

Board Meeting Minutes
January 28, 2020

Meeting was called to order by Commissioner Cornett at 5:55 p.m.

Attending: Commissioners: Doug Cornett, Keith Boothe, Allen Stivers, Rick Myers, Wes Prather, and General Manager, Tim Gossett.

Guests: Present were Randall Hardesty and Cecil Hardesty. Cecil Hardesty was there to ask about Sirocco Road and the situation on extending water lines. He was advised of the 2019 RD project and that Sirocco Road could possibly be put on the list if sufficient funds were left from the RD project.

Minutes of Previous Meeting: The minutes from the November meeting were reviewed. Commissioner Stivers made a motion to accept the minutes, seconded by Commissioner Myers. Motion passed. The December 2019 meeting was cancelled so there were no minutes.

Financial Report: The financial report for December was reviewed noting that the district has 5,082 customers. In addition, 3 new meters had been set in December. Commissioner Prather made a motion to accept the financial report for December. Commissioner Boothe seconded. Motion passed.

RD Project: Mr. Gossett reported HDR was making progress on the engineering and application process. He reported HDR intends to begin February 3 with the surveying and elevation work. In addition, Bob Sturdivant was nearing completion with the on-line application forms. Plans are still on track for the project to be ready for bids in Quarter 1 of 2020, providing easements and permitting process is complete.

Billing Issue: Mr. Gossett reported about the issues with customer bills in January. Steps have been taken to correct the errors that were made in the paper bills received by consumers. He reported the office staff worked very hard to answer the 1000's of calls regarding the issue with everyone appreciative of the responses and no consumers getting angry over the problem.

Pump Station Electrical Issue: Mr. Gossett reported representatives from HDR, their electrical engineer, Meade County RECC, TNT Technologies, Phillips Brothers Construction and Meade County Water District met at the pump station January 6 to discuss the lightning issue that burned up two VFD's in October 2019 from a lightning strike. HDR requested records and ground testing information be provided from Phillips Brothers Electrical contractor. Upon inspection, it was discovered a voltage suppressor on the service pole had not been connected. Along with some additional remedial grounding actions documented by HDR, the issues have been addressed.

RD remaining funds: Mr. Gossett reported plans for another C117 Chlorine monitor for the western portion of the service area. He and Chad Sipes met with Marty Littrell, CEO of Meade County RECC about the possibility of installing one on the RECC's Andyville substation property. Mr. Gossett is in the process of getting prices and approval from RD to use remaining RD funds for the project which should save the district time and travel costs in the future regarding daily chlorine monitoring.

PSC Annual Inspection: Mr. Gossett reported the PSC Annual inspection was conducted January 16th at the Water District. The PSC representative reviewed a list of requested documentation with Mr. Gossett and Mr. Sipes and then traveled with Mr. Sipes to the Payneville and Garrett tanks as well as the Flaherty Pump Station. Results of the inspection will be shared with the Commission when it is received.

There being no further business to discuss, motion by Commissioner Stivers to adjourn. Motion seconded by Commissioner Prather. Motion passed. Meeting adjourned at 6:25

There being no further business to discuss, motion by Commissioner Boothe to adjourn. Motion seconded by Commissioner Stivers. Motion passed. Meeting adjourned at 6:50.

Board Meeting Minutes
February 25, 2020

Meeting was called to order by Commissioner Cornett at 5:57 p.m.

Attending: Commissioners: Doug Cornett, Keith Boothe, Allen Stivers, Rick Myers, General Manager, Tim Gossett and Field Manager Chad Sipes.

Guests: Present were Kevin Bryan and Bob Sturdivant with HDR.

Minutes of Previous Meeting: The minutes from the January meeting were reviewed.

Commissioner Stivers made a motion to accept the minutes, seconded by Commissioner Myers. Motion passed.

Financial Report: The financial report for January was reviewed noting that the district has 5,076 customers. In addition, 7 new meters had been set in January. Commissioner Stivers made a motion to accept the financial report for January. Commissioner Boothe seconded. Motion passed.

Chlorine Monitor update: Mr. Gossett reported plans to have another CL17 remote chlorine monitor installed in the western portion of the service area. He had met with Marty Littrel, CEO Meade County RECC to discuss installing the monitor in an underground vault at the RECC Andyville substation. Mr. Littrel agreed to allow the installation, a vault was ordered from Myers Concrete Products and the order was placed with TNT for the monitor and installation. Plans are for the monitor to be installed by the middle of April.

Commissioner Training: Mr. Gossett advised the board about an upcoming training at Hardin County Water District #2 scheduled for April 27, 2020. This training is PSC approved and would fulfill the six-hour training requirement for 2020.

2019 Audit: Mr. Gossett reported the 2019 audit has begun and should be completed in a timelier fashion this year. In the past, CERS data has been delayed until June or later. This year's information is available, and the PSC is requiring reports to be submitted by the end of March.

RD Project: Bob Sturdivant and Kevin Bryan, from HDR gave an update on the 2019 RD project. Bob stated the application process is now completed online and there were some procedural changes in applying for RD loans. He feels he is about 90% complete on application process. Kevin Bryan reported the design process is moving well with about 75% of survey work complete. He reported we will probably have to come up Clarkson Road to avoid easement issues on a section of line. He is hopeful we can have the project ready for bids in May.

Commissioner Boothe asked about the possibility to bring a new line through Flaherty instead of up Clarkson Road for the purpose of this line being available when needed as part of rebuilding the Flaherty system in the future. After discussion, it was decided when the time came to rebuild the Flaherty infrastructure, it would probably be an expensive, labor intensive project of its own.

There being no further business to discuss, motion by Commissioner Stivers to adjourn. Motion seconded by Commissioner Myers. Motion passed. Meeting adjourned at 6:36.

Due to COVID-19 Meade County Water District did not have a Board meeting in March or April of 2020.

Board Meeting Minutes
May 26, 2020

Meeting was called to order by Commissioner Cornett at 6:00 p.m.

Attending: Commissioners: Doug Cornett, Keith Boothe, Allen Stivers, Rick Myers, Wesley Prather and General Manager, Tim Gossett

Guests: Present was Kevin Bryan, HDR.

Minutes of Previous Meeting: The minutes from the February meeting were reviewed, noting the March and April meetings were cancelled due to the Covid19 pandemic. Commissioner Stivers made a motion to accept the minutes, seconded by Commissioner Myers. Motion passed.

Financial Report: The financial report for February, March, and April were reviewed noting that the district has 5,081 customers. In addition, 27 new meters had been set in February, March and April. Commissioner Boothe made a motion to accept the financial report for February, March and April. Commissioner Prather seconded. Motion passed.

Interlocal Agreement: Mr. Gossett asked the board chair to consider an interlocal agreement between the Water District and the County of Meade whereby the county has built a structure on the properties of the Water District to include the Garrett Water tank site and the Payneville Water tank site for the purpose of housing radio repeater equipment for the benefit of the County Sheriff's Department. The water tanks are being utilized for mounting the equipment for the repeaters and the building houses the electronics for that equipment. The county allowed the Water District to locate the Water District SCADA control equipment in the structure and operate said equipment with power provided to the structure for no cost. After discussion, the board approved and the Interlocal agreement was signed by Commissioner Cornett and attested by Commissioner Boothe.

Chlorine Monitor update: Mr. Gossett reported progress for the CL17 remote chlorine monitor installed in the western portion of the service area on the Andyville electric substation lot owned by Meade County RECC. He reported the vault had been installed and TNT had begun installation of the equipment. Plans are for the installation to be completed by the middle of June.

Commissioner Training: Mr. Gossett advised the board about an upcoming training at Hardin County Water District #2 that had been scheduled for April 27, 2020. Due to the Covid-19 Pandemic, the training has been rescheduled for September 28, 2020. This training is PSC approved and would fulfill the six-hour training requirement for 2020.

RD Project: Kevin Bryan, from HDR gave an update on the 2019 RD project. Kevin stated the Archaeological survey is completed and the report would be available by June 1. He presented a general calendar outline for the project to continue with bidding in August and construction to begin in late September with completion around the end of March 2021.

Equipment purchases: Mr. Gossett informed the board of the purchase of a 2020 Ford F350 service truck for hauling the mini track hoe and a new light duty trailer after the old one was stolen from company property.

Flaherty Interconnect Remaining Funds: Mr. Gossett reported a balance of \$34,568.02 in the remaining RD funds. A large portion of that to be used to pay for the Andyville Chlorine Monitor.

Saint Martins Road water leak: Mr. Gossett reported about the leak on Saint Martin Road and the difficulty with locating the leak which was under the road and had not shown evidence of water above ground. The leak took approximately 38 hours to locate and repair. Josh Duvall with Vanguard Mapping and Dell Harris with KRWA were very helpful in locating the leak with specialized equipment. After repairs, it appeared the leak may have been present for a number of months with residents reporting better water pressure and less water being purchased from HCWD1.

Billing System Solution: Mr. Gossett reported less than satisfactory performance from the United Systems billing product. He advised they were gathering information, proposals and costs from other vendors.

KRWA Apprentice Program: Mr. Gossett informed the board the Water District was participating in a newly developed Apprenticeship program with Kentucky Rural Water. Two new employees were enrolled in the program with two employees serving as mentors. It is hoped this will improve employee training and provide all around better knowledge of the workings of the water district.

Credit Card Vendor: Mr. Gossett advised the board of investigating a vendor to provide credit card payment options for consumers. He reported the district currently pays around \$30,000 per year in credit card services. A vendor could come in and handle all credit card transactions at no cost to the District and charge a fee to the consumers who wanted to pay by credit card, thereby eliminating a cost to the District.

There being no further business to discuss, motion by Commissioner Myers to adjourn. Motion seconded by Commissioner Prather. Motion passed. Meeting adjourned at 7:08 pm.

Board Meeting Minutes
June 23, 2020

Meeting was called to order by Commissioner Prather at 6:00 p.m.

Attending: Commissioners: Wesley Prather, Keith Boothe, Allen Stivers, Rick Myers and General Manager, Tim Gossett

Guests: Present was Gary Chapman, Meade County Fiscal Court.

Minutes of Previous Meeting: The minutes from the May meeting were reviewed. Commissioner Myers made a motion to accept the minutes, seconded by Commissioner Stivers. Motion passed.

Financial Report: The financial report for May was reviewed noting that the district has 5,102 customers. In addition, 13 new meters had been set in May. Commissioner Boothe made a motion to accept the financial report for May. Commissioner Myers seconded. Motion passed.

RD Project: Mr. Gossett reported the 2019 RD project was making progress. The district is waiting on the 2019 audit to complete the RD loan application. Mr. Gossett reported all but two easements had been signed engineering and design were progressing well.

Chlorine Monitor update: Mr. Gossett reported progress for the CL17 remote chlorine monitor installed in the western portion of the service area on the Andyville electric substation lot owned by Meade County RECC. He reported the installation of the equipment and that TNT intended to be here Thursday June 25 to begin calibration of the equipment. Hopefully, the equipment will be ready for use by July 1.

Billing System Solution: Mr. Gossett reported we are gathering information, proposals and costs from other vendors.

Credit Card Vendor: Mr. Gossett advised the board of investigating a vendor to provide credit card payment options for consumers. He reported the district currently pays around \$30,000 per year in credit card services. A vendor could come in and handle all credit card transactions at no cost to the District and charge a fee to the consumers who wanted to pay by credit card, thereby eliminating a cost to the District.

Audit: Mr. Gossett reported the audit was nearly complete, but that the auditors were requesting an extension as they did not think they could be done by the end of June.

There being no further business to discuss, motion by Commissioner Myers to adjourn. Motion seconded by Commissioner Boothe. Motion passed. Meeting adjourned at 6:15 pm.

Board Meeting Minutes
July 28, 2020

Meeting was called to order by Commissioner Cornett at 5:58 p.m.

Attending: Commissioners: Doug Cornett, Wesley Prather, Keith Boothe, Allen Stivers, Rick Myers, Field Superintendent, Chad Sipes and General Manager, Tim Gossett

Guests: There were no guests in attendance

Minutes of Previous Meeting: The minutes from the June meeting were reviewed. Commissioner Prather made a motion to accept the minutes, seconded by Commissioner Stivers. Motion passed.

Financial Report: The financial report for June was reviewed noting that the district has 5,131 customers. In addition, 13 new meters had been set in June. Commissioner Boothe made a motion to accept the financial report for June. Commissioner Prather seconded. Motion passed.

RD Project: Mr. Gossett reported the 2019 RD project was making progress. The loan application has been submitted. Mr. Gossett reported the need for one more easement to be signed. Chad Sipes and Mr. Gossett met with Kevin Brian to discuss some details for the project. Once revisions are made, the plans should be nearly complete. Mr. Gossett reported there could be a delay to the project regarding the archaeological study. The state may require more areas in the project to have further exploration completed.

Chlorine Monitor update: Mr. Gossett reported the CL17 remote chlorine monitor installation in the western portion of the service area on the Andyville electric substation lot owned by Meade County RECC is complete. The system is reporting via SCADA equipment and working well. Now that the unit is complete, readings can be done remotely and Mr. Gossett reported Bill Wood will be retiring August 7.

Commissioner appointment: Mr. Gossett advised the board that Rick Myers has been appointed to a full term as a commissioner. Mr. Myers had completed the unexpired of Mr. Mickey Chism who passed away in June of 2019.

KRWA voting credentials: Mr. Gossett was appointed as a voting member by the commission for the KRWA Annual meeting to be held in August. This is required to be considered to vote on business at the KRWA Annual Meeting.

Sampling Stations: Chad Sipes demonstrated a new water sampling station for the commission. 16 sampling stations were purchased with RD funds. These stations will enable employees to take monthly and other periodic water samples in a more simple and sterile fashion.

Remaining RD funds: Mr. Gossett reported there was approximately \$4,131.00 in remaining RD funds. He reported plans to spend the money to convert the propane heating equipment in the shop to natural gas from LG&E. Any remaining funds would be used to purchase pipe for new water lines.

There being no further business to discuss, motion by Commissioner Stivers to adjourn. Motion seconded by Commissioner Myers. Motion passed. Meeting adjourned at 6:40 pm.

Board Meeting Minutes
August 25, 2020

Meeting was called to order by Commissioner Cornett at 5:58 p.m.

Attending: Commissioners: Doug Cornett, Wesley Prather, Keith Boothe, Allen Stivers, Rick Myers, Field Superintendent, Chad Sipes and General Manager, Tim Gossett

Guests: Gary Chapman representing Meade County Fiscal Court

Minutes of Previous Meeting: The minutes from the July meeting were reviewed. Commissioner Myers made a motion to accept the minutes, seconded by Commissioner Prather. Motion passed.

Financial Report: The financial report for July was reviewed noting that the district has 5,153 customers. In addition, 19 new meters had been set in July for a total of 74 for the year. Commissioner Stivers made a motion to accept the financial report for July. Commissioner Myers seconded. Motion passed.

RD Project: Mr. Gossett reported the 2019 RD project was making progress but was currently being held up due to the Archeological study. Before SHPO will approve the project, they want to conduct more samplings along various sections of the proposed routes. Mr. Gossett reported the Request for Obligation of Funds had been approved by RD. In addition, there were several documents signed as per requirements of the RD application. Mr. Gossett will forward those to the RD office.

Loan Resolution: The District was required to pass a loan resolution authorizing the incurrence of indebtedness for the RD project. Commissioner Stivers made a motion to authorize the Loan Resolution. Second by Commissioner Prather. Motion passed.

Commissioner Training: Mr. Gossett advised the Commissioners of the required training session to be hosted at Hardin County Water District #2 on September 28, 2020. This is a training rescheduled from April due to Covid 19. All commissioners expressed interest in attending this training. Mr. Gossett will get each commissioner registered for this training.

There being no further business to discuss, motion by Commissioner Stivers to adjourn. Motion seconded by Commissioner Myers. Motion passed. Meeting adjourned at 6:17 pm.

Board Meeting Minutes
September 22, 2020

Meeting was called to order by Commissioner Cornett at 6:00 p.m.

Attending: Commissioners: Doug Cornett, Wesley Prather, Keith Boothe, Allen Stivers, Rick Myers, Field Superintendent, Chad Sipes and General Manager, Tim Gossett

Guests: Gary Chapman representing Meade County Fiscal Court

Public Session: Mr. Chapman inquired for a Ruthie Rhodes on Popham Road regarding when water may be installed on Popham Road in the Rhodelia area. Mr. Gossett and the board were not familiar at the time. Mr. Gossett assured he would investigate and respond to Mr. Chapman.

Minutes of Previous Meeting: The minutes from the August meeting were reviewed. Commissioner Boothe made a motion to accept the minutes, seconded by Commissioner Myers. Motion passed.

Financial Report: The financial report for August was reviewed noting that the district has 5,167 customers. In addition, 3 new meters had been set in August. Commissioner Prather made a motion to accept the financial report for August. Commissioner Stivers seconded. Motion passed.

RD Project: Mr. Gossett reported on the 2019 RD project. The Archaeological study had been completed and advised the report would be ready mid-October. Bob Sturdivant, HDR, is attempting to have that report expedited as it is a major obstacle holding up the project. HDR is optimistic we could begin the bidding process in November. Mr. Gossett advised the Certified Right-of-way maps had been delivered and required board signatures. He would then meet with the attorney for signatures on required documents and forward those documents to RD.

Interlocal Agreement with Meade County: Mr. Gossett reported the KY Attorney General had kicked back the interlocal agreement on the 9-1-1 repeaters. The County attorney provided an amended agreement for signatures from the board. Mr. Gossett will return the signed agreement back to the Judge Executives office.

Commissioner Training: Mr. Gossett advised the board of the Commissioner Training scheduled for September 28 at Hardin County Water District #2. This training will satisfy PSC education requirements for the year.

Closed Session: Motion was made by Commissioner Stivers to go into closed session as per KRS 61.810(f). Second by Commissioner Myers. Motion carried.

End of Closed Session: Motion to come out of closed session was made by Commissioner Stivers. Second by Commissioner Myers. Motion Carried.

There being no further business to discuss, motion by Commissioner Prather to adjourn. Motion seconded by Commissioner Myers. Motion passed. Meeting adjourned at 6:58 pm.

Board Meeting Minutes
October 27, 2020

Meeting was called to order by Commissioner Cornett at 5:57 p.m.

Attending: Commissioners: Doug Cornett, Wesley Prather, Keith Boothe, Allen Stivers, Rick Myers, Field Superintendent, Chad Sipes and General Manager, Tim Gossett

Guests: Dwight Salsbury, Mitch Crump representing RSA Advisors, LLC. Kevin Brian representing HDR.

Public Session: Mr. Crump introduced Mr. Salsbury regarding the prospects of refinancing some of the Water District debt. Interest rates are very low and reasonable at this time and it would be a good time to consider refinancing some debt for money savings to the District. Mr. Gossett to investigate further with RSA Advisors and KRWA Finance Corporation.

RD Project: Kevin Brian with HDR updated the board on the RD project. He presented a schedule of activities that should allow the project to proceed with construction around February 1, 2021 and be completed by July 31, 2021

Minutes of Previous Meeting: The minutes from the September meeting were reviewed. Commissioner Stivers made a motion to accept the minutes, seconded by Commissioner Myers. Motion passed.

Financial Report: The financial report for September was reviewed noting that the district has 5,181 customers. In addition, 16 new meters had been set in September and 93 YTD. Commissioner Stivers made a motion to accept the financial report for September. Commissioner Prather seconded. Motion passed.

Audit: Mr. Gossett provided copies of the audit for future review by the board.

Payneville area water issue: Mr. Gossett and Chad Sipes reported there had been some chlorine level issues in water distributed from the Payneville tank. The district had received some Notices of Violation for low residual chlorine levels. The KY DOW visited the district in mid-October to help determine and rectify the problem. After discussion, it was determined the water in the tank was not turning over with enough frequency to maintain the required chlorine levels. From this point on, the district will lower the level in the tank so the frequency of turnover of water is quicker and the district would increase the flushing of lines as necessary to aid in less time for the water to remain in the lines.

Executive Order from the Governor: The Governor issued an order October 19, 2020, allowing utilities in Kentucky begin collecting for non-payment of utility bills. This was a follow-up to the KY PSC order rescinding the order to not charge penalty or collect water bill payments as a result of the Covid 19 Pandemic. Mr. Gossett reviewed the actions by staff to contact those customers who owed water bills during the affected time and to make payment agreements as per PSC orders. He stated there were approximately 200 consumers with outstanding accounts, 50 of which had paid in full, approximately 12 payment agreements made and notices being printed

on bills and late notices mailed to consumers. Disconnects for non-payment as well as penalties would be back to normal cycles in January 2012.

Sale of 2008 Ford Ranger: The District advertised a 2008 Ford Ranger for sale and received sealed bids for the vehicle. The bids were opened by Chairman Cornett who advised the winning bid to Tyler Brian for \$556.00.

There being no further business to discuss, motion by Commissioner Stivers to adjourn. Motion seconded by Commissioner Prather. Motion passed. Meeting adjourned at 7:04 pm.

Board Meeting Minutes
November 24, 2020

Meeting was called to order by Commissioner Cornett at 5:58 p.m.

Attending: Commissioners: Doug Cornett, Wesley Prather, Keith Boothe, Allen Stivers, Rick Myers, Field Superintendent, Chad Sipes and General Manager, Tim Gossett

Guests: Brian Skinner and Mitch Crump representing RSA Advisors, LLC.

Public Session: Mr. Crump introduced Mr. Skinner regarding the prospects of refinancing some of the Water District debt. Interest rates are very low and reasonable at this time and it would be a good time to consider refinancing some debt for money savings to the District. Mr. Skinner presented steps to begin the process. He stated he could not guarantee a rate until the day bonds were sold. But he would not purchase bonds if rates were to rise and it not be a good deal for the Water District. He advised the main things we had to do to get the process started was to have a Board Resolution to enter into an Interlocal Agreement and a Board Resolution for a Lease Agreement. Commissioner Stiver made a motion to enter into an Interlocal Agreement and a Lease Agreement. Second by Commissioner Myers. Motion carried. RSA Advisors will begin the process and stated it would take 4-6 weeks to complete the process.

Minutes of Previous Meeting: The minutes from the October meeting were reviewed. Commissioner Myers made a motion to accept the minutes, seconded by Commissioner Boothe. Motion passed.

Financial Report: The financial report for October was reviewed noting that the district has 5,192 customers. Also, 19 new meters had been set in October and 112 YTD. Commissioner Stivers made a motion to accept the financial report for October. Commissioner Boothe seconded. Motion passed.

RD Project: Mr. Gossett presented new certified Rights-of-Way maps for signature to be sent along with a request to advertise for bids for the project. Plans are to advertise for bids the week of December 7, providing RD grants permission. Plans to open bids first week of January, then file with PSC and begin construction around first of February.

Health Insurance: Mr. Gossett informed the Board of a 13% increase in health insurance costs effective January 2021.

Closed Session: Citing KRS 61.810(1)(f)] to discuss a personnel matter, Commissioner Stivers moved to go into closed session. Second by Commissioner Myers. Motion passed. Board went into closed session at 6:40 P.M. Board came out of Closed Session at 7:10 P.M.

Cost of Living Adjustment: Citing the CPI and IRS rates for 2020, the Commission agreed to a 1.3% cost of living adjustment for employee for 2021.

There being no further business to discuss, motion by Commissioner Stivers to adjourn. Motion seconded by Commissioner Prather. Motion passed. Meeting adjourned at 7:19 pm.

Due to COVID-19 Meade County Water District did not have a Board meeting in December of 2020.