTMENT OF ALLISON RICHARDSON**

TO THE

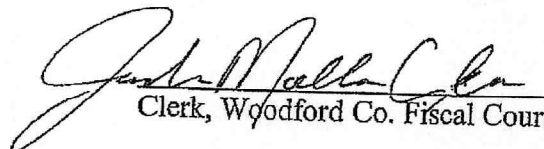
**THE SOUTH WOODFORD WATER DISTRICT**

KNOW ALL MEN BY THESE PRESENTS: That the undersigned, James Kay, Judge/Executive of the Woodford County Fiscal Court, pursuant to the authority vested in him by the Kentucky Revised Statutes has recommended that **ALLISON RICHARDSON, 1300 Gastineau Lane, Versailles, KY 40383**, be hereby appointed to serve the remainder of a term set to expire September 30, 2025.

GIVEN UNDER MY HAND this the 23<sup>rd</sup> day of January, 2024.

  
JAMES KAY  
JUDGE/EXECUTIVE

The aforesaid appointment having been approved by the Woodford Fiscal Court at their regularly scheduled meeting on January 23, 2024.

 : ATTEST  
Clerk, Woodford Co. Fiscal Court



## Exhibit C

### Operations and Maintenance Agreement

This Agreement is entered into by and between South Woodford Water District, ("First Party" or "SWWD") and Gatewood Water Service, ("Second Party" or "GWS").

**WHEREAS**, GWS represents that it is qualified to operate and maintain the SWWD water system, has all necessary certifications to do so, represents that it is fully capable of fulfilling the requirements of the operations and maintenance of the SWWD water system;

**WHEREFORE**, the Parties hereby agree as follows:

1. GWS agrees to provide the duties and responsibilities necessary to fulfill the terms of this Agreement and the terms hereof will serve as the Agreement between SWWD and GWS.
2. GWS hereby contracts with SWWD to provide the services listed in the basic monthly services, attached as **Exhibit A**, for an initial monthly fee of **Eight Thousand Five Hundred Dollars (\$8,500.00)**. Payment shall occur on **the 25<sup>th</sup> day of the month** without a statement.
3. Additional billing required to service the SWWD will be billed per **Exhibit B** and invoiced monthly. Reimbursement shall occur no later than **the tenth of the month**.
4. GWS is an independent contractor for purposes of any work, services, or any form of labor which it provides for SWWD. GWS is responsible for all withholdings on all employees. GWS maintains a policy of Worker's Compensation insurance covering its employees.
5. GWS maintains a general liability insurance policy with a minimum liability amount of One Million Dollars (\$1,000,000.00)
6. GWS will attend board meetings of SWWD and will provide water usage and loss data in a written format approved by the Kentucky Public Service Commission.
7. SWWD or GWS may cancel this Agreement with a ninety (90) day written notice to the other Party. In the event said agreement is canceled, GWS will be responsible to fulfil the Agreement during the ninety (90) day notice of cancelation.
8. The period of this agreement shall be for one (1) year from the date of signature. SWWD and GWS have the option of extending this agreement or negotiating a new contract at the end of the term of this original agreement.

Bary D...

SOUTH WOODFORD WATER DISTRICT, CHAIRMAN

1/10/2023

DATE

Dale S. Gatewood

GATEWOOD WATER SERVICE - Dale Gatewood, Owner

1-07-2023

DATE

South Woodford Water District  
Monthly Work – Exhibit A

Read Master Meter - check daily  
Check Pumps 3 times a week  
Take 2 samples daily  
This is 7 days a week 365 days a year

Check system by controls at night

Take Monthly & Quarterly & Yearly samples for DOW

Read Meters once monthly

Meter cutoffs for non-payment & turn back on

Re-read meters for office and customers & readouts

Service calls and meter repair and testing

Work with office personnel at office

DOW Reports & PSC Reports

**\$8,500.00 @ month**

# South Woodford Water District

## Exhibit B

Long meter: a meter across the road from the main water line  
Includes push under road surface with no more than 25 feet and no solid rock,  
pull back casing of 2-inch PE pipe and install  $\frac{3}{4}$  PE service line of total of 50 feet  
or less including casing. District supplies parts.  
Labor: \$800.00 with no rock.

Short meter: same side as main water line  
Install water meter 5-foot into property, not to be more than 40 feet.  
District supplies parts.  
Labor: \$400.00 with no rock.

Water leaks: repair with easy access and no more than 5 feet deep  
During regular work hours: First 7 hours \$400.00.  
This time also includes time finding leak.  
If leak must be repaired after normal work hours there will be an overtime charge  
for each person's work of 1 times their hourly wage.  
The normal time includes small one backhoe, truck, and 2 men.

### All extra work:

- Line locates \$75.00 per hour
- Inspecting valve and meter \$75.00 per hour
- Work with Fire Dept. \$75.00 per hour
- Inspecting customer line \$75.00 per hour
- Customer Service call after hours \$75.00 per hour
- Work on radios – minimum \$210.00 \$75.00 per hour
- Mowing of South Woodford property (if needed) \$50.00 per hour