

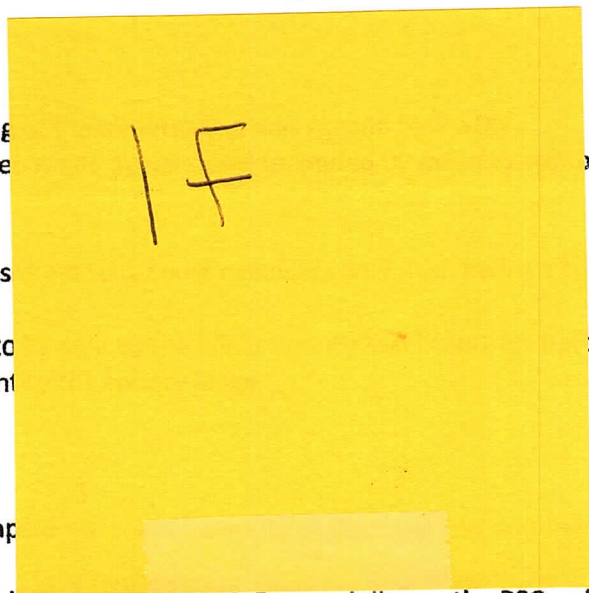
Nov
7th 2023

Minutes

Rattlesnake Ridge Water District

called to order at 401 pm

made by mike to dispense with the reading
as unanimously approve ,motion was the
passed



oved the minutes

ire Department was then heard they was
locations on the
1555,409and 586 these estimate were to
Engineering was to get estimate and sent

be installed at

ing. Riley from

from employees were then heard

Deloris Woods addressed concerns of unp
to City Mayor and council members

end request for

y from Sam Reid was discussed and Mrs Woods was contact Sam and discuss the PSC order to see what
ed to be taken

n gave update on project the project was 80 percent compete and additional 150 meters was needed at a
5 thousand dollars Mike then made a motion for change order #5 to buy the meters second by Jason all was
notion Passed

n presented the need for change order #3 for 35 thousand dollars for engineering fees for additional work
ct 12 Jason made the motion for engineering fees to be paid second by Steve all was in favor Motion

was then called in to recess so executive session could be called

session was called at 520 for discussion of personnel motion was made to come out of session at 545

was called out of recess and back in to regular meeting where motion by Steve to give a dollar on the hour *
employees was made second by Steve motion passed by 5-0

Randy Steagall

Bill Grant

Minutes

Rattlesnake Ridge Water District

Feb 1st 2022

Meeting was called to order at 4:02 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Mike Copley, Randy Steagall and Steve Ison. Employees attending was office staff, Lester and all field men except Brian.

Jason made a motion to dispense the reading of January minutes; Mike second. All in favor. Jason made motion to approve January minutes; Steve second. All in favor.

Riley gave the engineers report ...After looking into the new meter situation he suggested that we stick with the ipearl meters.

Resolution was made for the legal binding agreement between Carter County Fiscal Court and RRWD over the CDBG Grant, stating that any funding over \$1,000,000.00 for phase #12 will be the responsibility of Rattlesnake Ridge Water District.

Randy made motion to accept the resolution; Jason second. All in favor.

Riley also brought up the fact that our system holds 3.9 million gallons on water just in the lines and storage which equals 7.2% that is treated water that's not billed. He would like a project profile done asap, especially for the water treatment plant and tank and line relocation before the Prison expansion.

Mike made motion to accept resolution to take off former manager W.C.Gilbert, and add Rebecca Kitchen, assistant manager, to accounts at Commercial Bank and be allowed to sign checks. Steve second; All in favor.

Jason made motion to give all employees except the new hire, Ethan Wilburn, \$*.50 raise, effective February 1st.

Steve made motion that no purchases are bought unless a PO is given from David Gifford. Mike second. All in favor.

Steve made motion that all employees get (1) five day pay-week total for COVID pay. If an employee is off for COVID or COVID related illness they must use their PTO time for pay. Mike second; all in favor.

Steve made motion to go into executive session @6:24pm. Mike second.

Called back to regular session @7:10 pm.

Board wants all employees to have their own logins, copies of deposits are to be put into deposits books daily and any adjustments made must be signed off by management.

Minutes

Rattlesnake Ridge Water District

January 4th, 2022

Meeting was called to order at 4:05 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Mike Copley, Randy Steagall and Steve Ison. Employees attending was office staff, Lester and all field men except Brian.

Mike made a motion to dispense the reading of December minutes; Jason second. All in favor. Jason made motion to approve December minutes; Randy second. All in favor.

Riley gave the engineers report ...CDBG and ARC funds are good, should be ready to advertise soon. Riley suggested we get a game plan ready for the meter change out for new project; David is going to look into doing sections at a time starting with the problem spots first.

Bill congratulated the guys on job well done finding and repairing leaks. David spoke on the new overhead crane being installed to pull pumps at the water plant and the new winch extender that was made for the trackhoe.

There was much discussion on water loss and how the new meters will make a huge difference. The Board spoke on wanting open line of communication with PSC to stay on stop of all matters; New tariffs were discussed and getting a new game plan as far as operations of RRWD from the office to field guys to the water plant ..everyone working as a whole.

Lester spoke on VFD's needing fixed and getting new pump installed at plant.

Jason made motion to go into executive session @4:45pm. Mike second. All in favor.

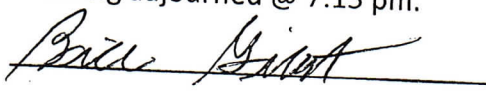
Meeting called back to regular session @5:13pm by Steve Ison. Jason second. All in favor.

Jason made motion to give Mark Kitchen a \$2.00 raise being field foreman. Randy second. All in favor. Jason made motion to hire Ethan Wilburn for \$18.00 a hour to read meters, help in field and operate equipment. Randy second. All in favor. Steve made motion starting February 1st to elect David Gifford as General Manager and Rebecca Kitchen Assistant Manager with a raise of \$5.00 per hour. Randy second. All in favor.

David spoke on getting telemetry fixed by using a new location for antenna.

Steve made motion to accept bills paid. Mike second. All in favor.

Meeting adjourned @ 7:15 pm.



Chairman



Secretary



Minutes

Rattlesnake Ridge Water District

June 1st, 2021

Meeting was called to order at 4:01 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Jason Carroll, Steve Ison and Randy Steagall. (Mike Copley absent) Felicia and Carolyn attended meeting with office staff.

Randy made a motion to dispense the reading of May minutes; Jason second. All in favor.
Randy made motion to approve May minutes; Jason second. All in favor.

Riley spoke to board about project.....waiting on letter of conditions; looks like we are going to qualify for the 1.25% poverty rate for project. Waiting on CDBG grant then ARC grant once we get Open Fork and Dicks Branch added to project profile.

Riley spoke to board about the PVC and pipe shortage don't think it will delay us much as of now.

Steve asked about the FEMA funding and wanted an update. David told him that paperwork has been turned in and they are working on it.

Rodney Evans came to meeting wanting line ran to his property at Woods Road. Board discussed options and told him the best thing is to get on the list and see if we can get Cares Act money to do the extra lines to provide water to these places.

Felicia asked the board if she could speak with them privately.

Randy made motion to go into executive session. Steve second. All in favor.

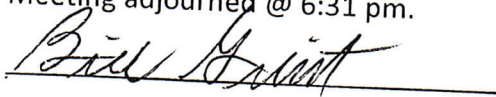
Jason made motion to return to regular session @ 5:41pm; Randy second. All in favor.

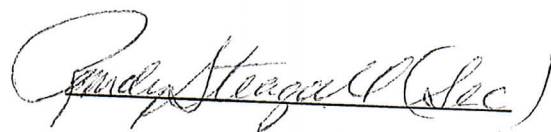
Steve made motion to hire Mark Kitchen in the position of operator/laborer @a rate of \$18.00 a hour and Felicia Howard from part time to full time position @a rate of \$15.00 a hour, both with insurance on single individual only. Jason second. All in favor.

Randy made motion to approve bills paid in May. Steve second. All in favor.

Board signed the agreement between Kentucky Rural Water financial corporation for refinance of older bonds ; 2021A in the amount of \$3,170,00.00

Meeting adjourned @ 6:31 pm.





May 4th 2021

Meeting called back into session @5:39.

Steve made motion to hire Austin Jenkins full time @ \$15.00 an hour. Jason second. All in favor. *

Mike made motion that starting May 4th all new hires will start at a pay rate of \$15.00 an hour and after 1 year get \$1.00 raise along with \$1.00 per certification for field employees. Part time workers will start @ a pay of \$12 a hr. Steve second. All in favor.

WC asked board about going ahead and paying off Dodge ton truck, payoff is \$11,164.00. Board agreed to go ahead and pay it off. Board also suggested looking into the purchase of a car and giving WC's truck to Glen to read meters in, instead of purchasing a new truck.

Randy made motion to approve bills paid; Jason second. All in favor.

WC spoke to board about the new upgrade from software solutions with the GPS included. He will get a quote and board will discuss @ next months board meeting..

Meeting adjourned @ 6:31 pm.


Chairman


Secretary

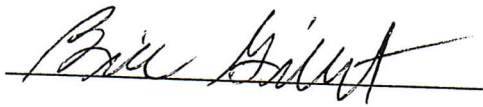
April 6th 2021

Gate valve GPS.

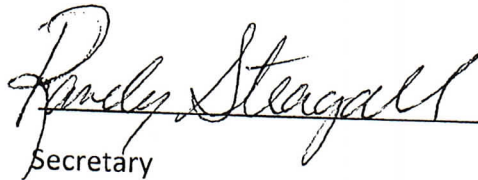
All employees need to be at board meetings.

Starting April 6th 2021, any full-time employee hired will get health insurance paid for single individual only.

Jason made motion to hire George Rowe from part time to full time position, he will be on a 90-day probation. Steve second. All in favor. *



Chairman



Secretary

Minutes

Rattlesnake Ridge Water District

December 1st, 2020

Meeting was called to order at 4:01 pm by Bill Gilbert. Commissioners attending were Bill Gilbert, Mike Copley and Steve Ison, and Randy Steagall (Jason Carroll was absent because of COVID) Employees attending were W.C Gilbert, Becky, David, Jerry and Lester.

Randy made a motion to dispense the reading of November minutes; Steve second. All in favor. Steve made motion to approve November minutes; Randy second. All in favor.

Riley from Bluegrass Engineering came to meeting and gave update on project; He stated that by next meeting Phase #11 should be completed. There is \$4,000.00 left from project to do Wells Branch pump station. \$72,053.58 pay estimate #15 for Straeffer. Bluegrass pay estimate \$2048.38.

Riley spoke on refinancing existing loans then Phase #12 can start.

There was 1 bid submitted for Dump truck in the amount of \$1,500.00 from David Gifford; Randy made motion to accept the bid of \$1,500.00 for dump truck. Steve second. All in favor.

Board discussed scheduling and came to the conclusion that W.C. Gilbert will do all scheduling at office and water plant effective January 1st 2021.

The new 2021 calendar will be placed in hallway for employees to mark their days off (vacation etc.) All vacations need to be on calendar no later then March 1st.

Mike made motion to hire Roger Dale Holmes at water plant @ a starting rate of \$15.00 a hr and pay will increase when he is certified within his 2 years. Randy second. All in favor. *

Steve suggested that Roger Holmes start on 2ed shift.

W.C. passed out financial report. Steve made motion to accept bills paid. Randy second. All in favor.

Board told WC to have a meal catered to office for Christmas for all employees and make sure that it gets delivered to plant guys as well. Mike would like a \$50.00 tip to be given to the local restaurant that delivers.

WC is to contact FICO on the download for guys to have GPS.

Jerry turned in his 2 weeks' notice making December 11th his last day to work.

Chairman Bill Gilbert

Secretary

Randy Steagall

Dec. 1st 2020

RATTLESNAKE RIDGE WATER DISTRICT CALLED FOR A PERSONEL MEETING ON 12/14/2020 AT 4PM WITH THE EMPLOYEES. MEETING WAS CALLED TO ORDER BY CHAIRMAN BILL GILBERT. OFFICE PERSONEL AND FIELD PERSONEL WAS ASK FOR THEIR IMPUT ON IMPROVING THE DISTRICT.

PRESENT AT MEETING WAS BILL GILBERT,RANDY STEAGALL,JASON CARROLL,STEVE ISON,MIKE COPLEY,W.C. GILBERT,BECKY KITCHEN,DAVID GIFFORD,JERRY CALLIHAN,TYLER LUNSFORD,GLEN HARDY AND BRIAN SCRIPTER.

BOARD ALSO APPROVED A 2% PAY INCREASE BEGINNING JANUARY 1ST,2020 FOR ALL FULL TIME EMPLOYEES. MOTION BY STEVE ISON, SECOND BY MIKE COPLEY. ALL IN FAVOR. *

BOARD ALSO APPROVED A PAY RAISE FOR DAVID GIFFORD AND JERRY CALLIHAN TO BEGIN IMMEDIATELY. *

MOTION BY STEVE ISON, SECOND BY JASON CARROLL. ALL IN FAVOR.

Dec 3 2019

Jason made motion to approve annual raise of 2% for all full time employees for 2020. Mike second. All in favor.

WC needs to advertise for bids for equipment operator with line distribution class 2 or greater.

Jason made motion to give WC, manager of RRWD, the authority to create a new position and the authority to interview and hire. Steve second. All in favor.

RRWD annual Christmas Party will be Friday December 20th @ 6:00.

Meeting adjourned @ 6:20 pm.

Bill Gilt

Chairman

Randy Steagall

Secretary

Rattlesnake Ridge Water District

July 24th 2018

Emergency meeting for employee position

Board members present include Bill Gilbert, Randy Steagall, George Wells and Mike Copley; W.C. Gilbert was also present.

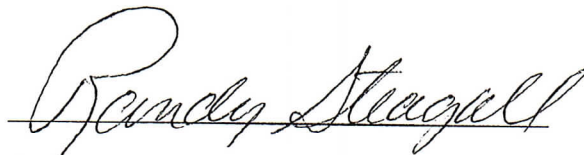
Board members met at 5:00pm to discuss what to do with the position of employee vacated by James Jones.

Board decided to promote Glen Hardy from part-time position to full-time position as distribution worker @ the pay rate of \$15.00 per hour.

Discussion on adding a part-time labor position @ \$10.00 per hour with no benefits 3 days a week.



Chairman



Secretary

Darren spoke to board about needing a pipe rack built on trachole @the approximate cost of \$400.00. Jerry will get a quote on the racks.

W.C. handed out financial papers for board to look over; Mike Copley made the motion to approve bills paid. George Wells second. All in favor.

Randy Steagall made the motion for W.C. Gilbert to go to Commercial Bank and check on getting \$90,000.00 loan/12 month note to pay Matt Prichard for new Building. George Wells second. All in Favor. Board also told him to go ahead and check on getting insurance on new building.

Office Christmas Party will be December 20th @5:00pm. James and Kim Jones will cater.

Discussion on raise for employees; George Wells made the motion to give each employee a 2% raise starting first of the year. Mike Copley second. 3 yea to 1 nay(Steve Ison).

Commissioners signed Environmental Mitigation Measures, for Phase 11 project.

Commissioners signed all papers in packet for Letter of Conditions.....

RUS-BULLITIN 1780-27....Loan resolution grant for \$831,400.00 accepted by all.

RD400-1 Equal Opportunity Agreement

RD400-4 Assurance Agreement

AD-1047 Certification regarding Debarment

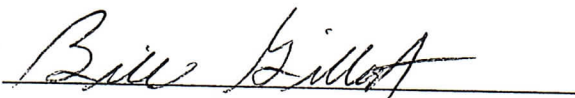
RD1910-11 Application Certificate Federal collection Policies for consumer or commercial debts

RD Instruction1940-Q exhibit A-1 "Certification for contracts, Grants and Loans"

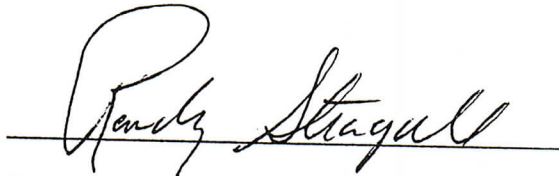
Form RD 1780-22 Eligibility Certification

Randy Steagall made the motion to adopt all RD forms listed above on December 5th, 2017.
George Wells second. All in favor

Meeting went into recess.....



Chairman



Secretary

Dec 5th 2017

Rattlesnake Ridge Water District

Serving Areas of Carter, Elliott, Lawrence and Morgan Counties

P.O. Box 475, Grayson, Kentucky 41143-0475

Phone (606) 474-7570, Fax (606) 474-8531

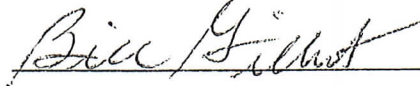
E-Mail: rrwd@windstream.net

Whereas, The Rattlesnake Ridge Water District Board of Commissioners has resolved that effective March 13th, 2016, Willis Gilbert is to receive a pay increase to \$30.00 an hour as the result of him being appointed as the Rattlesnake Ridge Water District manager.

David Gifford will receive a pay increase of \$2.00 more per hour as the result of being hired as operations technician.

Rebecca kitchen will receive a pay increase of \$1.00 more per hour for additional duties.

Rattlesnake Ridge Water District



Bill Gilbert, Chairman