

January 9, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on January 9, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Tom Beall, J.F Hall and Jerry Haws. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker, and Kim Miller were also present.

Construction work on the water main is still in progress for the **City of Nicholasville Water Interconnection**.

**Design Parameters** – No information to report.

Mr. Bruce Smith reported that the Deed of Conveyance for **Paradise Place Extension** has been signed and recorded.

Mr. Richard Decker recommended that Jessamine South Elkhorn wait until the Interconnect with the City of Nicholasville is completed, before finalizing mobile read meter installation.

It was noted that the District's RD application regarding mobile read meters has been temporarily stayed due to President Trump's shutdown of the federal government.

Mr. John Horne reported that the punch list for **Hammond Farm Subdivision** has been completed except for the as builds, which were delivered this morning. A Motion for Mr. Smith to prepare the Deed of Conveyance (to be signed once the final plat is recorded) was made, duly seconded and unanimously approved.


The Board reviewed past fees charged by RFH Inc. In 2016, the fees were \$10,500. In 2017, the fees were \$10,900. In 2018, the fees being charged will be \$11,500. A motion to approve RFH, Inc. to perform the 2018 Accounting Audit was made, duly seconded and unanimously approved.

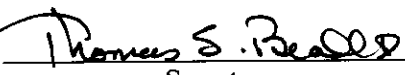
A motion to approve the **minutes** of the December meeting was made, duly seconded and unanimously approved.

A motion to approve the **December bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for December** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

  
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Chairman

ATTEST:   
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Secretary

February 6, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on February 6, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Tom Beall, J.F Hall and Jerry Haws. Bruce Smith, Henry Smith, John Horne, Richard Decker, Morgan Henderson, and Kim Miller were also present.

Mr. John Horne reported that the piping is completed on the **City of Nicholasville Water Interconnection** and is currently waiting for the pump station.

Mr. John Horne proposed, we include the adopted **Design Parameters** into the Tariff, once established and approved by the Board. Motion made for Mr. John Horne to proceed with the project, duly seconded and unanimously approved.

**Mobile read meters – RD Application** – No news to report. Government shutdown may be lifted February 15, 2019.

Mr. Richard Decker reported he had not received any further contact from representatives of **Clays Mill Baptist Church**. Footers for 6 townhouses have been constructed.

Mr. Bruce Smith prepared a Deed of Conveyance for **Hammond Farm Subdivision**. A Motion to sign the Conveyance, pending recording of Final Plat was made, duly seconded and approved (Corman abstained).

Mr. Nick Strong reported on the meeting held at the City to discuss the **911 Fee** being charged to water customers. The amount has not been established, but we need to go ahead with PSC approval. Mr. Henry Smith has been in contact with PSC regarding this fee and how to proceed getting approval. The details will come at a future date. Motion to proceed with Tariff changes was made, duly seconded and unanimously approved.

Motion made to approve the purchase of a new **handheld reader** for the master meter, duly seconded and unanimously approved.

Motion made to change the Tariff to update **return check fees** to \$12.00 which will include bank charges plus an administrative fee, duly seconded and unanimously approved.

A motion to approve the **minutes** of the January meeting was made, duly seconded and unanimously approved.

A motion to approve the **January bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for January** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

Chairman

ATTEST:

Secretary

March 6, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on March 6, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Tom Beall, J.F Hall and Jerry Haws. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker and Kim Miller were also present.

Mr. Bruce Smith reported that his meeting with the City Attorney and the Director of Utilities concerning sewer treatment also included discussion of a letter of understanding with the **City of Nicholasville (Water Interconnection)** concerning delineation of water territory in the Cook Lane area. It was pointed out that a letter from John Horne had been submitted to the Director of Utilities in April of 2017 on this very subject. Mr. Smith will remind the City of this letter.

**Design Parameters** – No news to report.

Mr. John Horne reported that he had received contacts from RD representatives and they had indicated that the review of the loan application for **Mobile read meters** should be completed this week.

Mr. John Horne reported a summary of the meeting with **Clays Mill Baptist Church**. The issue that they are having is the cost of the system with Landmark Sprinkler Systems, which is not in our control.

Mr. Henry Smith reported the progress on the **Jessamine County Fiscal Court 911 Fee Tariff**. Ms. Kim Miller reported that Judge West wants everyone to start with the April Billing. We will send the County 98% of what is collected. Per the County, we have no responsibility for fees not paid after billing. We will pass that non-payment information each month to the County to handle collection. Motion made to accept these procedures, duly seconded and unanimously approved.

Mr. Henry Smith reported his research on the **Bad Check Tariff**. Motion made to raise the fees to \$35 for both water and sewer, to cover administrative costs, duly seconded and unanimously approved.

Mr. John Horne reported that the district has received notice from KYTC that the **“Y” Intersection road construction** project will begin December 13, 2019 and the District is to have plans for their watermain relocation submitted by June 1, 2019. A motion to retain Horne Engineering, Inc. to design and inspect the watermain relocation for the ‘Y’ Intersection project, duly seconded and unanimously approved.

Mr. John Horne reported that final punch list for **Equestrian Reserve** watermain has been issued and construction should be completed in 7 – 10 days, pending receipt of record plans, final plat and certification from project engineer. This project will be complete. A motion to accept conveyance of Equestrian Reserve Watermain extension pending completion of punch list, duly seconded and unanimously approved.


A motion to approve the **minutes** of the February meeting was made, duly seconded and unanimously approved.

A motion to approve the **February bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for February** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

  
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Chairman

ATTEST:   
Secretary

April 3, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on April 3, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Tom Beall, and Jerry Haws. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker and Kim Miller were also present.

Mr. Bob Amato from City of Nicholasville, shared with the Commissioners that within 2 weeks we will be able to pump water. He also requested that the 911 Fee be labeled as Jess Co 911 Fee on the bills. Bob Amato also discussed the division of water territory in the Cook Lane area. On motion made, duly seconded and unanimously approved, the chairman was authorized to sign a contract with the City designating Cook Lane as the dividing line with the District taking customers to the west of the line and the City taking those to the east.

Mr. John Horne, Richard Decker and Mr. Henry Smith will meet next week concerning the **Design Parameters**.

**The Jessamine County Fiscal Court 911 Fee Tariff** will be billed on April 19, 2019 for the first time.

Mr. Henry Smith reported his progress on the **Bad Check Tariff**. The Board made a decision if a customer gets charged a returned check charge of \$35 and doesn't repay after being notified, and it results in the service being cutoff, then they will also be charged a \$35 reconnect fee.

Mr. Richard Decker reported on the **Equestrian Reserve Conveyance**. The Developer's engineer has not completed punch list items nor has the plat been recorded.

A motion to approve the Rural Development Resolution for the **Mobile Read Meter project** for the southeast area and authorize the Chairman to sign was made, duly seconded and unanimously approved.

A motion to approve the **KYTC** contract for Horne Engineering, Inc. to provide professional engineering services for the "**Y**" **Project** watermain relocation was made, duly seconded and unanimously approved.

A motion to select Horne Engineering, Inc. to provide professional engineering services for the **KYTC** required relocation of the District's watermain on **KY-1980** across front of **Clays Mill Baptist Church** property was made, duly seconded and unanimously approved.

A motion to approve the **Greenland Estates Subdivision Extension Contract** was made, duly seconded and unanimously approved.

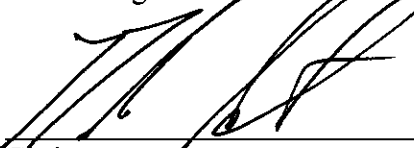
Mrs. Kim Miller presented to the Board, the 2018 Auditor's report. No significant problems were found. The Board has concerns about the deadline with PSC being pushed to close. We will address again next year before the audit.

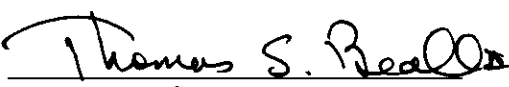
A motion to approve the **minutes** of the March meeting was made, duly seconded and unanimously approved.

A motion to approve the **March bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for March** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

  
Chairman

ATTEST:   
Secretary



May 1, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on May 1, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Tom Beall, JF Hall and Jerry Haws. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker and Kim Miller were also present.

Ms. Sonya Wilson from **Blue Zoom**, informed the Board that they had sold Blue Zoom to another company, who wishes to renegotiate their contract. They will only pay \$100 per month space rental per tank. They currently pay \$500 per tank monthly. If we cannot agree to their terms, they will put a notice to end the contract. The Board will follow up with her after they discuss and make a decision.

Mr. Nick Strong announced that at 10:51 AM, April 30, 2019, Jessamine South Elkhorn Water District is officially online with the **City of Nicholasville Water Connection**.

Mr. Henry Smith reported that Jessamine South Elkhorn Water District is going to adapt from the Northern Ky Tariff concerning **Design Parameters**. This will allow some flexibility for changes to each contract.

Mr. John Horne updated the Board on the **Line Relocation at Clays Mill Baptist Church**. We are still on hold until further notice.

A motion to approve the Request for Extension to serve water to the **Drake's Landing Subdivision**, (Maddox Irrevocable Family Trust), Clays Mill Road was made, duly seconded and unanimously approved.

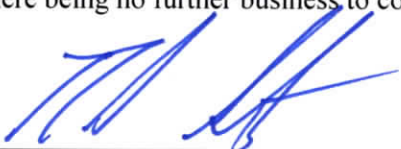
A motion to authorize Chairman to execute Request for Obligation of Funds (Form RD 1940-1) for the **Southeast Mobile Meter** and authorize the project was made, duly seconded, and unanimously approved.

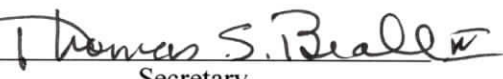
A motion to approve the **minutes** of the April meeting was made, duly seconded and unanimously approved.

A motion to approve the **April bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for April** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

  
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Chairman

ATTEST:   
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Secretary

June 5, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on June 5, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Tom Beall, and JF Hall. Bruce Smith, Henry Smith, John Horne, Richard Decker and Kim Miller were also present.

Mr. Banks requested water service for Riester Farm, located on McCauley Pike, which is about 189 acres. The Board discussed with him, the loop requirements. The project will be known as **Kelly Farm**.

Mr. Bruce Smith reported that Mr. Bob Amato will try to get City of Nicholasville Cook Lane Water agreement on their Agenda for the June 24, 2019 meeting.

Mr. Bruce Smith discussed with the Board the City of Nicholasville Connection Surcharge. The District will receive a credit through usage to offset the surcharge for the construction cost loan each month from the outset even though the City has not begun paying the debt service. After discussion, the Board decided to go ahead and convert the rest of our customers, with the exception of the Keene Road master meter group, to the **City of Nicholasville Water Connection**.

Mr. Henry Smith advised the Board concerning the **Design Parameters**. The request for water main extension should be included in the tariff while keeping the agreement outside the tariff. This will leave flexibility to make some changes to agreements. Motion to accept this change was made, duly seconded, and unanimously approved.

Motion to approve an agreement with KYTC to reimburse the District for ~~having~~ relocating the waterline was made, duly seconded and unanimously approved in front of proposed Clays Mill Baptist Church, conditioned on Mr. Bruce Smith's review.

A motion for Mr. Bruce Smith to propose to **Blue Zoom** that Jessamine South Elkhorn will accept a 50% reduction in rent, to \$250 per tower, was made, duly seconded and unanimously approved.

Mr. Henry Smith reported that the District does not need to get a CPCN from PSC to connect to the Cook Lane water meter.

A motion to allow Mr. Nick Strong to sign **Employ Legal Documents for the RD project** was made, duly seconded and unanimously approved.

A motion for Mr. Bruce Smith to **Employ Bond Council** for the RD project was made, duly seconded and unanimously approved.

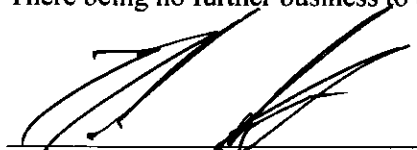
A motion for Mr. Nick Strong & Mr. Thomas Beall to sign the **RD application Documents** was made, duly seconded and unanimously approved.

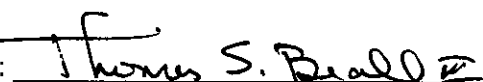
A motion to approve the **minutes** of the May meeting was made, duly seconded and unanimously approved.

A motion to approve the May **bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for May** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

  
Chairman

ATTEST:   
Secretary

July 3, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on July 3, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Jerry Haws, Tom Beall, and JF Hall. Bruce Smith, Henry Smith, John Horne, Christopher Horne, and Richard Decker were also present.

A motion to accept a request for changed plans for looped water service at **Riester Farm** was made, duly seconded and unanimously approved.

Mr. John Horne reported the signed agreement on the **line relocation at Clays Mill Baptist Church** has been delivered to the Highway Department on Friday, June 28, 2019.

Mr. Bruce Smith reported that the City of Nicholasville Cook Lane Water agreement was accepted and approved at the City of Nicholasville June 24, 2019 meeting.

In order to continue to provide a service to the community, a motion was made to allow Blue Zoom to continue using the water towers at \$100 per tower per month, duly seconded and unanimously approved.

Motion to execute the **Bond Council Contract on the RD project** was made, duly seconded and unanimously approved.

Mr. Bruce Smith reported the **Riester Farm Interim Agreement** has been delivered, but has not been received back.

Motion to accept and sign the Interim Agreement for **Drake's Landing** was made, duly seconded and unanimously approved.

A motion to accept the pass thru for the **KAWC Rate Increase** was made, duly seconded and unanimously approved.

Mr. John Horne discussed with the Board, the offsite easement policy.

A motion to approve the **minutes** of the June meeting was made, duly seconded and unanimously approved.


A motion to approve the June **bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for June** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

  
Chairman

ATTEST:

  
Secretary



August 7, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on August 7, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Jerry Haws, Tom Beall, and JF Hall. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker and Kim Miller were also present.

Mr. John Horne advised the Board, the **Mobile Read Meter Replacement Project** will have to be bid out for the work performed which will occur within the next three months.

Mr. John Horne presented to the Board that an opportunity was available to serve on the **811** Committee, as the Rural Water Representative.

Mr. John Horne reported that the **Clays Mill Road Baptist Church Line Relocation Project** is completed. A motion to accept the **KY-1980 Brannon Road Watermain Relocation**, established August 2, 2020 as warranty period, approved final invoice payment and submit documentation to KYTC for reimbursement was made, duly seconded and unanimously approved.

Mr. Bruce Smith reported the **Riester Farm Interim Agreement** has been signed. The Water Service contract has been tendered, but not signed by the developer.

Mr. Bruce Smith reported that the **Drake's Landing Interim Agreement** has been signed.

Mr. Henry Smith informed the Board that the Kentucky Administrative Regulations require the Utility to obtain off site easements.

A motion to authorize the Chairman to execute RD Form 442-21, Right-of-Way Certificate was made, duly seconded and unanimously approved.

A motion to retain the services of Horne Engineering, Inc. as District's Engineer for the **RD Mobile Read Meter Replacement** project was made, duly seconded and unanimously approved.

Mr. Bruce Smith presented the **City of Nicholasville Letter of Intent for Water Service** for signing.

Mr. Bruce Smith informed the Board that **Blue Zoom** sent a letter to their 12 customers blaming Jessamine South Elkhorn Water District for its discontinuing their services and advising their customers to call us to complain. Two calls were received at the office.

A motion to approve the **minutes** of the July meeting was made, duly seconded and unanimously approved.

A motion to approve the July **bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for July** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.



ATTEST: 



September 4, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on September 4, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Jerry Haws, Tom Beall, and JF Hall. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker and Kim Miller were also present.

Motion made to release the existing **Charles Turner Easement** to be replaced by a new easement that covers the area containing the District's service waterline and meter, duly seconded and unanimously approved.

Mr. Richard Decker requested the Board consider revising the Tap-on Tariff from reflecting cost of Manual read meters to instead show the cost of **electronic read meters**. Mr. John Horne suggested that the most appropriate time to present the revision to PSC would be when the RD Project was submitted. The Board directed staff to begin formulation of the appropriate revisions.

Mr. Bruce Smith has an extension contract prepared for **Riester Farm Subdivision** but it has not been signed.

Mr. Richard Decker informed the Board that the District had received notice from **KDOW** that the District had failed to fully comply with the THM and HAA5 requirements only due to the City of Nicholasville's failure and it will be necessary to enter into an **Agreed Order** as to how the District will address the problem. There will be no fine. Mr. Decker also informed the Board that he has requested and was receiving assistance from KRWA.

Motion made, after discussion of staff safety and recent challenges to firearms regulation in government buildings, to remove the "**NO FIREARMS**" sign from the office, duly seconded and unanimously approved.

The Board directed Staff to formulate a reporting method to inform the Board Monthly, as to the cost differential between the supply source.

A motion to approve the **minutes** of the August meeting was made, duly seconded and unanimously approved.

A motion to approve the August **bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for August** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

  
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Thomas S. Beall

ATTEST:   
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October 3, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on October 3, 2019, with the following Commissioners present: Nick Strong, Clay Corman, Jerry Haws, Tom Beall, and JF Hall. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker and Kim Miller were also present.

A motion to approve the Water Service Contract – **Riester Farm**, and authorize the chairman to execute was made, duly seconded and unanimously approved.

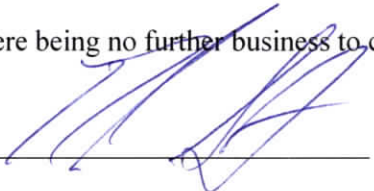
A motion to approve the Water Service Contract – **Drake's Landing** and authorize the Chairman to execute was made, duly seconded and unanimously approved.

A motion to approve the **minutes** of the September meeting was made, duly seconded and unanimously approved.

A motion to approve the September **bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for September** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.



A handwritten signature in blue ink, appearing to be "Thomas Beall", is written over a horizontal line.

ATTEST: Thomas Beall

November 7, 2019

The Board of Commissioners of the Jessamine South Elkhorn **Water** District met on November 7, 2019, with the following Commissioners present: Nick Strong, Jerry Haws, Tom Beall, and JF Hall. Bruce Smith, Henry Smith, John Horne, Christopher Horne, Richard Decker, Morgan Henderson and Kim Miller were also present.

Mr. Richard Decker and John Horne reported on the recent inspection of the **50,000 gallon** elevated storage tank that contained the recommendation to decommission and remove the structure. A motion for staff and consultants to prepare plans and obtain proposals for removal of the US-68, 50,000 gallon elevated storage tank was made, duly seconded and unanimously approved.

Mr. Richard Decker reported on the process of **increased security for the office main entrance**. He was directed by the Board to obtain firm proposal(s) for consideration at the December meeting.

A motion to approve the **2019 Budget** was made, duly seconded and unanimously approved.

A motion to approve the **Bonuses** for employees to be paid out prior to Thanksgiving, was made, duly seconded and unanimously approved.

A motion to approve the **minutes** of the October meeting was made, duly seconded and unanimously approved.

A motion to approve the October **bills** and pre-approval for the contractual payables, was made, duly seconded and unanimously approved.

The Commissioners were given the following **reports for October** to review: Aged Receivables, contractual payables for pre-approval, check register, water loss and usage reports, the Monthly Operational Report, Comparative Income Statements, Balance Sheet, Trial Balance, Grease Interceptor Inspections Status and Pumping Station Inspection Report.

There being no further business to come before the Board, meeting adjourned.

12-4-19

Date

ATTEST:

