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# Board Meeting

Monday, 01.10.2022

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The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. January 10, 2022. This meeting was conducted utilizing audio conferencing technology along with in person attendees.

## Attendees

Church Quarles, *Chairman*  
Raven Turner, *Treasurer*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manger*  
Greg Heitzman, *BlueWater Kentucky*  
Dale Gatewood, *Gatewood Water Service*  
Keila Gatewood, *Gatewood water service*

## Documents Distributed

Current bills and financial statements  
GWS December report  
Monthly water loss report

A handwritten signature in black ink, appearing to be 'R' with a checkmark-like flourish.

Two handwritten signatures in black ink, one above the other, both appearing to be initials or names.

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## Agenda

### Chairman's Report

Church Quarles confirmed the Board had a quorum and called the meeting to order.

### Approve Minutes

1. Meeting minutes from the December regular meeting were reviewed. Ross Thompson made the motion to dispense with the reading of the minutes and approve the minutes as written. Raven Turner seconded. Motion approved.

### Consultant's Report

2. Greg Heitzman reported that the Richard Lawrance extension is complete and Sandy Broughman is closing out the project.
3. Greg Heitzman briefed the Board on the Sulfur Lick Pump station project. The project has been submitted and is awaiting approval from the Division of Water. The project estimate is 350K, PWMD is applying for 100K of American Rescue Plan Act funding from each Franklin County and Owen County fiscal courts. Greg Heitzman noted that PMWD will need to apply for a project approval letter from the Kentucky State Clearinghouse.
4. Greg Heitzman noted that Sandy Broughman will be applying for Division of Water approval for the booster chloramination trailers for 2022
5. Greg Heitzman added that the GIS mapping of the water distribution system has not started.

### Operation Report

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6. PMWD recorded a water loss of 11.2% for the month of December as submitted to the PSC.
  7. Dale Gatewood reported that the secondary pump at the Sulfur Lick pump station is currently being rebuilt by Service Specialities. No cost estimate at this time.
  8. Dale Gatewood noted a supply issue on meters and setters. PMWD currently has zero meters or setters on hand. Six setters are on order and 3 boxes of meters are on order.
  9. Dale Gatewood gave an update on the flushing activities in zone 3. Eight locations were being flushed constantly thru the month of December. All flushing has been shut off as of the 10th.

### Old Business

10. The operating contract with Gatewood Water Service has been signed for month to month service.
11. Tommy Thompson had previously requested to have a pressure regulator installed on his service meter. Greg Heitzman suggested installing a pressure recorder on Mr. Thompson's water meter to begin the investigation. The pressure recorder was placed on the Mr. Thompson water meter and recorded the pressure over 4 days. The recorder did not log any pressure over the maximum allowed of 150 PSI. Mr. Thompson will be notified of the results.

### New Business

12. Church Quarles and Greg Heitzman discussed additional storage yard space near the PWMD office. Church Quarles discussed purchasing a storage container in conjunction with leasing a laydown yard. Raven Turner made the motion to acquire a storage container up to \$5000 and enter into a second lease agreement for yard space next to the PWMD office. Ross Thompson seconded. Motion approved.

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13. Church Quarles discussed the cost living increases applied by the Franklin county Fiscal Court. Raven Turner made the motion to apply the cost living pay increase to the PMWD office staff in parallel with the Fiscal Court. Ross Thompson seconded. Motion approved.
  14. Raven Turner made the motion to move the meeting into an executive session to discuss ongoing contract negotiations. Ross Thompson seconded. Motion approved.
  15. The Board went into an executive session.
  16. The Board came out of an executive session with no action taken.

### **Action Items**

1. The outstanding bills were reviewed. Raven Turner made the motion to pay the bills. Ross Thompson seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Raven Turner seconded. Motion approved.

### **Next Meeting Agenda Items**



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# Board Meeting

Monday, 02.07.2022

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The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. February 7, 2022.

## Attendees

Church Quarles, *Chairman*  
Raven Turner, *Treasurer*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manger*  
Brian Brewer, *Franklin County Fire Chief*

## Documents Distributed

Current bills and financial statements  
GWS January report  
Monthly water loss report

## Agenda

Chairman's Report

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Church Quarles confirmed the Board had a quorum and called the meeting to order.

Brian Brewer addressed the board as the new Franklin County fire chief. Chief Brewer passed out his contact information to the Board members.

### Approve Minutes

1. Meeting minutes from the January regular meeting were reviewed. Raven Turner made the motion to dispense with the reading of the minutes and approve the minutes with corrected typo in item 12, "PWMD" to PMWD. Ross Thompson seconded. Motion approved.

### Consultant's Report

2. Greg Heitzman was unavailable for the February meeting and Church Quarles gave the consultants report.
3. Church Quarles briefed the Board on the Sulfur Lick Pump station project. The project has been submitted and is awaiting approval from the Division of Water.
4. Church Quarles added that the Franklin County Fiscal Court approved the requested funds for the Sulfur Lick pump station
5. Greg Heitzman had Nancy Sherrow begin a time study to check the ratio of office staff time spent for PMWD vs. Elkhorn Water District. Nancy added that this past month may be skewed because of the added overhead needed with Elkhorn as they began their radio reads.
6. Church Quarles reported that he made an agreement for additional storage near the PMWD office for \$150.00 per Month.
7. Jeff Lee has met with Dale Gatewood on-site to begin the transition.

### Operation Report

8. PMWD recorded a water loss of 32.8 for the month of January as submitted to the PSC.

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9. Dale Gatewood did not attend the meeting.
  10. Nancy Sherrow updated the Board on the Thomas Wright meter. The meter has been covered by the driveway and GWS is unable to locate it.

### Old Business

11. The operating contract with Gatewood Water Service is currently in force and month-to-month.

### New Business

12. The Board went into an executive session to discuss ongoing contract negotiations.
13. The Board came out of an executive session. Raven Turner made the motion to approve a professional services agreement with Jeff Lee as drafted, and reviewed during the meeting. Ross Thompson seconded. Motion approved.

### Action Items

1. The outstanding bills were reviewed. Raven Turner made the motion to pay the bills. Ross Thompson seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Raven Turner seconded. Motion approved.

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Next Meeting Agenda Items





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# Board Meeting

Monday, 03.07.2022

The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. March 7, 2022.

## Attendees

Church Quarles, *Chairman*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manger*  
Greg Heitzman, *BlueWater Kentucky*  
David Farrar, *Kentucky American Water Company*

## Documents Distributed

Current bills and financial statements  
GWS February report  
Monthly water loss report

## Agenda

Chairman's Report

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Two handwritten signatures are present on the right side of the page. The first signature is a stylized, cursive 'CQ' for Church Quarles. The second signature is a cursive signature that appears to be 'R. Thompson' for Ross Thompson, with a circled '3' written above it.

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Church Quarles confirmed the Board had a quorum and called the meeting to order.

### Approve Minutes

1. Meeting minutes from the February regular meeting were reviewed. Ross Thompson made the motion to dispense with the reading of the minutes and approve the minutes. Church Quarles seconded. Motion approved.

### Guest Remarks

2. David Farrar inquired about any past agreements with PMWD and the operators of the Ridgewood subdivision treatment plant. It was determined that an agreement was in place and Nancy Sherrow was sending water usage readings to KAWC for their sewer billing.

### Consultant's Report

3. Greg Heitzman updated the Board on the GIS data collection. Greg Heitzman noted that the digital data logging would begin later this week and added that a smart TV in the office would help with compiling the digital data with Dale Gatewood's historical knowledge of the system. Ross Thompson made a motion to purchase a smart TV to aid with the GIS mapping. Church Quarles seconded. Motion approved.
4. Greg Heitzman discussed the Richard Lawrence extension project. The extension is in service and the project has been closed out. All payments due to PWMD have been received.
5. Greg Heitzman updated the Board on the Sulfur Lick pump station. He added that the Franklin County Fiscal Court approved the requested funds for the Sulfur Lick pump station. A revised letter has been sent to the Owen County Fiscal court notifying them of the approval from Franklin County. The Pump Station plans still need the Division of Water's approval.
6. Greg Heitzman relayed that the Division of Water has approved the use of the chlorine injection trailers.
7. Greg Heitzman discussed the SCADA system used for controlling pumps and tank valves. Parts of the system have been purchased with other water districts over the years. The system is in need of upgrading to a newer system and potentially use the PMWD office to house the SCADA controller. It was estimated a new system could run between \$40k-\$50k. Greg Heitzman added that a Propagation Study would

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need to be completed to verify where the antennas and receivers would need to be placed and if all the needed sites could be reached. Ross made a motion to allocate \$4,000 for the propagation study for PWMD and Elkhorn water district if Elkhorn is agreeable. Church Quarles seconded. Motion approved.

### Operation Report

8. PMWD recorded a water loss of 25.2 for the month of February as submitted to the PSC.
9. Dale Gatewood did not attend the meeting.

### Old Business

10. The operating contract with Gatewood Water Service is currently in force and month-to-month.

### New Business

11. The Board discussed the need for a service truck for meter reads and service calls. Ross Thompson made a motion to acquire a service truck for PWMD usage at a cost \$15,000 or less. Church Quarles seconded. Motion approved.

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## Action Items

1. The outstanding bills were reviewed. Ross Thompson made the motion to pay the bills. Church Quarles seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Church Quarles seconded. Motion approved.

## Next Meeting Agenda Items



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# Board Meeting

Monday, 04.04.2022

The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. April 4, 2022.

## Attendees

Church Quarles, Chairman  
Raven Turner, *Treasury*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manger*  
Greg Heltzman, *BlueWater Kentucky*  
Tim Sherra, *Field Staff*  
Norman Fields, *Customer*  
Miller Fields, *Customer*  
Tina Long, *Customer*  
David Farrar, *Kentucky American Water Company*

A handwritten signature in cursive script, appearing to read 'Church Quarles', written in black ink.

A handwritten signature in cursive script, appearing to be initials 'RZ', written in black ink.

## Documents Distributed

Current bills and financial statements  
GWS March report  
Monthly water loss report  
BlueWater Kentucky contract extension no. 3  
Tim Shera contract service agreement

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## Agenda

### Chairman's Report

Church Quarles confirmed the Board had a quorum and called the meeting to order.

### Approve Minutes

1. Meeting minutes from the March regular meeting were reviewed. Raven Turner made the motion to dispense with the reading of the minutes and approve the minutes. Ross Thompson seconded. Motion approved.

### Guest Remarks

2. Customers Miller & Norma Fields and Tina Long discussed an adjacent property owner who they suspect has been stealing water from them. And previously stole water from the Water District.

### Consultant's Report

3. Greg Heitzman updated the Board on the GIS data collection. He noted that the digital data logging has started.
4. Greg Heitzman updated the Board on the Sulfur Lick pump station. He added that the Franklin County Fiscal Court approved the requested funds as well as The Owen County Fiscal Court. The project plans and specifications have been advertised for bids. Currently the bid opening date is set for the 21st of April.
5. Greg Heitzman relayed that the KAWC has scheduled their chlorine flush for April 21st - May 27th .
6. Greg Hietzman noted that an Ipad was purchased as discussed in last month's meeting to help with the data collections and to access the GIS software.
7. Greg Heitzman proposed that the District investigate cellular options for collecting some master meter reading and tank levels. Greg Heitzaman recommended entering into trial period with the cellular equipment. Ross Thompson made a motion to proceed with an equipment trial period to collect up to 10 data points and

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purchase the equipment at a cost of \$2500 after a successful demo. Raven Turner seconded. Motion approved.

8. Nancy Sherrow let the Board know that several property owners have requested new meters or additional meters. It was discussed that the Water District will need to acquire contract services from a contractor with a rock bore to install the service lines. With 8-9 locations needing this service the Board decided to receive quotes on the boring services on all 9 locations in hopes of receiving better pricing. Ross Thompson made the motion to receive quotes on the meter installations from a minimum of two qualified contractors and proceed with the work using the best value to the District. Raven Seconded. Motion approved.

### Operation Report

9. PMWD recorded a water loss of 19% for the month of March as submitted to the PSC.
10. Dale Gatewood did not attend the meeting.

### Old Business

11. The operating contract with Gatewood Water Service is currently in force and month-to-month.

### New Business

12. A Contract with Tim sherra was reviewed. Raven Turner made the motion to approve the contract with the correction noted during the meeting. Ross Thompson seconded. Motion approved.

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13. Church Quarles and Greg Heitzman added they would be interviewing another candidate for field staff this month and would present the options at the next meeting.
  14. Some erosion was reported at 1510 Peyton Ridge. Greg Hietzman said he and Jeff Lee would look at the area to see how much dirt will be needed.
  15. The contract extension for Greg Heitzman was reviewed. Ross Thompson made the motion to accept the contract extension No. 3. Raven Turner seconded. Motion approved.

### **Action Items**

1. The outstanding bills were reviewed. Ross Thompson made the motion to pay the bills. Raven Turner seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Raven Turner seconded. Motion approved.

### **Next Meeting Agenda Items**





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# Board Meeting

Monday, 05.02.2022

The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. May 2, 2022.

## Attendees

Church Quarles, Chairman  
Ross Thompson, Secretary  
Nancy Sherrow, Office Manger  
Greg Heitzman, BlueWater Kentucky  
Tim Sherra, PMWD Field Staff

## Documents Distributed

Current bills and financial statements  
GWS April report  
Monthly water loss report  
Professional service agreement with Gatewood Water Service (GWS)  
Operation and maintenance agreement with C&L Consulting/Jeff Lee  
PMWD tools & equipment needs spreadsheet  
Sensus software issues report

The bottom right of the page features three handwritten signatures in black ink. The top signature is a stylized, cursive signature that appears to be 'R. Thompson'. Below it is another signature that is less legible but appears to be 'Nancy Sherrow'. The bottom signature is the most prominent and is written in a clear, cursive hand, reading 'Church Quarles'. A horizontal line is drawn across the page just above the signatures.

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## Agenda

### Chairman's Report

Church Quarles confirmed the Board had a quorum and called the meeting to order.

### Approve Minutes

1. Meeting minutes from the March regular meeting were reviewed. Ross Thompson made the motion to dispense with the reading of the minutes and approve the minutes. Church Quarles seconded. Motion approved.

### Guest Remarks

### Consultant's Report

2. Greg Heitzman notified the Board that starting May 1st Jeff Lee has taken over as the operator for the PMWD distribution system.
3. Greg Heitzman recommended that the Board enter into a professional services agreement with GWS to access GWS's historical knowledge of the system. Ross Thompson made a motion to enter into a professional services agreement with GWS at a rate of \$75.00 per hour. Church Quarles seconded. Motion approved.
4. Greg Heitzman presented the maintenance and operations contract with C&L consultants (Jeff Lee). Ross Thompson made the motion to accept the C&L contract. Church Quarles seconded. Motion approved.
5. Greg Heitzman updated the Board on the new meter construction quotes. PMWD has 9 meter locations out for quotes, only received one quote at this time. The quote is for \$42,000. It was discussed to regroup the meter installs to increase contractor interest.
6. Greg Heitzman presented a spreadsheet of tools, equipment and testing supplies that PMWD will need to purchase. Previously GWS supplied the tools and testing equipment. The Board reviewed the list of tools and equipment needs. Ross Thompson made the motion to allocate \$7,500 for hand tools and miscellaneous equipment to be purchased as needed. Also allocate \$8,000 for chemical analysis

equipment, and 100.00 annually for Microsoft Office. Church Quarles seconded. Motion approved.

7. Greg Heitzman discussed the potential project scope changes to the Sulphur Lick pump station project. The project plans and specifications were available on Lynn Imaging's website and several plan sets were purchased. Ross Thompson made the motion to instruct Broughman & Associates to refund the contractors and digital plan rooms for the purchased plans. Church Quarles seconded. Motion approved.

## Operation Report

8. PMWD recorded a water loss of 17.4% for the month of April as submitted to the PSC.
9. Tim Shera reported on his observations on improvements that need to be made during his couple of meter reading routes. He noted that the Sensus software and windows 10 OS need to be updated. He also noted that several points for meters in the software need to be added or updated. He added you have to guess or just know where to be to pick up some of the meters.
10. Church Quarles discussed some flushing issues that have come up at the end of Hurt Lane. GWS has been flushing the water line at the end of the lane and creating a problem with rutting on the property owners gravel road and ponding water in low areas. One option is to pipe the water to an existing pond bed. The second option would be to pipe the flushing line down the property line near the creek and let the low chlorinated water flow over a small area of riprap before entering the watershed. It was discussed to approach the property owners about the second option.

## Old Business

11. Nancy Sherrow discussed a few areas that still need to be dressed up after water leak repairs were performed by GWS. In the past GWS would leave these areas until spring and then dress up the disturbed earth and seed & straw the areas. The Board decided to reach out to a few local contractors for quotes on repairing these areas.

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## New Business

12. Nancy Sherrow discussed the office lights. The old fluorescent lights are obsolete, when the bulbs are shot the light fixtures need to be replaced. 3 lights were replaced last month at 120.00 each. The Board suggested replacing the lights as needed.

## Action Items

1. The outstanding bills were reviewed. Ross Thompson made the motion to pay the bills. Church Quarles seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Church Quarles seconded. Motion approved.

## Next Meeting Agenda Items



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# Board Meeting

Monday, 06.06.2022

The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. June 6, 2022.

## Attendees

Church Quarles, *Chairman*  
Raven Turner, *Treasurer*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manager*  
Greg Heitzman, *BlueWater Kentucky*  
Jeff Lee, *Water District Operator (Zoom)*  
Tim Sherra, *PMWD Field Staff*

## Documents Distributed

Current bills and financial statements  
May report  
Monthly water loss report

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## Agenda

### Chairman's Report

Church Quarles confirmed the Board had a quorum and called the meeting to order.

### Approve Minutes

1. Meeting minutes from the March regular meeting were reviewed. Raven Turner made the motion to dispense with the reading of the minutes and approve the minutes. Ross Thompson seconded. Motion approved.

### Guest Remarks

### Consultant's Report

2. Greg Heitzman updated the Board on the operation transition from GWS to C&L. Greg Heitzman noted that the combined operational cost with C&L operating the district and GWS filling the gaps were a little higher than expected. This was due to the staffing shortage.
3. Greg Heitzman reported on a meeting he and Church Quarles had with the Frankfort Plant Board. David Billings set a target reading of 2.5 ppm of total chlorine at the master meters with PMWD. David Billings discussed a possible meter reading contract. Jeff Lee added that the last reading at the master meter with FPB was above 2.2 ppm. ( the testing meter used has an upper limit of 2.2 ppm).
4. Greg Heitzman discussed the Sulfur Lick pump station project. The original specs and plans are now available in the PWMD office. Greg Heitzman recommended the change in the project scope as a 3 phase approach. The first portion of the project would be replacing the older pumps, piping and equipment at the station. The second portion of the project would be a proposed connection with Georgetown Water as a secondary water source that could partially fill the sulfur lick water tower. This could be utilized during unexpected pump maintenance or in an emergency. Greg Heitzman's third portion would be updating PMWD's control

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systems (SCADA). The current Scada system has been stored at GWS location and has been in disrepair for some time and most of the district's controls are operated manually. Greg noted that some equipment would be installed and operated at the PMWD office.

5. Greg Hietzman discussed the new meter installations, 10 locations were put out for quotes. PMWD received quotes back from three contractors, Gatewood Water service, Yount Utilities & Buchanan Contracting. The Board reviewed the quotes and Greg Heitzman made the recommendation to split the work between Yount Utilities and GWS. Ross Thompson Made the motion to proceed with installing the new meter locations per Greg Heitzman recommendation, GWS installing meters at four locations and Yount Utilities installing the new meters at six locations. Church Quarles seconded. Motion approved.
6. The cleanup work from GWS leak repairs was discussed. Robby Parrish was contacted and the three areas discussed should be smoothed up and seeded in the next week or two.
7. Church Quarles and Greg Heitzman discussed the flushing line at the end of Hurt Lane. The flushing is currently rutting a section of the gravel road. Church Quarles was able to make an agreement with one of the property owners, allowing PMWD to install a run of 1-½ water line to a wet weather pond bed where the water can be slowly leached into the ground. The Property owner, Mike Larimore requested a payment of \$500.00 for the construction inconvenience on his property. Yount Utilities priced this work to PMWD for roughly \$5,200.00 with a \$4.00/LF rock clause. Ross Thompson made the motion to allocate up to \$6,000.00 for the installation of the flushing line at the Chairmen's discretion. And compensate Mike Larimore \$500.00 for the construction access. Raven Turner seconded. Motion approved.
8. Greg Heitzman Discussed the SCADA system needs for PMWD. The current system is unusable, obsolete and partially owned by other districts. Greg Heitzman Previously recommended adding this equipment to the Sulfur Lick project, and added that having this system in place would help cut down the operational cost of manually operating tank levels and pumps. Current quotes on the SCADA system from Service Specialities is \$28,000. Ross Thompson made the motion to proceed with purchasing the SCADA system from Service Specialities utilizing the Sulfur Lick pump station project funds as a primary source and the PMWD reserve account for a secondary source. Raven Turner seconded. Motion approved.



9. It was also discussed to compile a list of preferred contractors, and request some unit pricing from each to use as needed.
10. The PMWD office & field staff began the GIS software training today.

## Operation Report

11. PMWD recorded a water loss of 36.2% for the month of May as submitted to the PSC. Jeff Lee and Greg Heitzman found a control valve at the Shadrick ferry storage tank had been manually set open which was overflowing the tank when FPB's water pressure created enough head. Jeff Lee added he didn't know how long the valve was set open and expected that this could be the bulk of the water loss in zone 1.
12. Tim Shera read meters and did the re-reads for this billing cycle. He noted that some of the meter locations still need to be updated in the Senus software.
13. The Board requested that C&L provided a flushing report that is broken down per zone.
14. The Board discussed additional personnel needs. It was decided to run an ad for full/part time field staff.
15. Church Quarles discussed some additional locations that need a little grade work and seeding done. Ross Thompson made the motion to allocate up to \$2,500.00 per location to be used at the Chairman's discretion. Raven Turner seconded. Motion Approved.

## Old Business

16. The board discussed the PMWD materials that are still being stored at GWS's shop. Greg Heitzman priced the material relocation with Yount Utilities. Ross Thompson made a motion to use Yount Utilities for material transportation to relocate PMWD materials to the office yard, with a cost of \$850.00/day and an estimated duration of 2-3 days. Raven Turner seconded. Motion approved.



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## New Business

17. Greg Hietzman gave the Board a preview of the GIS software. The GIS data is still being collected and added to the database.

## Action Items

1. The outstanding bills were reviewed. Ross Thompson made the motion to pay the bills. Raven Turner seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Raven Turner seconded. Motion approved.

## Next Meeting Agenda Items



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# Board Meeting

Monday, 07.11.2022

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The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. July 11, 2022.

## Attendees

Church Quarles, *Chairman*  
Raven Turner, *Treasurer*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manager*  
Greg Heitzman, *BlueWater Kentucky*  
Jeff Lee, *Water District Operator (Zoom)*

## Documents Distributed

Current bills and financial statements  
June report  
Monthly water loss report

Two handwritten signatures in black ink. The top signature is 'Church Quarles' and the bottom signature is 'Raven Turner'. Both are written in a cursive, flowing style.



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# Board Meeting

Monday, 07.11.2022

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The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. July 11, 2022.

## Attendees

Church Quarles, *Chairman*  
Raven Turner, *Treasurer*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manager*  
Greg Heitzman, *BlueWater Kentucky*  
Jeff Lee, *Water District Operator (Zoom)*

## Documents Distributed

Current bills and financial statements  
June report  
Monthly water loss report

## Agenda

### Chairman's Report

Church Quarles confirmed the Board had a quorum and called the meeting to order.

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## Approve Minutes

1. Meeting minutes from the June regular meeting were reviewed. Raven Turner made the motion to dispense with the reading of the minutes and approve the minutes. Ross Thompson seconded. Motion approved.

## Guest Remarks

## Consultant's Report

2. Greg Heitzman updated the Board on the new meter installations, there is an issue with the new Sensus meters. The new meters will need to be calibrated to be compatible with the PMWD reader. Jeff Lee will be contacting Sensus to get this issue resolved.
3. Greg Heitzman reported on the new meter installation contractor, Yount Utilities. Since the last meeting, Yought Utilities has been unreachable. Greg Heitzman recommended utilizing Jeremy Cartwright for these meters. Ross Thompson made the motion to have Jeremy Cartwright install 3 short meters and 3 long meters. Raven Turner seconded. Motion approved.
4. Greg Heitzman discussed the Hurt Lane Flushing line project. Yount Utilities was also contracted to do this work for the District. The Chairman will seek out another contractor to perform this work for the allocated amount.
5. Greg Heitzman updated the board on the Sulfur Lick pump station project. The updated project scope has been submitted to the Bluegrass ADD. The Georgetown water connection has not been approved with Georgetown yet.
6. Greg Heitzman updated the board on the GIS mapping of the District's infrastructure. Greg Hietzman gave a brief presentation of the software.
7. Frankfort Plant Board has requested to place an AMI antenna for wireless meter reading on the Shadrick Ferry storage tank. Ross Thompson made the motion to approve FPB to place their AMI antenna at the Shadrick Ferry tank site. Raven Turner seconded. Motion approved.
8. Greg Heitzman & Church Quarles reported on the interview for the PMWD utility worker. Greg Hietzman added that the candidate, Blake Gates, interviewed well and recommended the board move to offer the position to Mr. Gates. Ross Thompson made the motion for the Chairman to negotiate the hourly rate and

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insurance benefits with Mr. Gates with a 90 day probation period. Raven Turner seconded. Motion approved.

9. Greg Heitzman Reported that an existing property owner has requested a larger meter or second meter for a proposed assembly hall. It was discussed to proceed with sizing the meter for the assembly hall after the zoning approval and the fire department has determined if any additional fire hydrants are required.

### Operation Report

10. PMWD recorded a water loss of 28.44% for the month of June as submitted to the PSC. Jeff Lee and Greg Heitzman found a control valve at the Shadrick ferry storage tank had been manually set open which was overflowing the tank when FPB's water pressure created enough head. This was discussed during the previous Board meeting. Jeff Lee has the control valve working in conjunction with tank levels now and is still expecting to see an improvement in the water loss numbers in the coming month.
11. The Board requested that C&L provided a flushing report that is broken down per zone.

### Old Business

12. The approval for the revised contracts for the service meter installations was discussed during the consultant's report.

### New Business

13. The Board discussed the cost of living increases for the office staff. The Franklin County Fiscal Court is increasing the wages by 5%. Raven Turner made the motion to mirror the Franklin County Fiscal Court cost of living increase for employees. Ross Thompson seconded. Motion approved.
14. The PMWD utility worker employment was discussed and settled during the consultants' report.

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### Action Items

1. The outstanding bills were reviewed. Ross Thompson made the motion to pay the bills. Raven Turner seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Raven Turner seconded. Motion approved.

### Next Meeting Agenda Items

**Peaks Mill Water District  
Regular Board Meeting  
August 1, 2022**

**OPENING:**

The regular meeting of the Peaks Mill Water District was called to order at 7:25 p.m. August 1, 2022.

**Present:** Church Quarles, Raven Turner, Greg Heitzman, Blake Gates and Nancy Sherrow.

The minutes of the July 11, 2022 were not available. They will be reviewed at the September 12, 2022 board meeting.

Blake Gates new full-time employee effective 8/01/22 was introduced to the board.

**CONSULTANTS REPORT:**

1. There was discussion concerning what kind of equipment could be bought or tested to help find water lines.
2. Hurt Lane – Ben Thompson needs a list of equipment/parts that will be used to complete the construction of the flushing line on Mike Larimore property.
3. Greg stated there will be several grants available to water districts that will have criteria needed when applying for the grant. He will be building a simple plan for Capital Improvement projects. This should help us get funding for most projects once we know the criteria for each grant.
4. Delay in SCADA installation due to flooding in Eastern Kentucky
5. Discussion about water line and water metering at 1173 Manley Leestown Rd. The board stated they would not take over the homeowner's service line if property is divided and current services will be allowed as is until a property transfer.
6. James Duffy service line extension was discussed. He will need 550' ft of service line, plans drawn up by Sandy Broughman, which will also need Division of Water approval. Due to pending large cost of this project homeowner will need to provide a 10,000 - 20,000 deposit and enter into a contract once we have a more definite cost of this project.

**CONTRACTORS REPORT:**

1. Peaks Mill Water District had a 25.35% water loss for the month. Jeff will develop a spreadsheet that will show a trend in water loss for each zone for comparison of water loss each month.
2. Jeff will contact Sensus to help resolve the issue of new meters that are installed and reading differently than the older meter.



**NEW BUSINESS:**

1. The September board meeting will be on 9/12/22 due to the Labor Day holiday. Rick Waddle will present the 2021 audit.
2. A cellphone and iPad will be purchased for Blake to use.
3. Peaks Mill Water District will pay for Blake to attend the KRWA conference. Jeff and Blake will coordinate what days they will go. Raven made a motion to approve, and Church seconded.
4. Jeff will submit an itemized bill when he is billing for services not in his contract. The itemized bill will be reviewed and approved by the Board
5. After reviewing the current financials, Raven made a motion to approve the financials, Church seconded the motion.
6. Raven made a motion to adjourn, motion was seconded by Church

**SUBMITTED BY:**

Nancy Sherrow  
August 2, 2022





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# Board Meeting

Monday, 09.12.2022

The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. September 12, 2022.

## Attendees

Church Quarles, *Chairman*  
Ross Thompson, *Secretary*  
Nancy Sherrow, *Office Manager*  
Greg Heitzman, *BlueWater Kentucky*  
Jeff Lee, *Water District Operator*

## Documents Distributed

Current bills and financial statements  
August report  
Monthly water loss report

Three handwritten signatures in black ink are visible on the right side of the page. The top signature is a cursive 'CQ'. The middle signature is a cursive 'R'. The bottom signature is a cursive 'N'.

CQ  
R  
N

## Agenda

### Chairman's Report

Church Quarles confirmed the Board had a quorum and called the meeting to order.

Church Quarles reported that PMWD purchased a Ford F150 4x4 at auction for \$9,800.00.

The light truck is intended to be used as a meter reading vehicle and a backup service truck

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if one of the vehicles needs maintenance, Ross Thompson made a motion to ratify the decision to purchase the light duty truck. Church Quarles seconded. Motion approved.

### Approve Minutes

1. Meeting minutes from the July regular meeting were reviewed. Ross Thompson made the motion to dispense with the reading of the minutes and approve the minutes. Church Quarles seconded. Motion approved.
2. Meeting minutes from the August regular meeting were reviewed. Ross Thompson made the motion to dispense with the reading of the minutes and approve the minutes. Church Quarles seconded. Motion approved.
3. Church Quarles notified the board that Tim Shera will be moved from a contract employee to a PMWD part time employee. This will allow Tim Shera to utilize the PMWD meter reading truck.

### Guest Remarks

Rick Waddle presented the annual independent audit to the Board. Mr. Waddle reported the PMWD record a net change in position of -\$166,255.00. Mr. Waddle also added that PMWD has \$53k of uninsured funds at Wesbanco.

Ross Thompson made a motion to accept the independent auditors report. Church Quarles seconded. Motion approved.

Rick Waddle submitted his quote for the independent auditor services for the next two years, \$4,100.00/year.

Ross Thompson made a motion to accept Rick Waddle's services at \$4,100.00 per audit. Church Quarles seconded. Motion approved.

### Consultant's Report

4. Greg Heitzman updated the Board on an estimate that was provided by Sandy Broughman for a line extension on Sullivans Lane. The current estimate is \$43,000. Greg Heitzman added that the pipe size could be reduced, this would lower the project cost. Greg Heitzman recommended having the builder send PMWD a non refundable deposit on the non-construction portion of the project.

5. Greg Heitzman discussed the SCADA system installation. The controller is installed in the PMWD office, currently waiting on McAllen Solutions and Service Specialities to get the controller connected to the internet. Greg Heitzman added the FCC license has been filed, and waiting on a final approval letter.
6. Greg Heitzman discussed the Hurt Lane flushing line project. Currently waiting on an order of 4" saddles to come in.
7. Greg Heitzman updated the board on the Sulfur Lick pump station project. Greg Heitzman will start updating the pump pit and valve replacement RFQ, and will meet with Service Specialities to get a current schedule of items for the pump rehab portion of the project.
8. Greg Heitzman recommended the Board prioritize a list of capital improvement projects to submit for possible grant funding opportunities. Ross Thompson made a motion to approve the submittal for CWP funds of \$113K for PMWD distribution system improvement projects. Church Quarles seconded. Motion approved. Greg Heitzman will have the Re-prioritized capital improvement project plan available at the next meeting to have on file at the PMWD office.
9. The PSC response letter was reviewed and Greg Heitzman will have the PMWD response letter sent in by the October deadline.
10. Greg Heitzman discussed the rate study that is currently underway, in addition to the rate revisions, Greg Heitzman recommended changing the meeting dates, and service fee schedules when the tariff is being edited.

## Operation Report

11. PMWD recorded a water loss of 25.86% for the month of August as submitted to the PSC.
12. Jeff Lee presented his August report of activities and flushing
13. Jeff Lee recommended utilizing Jeremy Cartwright with his equipment and personnel on emergency call outs, also recommended finding a backup contractor for this type of work.

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14. Jeff Lee reported 6 meters were installed, 4 shorts and 2 longs.

## Old Business

## New Business

15. The Board discussed service meter configuration on tiny homes/rental units for Donald Perry.

## Action Items

1. The outstanding bills were reviewed. Ross Thompson made the motion to pay the bills. Church Quarles seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Church Quarles seconded. Motion approved.

## Next Meeting Agenda Items



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# Board Meeting

Monday, 10.03.2022

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The regular meeting of the Peaks Mill Water District (PMWD) was called to order at 7:00 P.M. October 3, 2022.

## Attendees

Church Quarles, *Chairman*  
Ross Thompson, *Secretary*  
Raven Turner, *Treasurer*  
Nancy Sherrow, *Office Manager*  
Greg Heitzman, *BlueWater Kentucky*  
Jeff Lee, *Water District Operator*

## Documents Distributed

Current bills and financial statements  
September report  
Monthly water loss report

## Agenda

### Chairman's Report

Church Quarles confirmed the Board had a quorum and called the meeting to order.

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## Approve Minutes

1. Meeting minutes from the September regular meeting were reviewed. Raven Turner made the motion to dispense with the reading of the minutes and approve the minutes. Ross Thompson seconded. Motion approved.

## Guest Remarks

## Consultant's Report

2. Greg Heitzman updated the Board on the PSC inspection response. The response letter will be finalized this month and submitted with an action plan. The action plan will include a service meter roll out plan. The majority of the meters in the district are near 12 years of service.
3. Greg Heitzman added that PMWD owns a meter testing bench that is currently at Gatewood Water Service's shop. It was discussed to determine the value of the testing bench and offer it up for sale.
4. Greg Heitzman discussed the rate study. The report on the study will be available for the november regular meeting,
5. Greg Heitzman updated the board on the Sullivan lane main extension. The original cost estimate was near \$43,000. The extension plan utilized 4" pipe, Greg Heitzman recommended reducing the pipe size to the minimum required to reduce the cost. The required deposit for the extension would be only for the non construction cost incurred by the District.
6. Greg Heitzman & Jeff Lee report that the SCADA system is installed and should be live and operational in the next few days.

## Operation Report

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7. PMWD recorded a water loss of 30.43% for the month of September as submitted to the PSC.
  8. Jeff Lee presented his September report of activities and flushing
  9. Jeff Lee met with the PSC during the inspection and noted their recommendation on having the master meters recalibrated.
  10. Jeff Lee reported 4 more taps for new meters were completed today.
  11. The Hurt Lane flushing location was discussed, the project has been delayed a few weeks due to material availability. Jeff Lee reported that all the required material was now on hand and he would be contracting Ben Thomposon and Jeremy Cartwright to get the project underway.
  12. Jeff Lee reported that the repairs to the fire hydrants have begun, 6-7 hydrants are listed for repair.

## Old Business

## New Business

13. The service agreement for the meter reading software is near renewal. Greg Heitzman and Jeff Lee recommended the high cost service agreement plan that included technical support. Raven Turner made the motion to approve the \$3,500 service agreement plan. Ross Thompson seconded. Motion approved.
14. Raven Turner made the motion to go into executive session to discuss personnel matters. Ross Thompson seconded. Motion approved.
15. The Board came out of executive session and took the following actions. Raven Turner made the motion to raise the current office staff's pay by the following amounts; Nancy Sherrow increased to 22.50/hour, Rosanne Wise increased by \$1.50/hour & Andy Brek increased by \$1.50 /hour. increases are to be effective immediately. Ross Thompson Seconded. Motion approved.

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## Action Items

1. The outstanding bills were reviewed. Raven Turner made the motion to pay the bills. Ross Thompson seconded. Motion approved.
2. Ross Thompson made the motion to adjourn. Raven Turner seconded. Motion approved.

## Next Meeting Agenda Items



**Peaks Mill Water District  
Regular Board Meeting  
November 7, 2022**

**OPENING:**

The regular meeting of the Peaks Mill Water District was called to order at 7:00 p.m. November 7, 2022.

**Present:** Church Quarles, Nancy Sherrow attending the meeting in person. Raven Turner, Ross Thompson, Jeff Lee and Greg Heitzman attended via Zoom. Guests attending were Donald Perry – customer and Nathan Clark – Ky American Water.

Donald Perry has one meter on 460 Strohmeier property. He is in the process of building 2 small cabins. He asked the board to approve a variance to our tariff to allow the two small cabins and their water lines to be serviced by his current meter. After much discussion, Raven made a motion to approve the variance for Donald Perry and 2 tiny houses. Ross seconded the motion. A variance will be written by Greg Heitzman for the customer and for Peaks Mill office documentation. A check will be written to Donald Perry to reimburse him for the two meters that he paid for.

Nathan Clark updated the Peaks Mill Water District on Kentucky American Water personnel changes and that he is available if he can help the water district in any way.

The minutes of the October board meeting were approved with some minor changes (spelling). Prior to the minutes being approved there was a discussion about the meter testing bench owned by Peaks Mill Water District that is located in the Gatewood Water Service shop. There are two entities interested in purchasing the bench. Greg Heitzman will get quotes. Raven made a motion to approve the minutes. Ross seconded it.

**CONSULTANTS REPORT:**

1. There will be a special board meeting on November 14, 2022 at 5:30 at the Peaks Mill Water District office to review the Water Rate Analysis and Tariff Updates.
2. Greg discussed the need for an attorney due to pending tariff changes and impending Georgetown water connections. After review of applications, Ross made a motion to hire Brittany Koenig. Raven seconded the motion.
3. The SCADA system has been installed, working and we are now totally independent of the SCADA system located at the Gatewood Water Service shop.
4. Greg submitted two projects to Bluegrass ADD and both have been approved. Bluegrass ADD needs a representative from the district to attend Bluegrass ADD meetings. Ross made a motion to allow Greg and/or Jeff to represent the district at any Bluegrass ADD meetings. Raven seconded the motion.

**CONTRACTORS REPORT:**



1. Peaks Mill Water District had a 23.88% water loss for the month.
2. Jeff updated the board on the progress of meter installations and several upcoming projects. The Keith Edward property (easement) was discussed and the importance of getting the water line covered up before cold weather. Jeff will contact Jeremy Cartwright for quote to get this done and will send the quote to Church to review.

#### **OLD BUSINESS**

1. Jeff will start working on the Fire Hydrant issue and will document his progress. Greg and Jeff will draft a letter to the fire chief concerning the status of the hydrants.
2. The Hurt Lane flush line project has been completed and all seems to be working fine.
3. Raven will contact Chip Banks at Wesbanco concerning the 53K deposits not insured.

#### **NEW BUSINESS:**

1. After reviewing the current financials, Raven made a motion to approve the financials, Ross seconded the motion.
2. Raven made a motion to adjourn, motion was seconded by Ross.

#### **SUBMITTED BY:**

Nancy Sherrow  
November 8, 2022

**Peaks Mill Water District  
Regular Board Meeting  
December 5, 2022**

**OPENING:**

The regular meeting of the Peaks Mill Water District was called to order at 7:00 p.m. December 5, 2022.

**Present:** Church Quarles, Raven Turner, Jeff Lee, Greg Heitzman, Nancy Sherrow, and Nathan Clark – Ky American Water.

The minutes of the November board meeting were approved with one change. In quotes was to be added to the end of the following sentence: *After much discussion, Raven made a motion to approve the variance for Donald Perry and 2 tiny houses "because he is the common owner of the property"*. Raven made a motion to approve the minutes with the above revision and Church seconded the motion.

**CONSULTANTS REPORT:**

1. Greg updated the board that we have received \$113,000 in funds for the Cleaner Water Grant. Numerous paperwork must be completed. Raven made a motion to give Church authority to sign all documents, Church seconded the motion.
2. Greg discussed the rates that surrounding water districts charge for water.
3. Dave Billings from Frankfort Plant Board met with Jeff Lee to discuss having property access to the Shadrick Ferry tank site on US 127 North to put up an AMI antenna pole in the state right of way.

**CONTRACTORS REPORT:**

1. Peaks Mill Water District had a 23.73% water loss for the month.
2. The district is still having issues with low chlorine levels with water supplied from Frankfort Plant Board. There are no significant issues with water supplied from Ky American Water.
3. Hurt Lane flushing line installation is complete.

**OLD BUSINESS**

1. A letter will be sent to the fire chief concerning the status of the hydrant repairs. Several of the hydrants are flush hydrants – Jeff will discuss this with Chief Brewer.
2. The rate study will be discussed at the January Board meeting or at a Special Board meeting when all Commissioners will be able to attend the meeting.

**NEW BUSINESS:**

*Church Quarles*  


1. Peaks Mill Water District must start testing the meters. We received a proposal from Silas Cleaver from Nicholas County Water District to purchase the bench. Russ Rose from Oldham County Water District offered to purchase the meter testing bench and/or test the meters at their location. Raven made a motion to go with Option Three from Oldham County Water District proposal, Church seconded it.
2. The board reviewed the preliminary budget submitted by Greg Miklavcic. The board discussed the line item that listed the rate increase in the budget. After discussion that line item was removed. Raven made a motion to approve the budget and Church seconded the motion. Greg Heitzman will send the revised budget to Greg Miklavcic
3. A change in regular board meetings dates and time was discussed. Raven made a motion to change the regular board meetings to the 2<sup>nd</sup> Monday of the month at 5:30 instead of the 1<sup>st</sup> Monday of the month at 7:00. Church seconded the motion. Greg will contact Brittany Koenig to make sure we can change the board meeting date with a motion.
4. After reviewing the current financials, Raven made a motion to approve the financials, Church seconded the motion.
5. Raven made a motion to adjourn, Church seconded the motion.

**SUBMITTED BY:**

Nancy Sherrow  
December 6, 2022