

GARRISON WATER DISTRICT

PO BOX 279
284 MURPHY LANE
GARRISON, KY 41141
606-757-4898

MINUTES OF MEETING

June 13 2023

1. Luke Bentley called the meeting to order at 3:00 P.M. with prayer and the Pledge of Allegiance.
2. Luke Bentley welcomed everyone to the meeting.
3. Luke Bentley asked everyone to sign the sign in sheet.
4. Employee 3 was excused from the meeting.
5. Gary Esham made a motion to approve last months meeting minutes. Karin Collier second the motion. Luke Bentley voted yes.
6. Karin Collier made a motion to approve monthly bills. Gary Esham second the motion. Luke Bentley voted yes.
7. Luke Bentley made a motion to accept treasurer report. Karin Collier second the motion. Gary Esham voted yes.
8. Karin Collier made a motion accept leak adjustments. Gary Esham second the motion. Luke Bentley voted yes.

**GARRISON WATER DISTRICT
MINUTES OF MEETING**

June 13, 2023

OLD BUSINESS

9. *Employee 1* updated commissioners on South Shore project. South Shore sent us a letter on May 18, 2023 stating they was not interested in negotiations to relinquish their customers within Lewis County and allow the purchase and upgrades to that particular part of the system. We have informed Kristy at Buffalo Trace and she has talked to KIA that we would not be able to use the allotted \$1,029,080.00 that was awarded to us on 07/22/22 for this project.
- Luke Bentley made a motion to forego any furtherance on the Easter Lewis-Garrison Water Extension (Project # WX21135020).
- Karin Collier second the motion. Gary Esham voted yes. All commissioners signed the Attachment #1 letter.

NEW BUSINESS

10. *Employee 1* updated commissioners on the new Rate Study. He informed them we have started and the study and he will be contacting KY Rural to see if they have any special funding to help pay for this study.
11. *Employee 1* spoke to the commissioners about a cost of living pay raise for all employees, He ask them for a 5%.
- Gary Esham made a motion for a 5% cost of living pay raise for all employees starting the first pay in July. Karin Collier second the motion. Luke Bentley voted yes.
12. Gary Esham made a motion to dismiss.
- Karin Collier second the motion. Luke Bentley voted yes.

CHAIRMAN

Luke Bentley

SECRETARY

Karin Collier

GARRISON WATER DISTRICT

PO BOX 279
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GARRISON, KY 41141
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MINUTES OF MEETING

DECEMBER 12, 2023

1. Luke Bentley called the meeting to order at 5:00 P.M. with prayer and Pledge of Allegiance to the American Flag.
2. Luke Bentley welcomed everyone to the meeting.
3. Luke Bentley asked everyone to sign the sign in sheet.
4. None was excused from the meeting.
5. Karin Collier made a motion to accept last months meeting minutes. Gary Esham seconded the motion. Luke Bentley voted yes.
6. Gary Esham made a motion to accept last months monthly bills. Karin Collier seconded the motion. Luke Bentley voted yes.
7. Luke Bentley made a motion to accept last months treasurer report. Karin Collier seconded the motion. Gary Esham voted yes.
8. Gary Esham made a motion to accept last months leak adjustments. Karin Collier seconded the motion. Luke Bentley voted yes.
9. Managers Update.

GARRISON, QUINCY, KY-O-HEIGHTS WATER DISTRICT
MINUTES OF MEETING
DECEMBER 12, 2023

10. OLD BUSINESS

1. *Employee 5* passed his test for his water license.

11. NEW BUSINESS

1. Approvals are needed for our annual budget and the budget for the USDA. Karin Collier made a motion to approve our annual budget. Gary Esham seconded the motion. Luke Bentley voted yes. For the USDA budget, Gary Esham made a motion to approve. Karin Collier seconded the motion. Luke Bentley voted yes.
 2. The application for the water/sewer rate has been sent in and accepted by the PSC. We had Ben Harrison to ask the PSC for a suspension/deviation of the Phase III sewer rate due to the filing of the new rate study. Damon Talley, general counsel of KRWA, told us that it will likely be denied. The new Phase III sewer rate goes into effect January 1, 2024.
12. Gary Esham made a motion to dismiss. Karin Collier seconded the motion. Luke Bentley voted yes.

CHAIRMAN

Luke Bentley

SECRETARY

[Signature]

1. Regular full-time positions – A position which requires the labor of an employee for at least 40 hours per week on a regularly scheduled basis.
2. Regular part-time positions – A position which requires the labor of an employee for less than 30 hours per week, but on a regularly scheduled basis.
3. Temporary or Seasonal positions – A position which requires the labor of an employee for a temporary period of time, either full-time or part-time. Temporary or seasonal shall not exceed six (6) months.

Employees occupying regular, full-time positions shall be entitled to all benefits as provided after they have completed the probation period. Employees occupying part-time, temporary or seasonal positions shall not be entitled to any benefits unless otherwise specified by the Board of Commissioners.

POLICY 410 PERFORMANCE APPRAISAL

All regular employees will be evaluated at least once during each calendar year or as directed by the CEO. All evaluations will be given both orally and in writing. The employee's Supervisor will meet privately with the employee to discuss the evaluation. At that time, the employee will be given a copy of his/her written evaluation. The employee will be given an opportunity to respond in writing to the evaluation and to challenge any portion of the evaluation with which the employee disagrees. The employee's response to the evaluation will be reviewed by the CEO as soon as possible after receipt. Evaluations and any response thereto, are maintained in an employee's personnel file.

POLICY 420 SALARY POLICY

Salary Ranges – GQWD has no set range of salary. Salary will be set in accordance with the job duties and required responsibility of each employee in their respected positions.

Starting Pay Rate – The starting rate is the rate of pay which an employee is assigned upon starting a position. A new hire that has only the minimum overall qualifications for the job will normally be paid at or near the minimum of the pay range. If an individual has substantial experience and superior qualifications which exceeds minimum requirements, they may be paid at higher levels. These rates will be set at the time of employment. Upon completion of the probation period, full time status will be initiated. Once an employee is considered full-time, they will get a \$.100/hour raise.

Movement within the Salary Range – Salary will be based on the performance of the individual employee. The District reserves the right to change or suspend the performance pay policy whenever necessary.

Equity Adjustments – Occasionally a special rate of pay action is required to correct an inequity or for unusually good or meritorious service that cannot be adjusted within the normal compensation policy and guidelines. Before such an adjustment is made the CEO will determine that the adjustment is justified and will not have an adverse impact on internal rate of pay relationships.

- Upon acquiring a license suitable for the District size and needs an hourly employee will receive a \$1.00 per hour increase in salary. A one-time raise for Water and a one-time raise for Wastewater Licenses. A Class IIBD Water license will increase the pay of the operator \$1.00 per hour. A Class II WW Collection is .50 cents per hour and a Class II WW Treatment is .50 cents per hour. Approval must be obtained from the CEO prior to obtaining a license or the salary does not apply.

Any equity adjustment not listed above must be approved by the Board.