

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

WATER COMMISSION REGULAR MEETING

THURSDAY, JANUARY 23, 2020

AT THE DISTRICT OFFICE AT 1:00 P.M.

1. CALL TO ORDER
2. DECLARATION OF QUORUM
3. GENERAL PUBLIC
4. FLOOR BUSINESS
 - A. APPROVAL OF MINUTES – SPECIAL MEETING THURSDAY, DECEMBER 19, 2019
 - B. FINANCIAL REPORT J & J ACCOUNTING
 - C. GENERAL ENGINEERING UPDATES
 - D. DISCUSSION OF JELICO, WILLIAMSBURG, CORBIN AND MCCREAY CO. WATER
 - E. DISCUSS STAFFING GOALS FOR 2020:
 - 1.
 - 2.
 - 3.
 - F. DISCUSS DISTRICT GOALS FOR 2020 (WATER LOSS, TESTING REQUIREMENTS, ETC.)
 - G. DISCUSSION OF MAPPING (VALVES, METERS, ETC)
 - H. DISCUSSION OF INVESTMENT POLICY
 - I. DISCUSSION OF 2019 BUDGET
 - J. DISCUSSION OF 2018 AND 2019 AUDITS
 - K. ANY OTHER FLOOR BUSINESS
6. ADJOURNMENT

**Whitley County Water District
19 S Highway 25W
Williamsburg, Kentucky**

Minutes Regular Meeting

January 23, 2020 1:00 p.m.

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Andy Meadors, Ralph Stanley & Bob Durham Absent: None

Staff present: Sandy Smith

Others present: Bill Johnston with J&J Accounting, Ken Taylor with Kenvirons, Rondel Harmon, Larry Elliott, Carla Elliott, Curtis Woods & Darren Rose (both with Williamsburg Water System) and County Judge Executive, Pat White

3. General Public:

Larry Elliott, Carla Elliott and Rondel Harmon come before the Board requesting that a water main be extended on Harmon Lane. They all have water from service extensions from off Meadow Creek Road. Mr. Elliott said that he is on a well and wanted to have county water service but his service line would have to be approximately 950 feet long. Chairman Meadors explained how the initial service main was extended into that area. He said basically each home owner or group of home owners did the installation themselves back in the 1970s and later. He then explained that when the District obtained funding through the Abandoned Mine Land (AML) program to provide service to the Gatliff community as part of an overall larger project involving Highway 92 east, the existing main line along Meadow Creek Road was replaced with a new 8 inch main. He went on to say that the AML approval was only to install a new main and that there was no other funding to upgrade existing services or provide extensions off Meadow Creek. He said all existing services were connected to the new water main once the Highway 92 East project was completed and turned over to the District, all existing services were connected to the new 8 inch main along Meadow Creek Road.

Judge White stated that Harmon Lane is a county maintained road.

The Board and engineer, Ken Taylor explained that extending a water main line along Harmon Lane would require engineering, permit approval by the Kentucky Division of Water and bidding if it was determined the work would be beyond the scope of District staff.

Chairman Meadors stated that the District staff and Ken would take a look at the area and come up with a plan of action.

4. Floor Business

A. Approval of minutes:

December 19, 2019 Special Meeting

Commissioner Stanley made a motion to approve the minutes as presented. Commissioner Durham seconded the motion. All in favor, motion carried.

B. Financial Report J&J Accounting:

Chairman Meadors stated that he had reviewed the financial report and everything seemed to be in order. Commissioner Stanley made a motion to accept the financial report as presented. Commissioner Durham seconded the motion. All in favor, motion carried.

Bill Johnston provided the Board with a draft of the 2018 Audit. He reported that the auditor would be present at the February regular meeting to discuss and review the audit with the Board.

C. General engineering updates

Ken Taylor reported that the District would need to do a "procurement" of engineering services which would involve following certain documented standards and procedures. He stated that to pursue any federal funding of potential projects would require documentation of the procurement process. Chairman Meadors stated that the District would commence the process.

D. Discuss Jellico, Williamsburg, Corbin and McCreary County water

The Board discussed looking into ways to improve moving water from Corbin to the south end of the county before getting off Jellico as a supplier. Also, the Board discussed pursuing a project to extend Williamsburg service to the Jellico Creek Community due to the water quality issues relating to Disinfectant By-Products from the McCreary County water source.

E. Discuss Staffing Goals for 2020

The Board determined that efforts need to be concentrated on water loss reduction and implementing the new mapping system. The Board agreed to set a date in February to have a staff meeting to obtain input as well as discuss any other goals that might be brought to their attention. The date and time for the meeting will be coordinated by General Manager, Sandy Smith.

F. Discussion District goals for 2020 (water loss, testing requirements, etc)

Chairman Meadors stated that this agenda item had been basically addressed in the previous item and that the District goals and Staffing goals go hand in hand. He further stated that improving the system by setting goals would not only benefit the customers, but it would benefit the staff as well.

G. Discuss mapping program status and staff involvement

General Manager Sandy Smith reported that Cody Mayne is continuing to input data into the system. As with last month's report on the topic, she indicated that he needed to be more involved and enthusiastic. Chairman Meadors suggested that this issue could be discussed during a staff meeting.

H. Discussion of the Investment Policy

Chairman Meadors stated that he was not prepared to address the Investment Policy. He suggested that the topic be tabled until the next meeting. The Board agreed.

I. Discussion of the 2020 Budget

After a brief discussion, Commissioner Durham made a motion to approve the 2020 Budget. Commissioner Stanley seconded the motion. All in favor, motion carried

J. Discussion of the 2018 and 2019 audits

Chairman Meadors stated that the topic had been discussed during the financial report item. He further said that he was looking forward to the completion of the 2018 audit and seeing the auditor next month.

K. Any other floor business


None

5. Adjournment

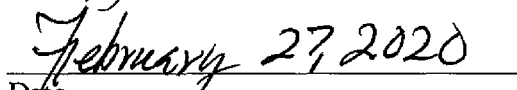
At approximately 3:15 p.m., there being no further business, Commissioner Durham made a motion to adjourn. Commissioner Stanley seconded the motion. All in favor, motion carried.



Chairman



Secretary



Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

WATER COMMISSION REGULAR MEETING

THURSDAY, FEBRUARY 27, 2020

AT THE DISTRICT OFFICE AT 1:00 P.M.

1. CALL TO ORDER

2. DECLARATION OF QUORUM

3. GENERAL PUBLIC

4. FLOOR BUSINESS

A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, JANUARY 23, 2020

B. FINANCIAL REPORT J & J ACCOUNTING

C. DISCUSSION OF INVESTMENT POLICY

D. 2018 AUDIT DISCUSSION AND BOARD ACTION

E. 2019 AUDIT FOR DISCUSSION

F. DISCUSSION OF FLOODING

G. DISCUSSION OF INSURANCE FOR NEXT YEAR

H. STAFF MEETING

I. WATER LEAKS

J. TESTING RESULTS

K. JELICO AND WILLIAMSBURG WATER SUPPLIES

L. ANY OTHER FLOOR BUSINESS

6. ADJOURNMENT

**Whitley County Water District
19 S Highway 25W
Williamsburg, Kentucky**

Minutes Regular Meeting

February 27, 2020 1:00 p.m.

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Andy Meadors, Ralph Stanley & Bob Durham Absent: None

Staff present: Sandy Smith and Cody Mayne

Others present: Bill Johnston with J&J Accounting, Ken Taylor with Kenvirons, and Mickey Ellis with David M Ellis, CPA

3. General Public: None

4. Floor Business:

- A. Approval of minutes:

January 23, 2020 Regular Meeting

Commissioner Stanley made a motion to approve the minutes as presented. Commissioner Durham seconded the motion. All in favor, motion carried.

- B. Financial Report J&J Accounting:

Chairman Meadors stated that he had reviewed the financial report and everything seemed to be in order. Commissioner Stanley made a motion to accept the financial report for the period ending January 31, 2020 as presented. Commissioner Durham seconded the motion. All in favor, motion carried.

- C. Discussion of Investment Policy

Chairman Meadors presented the Board with an updated Investment Policy. He stated that the adoption of an investment policy was a requirement of water districts. He further stated that the Board had previously adopted a policy (2007) but he believed it should be updated. Chairman Meadors stated that the District maintains several accounts in two different banks which is adequate for spreading out any possible risks. After a brief discussion, Commissioner Ralph Stanley made a motion to adopt the updated policy as presented. Commissioner Durham seconded the motion. All in favor, motion carried.

D. 2018 Audit, discussion and board action

Mickey Ellis with David M. Ellis, CPA, come before the Board to present the 2018 audit. Mr. Ellis reviewed the audit with the Board. He apologized for taking so long to put it together but stated that the new rules relating to pension liability required backing up to 2013 and beyond to establish and confirm the liability. Chairman Meadors ask if his research and compilation of the history would be more routine from this point on. Mr. Ellis said that was correct and that preparation of the 2019 audit wouldn't require as much work now that the history and liability projection had been accomplished with the 2018 audit. After further discussion, Commissioner Stanley made a motion to accept the 2018 audit as presented. Commissioner Durham seconded the motion. All in favor, motion carried.

E. 2019 Audit for discussion

Mr. Ellis proposed doing the 2019 audit for \$8500.00. Chairman Meadors ask him if he expected to complete the audit within the required dead line. Mr. Ellis said that he could commence the process right away. After a brief discussion, Commissioner Stanley made a motion to allow David M. Ellis, CPA prepare the 2019 audit. Commissioner Durham seconded the motion. All in favor, motion carried.

F. Discussion of Flooding

Chairman Meadors and General Manger, Sandy Smith reported on the extent of the flooding. Chairman Meadors showed the Board photos he had taken of the flood event. Ms. Smith said that she and staff as well as Mr. Meadors met with an insurance adjuster to survey the damage. She said they were putting together a list of things, parts, etc., that was affected by the flood waters for review and claim documentation. She reported that the adjuster said anything that the flood waters come in contact with should be included on the list. She said he would review the information and respond in a few weeks.

G. Discussion of Insurance for next year

Chairman Meadors suggested that the District should maybe look at secure quotes from other vendors besides Energy Insurance. He also suggested dropping flood insurance on the office building. He said that the flood level, within inches of any previous record, only got on the bottom level past the last step by about two inches. He said considering the building is poured concrete and was a water treatment plant that no damage would occur to the structure itself. He further stated that any flood event on the Cumberland River at Williamsburg in the future, as with the past, takes several days to reach crest which provides plenty of time to determine if contents would need to be evacuated. He further stated that, at \$3500 annually, there would be a considerable savings to the District. He said until Dennis Clark with Energy Insurance commenced pushing Flood Insurance, the District had never carried it which probably translated to at least a \$75,000 savings or more. Chairman Meadors further stated that the Board should pursue this matter with Dennis Clark before the next insurance cycle comments. No action taken.

H. Staff Meeting

After a brief discussion, the Board set March 19, 2020 at 1:00 pm for a staff meeting. Chairman Meadors stated, "for the record", he was concerned about the performance of Cody Mayne. He said based on his observations and discussions with General Manager Sandy Smith that Cody's work ethic is lacking considerably. He said that Cody seemed to rather be out with the field crew doing maintenance and line break work than attending to data input in the mapping program. He further stated that Ms Smith had addressed these issues, as well as others with Cody, in an attempt to guide him in the right direction. Chairman Meadors also noted that Cody did miss work several days during his probationary/introduction period and continued to miss work. He said many times it was almost impossible to contact him when emergencies arose on the weekends. Chairman Meadors stated considering there has not been a staff meeting with the Board in over a year this would be a good time to have it.

I. Water leaks

Sandy Smith, General Manager, reported that the field staff had repaired leaks in the Jellico Creek community, on highway 1804 and on Wolf Creek Road.

J. Testing results

Sandy Smith, General Manager, reported that test results for Disinfectant By Products (DBPs) in the Jellico Creek community come back good (below .060). She further reported that the DBP tests for Highway 26 were over limit (HAAS 0.062 and THMS 0.067). The Board suggested that staff needed to coordinate flushing with testing dates to improve the results.

K. Jellico and Williamsburg water supplies

Sandy Smith, General Manager, reported that the District was still purchasing about the same from Jellico Water & Electric. The Board suggested that the systems need to be evaluated to determine what needs to be done to begin the phase-out from Jellico. Chairman Meadors suggested that the goal should be to decrease demand from Jellico to the minimum as set forth in the contract with the difference to be made up from Williamsburg and Corbin on a coordinated basis.

L. Any other floor business

Ken Taylor with Kenvirons reported that the Board needs to go thru an engineering procurement process sometime in the near future. Ken indicated that fund sources for any future projects will likely require that the District conduct a public recruitment process to procure engineering services.

5. Adjournment

At approximately 3:05 p.m., there being no further business, Commissioner Durham made a motion to adjourn. Commissioner Stanley seconded the motion. All in favor, motion carried.

Bob Durham
~~Chairman~~ Secretary

Andy Meador
Chairman

May 28, 2020
Date

Memo

To: Whitley County Water District Board of Commissioners
From: Andy Meadors, Chairman
Date: April 7, 2020
Subject: Special Call Meeting of the WCWD Board of Commissioners

As presiding officer of the WCWD Board of Commissioners, I hereby call a Special Meeting, pursuant to Kentucky Revised Statutes (KRS), Chapter 61.823 Special meetings -- Emergency meetings, Subsection (2), The presiding officer or a majority of the members of the public agency may call a special meeting. And, (5), In the case of an emergency which prevents compliance with subsections (3) and (4) of this section, this subsection shall govern a public agency's conduct of a special meeting. The special meeting shall be called pursuant to subsection (2) of this section.

This Special Call Meeting will be conducted on Thursday, April 9, 2020, at 10:00 AM in the open parking lot at the office of the WCWD located at 19 S Hwy 25, Williamsburg, KY 40769.

The Agenda is attached and the General Manager is directed to forward a copy to Mark White with the local newspaper (News Journal) and post a copy at or on the front entrance to the WCWD office building.

Although this call for a Special Meeting gives notice in accordance with the normal procedures for such a call, due to the COVID-19 Virus concerns, the meeting is declared to be an emergency.

As stated above, due to COVID-19, Social Distancing public policy, the meeting will be conducted in the parking lot of the Water District, weather permitting. If the meeting has to be moved inside, each board member will go in separately to maintain Social Distancing. If in attendance, entrance to the meeting room by the public, will be in the same manner.

AM/

Attachment

**Whitley County Water District
19 S Highway 25W
Williamsburg, Kentucky**

**Agenda of
Special Called Meeting
(emergency declared)**

This Special Call Meeting will be conducted on Thursday, April 9, 2020, at 10:00 AM in the open parking lot at the office of the WCWD located at 19 S Hwy 25, Williamsburg, KY 40769, weather permitting. If the meeting has to be moved inside, each board member will go in separately to maintain Social Distancing. If in attendance, entrance to the meeting room by the public, will be in the same manner.

1. Call the meeting to order
2. Declaration of a quorum
3. Amendment to the WCWD Personnel Policy Manual for consideration and adoption, which reads as follows:

Amend Section 5.3 Disciplinary Action

Subsection C. 4. Discharge, to include:

e. During an emergency the General Manager shall have the authority to discipline employees pursuant to the policies and procedures contained herein, including dismissal with documentation without board approval.

4. Amend the Job Description for General Manager under Essential Job Functions to include:

During an emergency the General Manager shall have the authority to discipline employees pursuant to the policies and procedures contained herein, including dismissal with documentation without board approval.

5. Adjourn

**Whitley County Water District
19 S Highway 25W
Williamsburg, Kentucky**

Minutes Special Meeting
April 9, 2020 10:00 A.M.

1. Call the meeting to order (social distancing in the parking lot at the water office)

Chairman Meadors called the meeting to order

2. Declaration of a quorum All members present, Chairman Meadors declared a quorum

Others present: Sandy Smith, General Manager and Mark White with the News Journal

3. Chairman Meadors stated the purpose and reason for the emergency meeting was related to the restrictions placed on public gatherings due to the COVID-19 virus and the need to relegate specific responsibilities and authority to the position of General Manager.

Chairman Meadors explained that last year (2019) as the Board went through the transition of eliminating the Field Manager position and establishing the position of General Manager that the job description did not address dealing with emergencies such as we are now experiencing.

He stated that the following amendment is proposed for consideration to address such circumstances.

Amendment to the WCWD Personnel Policy Manual for consideration and adoption, which reads as follows:

Amend Section 5.3 Disciplinary Action

Subsection C. 4. Discharge, to include:

e. During an emergency the General Manager shall have the authority to discipline employees pursuant to the policies and procedures contained herein, including dismissal with documentation without board approval.

Motion to approve, Commissioner Stanley, seconded by Commissioner Durham. All in favor, motion carried.

4. Amend the Job Description for General Manager under Essential Job Functions to include:

During an emergency the General Manager shall have the authority to discipline employees pursuant to the policies and procedures contained herein, including dismissal with documentation without board approval.

Motion to approve, Commissioner Stanley, seconded by Commissioner Durham. All in favor, motion carried.

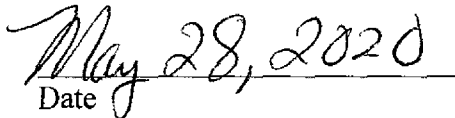
Mark White with the News Journal ask when the job description for General Manager was prepared. Chairman Meadors stated that the job description was originally drafted in January, 2019 but was not adopted until the June meeting if he remembered correctly. He further stated that the Board had eliminated the Field Manager position effective June 30th even though retiring Field Manager, Albert Mahan continued to do the work until the end of August.

5. Adjourn

There being no further business, Chairman Meadors declared the meeting adjourned at 10:10 am.


Chairman


Secretary


Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

WATER COMMISSION REGULAR MEETING

THURSDAY, MAY 28, 2020

AT THE WHITLEY COUNTY COURT HOUSE 1:00 PM

(FISCAL COURT ROOM)

1. CALL TO ORDER

2. DECLARATION OF QUORUM

3. GENERAL PUBLIC

4. FLOOR BUSINESS

**A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, FEBRUARY 27, 2020
SPECIAL MEETING THURSDAY, APRIL 9, 2020**

B. FINANCIAL REPORT J & J ACCOUNTING

C. DISCUSS INSURANCE RENEWAL

D. DISCUSS WATER PURCHASED FROM JELICO

E. TEST RESULTS FROM RECENT TTHM/HAA SAMPLES

F. PROJECT UPDATES

G. ANY OTHER FLOOR BUSINESS

5. ADJOURNMENT

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Regular Meeting

May 28, 2020 1:00 p.m.
(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Ralph Stanley, Bob Durham and Andy Meadors

Others present: Sandy Smith, General Manager, Jimmy Caudell, Systems Technician, Bill Johnston with J&J Accounting, Ken Taylor with Kenvirons and County Judge Executive, Pat White

3. General Public: None
4. Floor Business:

A. Approval of minutes:

February 27, 2020	Regular meeting
April 9, 2020	Special meeting

Commissioner Durham made a motion to approve the minutes of the referenced meetings. Commissioner Stanley seconded the motion. All in favor, motion carried.

B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston representing J&J Accounting from Middlesboro, Commissioner Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried.

C. Discussion of Insurance Renewal

After considerable discussion, Commissioner Stanley made a motion to accept the proposal from Energy Insurance Agency by US Speciality/RPS/KEMI, excluding Flood Insurance for the main office building. Commissioner Durham seconded the motion. All in favor, motion carried.

D. Discussion of water purchased from Jellico

Chairman Meadors stated that the reason he wanted this item on the agenda was to remind everyone that we (WCWD) is one year in on the three year notice to Jellico Water & Electric that the water purchase agreement with them will be canceled. Chairman Meadors reminded everyone that the necessary physical changes to the system must be accomplished over the next two years. He said that valving, pumps, storage, and balanced purchasing from Williamsburg and Corbin must be evaluated to achieve the desired goal.

E. Discussion of recent water test sampling (TTHM & HAA5)

General Manager Sandy Smith provided the Board with recent test results for TTHM & HHA5s in the systems as required. It was noted that both the February and May test results for the Little Wolf Creek Road sample sites were above the acceptable limits of 0.060 mg/L. The Board suggested that the staff coordinate flushing prior to the next test dates for all locations. Chairman Meadors noted that the test results in the 92 West service area (Jellico Creek) were exceptionally good.

F. Project updates

Chairman Meadors stated that other than minor work related to Kentucky Department of Transportation construction projects, there were no current projects under construction.

Chairman Meadors reported that the 2019 projects consisting of Lindsay Lane, Powers Hollow Spur and Vanzant Cemetery Road only three active customers are on the systems. He stated that a total of 11 residences wanted these services and had either been to board meetings or relayed information indicating they wanted service. Chairman Meadors advised the Board that the Kentucky Public Service Commission (PSC) views the water district's cash and funded reserves as funds of existing customers to be used for maintenance and long-term improvements, such as tank, pump, valve, and pipe improvement. He further stated that the District's storage tanks are in need of considerable maintenance based on recent in the field inspections and scheduled internal inspections. Chairman Meadors went on to say that any future requests for water extension service must be associated with an overall larger project funded by specific loans and grants.

G. Any other floor business

After a brief discussion, Commissioner Stanley made a motion to declare two of the District's trucks as surplus and to authorize General Manager Sandy Smith to advertise them for bids. Commissioner Durham seconded the motion. All in favor, motion carried.

The Board discussed the items damaged or considered damaged by the recent flood. The

Board concluded that staff should inventory the items and then inquire as to whether or not any local system, such as Williamsburg, Corbin, or Jellico could use any of the items (for free, not to be sold).

Chairman Meadors reported that he was working on payroll projections anticipating a general pay increase effective July 1st and that he would present it at the June regular meeting.

Chairman Meadors suggested that staff address the hole in the parking lot on the south end where the metal culvert pipe is exposed.

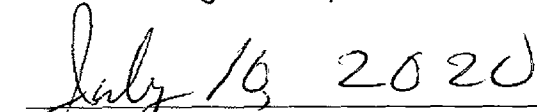
Chairman Meadors stated that the Board would continue to meet in the Whitley County Fiscal Court room until further notice due to the COVID-19 pandemic.

5. Adjournment

At approximately 3:00 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.


Chairman


Secretary


Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

WATER COMMISSION *SPECIAL* MEETING

FRIDAY, JULY 10, 2020

AT THE WHITLEY COUNTY COURT HOUSE 1:00 PM

(FISCAL COURT ROOM)

1. CALL TO ORDER

2. DECLARATION OF QUORUM

3. GENERAL PUBLIC

4. FLOOR BUSINESS

A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, MAY 28, 2020

B. FINANCIAL REPORT J & J ACCOUNTING

C. DISCUSS POSSIBLE DATE TO SCHEDULE STAFF MEETING

D. REVIEW BIDS RECEIVED FOR 2004 AND 2011 CHEVY TRUCKS

E. DISCUSS REPAIRS FOR 2006 F150 TRUCK

F. DISCUSSION OF PANDEMIC RELIEF FUNDS FOR EMPLOYEES

G. REVIEW POSSIBLE WAGE INCREASE FOR EMPLOYEES

H. PROJECT UPDATES

5. ADJOURNMENT

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Special Meeting

July 10, 2020 1:00 p.m.
(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Ralph Stanley, Bob Durham and Andy Meadors

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, Ken Taylor with Kenvirons.
3. General Public: None
4. Floor Business:
 - A. Approval of minutes:

May 28, 2020 Regular meeting

Commissioner Durham made a motion to approve the minutes of the referenced meetings. Commissioner Stanley seconded the motion. All in favor, motion carried. Chairman Meadors stated that for the record there was not a regular meeting in June.
 - B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston representing J&J Accounting from Middlesboro, Commissioner Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried.
 - C. Discuss possible date to schedule a staff meeting

After a brief discussion, the Board agreed and scheduled a staff meeting for July 16, 2020 at 8:30 am at the District office.
 - D. Review bids received for 2004 and 2011 Chevy Trucks

After opening bids on a recent advertisement for one 2011 and one 2004 work trucks that

had been declared surplus, they were reviewed and it was determined that Jimmy Green was the highest bidder on the 2011 truck (\$6,297.00) and that Wayne Carr was the highest bidder on the 2004 truck (\$2,048.78).

Upon a brief discussion, Commissioner Bob Durham made a motion to accept the two highest bids as submitted. Commissioner Stanley seconded the motion. All in favor, motion carried.

E. Discuss repairs for 2006 F150 Truck

General Manager, Sandy Smith, explained to the board that the truck engine would need several repairs, per Tommy Blakley at Blakley's Garage. This truck had engine repairs in May 2017 which cost \$4,479.09. Sandy told Mr. Blakley she will contact him after the board members discussed the repairs at the special meeting July, 10, 2020. After a brief discussion, it was agreed to have a used engine installed in the truck.

F. Discussion of Pandemic Relief Funds for employees

Chairman Meadors reported that he had discussed the subject with County Judge Executive Pat White. He said that legal counsel with the Kentucky Association of Counties believed that certain Kentucky Administrative Regulations (KAR) allowed the county to grant a one-time payment in called an ERA (Employee Recognition Award) due to their work during the COVID-19 Pandemic. Chairman Meadors noted that the payment to the county employees was not coming from a federal or state source or program that it was general fund county money. Chairman Meadors noted that bonuses were not permitted for public employees and that the Kentucky Public Service Commission would no doubt question such a payment as the ERA. After further discussion, Commissioner Stanley suggested that Chairman Meadors contact the District's attorney, Jane Butcher to seek her opinion on the matter.

G. Review possible wage increase for employees


Chairman Meadors presented the Board with an Excel Spreadsheet of employee names, positions, dates of employment, etc. Chairman Meadors stated that he recommended a 1% pay raise for all employees plus an across the board amount for Sandra Smith, Angie Meadors, Darrell Adkins, Charles Bryant and Jimmy Caudell. Chairman Meadors noted that the County Employees Retirement System has increased the match from 24.06% to 26.95% beginning July 1st. He noted that rate was just over 7% in 2003 when the District joined the retirement system. After reviewing the spreadsheet and discussing the matter, Commissioner Stanley suggested to increase the proposed amounts to round dollars of \$19, 14, 16, 11 (Gavin Lawson), 13, and 12 respectively for each full time staff person on the list excluding new hire, George Martin. After a brief discussion, Commissioner Stanley made a motion to grant the increase. Commissioner Durham seconded the motion. All in favor, motion carried.

H. Project updates.


Ken Taylor reported that the Kentucky DOT bridge projects thus far had not required relocating of District water lines. He also reported that Rural Development will be having funds available for both low interest loans and grants. He said assuming his firm was selected to continue engineering services that he would provide a project list for the Board to review and consider pursuing.

5. Adjournment

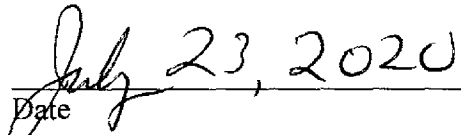
At approximately 3:00 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.



Chairman



Secretary



Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

WATER COMMISSION REGULAR MEETING

THURSDAY, JULY 23, 2020

AT THE WHITLEY COUNTY COURT HOUSE 1:00 PM

(FISCAL COURT ROOM)

1. CALL TO ORDER

2. DECLARATION OF QUORUM

3. GENERAL PUBLIC

4. FLOOR BUSINESS

A. APPROVAL OF MINUTES – SPECIAL MEETING FRIDAY, JULY 10, 2020

B. FINANCIAL REPORT J & J ACCOUNTING

C. DISCUSS POSSIBLE DATE TO SCHEDULE STAFF MEETING

D. CUSTOMER COMPLAINTS – JELICO WATER

E. GENERAL ENGINEERING UPDATES

F. REVIEW STATEMENTS OF QUALIFICATIONS FOR ENGINEERING SERVICES

G. ANY OTHER FLOOR BUSINESS

5. GENERAL BUSINESS

A. PERSONNEL & OPERATIONS REPORT

B. MANAGERS ACTIVITIES REPORT

C. ANY OTHER GENERAL BUSINESS

6. ADJOURNMENT

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Regular Meeting

July 23, 2020 1:00 p.m.

(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Ralph Stanley, Bob Durham and Andy Meadors

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, Ken Taylor with Kenvirons and County Judge Executive, Pat White.
3. General Public: None
4. Floor Business:
 - A. Approval of minutes:

July 10, 2020	Special meeting
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Commissioner Durham made a motion to approve the minutes as referenced. Commissioner Stanley seconded the motion. All in favor, motion carried.

Chairman Meadors noted that there was not a regular meeting in June.
B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston, representing J&J Accounting from Middlesboro, Commissioner Durham made a motion to approve the report. Commissioner Stanley seconded the motion. All in favor, motion carried.

C. Discuss possible date to schedule a staff meeting

After a brief discussion, the Board concluded that any Thursday at 8:30 am. General Manager, Sandy Smith said that she would make arrangements and let everyone know.

D. Customer Complains - Jellico Water

General Manager Sandy Smith reported that she had received several complaints from

customers on the south end where the District receives water from the Jellico system. She stated that she had contacted the Jellico officials about the complaints. Apparently, the water smells stagnated due to the source (ponds). The Jellico officials indicated they were working on the issue and hoped to have it resolved soon. Chairman Meadors asked if the chlorine levels were okay. Sandy said they were.

E. General engineering updates (projects)

Engineer Ken Taylor reported that USDA Rural Development has loan and grant money available. He said the combination for a project is 75% loan and 25% grant with the loan interest rate at one and one eighth percent.

The Board stated due to constant chlorine level issues on the highway 92 west system (Jellico Creek) they would like to obtain water from Williamsburg which is much closer relative to the treatment plant and storage verse the McCreary County Water District supply. The Board also ask Mr. Taylor to look at the system to see where there are issues or needs for extensions to include in an overall project.

F. Review statement of qualifications for engineering services

General Manager Sandy Smith presented the Board with sealed Statements of Qualifications from two engineering firms (Kenvirons and Kentucky Engineering Group) per a recent advertisement. She also provided the Board with rating sheets and instructions relating to evaluation of each firm's qualifications for ranking purposes.

Upon completion of the ranking process, it was determined that the firms were ranked as follows:

1. Kenvirons
2. Kentucky Engineering Group

After a brief discussion, Commissioner Stanley made a motion to accept Kenvirons as the selected engineering firm subject to the USDA Rural Development fee schedule. Commissioner Durham seconded the motion. All in favor, motion carried.

G. Any other floor business

The Board did discuss lack of payments by customers due to the COVID-19 pandemic. General Manager Sandy Smith reported that she believed some customers were under the impression that they did not have to pay their water bill. She said that she advised them there would not be a penalty for non-payment but they would eventually have to pay the bill. She also reported that the Kentucky Public Service Commission issued a statement that requires the water district to not charge a penalty.

After a brief discussion, the Board agreed that Charlie Bryant, Service Technician,

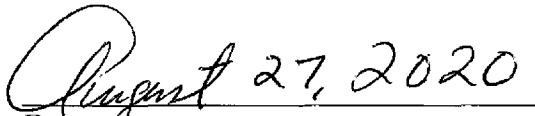
continue to drive the 2006 Ford service vehicle until it was no longer usable. The Board also requested that General Manager Sandy Smith and appropriate staff commence looking for a replacement vehicle.

5. Adjournment

At approximately 2:30 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.


Chairman


Secretary


Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

**WATER COMMISSION REGULAR MEETING
THURSDAY, AUGUST 27, 2020
AT THE WHITLEY COUNTY COURT HOUSE 1:00 PM
(FISCAL COURT ROOM)**

- 1. CALL TO ORDER**
- 2. DECLARATION OF QUORUM**
- 3. GENERAL PUBLIC**
- 4. FLOOR BUSINESS**
 - A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, JULY 23, 2020**
 - B. FINANCIAL REPORT J & J ACCOUNTING**
 - C. DISCUSSION OF DOW NOTICE OF VIOLATION FOR 92 W SYSTEM**
 - D. GENERAL ENGINEERING UPDATES**
 - E. DISCUSS RECENT PURCHASE OF 2016 F150 TRUCK**
 - F. DISCUSS CURRENT LOAN WITH RURAL DEVELOPMENT**
 - G. ANY OTHER FLOOR BUSINESS**
- 5. GENERAL BUSINESS**
 - A. PERSONNEL & OPERATIONS REPORT**
 - B. MANAGERS ACTIVITIES REPORT**
 - C. ANY OTHER GENERAL BUSINESS**
- 6. ADJOURNMENT**

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Regular Meeting

August 27, 2020 1:00 p.m.

(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Bob Durham and Andy Meadors Absent: Ralph Stanley

Others present: Sandy Smith, General Manager, Jimmy Caudell, Systems Technician, Bill Johnston with J&J Accounting and Ken Taylor with Kenvirons.

3. General Public: None
4. Floor Business:

A. Approval of minutes:

July 23, 2020

Regular meeting

Commissioner Durham made a motion to approve the minutes as referenced. Chairman Meadors seconded the motion. All in favor, motion carried.

B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston representing J&J Accounting from Middlesboro, Commissioner Durham made a motion to approve the report. Chairman Meadors seconded the motion. All in favor, motion carried.

C. Discussion of DOW notice of violation for 92 W system

General Manager, Sandy Smith, informed the Board of a recent chlorine level violation. After considerable discussion, the Board concluded that continuing to flush was about all that can be done at the present. However, Ken Taylor noted that flushing needed to be done where the velocity of the flow can be increased. He said flushing thru a 3/4 meter doesn't scour the insides of the pipes to remove microscopic particles that absorb chlorine. The Board also discussed the need to further pursue possible funding to extend a source main to the Williamsburg system, noting the closer proximity would improve

water quality. Also, the installation of a chlorine booster was discussed.

D. General Engineering Updates

Ken Taylor with Kenvirons reported that USDA Rural Development will be taking applications for projects in the immediate future. He noted that they had plenty of loan funds and that grant funds would be limited to 25% of total project cost. He said he would be putting together a proposal for the Board to review that would address a number of areas, leaks and a new water source for the Jellico Creek Community (92 West).

E. Discuss recent purchase of 2016 F-150 Ford Truck

Sandy Smith reported that she and the staff had found and purchased a 2016 F-150 work truck from a dealer in Louisville for \$20,500. She stated that the vehicle only had 42k miles on it and had been used by an executive of a private company. She said it had new tires and a light bar already installed. Chairman Meadors noted that the Board had authorized the General Manager to find a replacement truck for Charlie Bryant when his broke down beyond use.

F. Discuss current loan with Rural Development

General Manager Sandy Smith reported the Clay McKnight with USDA RD suggested that the Board might consider paying off the loan since there is enough cash in the funded depreciation account. After a brief discussion, the Board concluded it best to not pay the loan off as the reserve is there for that purpose, a reserve.

G. Any other floor business

After a brief discussion, Commissioner Durham made a motion declaring the 2006 Ford work truck surplus and to authorize it advertised for bids. Chairman Meadors seconded the motion. All in favor, motion carried.

5. General Business

A. Personnel & Operations Reports

The Board reviewed the reports as presented

B. Manager's Activities Report

Sandy Smith stated that she had not received any more complaints about Jellico's water quality since last month.

She also reported that the HAAs (DBPs) on the Corbin water source had almost doubled.


She stated that the staff planned to re-test.

Any other General Business

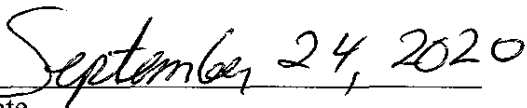
Sandy reported that the 2006 Ford Diesel truck had over-heating issues. She said the staff had been trying to find a mechanic willing to work on it. She said they planned to check with additional mechanics next week.

6. Adjournment

At approximately 2:30 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.


Chairman


Secretary


Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

**WATER COMMISSION REGULAR MEETING
THURSDAY, SEPTEMBER 24, 2020
AT THE WHITLEY COUNTY COURT HOUSE 1:00 PM
(FISCAL COURT ROOM)**

- 1. CALL TO ORDER**
- 2. DECLARATION OF QUORUM**
- 3. GENERAL PUBLIC**
- 4. FLOOR BUSINESS**
 - A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, AUGUST 27, 2020**
 - B. FINANCIAL REPORT J & J ACCOUNTING**
 - C. PROJECT UPDATES**
 - D. ANY OTHER FLOOR BUSINESS**
- 5. GENERAL BUSINESS**
 - A. PERSONNEL & OPERATIONS REPORT**
 - B. MANAGERS ACTIVITIES REPORT**
 - C. ANY OTHER GENERAL BUSINESS**
- 6. ADJOURNMENT**

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Regular Meeting

September 24, 2020 1:00 p.m.

(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Bob Durham, Ralph Stanley and Andy Meadors Absent: None

Others present: Sandy Smith, General Manager, Jimmy Caudell, Systems Technician, Bill Johnston with J&J Accounting, County Judge Executive Pat White, and J. E. Jones & Zack Bulisck from Rose Lane.

3. General Public: J.E. Jones and Zack Bulisck come before the Board requesting the extension of the water main about 100 yards on Rose Lane. They said Mr. Rose has a new house under construction and one other house nearby had a very long service line. Judge White stated that the road is in the Whitley County road system. Chairman Meadors used Google Maps to find the location. After a brief discussion, the Board concluded that the extension could be done by the field crew and ask the Manager to make arrangements as necessary.

4. Floor Business:

A. Approval of minutes:

August 27, 2020

Regular meeting

Commissioner Durham made a motion to approve the minutes as referenced. Commissioner Stanley seconded the motion. All in favor, motion carried.

B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston representing J&J Accounting from Middlesboro, Commissioner Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried.

Chairman Meadors and Sandy Smith, General Manager noted that the drastic decline in the General Fund cash balance was due to the COVID-19 ruling by the Kentucky Public Service Commission which allowed those with job loss, lay-offs, etc., to skip paying their

monthly water bills without losing service with no penalties. After further discussion, Chairman Meadors stated that he would entertain a motion to forego making payments from the General Fund to the Sinking Funds and Depreciation Funds and, if necessary, transfers could be made to General Fund to support cash flow as may be needed until more favorable conditions are sustained. Commissioner Stanley made the motion and Commissioner Durham seconded the motion. All in favor, motion carried.

C. Project Updates: No report

D. Any Other Floor Business

General Manager, Sandy Smith, reported that the 2006 Ford truck had over-heated at least twice. She said she could not find anyone that would take on the task of working on it due to the 6.0 Diesel Engine. After a long discussion, Chairman Meadors said he would make contact with weekend worker Austin Perry to see if his friend, John Lay would take on the job of doing the repairs. Chairman Meadors said that he had done several Internet searches and had come to the conclusion the issue with the engine over-heating is due to a plugged Oil Cooler. He said it was a known issue with the 6.0 Ford Diesel engine. He said the coolant side of the Oil Cooler becomes plugged which also restricts flow to the EGR Cooler resulting in excess pressure in the system which causes the pressure cap to release. Chairman Meadors further stated that he would ask Mr. Perry to coordinate with General Manager Sandy Smith if Mr. Lay agreed to take on the job.

5. General Business

A. Personnel & Operations Reports

The Board reviewed the reports as presented

B. Manager's Activities Report


General Manager, Sandy Smith reported that due to the cash flow circumstances she is recommending to not order the Promotional Calendars for 2021.

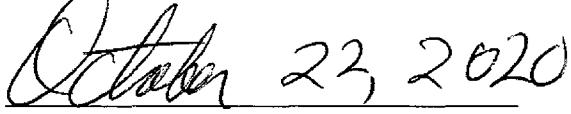
Ms. Smith also reported that George Martin, Jr., Field Technician, had missed a lot of work thus far during the probationary/introductory period. She further stated that Mr. Martin had misled her during the interview about having a DUI when he was much younger (25 now). She said a background check showed he had a DUI in 2019 (last year) and his license was suspended due to that DUI. He had also been issued a citation for speeding. A representative from the insurance company stated that they will not insure him. After further discussions, the Board agreed there was strong cause to dismiss Mr. Martin's employment with the Whitley County Water District.

6. Adjournment

At approximately 1:45 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.


Chairman


Secretary


Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

WATER COMMISSION REGULAR MEETING

THURSDAY, OCTOBER 22, 2020

AT THE WHITLEY COUNTY COURT HOUSE 1:00 PM

(FISCAL COURT ROOM)

- 1. CALL TO ORDER**
- 2. DECLARATION OF QUORUM**
- 3. GENERAL PUBLIC**
- 4. FLOOR BUSINESS**
 - A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, SEPTEMBER 24, 2020**
 - B. FINANCIAL REPORT J & J ACCOUNTING**
 - C. PROJECT UPDATES**
 - D. DISCUSS REQUEST TO CLOSE AGREED ORDER WITH EEC – 92 WEST SYSTEM**
 - E. DISCUSS BIDS RECEIVED FOR 2006 F-150 AND TOOL BOXES ADVERTISED FOR SALE**
 - F. ANY OTHER FLOOR BUSINESS**
- 5. GENERAL BUSINESS**
 - A. PERSONNEL & OPERATIONS REPORT**
 - B. MANAGERS ACTIVITIES REPORT**
 - C. ANY OTHER GENERAL BUSINESS**
- 6. ADJOURNMENT**

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Regular Meeting

October 22, 2020 1:00 p.m.

(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.
2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Bob Durham, Ralph Stanley and Andy Meadors
Absent: none

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, Pat White, Whitley County Judge Executive, and Ken Taylor, engineer with Kenvirons

3. General Public: None
4. Floor Business:

A. Approval of minutes:

September 24, 2020 Regular meeting

Commissioner Stanley made a motion to approve the minutes as referenced.
Commissioner Durham seconded the motion. All in favor, motion carried.

B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston representing J&J Accounting from Middlesboro, Commissioner Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried.

Bill Johnston reported that the auditor was in the process of completing the 2019 audit. Bill also reported that staff assigned vehicles for take home would receive an IRS 1099 form based on daily value rather than miles used. He said will be providing additional information at a future board meeting.

C. Project Updates

Ken Taylor reported that preliminary cost estimates to construct a water main from Williamsburg sources to the Jellico Creek Community on highway 92 west appear to be approximately \$1.2 to \$1.3 million. He stated that Rural Development loan and grant appears to be the best option at this point.

D. Discuss request to close Agreed Order with EEC - 92 West System

General Manager Sandy Smith reported that Joe Burns with Kentucky Rural Water Association has recommended closing the Agreed Order with the Kentucky Energy and Environment Cabinet. After a brief discussion, Commissioner Durham made a motion to close the agreed order as recommended to including authorizing the General Manager to sign any and all related documents necessary for that purpose. Commissioner Stanley seconded the motion. All in favor, motion carried.

E. Discuss bids received for 2006 F-150 Ford Truck and Tool Boxes for sale

General Manager Sandy Smith reported that she only received one bid on the truck and that it was very low. The bid amount for the truck was \$100.00. After a brief discussion, Commissioner Durham made a motion to reject the bid on the basis of amount and to authorize a re-advertisement. Commissioner Stanley seconded the motion. All in favor, motion carried.

F. Any other Floor Business: None

5. General Business

A. Personnel & Operations Reports

The Board reviewed the reports as presented

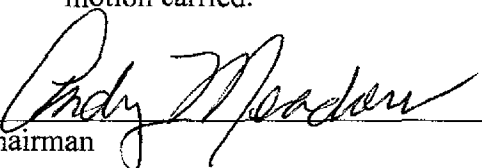
B. Manager's Activities Report


C. Any other General Business

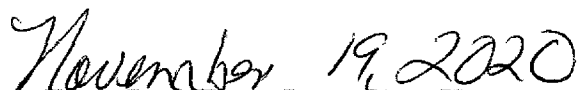
After a brief discussion, the Board agreed to call a Special Meeting on November 19, 2020 at 1:00 PM in the Fiscal Court Room location of the Whitley County Courthouse due to the regular meeting falling on the Thanksgiving Holiday. The Board directed Ms. Smith to prepare an agenda and distribute and post per the requirements of a special meeting.

6. Adjournment

At approximately 2:20 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.


Chairman


Secretary


Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

WATER COMMISSION *SPECIAL* MEETING

THURSDAY, NOVEMBER 19, 2020

WHITLEY COUNTY COURT HOUSE 1:00 PM

(FISCAL COURT ROOM)

1. CALL TO ORDER

2. DECLARATION OF QUORUM

3. GENERAL PUBLIC

4. FLOOR BUSINESS

A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, OCTOBER 22, 2020

B. FINANCIAL REPORT J & J ACCOUNTING

C. DISCUSSION OF WCWD LONG TERM DEBT

D. GENERAL ENGINEERING UPDATES

E. DISCUSS DECEMBER CLOSING DATES FOR HOLIDAYS

F. EXECUTIVE SESSION – PERSONNEL

G. DISCUSSION FOR STAFF MEETING, JANUARY 2021

5. ADJOURNMENT

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Special Meeting

November 19, 2020 1:00 p.m.

(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.

Chairman Meadors stated that today's meeting is a Special Meeting due to the Regular Meeting falling on a holiday (Thanksgiving Day) and that the agenda would be only as presented.

2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Bob Durham, Ralph Stanley and Andy Meadors Absent: none

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, and Pat White, Whitley County Judge Executive

3. General Public: None

4. Floor Business:

A. Approval of minutes:

October 22, 2020

Regular meeting

Commissioner Durham made a motion to approve the minutes as referenced. Commissioner Stanley seconded the motion. All in favor, motion carried.

B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston representing J&J Accounting from Middlesboro, Commissioner Durham made a motion to approve the report. Commissioner Stanley seconded the motion. All in favor, motion carried.

Bill Johnston reported that the auditor was in the process of completing the 2019 audit and expected it would be presented at the December meeting. Bill also reported that staff assigned vehicles for take home would receive an IRS 1099 form based on daily value of \$3.50 per day rather than miles used. No action taken

C. Discussion of WCWD Long Term Debt

Chairman Meadors reported that he didn't think the long term debt, as presented in the 2018 audit, was correct. He suggested that Bill Johnston ask the auditor to review it and make necessary changes in the 2019 audit. He said the 2018 audit indicated that the refinancing through the Kentucky Association of Counties looked as if the bonds would be paid up beginning in 2029 but, in reality, it will be 10 years later.

D. Engineering updates

None to report

E. Discuss December closing dates for the holidays

After a brief discussion, Commissioner Stanley made a motion to close the office from December 24th through January 3, 2021 with the General Manager working out details relating to emergency call-outs of staff. Commissioner Durham seconded the motion. All in favor, motion carried.

F. Executive Session - Personnel

Chairman Meadors stated there had been a recent complaint relating to weekend worker Austin Perry over an apparent incident that took place almost one year ago (December, 2019). He said that he would entertain a motion for the Board to go into executive session to discuss the matter. Commissioner Stanley so moved. Commissioner Durham seconded the motion. All in favor, motion carried.

Upon returning from executive session, Chairman Meadors ask for a motion to return to regular session. Commissioner Stanley so moved. Commissioner Durham seconded the motion. All in favor, motion carried.

Chairman Meadors reported that the matter was discussed using information provided by the General Manager, Sandy Smith, as given to her by the complaining party (Tab Hunter of Bucks Branch Road) during the executive session and that there would be no action taken. Chairman Meadors stated that Mr. Perry had been working for the District over 10 years without a single complaint. He further stated that Mr. Perry had went beyond the call of duty numerous times with respect to the needs of the water district. He said that the Board suggested that Mr. Perry not be required to do any work relating to the Hunter's connection(s) to the water system, but all other work would be permissible as necessary.

G. Discussion for Staff Meeting, January 2021

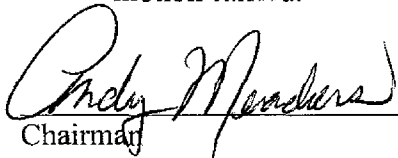
Chairman Meadors stated that the Board had attempted to schedule a staff meeting for

almost a year and that a date should be established in January. After a brief discussion, the Board decided to wait until the December meeting to determine a date and time for a staff meeting.

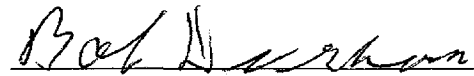
Chairman Meadors announced that the December meeting would have to also be a special meeting due to the holidays. He suggested that a call meeting would be announced for December 17, 2021 at 1:00 PM in the Whitley County Courthouse, Fiscal Court Room on 2nd floor.

5. Adjournment

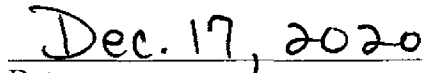
At approximately 2:30 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.



Chairman



Secretary



Date

WHITLEY COUNTY WATER DISTRICT

19 S. HIGHWAY 25W

WILLIAMSBURG, KY 40769-1601

PHONE: 606-549-3600 FAX: 606-549-5795

AGENDA

**WATER COMMISSION *SPECIAL* MEETING
THURSDAY, DECEMBER 17, 2020
WHITLEY COUNTY COURT HOUSE 1:00 PM
(FISCAL COURT ROOM)**

1. CALL TO ORDER
2. DECLARATION OF QUORUM
3. GENERAL PUBLIC
4. FLOOR BUSINESS
 - A. APPROVAL OF MINUTES – SPECIAL MEETING THURSDAY, NOVEMBER 19, 2020
 - B. FINANCIAL REPORT J & J ACCOUNTING
 - C. DISCUSS 2019 AUDIT
 - D. DISCUSS 2021 BUDGET
 - E. GENERAL ENGINEERING UPDATES
 - F. DISCUSS HIRING TO FILL VACANT SERVICE TECH POSITION
 - G. DISCUSS DATE TO SCHEDULE STAFF MEETING IN JANUARY 2021
5. GENERAL BUSINESS
 - A. PERSONNEL & OPERATIONS REPORT
 - B. MANAGERS ACTIVITIES REPORT
6. ADJOURNMENT

**Whitley County Water District
19 S Highway 25W
Williamsburg, Ky 40769**

Minutes of Special Meeting

December 17, 2020 1:00 p.m.

(In the Whitley County Fiscal Court Room)

1. Chairman Meadors called the meeting to order.

Chairman Meadors stated that today's meeting is a Special Meeting due to the Regular Meeting falling on a holiday (Christmas Eve Day) and that the agenda would be only as presented.

2. Declaration of a quorum: Chairman Meadors declared that a quorum was present.

Board members present: Bob Durham, Ralph Stanley and Andy Meadors Absent: none

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, Jimmy Caudell, Systems Technician, and Pat White, Whitley County Judge Executive

3. General Public: None

4. Floor Business:

A. Approval of minutes:

November 19, 2020

Special meeting (no regular meeting)

Commissioner Stanley made a motion to approve the minutes as referenced. Commissioner Durham seconded the motion. All in favor, motion carried.

B. Financial Reports J & J Accounting:

Upon review of the financial report provided by Bill Johnston representing J&J Accounting, Commissioner Durham made a motion to approve the report. Commissioner Stanley seconded the motion. All in favor, motion carried.

C. Discussion of 2019 Audit:

Bill Johnston reported that the auditor was in the process of completing the 2019 audit

and expected it would be presented at the January meeting.

D. Discuss 2021 Budget:

After a brief discussion, Commissioner Stanley made a motion to adopt the 2021 Budget. Commissioner Durham seconded the motion. All in favor, motion carried.

E. General Engineering Updates

General Manager Sandy Smith stated that there was nothing to report.

F. Discuss hiring to fill vacant service tech position

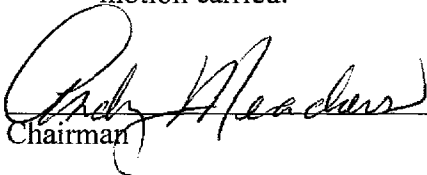
After a brief discussion, the Board agreed that the General Manager should proceed with advertising and selecting an employee to fill the vacant position. The Board did suggest that Field Supervisor, Darrell Adkins, be involved with the process in some form.

G. Discuss date to schedule staff meeting in January 2021

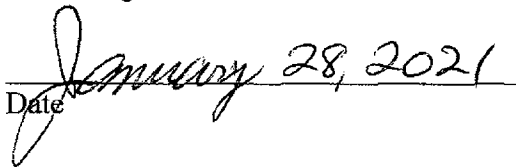
After a brief discussion, the Board and General Manager concluded that the staff meeting would be held on January 7, 2021 at 1:00 pm in the Whitley County Fiscal Court Room. Chairman Meadors advised that since all board members would be present, the meeting would have to be treated as a special call meeting of the Board

5. Adjournment

At approximately 2:30 p.m., there being no further business, Commissioner Durham made a motion to adjourn. Commissioner Stanley seconded the motion. All in favor, motion carried.


Chairman


Secretary


Date