

**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, FEBRUARY 17, 2022**  
**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 – *SPECIAL* MEETING THURSDAY, NOVEMBER 18, 2021  
(NO MEETING DECEMBER 2021 & JANUARY 2022)**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. BUDGET DISCUSSION AND ADOPTION**
  - D. DISCUSS LINE REPAIRS ON HWY 779 (NEAR CLARK'S GROCERY)**
  - E. DISCUSS POSSIBLE LINE EXTENSION ON STEELE HOLLOW ROAD**
  - F. DISCUSS EMPLOYEE RAISES**
- 5. ADJOURMENT**

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

Minutes Special Meeting

February 17, 2022 1:00 p.m.  
At the WCWD Office

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

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

Staff present: Sandy Smith and Charlie Bryant

Others present: Bill Johnston with J&J Accounting

3. General Public:

Donnie Fox come before the Board to discuss an issue on King Mountain Spur Road. Mr. Fox stated that when the contractors replaced water lines on King Mountain Spur Road a few years ago, they messed the road up and now water runs into the yard of 23 King Mountain Spur Road, washing gravel and debris into the yard. General Manager, Sandy Smith, stated that our crew had been out to check this issue several times in the past and it was her understanding that it was taken care of. Field Supervisor, Charlie Bryant, said he would take a look at the property and contact the Whitley County Road Department if necessary. Mr. Fox stated he appreciated our effort and thanked the Board for their time.

4. Floor Business

- A. Approval of minutes:

November 18, 2021    Special Meeting

(No meeting December 2021 & January 2022 due to COVID quarantines)

Minutes of the Special Meeting, dated November 18, 2021, are not completed at this time.

- B. Financial Report J&J Accounting:

Commissioner Stanley and Commissioner Durham reviewed the financial report. Commissioner Stanley made a motion to accept the financial report as presented. Commissioner Durham seconded the motion. All in favor, motion carried.

C. Budget Discussion and Adoption:

Table until next board meeting.

D. Discuss Line Repairs on Hwy 779 (Near Clark's Grocery)

The water line currently goes through the creek and every time the creek rises the line shifts, causing a break. The line needs to be bored under the creek. Field Supervisor, Charlie Bryant, has discussed this with Tim Akins of Akins Excavating. General Manager Sandy Smith stated she had discussed this issue with Chairman Andy Meadors. Per the Board's instruction, we will wait until warmer weather to do the repairs, if possible. Tim Akins will send a quote for the repairs to Sandy.

E. Discuss Possible Line Extension on Steele Hollow Road


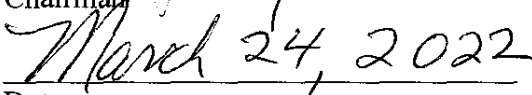
Table until the next meeting when Chairman Meadors and Engineer Ken Taylor will be present.


F. Discuss Employee Raises

Table until next meeting when Chairman Meadors is present.

5. Adjournment

At approximately 1:30 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  
  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary

**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 24, 2022**

**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 - SPECIAL MEETING NOVEMBER 18, 2021  
SPECIAL MEETING FEBRUARY 17, 2022  
(NO MEETING DECEMBER 2021 & JANUARY 2022)**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. BUDGET DISCUSSION AND ADOPTION**
  - D. GENERAL ENGINEERING UPDATES**
  - E. DISCUSS CONTRACT WITH JELICO UTILITIES**
  - F. DISCUSS EMPLOYEE RAISES**
  - 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

March 24, 2022 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 and Andy Meadors Absent: Ralph Stanley

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, Jack Swafford, and Richard Swafford

3. General Public: Jack & Richard Swafford come before the Board inquiring about the status of extending service to Underwood Cemetery Lane off Hwy 26 near Rockholds. The Board took questions and responded to the Swafford's inquiries. In summary, Chairman Meadors provided a time-line based on when funding sources announced and/or notified the District of funding commitments, the engineer would complete the design of the project, submit it to the appropriate authorities for approval and authorization to bid. He further explained that the bidding process, including awarding of the bid could take as much as 90 to 120 days. The Board invited the Swaffords to attend any future meetings for an update or to call the office.
4. Floor Business:

A. Approval of minutes:

November 18, 2021	Special Meeting
February 17, 2022	Special Meeting

Note: There was not a meeting in December, 2021 or January, 2022

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 reports provided by Bill Johnston representing J&J Accounting, Commissioner Durham made a motion to approve the reports. Chairman Meadors seconded the motion. All in favor, motion carried.

C. Budget Discussion and Adoption

After a brief discussion, Commissioner Stanley made a motion to adopt the 2022 Budget. Commissioner Durham seconded the motion. All in favor, motion carried.

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. However, he stated that Ken said there is likely to be another round of COVID related funding of which the District should be eligible to apply.

E. Discuss Contract with Jellico Utilities

After a brief discussion, the Board suggested that General Manager Sandy Smith contact Joe Carroll with Jellico Water to set up a meeting prior to the District ending the contract on May 31, 2022.

F. Discuss employee pay raises

Chairman Meadors presented a spreadsheet containing a current employee listing by title date of hire, wage history going back to July, 2020 and with a recommended pay increase of 8%. After some discussion, Chairman Meadors noted that his projections indicate that savings due to leaving Jellico Municipal Water at the end of May should pay for the wage increases. He further noted that this raise is on top of a 1.5% raise granted effective July 1, 2021. With no further discussions, Commissioner Durham made a motion to grant an 8% pay increase effective January 1, 2022. Chairman Meadors seconded the motion. All in favor, motion carried.

G. Any other floor business

General Manager Sandy Smith reported that folks from Steele Hollow Road had requested water service. The requested service would involve a line extension of about 1,000 feet for 4 to 5 customers. The Board suggested that Ken Taylor include the request in the upcoming project.

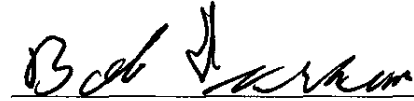
5. General Business

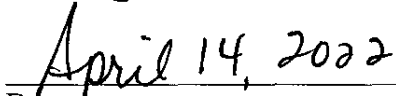
- A. Personnel and Operations Report - provided to Board
- B. Managers Activities Report - provided to Board
- C. Any other General Business - None

6. Adjournment

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

  
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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, APRIL 14, 2022**

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

**1. CALL TO ORDER**

**2. DECLARATION OF QUORUM**

**3. FLOOR BUSINESS**

**A. APPROVAL OF MINUTES – REGULAR MEETING THURSDAY, MARCH 24, 2022**

**B. DISCUSS EXPIRATION OF CONTRACT WITH JELICO UTILITIES**

**4. ADJOURNMENT**



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

Minutes of Special Meeting

April 14, 2022 1:00 p.m.

1. Chairman Meadors called the meeting to order. He stated that this being a special meeting no business could be discussed other than as set forth in the agenda.

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

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

Others present: Sandy Smith, General Manager

3. Floor Business:

A. Approval of minutes:

March 24, 2022      Regular Meeting

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

4. Discussion of possible meeting with Jellico Water & Electric representatives

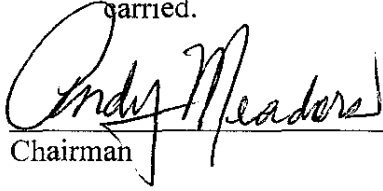
Chairman Meadors stated that Sandy Smith, General Manager had contacted Joe Carroll with Jellico Water to extend and invite to the regular April meeting on the 28<sup>th</sup>. She said he could not attend the meeting but for her to select some other dates that everyone could meet.


After a brief discussion, the Board concluded that since Jellico Water had been given a three year notice that the WCWD would be ending the water purchase contract with them effective May 31, 2022, there was no need to meet with them. Chairman Meadors recommended that Sandy send a letter to Mr. Carroll stating the Board had concluded a meeting was not necessary but suggesting that it might be advantageous to maintain a connection between the two entities in the event of an emergency.

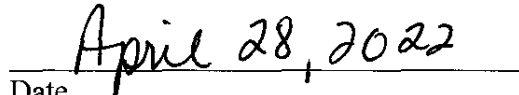
After further discussions, Commissioner Stanley made a motion authorizing Sandy to prepare and send the letter to Mr. Carroll. Chairman Meadors seconded the motion. All in favor, motion carried.

6. Adjournment

At approximately 1:30 p.m., there being no further business, Commissioner Stanley made a motion to adjourn. Chairmen Meadors 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, APRIL 28, 2022**

**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 - SPECIAL MEETING APRIL 14, 2022**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. DISCUSS ENDING OF CONTRACT WITH JELICO UTILITIES**
  - D. DISCUSS WILLIAMSBURG'S CAPABILITY OF SUPPLYING AMOUNT OF WATER WE NEED**
  - E. GENERAL ENGINEERING UPDATES**
  - F. ANY OTHER FLOOR BUSINESS**
- 5. GENERAL BUSINESS**
  - A. PERSONNEL & OPERATIONS REPORT**
  - B. MANAGERS ACTIVITIES REPORT**
  - C. ANY OTHER GENERAL BUSINESS**
- 6. ADJOURMENT**

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

Minutes of Regular Meeting

April 28, 2022 1:00 p.m.

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, Kenvirons Engineering, and Charlie Bryant, Field Supervisor. Also, see attached sign-in sheet for details of attendance.

3. General Public: Kaylin Holt, Stephen Curnutt and Earl Anderson come before the Board to request service on the Lloyd Hale Road in the Lott-Mudd Creek area. The Board and Ken Taylor, advised them that during past projects no one on Lloyd Hale Road wanted water. They said that they now wanted water and felt others on the road would take it too. The Board advised that the WCWD was in the process of pursuing a project that involved several sites throughout the service area. After further discussion, with advice from Ken Taylor, the Board said they would attempt to include the Lloyd Hale Road in the project. Ken Taylor advised that he thinks it is possible to include the Powers Road in the project.

Brenda Buttery and Samantha Buttery come before the Board requesting service off Powers Road north of Rockholds on the left side of Highway 26 and across the CSX Railroad tracks. Brenda said that her well was dry (or going dry). They said in the past they were told crossing the RR tracks was why service was not extended along Powers Road. Chairman Meadors said that he did not recall any discussions about service to Powers Road in the past. He did explain the cost and involved details with CSX in obtaining a permit to cross their right-of-way. He also cited an example near the old Corbin Brick Plant involving crossing the RR tracks. The Buttery's showed the Board and Ken Taylor the location(s) wanting water service along and off Powers Road. Brenda Buttery showed the Board one residence (her residence) that appeared to be on a very long drive-way. After much discussion, the Board advised that the District could only extend service on right-of ways along public roads and that customers are required to provide their own service lines from meters on private property just off the public right-of-way. Also, Ken Taylor advised that elevation may be an issue with the house that appeared to be on a rather large hill with a loop drive-way. The Board further

explained that the WCWD is presently involved in pursuing a project involving several locations in its service area. Ken Taylor advised that he thinks it is possible to include Powers Road in the project.

The folks from both the Lot Mud Creek area and Powers Road were advised that the overall project will be several months away. They were advised of the various funding requests, approvals, bidding, final approvals, etc., and that it may be as much as a year before actual project construction is commenced.

4. Floor Business:

A. Approval of minutes:

April 14, 2021            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 reports provided by Bill Johnston representing J&J Accounting, Commissioner Durham made a motion to approve the reports. Commissioner Stanley seconded the motion. All in favor, motion carried.

Mr. Johnston reported that the auditors had not finalized the 2020 audit.

C. Discuss ending of contract with Jellico Utilities

General Manager, Sandy Smith reported that she did contact Joe Carroll with Jellico Utilities per the Board's request during the Special Meeting on April 14, 2022. She did contact Mr. Carroll suggesting that it might be advantageous to maintain a connection between the two entities in the event of an emergency by either party. She said he would be open to a contract for emergency purposes. In discussions, the WCWD Board considered the connection(s) to be mutual and that a contract would not be necessary. Chairman Meadors said that simply leaving the connection(s) in place and reading the meter(s) in the event of a need by either party is what the Board had in mind.

D. Discuss Williamsburg's Capability of Supplying amount of water we needed

Mr. Chris Brewer and Joshua King from the Williamsburg Water System were present to answer any questions about their ability to provide additional water supplies to the WCWD when service from Jellico is terminated on May 31, 2022. No different than prior discussions, the gentlemen assured the WCWD Board that the Williamsburg Water Treatment facilities could and would provide the additional water needs of the District. The Board cited examples of recent monthly water purchases from Jellico to serve those

areas currently using their water sources. The gentlemen again, assured the Board that the Williamsburg Water facilities could provide the necessary water for the WCWD's needs as indicated.

Also, the Board did discuss fire protection and domestic water service at the proposed Firestone warehouse expansion at the Kentucky Department of Highways lot location. The Board suggested that they will maintain domestic service and would allow Williamsburg to provide the necessary fire protection service and apparatuses that may be necessary.

E. General Engineering Updates

After discussing the status of the current water systems update project, including areas to be served and addressed as well as possible funding sources, Ken Taylor suggested, for the record, that the Board pass a motion authorizing Chairman Meadors to sign all documents relating to securing funding and related requirements. After discussing, Commissioner Stanley made a motion authorizing Chairman Meadors to sign all documents necessary to secure and implement funding, design and any associated requirements for the upcoming project. Commissioner Durham seconded the motion. All in favor, motion carried.

F. Any other floor business

Sandy Smith reported that she would be having some medical procedures on or about May 19, 2022 that would require her to be on sick leave for several days.

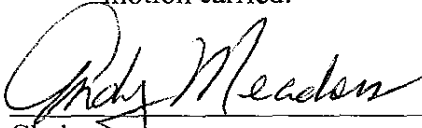
Charlie Bryant reported that he had been testing and flushing the 92 west storage tank.

5. General Business

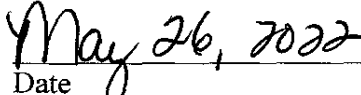
- A. Personnel and Operations Report - provided to Board
- B. Managers Activities Report - provided to Board
- C. Any other General Business - None

6. Adjournment

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

  
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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 26, 2022**

**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 APRIL 28, 2022**
  - 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

May 26, 2022 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: Bob Durham, Ralph Stanley and Andy Meadors Absent: None

Others present: Angie Meadors, Account Clerk, Bill Johnston with J&J Accounting, Ken Taylor, Kenvirons Engineering, and Charlie Bryant, Field Supervisor

3. General Public: None
4. Floor Business:

A. Approval of minutes:

April 14, 2021            Special 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 reports provided by Bill Johnston representing J&J Accounting, Commissioner Stanley made a motion to approve the reports. Commissioner Durham seconded the motion. All in favor, motion carried.

C. General Engineering Updates:

Ken Taylor reported that the sub-division on Hwy 26 (Brandon Pratt) has two houses under construction. Ken stated that the following items would be necessary to proceed with extending/developing a water main extension into the sub-division.

- Permit(s)
- Agreement to include installation with a one-year warranty

Upon further discussions, Commissioner Bob Durham made a motion authorizing Chairman Meadors to sign the agreement for extending service to the sub-division as to

be drafted by Ken Taylor. Commissioner Stanley seconded the motion. All in favor, motion carried.

Ken also reported that there hasn't been any changes in the water extension and rehab project other than add-ons coming in are increasing to the overall cost of the project.

D. Any other floor business

- Closing out with Jellico Water: Chairman Meadors reminded the Board that Joe Carroll with Jellico Water wanted a contract to maintain the connection for emergency purposes as was discussed during the April meeting. Chairman Meadors said he didn't see a need to discuss the matter any further or enter into a contract with Jellico.

5. General Business

A. Personnel and Operations Report - provided to Board


B. Managers Activities Report - provided to Board

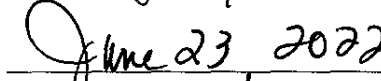
C. Any other General Business - None

6. Adjournment

At approximately 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.

  
\_\_\_\_\_  
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 23, 2022**  
**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 26, 2022**
  - 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. ADJOURMENT**

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

Minutes of Regular Meeting

June 23, 2022 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: Bob Durham, Ralph Stanley and Andy Meadors Absent: None

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting and Charlie Bryant, Field Supervisor

3. General Public: Carolyn Anderson and Matthew Ovbey come before the Board requesting service in the Yaden area because their well was failing. After looking at the location using Google Maps, the Board advised Ms. Anderson and Mr. Ovbey that the cost to do a bore under the railroad would be extremely expensive (well in excess of \$20,000.00), which would be cost prohibitive for the water district. Further discussing the matter, the Board concluded that the water district could extend service to a location along the county road, to be determined later by staff, so that they could get potable water. Ms. Anderson and Mr. Ovbey were amenable to the solution.

4. Floor Business:

A. Approval of minutes:

May 26, 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 reports, provided by Bill Johnston representing J&J Accounting, Commissioner Stanley made a motion to approve the reports. Commissioner Durham seconded the motion. All in favor, motion carried.

Bill Johnston reported that the auditors had not finished the 2020 year audit. He said that he would try to get someone from the firm to be present at the July meeting.

C. General Engineering Updates:

Chairman Meadors reported that Ken Taylor, Engineer with Kenvirons, had called him with a brief report on the project status. He said Ken said there were no changes, but the audit needs to be finished rather soon.

D. Any other floor business

Sandy Smith, General Manager reported that the transition from Jellico Water to Williamsburg Water is going smooth.

Sandy also reported that the field staff had been addressing water loss by searching for leaks and repairing known existing leaks.

5. General Business

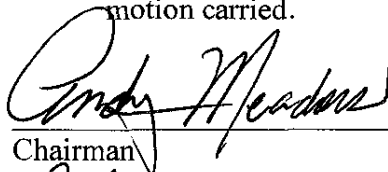
A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

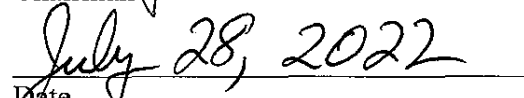
C. Any other General Business - None

6. Adjournment

At approximately 1:40 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, JULY 28, 2022**

**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 23, 2022**
    - B. FINANCIAL REPORT J & J ACCOUNTING**
    - C. GENERAL ENGINEERING UPDATES**
    - D. DISCUSS AUDITS**
    - 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

July 28, 2022 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: Bob Durham, Ralph Stanley and Andy Meadors Absent: None

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, Judge Executive Pat White, Ken Taylor, Kenvirons and Charlie Bryant, Field Supervisor

3. General Public: None
4. Floor Business:

A. Approval of minutes:

June 23, 2021 Regular Meeting

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

Bill Johnston reported that Mickey Ellis, CPA, is still working on the 2020 audit. He said that he and Sandy Smith, General Manager, had submitted several items they had requested and some of those items were submitted more than once. After considerable discussion, Bill suggested that the Board consider securing the services of another CPA. He said he would talk to Michael Askar, CPA, to see if he would be interested in auditing for the WCWD and if so, he would ask him to submit a letter of engagement.

Chairman Meadors noted that various agencies are waiting on the audits and that projects can be held up due to audit requirements.

C. General Engineering Updates:

Ken Taylor reported that there are no more Clean Water funds available for projects at this time.

After discussing the current project development, the Board concluded that the project has grown to the point that “add-ons” need to be reviewed and prioritized, The Board agreed for the Chairman Andy Meadors, General Manager Sandy Smith and Ken Taylor to meet and go over the project list. After further discussion, they agreed to meet at 10:00 am, August 3, 2022 in the WCWD office to review the project and establish the priorities.

Ken Taylor reported that easements were not established/identified in the plat for the Sub-division off highway 26 at Woodbine. He said that the issue has been discussed with the owner.

Ken Taylor reported the Mossy Gap bridge project is completed, as well as the water main relocation, and that samples had been sent in for testing purposes.

D. Any other floor business

Sandy Smith, General Manager reported that the Woodbine Brick Plant easements and set for an additional tap had been addressed. Sandy stated that she and Field Supervisor, Charlie Bryant, had both talked with the owner, Jim Hall, about the process for getting a new tap set. This involves the Kentucky Department of Highways Garage being re-located to the site.

Sandy also reported that the staff are continuing to search for water leaks in the system.

Sandy also reported that the transition from the Jellico water source was continuing to go smooth. She also reported that Charlie Bryant, Field Supervisor, said he had discovered a valve at or near the master meter for the Kentucky Hill area adjacent to Jellico, TN that may have been feeding water into Jellico’s system since that meter had been cut off. Charlie stated that the valve had been shut-off.

5. General Business

A. Personnel and Operations Report - provided to Board

B. Managers Activities Report - provided to Board

C. Any other General Business:

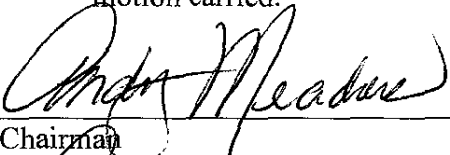
The Board suggested that the General Manager evaluate the condition of the existing District vehicles to determine the needs. Then, after some discussion, it was concluded



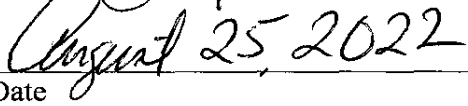
that the oldest vehicle should be replaced as it is the one having the most mechanical issues.

6. Adjournment

At approximately 1:40 p.m., there being no further business, Commissioner Durham made a motion to adjourn. Commissioner Stanley seconded the motion. All in favor, motion carried.

  
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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 25, 2022**  
**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 28, 2022**
  - B. FINANCIAL REPORT J & J ACCOUNTING**
  - C. DISCUSS AUDITS**
  - D. GENERAL ENGINEERING UPDATES**
  - E. DISCUSS SELLING 2004 MAROON CHEVROLET**
  - 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

August 25, 2022 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: Bob Durham, Ralph Stanley and Andy Meadors Absent: None

Others present: Sandy Smith, General Manager, Bill Johnston with J&J Accounting, Judge Executive Pat White, Ken Taylor, Kenvirons, Charlie Bryant, Field Supervisor, Mickey Ellis, CPA, and Kim Swafford, general public

3. General Public: Kim Swafford resident of Underwood Cemetery Road

Ms. Swafford come before the Board inquiring about the status of providing water service to Underwood Cemetery Road near Rockholds. She said that two families are on one well with a third house going on as soon as it is built. She said that Coliform Bacteria is present in the well and confirmed by tests. She stated that the health department advised to treat the well with Clorox Bleach. She also stated that children are in these households.

The Board and engineer, Ken Taylor advised that the current project involves a number of areas throughout the district's service area with initial emphasis on extended a new source from Williamsburg to the Jellico Creek Community. The Board advised that as the project developed there had been a number of add-ons of which Underwood Cemetery Road was the first one added. The Board further advised that it authorized the Chairman to meet with General Manager Sandy Smith, Field Supervisor Charlie Bryant and engineer Ken Taylor on August 3<sup>rd</sup> to review the overall project and particularly the add-ons. Chairman Meadors stated that the review resulted in the Underwood Cemetery Road being the number 1 add-on.

After a considerable amount of discussion, it was concluded that Ms. Swafford could probably obtain temporary service off highway 511. Ms. Swafford said she knows that property owner that's closest to her property, Charles Widener, and that arrangements could be made to allow a temporary service line connected to his service line. Everyone agreed that the details should be worked out, including use of meter (temporary), right-of-way, installation, etc., with the full understanding that such a set-up is only temporary and may require the use of a booster pump to maintain proper useable pressure.

4. Floor Business:

A. Approval of minutes:

July 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 reports provided by Bill Johnston representing J&J Accounting, Commissioner Stanley made a motion to approve the reports. Commissioner Durham seconded the motion. All in favor, motion carried.

C. Discuss Audits: Mickey Ellis, CPA, presented the 2020 audit (unbound copies) to the Board for questions and comments. Chairman Meadors stated that he had reviewed the draft and was okay with it. He stated that as with the last audit, the emphasis placed on the latest GASB Statement place undue expense for the cost of an audit which, in his opinion, is useless information for the Board. Chairman Meadors noted that basically two thirds of the audit report was designated to the latest GASB's requirements. After a few additional questions, of which Mr. Ellis addressed, Commissioner Stanley made a motion to approve the audit as presented, subject to appropriate number of bound copies be provided. Commissioner Durham seconded the motion. All in favor, motion carried.

D. General Engineering Updates:

Ken Taylor, engineer with Kenvirons, provided the Board with an Estimate of Probable Costs for the 2021 Water System Improvements Project. He went over the list with the Board. The total estimate cost is \$3,783,146.53 as presented. Upon discussing the project, Ken noted to serve one house on Harmon Lane was estimated at \$85,000. The other homes on that road are serviced from Hwy 1064 (Meadow Creek Rd) which is about 400 feet per household. The Board, after considerable discussion, concluded that the resident requesting service should obtain it from the Meadow Creek Rd like the other residents.

Charlie Bryant reported that only one resident wanted water service on Harp Lane Rd at Pleasant View. Ken stated that to extend service there was estimated to cost approximately \$150,000. The Board concluded it was not feasible to extend service to one house at that cost. Charlie said he would go talk with the folks there again.

Charlie and Sandy reported that they had received inquiries about extending service along Steel Hollow Rd with about seven customers. Charlie and Sandy will obtain more info and provide it to Ken for preparation of cost estimates.

After going over the cost estimates for the project, including the add-ons, he discussed

funding, audit requirements, and how the Alternate Rate Filing rule of the PSC will be based on the last PSC report.

E. Discuss selling 2004 maroon Chevrolet

Upon a brief discussion, Commissioner Durham made a motion to declare the 2004 Chevrolet surplus and to authorize the general manager to advertise it for bids. Chairman Meadors seconded the motion. All in favor, motion carried.

F. Any other floor business

Chairman Meadors suggested that a little more work be done on a recent repair to the water main on Ryans Creek Rd. He stated more needed to be done to stabilize the bank.

Bill Johnston reported that he had approached Michael Askar, CPA about commencing the 2021 audit and would be obtaining letter of engagement from him soon.

5. General Business

A. Personnel and Operations Report - provided to Board


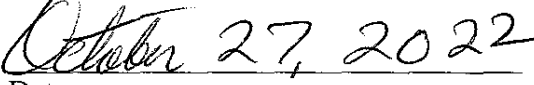
B. Managers Activities Report - provided to Board


C. Any other General Business:

Chairman Meadors reported that he would be on vacation during the next meeting date on September 22, 2022. Ken Taylor also noted that he would be unable to attend on that date.

6. Adjournment

At approximately 2:45 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  
  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary

**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, SEPTEMBER 29, 2022**  
**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 AUGUST 25, 2022
  - B. FINANCIAL REPORT J & J ACCOUNTING
  - C. RATE STUDY
  - D. GENERAL ENGINEERING UPDATES
  - E. DISCUSS PERSONNEL
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 Special Meeting  
September 29, 2022 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: Bob Durham, Ralph Stanley and Andy Meadors Absent: None

Chairman Meadors stated that this meeting is a “special” meeting which is serving as the regular meeting for September. He reminded everyone that only items on the agenda could be discussed and acted upon.

Others present: Bill Johnston with J&J Accounting, Judge Executive Pat White, Ken Taylor, Kenvirons, Bob Miller, Kentucky Rural Water Association

3. General Public: None

4. Floor Business:

A. Approval of minutes:

August 25, 2022                      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 reports provided by Bill Johnston representing J&J Accounting, Commissioner Stanley made a motion to approve the reports. Commissioner Durham seconded the motion. All in favor, motion carried.

Mr. Johnston also reported that he has been talking with a CPA about doing the 2021 audit and would likely have a Letter of Engagement ready for the October regular meeting.

C. Rate Study: Chairman Meadors introduced Mr. Bob Miller with the Kentucky Rural Water Association. He stated that Mr. Miller will be presenting the preliminary results of a Water Rate study (Analysis and Recommendations for Water Rates) which was triggered by a Public Service Commission rule (Alternative Rate Adjustment Procedure

for Small Utilities set forth in 807 KAR 5:076, an Alternative Rate Filing (ARF)) when the WCWD requested a pass-through rate increase from the McCreary County Water District in 2021.

Mr. Miller presented the study to the Board and explained the procedures he used to establish the recommendations it contained.

After a lengthy discussion, Chairman Meadors informed Mr. Miller that as of May 31<sup>st</sup>, the WCWD no longer purchased water from Jellico Water & Electric. Mr. Miller stated that he would make adjustments in the recommendations in the study as may be necessary before submitting it to the PSC.

Chairman Meadors also informed Mr. Miller that the WCWD is in the process of putting together a project to buy water from Williamsburg for the Jellico Creek community and get off the McCreary County Water District source. He stated two primary reasons, water quality and cost.

Mr. Miller presented a resolution to the WCWD Board for adoption entitled: A Resolution of the Board of Commissioners of the Whitley County Water District #1 proposing adjustments to the water rates and charges and authorizing the Chairman to file an application with the PSC seeking approval of the proposed rate adjustment.

Upon a brief discussion, Chairman Meadors read the resolution and called for a motion to adopt said resolution, Commissioner Stanley made a motion to adopt the resolution as read. Commissioner Durham seconded the motion. All in favor, motion carried.

Chairman Meadors stated for the record that the preliminary proposed rates in the study, which are subject to PSC adjustment and approval are as follows: Minimum Bill increase of \$1.09 (5.53%), the next 4,000 gallons per 1,000 gallons will increase \$0.40 (5.57%), the next 95,000 gallons per 1,000 gallons will increase \$0.38 (5.62%), and over 100,000 gallons per 1,000 gallons will increase \$0.34 (5.48%). Also, the study includes a \$3.95 per month Water Loss Reduction Surcharge which is intended to be in place for four years to address water loss.

Mr. Miller said that he would make any adjustments that may be necessary due to the changes with the Jellico water source and the proposed project the WCWD is pursuing. And, that the required public notices will reflect any such adjustments.

D. General Engineering Updates: Ken Taylor reported that there had not been any changes in the project funding status since the last meeting. He reported that a meeting of the water service entities in the county would be arranged by Cumberland Valley ADD staff in the near future to discuss use and prioritization of upcoming Round Two of COVID related funding of Cleaner Water Grant funds of approximately \$2,000,000.

E. Discuss Personnel:



Chairman Meadors stated that this meeting being a special meeting that it would be best to table this item and discuss it at a regular meeting or call a special meeting for the purpose of a general staff meeting. Commissioner Stanley made a motion to table the personnel item. Commissioner Durham seconded the motion. All in favor, motion carried.

Chairman Meadors stated that he would work with Sandy to coordinate a good date and time for a special meeting in reference to staffing.

5. General Business

A. Personnel and Operations Report - provided to Board


B. Managers Activities Report - provided to Board

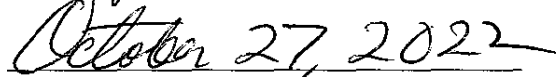
C. Any other General Business: None

6. Adjournment

At approximately 3:00 p.m., there being no further business on the agenda, 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**

Minutes of Special Meeting

October 6, 2022 10:00 a.m.

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. Safety on the job
- B. Working together as team
- C. Equipment needs and use
- D. Water Rates study
- E. Fire Department water usage reports
- F. Retirement and associated benefits
- G. Trucks and other equipment (condition and needs)
- H. Mapping, input of data, photos, etc.
- I. Phones (personal and usage on the job)
- J. Valve location, marking, exercising, etc.
- K. Pay raises (depending on audit(s) and rate study outcomes)

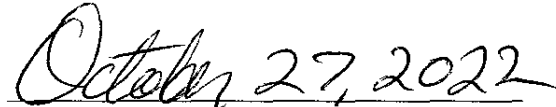
Comments from staff

5. Adjournment

At approximately 11:15 a.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