

Powell's Valley Water District

31 ADAMS RIDGE ROAD • P.O. BOX 550 • CLAY CITY, KENTUCKY 40312 • 606 663-5870
THIS INSTITUTION IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

The Powell's Valley Water District Board of Commissioners held their regular monthly meeting at the district office located 31 Adams Ridge Rd on Monday April 11, 2022 at 9:00 am.

Chairman Stephen Everman, Commissioner Babe Howard, Superintendent Kendell Knox, Bookkeeper Ashley Hood and Bookkeeper Paula Snowden by phone.

Chairman Stephen Everman brought meeting to order.

Ashley Hood presented February 2022 financial information and January 2022 minutes for review. Motion was made to accept the February 2022 financial information and January 2022 minutes by Commissioner Babe Howard, second Chairman Stephen Everman.

Ashley Hood stated the monthly March packets were not ready for review due to trying to get caught up with everything in accounting and office duties.

Ashley Hood stated included inside the monthly meeting packets, there is emails to Connie Crabtree in the Judge Executive's Office asking about the Secretary/Treasure position for the district that was supposed to be brought to attention in the fiscal court meetings. Connie stated the March 2022 meeting minutes wouldn't be approved until April 12, 2022 that she could get me a copy of them once they are signed off on. Connie's email to me was nothing has been brought up about the position for the district. Ashley will check with her once the fiscal court meeting is held.

Paula Snowden stated the district's insurance on the building and telemetry system has been dropped as of April 17, 2022 renewal.

Commonwealth Insurance called last week and they are working on getting a quote for the dropped coverage from Travelers.

Paula Snowden stated once we get a quote for insurance on the building, contents and telemetry system, would the board consider Superintendent Kendell Knox looking over the quote from Commonwealth Insurance Group, and giving him permission to approve the quote. Motion was made to have Superintendent Kendell Knox review the quote from Commonwealth Insurance Group for approval by Chairman Stephen Everman, second Commissioner Babe Howard.

Paula Snowden stated starting with the first pay period of May 2022 someone new will be doing payroll from the office of Lane & Company LLC., as discussed with the board last year. Payroll ending each Friday will be submitted the following Monday for processing as a Direct Deposit. The Direct Deposit will hit bank accounts the Friday after the pay period ends. Therefor they will be holding a week back on payroll. Employees and Commissioners will not receive the first check of May until May 13, 2022. Ashley Hood included a letter from the district stating how payroll would be processed, Direct Deposit Form, W-4 Form and K-4 Forms in each monthly packet for the Commissioners to fill out and return back to her no later than April 20, 2022.

Paula Snowden stated since the payroll was going to change and effect all employees, she asked the board to consider a longevity payroll. She stated previous years longevity payroll was \$500.00 for full time employees. She also added would the board consider an increase due to inflation. Chairman Stephen Everman stated the board should consider giving each employee \$600.00 Longevity pay. Paula Snowden asked what week would the longevity pay be processed? Chairman Stephen Everman replied should be paid to employees on April 29, 2022 pay period. Motion was made to process \$600.00 Longevity pay to all full-time employees on April 29, 2022 pay period by Chairman Stephen Everman, second Commissioner Babe Howard.

Ashley Hood stated in each meeting packet there was a recommendation letter to hire Kristina Kellogg full time. Ashley stated Kristina was doing a great job in the office, she does her job well and takes her time with anything she is doing. Motion was made to hire Kristina Kellogg full time by Commissioner Babe Howard, second Stephen Everman.

Ashley Hood stated she recommended Kristina Kellogg get a \$.50 raise starting on her hire date of April 19, 2022. Motion was made to give \$.50 pay raise by Chairman Stephen Everman, second Commissioner Babe Howard.

Paula Snowden asked the Board of Commissioners if they would want to pay her for the whole week of April 18-22, 2022 at the \$10.50 an hour that it would be 1 day, she wouldn't get paid the new pay rate, Motion was made by Chairman Stephen Everman to pay Kristina Kellogg the whole week at the new pay rate, second Commissioner Babe Howard.

With no other business, Chairman Stephen Everman adjourned the meeting.