#### **Cumberland County Water District Board of Commissioners** January 24, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary

Employees: Matthew Dyer

**Visitors:** County Judge Executive John Phelps Jr., Residents from Metcalfe County on Casey Fork Road.

A quorum being present the Chairman called the meeting to order.

Several residents from Casey Fork into Metcalfe County were present. They came to the Board to inquire about getting water service from the CCWD to them into Metcalfe County. They live just a short distance from the Cumberland/Metcalfe County line. The Board, as well as County Judge John Phelps assured them that the CCWD will do everything we can to see that they receive water service. Matthew will keep them informed along the way as he is made aware of the progress.

County Judge Executive John Phelps Jr. swore in both Troy Norris and Eric Carver to remain on the CCWD Board for another term.

The minutes of the December 13, 2021 meeting were read and approved on a motion by Mark Vibbert, second by Eric Carver; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: South 61 pump station is back running at full capacity since the #3 pump has been repaired. The new Dodge Ram truck that had an accident involving a deer has been repaired and returned to service. The CCWD was responsible for the \$500 deductible but nothing else. Leak detector has been repaired and is now in use along with the gps programming for the distribution system. No new information on the KIA money for the line extensions.

No Old Business to discuss at this time.

No New Business to discuss at this time.

The meeting was adjourned on a motion made by Mark Vibbert, second by Eric Carver: all in favor.

Troy Norris, Chairman

## OATH OF OFFICERS AND BOARD MEMBERS

Troy Norris I.

\_, DO SOLEMNLY SWEAR .....

THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES .....AND THE CONSTITUTION OF THIS COMMONWEALTH, ..... AND BE FAITHFUL AND TRUE TO THE COMMONWEALTH OF KENTUCKY SO LONG AS I CONTINUE A CITIZEN THEREOF,..... AND THAT I WILL FAITHFULLY EXECUTE TO THE BEST OF MY ABILITY. THE POSITION

Water Distric. ACCORDING Cumber TO LAW.

Cumberland County Judge Executive

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Signature of Officer, or Board Member

19-2022

Signature of Officer, or Board Member

# OATH OF OFFICERS AND BOARD MEMBERS

EVic CAUVEN I.

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ABILITY, THE POSITION umber land County Water District Board. Member ACCORDING TO LAW.

Cumberland County Judge Executive

Signature of Officer, or Board Member

1-24-2022

Signature of Officer, or Board Member

### Cumberland County Water District Board of Commissioners February 28, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary

#### Employees: Joseph Anderson

A quorum being present the Chairman called the meeting to order.

The minutes of the February 14, 2022 meeting were read and approved on a motion by Jay Cary, second by Mark Vibbert; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: Joey was present in Matthew's absence. The majority of A&C Communications is out of the county right now. This will hopefully allow us to get caught up with meter settings and line extensions.

The Board had no Old Business to discuss.

The Board had no New Business to discuss.

The meeting was adjourned on a motion made by Mark Vibbert, second by Jay Cary; all in favor.

Troy Norris, Chairman

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## Cumberland County Water District Board of Commissioners March 14, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary

# **Employees:** Matthew Dyer **Visitors:** John Phelps Jr.

A quorum being present the Chairman called the meeting to order.

The minutes of the February 28, 2022 meeting were read and approved on a motion by Jay Cary, second by Mark Vibbert; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: We have found and repaired several small leaks lately as well as a couple of significant leaks that were losing about 10-20 gpm. Matthew reviewed and discussed the 2022 proposed budget with the Board. The 2022 budget was approved on a motion by Mark Vibbert, second by Jay Cary; all in favor. The water line extension for the customers in Metcalfe County was discussed. Matthew has not received any new information from County Judge John Phelps regarding this issue. We have started the line extension on Donnie-Smith Road and hope to be completed this week. Matthew made the suggested changes to the employment applications and we have 3 turned in at this time.

The Board had no Old Business to discuss.

The Board had no New Business to discuss.

The meeting was adjourned on a motion made by Mark Vibbert, second by Jay Cary; all in favor.

Troy Norris, Chairman

# OATH OF OFFICERS AND BOARD MEMBERS

SANdy Hieneman , DO SOLEMNLY SWEAR ..... I. THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES .....AND THE CONSTITUTION OF THIS COMMONWEALTH, ..... AND BE FAITHFUL AND TRUE TO THE COMMONWEALTH OF KENTUCKY SO LONG AS I CONTINUE A CITIZEN THEREOF,..... AND THAT I WILL FAITHFULLY EXECUTE TO THE BEST OF MY ABILITY, THE POSITION Cumber land County Water District Board Member, ACCORDING TO LAW.

erland County Judge Executive

gnature of Officer, of Board

Signature of Officer, or Board Member

5-15-2020 Date

#### **Cumberland County Water District Board of Commissioners** March 28, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

> **Employees:** Matthew Dyer Visitors: County Judge Executive John Phelps Jr.

A quorum being present the Chairman called the meeting to order.

The minutes of the March 14, 2022 meeting were read and approved on a motion by Jay Cary, second by Mark Vibbert; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: Nancy from Hwy. 704 has called and complained numerous times that her meter is not working correctly. That it shows her having a leak when she does not have a leak. The meter has been profiled and shows that she in fact does have a leak. She is still not convinced so this may be an issue in the future. Donnie Smith Road line extension has been completed and awaiting samples. Washburn Lane line extension is also complete and awaiting samples. We repaired a major leak on South 61 across from the Dollar Store that has been leaking for some time. Still no update on the Casey Fork line extension funding or the funding we are to receive for the additional line extensions. Matthew presented an employee pay raise proposal. This was discussed and it was decided that no decisions would be made until the next Board meeting after hearing from the Auditors.

The Board had no Old Business to discuss.

In New Business, Sandy Hieneman was sworn in by Judge Phelps for a 3-year term. We are very thankful and fortunate to have Sandy on the CCWD Board.

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2022

# CCWD Budget

Water Sales	\$ 1,500,000.00
Late Charges	\$ 16,000.00
New Taps/Service Charges	\$ 52,000.00
<b>Construction Aid Fees</b>	\$ 5,000.00
	\$ 1,573,000.00

Employee Wages	\$ 350,000.00
Purchased Water	\$ 400,000.00
Electric	\$ 60,000.00
Materials & Supplies	\$ 120,000.00
Transportation Expenses	\$ 60,000.00
Contractual	\$ 28,000.00
Health Insurance	\$ 70,000.00
Retirement	\$ 25,000.00
Bond & Interest	\$ 240,000.00
Depreciation	\$ 12,000.00
Short-Lived Assets	\$ 60,000.00
Property Insurance	\$ 19,000.00
Director's Fees	\$ 10,000.00
Office Supplies/Postage	\$ 12,000.00
Dues & Fees	\$ 10,000.00
Payroll Taxes	\$ 64,000.00
	\$ 1,540,000.00

TOTAL 33,000.00 \$

Jay Cary **Troy Norris** Eric Carver Mark Vibbert ho

#### Cumberland County Water District Board of Commissioners April 11, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

## **Employees:** Matthew Dyer Visitors: County Judge Executive John Phelps Jr., Robert Abner and Donnie Cox

A quorum being present the Chairman called the meeting to order.

The minutes of the March 28, 2022 meeting were read and approved on a motion by Mark Vibbert, second by Jay Cary; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: We haven't heard anything back from Nancy on 704 about her leak. Assuming she has found the problem and gotten it fixed. We are finally getting caught up on meter settings after being put so far behind because of A&C Communications. Washburn Lane and Donnie Smith Road line extensions are both completed and all meters have been moved or set. We are still waiting for the Fiscal Court to approve a budget before we know where we are at with moving forward with the remaining line extensions. We will be working on upgrading our Bacti sample sites to give us better access.

In Old Business the Board discussed Matthews employee raise proposal. The Board decided to adjust each employees pay according to the proposal. Motion was made by Jay Cary and second by Sandy Hieneman, all in favor with a unanimous vote.

In New Business, Abner and Cox came to present and discuss the 2021 Audit for the CCWD. Everything looked good and no issues were found. They suggested a near future rate increase which we are already in the process of doing. Advised us to continue to work diligently on water loss. The Board also reviewed and discussed the new hire employee applications. Matthew will set up interviews, Troy and Mark will meet with Matthew and the applicants and all will be discussed at the next Board meeting.

Troy Norris, Chairman

#### Cumberland County Water District Board of Commissioners April 25, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

#### Employees: Matthew Dyer

A quorum being present the Chairman called the meeting to order.

The minutes of the April 11, 2022 meeting were read and approved on a motion by Mark Vibbert, second by Sandy Hieneman; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: Continuing to work on meter settings. Beginning to get caught up but more keep coming in almost daily to sign up. Hulse Road is next for our line extensions. No word yet on John Phelps about a meeting with Metcalfe County to receive funding for the Casey Fork Road line extension. Four of the guys went to a two-day class last week to complete training for their license renewal.

In Old Business the Board discussed new hires. A motion was made by Mark Vibbert to hire David Waid and Aaron Johnson on a 6-month probation basis. David will start at \$12 per hour and Aaron will start at \$13 per hour due to him already having his CDL's. Jay Cary made a second with all in favor and a unanimous vote.

The Board had no New Business to discuss.

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Troy Norris, Chairman

#### Cumberland County Water District Board of Commissioners May 9, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

#### Employees: Matthew Dyer

A quorum being present the Chairman called the meeting to order.

The minutes of the 25, 2022 meeting were read and approved on a motion by Mark Vibbert, second by Eric Carver; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: Water Loss Report was reviewed and discussed. Lee has been working on the PSC rate case study and is not far from completion. Dylan Radford's last day will be May 13<sup>th</sup>. David Waid's employment will start May 11<sup>th</sup>. Matthew has attempted to get in touch with the high school counselor and Ag teacher to inquire of possible applicants. New water meter setting rates have taken effect. Compton Road is next in line for the line extension projects followed by Hulse Road. We are looking into putting the Pitman Creek pump station on Hwy 90 in order to feed all of Pitman Creek instead of just part of it. Discussed Health Insurance for Board Members.

In Old Business: We plan on setting the meter for Walnut Way this week.

The Board had no New Business to discuss.

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Troy Norris, Chairman

#### **Cumberland County Water District Board of Commissioners** June 13, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

#### Employees: Matthew Dyer

A quorum being present the Chairman called the meeting to order.

The minutes of the May 23, 2022 meeting were read and approved on a motion by Mark Vibbert, second by Sandy Hieneman; all in favor.

The finances were reviewed and approved and checks were signed.

Manager's Report: Supplies are very limited and hard to get right now. We have a large number of materials on back order. The building has been ordered and is being fabricated for Pitman Creek. The water loss was reviewed and discussed. David Waid is doing a great job, no one has any complaints about him or his work ethic. Joey will be retiring some time in October. A new air unit was installed in the office to replace the one that went out.

In Old Business: The Casey Fork line extension was discussed and voted on. A motion was made by Mark Vibbert, second by Jay Cary to order the materials and prepare to install the mile and a half of 3" line just past the Cumberland County line into Metcalfe County at the end of Casey Fork. All in favor.

In New Business the chlorine levels in the 1880 area are consistently low and we are having to flush continually in those areas. We are looking at different options to correct this problem. Chlorine bleach seems to be the safest and most cost-effective option. Pumps are \$3600 each on the high end and bleach is approximately \$4.50 per gallon. Looking at purchasing three pumps.

Troy Norris, Chairman

### **Cumberland County Water District Board of Commissioners** June 27, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

#### Employees: Joey Anderson

A quorum being present the Chairman called the meeting to order.

Joseph Anderson (Assistant Manager) was present due to Matthew's absence. No previous minutes were available and no checks to approve or sign.

Chip Wilkins with Cincinnati Insurance came and gave the Board an update on our insurance. We are looking at a 5% increase for the next 3 years.

Manager's Report: Leaks have been repaired on Gains Hill, Little Renox and several other areas over the last few weeks. Aaron Beaver's is looking to have a line installed on Arat. Terry Riley is in the process of having a line installed just off of Hwy 1206. We are continuously setting new meters, attempting to get caught up. David Waid continues to do a great job.

In Old Business: The financials were discussed for the Casey Fork Road line extension.

In New Business the chlorine levels in the 1880 area are consistently low and we are having to flush continually in those areas. We are looking at different options to correct this problem. Chlorine bleach seems to be the safest and most cost-effective option. Pumps are \$3600 each on the high end and bleach is approximately \$4.50 per gallon. Looking at purchasing three pumps.

Those D. Nom Troy Norris, Chairman

## **Cumberland County Water District Board of Commissioners** July 11, 2022 6:00 p.m.

Commissioners: Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

#### **Employees:** Matthew Dyer

A quorum being present the Chairman called the meeting to order.

The minutes of the June 13<sup>th</sup> and June 27<sup>th</sup> meetings were reviewed and approved on a motion made by Mark Vibbert, second by Sandy Hieneman; all in favor.

All checks were reviewed and signed by the Board.

Manager's Report: Joey Anderson will be retiring for certain around October or November of this year. Joe Myers will be moving into the position of Assistant Manager at that time. Several leaks were fixed today alone, along with several throughout the month. Meter settings are now caught up and more tolerable. Waiting on certain materials before we can begin on Compton Road. David Waid is working out extremely well and is doing a great job. It is the recommendation of the Manager that we go ahead and bring him on as full time. Effective Monday, July 18, 2022 David Waid will be considered a full-time employee. Motion was made by Mark Vibbert, second by Jay Cary; all in favor.

In Old Business: A motion was made by Mark Vibbert to continue with Cincinnati Insurance Company for another three years, second by Sandy Hieneman; all in favor. Lee is in the final process of finishing the paperwork for the PSC rate study. We are currently awaiting Division of Water approval for feeding bleach into the system. Judge Phelps is awaiting estimate invoices to continue with the grant funding process.

New Business: Troy, Mark and Matthew will interview applicants and make recommendations to the Board at the next meeting.

Troy Norris, Chairman

### **Cumberland County Water District Board of Commissioners** July 25, 2022 6:00 p.m.

Commissioners: Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

# Employees: Matthew Dyer

A quorum being present the Chairman called the meeting to order.

The minutes of the July 11<sup>th</sup> meetings were reviewed and approved on a motion made by Mark Vibbert, second by Jay Cary; all in favor.

All checks were reviewed and signed by the Board.

Manager's Report: Matthew sent all invoices to John Phelps for reimbursement for the Donnie Smith Road line extension and the Amandaville Creek bore. The Division of Water did not approve the use of bleach being boosted in the system to help maintain adequate chlorine residuals. We will continue to flush through the summer and explore other options in the near future. Our Water Loss has not changed much either way, even though several leaks have been found and repaired. Terry Riley's new line extension has been sent in for approval. We are currently caught up on meter settings. Matthew will order a Fluoride tester to help in water loss and leak detection.

In Old Business: 2 out of 6 applicants showed up for their scheduled interview. They were Timothy Davis and Carl Dubre. We will hire Timothy Davis on a 6 month trial with the starting pay of \$12 per hour. A motion was made by Mark Vibbert, second by Sandy Hieneman; all in favor.

New Business: No New Business to discuss.

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## Cumberland County Water District Board of Commissioners August 8, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

## Employees: Matthew Dyer

A quorum being present the Chairman called the meeting to order.

The minutes of the July 25<sup>th</sup> meetings were reviewed and approved on a motion made by Mark Vibbert, second by Sandy Hieneman; all in favor.

All checks were reviewed and signed by the Board.

Manager's Report: Water Loss greatly improved from last month. The 1880 tank should be repaired on Wednesday, sample Friday and open it back up by Monday. We will replace the wheel valve in the pit ourselves while the tank is down for repair. We delivered 419 meters back for warranty to North Carolina. Matthew was able to find and purchase a handheld fluoride monitor for \$200. Casey Fork water line will be delivered tomorrow but the plans have not yet been approved by the Division of Water. Both road boring moles are currently being repaired by Ditch Witch in Shepherdsville.

In Old Business: No Old Business to discuss.

New Business: Matthew will set up an interview with Jessie Shoopman next week if possible.

Troy Norris, Chairman

## Cumberland County Water District Board of Commissioners August 22, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

# Employees: Matthew Dyer

A quorum being present the Chairman called the meeting to order.

The minutes of the August 8<sup>th</sup> meetings were reviewed and approved on a motion made by Mark Vibbert, second by Jay Cary; all in favor.

All checks were reviewed and signed by the Board.

Manager's Report: Timmy Davis is working out well. Building for Pitman Creek was delivered and ready to begin setting up. Continuing to find and repair many small leaks. 1880 tank has been reapaired and is back in use. All supplies are in for Casey Fork Road, awaiting approval from Division of Water.

In Old Business: Jay Cary made a motion to hire Jessie Shoopman part time for 6 months starting at \$12 per hour. Second by Sandy Hieneman, all in favor.

New Business: No New Business to discuss.

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#### Cumberland County Water District Board of Commissioners September 12, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

> **Employees:** Matthew Dyer **Visitors:** Lance Watson, Lee Mudd, John Phelps Jr.

A quorum being present the Chairman called the meeting to order.

Lance Watson appeared before the Board to inquire for the CCWD to move the meter base for his residence to his property. After doing so he asked that the CCWD then assume responsibility for that water line. After discussing the issue, it was decided that Troy, Matthew and Jay would take a look at the property and the problem at hand and let Lance know the decision of the Board.

The minutes of the August 22<sup>nd</sup> meeting were reviewed and approved on a motion made by Jay Cary, second by Mark Vibbert; all in favor.

All checks were reviewed and signed by the Board.

Manager's Report: All new employees are learning fast and doing a great job. The new pump station building for Pitman Creek will be moved back off the right of way further than it is now. Hulse Road is ready for us to begin putting in the new line. We continue to find and repair leaks, mostly service lines. We are continuing to flush a massive amount of water each month on 1880 in order to keep the chlorine residuals up.

In Old Business: Lee Mudd presented the Board with the completed rate study that will be filed with the PSC next Wednesday. The Board reviewed and approved what Lee presented and gave the go ahead for the filing next week. All in favor.

New Business: John Phelps informed the Board of available grant money that is available from the LCADD for both the City of Burkesville and the CCWD. The money will be split evenly allowing project funds available to the CCWD in the amount of \$178,832.

Troy Norris, Chairman

#### Cumberland County Water District Board of Commissioners September 26, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

#### Employees: Matthew Dyer

A quorum being present the Chairman called the meeting to order.

Lance Watson will be getting the 1" service line from the CCWD. He will attempt to push the 1" line through his existing line. If he is successful then the CCWD will then discuss taking over that line.

The minutes of the September 12<sup>th</sup> meeting were reviewed and approved on a motion made by Jay Cary, second by Sandy Hieneman; all in favor.

All checks were reviewed and signed by the Board.

Manager's Report: Received a new recent quote for all materials involving Butler Hollow Road, Charlie Norris Road and Crawley Road. Total was \$43,018 for all three roads. The new grant money coming from LCADD will go towards the materials for these roads leaving approximately \$130,000 left to go towards the Marrowbone Project. Motion was made by Mark Vibbert, second by Jay Cary; all in favor. Rate study paperwork has been submitted to the PSC and the notification has been put in the newspaper. Significant water leak was found by Tony on Little Renox near the Lewis Scott residence. It was repaired last week. A resident was found stealing water on Pruitt Road. All information has been given to the Sheriff's Department.

The Board had no Old Business to discuss.

The Board had no New Business to discuss.

Troy Norris, Chairman

#### Cumberland County Water District Board of Commissioners October 10, 2022 6:00 p.m.

**Commissioners:** Troy Norris: Chairman, Jay Cary: Vice-Chairman, Mark Vibbert: Treasurer, Eric Carver: Secretary, Sandy Hieneman

# **Employees:** Matthew Dyer **Visitors:** John Phelps Jr.

A quorum being present the Chairman called the meeting to order.

Lance Watsons situation is still ongoing.

The minutes of the September 26<sup>th</sup> meeting were reviewed and approved on a motion made by Mark Vibbert, second by Jay Cary; all in favor.

All checks were reviewed and signed by the Board.

Manager's Report: Discussed water leaks. Fiscal Court approved \$600,000 of the ARPA grant money for Warsaw and ½ of Bull Ridge line extensions. As well as reimbursement for Donnie Smith Road and the Amandaville Creek bore. Half of Compton Road has been installed, working on the remainder. We are waiting on materials to finish Hulse Road and Hayward Adams cabins on State Park Road. Waiting on Tri-County to meet and discuss setting the pole for the Pitman Creek pump station.

The Board had no Old Business to discuss.

In New Business the Board discussed hiring someone to fill Matthew's position in the office.

Troy Norris, Chairman