

REID VILLAGE WATER DISTRICT MINUTES
950 WINCHESTER ROAD
P O BOX 610
MT STERLING KY 40353
859-498-0062

DATE: January 11, 2022 TIME: 5:15 pm Location: 950 Winchester Road

Those Present: Jim Costigan, Calvin Hunt, Jr., Shannon White, Rachel Cartmill

Rachel presented the following documents for review and approval.

Profit and Loss year ending December 31, 2021.

Bank Statements for year ending December 31, 2021.

Minutes from meeting held October 12, 2021.

Water Loss Report for 2021.

All reviewed the Bank Statements and Profit and Loss Report without any questions. Calvin made the motion to approve the minutes without any changes, Shannon 2nd the motion.

Rachel advised that the Budget estimates are not complete at this time and we will meet when completed to approve.

Meter Count - 1152

Nothing further.

Meeting Adjourned at 5:40 pm.

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DATE: April 12, 2022 TIME: 5:15 pm Location: 950 Winchester Road

Those Present: Jim Costigan, Calvin Hunt, Jr., Shannon White, Rachel Cartmill
Guest: Josh Farrow

Rachel introduced Josh, from Gateway Area Development. He discussed with the Board the possibility of being appointed administrator over the new grant funds, for a fee of \$1939.00. Jim made a motion to approve GADD to be our administrator, Calvin seconded the motion. Rachel opened a new checking account for this project and Calvin signed the signature card for the account.

Rachel presented the following documents for review and approval.

Profit and Loss ending March 31, 2022.

Bank Statements balanced through March 31, 2022.

Minutes from the last meeting.

Annual Budget for 2022 was not completed in time for the last meeting so it was presented for review and approval.

All reviewed the Bank Statements and Profit and Loss Report without any questions. Calvin made the motion to approve the minutes without any changes, Shannon 2nd the motion.

Nothing further.

Meeting adjourned at 6:00 pm

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DATE: July 15, 2022 TIME 10:00 a.m. Location: 950 Winchester Road

Those Present: Jim Costigan, Shannon White, Rachel Cartmill
Becky Lee

This meeting was called for the sole purpose of presenting a letter from Mt. Sterling Water & Sewer regarding the latest rate increase. Rachel presented this letter to the board and asked that we begin procedures for a pass-through rate increase to absorb the increase. Shannon made the first motion that we proceed and Jim second the motion. Rachel said she would begin the process with PSC.

Rachel also reminded them that the meeting, which was cancelled on July 12th is rescheduled for July 19th.

Nothing further.

Meeting adjourned at 10:15 a.m.

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DATE: July 19, 2022 TIME: 5:15 pm Location: 950 Winchester Rd

Those Present: Jim Costigan, Calvin Hunt, Jr., Shannon Smith, Rachel Cartmill

Rachel presented the following documents for review:

Profit and Loss – January through June

Balanced Bank Accounts through June 30

Minutes from Special Meeting held July 15th

Minutes from the last quarterly meeting dated April 12th

All reviewed and approved without any changes. First motion to approve was made by Shannon and seconded by Calvin and Jim agreed.

Rachel reported that the Depreciation Fund Account has a surplus above the required balance, and this could be used toward the purchase of a truck. The District also has funds in a Certificate of Deposit that has not been designated for a specific purpose and could also be used toward this purchase. Rachel presented quotes from three dealerships for a new truck. Calvin made the motion to begin the proceedings for purchasing a truck.

Calvin brought up the subject of a pay scale increase for our employees, due to the competitive employment market so that we may recruit a quality applicant to fill our open position. The new pay scale was discussed and decided upon. The raises will begin August 1, 2022. Shannon and Jim both agreed that this was necessary at this time for the good of the District. Motion carried.

Rachel encouraged all board members to send any qualified applicants into the office to apply for the open position.

Rachel advised that the office will be closed July 21, 22 and 25, while she is on vacation.

Meeting Adjourned at 6:00 pm.

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DATE: October 11, 2022 TIME: 5:15 pm Location: 950 Winchester Rd

Those Present: Jim Costigan, Calvin Hunt, Jr., Shannon Smith, Rachel Cartmill

Rachel presented the following documents for review:

Profit and Loss – July through September
Balanced Bank Accounts through September 30th
Minutes from Special Meeting held from the last meeting

All reviewed and approved without any changes. First motion to approve was made by Shannon and seconded by Calvin and Jim agreed.

Rachel reported the meter count – 1162.

The Rate Study is in progress and the new truck has been ordered.

Meeting Adjourned at 5:45 pm.

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Special Meeting

DATE: November 1, 2022 TIME: 4:30 pm Location: 950 Winchester Rd

Those Present: Jim Costigan, Calvin Hunt, Jr., Shannon Smith, Rachel Cartmill,
George Tackett, Jr., Ryan Thomas, Becky Lee

The Special Board Meeting was required to have two documents signed by the Chairman pertaining to the Grant Funds issued by the state.

In addition, Calvin suggested that we put a policy in place concerning hiring procedures and would like all staff to offer their input about the policy. Rachel will be working on a rough draft to present at the next Board Meeting.

Calvin suggested that going forward, we begin our meetings at 4:30pm. Shannon and Jim both agreed. This would make it more convenient for all employees to attend.

Meeting adjourned – 5:20pm