

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

January 10, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from December 10, 2019 Meeting  
Account Balances, Operation Expenses, Revenue Income

**Meeting Time is at 6:00pm**

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Monthly Operations
2. Bids for Plant Repair
3. Accountants
4. Line Extension Update
5. Review Employee Manual Pertaining to training expenses

Old Business:

1. Line Extension Updates
2. Hwy 146
3. Budget

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 7:00 p.m. on December 10, 2019.

Those in attendance are shown by the attached attendance sheet.

The minutes of the November 12, 2019 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Richardson to approve the minutes, seconded by Commissioner Combs and passed after the Commissioners reviewed the Balance Sheet; the Income Statement and the check register for the previous month. The Chief Operating Officer discussed the net operating loss for the prior month. He explained about some expenditures that resulted in negative number for the month including the three (3) payrolls in the prior month.

The Chairman proposed that the meeting time be changed to 6:00 p.m. during the winter months through the March meeting.

Lucy Pollitt of the District's engineering firm, Tetra Tech, were present and reviewed the Monthly Engineering Report dated December 10, 2019, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, Hydraulic Model Update 2019 and KY 146 Relocation.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present. He discussed the work needed at the plant regarding replacing the nozzles in the filters and further advised that there is a pre-bid meeting tomorrow morning to discuss the work needed on the filters including nozzle replacement and painting. He advised that there about 7000 nozzles that need to be replaced.

The District's attorney, D. Berry Baxter, was present but had no report.

Lisa Coots present and reported that she collected \$735.00 in the previous month.

The Plant Operator was present and reported that one of the raw water pumps was repaired and another was replaced. DEQ is replacing a transfer switch at the well field and made other changes at the well field. The desert air unit is now operational as of today. The Plant is producing between 1.6 and 1.8 million gallons per day on average.

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including repairing leaks, performing the line locates and set meters in the previous month. The crew notes are attached hereto.

- He noted that the crews had repaired leaks; did clean up on spots and several line locates.
- He presented his report of work done in the previous month, a copy of which is attached hereto.
- He attended PSA school with the COO for two (2) days.
- He noticed an oil leak at Well #8. Layne came and checked it and the engine oil for the well pump motor was overfilled.

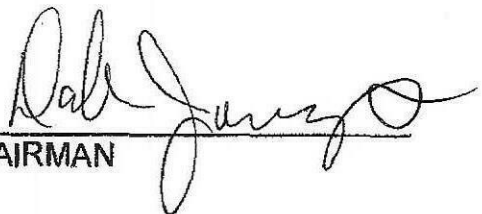
The COO advised that he had done the following in the previous month:

- He was approached about a twenty (20) lot subdivision on Webb Lane.
- Vincent Bates passed his 3D test.
- He signed seven (7) plats in the prior month.
- He presented the 2020 Budget prepared by the Budget Committee. The Chairman advised that the Budget was agreed upon and determined by the Committee and they recommended passage. After review, a motion was made by Commissioner Crouch, seconded by Commissioner Combs and passed to adopt the Budget as presented.
- The issue regarding Commissioner Jones reappointment has been resolved.
- Water loss is under 15% for the past month.

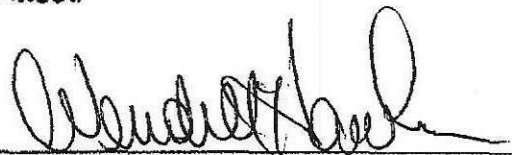
The Chairman advised the Commissioners that there was discussion about a policy regarding having employees reimburse the District if the employee were to leave within a certain period of time of receiving education or training paid for by the District.

Commissioner Bohannon inquired about the rebate from SRECC. Ms. Coots advised that it had yet to be received.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner St. Clair, seconded by Commissioner Barrickman and passed.

  
CHAIRMAN

Attest:

  
SECRETARY

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

February 11, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from January 10, 2019 Meeting  
Account Balances, Operation Expenses, Revenue Income

**Meeting Time is at 6:00pm**

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Monthly Operations
2. Bids for Plant Repair
3. Accountants
4. Line Extension Update
5. Review Employee Manual Pertaining to training expenses
6. Filter Rehab Update

Old Business:

1. Line Extension Updates
2. Hwy 146

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 7:00 p.m. on January 14, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the December 10, 2019 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Jones to approve the minutes, seconded by Commissioner Richardson and passed after the Commissioners reviewed the Balance Sheet; the Income Statement and the check register for the previous month. The Chief Operating Officer discussed the net operating loss for the prior month.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated January 14, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, Hydraulic Model Update 2019 and KY 146 Relocation.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present. He discussed the work needed at the plant regarding replacing the nozzles in the filters. Bids were received to do the repairs to the filters and opened on December 19, 2019. The low bid for the painting was \$133,475.00 from C&S Construction Services. A motion was made by Commissioner Hawkins, seconded by Commissioner Richardson and passed to accept the painting bid. The bid for media from Layne was extremely high and he recommended against accepting same. He thinks the bid is likely eight times too high. A motion was made by Commissioner Jones to reject the bid of Layne, seconded by Commissioner Richardson and passed. The COO is contemplating buying the media from a third party. The likely cost is about \$36,000.00. Our attorney commented that it will need to be bid. Other portions of the works may not require bidding based upon the contemplated prices.

The District's attorney, D. Berry Baxter, was present but had no report.

Lisa Coots present and reported that she collected \$965.00 in the previous month.

The Plant Operator was not present. The COO presented the plant report, a copy of which is attached.

The Superintendent was present and reported as follows:

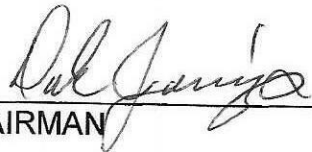
- Crews did the standard work in the previous month including repairing leaks, performing the line locates and set meters in the previous month. The crew notes are attached hereto.
- He noted that the crews had repaired leaks; did clean up on spots and several line locates.

- He presented his report of work done in the previous month, a copy of which is attached hereto.

The COO advised that he had done the following in the previous month:

- Long Branch extension is complete.
- He hopes to get back onto Hwy 146 and finish that up.
- Beasley Lane is also complete.
- The accountants will be in the office in the first week of February to work on the audit.
- He signed the Tetrattech annual contract.
- Dylan Hall is moving up to foreman to replace Jay who is off with medical.
- Lisa Coats filed the Department of Local Government as required annually.
- He signed six (6) plats.
- He is looking into an electric bill spike at the Lacie pump.
- He is considering increasing the customer cost of line extension. Our attorney commented that this will require a tariff amendment.
- They have received some calls regarding discolored water. Water has been stirred up due to a recent fire and a line break.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner Barrickman, seconded by Commissioner St. Clair and passed.

  
CHAIRMAN

Attest:

  
SECRETARY

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

March 10, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from February 11, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

**Meeting Time is at 6:00pm**

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Monthly Operations
2. Plant Repair Update
3. Accountants
4. Line Extension Update

Old Business:

1. Line Extension Updates
2. Hwy 146

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on February 11, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the January 14, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Bohannon to approve the minutes, seconded by Commissioner Hawkins and passed after the Commissioners reviewed the Balance Sheet; the Income Statement and the check register for the previous month.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated February 11, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, Hydraulic Model Update 2019 and KY 146 Relocation.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present and reported on the filter repairs and painting. The painters are in and the media has been removed already. He discussed that there are some holes that have been located in the filters and there are issues with the angle irons that hold the false bottom. He is recommending repairs be made to address the flimsy nature of the angle irons. He estimates that the cost is \$7500 to make all the recommended repairs. After some discussion, a motion was made by Commissioner Hawkins to make the recommended repairs, seconded by Commissioner Jones and passed. The COO noted that the media is not hazardous and can be stored on site.

The District's attorney, D. Berry Baxter, was present but had no report.

Lisa Coots present and reported that she collected \$1645.00 in delinquent accounts in the previous month.

The Plant Operator was not present and there was no report.

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- He noted that the crews had repaired leaks; did clean up on spots and several line locates.
- He presented his report of work done in the previous month, a copy of which is attached hereto.
- The crews have started laying line again on Highway 146.



- Jay Armstrong has been working at the treatment plant. He will work there for sixty days and then he can take the test to be an operator.
- They are going to install a meter at the treatment plant to try and get an accurate numbers regarding the water loss and where it comes from.

The COO advised that he had done the following in the previous month:

- He presented a proposed amendment to the personnel policy regarding reimbursement of training expenses if an employee separates from the District within one year of advancement. He was asked to make changes to the draft policy by the Chairman to reflect the intent that this reimbursement is only expect when and employee leaves and uses the training the District paid for in their new employment. After making such amendment, a motion was made by Commissioner Jones, seconded by Commissioner Crouch and passed.
- He spent most of his month preparing for the audit.
- He signed four plats including 20 lots on Webb Lane.
- The Herndon Lane extension is 500 feet and should be commenced this next month.
- There are two separate contracts for media that does not exceed the bidding requirement number.
- He is getting the concrete slab repaired on the building. Cost is only \$2500 from Kentucky Slab. It is a one day job.
- There are CDs due next month and he will shop them.
- Jerry Rankin will be getting the GPS update which will allow them to access the locations of meters. It works with the billing software.
- He is going to discuss the line extension policy and the costs to extend with the accountants. He outlined the costs from a recent extension and wanted the District to consider revising or do away with the policy.

The Chairman asked for a motion to go into executive session to discuss a personnel matter. Motion was made by Commissioner Bohannon, seconded by Commissioner and passed. Upon return from executive session no action was taken.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner St. Clair, seconded by Commissioner Barrickman and passed.

  
CHAIRMAN

Attest:

  
SECRETARY

Attest:

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SECRETARY

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

April 14, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from March 10, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

**MEETING HAS BEEN CANCELLED**

Old Business:

1. Line Extension Updates
2. Hwy 146

ATTACHMENT: LETTER FROM CHIEF OPERATING OFFICER

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on March 11, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the February 11, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Jones to approve the minutes, seconded by Commissioner Richardson and passed after the Commissioners reviewed the Balance Sheet; the Income Statement and the check register for the previous month.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated March 11, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, Hydraulic Model Update 2019 and KY 146 Relocation.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present and reported on the filter repairs and painting. The project is close to the end. He advised that the supports he mentioned last month were actually made of stainless steel. It has been replaced with carbon steel. Most of the repair work is completed. The nozzles will be delivered tomorrow. He is attempting to update the status of the media. The only outstanding issue is who will put the new media into the repaired filters. Commissioner Jones asked if the media could be blown into the filter. Mr. Hoffman advised that there are other methods that are typically used that they are exploring.

The District's attorney, D. Berry Baxter, was present but had no report.

Lisa Coots present and reported that she collected \$715.62 in delinquent accounts in the previous month.

The Plant Operator was not present and there was no report.

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- Dylan's crew laid line on Hwy 146 in addition.
- Brandon's crew concreted three exposed lines, replaced a fill hydrant in Pendleton, a replace a line.
- The Superintendent replaced a chemical meter at the plant which he hopes will help with the water loss. The meter going out of the plant to the wet well is not reading properly. That meter will be replaced as they continue to deal with water loss reporting.

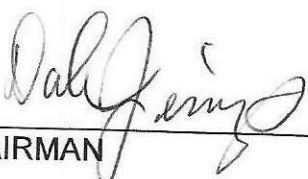
- He attended KWRA conference with the COO.
- He assisted in locating the road bore for the new truck stop on Hwy 153 in Pendleton.
- He met with Jay about the progress at the plant.

Commissioner Bohannon inquired about the fact that the bank statements appear to show the District is overdrawn numerous times each month. It was explained that the reports that the Commissioners see is from Quickbooks, not the bank account balance. It was further explained that while best practice would be that the money be moved at the beginning of the month from Revenue to Operations but unfortunately that is not always possible with the receipt of income being staggered over the month. It was suggested that a balance be added to the Operations Account to add a buffer to avoid overdrafts.

The COO advised that he had done the following in the previous month:

- The signature card at the bank to allow the Superintendent to sign checks up to \$1000.00.
- Met with KIPDA.
- Received a Notice of Violation from DOW for two violations that was an error on DOW's part and has since been corrected.
- Received about \$33,000.00 from the state for Hwy. 146 reimbursement.
- He and the Superintendent attended the Legislative breakfast.
- He was present with the Superintendent when the road bore was discussed in Pendleton.
- The line extension cost increase is still being reviewed.
- Met with a potential customer about putting a new commercial meter in Jericho.
- Met with property owners about new meters on Happy Ridge Spur.
- There are two CDs that matured. The new rate amounts are 1% or less. He is considering putting it in a Money Market at Limestone that has the same rate with no early withdrawal penalty.
- The contractor to repair the concrete is coming next month.
- He has been contacted by a new company, All Points, about putting broadband on the our tanks again. They want five tanks and free internet at the treatment plant. The COO was empowered to negotiate.
- Trimble County wants to put a repeater on the new tank.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner Barrickman, seconded by Commissioner St. Clair and passed.

  
 CHAIRMAN

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

May 12, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from April 14, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

**MEETING HAS BEEN CANCELLED**

Old Business:

1. Line Extension Updates
2. Hwy 146

New Business:

1. Pandemic Conditions
2. All Points Broadband Lease Review
3. Filter Project Completed

## Henry County Water District #2

05/05/20

## Profit &amp; Loss

Accrual Basis

April 2020

	Apr 20
Ordinary Income/Expense	
Income	
Income	
419 Interest	
Bond & Interest	140.17
Cust Line Ext Escrow	0.01
Depreciation Acct	404.49
Impact Chg Escrow	5.20
Improvement Proj Acct	265.68
Operations Acct Interest	124.47
Revenue Acct. Interest	132.40
419 Interest - Other	623.28
Total 419 Interest	1,695.70
432-1 Tap on Fees	13,979.00
Total Income	15,674.70
Income - Water Sales	
461-11 Metered Sales-Henry	213,683.14
461-12 Metered Sales-Trimble	29,962.39
461-13 Metered Sales-Carroll	1,681.69
461-14 Metered Sales-Oldham	8,607.17
461-18 Metered Sales- Eminence	4,992.61
461-19 Metered Sales-Shelby	11,328.94
461-2 Metered Sales-Wholesale	20,554.22
Total Income - Water Sales	290,810.16
Miscellaneous Income	
471-1 Connections & Transfers	1,540.00
473-1 Bank Chgs for RCK	14.00
Total Miscellaneous Income	1,554.00
Total Income	308,038.86
Gross Profit	308,038.86
Expense	
Contractual Services	
631-4 Cont Serv Office Cleaning	731.25
631-4 Contr Serv Office	
Pest Control	97.00
Rugs	47.13
Total 631-4 Contr Serv Office	144.13
634-3 Contract Serv MGT MAINT	8,200.00
635-2 Pain Free Check Fee	132.40
636-1 IT Services	2,777.75
636 Contractual Services-Misc	182.60
672-1 Water Analysis	1,957.00
Total Contractual Services	14,125.13
Dues - Subscriptions - Fees	
667-1 Continue Educat & Expense	-625.00
Total Dues - Subscriptions - Fees	-625.00
Employee Benefits	
604-1 Dental Benefits	505.52
604-1 Life Insurance	1,265.84
604-1 Medical	8,204.18
604-1 Retirement Employee	17,824.84
Total Employee Benefits	27,800.38

## Henry County Water District #2

## Profit &amp; Loss

April 2020

	Apr 20
<b>Interest Expense</b>	
627-4 KRWFC Flex Term 2013B	4,234.27
627-5 Int On KRWFC Flex 2010B	9,699.38
627-9 2010B REGIONS ADMIN FEES	484.71
<b>Total Interest Expense</b>	14,418.36
<b>Miscellaneous Expense</b>	
609 Depreciation Expenses	66,750.00
685-1 Miscellanous Exp.	849.27
<b>Total Miscellaneous Expense</b>	67,599.27
<b>Office Supplies - Office</b>	
620-6 Office ACH Fee	152.50
620-7 Office Supplies	1,999.81
620-8 Office Postage	5,436.07
620-9 Customer Billing	2,219.77
660-8 Advertising Expense	478.13
<b>Total Office Supplies - Office</b>	10,286.28
<b>Payroll</b>	
408-12 Payroll Taxes Employer	7,934.84
601-1 Employee Salaries	73,580.48
<b>Total Payroll</b>	81,515.32
<b>Plant</b>	
618-2 Plant Supplies	4,531.45
675-7 Plant & Well Field Repair	4,852.69
<b>Total Plant</b>	9,384.14
<b>Professional</b>	
631-8 Engineering	1,655.00
633-8 Legal	90.00
<b>Total Professional</b>	1,745.00
<b>Service</b>	
620-1 Materials & Supplies	706.62
620-2 Service Department Suppli	5,708.90
650-4 Service Vehicle Maint.	10.00
650-5 Bkhoe & Trk Fuel	2,171.03
650-8 Mileage	96.28
682-1 Reprs, Serv. Dept. Equipi	44.93
<b>Total Service</b>	8,737.76
<b>Utilities-Office</b>	
615-1A Electric, Office	327.57
615-2 Gas, Office	404.36
615-3 Water, Office	23.98
615-4 Sewer, Office	43.02
615-5 Garbage, Office	160.24
678-1 Cellular Phones	1,332.61
679-1 Land Lines	381.83
679-2 Internet	501.44
<b>Total Utilities-Office</b>	3,175.05
<b>Utilities-Plant-Wellfield</b>	
616-2 Elect Plant & Wellfield	29,227.76
<b>Total Utilities-Plant-Wellfield</b>	29,227.76
<b>Utility Distribution</b>	
616-1 Electric, Distribution	4,976.75
<b>Total Utility Distribution</b>	4,976.75



# Henry County Water District #2

## Profit & Loss

April 2020

	<u>Apr 20</u>
6560 - Payroll Expenses	<u>319.98</u>
Total Expense	<u>272,686.18</u>
Net Ordinary Income	<u>35,352.68</u>
Net Income	<u><u>35,352.68</u></u>

**HENRY COUNTY WATER DISTRICT NO. 2**  
**BOARD AGENDA**

June 9, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from May 12, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Pandemic Conditions
2. Job Opening
3. Water Loss

Old Business:

1. Line Extension Updates
2. Hwy 146
3. All Points Broadband

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on May 12, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the March 11, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Jones to approve the minutes, seconded by Commissioner Combs and passed after the Commissioners reviewed the Balance Sheet; the Income Statement and the check register for the previous month.

District's engineering firm, Tetra Tech, was not present. The COO reviewed the Monthly Engineering Report dated May 12, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, Hydraulic Model Update 2019 and KY 146 Relocation.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present and reported on the filter repairs and painting. The filter is back in service and is running.

The District's attorney, D. Berry Baxter, advised that over the course of the last two months he has consulted with the COO regarding coronavirus related issues and other matters.

Lisa Coots present and reported that she collected \$1805.00 in delinquent accounts in the previous month.

The Plant Operator was not present however he provided a report which was present by the Superintendent. The report is attached hereto.

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- He spoke to Microcomm about the potential lease and frequencies with Shelby Broadband.
- He met with Lane about the booster behind the plant. The plumbing needs to be reworked to put in a new pump. The pump can be rebuilt but if that does not work then we have to go the other option. The Chairman suggested that if already budget, it should be fixed properly.
- He met with Shelby RECC about the electric at the well field. It needed an adjustment and they took care of it.
- Well 7 may need to be cleaned based upon the flow rate. He met with Lane to discuss this issue.

- Filter 2 is back in operation at the plant.
- Well 8 had a bad check valve. It is currently out of service until the valve is replaced.

The COO advised that he had done the following in the previous month:

- The 146 project has been shut down due to lack of state funding. Funds still owed to the District will still be reimbursed.
- The accountants are completing audit.
- 2019 Consumer Confidence Report was sent out. No violations with the DOW.
- The annual testing is underway.
- He had a one hour training on efilng with the PSC.
- They are working on the GPS update and it is working well. The system is cloud based.
- He received a call from KIPDA. The federal government is giving away an infrastructure relief loan. He is looking into doing another filter if the District could qualify. He was going to budget this expense already in 2021.
- He reviewed the Shelby Broadband proposed lease. Counsel will provide his comments. If the details are worked out then he is authorized to execute the lease. He has heard good things about this company and hopes it will work out.
- He discussed the operating procedures during the pandemic and how things have been handled. He asked the Board about when they thought he should open the office back up to the public. The Board asked that we revisit this issue at the next meeting. The Chairman asked about shutting off water and late fees. For the foreseeable future, the PSC has prohibited either.
- Brandon's mother passed away and he expressed his condolences.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner St. Clair, seconded by Commissioner Barrickman and passed.

  
CHAIRMAN

Attest:

\_\_\_\_\_  
SECRETARY

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

July 14, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from June 9, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Pandemic Conditions
2. All Points Broadband Lease Review
3. Audit

Old Business:

1. Line Extension Updates
2. Hwy 146
3. All Points Broadband

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on June 9, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the May 12, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Jones to approve the minutes, seconded by Commissioner Richardson and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated May 12, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting and Hydraulic Model Update 2020.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present but had no report.

The District's attorney, D. Berry Baxter, advised that over the course of the last month he has consulted with the COO regarding the broadband lease.

Lisa Coots present and reported that she collected \$818.00 in delinquent accounts in the previous month.

The Plant Operator was not present and there was no report.

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- Well 7 may need to be cleaned based upon the flow rate. He met with Lane to discuss this issue.
- Met with Lane re: the #8 Well. They installed the new check valve and it is working well.
- There was an issue at the Franklinton tank regarding the electrical. It needs a new breaker box and he is working on getting that replaced.
- He talked to the bore guy for the Pendleton truck stop bore. That should be worked on next month.
- Filter #2 is working well. Mr. Armstrong has recommended that it not be cleaned for at least a year to allow the paint to cure.

The COO advised that he had done the following in the previous month:

- There is a leak that is causing the plant to work overtime and keeping the 42 tank about half full. They have been unable to locate it yet although they have been working on it for ten days without success.
- A CD came due last week at the Farmer's Milton Bank and he renewed same.
- He signed four plats. One was in Trimble County and he had an issue with the County Judge saying that the District lacked capacity to provide fire protection.
- The Allpoints Broadband lease revision arrived today.
- Vincent Bates is leaving to go work at New Castle. He has two applicants to file his position.
- New concrete was installed at the shop.
- The EPA samples have been sent in.
- They set 14 meters last month.
- He discussed reopening the office. He expressed reluctance to open the office due to the lack of space to allow for waiting.

The meeting time will continue to be at 6:00 pm per Board agreement.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner Barrickman, seconded by Commissioner St. Clair and passed.

  
CHAIRMAN

Attest:

  
SECRETARY

HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA

August 11, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from July 14, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

*Next year*

Report from Attorney:

*3000's*

*400 temole*

*July 1*

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

*Now  
exclusive*

New Business:

1. Pandemic Conditions
2. All Points Broadband Lease Review
3. Alternate Broadband
4. Leak Issue

*65*

Old Business:

1. Line Extension Updates
2. Hwy 146
3. All Points Broadband

*3x*

*45 0*

*55 3*

*70*

*20/month*



The Minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on July 14<sup>th</sup> 2020

Those in attendance are shown by the attached attendance sheet

The minutes of the June 9<sup>th</sup>, 2020 meeting had been previously sent to the Commissioner for their review along with monthly financial report. A motion was made by Commissioner Jones to approve the minutes, seconded by Commissioner Richardson and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month.

Herb Lemaster of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated, July 14<sup>th</sup> 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting and Hydraulic Model Update 2020

Jay Hoffman of Wet or Dry Tank Inspection was present but had no report.

The District's attorney, D. Berry Baxter, was not present

The Plant Operator was not present and did not have a report

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including leak repairs, line locates and installing meters. Crews notes are attached hereto
- Met with Gatterdam about quote for Office Booster and will call to have two more
- The Thortons TruckStop Bore, line, and meters are in. He replaced solenoid valve at Pendleton Booster & Straeffer Pumps helped me work on the control valve.
- Climbed 42 Tank with Jay Hoffman and replaced Beacon Light Bulbs and Three Relays...Light is working now
- He Changed the transducers at 42 Tank and New Castle Tank
- Installed Pressure Recorders out in New Castle Area, 157 Booster, and Morton Ridge.

The COO advised that he had done the following in the previous month:

- Council was working on the contract with All Points Broadband
- Crews, Tetra Tech and Wet or Dry Tank Systems have all been working tirelessly on finding massive leak or issue that's causing major water loss and tank levels to drop
- Employees are taking classes on-line now to continue education for licenses.
- Signed plat for 15 lots on Sulphur Road
- Worked with Susan and Jeff on finalizing things for Audit
- Attorney Dees is working on a case versus Jason Webster regarding a Criminal Mischief case where Mr. Webster intentionally broke a water main on Vance Road
- Hire New Employee, Tate Byers
- Will be working on submitting paperwork to respective Judge Executives as it relates to expiration date of two commissioners

Jeff Woods a representative of Raisor, Zapp & Woods was in attendance and reported the findings of the Basic Financial Statements, Supplementary Information, and Independent Auditor's Reports. Mr. Woods advised that it was a "good" audit and that a rate increase may in the District's future in the next couple of years.

Chairman Jennings asked a question about the amount of overtime and how it relates to the yearly budget. He stated never seeing that such an overage has been shown to the committee. He also stated that he understands why employees are receiving overtime and that those hours are at the discretion of the Superintendent and COO. He stated that they will be looking into this come Budget time in 2020

A motion was made by Commissioner Richardson to approve the Audit and seconded by Commissioner Hawkins and passed

There Being no further business to come before the Board, a motion to adjourn was made by Commissioner Jones, seconded by Commissioner Hawkins and passed.

  
CHAIRMAN

Attest:

  
SECRETARY

**HENRY COUNTY WATER DISTRICT NO. 2**  
**BOARD AGENDA**

September 8, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from August 11, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Pandemic Conditions
2. All Points Broadband Lease Review
3. Alternate Broadband
4. Leak Issue

Old Business:

1. Line Extension Updates
2. Hwy 146
3. All Points Broadband

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on August 11, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the July 14, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Bohannon to approve the minutes, seconded by Commissioner Combs and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month.

Johnny Doll was present and inquired about the possibility of allowing his company to attach the District's towers to provide broadband internet service. His company is proposing a non-exclusive agreement that would allow them to attach to the towers. He has a concern that other companies might interfere with his customer's service if they overlap. They compete with ATT as far as service. In response to a cost of service question, he provided their pricing. He was advised the the District had committed to Allpoints Broadband already but that the would keep him in mind in the future.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated August 11, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting and Hydraulic Model Update 2020. They also assisted with efforts to locate a leak that has plague the system for a substantial time.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present but had no report.

The District's attorney, D. Berry Baxter, advised that over the course of the last month he has consulted with the COO regarding several issues all of which the COO may touch upon.

Lisa Coots present and reported that she collected \$371.00 in delinquent accounts in the previous month.

The Plant Operator was not present and there was no report.

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- The crews worked with the engineers and KRWA consultants to locate the leak. They found a valve that was recirculating at the plant due to an issue with the diaphragm. It is believed that this was recording as a leak that did not exist. This

has contributed to high water loss numbers that are artificially inflated. This was a team effort from the employees, crew chiefs and superintendent.

The COO advised that he had done the following in the previous month:

- Met with 15 people about new meter services and signed 6 new plats in the previous month.
- He and Jerry Rankin are working to coordinate the meter reading and water loss report to make sure the numbers line up from month to month.
- He spoke with Matt McAlister from Eminence about some billing issues.
- He sent sodium levels to the DOW and they are perfect.
- He reported a violation regarding some sampling issues.
- He attended a KIPDA meeting on Zoom.
- The plant operator got a quote for a generator at the plant quote is \$175,000.00.
- He was contacted yesterday by a representative on behalf of KY American Water. He contacted Damon Talley of KRWA and asked what is going on. It is believed that KY American might be interested in purchasing the District. He recommended that the Board decide if they wanted to to even consider going forward with any discussions. A motion was made by Commissioner Bohannon, seconded by Commissioner Jones and passed to reject any meeting as the District is not interested in pursuing anything with KY American.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner Barrickman, seconded by Commissioner St. Clair and passed.

  
CHAIRMAN

Attest:

  
SECRETARY

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

October 13, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from September 8, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Pandemic Conditions
2. Reopening, Delinquents
3. FEMA
4. Budget Committee
5. All Points Broadband Review

Old Business:

1. Line Extension Updates
2. Hwy 146
3. All Points Broadband
4. Alternate Broadband

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on September 8, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the August 11, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Jones to approve the minutes, seconded by Commissioner Richardson and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated September 8, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting and Hydraulic Model Update 2020.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection was present but had no report.

The District's attorney, D. Berry Baxter, was present but had no report.

Lisa Coats present and reported that she collected \$1460.65 in delinquent accounts in the previous month.

The Plant Operator was not present and there was no report.

The Superintendent was present and reported as follows:


- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- He met with Layne regarding a surge protection valve at the plant. The cost will be between \$10,000 and \$12,000. Installation will require a complete plant shutdown.
- His notes are also attached.

The COO advised that he had done the following in the previous month:

- Signed 7 plats this month.
- Angel's Envy called about future development that will result be a big customers if it happens. There is no issues with supplying the water needed.
- Stage 2 testing was completed.
- Allpoints Broadband is working on outfitting the tanks with their equipment and hope to be running soon.

- Working on 3000 line extension near the monastery. Need the hydraulic analysis to be completed.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner St. Clair, seconded by Commissioner Barrickman and passed.

  
CHAIRMAN

Attest:

  
SECRETARY



**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

November 10, 2020

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from October 13, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Pandemic Conditions
2. FEMA
3. All Points Broadband Review
4. Operations

Old Business:

1. Line Extension Updates
2. Hwy 146
3. All Points Broadband
4. Alternate Broadband

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on October 13, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the September 8, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Nelson to approve the minutes, seconded by Commissioner Combs and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated October 13, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting and Hydraulic Model Update 2020.

The District's accountant, Jeff Woods, was not present.

Jay Hoffman of Wet or Dry Tank Inspection reported regarding Allpoints Broadband. He wants to be available to make sure the installation is appropriate.

The District's attorney, D. Berry Baxter, was present but had no report.

Lisa Coats present and reported that she collected \$350.00 in delinquent accounts in the previous month.

The Plant Operator was not present and there was no report.

The Superintendent was present and reported as follows:

- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- His notes are also attached. The highlights of his report are that he worked with Automatic Controls to install new equipment at the plant. They will tie into the electric at the high service building which will save around \$3000.00.

The COO advised that he had done the following in the previous month:

- His notes are attached hereto.
- He noted that he worked with KIPDA to rank projects on basis of need.
- He and Lisa have been working with FEMA to try and recover for extras that the District has had to purchase due to COVID-19.
- He met with representatives of Angel's Envy. They want 11,000 gals per day initially moving towards 60,000 gallons. There was a back and forth about who will bear the cost of proving that the District has the adequate capacity.

- He is preparing for the PSC Inspection which will likely be virtual in part.
- They installed new lighting in the office.
- He is still working on the Zen Forest line.
- Jerry Rankin and the office staff had a two day meeting on the Beacon software (meter reading).
- He advised that there are two major projects upcoming. Another filter needs to be refurbished and the Pleasureville Tank needs to be painted. He reviewed the photos of the water tank with the board. He is exploring a KIA loan since the District does not have adequate funds to take care of both projects. Mr. Hoffman advised that the tank was inspected this past year and will need to be repainted inside and out.
- He discussed the PSC's recently released updated late fees policy. He advised that the District has 500 currently delinquent customers. He recommended that we wait until the beginning of the year to begin disconnects again. He wants to send out a letter to the delinquents about setting up a payment plan.

The Chairman appointed Commissioners St. Clair, Barrickman and Bohannon to serve with himself on the budget committee.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner Barrickman, seconded by Commissioner St. Clair and passed.

  
CHAIRMAN

Attest:

  
SECRETARY

**HENRY COUNTY WATER DISTRICT NO. 2  
BOARD AGENDA**

December 8, 2020

**NO MEETING DECEMBER 8, 2020 DUE TO COVID-19 VIRUS AND THE  
GOVERNOR'S MOST UPDATED GUIDELINES**

Reading of Minutes & Approval of Income Statement & Balance Sheet  
Minutes from November 10, 2020 Meeting  
Account Balances, Operation Expenses, Revenue Income

Guests:

Report from Engineers:

Report from Attorney:

Report from Accountant:

Report from Superintendent, Chief Operating Officer:

Report from any Commissioners:

New Business:

1. Pandemic Conditions
2. FEMA
3. All Points Broadband Review
4. Operations

Old Business:

1. Line Extension Updates
2. Hwy 146
3. All Points Broadband
4. Alternate Broadband

The minutes of the meeting of the Board of Water District Commissioners of Henry County Water District #2 held at the office of the District at 6:00 p.m. on November 10, 2020.

Those in attendance are shown by the attached attendance sheet.

The minutes of the October 13, 2020 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Nelson to approve the minutes, seconded by Commissioner Jones and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated November 10, 2020, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting and Hydraulic Model Update 2020.

The District's accountant, Jeff Woods, was not present. It was noted that he would be meeting with the budget committee prior to the next Board meeting.

Jay Hoffman of Wet or Dry Tank Inspection reported regarding Allpoints Broadband. They have started their installations at Campbellsburg, Pleasureville and Lacie. He is satisfied with how they are installing their equipment so far.

The District's attorney, D. Berry Baxter, was present but had no report.

Lisa Coots present and reported that she collected \$738.47 in delinquent accounts in the previous month.

The Plant Operator was not present. The Superintendent presented his report which is contained in the Superintendent's notes attached hereto.

The Superintendent was present and reported as follows:


- Crews did the standard work in the previous month including repairing leaks, performing the line locates and setting meters. The crew notes are attached hereto.
- His notes are also attached. The highlights of his report include that he recaulked all the electrical conduits at the above ground boosters, he met with Service Specialties regarding the flow testing. They have determined where to locate the new meter and should install this week.
- He also advised the Mrs. Parrish, a customer in Bethlehem, called and praised the work of Matthew Jackson.

The COO advised that he had done the following in the previous month:

- His notes are attached hereto.
- He advised that he met with Rabbit Hole about improvements they need in the industrial park.
- He worked on the Zen Forest paperwork.
- David Noe with Campbellsburg VFD sent in the two missing usage reports.
- The District received new meters and accessories.
- Commented generally that the installation with Allpoints is going well.
- He reported about COVID issues with the staff. His summary is attached.
- He discussed a proposed loan with Limestone Bank that he will review with the budget committee in detail.

Elections for officers will be conducted next month.

There being no further business to come before the Board, a motion to adjourn was made by Commissioner St. Clair, seconded by Commissioner Barrickman and passed.



A handwritten signature in cursive script, appearing to read "Dale Dennis", is written over a horizontal line. The signature is written in black ink and is somewhat stylized.

Attest:

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SECRETARY