

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

Minutes of Special Meeting

January 7, 2021 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 all board members being present and the discussion of District business.

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

Chairman Meadors noted that all staff was present.

3. General Public: None

4. Items and Topics of Discussion

The Board discussed the following items with staff and no actions were taken

- A. The new organization since July 1, 2019
- B. Job description updates
- C. Personnel Policy Manual update
- D. Water loss, testing, reports, flushing, etc., (DBP testing and Agreed Order)
- E. Maintenance of equipment
  - Vehicles, safety, cleanliness, records, new equipment, etc.
  - Office
  - Parking lot
  - Pumps, valves, master meters, tanks, etc.
  - Meter change-out
  - Valve location, marking, exercising, etc.
- F. Working as a team, both office and field
- G. Being prepared
- H. Safety and training
  - COVID precautions
- I. Mapping, input of data

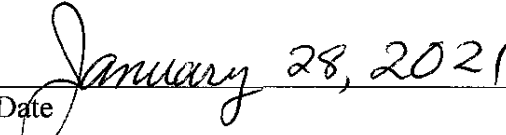
J. Other - Comments from staff

5. Adjournment

At approximately 2:00 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, JANUARY 28, 2021**

**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 DECEMBER 17, 2020  
- SPECIAL MEETING JANUARY 7, 2021**

**B. FINANCIAL REPORT J & J ACCOUNTING**

**C. DISCUSSION OF CONTRACT WITH JELICO WATER**

**D. GENERAL ENGINEERING UPDATES**

**E. 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

January 28, 2021 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, Darrell Adkins, Field Supervisor, Ken Taylor, with Kenvirons, Pat White, Whitley County Judge Executive, Rick Swafford and Scotty Perkins from Underwood Cemetery Road

3. General Public: Rick Swafford and Scotty Perkins from Underwood Cemetery Road come before the Board inquiring about obtaining water service. The Board discussed the matter with them and concluded securing funding would be the primary first step. They indicated that every resident on the road would sign-up for water. Chairman Meadors noted that the most expensive aspect of the project would be the cost to cross the railroad right-of-way. The Board said they would commence the process of obtaining funding for the project and that it may take as much as a year.

4. Floor Business:

A. Approval of minutes:

December 17, 2020

January 7, 2021

Special meeting (served as regular meeting)

Special 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, Commissioner Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried.

C. Discussion of contract with Jellico Water

Chairman Meadors stated that he wanted the Board, Ken Taylor and staff to keep in mind that the District is approaching the two year mark of a three year notice to Jellico that the WCWD would cease to purchase water from them. He further stated that we should look at all potential issues of delivering water to the areas normally supplied by Jellico Water sources to ensure a smooth transition with sustained supplies from Williamsburg and Corbin.

D. General Engineering updates

Ken Taylor reported that the Kentucky Bridges project will be replacing bridges in several areas which may require re-locating district water lines in Mossy Gap and Imperial Hollow areas. Ken stated that he will get with Field Supervisor, Darrell Adkins, one day next week to discuss a date they can go to look at the bridge projects.

Ken also reported that design, estimates, etc., are being worked on for submitting a request for funding of a water source to the Jellico Creek Community from Williamsburg sources. The Board requested that the Underwood Cemetery Road project be included with the application.

Also, the Board discussed the Buck Creek Road break where the water main is broken and valved off. The Board suggested that any breaks that had been valved off should be looked at and repairs initiated as soon as favorable conditions presented themselves.

E. Any Other Floor Business

General Manager, Sandy Smith, reported that Alden Resources is mining coal on Mosley Branch Road and the trucks are coming out on Highway 1064 which may affect the WCWD water main in that area.

General Business

A. Personnel & Operations Report - Reviewed by the Board

B. Managers Activities Report - Reviewed by the Board

C. Any other General Business - None

5. Adjournment

At approximately 2:15 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Commissioner Durham seconded the motion. All in favor, motion carried.

Andy Meadows  
Chairman

Bob D. Burkhardt  
Secretary

February 25, 2021  
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 25, 2021**

**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 JANUARY 28, 2021**
- B. FINANCIAL REPORT J & J ACCOUNTING**
- C. DISCUSSION OF MCCREARY COUNTY WATER DISTRICT RATE INCREASE**
- D. GENERAL ENGINEERING UPDATES**
- E. 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

February 25, 2021 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, Darrell Adkins, Field Supervisor, Ken Taylor, Kenvirons, and Stephen Whitaker, Superintendent, McCreary County Water District & Alan Robinson, engineer for McCreary County Water District.

3. General Public: None
4. Floor Business:

A. Approval of minutes:

January 28, 2021

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

C. Discussion of McCreary County Water District rate increase.

Chairman Meadors recognized guests Stephen Whitaker, Superintendent of McCreary County Water and Alan Robinson, engineer for McCreary County Water. During discussions, Mr. Whitaker noted that the rate increase should have been instituted when they raised the rates to the federal prison several months ago. Chairman Meadors asked



Mr. Whitaker if he could elaborate on the project that the new rates would cover. Mr. Whitaker said there is a 2 inch line that feeds the Marsh Creek area that's too small and is under very high pressure. In the course of the discussions, Chairman Meadors noted that the WCWD paid for the additional cost of installing a 6 inch main vs a 4 inch main along east highway 92 in McCreary County to serve the Jellico Creek community back in 2007 and that the WCWD had never asked for a break on cost due to the need of extensive flushing to maintain acceptable chlorine levels. He also noted that due to the extreme distance from the McCreary water treatment plant (about 20 miles) that water quality was difficult to maintain, particularly with Disinfectant By-Products (DBPs) during the summer and early fall seasons. Mr. Whitaker questioned the calibration status of the WCWD test kits. General Manager WCWD, Sandy Smith noted that the kits were calibrated once per month as recommended by Kentucky Division of water personnel. Chairman Meadors reiterated the point relating to flushing to keep chlorine levels acceptable and questioned McCreary's flushing claims stating that there was never any indication that flushing had been conducted at the blow-off/hydrant just past the WCWD Master Meter point on 3-C Loop Road. Mr. Whitaker claimed that they did do extensive flushing in their system to keep chlorine up. In the discussions, Mr. Whitaker indicated that the cost to produce a thousand gallons was \$4.50. Chairman Meadors asked if that included the cost of funded depreciation and Mr. Whitaker said it did. Chairman Meadors stated that he foresees a continuing issue with meeting DBP tests well into the future and that the WCWD had been looking at other sources for water, specifically the City of Williamsburg. He further stated that with the 94% (\$3.76 to \$7.29 per 1000 gallons) increase to the WCWD the incentive to find another source was escalated exponentially. In concluding the discussions, Chairman Meadors ask if McCreary could give an additional 30 days in order to allow WCWD time to process a pass-thru rate increase with the Kentucky Public Service Commission. He noted that the notice from McCreary was received a few days after the January Board Meeting. Mr. Whitaker said he would inquire with the PSC but doubted a delay in the rates would be legal or permissible. Chairman Meadors said that WCWD would appreciate anything they could do with a possible delay.

#### D. Engineering updates

Ken Taylor reported that there wasn't much to report since the last meeting. He did say that the Kentucky Bridge Replacement Program would be replacing a bridge on Imperial Hollow Road and that the WCWD staff would be doing the inspection of the main line relocation. He also stated the KyDOT would cover the costs.

#### E. Any other floor business

General Manager Sandy Smith reported that there had not been any applications for the Service Technician advertisement. After a brief discussion, the Board suggested advertising again and also doing a word of mouth for referrals and the possibility of contacting former employee Cody Mayne. Chairman Meadors stated that if Cody is considered for re-hire there must be a very clear understanding by him what is

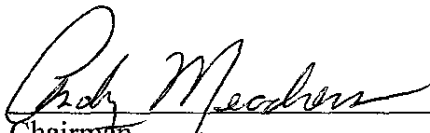
permissible and what is not during working hours, etc., of any employee.

5. General Business

- A. Personnel & Operations Report - The Board reviewed all reports
- B. Manager's Activities Report - The Board reviewed all reports
- C. Any Other General Business - none

6. Adjournment

At approximately 2:25 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

3/25/2021  
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, MARCH 25, 2021**

**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 FEBRUARY 25, 2021**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. DISCUSSION OF EMPLOYEE WAGES**
  - D. GENERAL ENGINEERING UPDATES**
  - E. 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

March 25, 2021 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, Ken Taylor with Kenvirons and County Judge Executive, Pat White

3. General Public: None
4. Floor Business:

A. Approval of minutes:

February 25, 2021

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 Employee Wages

After a brief discussion relating to the recent re-hire of Cody Mayne, the Board agreed that it would be appropriate to provide a wage of \$10.60 per hour plus a 50 cent per hour increase upon satisfactory completing a 120 day probationary period in accordance with the District's policies. The Board also approved increasing the starting wage to \$10.00 per hour for new full time and part time employees.

D. Engineering updates

Ken Taylor reported that he had been working with USDA RD representatives on the application process for the new service main extension from Williamsburg to the Jellico Creek Community.

The Board suggested that Mr. Taylor look for any other funding sources that could possibly be used to supplement the project and include any unserved areas where recent requests had been made for service as well as past requests that were unfeasible to serve.

Ken Taylor also reported that he had been working with KyDOT on the Imperial Hollow bridge replacement project which affects the location and re-location of the existing water main in the vicinity.

E. Any other floor business

After a brief discussion and reading of a prepared resolution (copy attached) to increase water rates due to a pass-through increase as a result of an increase to the District from the McCreary County Water District (\$3.76 per 1000 gallons to \$7.29), Commissioner Durham made a motion to accept the said resolution and adopt the rates as set therein. Commissioner Stanley seconded the motion. All in favor, motion carried.

5. General Business

A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

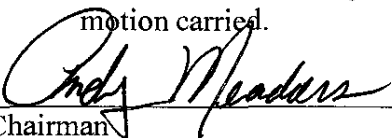
C. Any other general business


General Manager Sandy Smith reminded the Board that the District has water main lines stored at the Whitley County Fiscal Court maintenance garage at Goldbug.

County Judge Executive Pat White and General Manager Sandy Smith reported to the Board that the COVID-19 Federal Stimulus Funds can be made available to cover expenses of the water district incurred due to the pandemic. The Board ask Ms. Smith to look into the eligible expenses and prepare such for reimbursement.

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

April 22, 2021  
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, APRIL 22, 2021**

**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 MARCH 25, 2021**

**B. FINANCIAL REPORT J & J ACCOUNTING**

**C. GENERAL ENGINEERING 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

April 22, 2021 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, Ken Taylor with Kenvirons and County Judge Executive, Pat White

3. General Public: None

4. Floor Business:

A. Approval of minutes:

March 25, 2021

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. Engineering updates

Ken Taylor reported the following on the new service main extension from Williamsburg to the Jellico Creek Community.

- Consult with the Cumberland Falls Highway Water District about the WCWD possibly providing service to households on the south side of Hwy 92 in the Briar Creek Community.

- Look into including extension of service to Harmon Lane, Underwood Cemetery Road



and Old Mount Ash Road and other areas not heretofore served.

Ken also reported that he had not heard anything from the Public Service Commission relative to the McCreary County pass-thru rate increase.

Ken said he will be talking with Mayor Roddy Harrison about water from the City of Williamsburg, Ky.

D. Any other floor business

Sandy Smith, General Manager, reported the following

- 92 West Tank Site Clean-up, road, etc. After discussing, Board suggested obtaining price quotes or bid and to require vegetation and chips be removed from the site.

- Clean-up at Corbin Master Meter near sub-station. Andy to contact local land owner, Mike Perkins

5. General Business

A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

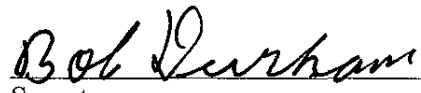
C. Any other general business

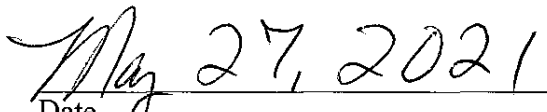
Sandy Smith reported that re-hired employee, Cody Mayne was doing fine. She also reported that she had hired Austin Rose to fill a Field Technician position.

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

**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 27, 2021**  
**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 APRIL 22, 2021**
    - B. FINANCIAL REPORT J & J ACCOUNTING**
    - C. REVIEW BIDS FOR 92 WEST TANK SITE CLEANUP**
    - D. REVIEW INSURANCE QUOTE FROM ENERGY INSURANCE**
    - E. DISCUSSION OF CERS CONTRIBUTION RATES AND BUDGET**
    - F. GENERAL ENGINEERING UPDATES**
    - 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

May 27, 2021 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, Ken Taylor with Kenvirons and County Judge Executive, Pat White

3. General Public: None
4. Floor Business:

A. Approval of minutes:

April 22, 2021

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.

Mr. Johnston stated that the 2019 Audit was still not finished. Chairman Meadors voiced concerns, saying that the Fiscal Year 2020 Audit should be underway.

C. Review bids for 92 West Tank Site Clean-up

Sandy Smith, General Manager, reported that she received two bids on clean-up at the Jellico Creek/92 West Water Storage Tank. She said that Brandon Ball had submitted a bid of \$2800 and that Rusty Tree Service submitted a bid for \$3500. After discussing the bids with Ms. Smith, Commissioner Stanley made a motion to accept the bid of Brandon

Ball contingent upon Ms. Smith assuring that details such as insurance, disposal of clippings, cuttings, etc., are in order and fully understood by both parties. Commissioner Durham seconded the motion. All in favor, motion carried.

D. Review Insurance Quote from Energy Insurance

Upon review of Energy Insurance quotes and discussing the options, Commissioner Durham made a motion to accept the proposal with the most competitive price as submitted by Energy Insurance. Commissioner Stanley seconded the motion. All in favor, motion carried.

Chairman Meadors stated that he did make contact with Skip Walden, Farm Bureau seeking a proposal from him. Chairman Meadors stated that Skip said his agency was not into providing the kind of insurance that the water district was seeking.

E. Discussion of CERS retirement contribution rates and budget.

Sandy Smith, General Manager provided the Board with the projected employer match rate beginning July 1, 2021. Chairman Meadors stated that the rate was the same as last year as he understood, 26.95%.

E. General Engineering Updates

Ken Taylor with Kenvirons Engineering reported that he was still surveying the area to include all unserved and underserved locations in the main extension project. Ken said that special stimulus funds may be available to help cover the expenses of the project.

F. Any other Floor Business

Sandy Smith, General Manager provided the Board with testing results for Haloacetic Acids Five (HAA5) and Total Trihalomethane (TTHM) in the systems for February and May. Ms Smith statement that these chemicals are also known as Disinfectant By-products (DBPs) with standards (levels) set by EPA.

5. General Business

A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

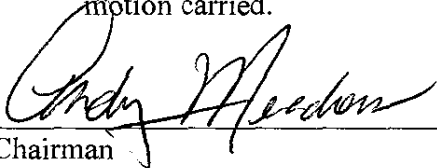
C. Any other General Business

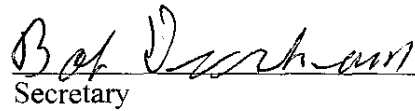
Sandy Smith, General Manager reported that she would be on vacation beginning the week of June 14<sup>th</sup> and that Angie Meadors, Account Clerk will be on vacation beginning the week of June 21<sup>st</sup>.

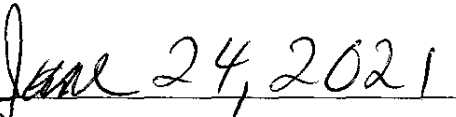
After a brief discussion, Commissioner Durham made a motion to move the location of the June 24, 2021 regular meeting back to the office building. Commissioner Stanley seconded the motion. All in favor, motion carried.

5. Adjournment

At approximately 2:15 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, JUNE 24, 2021**

**AT THE DISTRICT OFFICE 1:00 PM**

- 1. CALL TO ORDER**
- 2. DECLARATION OF QUORUM**
- 3. GENERAL PUBLIC**
- 4. FLOOR BUSINESS**
  - A. APPROVAL OF MINUTES - REGULAR MEETING MAY 27, 2021**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. DISCUSSION OF 92 WEST TANK SITE CLEANUP**
  - D. GENERAL ENGINEERING UPDATES**
  - E. DISCUSSION OF EMPLOYEE RAISES**
  - 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

June 24, 2021 1:00 p.m.  
At the WCWD Office

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, and Ken Taylor with Kenvirons

3. General Public: None

4. Floor Business:

A. Approval of minutes:

May 27, 2021 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 Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried.

Mr. Johnston presented the Board with a draft copy of the 2019 Audit. After a brief discussion, Commissioner Stanley made a motion to table the Audit until the next Board meeting. Commissioner Durham seconded the motion. All in favor, motion carried. Chairman Meadors stated tabling the Audit would give the Board more time to review the document.

C. Discussion of 92 West tank site clean-up

General Manager Sandy Smith reported that the tank site had been cleaned up. She

provided photos of the work. She stated that work still needs to be done on the access road.

#### D. General Engineering Updates

Ken Taylor with Kenvirons Engineering reported that he was still working on the proposal estimates. He said that the estimate was near \$4 million dollars due to pipe and associated prices. However, he was optimistic that prices would come down before bidding of the project.

Chairman Meadors reported that the county would be receiving approximately \$1.4 million from a \$50 million COVID stimulus amount coming to the state of Kentucky. He said that he would contact County Judge Executive Pat White to see if a part of those funds could be applied to the District's upcoming project.

#### E. Discussion of employee pay raises

After a brief discussion, Commissioner Stanley made a motion that the Board provide a 1.5% pay raise to all employees effective July 1, 2021. Commissioner Durham seconded the motion. All in favor, motion carried.

Chairman Meadors suggested after reviewing the 2019 and 2020 audits as well as financial statements to date, that the Board should take another look at wages in December of this year. Chairman Meadors also voiced his concerns about the continued increase in the employer's contribution to the County Employees Retirement System (CERS). He said that the CERS employer's contribution for the next 12 months beginning July 1<sup>st</sup> will be 26.95% which is a 2.9% increase over the current 12 month period ending June 30th.

#### F. Any other Floor Business

Mr. Blakley come before the Board to discuss repairs to the 2006 Ford Truck. He said that he has several other vehicles that he will be working on before he gets to the District's truck. He stated that several things will need to be looked at before making a decision as to what needs to be done, which could possibly include removing the heads. He said it may be a month or longer before he would have the job completed.

### 5. General Business

A. Personnel and Operations Report - provided to Board

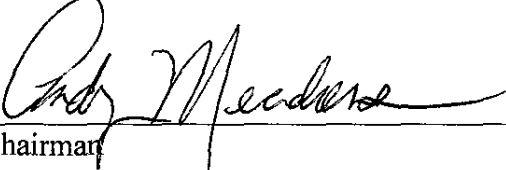
B. Managers Activities Report - provided to Board


C. Any other General Business

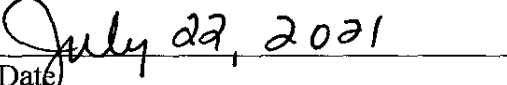


5. Adjournment

At approximately 2:05 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 22, 2021**

**AT THE DISTRICT OFFICE 1:00 PM**

- 1. CALL TO ORDER**
- 2. DECLARATION OF QUORUM**
- 3. GENERAL PUBLIC**
- 4. FLOOR BUSINESS**
  - A. APPROVAL OF MINUTES - REGULAR MEETING JUNE 24, 2021**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. GENERAL ENGINEERING 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**

July 22, 2021 1:00 p.m.  
At the WCWD Office

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, Ken Taylor with Kenvirons, and Judge Executive Pat White.

3. General Public: None

4. Floor Business:

A. Approval of minutes:

June 24, 2021

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

Although a draft of the 2019 audit was presented at the June meeting, after a brief discussion, Chairman Meadors suggested that the audit be tabled until the auditor is present to take questions and provide input. Commissioner Stanley made a motion to table the audit. Commissioner Durham seconded the motion. All in favor, motion carried.

Mr. Johnston reported that the auditor would be at the next regular meeting to discuss the 2019 audit. He also stated that the auditor is working on the 2020 audit.

### C. General Engineering Updates

Ken Taylor, with Kenvirons Engineers, reported that Senate Bill 36 (SB 36) contains three pots of money for Kentucky totaling \$150 million which will be distributed based on population. The pots include \$50 million for unserved areas (water service) and \$49.9 million to cover for over-runs on project. The balance of \$50 million will be used by the state. Whitley County's share will be approximately \$1.3 million.

Generally, the county will make the decision how the funds will be allocated. If the county does not make the choice(s), the Kentucky Infrastructure will make the allocations.

The Board discussed the use of the funds with Judge White taking part in the discussions. The conclusion was to make contact with Dan Mullins with the Cumberland Valley ADD to arrange a meeting and to notify the appropriate representatives of Corbin, Williamsburg, WCWD, CFHWD, as well as the county judge's office, of the date and time.

Sandy Smith reported that Nick Bruno had contacted her about an EPA site visit. She said Nick will be making a conference call on August 12, 2021 at 10:00 am to introduce himself and to discuss WCWD issues, etc.

### D. Any other Floor Business

Chairman Meadors suggested that a meeting with Jellico representatives should be scheduled at least 6 months before switching over to water sources from Williamsburg. He noted that the May 22, 2022 three-year notice will be upon us rather soon.

General Manager Sandy Smith reported that she had been contacted about service on Lloyd Hollow Road off highway 26 near the old land fill. She said that she would ask them to attend a board meeting to discuss service. She said apparently there is a subdivision being created in that area.

## 5. General Business

A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

C. Any other General Business

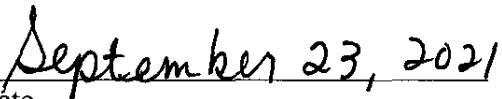
Chairman Meadors suggested that the Board should review the water reports and stay abreast of the results. He said testing is an important part of the employee responsibilities.

6. 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

**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 23, 2021**

**AT THE DISTRICT OFFICE 1:00 PM**

- 1. CALL TO ORDER**
  - 2. DECLARATION OF QUORUM**
  - 3. GENERAL PUBLIC**
  - 4. FLOOR BUSINESS**
    - A. APPROVAL OF MINUTES - REGULAR MEETING JULY 22, 2021 (NO MEETING IN AUGUST)**
    - B. FINANCIAL REPORT J & J ACCOUNTING**
    - C. GENERAL ENGINEERING 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 23, 2021 1:00 p.m.  
At the WCWD Office

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, Ken Taylor with Kenvirons, and former employee, Darrell Adkins

3. General Public: Darrell Adkins, former employee

Mr. Adkins come before the Board to discuss payment for 2021 vacation pay. He said that he was entitled to 15 days of vacation pay, in addition to the 30 days of vacation pay he had already been paid for. The discussion became heated at one point. Chairman Meadors stated that the Board would look at the policy and have the District's attorney to make an interpretation of the policy.

4. Floor Business:

A. Approval of minutes:

July 22, 2021

Regular meeting

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

Chairman Meadors noted that there was no August Meeting due to COVID quarantines of both staff and board members.

B. Financial Reports J & J Accounting:

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

Although a draft of the 2019 audit was presented at the June meeting, Chairman Meadors suggested that the audit stay tabled until the auditor is present to take questions and provide input.

#### C. General Engineering Updates

As Ken Taylor with Kenvirons Engineers reported at the June board meeting, Senate Bill 36 (SB 36) contains three pots of money for Kentucky totaling \$150 million which will be distributed based on population. The pots include \$50 million for unserved areas (water service) and \$49.9 million to cover for over-runs on project. The balance of \$50 million will be used by the state. Whitley County's share will be approximately \$1.3 million. Ken continued by stating that a Zoom Meeting was conducted by Dan Mullins and Jason Hawkins with the CVADD and participants from the WCWD, Ken Taylor representing the Cumberland Falls Highway Water District, Ron Herd with the City Utilities (Corbin), Mayor Roddy Harrison and Curtis Woods with the City of Williamsburg, Judge White with the Whitley County Judge's office and Michelle Stewart with Knox County Utility Commission.

After a lengthy discussion, all agreed to split the county amount of SB 36 money four ways between WCWD, CFHWD, Williamsburg and KCUC.  $\$1,331,833.28/4 = \$332,958.32$  each.

The Board also discussed the funding status and prospects for the on-going project development involving extending service from Williamsburg to the Jellico Creek Community and various service upgrades and extensions throughout the service area. Ken Taylor noted that at this point Rural Development loan & grant and the SB 36 funding are the primary funding sources at this time. He did suggest that the Appalachian Regional Commission be considered a source for grant funding.

#### D. Any other Floor Business

Sandy Smith, General Manager, reported that the Public Service Commission would be conducting a training session for Water Commissioners via a Zoom on October 5, 2021 beginning at 8:00 am. Chairman Meadors suggested that all board members should attend the training session at the district office.

Sandy Smith also reported that the Highway 92 East Pump Station needed work repairs. She said that she had been in contact with Andrew Taylor with Service Specialties and that he would be putting together a cost estimate.

Chairman Meadors suggested that the Board take a look at staff wages at one of the meetings prior to January, 2022. He also suggested that the Board should make any annual wage increase effective on January 1 opposed to July 1 since the District is on a calendar year, not a Fiscal Year.

#### 5. General Business



- A. Personnel and Operations Report - provided to Board
- B. Managers Activities Report - provided to Board
- C. Any other General Business

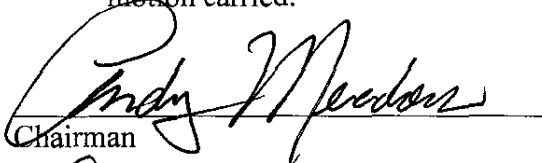
After a brief discussion relating to the purchase of a service truck, Ken Taylor suggested that RCAP be contacted to provide assistance with preparing an application.

Sandy Smith, General Manager, reported that she received a written notification of resignation from Field Supervisor, Darrell Adkins on September 7, 2021 . She stated that she had contacted Chairman Meadors and together, they concluded Field Technician, Charlie Bryant be promoted to the position with a \$2.00 per hour pay increase subject to Board approval.

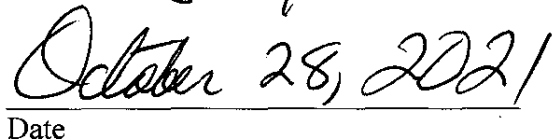
After a brief discussion, a motion was made by Commissioner Stanley to promote Mr. Bryant effective the date of Mr. Adkins' resignation to include a \$2.00 per hour rate increase. Motion seconded by Commissioner Durham. All in favor, motion carried.

6. 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

**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 28, 2021**

**AT THE DISTRICT OFFICE 1:00 PM**

- 1. CALL TO ORDER**
- 2. DECLARATION OF QUORUM**
- 3. GENERAL PUBLIC**
- 4. FLOOR BUSINESS**
  - A. APPROVAL OF MINUTES - REGULAR MEETING SEPTEMBER 23, 2021**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. DISCUSSION OF 2019 AUDIT**
  - D. GENERAL ENGINEERING UPDATES**
  - E. 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 28, 2021 1:00 p.m.

At the WCWD Office

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, Ken Taylor with Kenvirons, David M. Ellis, CPA and Brandon Pratt general public
3. General Public: Mr. Pratt come before the Board inquiring about extending water service to a subdivision he plans to develop on or near Lloyd Hollow Road south of Woodbine in the vicinity of the old landfill. After considerable discussion with the Board, Ken Taylor, Engineer with Kenvirons provided insight on the requirements of the Public Service Commission (PSC). He explained to Mr. Pratt that the water district could only provide service based on PSC regulations. He further explained that an evaluation of the existing adjacent water main location & size, existing water line size on Lloyd Hollow Road, necessary easements, etc., as well as engineering of the extension would have to be completed including permits if necessary. He ask if Mr. Pratt could provide a copy of a plat for the proposed subdivision and projected dates of implementation.
4. Floor Business:
  - A. Approval of minutes:

September 23, 2021                      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 Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried.

Mr. Ellis, CPA come before the Board to discuss the 2019 audit and take questions. After a brief discussion, Chairman Meadors stated that he had a long list of questions and comments that he would like to go over. He further stated that he had put them together back in June when the initial draft was provided to the Board. He ask that the Board and Mr. Ellis bear with him as he went through his list. Chairman Meadors stated that none of his concerns were of a serious nature and then he proceeded to go through the list of questions and comments taking almost an hour. Mr. Ellis addressed each question/comment of Chairman Meadors and the Board to their satisfaction.

Chairman Meadors advised Mr. Ellis, and bookkeeper Bill Johnston, that the Board was in the process of submitting applications for loans and grants for a rather major water project and that the 2020 Fiscal Year audit will need to be completed rather soon.

Upon a brief discussion, Commissioner Stanley made a motion to approve the 2019 audit. Commissioner Durham seconded the motion. All in favor, motion carried.

#### C. General Engineering Updates

Ken Taylor presented an Appalachian Regional Commission application to the Board for review and signing by the chairman. After a brief discussion, Commissioner Stanley made a motion to authorize Chairman Meadors to sign the application. Commissioner Durham seconded the motion. All in favor, motion carried.

#### D. Any other Floor Business

After a brief discussion, the Board stated that the November monthly meeting would be held at the WCWD office at 1:00 pm on Thursday the 18<sup>th</sup> due to the regular fourth Thursday falling on a holiday, Thanksgiving Day.

General Manager, Sandy Smith, reported to the Board that a water line on Wolf Creek River Road would have to be re-located due to the location on the Kentucky Department of Highways right of way. She presented a photo to the Board that showed the water line had been installed thru a culvert.

#### 5. General Business

A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

C. Any other General Business

None

6. Adjournment

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

Andy Meaders  
Chairman

Bob Durham  
Secretary

November 18, 2021  
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 18, 2021**

**AT THE DISTRICT OFFICE 1:00 PM**

- 1. CALL TO ORDER**
  - 2. DECLARATION OF QUORUM**
  - 3. GENERAL PUBLIC**
  - 4. FLOOR BUSINESS**
    - A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, OCTOBER 28, 2021**
    - B. FINANCIAL REPORT J & J ACCOUNTING**
    - C. DISCUSSION OF RECENT CALL WITH DIVISION OF ENFORCEMENT & AGREED ORDER RELATING TO BAD TEST RESULTS FROM JELICO WATER.**
    - D. GENERAL ENGINEERING UPDATES**
    - E. DISCUSS INCIDENT RELATING TO DISCOVERY OF TWO CUSTOMERS ON ONE METER**
    - F. DISCUSS DECEMBER CLOSING DATES FOR CHRISTMAS & NEW YEAR HOLIDAYS**
  - 5. ADJOURNMENT**
-

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

Minutes of Special Meeting

November 18, 2021 1:00 p.m.  
At the WCWD Office

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, and Bill Johnston with J&J Accounting

3. General Public: Quentin Young and Jonathan Bowman

Quentin Young and Jonathan Bowman come before the board to discuss the possibility of extending our water line from Highway 779 up Johnson Cemetery Road. There is currently one active customer on Johnson Cemetery Road and their meter is located on Highway 779. Mr. Young is currently building a house on Johnson Cemetery Road and stated that there is another person who intends to build there as well. The board instructed General Manager, Sandy Smith, to discuss this with Engineer, Ken Taylor and report back to the board.

4. Floor Business:

A. Approval of minutes:

October 28, 2021                      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 Stanley made a motion to approve the report. Commissioner Durham seconded the motion. All in favor, motion carried. Bill Johnston stated he is currently working on the 2022 budget to be presented at the December board meeting.

C. Discussion of recent call with the Division of Enforcement & Agreed Order relating

After a brief discussion, the Board concluded that regardless of the Division of Water's knowledge of why the water tests were bad, the WCWD would still have to agree to the Agreed Order. General Manager, Sandy Smith noted that almost a full year has gone by since the bad tests results. She further noted that all the test results this year, to date, have been good. No official action taken by the Board.

D. General Engineering Updates

Chairman Meadors reported that he had been in contact with engineer, Ken Taylor. Ken said there was no significant change in the proposed project at this time.

E. Discuss incident relating to discovery of two customers on one meter

Customer contacted the WCWD office to say they had no water. During the conversation, General Manager Sandy Smith discovered that they were illegally tied into the meter belonging to Mark Croley. She told them that the District's Tariff, as well as Public Service Commission rules and regulations, does not allow more than one residence per meter. Mr. Croley came into the office and confronted General Manager Smith, saying that we knew about the second residence on his meter. Ms. Smith assured him that she had no knowledge of this and explained that someone would have to pay for a tap and deposit for the second residence or his service would be disconnected. The Board instructed General Manager Smith to send a certified letter to Mr. Croley advising him of the date the tap for the second residence must be paid for and paperwork completed.

F. Discuss December closing dates for Christmas & New Year Holidays

After a brief discussion, Commissioner Stanley made a motion to grant the staff holiday time beginning on December 23 through January 3, 2022 with management and staff working out details for water sample testing, master meter reading, etc. Commissioner Durham seconded the motion. All in favor, motion carried.

During the discussion for the Holiday closing dates, Chairman Meadors mentioned discussing employee raises to be effective January 1, 2022. The Board agreed to table this until the December board meeting.

5. General Business

A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

C. Any other General Business



6. Adjournment

At approximately 2:15 p.m., there being no further business, Commissioner Durham made a motion to adjourn. Commissioner Stanley seconded the motion. All in favor, motion carried.

Andy Meacham  
Chairman

Bob Durham  
Secretary

March 24, 2022  
Date