

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

The Butler County Water System, Inc. Board of Directors met in regular session on Tuesday, February 21, 2023 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, Garry Robbins – Secretary/Treasurer, and Carl Daugherty. 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. Daugherty made a motion to approve the minutes of the Board Meeting of December 20, 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 December 2022 and January 2023. Mr. Robbins 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. Daugherty made a motion to approve the Disbursements as presented. Mr. Robbins seconded the motion, and all voted “aye.”

**DIRECTOR'S
REPORT**

Mr. Peeples reviewed the proposed 2023 Rates & Allocations between the three utilities. The Joint Utility Committee voted to recommend approval of the Rates & Allocations for 2023. Mr. Robbins made a motion to accept the 2023 Rates and Allocations. Mr. Daugherty seconded the motion, and all voted “aye.”

Mr. Peeples reported that Mr. Damon Talley is continuing to work on obtaining the Deed for the Rochester Dam Regional Water Commission.

**WRITE OFF
TRANSACTIONS**

Mr. Peeples reviewed the write off transactions to be transferred. Mr. Daugherty made a motion to transfer the list of accounts dated January and February 2023 for collection. Mr. Robbins seconded the motion, and all voted “aye.”

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Mr. Leisey reported on the intent to submit an application to the Public Service Commission (PSC) for a Residential Meter Installation Fee increase for the Water System. Mr. Robbins

made a motion to approve the application to the PSC. Mr. Daugherty seconded the motion, and all voted "aye."

2. Mr. Leisey reviewed the Water Line Extension Agreement Revisions. Mr. Daugherty made a motion to approve the revisions as presented. Mr. Robbins seconded the motion, and all voted "aye."
3. Mr. Cuarta requested that the board approve the two-signature requirement for checks in amounts above \$1,500 be changed to amounts above \$10,000. Mr. Robbins made a motion to approve the two-signature requirement. Mr. Daugherty seconded the motion, and all voted "aye."
4. Leak Adjustment for Thurman Coy was reviewed.
5. Mr. Cuarta reported that the Water District has been conducting in-house CDL training.
6. Mr. Cuarta reported that the Water District won the Southcentral Kentucky United Way Live United Award.
7. Mr. Leisey presented photos of before and after painting of 8 System pump stations; Hickory Camp, Leonard Oak, Dexterville, Highway 70, Highway 411, Logansport, Rochester, and Welches Creek, along with some touch up painting in the Water Treatment Plant. The painting took place in the fall, but Silver City was deferred until March due to the weather.

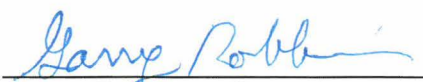
Mr. Leisey also reported that property was purchased just north of the Muhlenberg Tank, where a new tank will be built to replace the Muhlenberg Tank.

8. The District has 27,834 accumulated hours with no lost time accidents.

ADJOURN

There 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 18, 2023 at 4:30 p.m. at the Water System Office in Morgantown, Kentucky.

QUORUM CHECK There were 4 (Four) members of the association present and voting. Those members present were Weymouth Martin, Jr. - President, Garry Robbins – Secretary/Treasurer, Shane Wells, Carl Daugherty. Also present were Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Ryan Leisey – Manager of Engineering and Construction, and Dr. Judy Land Jones – Jones & Associates CPAs, PSC, and Jim Cartwright – Resident/Customer.

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

Mr. Cuarta reported that the notice of the meeting was mailed on April 7, 2023. Attached to the minutes is a copy of the notice as mailed.

Mr. Cuarta 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 19, 2022 Annual Meeting. Mr. Robbins made a motion to adopt the minutes of the Annual Board Meeting of April 19, 2022. Mr. Daugherty 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 Member, there were none.

DIRECTORS RE-ELECTED Mr. Weymouth Martin announced that the term on the Board of Directors of Mr. Danny Farris was expiring. Mr. Robbins nominated Mr. Farris for re-election. Mr. Wells 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. Robbins made a motion to adjourn. Mr. Daugherty 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 18, 2023, 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, Shane Wells, Carl Daugherty, Also present were Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Ryan Leisey – Manager of Engineering & Construction, Dr. Judy Land Jones – Jones & Associates CPAs, PSC, and Jim Cartwright – Resident/Customer.

Mr. Weymouth Martin presided.

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. Farris’s term was extended for two additional years. Mr. Daugherty seconded the motion, and all voted “aye.”

ANNUAL AUDIT

Dr. Judy Land Jones presented the Annual Audit report for the period ending December 31, 2022. Mr. Daugherty made a motion to accept the audit as presented. Mr. Wells seconded the motion, and all voted “aye.”

MINUTES APPROVED

Mr. Wells made a motion to approve the minutes of the Board Meeting of February 21, 2023. 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 2023. Mr. Robbins made a motion to approve the Operating Reports as presented. 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. Daugherty seconded the motion, and all voted “aye.”

DIRECTORS’ REPORT

There were none.

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 March and April 2023 for collection. Mr. Daugherty seconded the motion, and all voted “aye.”

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Mr. Cuarta requested approval from the Board to approach County Attorney, Michele Duvall, for legal representation for the Water System. Mr. Wells made a motion to approve Mr. Cuarta to retain Ms. Duvall as legal counsel for the Water System. Mr. Daugherty seconded the motion, and all voted "aye."
2. Mr. Cuarta reported that he is currently the main signatory for the System's Discharge Monitoring Reports and Monthly Operating Reports that are submitted to the Division of Water. Mr. Cuarta requested that the Board approve Mr. Tillery be the signatory on those monthly reports moving forward. Mr. Daugherty made a motion to approve Mr. Tillery to be the signatory for the monthly reports. Mr. Robbins seconded the motion, and all voted "aye."
3. Mr. Cuarta reviewed the scholarship applicant for this year's annual \$1,000 scholarship. College Heights Foundation evaluated the applications received and selected Ms. Loryn Robbins, who will be majoring in Nursing at Western Kentucky University.
4. Leak Adjustments for Regina Laughing and Ben Annis were reviewed.
5. Mr. Cuarta reported that there have been multiple power outages in the last two months during storm events. Mr. Cuarta received a call on April 15th from the Operations Manager regarding the raw water intake at the Water Treatment Plant. An emergency dispatch to a diver along with one of our Service crew members, Rich Clothier was made. Mr. Clothier found that wiring had come disconnected in the panel for the pump. He repaired the wiring, and the pump came back into operation. Mr. Cuarta applauded the dedication and reliability of the Operations team when any issue arises.
6. Mr. Leisey reported that the Silver City Tank has been taken out of service for painting.

Mr. Leisey also reported that in March, property was purchased for the new Muhlenberg Tank site. DHI Contracting is clearing the property.

Mr. Leisey also reported that the recently submitted Tariffs for the PSC have all been approved.

7. The District has accumulated 52,090 hours without a lost time accident.
8. Mr. Cuarta reported there will be a pig roast at the Warren County Water District office celebrating the Itron Award that was presented to the District in 2022.
9. Mr. Cuarta provided an update to the Directors on the preliminary design of the new District headquarters.

ADJOURN

Mr. Daugherty made a motion that the meeting be adjourned. Mr. Robbins 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 20, 2023, at 4:30 p.m. at the Water System Office, 1118 South Main Street; Suite 1, Morgantown, Kentucky.

QUORUM CHECK

Those members present were Danny Farris – Vice President, Garry Robbins – Secretary/Treasurer, Carl Daugherty - Director and Shane Wells – Director. Also present were Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, and Jeff Peeples – Manager of Administration and Finance.

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

**MINUTES
APPROVED**

Mr. Robbins made a motion to approve the minutes of the Board Meeting of April 18, 2023. 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 2023. Mr. Daugherty 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. Robbins seconded the motion, and all voted “aye.”

**DIRECTOR’S
REPORT**

There were none.

**WRITE OFF
TRANSACTIONS**

Mr. Peeples reviewed the Write Off Transactions to be transferred. Mr. Robbins made a motion to transfer the write off transactions dated May and June 2023 for collection. Mr. Wells seconded the motion, and all voted “aye.”

**GENERAL
MANAGER’S
REPORT**

The General Manager reported on the following:

1. Mr. Cuarta reported on the 2023 Liability and Workers’ Comp Insurance Rates with HIG. After a property asset evaluation was performed, which showed an increase in value and cost to replace the infrastructure in our system, there will be premium change in 2023-2024. Butler County will only absorb around \$800 in the premium change. Mr. Wells made a motion to approve the new rates for Liability and Workers’ Comp with HIG. Mr. Daugherty seconded the motion, and all voted “aye.”
2. Mr. Cuarta reviewed the 2023 Water Quality Report. The report will be available to all customers on the System’s website.

3. Mr. Leisey presented the Resolution and associated Certificate of Recording Officer for both the ARPA round No. 1 and Round No. 2 grants. Mr. Robbins made a motion to approve the Grant Assistance Agreement. Mr. Daugherty seconded the motion, and all voted "aye." Mr. Wells made a motion to approve the Resolution. Mr. Daugherty seconded the motion, and all voted "aye."
4. Mr. Cuarta reported that he contacted Ms. Michelle Duvall regarding being permanent counsel for the Water System. Ms. Duvall stated she can't at this time due to needing malpractice insurance in order to have a private law practice. Mr. Cuarta stated at this time, the System will utilize Mr. Hamp Moore with Cole and Moore in Warren County as counsel until Ms. Duvall has obtained the malpractice insurance.
5. Leak Adjustment for Kaleigh Grover was reviewed.
6. Mr. Cuarta reported that fiber installation has begun in the Rochester area of the county. Mr. Cuarta also reported on a newly constructed tornado siren that was installed on one of the System's tank sites.
7. Mr. Leisey reported that the Silver City Tank painting is complete.
8. The District has 74,497.5 accumulated hours with no lost time accidents.

ADJOURN

Mr. Daugherty made a motion that the meeting be adjourned. Mr. Robbins 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 15, 2023, 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 – Director. Also present were Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering, and Jeff Peeples – Manager of Administration and Finance.

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

MINUTES APPROVED Mr. Robbins made a motion to approve the minutes of the Board Meeting of June 20, 2023. 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 2023. 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. Daugherty made a motion to approve the Disbursements as presented. Mr. Robbins seconded the motion, and all voted “aye.”

DIRECTOR’S REPORT Mr. Cuarta reported that we had a new board member, Mr. Larry Gomer, that was appointed in Simpson County. He was unable to attend last month’s board meeting. Mr. Cuarta stated that he will be asking Mr. Gomer at their board meeting next week if he would like to be appointed to serve on the WSB Joint Utility Committee. Mr. Cuarta stated he will be notifying the WSB Committee of a meeting for some time before the end of 2023.

WRITE OFF TRANSACTIONS Mr. Peeples reviewed the Write Off Transactions to be transferred. Mr. Robbins made a motion to transfer the write off transactions dated July and August 2023 for collection. Mr. Farris seconded the motion, and all voted “aye.”

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

1. The KRWA Annual Business Meeting will be held August 29, 2023, and the Water System needs to appoint a delegate and an alternate. Mr. Farris made a motion to appoint Weymouth Martin

as the KRWA voting delegate, with Jacob Cuarta being alternate. Mr. Daugherty seconded the motion, and all voted "aye."

2. There were no leak adjustments to report.
3. Mr. Leisey reported that Aerospace Composites is constructing a 150,000-sf building at the intersection of Hwy 70 and I-165. Mr. Leisey also reported that he is working with Butler County Schools on reconfiguring a church into a pre-school center. Both projects will need large meters for fire protection.
4. There were no leak adjustments.
5. Mr. Cuarta reported that fiber installation has begun in the Rochester area of the county. Mr. Cuarta also reported on a newly constructed tornado siren that was installed on one of the System's tank sites.
6. The District has 96,772.5 accumulated hours with 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, October 17, 2023, at 4:30 p.m. at the Water District Office at 1118 South Main Street; Suite 1, Morgantown, Kentucky.

QUORUM CHECK

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

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

**MINUTES
APPROVED**

Mr. Farris made a motion to approve the minutes of the Board Meeting held on August 15, 2023. 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 2023. Mr. Daugherty 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. Daugherty made a motion to approve the Disbursements as presented. Mr. Martin seconded the motion, and all voted “aye.”

**DIRECTOR'S
REPORT**

Mr. Cuarta reported that an investigation was completed for Melvin Bowles, and everything was adequate with the chlorine residual at his residence. Mr. Cuarta also reported that this will be Mr. Leisey's last meeting as he has accepted a new position in the private sector and Mr. Harbison will be taking the position as Manager of Engineering.

**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 2023 for collection. Mr. Wells seconded the motion, and all voted “aye.”

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

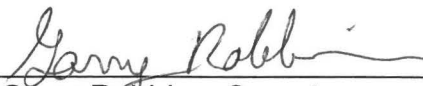
1. Mr. Peeples reviewed the 2024 Operating Budget. Mr. Wells made a motion to approve the 2024 Operating Budget. Mr. Farris seconded the motion, and all voted “aye.”

2. Mr. Peeples reviewed the 2024 Capital Budget. Mr. Wells made a motion to approve the 2024 Capital Budget. Mr. Farris seconded the motion, and all voted "aye."
3. Mr. Cuarta reported that Butler County Water recently completed the annual Public Service Commission Inspection, with the only deficiency being system water loss of over fifteen percent for 2022.
4. The District has 120,451.50 accumulated hours with no lost time accidents.

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

ADJOURN

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 Tuesday, December 19, 2023, at 6:30 p.m. at 1129 College Street, Bowling Green, Kentucky.

QUORUM CHECK

Those members present were Weymouth Martin – President, Danny Farris – Vice President, Garry Robbins – Secretary/Treasurer, Carl Daugherty – Director, and Shane Wells - Director. Also, present were Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Jill Harmon – Manager of Human Resources and Communications, Bryan Tillery – Manager of Operations, B.J. Malone – Manager of IT/GIS, Clint Harbison – Manager of Engineering, and Tim Minnicks – Construction Manager.

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

**MINUTES
APPROVED**

Mr. Farris made a motion to approve the minutes of the Board Meeting held on October 17, 2023. 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 2023. 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. Wells made a motion to approve the Disbursements as presented. Mr. Farris seconded the motion, and all voted “aye.”

**DIRECTOR’S
REPORT**

Mr. Cuarta inquired as to if either Mr. Martin or Mr. Robbins could be available for a WSB Joint meeting on January 11th at the Warren County Office. Mr. Martin confirmed his availability for the meeting. The Joint Operations Agreement will be updated at this meeting due to it expiring in February 2024. Then the agreement will be brought to each District’s Board for final approval.

Mr. Cuarta discussed House Bill 9, highlighting the potential for grant funding to be allocated for infrastructure projects that could possibly receive subsidies from the State. Mr. Minnicks took the initiative to compile cost estimates, which were then incorporated into a letter and forwarded to Judge Flener. This proactive step was taken to ensure that when the State seeks information on projects, the District already possesses a comprehensive outline of the anticipated project requirements

**WRITE OFF
TRANSACTIONS**

Mr. Peeples reviewed the Write Off Transactions to be transferred. Mr. Robbins made a motion to transfer the write off transactions

dated November and December 2023 for collection. Mr. Daugherty seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Mr. Peeples presented the Identity Theft Policy Statement.
2. Mr. Cuarta reviewed the Leak adjustments for Al Korn and Charles Ferrell.
3. Resolution 2023-12-03 Supplemental Grant Acceptance was reviewed. Mr. Farris made a motion to approve the resolution as presented. Mr. Daugherty second the motion, and all voted "aye."
4. Mr. Harbison provided an update on projects previously authorized in the 2023 capital budget, emphasizing the urgency of meeting their funding deadlines. It was proposed to devise a comprehensive plan at the onset of January aimed at expediting the completion of these projects. Additionally, efforts are ongoing to revise and enhance District standards, starting with the refinement of detailed drawings and review checklists. The objective behind this initiative is to disseminate these updated standards within the community, aiming to streamline and clarify aspects of the review process.
5. Mr. Tillery provided an update on the progress of the SCADA/RTU project. He noted that approximately 50% of the required materials have been received, with the anticipation of receiving the remaining items within the current week. It is anticipated that the full delivery of supplies will be completed by the beginning of February 2024. An internal decision was made to conduct the installation in-house. This choice led to significant cost savings for the District, estimated at one-million dollars. Overall, the installation across all three systems is projected to take approximately 18 months to complete.
6. The District has 141,731.50 accumulated hours with no lost time accidents.

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