

**MINUTES
BUTLER COUNTY WATER SYSTEM, INC.**

The Butler County Water System, Inc. Board of Directors met in regular session on Tuesday, February 15, 2022 at 4:30 p.m. at the Water System Office, 1118 South Main Street; Suite 1, Morgantown, Kentucky.

QUORUM CHECK Those members present were Weymouth Martin-President, Danny Farris-Vice President, and Shane Wells. Also present were John Dix – General Manager, Ryan Leisey – Manager of Engineering and Construction, and Jeff Peeples – Manager of Administration and Finance.

Mr. Martin presided.

MINUTES APPROVED Mr. Wells made a motion to approve the minutes of the Board Meeting of December 2021. Mr. Farris seconded the motion, and all voted “aye.”

OPERATING REPORTS Mr. Peeples presented the Operating Reports and Budget Comparisons for the periods of December 2021 and January 2022. Mr. Farris made a motion to approve the Operating Reports and Budget Comparisons. Mr. Wells seconded the motion, and all voted “aye.”

DISBURSEMENTS Mr. Peeples presented the Disbursements for the current period. Mr. Wells made a motion to approve the Disbursements as presented. Mr. Farris seconded the motion, and all voted “aye.”

DIRECTOR’S REPORT Mr. Martin reported that the renovation of Rochester Dam is now complete.

LIST OF ACCOUNTS Mr. Dix reviewed the list of accounts to be transferred. Mr. Farris made a motion to transfer the list of accounts dated January and February 2022 for collection. Mr. Wells seconded the motion, and all voted “aye.”

GENERAL MANAGER’S REPORT The General Manager reported on the following:


1. The 2021 General Manager’s Report was reviewed. The Report highlights the past year’s performance financially and operationally. The 2021 accomplishments were discussed along with goals for 2022, including proposed capital improvement projects.

2. The 2022 Rates & Allocations between the three utilities were reviewed. Mr. Farris made a motion to accept the Rates & Allocations. Mr. Wells seconded the motion, and all voted "aye."
3. Mr. Leisey reviewed the bids for the Silver City Tank Repair and Painting. Bids were received from nine contractors with Mohon Blasting & Coatings of Beechmont, KY being the lowest bid at \$58,000. Mr. Wells made a motion to approve the bid of Mohon Blasting & Coatings as presented. Mr. Farris seconded the motion, and all voted "aye."
4. The Kentucky League of Cities has settled the claim with Ms. Casey regarding an incident from 2017.
5. Leak Adjustments for Katherine Johnson and Jeffrey Lee were reviewed.
6. There have been no lost time accidents.

ADJOURN

Mr. Farris made a motion that the meeting be adjourned. Mr. Wells seconded the motion, and all voted "aye."

Respectfully submitted,


Garry Robbins, Secretary

MINUTES
BUTLER COUNTY WATER SYSTEM, INC.

The Butler County Water System, Inc. Board of Directors met in Special Session on Friday, March 4, 2022 at 10:00 a.m. at the Warren County Water District Office at 523 U.S. 31 W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Weymouth Martin-President, Danny Farris-Vice President, Garry Robbins – Secretary/Treasurer, Carl Daugherty, and Shane Wells. Also present were John Dix – General Manager, and Dion Houchins – Commissioner, Warren County Water District.


Mr. Martin presided.

MEETING NOTICE Mr. Dix reported that notice of the meeting had been issued to the Butler Banner.

**GENERAL
MANAGER
POSITION** Mr. Houchins reviewed the application and interview process that was conducted for the General Manager position. After extensive review and interviews, Mr. Jacob Cuarta was selected for the position. Mr. Robbins made a motion to concur with the recommendation of Warren Water for the General Manager position. Mr. Farris seconded the motion, and all voted “aye”.

ADJOURN Being no further business, the meeting was adjourned.

Respectfully submitted,


Garry Robbins, Secretary

**MINUTES
ANNUAL MEETING
BUTLER COUNTY WATER SYSTEM, INC.**

The Butler County Water System, Inc. held its annual membership meeting on Tuesday, April 19, 2022 at 4:30 p.m. at the Water System Office in Morgantown, Kentucky.

QUORUM CHECK There were ten (10) members of the association present and voting. Those members present were Weymouth Martin, Jr. - President, Danny Farris – Vice President, Garry Robbins – Secretary/Treasurer, Shane Wells, Carl Daugherty, and Hon. Tim Flener – Judge/Executive, Richard Deye, Michael Grover, Kaleigh Grover, and Alan Debruhl. Also present were John Dix – General Manager, Jacob Cuarta – General Manager in waiting, Jeff Peeples – Manager of Finance and Administration, Ryan Leisey – Manager of Engineering and Construction, and Dr. and Judy Land Jones – Jones & Associates CPAs, PSC.

CALL TO ORDER Mr. Weymouth Martin called the meeting to order and asked Mr. Dix to provide the proof of notice of the meeting.

Mr. Dix reported that the notice of the meeting was mailed on April 8, 2022. Attached to the minutes is a copy of the notice as mailed.

Mr. Dix advised Mr. Weymouth Martin that a quorum was present in accordance with the Articles of Incorporation, which state that those members present constitute a quorum.

MINUTES Mr. Weymouth Martin called for the reading of the minutes of the April 20, 2021 Annual Meeting. Mr. Wells made a motion to adopt the minutes of the Annual Board Meeting of April 20, 2021. Mr. Farris seconded the motion, and all voted “aye.”

OFFICERS & COMMITTEE REPORTS Mr. Weymouth Martin asked if any officers wished to make a report to the members. There were none. Mr. Weymouth Martin then asked if there were any reports of any Committee and there were none.

DIRECTORS RE-ELECTED Mr. Weymouth Martin announced that the term on the Board of Directors of Mr. Weymouth Martin and Mr. Garry Robbins were expiring. Mr. Farris nominated Mr. Robbins and Mr. Weymouth Martin, Jr. for re-election. Mr. Deye moved that nominations cease, and that Mr. Robbins and Mr. Martin be elected by acclamation. Mr. Farris seconded the motion, and all voted “aye” and the motion carried.

UNFINISHED BUSINESS Mr. Weymouth Martin asked if there was any unfinished business to be conducted and there was none.

NEW BUSINESS

Mr. Weymouth Martin asked if there was any new business and there was none.

ADJOURN

Mr. Wells made a motion to adjourn. Mr. Robbins seconded the motion, and all voted "aye."

Respectfully Submitted,

Garry Robbins
Secretary – Treasurer

MINUTES
BUTLER COUNTY WATER SYSTEM, INC.

The Butler County Water System, Inc. Board of Directors met in regular session on Tuesday, April 19, 2022, at 4:30 p.m. at the Water System Office, 1118 South Main Street; Suite 1, Morgantown, Kentucky.

QUORUM CHECK

Those members present were:
Weymouth Martin, Jr. - President, Danny Farris – Vice President, Garry Robbins – Secretary/Treasurer, Shane Wells, Carl Daugherty, Honorable Tim Flener – Judge/Executive, Richard Deye – Attorney, Michael Grover, Kaleigh Grover, and Alan Debruhl. Also present were John Dix – General Manager, Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Ryan Leisey – Manager of Engineering and Construction, Dr. Judy Land Jones – Jones & Associates CPAs, PSC.

Mr. Weymouth Martin presided.

PUBLIC COMMENT

Mr. Grover and Mr. Debruhl expressed desire to have water extended to their properties on Hickory Camp and G. Southerland Roads. Mr. Dix stated that the Water System had applied for funding through the American Recovery Plan Act (ARPA) and had been denied. The request was denied so the Water System will apply for funding with the state as a part of the new allocations recently announce.

ELECTION OF OFFICERS

Mr. Wells made a motion to re-elect Weymouth Martin, Jr. – President, Danny Farris – Vice President, and Garry Robbins – Secretary-Treasurer. Mr. Daugherty seconded the motion, and all voted “aye.”

RECOGNITION OF ELECTED OFFICIALS

Mr. Martin recognized Judge Executive Tim Flener and Richard Deye, County Attorney.

ANNUAL AUDIT

Dr. Judy Land Jones presented the Annual Audit report for the period ending December 31, 2021. Mr. Robbins made a motion to accept the audit as presented. Mr. Wells seconded the motion, and all voted “aye.”

MINUTES APPROVED

Mr. Farris made a motion to approve the minutes of the Board Meeting of February 15, 2022 and March 4, 2022. Mr. Daugherty seconded the motion, and all voted “aye.”

OPERATING REPORTS

Mr. Peeples presented the Operating Reports and Budget Comparisons for the periods of February and March 2022. Mr. Wells made a motion to approve the Operating Reports as presented. Mr. Robbins seconded the motion, and all voted “aye.”

DISBURSEMENTS Mr. Peebles presented the Disbursements for the current period. Mr. Farris made a motion to approve the disbursements as presented. Mr. Daugherty seconded the motion, and all voted "aye."

DIRECTORS' REPORT There were none.

LIST OF ACCOUNTS Mr. Dix reviewed the list of accounts to be transferred. Mr. Robbins made a motion to transfer the list of accounts dated March and April 2022 for collection. Mr. Farris seconded the motion, and all voted "aye."

GENERAL MANAGER'S REPORT The General Manager reported on the following:

1. One application was received for the Annual \$1,000 Scholarship by the College Heights Foundation. Avery Elizabeth McKee was selected for the award this year and will be studying Health Sciences at Western Kentucky University. College Heights Foundation also had three renewals from the previous year.
2. Leak Adjustments for Philip Degnan, Mark Howard, Maitland Rice, Jr. Tim Thomas, and Denny Drake were reviewed.
3. Flushing is underway in both the north and south areas of the system.
4. There have been no lost time accidents.

ADJOURN Mr. Farris made a motion that the meeting be adjourned. Mr. Daugherty seconded the motion, and all voted "aye."

Respectfully submitted,


Garry Robbins, Secretary

**MINUTES
BUTLER COUNTY WATER SYSTEM, INC.**

The Butler County Water System, Inc. Board of Directors met in regular session on Tuesday, June 21, 2022 at 4:30 p.m. at the Water System Office, 1118 South Main Street; Suite 1, Morgantown, Kentucky.

QUORUM CHECK Those members present were Weymouth Martin-President, Danny Farris – Vice President, Garry Robbins – Secretary/Treasurer Carl Daugherty and Shane Wells. Also present were Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, Jeff Peeples – Manager of Administration and Finance and Bryan Tillery – Manager of Water Quality and Operations.

Mr. Martin presided.

MINUTES APPROVED Mr. Robbins made a motion to approve the minutes of the Board Meeting of April 19, 2022. Mr. Daugherty seconded the motion, and all voted “aye.”

OPERATING REPORTS Mr. Peeples presented the Operating Reports and Budget Comparisons for the periods of April and May 2022. Mr. Wells made a motion to approve the Operating Reports and Budget Comparisons. Mr. Farris seconded the motion, and all voted “aye.”

DISBURSEMENTS Mr. Peeples presented the Disbursements for the current period. Mr. Farris made a motion to approve the Disbursements as presented. Mr. Daugherty seconded the motion, and all voted “aye.”

DIRECTOR’S REPORT Mr. Wells reported the water level at the Rochester Dam is at 9’ today. The dam was not raised.

WRITE OFF TRANSACTIONS Mr. Cuarta reviewed the write off transactions to be transferred. Mr. Robbins made a motion to transfer the write off transactions dated May and June 2022 for collection. Mr. Wells seconded the motion, and all voted “aye.”

GENERAL MANAGER’S REPORT The General Manager reported on the following:

1. Resolution 2022-06-01, a Resolution Designating Check Signing Authority of all checks and disbursements to each of the Directors and the General Manager and limited authority to the Manager of Engineering and Construction. Mr. Martin made a motion to approve the Resolution. Mr. Robbins seconded the motion, and all voted “aye.”

2. Mr. Tillery reviewed the 2022 Water Quality Report. The report will be available to all customers on the System's website.
3. Mr. Leisey reported that several leaks have been fixed and several continue to occur with the ground drying and moving. The property owner is being pursued to purchase additional property for the Muhlenberg tank replacement. This project will be funded by a Rural Development loan and includes a rate increase.
4. The Kentucky Rural Water Association Annual Conference will be in Lexington on August 29-31. The Annual Business Meeting will be held on August 30 and the System needs to appoint a voting delegate. Mr. Robbins made a motion to designate Weymouth Martin, Jr. as the KRWA voting delegate. Mr. Farris seconded the motion, and all voted "aye."
5. The Kentucky Division of Water will be conducting a Sanitary Survey of the system on June 22.
6. The Joint Utility Committee meeting will be held on July 26, 2022.
7. There have been no lost time accidents.

ADJOURN

Mr. Wells made a motion that the meeting be adjourned. Mr. Daugherty seconded the motion, and all voted "aye."

Respectfully submitted,


Garry Robbins, Secretary

**MINUTES
BUTLER COUNTY WATER SYSTEM, INC.**

The Butler County Water System, Inc. Board of Directors met in regular session on Tuesday, August 16, 2022 at 4:30 p.m. at the Water System Office, 1118 South Main Street; Suite 1, Morgantown, Kentucky.

QUORUM CHECK

Those members present were Weymouth Martin, Jr. - President, Danny Farris – Vice-President, Carl Daugherty, and Shane Wells. Also present were Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, and Jeff Peeples – Manager of Administration and Finance.

Mr. Martin presided.

**MINUTES
APPROVED**

Mr. Wells made a motion to approve the minutes of the Board Meeting of June 21, 2022. Mr. Farris seconded the motion, and all voted “aye.”

**OPERATING
REPORTS**

Mr. Peeples presented the Operating Reports and Budget Comparisons for the periods of June and July 2022. Mr. Farris made a motion to approve the Operating Reports and Budget Comparisons. Mr. Daugherty seconded the motion, and all voted “aye.”

DISBURSEMENTS

Mr. Peeples presented the Disbursements for the current period. Mr. Wells made a motion to approve the Disbursements as presented. Mr. Farris seconded the motion, and all voted “aye.”

**DIRECTORS’
REPORT**

Mr. Cuarta reported on the BWS Joint Utility Meeting that Mr. Robbins attended. Mr. Robbins reported that it could take 5 years to receive the deed to the Rochester Dam from the Corps of Engineers. Warren County reported on the residential growth and the challenges of getting in trucks. The Water District was able to procure a mini excavator and it came in on budget. It still will be four (4) months on getting it in. In Simpson County, there is industrial growth.

**WRITE OFF
TRANSACTIONS**

Mr. Peeples reviewed the write off transactions to be transferred. The write off in August of Allen Cardwell, in the amount of \$1,251.26 was collected by staff member, Darla Morris, just prior to the meeting. Mr. Daugherty made a motion to transfer the write off transactions dated July and August 2022 for collection. Mr. Wells seconded the motion, and all voted “aye.”

**GENERAL
MANAGER’S
REPORT**

The General Manager reported on the following:

1. The Division of Water conducted a Sanitary Sewer Survey. There were no deficiencies.

2. Mr. Cuarta reported that he will be going to Ohio County on Wednesday, August 17th for a check presentation by Governor Beshear. Butler County Water System will be receiving \$350,962 of ARPA funds for projects in Butler County.

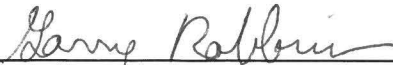
Mr. Leisey reported on the Kentucky Infrastructure Authority commitment letter for the grant award of the Kentucky Cleaner Water Program for the Small Diameter Water Line Replacement, Phase 2 Project in the amount of \$350,962. We will be using approximately \$215,000 of our own funds for these projects. Mr. Farris made a motion to authorize Jacob Cuarta to execute an agreement with KIA to receive the grant award. Mr. Daugherty seconded the motion, and all voted "aye."

3. Mr. Cuarta reported that the water treatment plant is running well. We are doing some maintenance. Joe Bledsoe is working to obtain his operator's license.
4. Mr. Leisey reported that Silver City Tank will be taken out of service for painting in about a month. Mohon Tank is on the list to be blasted and painted as well.
5. Mr. Cuarta reviewed the RFP Discovery and Implementation Services for Cityworks AMS. Six proposals were received. The District's selection team reviewed and scored all submitted proposals, then interviewed the top three candidates. The selection team chose KCI Technologies, Inc. in the amount of \$118,460, with Butler Water's allocation being \$12,082.92. Mr. Wells made a motion to approve KCI Technologies, Inc. Mr. Farris seconded the motion, and all voted "aye."
6. The District has 336,064 accumulated hours with no lost time accident.
7. KRWA Annual Business Meeting will be held August 30, 2022 and the Butler County Board appointed Ryan Leisey as the KRWA alternate voting delegate. Mr. Farris made a motion to approve the selection. Mr. Daugherty seconded the motion, and all voted "aye."

ADJOURN

Mr. Daugherty made a motion that the meeting be adjourned. Mr. Farris seconded the motion, and all voted "aye."

Respectfully submitted,


Garry Robbins, Secretary

**MINUTES
BUTLER COUNTY WATER SYSTEM, INC.**

The Butler County Water System, Inc. Board of Directors met in regular session on Tuesday, October 18, 2022, at 4:30 p.m. at the Water System Office, 1118 South Main Street; Suite 1, Morgantown, Kentucky.

QUORUM CHECK

Those members present were Weymouth Martin, Jr. - President, Garry Robbins – Secretary/Treasurer, and Carl Daugherty. Also present were Richard (Dick) Deye - Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, Bryan Tillery – Manager of Water Quality and Operations and Jeff Peeples – Manager of Administration and Finance.

Mr. Martin determined a quorum was present and called the meeting to order.

**MINUTES
APPROVED**

Mr. Robbins made a motion to approve the minutes of the Board Meeting of August 16, 2022. Mr. Daugherty seconded the motion, and all voted “aye.”

**OPERATING
REPORTS**

Mr. Peeples presented the Operating Reports and Budget Comparisons for the periods of August and September 2022. Mr. Daugherty made a motion to approve the Operating Reports and Budget Comparisons. Mr. Robbins seconded the motion, and all voted “aye.”

DISBURSEMENTS

Mr. Peeples presented the Disbursements for the current period. Mr. Robbins made a motion to approve the Disbursements as presented. Mr. Daugherty seconded the motion, and all voted “aye.”

**DIRECTORS’
REPORT**

Mr. Cuarta reported that Mr. Wells’ wife reported a leak near a tank site adjacent to their property. That reported leak has been repaired. Mr. Robbins discussed issues with the installation of meters.

**WRITE OFF
TRANSACTIONS**

Mr. Peeples reviewed the write off transactions to be transferred. Mr. Daugherty made a motion to transfer the write off transactions dated September and October 2022 for collection. Mr. Robbins seconded the motion, and all voted “aye.”

**GENERAL
MANAGER’S
REPORT**

The General Manager reported on the following:

1. Mr. Cuarta presented Mr. Richard (Dick) Deye with a plaque showing appreciation for his 20+ years of service to the Butler County Water System Board. Mr. Dye suggested multiple local options for future legal representation.

2. Mr. Peeples reviewed the Audit Proposal for the 2022-2023 Financial Audit. Mr. Robbins made a motion to approve the Proposal of Jones & Associates CPAs, PSC. Mr. Daugherty seconded the motion, and all voted "aye."
3. Mr. Peeples presented the Revised Depreciation Periods effective December 31, 2022. Mr. Daugherty made a motion to approve the Revised Depreciation Periods as presented. Mr. Robbins seconded the motion, and all voted "aye."
4. Mr. Peeples presented the 2023 Operating Budget. Mr. Robbins made a motion to accept the Operating Budget as presented. Mr. Daugherty seconded the motion, and all voted "aye."
5. Mr. Peeples presented the 2023 Capital Budget. Mr. Daugherty made a motion to approve the Capital Budget as presented. Mr. Robbins seconded the motion, and all voted "aye."
6. Mr. Tillery reported that a Request for Proposals (RFP) was issued for SCADA Remote Terminal Units (RTUs) Upgrades. Thirteen firms requested the RFP but only two proposals were submitted. Mr. Tillery's selection team reviewed and scored the two proposals and selected EMC., Inc., Trussville, AL for the upgrades with Butler County Water System's negotiated portion being \$631,963. Mr. Daugherty made a motion to accept the proposal of EMC, Inc. Mr. Robbins seconded the motion, and all voted "aye."
7. Leak adjustment for Royce Keown was reviewed.
8. Mr. Peeples reported that Warren, Simpson, and Butler County Water Districts were presented an Excellence in Resourcefulness Award at the Itron Annual Awards Conference in October.
9. Mr. Leisey reported that funding for the SCADA RTU project has been secured, utilizing an ARPA grant provided by the State. Mr. Leisey also reported that options are being considered for a new elevated tank in the Muhlenberg area and also the plan to paint the Silver City Tank is still on track for FY22.
10. The District has 359,547.5 accumulated hours with no lost time accident.

ADJOURN

Mr. Robbins made a motion that the meeting be adjourned.
Mr. Daugherty seconded the motion, and all voted "aye."

Respectfully submitted,



Garry Robbins, Secretary

**MINUTES
BUTLER COUNTY WATER SYSTEM, INC.**

The Butler County Water System, Inc. Board of Directors met in regular session on Tuesday, December 20, 2022, at 6:30 p.m. at The Bistro, 1129 College Street, Bowling Green, KY 42101.

QUORUM CHECK

Those members present were Weymouth Martin, Jr. – President, Danny Farris – Vice President, Garry Robbins – Secretary/Treasurer Carl Daugherty and Shane Wells. Also present were Jacob Cuarta – General Manager, Jeff Peeples – Manager of Administration and Finance, Ryan Leisey – Manager of Engineering and Construction, Tim Minnicks – Construction Manager, Bryan Tillery – Manager of Water Quality/Operations, and Jill Harmon – Manager of HR/Communications.

Mr. Weymouth Martin presided.

**MINUTES
APPROVED**

Mr. Farris made a motion to approve the minutes of the Board Meeting of October 18, 2022. Mr. Robbins seconded the motion, and all voted “aye.”

**OPERATING
REPORTS**

Mr. Peeples presented the Operating Reports and Budget Comparisons for the periods of October and November 2022. Mr. Daugherty made a motion to approve the Operating Reports as presented. Mr. Robbins seconded the motion, and all voted “aye.”

DISBURSEMENTS

Mr. Peeples presented the Disbursements for the current period. Mr. Wells made a motion to approve the disbursements as presented. Mr. Farris seconded the motion, and all voted “aye.”

**DIRECTORS’
REPORT**

Mr. Cuarta reported that the BWS Joint Utility Meeting is scheduled for January 24, 2023, at 10:00 a.m. at the Warren County Water District Office.

**WRITE OFF
TRANSACTIONS**

Mr. Peeples reviewed the list of accounts to be transferred. Mr. Robbins made a motion to transfer the list of accounts dated November and December 2022 for collection. Mr. Daugherty seconded the motion, and all voted “aye.”

**GENERAL
MANAGER’S
REPORT**

The General Manager reported on the following:

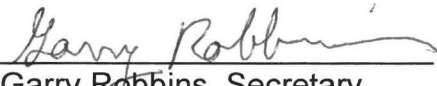
1. Mr. Leisey reported on the KIA letter awarding ARPA funding in the amount of \$557,592 for SCADA system improvements. This grant will cover the majority of the enhancements. Mr. Leisey asked for a motion to allow Mr. Cuarta to sign the acceptance letter for funding on behalf of BCWS. Mr. Wells made a motion, Mr. Farris seconded the motion, and all voted “aye.”

2. Mr. Peeples presented the 2022 Identity Theft Policy Program Report. Procedures for all offices were reviewed with personnel and there were no instances to report for 2022. Mr. Peeples reported that improvements are being implemented in 2023 with multifactor authentication. Mr. Farris made a motion to approve the Annual Report on Identity Theft Prevention. Mr. Daugherty seconded the motion, and all voted "aye."
3. Leak Adjustment for Tyler Gann was reviewed.
4. Mr. Tillery reported that last month Joe Bledsoe obtained his Class I Treatment Plant Operator's License and Tanner Kirby increased his license from a Class I to a Class III.
5. Mr. Leisey reported that the painting of the Silver City tank has been delayed until spring due to winter weather conditions. The painting contractor is currently completing work at the Water Treatment Plant and various pump stations throughout Butler County.
6. Mr. Cuarta reported there was a lost time accident on November 9th. There has been 5,929 hours since the incident.

ADJOURN

Mr. Wells made a motion that the meeting be adjourned. Mr. Robbins seconded the motion, and all voted "aye."

Respectfully submitted,



Garry Robbins, Secretary