



NORTH MARSHALL WATER DISTRICT

96 Carroll Road . Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039 . 1-800-491-3209 (area code 270 only)
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes January 27th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all other Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the December 16th, 2021 Board Meeting minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Shadowen made the motion to accept the minutes of the December 16th, 2021 Board Meeting as written, second by Commissioner Dossett, with all Commissioners voting “aye”.

III. Treasurer Report

Commissioner Driskill gave the Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as read, second by Commissioner Dossett, with all Commissioners voting “aye”.

See Attachment I “North Marshall Water District Statement of Cash Flows December 31st, 2021”

- IV. Chairman Leonard stated that all board members had also received a copy of the December Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Draffen made the motion to accept the December Check Register Report as written, second by Commissioner Shadowen, with all Commissioners voting “aye”.

V. Manager's Report

- a) Roger gave a report on the water district, stating that we have repaired 4 main breaks, 1 service line repair, made 4 new taps, 47 meter re-reads, 116 line locates, with a total of 242 work orders completed. For the year, we have completed 3,672 work orders; 1,836 of which were line locates.
- b) Roger stated that the Financial Statement reflects the first draw request from the RD Project.
- c) Roger said after December 10th the bulk of our time has been spent in the tornado affected areas.

VI. Public Session

None

VII. Old or Unfinished Business

- a) Roger stated that he is collecting the cost that has occurred from the tornado. Our insurance is very good and we haven't seen any issues yet. Roger said that the amount of damage would range from \$350,000 to \$400,000.
- b) Roger said the RD Project is moving along. Youngblood has finished the main on Big Bear and will be moving to Hwy. 1422.
- c) Roger stated that he is moving on with the apprenticeship program. He plans to have a starting salary of \$15-16.00 per hour and at the end of the apprenticeship program, the employee will be at a little over \$18.00.
- d) Roger stated that we have completed installing the 15 hp well pump at the Carter Brien WTP. We are working with Rick's Electric to complete the electrical and instrumentation.
- e) Roger said that we need to rethink the drilling of another well at the Tatumsville plant. With the property purchase that has the #5 well on it, if we use this well instead of closing the well as we initially thought, would give us enough production for the next 5 plus years. We could better use the \$300,000 dedicated for the well somewhere else. Chairman Leonard asked Roger to give a report next month on how robust our existing wells are and what maintenance will be required on each well for the next 5 years.
- f) Roger stated that he would like to begin making the recommended repairs on our tanks. The cost on priority one item will be around \$80,000. After some discussion, Commissioner Dossett made the motion to allow Roger to begin the work on the tank repairs, second by Commissioner Draffen, with all Commissioner voting "aye".

VIII. New Business

- a) Roger stated that he had talked to ER-Disaster Assistance, this is the group that the Marshall County Court hired to help with FEMA paperwork. He needs the board to allow him to spend up to \$25,000 to get the ball rolling on the FEMA paperwork.

FEMA will also allow us to recoup that cost. After some discussion, Commissioner Driskill made the motion to allow Roger to move forward with ER-Disaster Assistance, spending a maximum of \$25,000 to complete the FEMA paperwork, second by Commissioner Draffen, with all Commissioners voting “aye”.

b) Roger stated that he engaged the services of Elizabeth Muyskens with Stoll, Keenon and Ogden to review our personnel policies. She recommended that we update it to be in compliance with regulatory changes since our last update in 2011. Roger reviewed the changes that were recommended in the policies. **(See Attachment II for recommended changes)** Roger said he would e-mail the red lined document to the Board members.

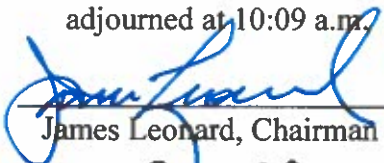
c) Roger stated that our phone system is over 15 years old and he is getting some quotes on changing over to a voice over IP system.

d) Roger reviewed our existing COVID-19 policy. After some discussion, Chairman Leonard said we would continue with our existing policy for the remainder of 2022.

e) Commissioner Dossett stated that he would like to change the Water Board monthly meeting to Tuesday. After some discussion, Commissioner Dossett made a motion to set the North Marshall Water Board Monthly Meeting to the 3rd Tuesday of the month, second by Commissioner Shadowen, with all Commissioner voting “aye”.

IX. Adjournment

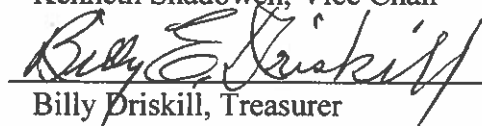
Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Driskill, with all Commissioners voting “aye”. The meeting adjourned at 10:09 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

NORTH MARSHALL WATER DISTRICT STATEMENT OF CASH FLOWS DECEMBER 31, 2021

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$649,328.40	\$649,328.40
Cash received from consumers	\$54,246.42	\$1,767,549.94
Cash paid to suppliers of goods and services	\$(98,028.80)	\$(1,308,443.74)
Cash paid to suppliers for RD Project	\$(22,776.31)	\$(22,776.31)
Cash paid to employees for services	\$(45,392.82)	\$(407,193.89)
Change in customer deposits	<u>\$639.93</u>	<u>\$(1,696.92)</u>
Net cash from customers less operating (expenses)	<u>\$538,016.82</u>	<u>\$27,439.08</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$528.70</u>	\$5,763.39
Net cash from investing activities	<u>\$528.70</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$(65,500.00)	\$(129,000.00)
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(399.99)	\$(73,862.71)
CFSB Line of Credit	\$-	\$-
Contributed capital from grants and consumers	\$1,200.00	\$31,100.00
Interest and other non-operating expenses	<u>\$(40,567.50)</u>	<u>\$(122,416.87)</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(105,267.49)</u>	<u>\$(294,179.58)</u>
Cash and cash equivalents – beginning	\$796,599.29	
Increase (decrease) in cash and cash equivalents	<u>\$433,278.03</u>	\$(260,977.11)
Cash and cash equivalents - ending	<u>\$1,229,877.32</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$126,896.16	
Restricted cash in bank (Escrow Account)	\$54,944.98	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$150,188.02	
Unrestricted cash in Depreciation Account	\$366,993.31	
Unrestricted cash in Tank Maint Account	\$415,327.79	
Unrestricted cash in RD Sinking Fund Account	\$111,412.92	
Unrestricted cash in FSA/HRA Account	<u>\$3,114.14</u>	
Net cash and cash equivalents	<u>\$1,229,877.32</u>	

ATTACHMENT II

Recommended Personnel Policy Revisions – Engaged the services of Elizabeth Muyskens with Stohl Kennon Ogden to discuss personnel issues and seek direction on addressing them. As part of the process, she reviewed our personnel manual and recommended that we update it to be in compliance with regulatory changes that have been adopted since our last revision in October 2011. The following is a summary of the major revisions:

- a) Added Section 107 Kentucky Pregnant Workers Act – Review language of section.
- b) Re-titled Section 202 from Access to Personnel Files to Personnel Files. Counsel recommended removing language concerning access to the files to clarify the files are the property of the District. Counsel is of the opinion that Management controls who and when files can be reviewed instead of spelling it out in a policy.
- c) Re-titled Section 203 from Employment Reference Checks to Background and Reference Checks. The language of the Section remains unchanged.
- d) Deleted Section 204 Introductory Period – Counsel advises that At Will employers do not need this section as we have the latitude to address evaluation of new hires in the time frame that we choose, not a time frame of a given period. Counsel also advises that if a new hire makes it through the introductory period that it gives them a false security their job is secure and they may apt to be less performance oriented. Most utilities have moved away from having this language in their policy manuals.
- e) Deleted Section 205 Employment Applications – this section is not needed as the information in the section is listed on the District’s application form.
- f) Re-titled Section 710 from Progressive Discipline to Discipline. Counsel recommended simplifying the language of the section to give Manager more latitude in dealing with discipline depending on the seriousness of the situation. The original policy was very specific in the steps to be taken and how discipline was to be applied. Counsel believes the specific language could be a problem for management particularly if not followed closely. Counsel indicates that recommended language has typically been adopted by the majority of utilities.
- g) Beyond the items above there are some other minor issues that were addressed:
 - i. Clarifying benefits to part-time employees
 - ii. Use of we which Counsel recommended changing to district.
 - iii. Changing Superintendent to General Manager
- h. Adding language in Section 103 requiring the employee to notify the General Manager in advance before obtaining outside employment.



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North Marshall Water District Regular Monthly Meeting Minutes February 15th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all other Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the January 27th, 2022 Board Meeting minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Shadowen made the motion to accept the minutes of the January 27th, 2022 Board Meeting as written, second by Commissioner Dossett, with all Commissioners voting “aye”.

III. Treasurer Report

Commissioner Driskill gave the Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as read, second by Commissioner Dossett, with all Commissioners voting “aye”.

See Attachment I “North Marshall Water District Statement of Cash Flows January 31st, 2022”

- IV. Chairman Leonard stated that all board members had also received a copy of the January Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Shadowen made the motion to accept the January Check Register Report as written, second by Commissioner Draffen, with all Commissioners voting “aye”.

V. Manager's Report

- a) Roger gave a report on the water district, stating that we have repaired 3 main breaks, 1 service line repair, made 1 new tap, 184 line locates (YTD), with a total of 277 work orders completed.
- b) Roger stated that we have hired a full time Inspector for the RD Project.
- c) Roger stated that we have started installing new registers in our bad meters.

VI. Public Session

None

VII. Old or Unfinished Business

- a) Roger stated that he met with the emergency response people from Rural Water. The majority of our response will deal with security. Roger said he would have a list of capital improvements we need to do by our next month meeting.
- b) Roger said the RD Project is moving along. Youngblood has moved to Hwy. 1422. We have been changing over services to the new main on Guthrie.
- c) Roger stated that the apprenticeship program may have too much administrative burden for the district. Roger will talk to the apprenticeship program administrator and report to the board at the next monthly meeting. The board can then decide whether or not to go with the Apprenticeship program.
- d) Roger stated that he is working with FEMA and our insurance to settle the claim damage from the tornado.
- e) Roger stated that the board needs to approve or make changes to the recommended personnel policies that were reviewed last meeting. After some discussion Commissioner Dossett made a motion to accept the personnel policies as presented. Second by Commissioner Draffen, with all commissioners voting "aye".
- f) Roger stated that we need to file a Tariff change with the PSC on the non-recurring charges. We are losing money on some of our non-recurring charges. Roger said he would send a copy of the proposed changes, and the board can address it during our next meeting.

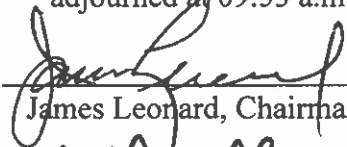
VIII. New Business

- a) Roger stated that he is getting ready to buy 2 new work trucks and will be looking for a used dump truck.
- b) Roger said that he would like the board to declare the repairs on the Moors Tank (damaged by the tornado) as an emergency. This will allow us to get the tank back in service much faster. Our attorney can draw up the Emergency Declaration and our chairman can sign it. After some discussion, Commissioner Dossett made a motion to declare the Moors Tank repairs as an emergency. Second by Commissioner Driskill, will all commissioner voting "aye".

c) Roger stated that we have had a couple incidents of people stealing service. We plan to pursue prosecution of these cases.

IX. **Adjournment**


Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Driskill, with all Commissioners voting "aye". The meeting adjourned at 09:53 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
JANUARY 31, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$-	\$-
Cash received from consumers	\$276,780.50	\$276,780.50
Cash paid to suppliers of goods and services	\$(148,088.70)	\$(148,088.70)
Cash paid to suppliers for RD Project	\$-	\$-
Cash paid to employees for services	\$(31,810.27)	\$(31,810.27)
Change in customer deposits	<u>\$179.87</u>	<u>\$179.87</u>
Net cash from customers less operating (expenses)	<u>\$97,061.40</u>	<u>\$97,061.40</u>
 Cash flows from investing activities:		
Interest received from investments	<u>\$415.63</u>	\$415.63
Net cash from investing activities	<u>\$415.63</u>	
 Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(12,003.99)	\$(12,003.99)
CFSB Line of Credit	\$-	\$-
Contributed capital from grants and consumers	\$-	\$-
Interest and other non-operating expenses	<u>\$-</u>	<u>\$-</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(12,003.99)</u>	<u>\$(12,003.99)</u>
 Cash and cash equivalents – beginning	\$1,229,877.32	
Increase (decrease) in cash and cash equivalents	<u>\$85,473.04</u>	\$85,473.04
Cash and cash equivalents - ending	<u>\$1,315,350.36</u>	
 Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$126,909.22	
Restricted cash in bank (Escrow Account)	\$55,411.63	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$234,241.65	
Unrestricted cash in Depreciation Account	\$367,180.32	
Unrestricted cash in Tank Maint Account	\$415,327.79	
Unrestricted cash in RD Sinking Fund Account	\$112,850.21	
Unrestricted cash in FSA/HRA Account	<u>\$2,429.54</u>	
Net cash and cash equivalents	<u>\$1,315,350.36</u>	



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North Marshall Water District Regular Monthly Meeting Minutes March 15th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all the Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the February 15th, 2022 Board Meeting minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the February 15th, 2022 Board Meeting as written, second by Commissioner Shadowen, with all Commissioners voting “aye”.

III. Treasurer Report

Commissioner Driskill gave the Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as read, second by Commissioner Driskill, with all Commissioners voting “aye”.

See Attachment I “North Marshall Water District Statement of Cash Flows February 28th, 2022”

- IV. Chairman Leonard stated that all board members had also received a copy of the February Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Driskill made the motion to accept the February Check Register Report as written, second by Commissioner Shadowen, with all Commissioners voting “aye”.

V. Manager's Report

- a) Roger gave a report on the water district, stating that in February, we have repaired 7 leaks, 2 of which were main breaks, made 1 new tap, 167 line locates (358 YTD), with a total of 279 work orders completed (587 YTD).
- b) Roger stated that we have had some Covid 19 issues in February. We are back to full staff now.
- c) Roger stated that we have started installing new registers and getting about 50-75 a day, with a total of 1,700 to install. We are trying to get all of them replaced by the end of April.
- d) Roger said he has implemented all electronic work orders, giving us better reporting and accountability.

VI. Public Session

None

VII. Old or Unfinished Business

- a) Roger stated that he has been working on the Non-Recurring Charges Tariff Modification. Our tap fee is low (\$600) and we are losing money on service installation. The average cost on service installation is \$1,400. Roger said if there are no objections, he will be petitioning the PSC to modify our Tariff fees. After some discussion, Commissioner Dossett made a motion for Roger to apply for these Non-Recurring Charges Tariff Modification. Second by Commissioner Driskill, will all commissioner voting "aye".
 - b) Roger said the RD Project is moving along. Guthrie is completed except for some cleanup work and a fire hydrant needs to be moved. Youngblood is working on Hwy. 1422. We found a 4" line where we thought we had a 6", with about 620 ft. of 4" pipe. Roger recommended that we replace the 4" with a 6" pipe, the cost would be \$32,108. After some discussion, Commissioner Driskill made a motion to have Youngblood go ahead and replace the 4" pipe section on Hwy. 1422 at a cost of \$32,108. Second by Commissioner Dossett, will all commissioner voting "aye".
 - c) Roger stated that he has been working with the KACO insurance representative on our claim. Our claim will be around \$300,000, they have paid us \$128,000 to get materials and set up for the repairs on the Moors tank.
 - d) Roger stated that the State has opened up a window for mitigation applications and we have a project at Cambridge Shores to replace some of the lines that were damaged during the tornado cleanup. The project would cost around \$600,000 and the district's part would be 10% or less.

VIII. New Business

- a) Roger stated that he would like to make some changes on the RD Project. He said that we need to put the Griggstown Road portion back in the project and take the new Tatumsville well out. We can still drill the well at 2/3 the cost that was in the RD Project, due to all the hoops the driller had to jump through to present a bid on the

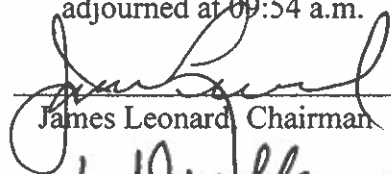
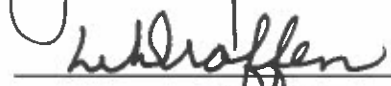

project well. Completing the Griggstown Road portion will ensure the ability to feed the Sharpe area water if we have a main problem down Hwy 68 towards Sharpe. After some discussion, Commissioner Draffen made the motion to add the pipe replacement portion (Cost \$300,000) on Griggstown Road that was originally cut from the RD Project. We will put it back into the project and remove the drilling of the Tatumsville well (Cost \$310,000), with the caveat, that Rural Development will accept this change and would result in no loss of the grant portion to the District. Second by Commissioner Driskill, with all commissioners voting "aye".


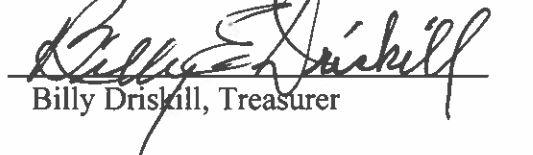
b) Roger said that he has a change order on the Moors Tank repairs (damaged by the tornado). Upon further inspection of the tank there will be an additional \$41,200 of repairs to be made, bringing the total cost of repairs to \$204,540. Roger said he had talked with our insurance provider. After some discussion, Commissioner Dossett made a motion to accept the change order on the repairs to the Moors Tank. Second by Commissioner Shadowen, with all commissioners voting "aye".

c) Roger stated that we have updated our Water Purchase Agreement with Jonathan Creek Water District. The agreement is based on cost of water production and is for emergency use, not for resale. North Marshall's wholesale rate is \$2.50 / 1,000 gallons and Jonathan Creek's wholesale rate is \$3.40 / 1,000 gallons. After some discussion, Commissioner Dossett made a motion to accept the Water Purchase Agreement upon approval of the PSC. Second by Commissioner Draffen, with all commissioners voting "aye".

IX. Adjournment

Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 09:54 a.m.


James Leonard, Chairman

Joe Draffen, Secretary

James Dossett


Kenneth Shadowen, Vice Chair

Billy Driskill, Treasurer

ATTACHMENT I**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
FEBRUARY 28, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$600,351.06	\$600,351.06
Cash received from consumers	\$155,239.87	\$432,020.37
Cash paid to suppliers of goods and services	\$(200,475.46)	\$(348,564.16)
Cash paid to suppliers for RD Project	\$(567,802.25)	\$(567,802.25)
Cash paid to employees for services	\$(31,253.79)	\$(63,064.06)
Change in customer deposits	<u>\$739.92</u>	<u>\$919.79</u>
Net cash from customers less operating (expenses)	<u>\$(43,200.65)</u>	<u>\$53,860.75</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$351.84</u>	\$767.47
Net cash from investing activities	<u>\$351.84</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(1,850.00)	\$(13,853.99)
CFSB Line of Credit	\$-	\$-
Contributed capital from grants and consumers	\$3,600.00	\$3,600.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$-</u>
Net cash from grants/consumers less financing (expenses)	<u>\$1,750.00</u>	<u>\$(10,253.99)</u>
Cash and cash equivalents – beginning	\$1,315,350.36	
Increase (decrease) in cash and cash equivalents	<u>\$(41,098.81)</u>	\$44,374.23
Cash and cash equivalents - ending	<u>\$1,274,251.55</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$159,470.35	
Restricted cash in bank (Escrow Account)	\$56,118.07	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$158,428.72	
Unrestricted cash in Depreciation Account	\$367,349.33	
Unrestricted cash in Tank Maint Account	\$415,327.79	
Unrestricted cash in RD Sinking Fund Account	\$114,282.59	
Unrestricted cash in FSA/HRA Account	<u>\$2,274.70</u>	
Net cash and cash equivalents	<u>\$1,274,251.55</u>	



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North Marshall Water District Regular Monthly Meeting Minutes April 19th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all the Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the March 15th, 2022 Board Meeting minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Shadowen made the motion to accept the minutes of the March 15th, 2022 Board Meeting as written, second by Commissioner Dossett, with all Commissioners voting “aye”.

III. Treasurer Report

Commissioner Driskill gave the March Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as read, second by Commissioner Driskill, with all Commissioners voting “aye”.

See Attachment I “North Marshall Water District Statement of Cash Flows March 31st, 2022”

- IV. Chairman Leonard stated that all board members had also received a copy of the March Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Driskill made the motion to accept the March Check Register Report as written, second by Commissioner Draffen, with all Commissioners voting “aye”.

V. Manager's Report

- a) Roger gave a report on the water district, stating that in March, we have repaired 26 leaks, 2 of which were main breaks, made 6 new tap, 249 line locates (619 YTD), Meter Register replacement 959, with a total of 1,358 work orders completed in March (2,009 YTD).
- b) Roger stated that we have about 400 more registers to replace. That should finish in about a week, then we will move into our meter testing program.
- c) Roger stated that he will be talking to the Judge about the potential State and Federal money that we may be able to receive.

VI. Public Session

None

VII. Old or Unfinished Business

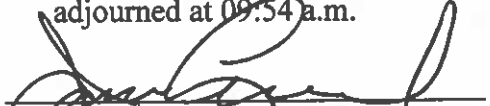
- a) Roger stated that he has the new Non-Recurring Charges Tariff Modification ready to send to the PSC.
- b) Roger said the RD Project is moving along. Youngblood has finished with Hwy. 1422 and that main is in service. Youngblood has moved to the Scale Road and it working there.
- c) Roger stated that the Moors Tank repairs are almost completed. There will be an inspection of the tank before signing off on the repairs.
- d) Roger stated that we are working on the WTP well pump upgrade. We have issued a purchase order to Rick's Electric to finish their part of the project.
- e) Roger stated that KACO insurance has paid us \$197,000 so far, and he is expecting to receive about \$335,000 total.

VIII. New Business

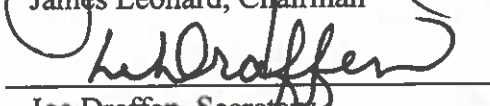
- a) Roger stated that the PSC has given us a Rate Analysis Order, thinking that our rates do not meet our cash flow requirements. We are going to ask Rural Water for some assistance doing the Rate Analysis.
- b) Roger said that he has hired an apprentice, Mr. Ezra Darnell.

IX. Adjournment


Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 09:54 a.m.



James Leonard, Chairman



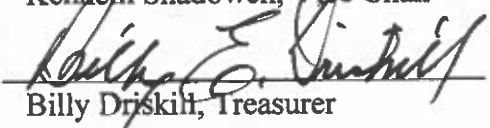
Joe Draffen, Secretary



James Dossett



Kenneth Shadowen, Vice Chair



Billy Driskill, Treasurer

ATTACHMENT I**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
MARCH 31, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$112,794.46	\$713,145.52
Cash received from consumers	\$292,857.14	\$724,877.51
Cash paid to suppliers of goods and services	\$(144,730.65)	\$(493,294.81)
Cash paid to suppliers for RD Project	\$(106,124.46)	\$(673,926.71)
Cash paid to employees for services	\$(32,374.71)	\$(95,438.77)
Change in customer deposits	<u>\$872.80</u>	<u>\$1,792.59</u>
Net cash from customers less operating (expenses)	<u>\$123,294.58</u>	<u>\$177,155.33</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$1,026.15</u>	\$1,793.62
Net cash from investing activities	<u>\$1,026.15</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(104,806.31)	\$(118,660.30)
CFSB Line of Credit	\$-	\$-
Contributed capital from grants and consumers	\$600.00	\$4,200.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$-</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(104,206.31)</u>	<u>\$(114,460.30)</u>
Cash and cash equivalents – beginning	\$1,274,251.55	
Increase (decrease) in cash and cash equivalents	<u>\$20,114.42</u>	\$64,488.65
Cash and cash equivalents - ending	<u>\$1,294,365.97</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$166,158.04	
Restricted cash in bank (Escrow Account)	\$56,940.83	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$169,155.24	
Unrestricted cash in Depreciation Account	\$367,536.53	
Unrestricted cash in Tank Maint Account	\$415,942.69	
Unrestricted cash in RD Sinking Fund Account	\$115,721.35	
Unrestricted cash in FSA/HRA Account	<u>\$1,911.29</u>	
Net cash and cash equivalents	<u>\$1,294,365.97</u>	



NORTH MARSHALL WATER DISTRICT

96 Carroll Road . Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039 . 1-800-491-3209 (area code 270 only)
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes May 17th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all the Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the April 19th, 2022 Board Meeting minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the April 19th, 2022 Board Meeting as written, second by Commissioner Shadowen, with all Commissioners voting "aye".

III. Treasurer Report

Commissioner Driskill gave the April Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as read, second by Commissioner Driskill, with all Commissioners voting "aye".

See Attachment I "North Marshall Water District Statement of Cash Flows April 30th, 2022"

- IV. Chairman Leonard stated that all board members had also received a copy of the April Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Shadowen made the motion to accept the April Check Register Report as written, second by Commissioner Draffen, with all Commissioners voting "aye".

V. Manager's Report

- a) Roger gave a report on the water district, stating that in April, we have repaired 13 leaks, 5 of which were main breaks, made no new taps, 158 line locates (777 YTD), replaced 605 meter dials, with a total of 918 work orders completed in April (2,950 YTD).
- b) Roger stated that we have been trying to catch up on our landscape back log for the last two weeks, and are making some progress.
- c) Roger stated that the line replacement on 1422 has helped the Gifford tank to cycle faster.

VI. Public Session

None

VII. Old or Unfinished Business

- a) Roger stated that the district has spent around \$300,000 on register replacement, and the next phase is meter testing. We have to put together about 144 meters to be able to replace and test residential meters. We have some 1" meters that are not radio read meters and, we need to replace them to get our system whole. We need to spend about \$87,000 to get our system setup for testing. Roger said if the board has no issues with this, he will break this up into 2 purchases. After some discussion, the board had no issues with the purchase.
- b) The new Non-Recurring Charges Tariff Modification have been sent to the PSC.
 - c) Roger said the RD Project is moving along. We still lack some service swap overs on Hwy. 1422. Youngblood is working on Scale Road, and is about 40% complete there. The Project will probably be completed in August.
 - d) Roger stated that the Moors Tank repairs are completed. The final inspection passed, and as soon as WRECC puts in our new service, we will put the tank back in service.
 - e) Roger stated that we are also working on some minor repairs on the Kenbar, Bethel and Gilbertsville tanks.
 - f) Roger stated that he will do a site plan on what is needed to repair our parking lot, and he said that he will get our office building shrubbery trimmed.

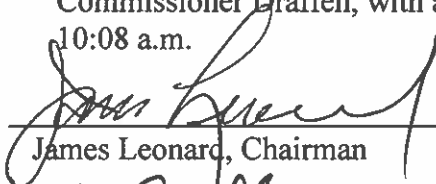
VIII. New Business

- a) Roger stated that he has a FEMA DR 4630 contract that needs to be signed. This is a Public Assistance Grant through the Commonwealth of Kentucky, we have to sign this contract to be eligible for these funds. This is money we are trying to get for the money we spent making repairs at Cambridge Shores (Tornado Event) and possibly getting money to replace all the pipe in Cambridge Shores. After some discussion, Commissioner Shadowen made the motion to sign the FEMA DR 4630 contract, which would allow the District to possibly receive some of these funds. Second by Commissioner Dossett, with all Commissioners voting "aye".

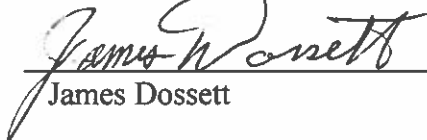
b) Roger stated that there has been an issue about call in pay. If an operator gets called in, they would get overtime pay for two hours. The issue is, if their regular hours start within that two-hour window, does their regular time start at the end of the 2 hour overtime or do they get 2 hours overtime (call in pay), and their regular pay at the beginning of their regular start time. Roger said the Board policy was unclear on the issue. After some discussion, the Board thought the intent was to pay the employee 2 hours of overtime pay, regardless of their regular work hours. Their regular pay would begin at their regular starting time.

IX. Adjournment

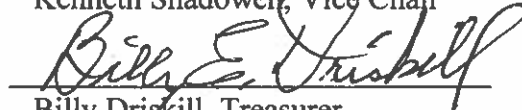
Motion was made by Commissioner Dossett that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 10:08 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
APRIL 30, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$336,091.20	\$336,091.20
Cash received from consumers	\$202,594.62	\$479,375.12
Cash paid to suppliers of goods and services	\$(203,705.91)	\$(351,794.61)
Cash paid to suppliers for RD Project	\$(336,091.20)	\$(336,091.20)
Cash paid to employees for services	\$(42,037.39)	\$(73,847.66)
Change in customer deposits	<u>\$600.00</u>	<u>\$779.87</u>
Net cash from customers less operating (expenses)	<u>\$(42,548.68)</u>	<u>\$54,512.72</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$404.44</u>	\$820.07
Net cash from investing activities	<u>\$404.44</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(9,552.00)	\$(21,555.99)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$1,200.00	\$1,200.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$-</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(8,352.00)</u>	<u>\$(20,355.99)</u>
Cash and cash equivalents – beginning	\$1,294,365.97	
Increase (decrease) in cash and cash equivalents	<u>\$(50,496.24)</u>	\$34,976.80
Cash and cash equivalents - ending	<u>\$1,243,869.73</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$66,176.24	
Restricted cash in bank (Escrow Account)	\$57,524.65	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$216,835.75	
Unrestricted cash in Depreciation Account	\$367,723.82	
Unrestricted cash in Tank Maint Account	\$415,942.69	
Unrestricted cash in RD Sinking Fund Account	\$117,160.81	
Unrestricted cash in FSA/HRA Account	<u>\$1,505.77</u>	
Net cash and cash equivalents	<u>\$1,243,869.73</u>	



NORTH MARSHALL WATER DISTRICT

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Telephone (270) 527-3208 . Fax (270) 527-3039 . 1-800-491-3209 (area code 270 only)
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes June 21st, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all the Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the May 17th, 2022 Board Meeting minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the May 17th, 2022 Board Meeting as written, second by Commissioner Shadowen, with all Commissioners voting "aye".

III. Treasurer Report

Commissioner Driskill gave the April Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as read, second by Commissioner Dossett, with all Commissioners voting "aye".

See Attachment I "North Marshall Water District Statement of Cash Flows May 31st, 2022"

- IV. Chairman Leonard stated that all board members had also received a copy of the April Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Draffen made the motion to accept the May Check Register Report as written, second by Commissioner Shadowen, with all Commissioners voting "aye".

V. Manager's Report

- a) Roger gave a report on the water district, stating that in May, we have repaired 22 leaks, 4 of which were main breaks, made 5 new taps, 191 line locates (1,009 YTD), replaced 62 meter dials, with a total of 324 work orders completed in May (3,342 YTD).
- b) Roger stated that we are still trying to catch up on our landscape back log, and are making some progress.

VI. Public Session

None

VII. Old or Unfinished Business

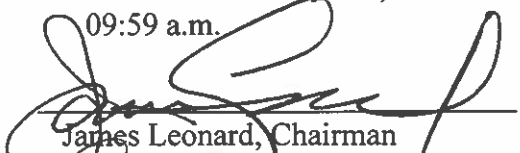
- a) Roger stated that the Grant for the Tatumsville Emergency Generator has been approved. He also stated that he needs the Board to authorize the Chairman to enter into an agreement with FEMA to receive the Grant. The Grant is for \$112,306, with North Marshall Water District supplying 13% of the Grant. Commissioner Draffen made the motion to authorize the Chairman to enter into an agreement with FEMA to receive the Grant, second by Commissioner Driskill, with all Commissioner voting "aye".
- b) The new Non-Recurring Charges Tariff Modification have been sent to the PSC. The new tariff should take effect on July 15th. The new tap fee is \$1,400 and is the first increase since 2004.
 - c) Roger said the RD Project is moving along. Youngblood has finished the main work on Scale Road. They will be moving to the Griggstown and Salyer Creek roads next. The Project will probably be completed in September.
 - d) Roger stated that we had around 350 meters that didn't read and he thought that most of them were the old meters that the register life has played out. We will be replacing the register dials in those.
 - e) The Moors Tank repairs are completed, and now waiting for West Kentucky RECC to install the new electrical service.
 - f) Roger stated that he is going to meet with Judge Neal tomorrow to discuss the Cambridge Shores project and he has filed all the paperwork with the ER Assist Group that the county is using and hopes to get the water lines replaced with some help from the county.
 - g) Roger stated that the White Dove Road project will cost about \$20,000 for materials.
 - h) Roger said he needs to go ahead and buy 2 pickup trucks and a small dump truck. These items will cost around \$130,000 total. After some discussion, the Board agreed to go ahead and get these budgeted items.

VIII. New Business

- a) Roger stated that our health insurance only increased 1.85%. General Liability and Workers Comp were up less than 1%. Our Earthquake Insurance increased about \$12,000/yr. Roger said we can reduce the Earthquake Insurance by reducing the Limit from 12 million to 5 million. Also, KACo does offer a shared earthquake limits insurance policy. After some discussion, the Board decided to go with the 5 million policy, and Roger would check on KACo shared earthquake limits policy.
- b) Roger read the Resolution that allowed North Marshall Water District to designate the ER Assist Group as our grant manager application agent for our mitigation plan for Cambridge Shores. After some discussion, Commissioner Shadowen made the motion to accept the Resolution as written. Second by Commissioner Draffen, with all Commissioners voting "aye". **See Attachment II - "ER Assist Resolution"**
- c) Roger stated that the Board had received the draft of this year's audit, and there were no major issues. An audit firm representative will be at our next meeting.

IX. Adjournment

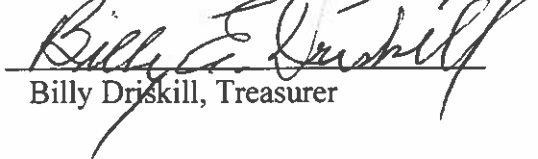
Motion was made by Commissioner Dossett that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 09:59 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

NORTH MARSHALL WATER DISTRICT STATEMENT OF CASH FLOWS MAY 31, 2022

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$156,213.81	\$1,205,450.53
Cash received from consumers	\$222,122.99	\$1,149,595.12
Cash paid to suppliers of goods and services	\$(366,057.88)	\$(1,063,058.60)
Cash paid to suppliers for RD Project	\$(156,213.81)	\$(1,166,231.72)
Cash paid to employees for services	\$(34,474.42)	\$(171,950.58)
Change in customer deposits	<u>\$529.39</u>	<u>\$2,921.98</u>
Net cash from customers less operating (expenses)	<u>\$(177,879.92)</u>	<u>\$(43,273.27)</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$405.97</u>	\$2,604.03
Net cash from investing activities	<u>\$405.97</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(15,327.22)	\$(143,539.52)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$600.00	\$6,000.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$-</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(14,727.22)</u>	<u>\$(137,539.52)</u>
Cash and cash equivalents – beginning	\$1,243,869.73	
Increase (decrease) in cash and cash equivalents	<u>\$(192,201.17)</u>	\$(178,208.76)
Cash and cash equivalents - ending	<u>\$1,051,668.56</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$66,185.85	
Restricted cash in bank (Escrow Account)	\$57,914.85	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$125,011.47	
Unrestricted cash in Depreciation Account	\$367,905.16	
Unrestricted cash in Tank Maint Account	\$313,672.69	
Unrestricted cash in RD Sinking Fund Account	\$118,599.10	
Unrestricted cash in FSA/HRA Account	<u>\$1,379.44</u>	
Net cash and cash equivalents	<u>\$1,051,668.56</u>	

ATTACHMENT II

TAB V-3-2
DESIGNATION OF APPLICANT'S AGENT

RESOLUTION

BE IT RESOLVED BY The Board of Commissioners OF North Marshall Water District
(Governing Body) *(Public Entity)*
THAT ER Assist Grant Manager Applicant Agent
(Name of Incumbent) *(Official Position)*

is hereby authorized to execute for and in behalf of North Marshall Water District
_____ a public entity established under the laws of the Commonwealth of

Kentucky, this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act (Public Law 288, 93rd Congress) or otherwise available from the President's Disaster Relief Fund.

THAT the North Marshall Water District a public entity established under the laws of the Commonwealth of Kentucky, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such Federal disaster assistance the assurances and agreements printed on the reverse side hereof.

Passed and approved this 21ST day of June, 2022



James Leonard, Chairman



Joe Draffen, Secretary



Billy Driskill, Treasurer

CERTIFICATION

I, ROGER COLBURN, duly appointed and MANAGER of
(Title)

NORTH MARSHALL WATER DIST, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the BOARD OF COMMISSIONERS OF NORTH MARSHALL WATER DISTRICT
(Governing Body) *(Public Entity)*

on the 21ST day of JUNE, 2022

Date: 6/22/2022
Manager
(Official Position)

Roger Colburn
(Signature)

KyEM Form 500
Rev. 06/00



NORTH MARSHALL WATER DISTRICT

96 Carroll Road . Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes July 19th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: Mr. Marty Barrett and Mr. Matt Wood

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Vice Chairman Shadowen at 9:00 a.m. Vice Chairman Shadowen stated that Chairman Leonard is running late, all other Commissioners and the District Manager are present.

II. Approval of Minutes from Last Meeting

Vice Chairman Shadowen stated that all board members had received a copy of the June 21st, 2022 Board Meeting minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Driskill made the motion to accept the minutes of the June 21st, 2022 Board Meeting as written, second by Commissioner Dossett, with all Commissioners voting "aye."

III. Treasurer Report

Commissioner Driskill gave the June Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as read, second by Commissioner Dossett, with all Commissioners voting "aye."

See Attachment I "North Marshall Water District Statement of Cash Flows June 30th, 2022"

IV. Vice Chairman Shadowen stated that all board members had also received a copy of the June Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Draffen made the motion to accept the June Check Register Report as written, second by Commissioner Driskill, with all Commissioners voting "aye."

V. Manager's Report

- a) Roger gave a report on the water district, stating that in June, we have repaired 22 leaks, 3 of which were main breaks, made 4 new taps, 239 line locates (1,256 YTD), replaced 90 meter dials, with a total of 396 work orders completed in June (3,759 YTD).
- b) Roger stated that they were making service connections on the Palma Rd and Pugh School Rd.
- c) Roger stated that our new non-recurring charges for a new residential service went into effect on July 15th.
- d) Chairman Leonard has arrived.

VI. Public Session

- a) Mr. Marty Barrett stated that he was speaking as a citizen and not as a County Commissioner asking the Board to extend the water line on Oak Valley Road. He would do the excavation work at no cost if North Marshall Water would furnish and install the pipe. Roger stated that he had plans to complete the connections on Oak Valley Road in the future, this extension would get about half of the project. After some discussion, Commissioner Dossett made a motion to do the extension as presented, Second by Commissioner Shadowen, with all Commissioners voting "aye."
- b) Matt Wood from Alexander Thompson Arnold PLLC (our financial auditor) gave a presentation on the audit. Overall, there were no issues with the audit. Commissioner Draffen made a motion to accept the Financial Audit as presented, second by Commissioner Driskill, with all Commissioners voting "aye."

VII. Old or Unfinished Business

- a) Roger said the RD Project is moving along. Youngblood is working on Salyer Creek Rd. We will be making service connections on Scale Road next.
- b) Paul Cloud is working on a change order and we may need to have a special meeting to address the change order.

VIII. New Business

- a) Roger stated that the State Legislature has authorized money for the areas affected by the tornado, called the "Safe Grant Authorization". We have put together a project to replace the damaged water lines at Cambridge Shores. This project would cost one million dollars, Roger believes FEMA will also provide funding for the project. The Board would need to authorize the Chairman to sign the agreement from the State to make us eligible for the state Safe Grant funding. Hoping FEMA money will provide for the rest of the project cost. The signing of the state agreement does not obligate us to do the project. After some discussion, Commissioner Shadowen made a motion for the Chairman to sign the state agreement to participate in the Safe Grant Authorization, Second by Commissioner Dossett, with all Commissioners voting "aye."
- b) Roger said he had a customer claiming his meter was wrong and the meter was reading air because of the water being on and off with outages from the RD project in

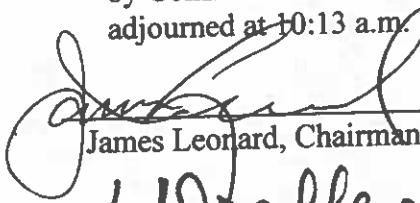
his area. The meter was replaced and the old meter was checked and it was okay. He was charged \$50, as our tariff states. The customer would like us to waive the cost of checking the meter. After some discussion, the Board stated that we need to stick to the tariffs the PSC approved.

c) Roger stated that he had found a dump truck at Cadiz, the price is \$58,000. Roger said he would have to advertise for bids.

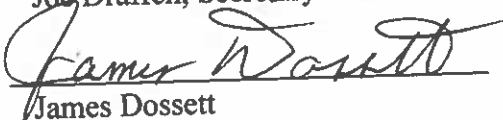
d) Roger said that we have a customer that was delinquent on his payments and back payments. His water has been shut off. Roger will talk to the customer about seeking outside help to get his bill caught up.

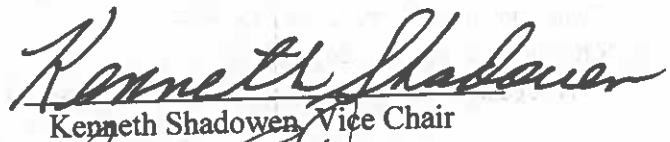
IX. Adjournment

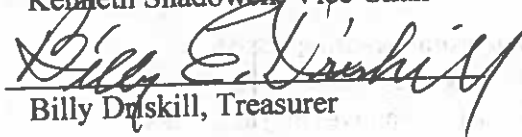
Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 10:13 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
JUNE 30, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$264,194.56	\$1,469,645.09
Cash received from consumers	\$92,116.16	\$1,241,711.28
Cash paid to suppliers of goods and services	\$(114,942.21)	\$(1,178,000.81)
Cash paid to suppliers for RD Project	\$(264,194.56)	\$(1,430,426.28)
Cash paid to employees for services	\$(34,482.01)	\$(206,432.59)
Change in customer deposits	<u>\$930.21</u>	<u>\$3,852.19</u>
Net cash from customers less operating (expenses)	<u>\$(56,377.85)</u>	<u>\$(99,651.12)</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$867.93</u>	\$3,471.96
Net cash from investing activities	<u>\$867.93</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(19,055.99)	\$(162,595.51)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$9,000.00	\$15,000.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$-</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(10,055.99)</u>	<u>\$(147,595.51)</u>
Cash and cash equivalents – beginning	\$1,051,668.56	
Increase (decrease) in cash and cash equivalents	<u>\$(65,565.91)</u>	\$(243,774.67)
Cash and cash equivalents - ending	<u>\$986,102.65</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$6,199.79	
Restricted cash in bank (Escrow Account)	\$59,267.00	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$162,908.37	
Unrestricted cash in Depreciation Account	\$339,382.95	
Unrestricted cash in Tank Maint Account	\$296,101.06	
Unrestricted cash in RD Sinking Fund Account	\$120,038.08	
Unrestricted cash in FSA/HRA Account	<u>\$1,205.40</u>	
Net cash and cash equivalents	<u>\$986,102.65</u>	



NORTH MARSHALL WATER DISTRICT

96 Carroll Road, Benton, Kentucky 42025

Telephone (270) 527-3208 . Fax (270) 527-3039

Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Special Meeting Minutes August 4th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The special called meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 3:00 p.m. Chairman Leonard stated that all Commissioners and the District Manager were present.

II. Old Business

- a) Chairman Leonard stated that the first order on business is the bids to purchase a dump truck. Roger stated that he advertised for bids for a used dump truck. We received one bid for \$58,500 for a 2012 Hino 268 Dump Truck from David McCraw, owner of Classic Truck and Equipment Sales. He has driven and looked at the truck, and it meets our specifications. After some discussion, Commissioner Driskill made the motion to accept the bid of \$58,500 for the 2012 Hino 268 Dump Truck, second by Commissioner Draffen, with all Commissioners voting "aye".

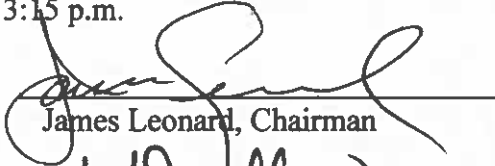
III. New Business

- a) Chairman Leonard said that we have two old dump trucks, a 1994 Ford Dump Truck, Model F8 (VIN-1FDXK84E8RVA02863) and a 1995 Ford Dump Truck Model F47 (VIN-1FDLF4SEA51807) that needs to be declared surplus property, so they can be sold. Commissioner Dossett made the motion to declare the two dump trucks as surplus property, second by Commissioner Shadowen, with all Commissioners voting "aye".
- b) Roger said that the men wanted to use their cell phones rather than having two cell phones to carry. Roger stated that he has amended the cell phone policy. **See Attachment I "Cell Phone Allowance Policy Summary"**. After some discussion, Commissioner Shadowen made the motion to accept the new cell phone policy, second by Commissioner Draffen, with all Commissioners voting "aye".

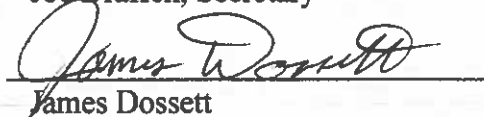
c) Roger said that they evaluated the RD Project budget and thought that we had another \$130,000 in grant funds to spend. We have 200 new service line connections to make on the Griggstown, Salyer Creek and Scale roads. He wanting to solicit bids to make these connections. After some discussion, Chairman Leonard said this is in the scope of the project and a motion to proceed with soliciting bids is not needed.

IV. **Adjournment**

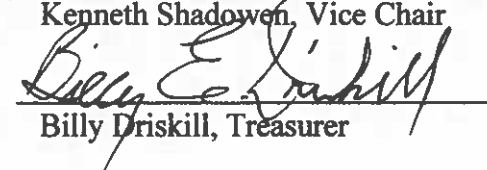
Motion was made by Commissioner Dossett that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 3:15 p.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

CELL PHONE ALLOWANCE POLICY

Policy Summary

Employees who hold positions that include the need for a cell phone may receive a monthly cell phone stipend of \$35 to compensate for work-related costs incurred when using their individually-owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee. The stipend will be included in the employee's pay the first pay period of each month. Approval will be determined by a person's job duties as it relates to cell phone use and access. The District will review stipends and reimbursement on an annual basis.

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, calling areas, service features, terminations clauses, and paying all charges associated with the cellular service and device.
- Select a service provider, plan, and features that meet the requirements of the job and the level of service that the allowance is intended to cover; and ensure the carrier selected has service in required usage areas, such as at home, within District Boundaries and/or as required by the District.
- Maintain an active service contract for the duration of the stipend.
- Promptly report any cell phone number or plan charges, as well as if a phone is stolen or missing.
- Comply with applicable District data maintenance and protection policies and procedures
- Delete all District data from the cell phone when employment with the District is severed, except when required to maintain the data in compliance with a litigation hold notice.



NORTH MARSHALL WATER DISTRICT

96 Carroll Road, Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes August 16th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: Mr. Tom Harper

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all other Commissioners and the District Manager are present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the July 19th, 2022 Board Meeting Minutes and the August 4th Special Called Meeting Minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the July 19th, 2022 Board Meeting and August 4th Special Called Meeting as written, second by Commissioner Driskill, with all Commissioners voting “aye.”

III. Treasurer Report

Commissioner Driskill gave the July Financial Report. Commissioner Shadowen made the motion to accept the Treasurer's Report as written, second by Commissioner Draffen, with all Commissioners voting “aye.”

See Attachment I “North Marshall Water District Statement of Cash Flows July 31st, 2022”

- IV. Chairman Leonard stated that all board members had also received a copy of the July Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Draffen made the motion to accept the July Check Register Report as written, second by Commissioner Driskill, with all Commissioners voting “aye.”

V. Manager's Report

- a) Roger gave a report on the water district, stating that in July, we have repaired 26 leaks, 2 of which were main breaks, made 2 new taps, 205 line locates (1,471 YTD), replaced 60 meter dials, with a total of 342 work orders completed in July (4,150 YTD).
- b) Roger stated that they are almost done making service connections on the Palma and Pugh School Roads.

VI. Public Session

None

VII. Old or Unfinished Business

- a) Roger said that he had received only one bid to supply the two budgeted work trucks. Leon Riley Ford bid \$36,900 for the 2023 Ranger 4x4 Super Cab and \$35,477 for a 2023 F150 4x4 Regular Cab. After some discussion, Commissioner Draffen made a motion to purchase both trucks from Leon Riley Ford, second by Commissioner Shadowen, with all Commissioners voting "aye."
- b) Roger said the RD Project is going well, with no issues. Youngblood is working on the Griggstown Road portion and will be done with the main piping next week. We still have to make all the service connections.
- c) Roger said he needs a change order approved for the RD Project. The change order only extends the substantial completion date to October 31, 2022 with no change in the money. Commissioner Driskill made a motion to accept Change Order # 2 to extend the substantial completion date to October 31, 2022, second by Commissioner Shadowen, with all Commissioners voting "aye."
- d) Roger said that our water loss has improved but we are still 20-25%.


VIII. New Business

- a) Roger stated that the PSC has requested a Cost of Service study. He and Kimberly will gather the numbers for the study, but we will probably have to hire a consultant or request some assistance from Kentucky Rural Water. The study will take about three months.
- b) Roger said we have a new regulation dealing with lead service lines. Commissioner Dossett said we have never used lead service lines or fittings. Roger said he will deal with the regulation.

Roger said he will have the 2023 budget ready by our next meeting.

IX Adjournment

Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 9:43 a.m.




James Leonard, Chairman



Joe Draffen, Secretary



James Dossett



Kenneth Shadowen, Vice Chair

Billy Driskill, Treasurer

ATTACHMENT I

**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
JULY 31, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$265,655.12	\$1,735,300.21
Cash received from consumers	\$295,689.39	\$1,537,400.67
Cash paid to suppliers of goods and services	\$(179,864.75)	\$(1,357,865.56)
Cash paid to suppliers for RD Project	\$(264,359.72)	\$(1,694,786.00)
Cash paid to employees for services	\$(43,322.06)	\$(249,754.65)
Change in customer deposits	<u>\$800.00</u>	<u>\$4,652.19</u>
Net cash from customers less operating (expenses)	<u>\$74,597.98</u>	<u>\$ (25,053.14)</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$389.23</u>	\$3,861.19
Net cash from investing activities	<u>\$389.23</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(21,555.00)	\$(184,150.51)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$8,800.00	\$23,800.00
Interest and other non-operating expenses	<u>\$(39,830.62)</u>	<u>\$(39,830.62)</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(52,585.62)</u>	<u>\$(200,181.13)</u>
Cash and cash equivalents – beginning	\$986,102.65	
Increase (decrease) in cash and cash equivalents	<u>\$22,401.59</u>	\$(221,373.08)
Cash and cash equivalents - ending	<u>\$1,008,504.24</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$6,206.47	
Restricted cash in bank (Escrow Account)	\$59,967.30	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$177,894.70	
Unrestricted cash in Depreciation Account	\$339,555.89	
Unrestricted cash in Tank Maint Account	\$296,101.06	
Unrestricted cash in RD Sinking Fund Account	\$121,479.74	
Unrestricted cash in FSA/HRA Account	<u>\$6,299.08</u>	
Net cash and cash equivalents	<u>\$1,008,504.24</u>	



NORTH MARSHALL WATER DISTRICT

96 Carroll Road, Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes September 20th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer **ABSENT**
James Dossett

Roger Colburn, Manager

Guest: Mr. Paul Cloud

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 8:18 a.m. Chairman Leonard stated that Commissioner Driskill was absent, all other Commissioners and the District Manager are present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the August 16th, 2022 Board Meeting Minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the August 16th, 2022 Board Meeting as written, second by Commissioner Draffen, with all Commissioners voting “aye.”

III. Treasurer Report

Chairman Leonard gave the August Financial Report. Commissioner Dossett made the motion to accept the Treasurer's Report as written, second by Commissioner Draffen, with all Commissioners voting “aye.”

See Attachment I “North Marshall Water District Statement of Cash Flows August 31st, 2022”

- IV. Chairman Leonard stated that all board members had also received a copy of the August Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Dossett made the motion to accept the August Check Register Report as written, second by Commissioner Draffen, with all Commissioners voting “aye.”

V. Manager's Report

a) Roger gave a report on the water district, stating that in August, we have repaired 18 leaks, 3 of which were main breaks, made 13 new taps, 256 line locates (1,727 YTD), replaced 88 meter dials, with a total of 500 work orders completed in August (4,662 YTD).

VI. Public Session

None

VII. Old or Unfinished Business

a) Roger stated that we received 3 bids on the service line installation. D-Port is the lowest bidder (\$70,615.00) with Murtko and Youngblood bids substantially higher. After some discussion, Commissioner Dossett made the motion to accept D-Port bid to install the new service lines in the RD Project, second by Commissioner Draffen, with all Commissioners voting "aye." Roger said we also have bids for the materials to connect the service lines. Bids were received from Core & Main, G & C Supply and Ferguson. Core & Main was the low bidder (\$54,754.98). After some discussion, Commissioner Dossett made the motion to accept Core & Main's bid to supply materials for the service lines, second by Commissioner Draffen, with all Commissioners voting "aye."

b) Roger stated that we received 2 bids on our surplus 1995 Ford Super Duty Dump Truck (High Bid \$2,575.00) and 4 bids on the 1994 Ford F800 Box Dump Truck (High Bid \$8,000.00). Commissioner Draffen made a motion to accept the high bid on each truck and remove them from our fleet, second by Commissioner Dossett, with all Commissioners voting "aye."

c) Roger said we only received 1 bid to install the FEMA Grant Generator at the Tatumsville Plant. Rick's Electric has a bid of \$113,700 to install the backup generator. After some discussion, Commissioner Draffen made a motion to accept Rick's Electric bid to install the Backup Generator at the Tatumsville Plant, second by Commissioner Dossett, with all Commissioners voting "aye."

d) Roger stated that the RD Project is progressing. It looks like we may over run the Project Budget. We have had to do more directional drills than we thought going into the project. Youngblood has all the 6 inch main piping installed on the Griggstown Road.

VIII. New Business

a) Roger handed out a 2023 draft budget and stated that we need a special called meeting to go over the 2023 budget. He ask the Commissioners to look over the draft budget and he would setup a special meeting on October 4 at 9 a.m.. Roger also stated that salary expense line has a 7% increase in it.

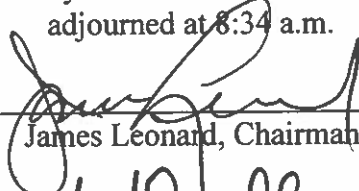
b) Roger said we have a Service Line installation agreement for Paul Howard Properties LLC that the Board needs to approve. After some discussion, the Board ask Roger to make some changes and have the agreement finalized by the time of the special meeting on October 4.


c) Roger said we had a well pump motor to fail at the Carter Brien Plant, because of a transformer failure. Insurance covered the failure and we were out \$2,500 to replace the motor.


d) Roger stated the material procurement is getting difficult. He's having to limit his purchase order quantity to get the materials here in a timely manner.


IX Adjournment

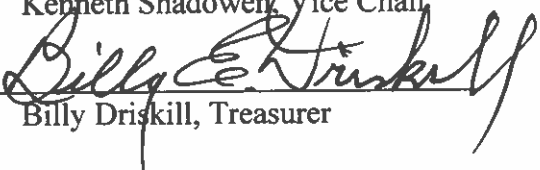
Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 8:34 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
AUGUST 31, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$256,666.79	\$1,991,967.00
Cash received from consumers	\$102,316.21	\$1,639,716.88
Cash paid to suppliers of goods and services	\$(125,132.71)	\$(1,482,998.27)
Cash paid to suppliers for RD Project	\$(256,666.79)	\$(1,951,452.79)
Cash paid to employees for services	\$(34,681.27)	\$(284,435.92)
Change in customer deposits	<u>\$870.00</u>	<u>\$5,522.19</u>
Net cash from customers less operating (expenses)	<u>\$(56,627.77)</u>	<u>\$(81,680.91)</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$315.46</u>	\$4,176.65
Net cash from investing activities	<u>\$315.46</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(60,196.00)	\$(244,346.51)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$4,200.00	\$28,000.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$(39,830.62)</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(55,996.00)</u>	<u>\$(256,177.13)</u>
Cash and cash equivalents – beginning	\$1,008,504.24	
Increase (decrease) in cash and cash equivalents	<u>\$(112,308.31)</u>	\$(333,681.39)
Cash and cash equivalents - ending	<u>\$896,195.93</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$6,209.60	
Restricted cash in bank (Escrow Account)	\$60,918.84	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$143,285.51	
Unrestricted cash in Depreciation Account	\$259,648.97	
Unrestricted cash in Tank Maint Account	\$296,101.06	
Unrestricted cash in RD Sinking Fund Account	\$122,922.16	
Unrestricted cash in FSA/HRA Account	<u>\$6,109.79</u>	
Net cash and cash equivalents	<u>\$896,195.93</u>	



NORTH MARSHALL WATER DISTRICT

96 Carroll Road, Benton, Kentucky 42025

Telephone (270) 527-3208 . Fax (270) 527-3039

Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Special Meeting Minutes October 6th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The special called meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 p.m. Chairman Leonard stated that all Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the September 20th, 2022 Board Meeting Minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Shadowen made the motion to accept the minutes of the September 20th, 2022 Board Meeting as written, second by Commissioner Driskill, with all Commissioners voting “aye.”

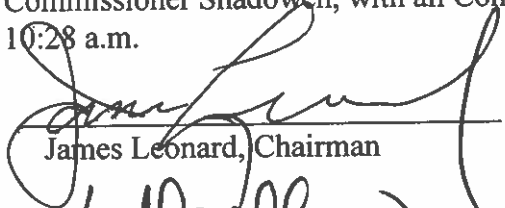
III. Old Business

- a) Roger stated that our attorney has the final draft for the Service Agreement with Paul Howard Properties LLC. This Agreement allows him to install the main and the services, to our standards and we would install the meters as needed. After some discussion, Commissioner Dossett made the motion to allow our Manager to sign the Service Agreement with Paul Howard Properties LLC, second by Commissioner Draffen, with all Commissioners voting “aye”.
- b) Roger said that the Tatumville Emergency Generator Project will cost a little more than projected. The total increase from the original budget is \$16,716. Roger has asked FEMA to pick up a portion of the extra cost. If FEMA doesn't pick up any of the extra cost, we need a motion stating the North Marshall Water District would cover the extra cost. After some discussion, Commissioner Dossett so moved, second by Commissioner Driskill, with all Commissioners voting “aye”.

c) Roger went over the proposed 2023 Budget in detail, he also discussed the Cambridge Shores Project. He broke down the budget into 7 categories, Revenue Projections, Personnel Expenses, Utilities and Commodities, Professional Services, Maintenance, Insurance & Miscellaneous, Depreciation, Interest & Leak Adjustment, and Expense Summary. As Roger went through each category, there were some discussions. Roger will revisit the Personnel Expenses category to adjust some hourly rates and the Maintenance category to adjust for the improvements with Cambridge Shore line replacement. Overall, the 2023 Budget has a 15% increase. He will bring the final budget to the next Board Meeting for approval.

IV. **Adjournment**

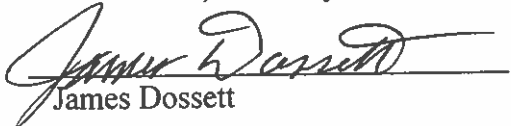
Motion was made by Commissioner Draffen that the meeting be adjourned, second by Commissioner Shadowen, with all Commissioners voting "aye". The meeting adjourned at 10:28 a.m.



James Leonard, Chairman



Joe Draffen, Secretary



James Dossett



Kenneth Shadowen, Vice Chair

Billy Driskill, Treasurer



NORTH MARSHALL WATER DISTRICT

96 Carroll Road, Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039
Web Site: <http://www.northmarshallwater.co>

North Marshall Water District Regular Monthly Meeting Minutes October 18th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: Mr. Tom Harper

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all Commissioners and the Districts Manager are present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the September 20th, 2022 Board Meeting Minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the September 20th, 2022 Board Meeting as written, second by Commissioner Shadowen, with all Commissioners voting "aye."

III. Treasurer Report

Commissioner Driskill gave the September Financial Report. Commissioner Draffen made the motion to accept the Treasurer's Report as written, second by Commissioner Dossett, with all Commissioners voting "aye."

See Attachment I "North Marshall Water District Statement of Cash Flows September 30th, 2022"

IV. Chairman Leonard stated that all board members had also received a copy of the September Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Shadowen made the motion to accept the September Check Register Report as written, second by Commissioner Draffen, with all Commissioners voting "aye."

V. Manager's Report

- a) Roger gave a report on the water district, stating that in September, we have repaired 25 leaks, 4 of which were main breaks, made 2 new taps, 231 line locates (1,964 YTD), replaced 88 meter dials, with a total of 317 work orders completed in September (5,005 YTD).
- b) Roger said that our water loss has slowly come down as we get the meters replaced and we are still working on getting the big meters calibrated. This last cycle showed 22% loss. The Cambridge Shores pipe replacement project will improve our water loss.

VI. Public Session

Mr. Tom Harper brought a proposal to NMWD to sale raw water from his well No. 1. If NMWD interested in buying raw water, he would grant NMWD the opportunity to test this well or even drill test wells. Chairman Leonard told Mr. Harper that the board would consider his offer and our Manager would get back with him on our decision.

Chairman Leonard wanted to discuss our need to purchase water or drill a new well. Roger said at this time we are meeting our water demand, we are also going to rehab well #1, a shallow well in the generator house. Roger said we need around 600 ft. spacing between shallow wells and we don't have that. We can put in a deep well when needed. After some discussion, Chairman Leonard asked Roger to tell Mr. Harper that we do not need any additional water at this time, and we do appreciate his offer.

VII. Old or Unfinished Business

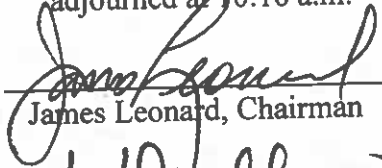
- a) Roger went over a budget comparison on the RD Project, he said it looks like we will meet the Project Budget, with the caveat of stored materials (\$115,000) being correct. He said we need a change order approved for the Youngblood contract (original contract \$2,334,538) in the amount of \$345,195.42. After some discussion, Commissioner Dossett made the motion to accept Change Order No. 3 to increase the Youngblood contract by \$345,195.42, second by Commissioner Shadowen, with all Commissioners voting "aye." **See Attachment II "Water Line Upgrade Change Order No. 3"**
- b) Roger stated that we had the Budget Workshop on October 6 and he has completed the requested changes. The 2023 Budget is up by 16%. Some of our materials prices have doubled. We will need to watch our spending in 2023. After some discussion, Commissioner Dossett made a motion to accept the 2023 Budget as presented, second by Commissioner Draffen, with all Commissioners voting "aye."
- c) Roger said he is almost done with the design on the Oak Valley Road Project and will submit it by the end of the week. We will probably start work by December.
- d) The line replacement on White Dove Road is permitted.
- d) Roger stated that he is buying service line to hook up services on the RD Project. Brass is impossible to get right now and we are buying plastic.

VIII. New Business

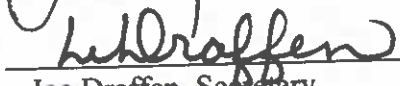
- a) Roger said he was going to enclose a bay in the storage shed at Carter Brien to be able to store materials in bins and eventually implement a bar code system. The conversion cost will be around \$11,000.
- b) Roger stated that the RD Project will finish on budget and we don't need any interim financing.

IX Adjournment

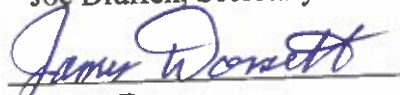
Motion was made by Commissioner Shadowen that the meeting be adjourned, second by Commissioner Draffen, with all Commissioners voting "aye". The meeting adjourned at 10:16 a.m.



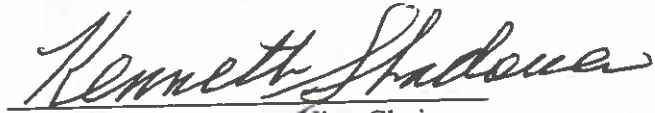
James Leonard, Chairman



Joe Draffen, Secretary



James Dossett



Kenneth Shadowen, Vice Chair



Billy Driskill, Treasurer

**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
SEPTEMBER 30, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$-	\$1,991,967.00
Cash received from RD Capital Investment EM	\$401,515.97	\$401,515.97
Cash received from consumers	\$354,290.07	\$1,994,006.95
Cash paid to suppliers of goods and services	\$(150,653.16)	\$(1,633,651.43)
Cash paid to suppliers for RD Project	\$-	\$(1,951,452.79)
Cash paid to employees for services	\$(44,539.65)	\$(328,975.57)
Change in customer deposits	<u>\$409.27</u>	<u>\$5,931.46</u>
Net cash from customers less operating (expenses)	<u>\$561,022.50</u>	<u>\$479,341.59</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$885.64</u>	\$5,062.29
Net cash from investing activities	<u>\$885.64</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(10,817.60)	\$(255,164.11)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$4,200.00	\$32,200.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$(39,830.62)</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(6,617.60)</u>	<u>\$(262,794.73)</u>
Cash and cash equivalents – beginning	\$896,195.93	
Increase (decrease) in cash and cash equivalents	<u>\$555,290.54</u>	\$221,609.15
Cash and cash equivalents - ending	<u>\$1,451,486.47</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$6,212.41	
Restricted cash in bank (Emergency Management)	\$401,559.46	
Restricted cash in bank (Escrow Account)	\$61,328.82	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$295,122.67	
Unrestricted cash in Depreciation Account	\$259,785.56	
Unrestricted cash in Tank Maint Account	\$296,558.95	
Unrestricted cash in RD Sinking Fund Account	\$124,367.31	
Unrestricted cash in FSA/HRA Account	<u>\$5,551.29</u>	
Net cash and cash equivalents	<u>\$1,451,486.47</u>	

NORTH MARSHALL WATERLINE UPGRADES 2021
PROPOSED CHANGE ORDER NO. 3
10/18/2021

Pay Item	Description	Unit	Unit Price	Contract Qty	Scheduled Value	Adjusted Qty	Revised Total	Increase / Decrease
4	6" PVC Pipe SDR 21-200 psi including applicable joints, flanges, connectors, etc. Including testing, clean-up, in place complete and ready	LF.	\$ 27.00	40,570	\$ 1,095,390.00	42,717	\$ 1,153,359.00	\$ 57,969.00
7	6" 6" Certa-Lok Yelomine, Restrained Joint PVC Pipe SDR 21-200 psi including applicable joints, flanges, connectors, etc. Including testing, clean-up, in place complete and ready	LF.	\$ 36.00	1,060	\$ 38,160.00	3,178	\$ 114,408.00	\$ 76,248.00
9	6" High Density Polyethylene (HDPE) Pipe, DRS-200 psi, including applicable joints	LF.	\$ 75.00	480	\$ 36,000.00	490	\$ 36,750.00	\$ 750.00
27	Fire Hydrants, new with 6" Gate Valve and applicable fittings, in place complete and ready to use	EA.	\$ 5,050.00	18	\$ 90,900.00	24	\$ 121,200.00	\$ 30,300.00
35	Steel Cased Highway Bore, 10" CS casing with end seals and spacer / Isolators (excluding 6" carrier) in place, complete and ready to use	LF.	\$ 142.00	650	\$ 92,300.00	492	\$ 69,864.00	\$ (22,436.00)
36	Unencased driveway bore, all line sizes, in place, complete and ready for use	LF.	\$ 100.00	870	\$ 87,000.00	2,621	\$ 262,100.00	\$ 175,100.00
37C1	Final Cleanup of affected route (excluding bores and paved areas)							
40	6" PVC Pipe SDR 21-200 psi including applicable joints, flanges, connectors, etc. including testing, clean-up, in place complete and ready	LF.	\$ 40.00	4,700	\$ 188,000.00	2,015	\$ 80,600.00	\$ (107,400.00)
41	CO#-Griggstown Rd - 6" Certa-Lok Yelomine, Restrained Joint PVC Pipe SDR 21-200 psi with Certi-lock coupling, O rings and Spline including applicable joints, flanges, connectors, etc. including testing, clean-up, in place complete and ready	LF.	\$ 43.00	40	\$ 1,720.00	497	\$ 21,371.00	\$ 19,651.00
50	CO#1 - Unencased driveway bore, all line sizes, in place, complete and ready for use	LF.	\$ 137.00	50	\$ 6,850.00	497	\$ 68,089.00	\$ 61,239.00
51	CO#2 - 6" MI Adapter	EA.	\$ 447.62	-	\$ -	41	\$ 18,352.42	\$ 18,352.42
52	CO#2 - 6" Accessory Set	EA.	\$ 80.82	-	\$ -	41	\$ 3,313.62	\$ 3,313.62
53	CO#2 - 6" Megalug	EA.	\$ 149.21	-	\$ -	41	\$ 6,117.61	\$ 6,117.61
54	CO#2 - 6" Sleeve	EA.	\$ 261.11	-	\$ -	32	\$ 8,355.52	\$ 8,355.52
55	CO#2 - Rip Rap Limestone	TONS	\$ 55.00	-	\$ -	29	\$ 1,595.00	\$ 1,595.00
56	CO#2 - Vacuum Excavation for Util. Location	HRS	\$ 225.00	-	\$ -	71	\$ 16,040.25	\$ 16,040.25
	TOTAL							\$ 345,195.42



NORTH MARSHALL WATER DISTRICT

96 Carroll Road, Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes November 15th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 9:00 a.m. Chairman Leonard stated that all Commissioners and the District Manager are present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the October 18th, 2022 Board Meeting Minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the October 18th, 2022 Board Meeting as written, second by Commissioner Shadowen, with all Commissioners voting “aye.”

III. Treasurer Report

Commissioner Driskill gave the October Financial Report. Commissioner Shadowen reported that he had gone to CFSB to discuss the interest rate paid on our accounts. He stated the our rate will be going to 1% and he will check to see what we could draw if we put \$500,000 in a short term certificate. Commissioner Draffen made the motion to accept the Treasurer's Report as written, second by Commissioner Shadowen, with all Commissioners voting “aye.”

See Attachment I “North Marshall Water District Statement of Cash Flows October 31st, 2022”

IV. Chairman Leonard stated that all board members had also received a copy of the October Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Shadowen made the motion to accept the October Check Register Report as written, second by Commissioner Draffen, with all Commissioners voting “aye.”

V. **Manager's Report**

- a) Roger gave a report on the water district, stating that in October, we have repaired 17 leaks, 3 of which were main breaks, 13 service line repairs, made 2 new taps, 161 line locates (2,131 YTD), with a total of 263 work orders completed in October (5,378 YTD).
- b) Roger said that he would have a water loss report next month.

VI. **Public Session**

None

VII. **Old or Unfinished Business**

- a) Roger reported on the RD project, stating that there has been some issues getting the 10 inch pipe under Hwy 68. They had some deflection in their liner and couldn't get the ductile iron through the liner. The contractor is changing to 10 inch DR 11 Poly Ethylene pipe and they should finish pulling the pipe this week. After some discussion, Chairman Leonard asked Roger to put the District's Hydraulic Model on next month's meeting agenda.
- b) Roger stated that we are getting price increases on the backup generator installation at the Tatumsville Plant. He needs a Change Order approved in the amount of \$1,800, then he can get the generator ordered. The delivery on the generator is around 46 weeks. After some discussion, Commissioner Dossett made a motion to accept the change order of \$1,800 to Rick's Electric and get the generator ordered, second by Commissioner Draffen, with all Commissioners voting “aye.”
- c) The White Dove Road project is permitted and Roger will be buying 2,100 ft of 4 inch pipe. We will try to contract this replacement out by T&M.
- d) Roger said he has submitted the Oak Valley Road Project for a permit. Material for the extinction will be around \$30,000. We will probably start work by December.
- e) The design on the Cambridge Shores Project will be completed by the end of the month, we will then submit the design for a permit. Roger estimated the project will go to the field in March. He stated that we have money from a safe grant and money committed from the county for this project.

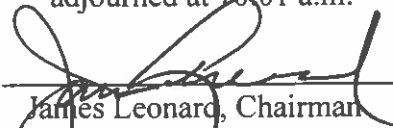
VIII. **New Business**

- a) Roger said that the KRWA has agreed to help us with the PSC mandated Cost of Services Alternate Rate Study due by the end of February. The KRWA cost will be around \$7,000.

- b) Roger talked about Capital Improvement & Replacement Budget, stating that we need a plan for the old pipe replacement in the District. He said that he will start drawing up a 5 year plan and try to have it by our next meeting.
- c) Roger said there is a new regulation out dealing with lead service line. We don't have any lead service lines but we do have some galvanized pipe and fittings in a few places. The burden of proof is on us, and we will have to dig up some of the older services to prove there is no lead services.

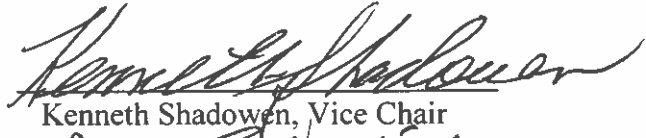
IX Adjournment

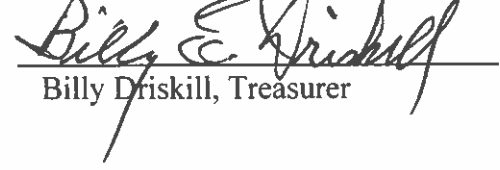
Motion was made by Commissioner Draffen that the meeting be adjourned, second by Commissioner Shadowen, with all Commissioners voting "aye". The meeting adjourned at 10:01 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

**NORTH MARSHALL WATER DISTRICT
STATEMENT OF CASH FLOWS
OCTOBER 31, 2022**

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$611,262.44	\$2,603,229.44
Cash received from RD Capital Investment EM	\$-	\$401,515.97
Cash received from consumers	\$89,281.49	\$2,083,288.44
Cash paid to suppliers of goods and services	\$(84,826.45)	\$(1,718,477.88)
Cash paid to suppliers for RD Project	\$(581,184.76)	\$(2,532,637.55)
Cash paid to employees for services	\$(35,028.42)	\$(364,003.99)
Change in customer deposits	<u>\$737.21</u>	<u>\$6,668.67</u>
Net cash from customers less operating (expenses)	<u>\$241.51</u>	<u>\$479,583.10</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$579.90</u>	\$5,642.19
Net cash from investing activities	<u>\$579.90</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(27,227.00)	\$(282,391.11)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$7,350.00	\$39,550.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$(39,830.62)</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(19,877.00)</u>	<u>\$(282,671.73)</u>
Cash and cash equivalents – beginning	\$1,451,486.47	
Increase (decrease) in cash and cash equivalents	<u>\$(19,055.59)</u>	\$202,553.56
Cash and cash equivalents - ending	<u>\$1,432,430.88</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$36,253.57	
Restricted cash in bank (Emergency Management)	\$401,766.84	
Restricted cash in bank (Escrow Account)	\$62,245.57	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$243,805.75	
Unrestricted cash in Depreciation Account	\$259,909.40	
Unrestricted cash in Tank Maint Account	\$296,558.95	
Unrestricted cash in RD Sinking Fund Account	\$125,807.09	
Unrestricted cash in FSA/HRA Account	<u>\$5,083.71</u>	
Net cash and cash equivalents	<u>\$1,432,430.88</u>	



NORTH MARSHALL WATER DISTRICT

96 Carroll Road, Benton, Kentucky 42025
Telephone (270) 527-3208 . Fax (270) 527-3039
Web Site: <http://www.northmarshallwater.com>

North Marshall Water District Regular Monthly Meeting Minutes December 20th, 2022

Commissioners Present

James Leonard, Chairman
Kenneth Shadowen, Vice Chair
Joe Draffen, Secretary
Billy Driskill, Treasurer
James Dossett

Roger Colburn, Manager

Guest: None

I. Call to Order

The regular meeting of the North Marshall Water District Board was called to order by Chairman Leonard at 10:00 a.m. Chairman Leonard stated that all Commissioners and the District Manager were present.

II. Approval of Minutes from Last Meeting

Chairman Leonard stated that all board members had received a copy of the November 15th, 2022 Board Meeting Minutes prior to this meeting. If no changes or comments, we need a motion to accept the minutes as written. Commissioner Dossett made the motion to accept the minutes of the November 15th, 2022 Board Meeting as written, second by Commissioner Shadowen, with all Commissioners voting “aye.”

III. Treasurer Report

Commissioner Driskill gave the November Financial Report. Commissioner Shadowen reported that he had gone back to CFSB to discuss CD rates. He stated that the CD rate for 9 months is around 3.9 % . After some discussion, Commissioner Driskill made the motion to put \$500,000 in a short term (9 month) certificate, and also accept the Financial Report as written, second by Commissioner Dossett, with all Commissioners voting “aye.”

See Attachment I “North Marshall Water District Statement of Cash Flows November 30th, 2022.”

IV. Chairman Leonard stated that all board members had also received a copy of the November Check Register Report, if no questions or comments, we need a motion to accept the report as written. Commissioner Draffen made the motion to accept the November Check Register Report as written, second by Commissioner Shadowen, with all Commissioners voting "aye."

V. **Manager's Report**

- a) Roger gave a report on the water district, stating that in October, we have repaired 19 leaks, 8 of which were main breaks, 11 service line repairs, made 7 new taps, 131 line locates (2,275 YTD), with a total of 206 work orders completed in November (5,624 YTD).
- b) Roger said he was going to put out some winterization information on social media with the cold snap coming this week.

VI. **Public Session**

None

VII. **Old or Unfinished Business**

- a) Roger reported on the RD project stating that all the main water lines are installed and in service. Youngblood will not have all the landscaping completed until spring. We have completed the service line crossovers on the Scale Road and working on the Griggstown Road next.
- b) Roger stated that the backup generator for the Tatumsville Plant has been ordered.
- c) Roger said 2 years ago our water loss was 33%, 2021 it was 22.6%. Our water loss for this billing cycle was 14.9%. Roger thought the high water loss was due to having so many bad meters, since all of the meters are working now, we're seeing our loss rate come down.
- d) Roger said the Oak Valley Road Project that he engineered has been permitted. We will probably start work in January, if weather permits.
- e) The design on the Cambridge Shores Project will be completed within a week or so. We will then submit the design for a permit. Roger said we have the Safe Grant money (\$400,000) and \$480,000 committed from the Fiscal Court. We estimated that the project will go to the field in early spring.

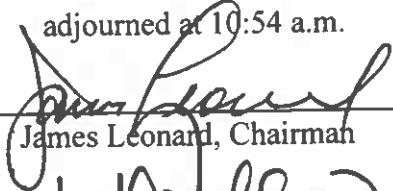
VIII. **New Business**

- a) Roger stated that the PSC mandated Cost of Services Alternate Rate Study is about 50% completed.
- b) Roger talked about Capital Improvement & Replacement Budget stating that he is working on identifying the high leak areas and materials of construction. He has a spreadsheet estimating the cost of each area. He stated if we could fix them all today, it would cost \$1.5 million dollars. Roger will send the board members the spreadsheets when he has them completed.

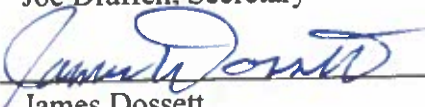
c) Chairman Leonard requested that the board retire to Executive Session, citing KRS 61.810(1)(f) for the reason of Executive Session. Commissioners Draffen made a motion to go into Executive Session. Second by Commissioner Driskill, with all Commissioners voting "aye". Commissioners into Executive Session at 10:40 a.m....
..... At 10:45 a.m. Commissioner Shadowen made a motion to come out of Executive Session. Second by Commissioner Dossett, with all Commissioners voting "aye". Chairman Leonard said we didn't address our manager's raise for 2023 during our budget discussion. We need a motion to set the manager's raise. Commissioner Driskill made the motion to give our manager a 9% pay increase. Second by Commissioner Dossett, with all Commissioners voting "aye". Chairman Leonard also made the comment that Roger has been engineering some of our smaller projects saving the district several dollars.

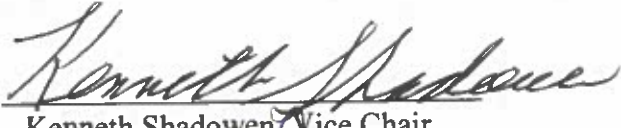
IX. **Adjournment**

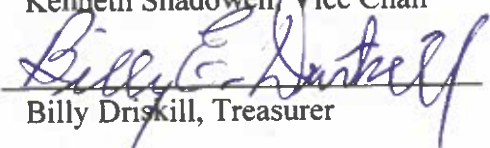
Motion was made by Commissioner Dossett that the meeting be adjourned, second by Commissioner Shadowen, with all Commissioners voting "aye". The meeting adjourned at 10:54 a.m.


James Leonard, Chairman


Joe Draffen, Secretary


James Dossett


Kenneth Shadowen, Vice Chair


Billy Driskill, Treasurer

ATTACHMENT I

NORTH MARSHALL WATER DISTRICT STATEMENT OF CASH FLOWS NOVEMBER 30, 2022

	Current	YTD
Cash flows from operating activities:		
Cash received from RD Capital Investment	\$99,176.39	\$2,702,405.83
Cash received from Emergency Management	\$46,492.44	\$448,008.41
Cash received from consumers	\$287,163.79	\$2,370,452.23
Cash paid to suppliers of goods and services	\$(135,114.30)	\$(1,853,592.18)
Cash paid to suppliers for RD Project	\$(129,254.07)	\$(2,661,891.62)
Cash paid to employees for services	\$(37,965.30)	\$(401,969.29)
Change in customer deposits	<u>\$(11,552.49)</u>	<u>\$(4,883.82)</u>
Net cash from customers less operating (expenses)	<u>\$118,946.46</u>	<u>\$598,529.56</u>
Cash flows from investing activities:		
Interest received from investments	<u>\$592.44</u>	\$6,234.63
Net cash from investing activities	<u>\$592.44</u>	
Cash flows from capital and related financing activities:		
Payment on long-term debt	\$-	\$-
Payment on short-term debt	\$-	\$-
Payment on capital asset items	\$(9,460.28)	\$(291,851.39)
CFSB Line of Credit	\$-	
Contributed capital from grants and consumers	\$1,800.00	\$41,350.00
Interest and other non-operating expenses	<u>\$-</u>	<u>\$(39,830.62)</u>
Net cash from grants/consumers less financing (expenses)	<u>\$(7,660.28)</u>	<u>\$(290,332.01)</u>
Cash and cash equivalents – beginning	\$1,432,430.88	
Increase (decrease) in cash and cash equivalents	<u>\$111,878.62</u>	\$314,432.18
Cash and cash equivalents - ending	<u>\$1,544,309.50</u>	
Cash and cash equivalents:		
Unrestricted cash in bank (RD Capital Expenditure)	\$6,186.96	
Restricted cash in bank (Emergency Management)	\$448,481.37	
Restricted cash in bank (Escrow Account)	\$62,374.51	
Unrestricted cash on hand (Cash in office drawers)	\$1,000.00	
Unrestricted cash in Operation Account	\$337,678.35	
Unrestricted cash in Depreciation Account	\$260,037.57	
Unrestricted cash in Tank Maint Account	\$296,558.95	
Unrestricted cash in RD Sinking Fund Account	\$127,249.62	
Unrestricted cash in FSA/HRA Account	<u>\$4,742.17</u>	
Net cash and cash equivalents	<u>\$1,544,309.50</u>	