

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

January 10, 2023

Reading of Minutes & Approval of Income Statement & Balance Sheet Minutes from the  
December 13, 2022, 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. Budget for 2023
2. Plant Projects
3. Certificate of Deposits
4. Hwy 146 Project

**Old Business:**

1. Budget Committee
2. Rate Increase
3. Clean Water Act Funds

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. December 13, 2022

Those in attendance are shown by the attached attendance sheet.

The minutes of the November 8<sup>th</sup>, 2022 meeting had previously been 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, Income Statement and the check register for the previous month.

Lucy Pacholik of Tetra Tech, was present and reviewed the Monthly Engineering Report, and copy of which is attached hereto and made a part hereof. The report discussed General Consulting and Hydraulic Model Update 2021.

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

Jay Hoffman of Wet or Dry Tank Inspection was not present

The District's attorney was not present

The Superintendent was not present

The COO presented the superintendent report: Attached hereto

- 1) Replaced vault and setter
- 2) Replaced solenoid valve at Lacie Bosster
- 3) Worked with Micro Comm on Booster pump issues
- 4) Replaced 3 relays along with other parts on 157 Booster
- 5) Had issues from storm ay 157 Booster and Pville Booster
- 6) Layne replaced packing on well #7
- 7) Set Hwy 42 Tank Level
- 8) Meeting with contractors pre-bid for filter
- 9) Other stripper tank needs rehabbed

The COO presented the crews reports:

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

The COO presented his report:

- 1) HWY 146 is going to bid this month, awarded to contractor if State approves
- 2) There was an order from the PSC, making all Water Districts to provide all locate information starting from 1-1-22 Information must be sent by 12-31-22 via portal
- 3) Went over the Budget and the clean water act funds for 2023
- 4) Went over certificate of deposit rates

A motion was made to approve the budget given for 2023 by Commissioner Bohannon and seconded by Commissioner Jones and passed.

Commissioner Richardson made a statement that would award the COO leverage if any employee approached him about his increase in salary. The COO would be allowed to give an increase if he sees fit and would not have to approach the Board before doing so

Commissioner Hawkins asked the Board for volunteers for the 2023 Grievance Committee. Commissioners Bohannon, Nelson, and Coombs volunteered.

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



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Chairman

Attest:



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Secretary

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

February 14, 2023

Reading of Minutes & Approval of Income Statement & Balance Sheet Minutes from the  
January 10, 2023 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. Filter Project
2. Clean Water Funds
3. Rate Increase
4. Damaged Water Tank

Old Business:

1. Budget Committee
2. Rate Increase
3. Clean Water Act Funds

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 January 10, 2023.

Those in attendance are shown by the attached attendance sheet.

The minutes of the December 13, 2022 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 Crouch and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month. The COO advised that the United Citizens Bank has agreed to increase the interest rate on CD's to 3.25% for eighteen months.

Herb Lemaster of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated January 10, 2023, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, KY 146 relocation and Hydraulic Model Update 2022. He was not aware of any start date for this project.

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

Jay Hoffman of Wet or Dry Tank Inspection was present and reported the bids for fixing the last filter in the plant. The low bid was \$194,000.00 and was accepted with Semper Fi Industrial Coatings being the low bidder. A motion was made by Commissioner Jones to accept the low bid, seconded by Commissioner Combs and passed. For an additional amount, Semper Fi will be painting the exposed piping in the plant.

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

Lisa Coots was not present and the COO advised that she collected \$562.00 in the previous month.

The Plant Operator was not present.

The Superintendent had no crew reports. He presented his report and the plant report and advised as follows:


- The crews have been working hard to fix leaks due to the recent cold snap and this is why they had not provided reports.
- The new internet provider has begun installing equipment.
- See his report attached for additional details.
- Layne quoted repairing a check valve at the plant that is referenced in his report.
- He commented that the cold weather caused some of the wells to freeze up. It was negative 18 degrees at the well field.

- Lightning struck another motor at the well field (well #6) after the thaw. There will be an insurance claim for some of the damage.

The COO presented his report:

- On the Profit and Loss, the number of delinquents was down due to some staffing issues. There will be an uptick in January.
- Worked with KIPDA on clean water projects that are upcoming.
- Spoke with Sheriff Perry about the repeaters project. Still moving forward after a couple of small snags.
- Codex is deploying on all contract tanks this month. They have 800 leads for internet. They have promised to take care of the Allpoints customers first. They hope to be fully operational by mid-March. They will begin advertising soon.
- Received and Order from the PSC to provide information about line locates. All utilities got the same Order. The staff is working on this compliance.
- The first stripper tank is completed and they are beginning working on the second one soon.
- The new sales tax is being implemented.
- He will file the rate increase request before the next meeting.
- He went with LeCompte's Bottom again with Magistrate Fisher. The purpose was to see how far it is to the North Shelby District line. Hopefully, the area can be annexed by North Shelby.
- Joanna Loudon is the new cleaning service.
- He and Lisa are working on the audit for this year.
- He commended the crews for all the hard work during the cold snap. They performed admirably without complaint.
- He turned in the required turbidity readings.
- A new truck tire shop is going in near Pendleton.
- One of the crews was involved in an accident last Friday. No one was injured but there was some damage to the truck. The bed will need to be replaced.

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

  
CHAIRMAN

Attest:

  
SECRETARY

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

March 14, 2023

Reading of Minutes & Approval of Income Statement & Balance Sheet Minutes from the  
February 14, 2023 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. Rate Increase Submitted
2. Filter Update
3. Clean Water Update
4. Hwy 146 to begin

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 14, 2023.

Those in attendance are shown by the attached attendance sheet.

The minutes of the January 10, 2023 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 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 February 14, 2023, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, KY 146 relocation and Hydraulic Model Update 2022.

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

Jay Hoffman of Wet or Dry Tank Inspection was present and reported regarding the filter repairs in the plant. He described how the media has cut holes of the filter like sandblasting. There were 34 holes total. This damage is being welded to repair the holes with new steel plates which will be additional cost to the project.

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

Lisa Coots was present and advised that she collected \$2889.00 in the previous month.

The Plant Operator was not present.

The Superintendent presented crew reports, copies of which are attached. He presented his report and the plant report and advised as follows:

- He specifically commented on the crew reports in the previous month. They did the usual work including leak repairs, line locates and clean up. They also worked on equipment at the shop.
- Layne replaced the check valve on Well #7.
- He met with Lucy from TetraTech regarding various issues.
- He assisted with the US 42 Tank repair.
- He attended a project meeting regarding the filter repair.

The COO presented his report:

- He presented information about a leak in the 42 tank. The tank was apparently shot at by someone. KSP was called and is investigating. It has



been patched at present and it will be permanently repaired at a later date. The repair will cost about \$15,000.00.

- He presented Resolution regarding grant money from KIPDA to secure filter repair funds. A motion was made to approve Resolutions 21CWW086 and 22CWW166 copies of which are attached. The motion was made by Commissioner Bohannon, seconded by Commissioner Crouch and passed to approve.
- He requested renewals of the appointments of our Shelby County Commissioners to the Shelby County Judge.
- Received a PSC inquiry because a woman was dissatisfied with a response regarding a disconnection issue. No further action is required on this matter.
- PSC is inspecting the District tomorrow morning.
- There is an issue with someone on Google trying to secure payments by impersonating the District.
- He had security cameras and alarm installed at the District office. It cost about \$1600 to install and will cost \$150.00 per month for monitoring. He will explore putting same in at the plant.
- Meters are starting to pick up a little bit.
- Spoke with the State Representative Rayborn about how many residences in the county were without water. He estimated the total was about 50 households. She is trying to get everyone in the County potable drinking water.
- Auditors are coming at the end of the month to start the audit process.
- He received a letter from the State Pension Authority about pension spiking regarding Jay Armstrong. He was on disability and when he returned to work it resulted in a spike. A response was sent.

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

  
CHAIRMAN

Attest:

  
SECRETARY

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

April 11, 2023

Reading of Minutes & Approval of Income Statement & Balance Sheet Minutes from the  
March 14, 2023 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. Rate Increase Update
2. Plant Update
3. Resolution for Clean Water Account
4. Hwy 146 Update
5. Commissioner Update

Old Business:

1. Rate Increase Submitted
2. Filter Update
3. Clean Water Update
4. Hwy 146 Begin

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 14, 2023.

Those in attendance are shown by the attached attendance sheet.

The minutes of the February 14, 2023 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 Bohannon and passed after the Commissioners reviewed the Balance Sheet, the Income Statement and the check register for the previous month. The COO did not make some corrections to the financial reports that result in a better cash balance.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated March 14, 2023, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, KY 146 relocation and Hydraulic Model Update 2022.

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

Jay Hoffman of Wet or Dry Tank Inspection was present and reported regarding the filter repairs in the plant. The major work is done on this project. He showed photographs of the progress including the rubber sealant on the interior of the tank. The nozzles and media still need to be added.

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

Lisa Coats was present and advised that she collected \$1262.00 in the previous month.

The Plant Operator was not present.

The Superintendent presented crew reports, copies of which are attached. He presented his report and the plant report and advised as follows:

- He specifically commented on the crew reports in the previous month. They did the usual work including leak repairs, line locates and clean up. They also worked on equipment at the shop.
- He replaced solenoids on two boosters.
- Attended Management Conference there were discussions about what additional testing is coming up including P Phos which are man made chemicals that appear in drinking water. In addition, the District may need to test from the meter to the house to determine if there is lead in the line. If the service line contains lead, the District will need to notify the customer of the existence of lead pipe and advise that the customer needs to replace the service line. There may be some grant money to assist with this additional testing.

- While he was at the conference, there were electrical problems at the New Castle Tank. J.O. Johnson fixed those problems but then there were actuator problems at the same tank. This is now repaired.

The COO presented his report:

- The auditors have completed much of their on site work. They expressed concerns about the cash on hand. This can be explained by increase in chemical and electrical costs.
- He has sent in the required notice for the rate increase that needs to be published before submittal of the rate increase to the PSC. He requested the increase become effective on April 1, 2023. In response to a question from Commissioner Jones, he responded that the last rate increase was in 2016. The increase will generate approximately \$400,000 to \$500,000. There was discussion regarding out of county notice and it was agreed that he would advertise in Henry, Oldham, Shelby and Trimble. There are only 13 customers in Carroll.
- There was discussion trying to figure out why the electric bill is substantially higher from last year.
- He is looking into the feasibility of getting a generator at the office.
- Commissioner Nelson asked if there is a long term capital improvement plan. There was discussion about how the District plans for the future.
- Clean Water Update – This money is being used to make improvement the treatment plant. Need to update the paperwork for the Clean Water Act at an upcoming meeting.
- Trimble County is paying to install a line on Carmon Creek Road through Clean Water Act money which will be added to the system.
- There was line break on July 16, 2022 which the State repaired. The District received an invoice for \$7,148.26. He tried to get the State to reduce the bill. He did not get much cooperation. He called Joe Mobley at the local State barn to discuss and again received not much cooperation.

Commissioner Nelson advised that a customer, Ms. Ginn, contacted him about an easement on Morton Ridge Road in front of her rental house. She complained that the District did not properly clean up in front of her home. Brandon advised that when the contractor finished the work it was properly cleaned up. He advised that the issue is actually due to a farming operation on the Ginn property. The District has tried to help in the past and he suggested that the District put clay in the area to hold the soil. Commissioner Nelson suggest that she execute a letter of satisfaction.

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

Harry C. Bohannon  
Secretary

Wendell Newton  
CHAIRMAN

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

May 9, 2023

Reading of Minutes & Approval of Income Statement & Balance Sheet Minutes from the April 11, 2023 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. Rate Increase Update
2. Plant Update/Filter Update
3. Clean Water Funds Update
4. Hwy 146 Update
5. Employee Update
6. Certificate of Deposit Update

Old Business:

1. Rate Increase Submitted
2. Filter Update
3. Clean Water Update
4. Hwy 146 Begin

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 April 11, 2023.

Those in attendance are shown by the attached attendance sheet.

The minutes of the March 14, 2023 meeting had been previously sent to the Commissioners for their review along with the monthly financial report. A motion was made by Commissioner Combs 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.

The COO asked the Board to approve the Resolution accepting the Grant and approving the Grant Assistance Agreement. A motion was made by Commissioner Richardson, second by Commissioner Nelson and passed to authorize entering into the Agreement and in support of the Resolution.

Lucy Pollitt of the District's engineering firm, Tetra Tech, was present and reviewed the Monthly Engineering Report dated April 11, 2023, a copy of which is attached hereto and made a part hereof. The report discussed the line items of General Consulting, KY 146 relocation and Hydraulic Model Update 2023.

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

Jay Hoffman of Wet or Dry Tank Inspection was present and reported regarding the filter repairs in the plant. The painting is complete and the nozzles are installed. The next step is media installation. The stripper tank work is done and we are awaiting the spheres that are used installed to be delivered.

The District's attorney, D. Berry Baxter, was present and reported that he had been advised that the Sunanza appeal from the decision of the Oldham County Planning Commission denial had been addressed by the Oldham Circuit Court. The Court sent the case back to the Planning Commission for additional findings related to water. This does not change anything related to the District as the District was not a party to the appeal.

Lisa Coots was not present but the COO advised that she collected \$952.18 in the previous month.

The Plant Operator was not present.

The Superintendent presented crew reports, copies of which are attached. He presented his report and the plant report and advised as follows:

- He specifically commented on the crew reports in the previous month. They did the usual work including leak repairs, line locates and clean up. They also worked on equipment at the shop.

- He worked with the District's engineer regarding a pressure recording on Sulphur Road.
- He commented that line locates and projects are keeping the crews extremely busy.
- Due to a health issue with a plant operator, he worked at the plant several shifts.
- Additional notes are attached.

The COO presented his report:

- He attended a KIPDA meeting and took care of the CCR.
- He has sent paperwork to the PSC re: the rate increase. He received a notice of deficiency four days later. He will have the corrections turned in later this week.
- Shelby Energy is looking at trying to reduce the electric bill. Last year the bill was up \$150,000.
- Clean Water Update – He has been working on paperwork relative to this project.
- The State requested a quote for a two-inch meter.
- Made a pay request on the filter project.
- The contractor on the HWY 146 project has hit the District's line five times since last Friday. He is keeping a tally of the damages and has advised the contractor that he will be submitting a bill for the damages.
- There was a barn fire near Campbellsburg. New Castle FD came to assist and broke a hydrant which the District repaired and billed for the City of Campbellsburg for the repair.
- The City of New Castle called last week. They had a customer stealing water. They found one of our meters in the vault. This happened five (5) days in a row. The meters were apparently stolen from the District at some point.
- He drafted a letter to Ms. Ginn with regard to the repairs at Morton Ridge Road. She appears satisfied with the repairs. Commissioner Nelson will ask her to sign same.

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




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CHAIRMAN

Attest:

*Perry C. Bohannon*  
SECRETARY