

**OHIO COUNTY WATER DISTRICT
BOARD OF COMMISSIONERS MEETING**

DATE: Monday, January 23, 2023

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Raw Water Intake Project: Update
 - e. Distribution Maintenance Garage Rebuild
 - f. 2023 Budget Update (Pension)
 - g. Olaton-Windy Hill Control Valve Project
 - h. Meter Replacement Project
 - i. Deposit Interest & Customer Deposit Refund Plan
- V. New Business**
 - a. Department November & December Updates
 - b. GRADD Meetings
 - c. Public Outreach and Community Involvement
 - d. PSC Case 2022-00363
 - e. Commissioner Training and Re-appointments
 - f. 2022 Delinquent Mailings
 - g. Asset Management Progress
 - h. Non-Metered Locations
 - i. Interconnects
 - j. City of Hartford Demand
 - k. Monthly Operating Report – 5 Year History
 - l. 2023 Meeting Schedule
- VI. Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
November 28, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on Monday, November 28, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Ben Everley, Cletus Greer, Reid Haire, Carlin Gregory, Michael Newman and Jay Raymond. Ben Everley Chaired the meeting.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Romero, Finance & Administrative Manager; Kirk Ball, Plant Manager.

Motion#1

A motion was made by Carlin Gregory to approve the October 24, 2022 Board Meeting Minutes. A second to this motion was made by Eddie Embry. Motion carried unanimously.

Motion #2

A motion was made by Reid Haire to approve the September 2022 Financial and October 2022 Check Register Reports. A second to this motion was made by Michael Newman. Motion carried unanimously.

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

- **Financial Highlights-**
- **Water Loss Report -**
- **Revenue Report -**
- **Non-Payment Disconnection / Reconnection Report-**
- **Raw Water Intake Project & Inspection Update:**
- **Distribution Maintenance Garage Rebuild Update-**
 - Bids were reviewed to Rebuild Maintenance Garage.
 - ***Motion #3***
Motion was made by Michael Newman to reject all bids. A second to this motion was made by Eddie Embry. Motion carried unanimously
 - ***Motion #4***
Motion was made by Reid Hair to complete a new bid proposal and to re-advertise. A second to this motion was made by Carlin Gregory. Motion carried unanimously
 - ***Motion #5***
Motion was made by Eddie Embry for Eric to move ahead with the bids if they come in within \$625K and additional \$125K for improvements. A second to this motion was made by Cletus Greer. Motion carried unanimously

- **Chiggerville Waterline Extension Project Update-**
 - Board requested Eric to look into the cost of looping or a common ground with the fiscal court for Chiggerville Project. Also look into looping the piping back in the same ditch and pumping. Provide the Board the numbers on the cost.

- **2023 Budget-**
 - The proposed budget has been revised due to the maintenance Distribution Facility building bids:
 - Removed Windy Hill – Olaton Control Valve, trying to complete in 2022
 - \$50,000
 - Delay Bells Run Mixer and Coating to 2024 – partially funded through grants so this will give us time to receive the drawdown for the grant
 - \$220,000
 - Distribution Maintenance Building increase from \$500,000 to \$650,000
 - Mini dump truck decrease from \$80,000 to \$70,000
 - State contract beginning of November on these trucks. Ordered and will receive 30+ weeks from order date.
 - Removed 1 F-150 for Distribution
 - \$45,000
 - Removed GRADD SB 36 funds for water meter replacement project from 2023 to 2022 as we received these funds just shortly after the budget was provided in October.
 - Increased Forecasted change in cash for 2022 from \$68,702 to \$244,466
 - **Motion #6**
A motion was made by Reid Haire to approve the Budget presented on 11/28/2022 for the 2023 Budget Year. A second to this motion was made by Jay Raymond.

- **Meter Replacement Grant-**
 - We have received the funds of \$175,764 for the KIA Meter Replacement Grant

- **December Meeting Date-**
 - **Motion#7**
Motion was made by Eddie Embry to cancel the December 2022 Meeting. A second to this motion was made by Cletus Greer. Motion carried unanimously

- **Breckinridge County Waterline Extension Project**
 - We will not be moving forward with Breckinridge County Waterline Extension

- **Safety Update-**

NEW BUSINESS:

Election of Officers-

- **Motion #8**
Cletus Greer made a motion for all officers to remain in their respective positions. A second to this motion was made by Michael Newman. Motion carried unanimously
- Eric has provided Judge Executive David Johnston with new appointment requests. They are supposed to be on the December 13, 2022 Agenda.

Raw Water Intake Meter-Cost Reduction-

- A new meter was installed in August. Previously the meter was reading flows when there was no flow. Estimate cost savings of \$3,700/year.
- Rochester Dam Regional Commission could possibly lower their rates from .10/1,000 gallons to .08/1,000 gallons. If this occurs there would be approximately an \$18,000 year decrease for us. This will be voted on year end 2023.

City of Beaver Dam-

- We received a contract from Beaver Dam on November 7, 2022. This is not a viable contract. Eric will have our attorney modify and with a longer term. The Board is okay with the term of 5 years, if the minimum is high. In addition, provisions need to be made for our labor and maintenance on any work

Annual Tariff Review

- **Motion #9**
A motion was made by Eddie Embry to accept and present Tariff Review Change proposal to PSC. A second to this motion was made by Carlin Gregory. Motion carried unanimously

Commissioner Training Reminders-

- There is a virtual training on December 7th & 8th. Those who have already finished their 6 hours training are: Carling Gregory, Eric Hickman, Reid Haire, Eddie Embry. All others must attend one of these training classes for their 6 hours to settle the PSC Case No 2021-00017. This is the last training for the year.

Closed Session-

- **Motion #10**
A motion was made by Reid Haire to go into closed session referencing to KRS 61.810 (1)(f). A second to this motion was made by Carlin Gregory. Motion carried unanimously.

Open Session-

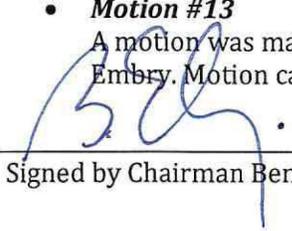
- **Motion #11**
A motion was made by Carlin Gregory to return to Open Session. A second to this motion was made by Reid Haire. Motion carried unanimously

GM Renewal Contract -

- **Motion#12**
Motion was made by Reid Haire to authorize Board Chairman Ben Everley to authorize the General Manager's renewal contract with the exceptions made. A second to this motion was made by Eddie Embry. Motion carried unanimously.

Adjourn-

- **Motion #13**
A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Eddie Embry. Motion carried unanimously.


Signed by Chairman Ben Everley

Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT BOARD OF COMMISSIONERS MEETING

DATE: Monday, November 28, 2022

TIME: 5:00 p.m. CST

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(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order
- II. Approval of Minutes
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 - c. Non-payment Disconnection/Reconnection Report
 - d. Raw Water Intake Project: Update
 - e. Distribution Maintenance Garage Rebuild
 - f. Chiggerville Project
 - g. 2023 Budget
 - h. Meter Replacement Project and Grant
 - i. December 26, 2022 Board Meeting
 - j. Breckinridge County Waterline Extension Project
 - k. Safety
- V. New Business
 - a. Department October Updates
 - b. Elect Officers
 - c. Raw Water Intake Meter – Cost Reduction Water Withdrawal
 - d. City of Beaver Dam Wholesale Contract
 - e. Annual Tariff Review Report
 - f. Commissioner Training Reminder
- VI. Executive Session
- VII. Adjourn

**Ohio County Water District
Board of Commissioners Meeting
October 24, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on Monday, October 24, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Ben Everley, Cletus Greer, Reid Haire, Carlin Gregory, Michael Newman and Jay Raymond. Reid Haire Chaired the meeting. Board Members absent: Ben Everley.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Romero, Finance & Administrative Manager; Kirk Ball, Plant Manager.

Motion#1

A motion was made by Cletus to approve the September 27, 2022 Board Meeting Minutes. A second to this motion was made by Eddie Embry. Motion carried unanimously.

Motion #2

A motion was made by Micheal Newman to approve the August 2022 Financial and September 2022 Check Register Reports. A second to this motion was made by Carlin Gregory. Motion carried unanimously.

Kelly Msric, Financial Advisor, with Baird presented the Commissioners with financial packet information on issuance of municipal securities for the Raw Water Intake Project. In the presentation, Kelly covered Bonds, Forecasted Interest Rate, and 15 year Loans. It looks like bank loans are most beneficial, but will not know for sure until bids come in. It is anticipated for 15 year financing interest rates to come down. Damon Talley is looking into the PSC approval for when bids come back in and working with Rubin & Hayes, our bond council.

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – August Monthly Water Sales and Water Loss Reports were reviewed. August Water Loss was 7.7% and Annual Loss is 16.2%. Production cost was \$2.17/1,000 Gallons. 2022 Average Cost is \$2.52/1,000 gallons. 2021 Average cost was \$2.43/1,000 Gallons.
2. **Revenue Report** – The current cash on hand for October 18, 2022 is \$2,977,148
3. **Non-Payment Disconnection / Reconnection Report**-There were 41 disconnects for August bills that occurred in September.
4. **Raw Water Intake Project & Inspection Update:**
 - October 12, 2022 advertised in the paper
 - Bid must be for 7 to 21 days
 - October 20, 2022 submit everything to DLG for release of funds

- Engagement letter sent to GRADD from Baird that they are evaluating various funding options with competitively soliciting bank loans for capital market bond issues.
- Finance Plan will be determined after final construction costs are available
- According to Damon Talley, PSC approval typically takes 3 months.

5. Distribution Maintenance Garage Rebuild Update-

- We are in the final 2 stages of FEMA and are currently waiting on them for final approval.
- October 5, 2022 the Invitation to Bid was advertised.
- October 18, 2022 Pre-bid Meeting. Companies that attended were Beaver Dam Building Supply, Danco Construction, Downey Professional Construction, Lanham Brothers General Contractors. There were twelve bid packets sent out.
- October 27, 2022 scheduled Bid opening
- April 15, 2022 anticipated completion date.

6. Hartford Pump Station Rehab Work performed by Hibbs: UPDATE

- Before and after photos were shown
- Redundant pump and motor were refurbished and delivered
- Inspected couplings on all motors
- Rebuilt pump/motor base for #1 that was out of alignment. Base was manufactured out of stainless steel to prevent corrosion. The existing bases were showing signs of corrosion
- Laser alignment was performed on motor#1.
- Vibration analysis will be performed on motors 2 & 3.
- Pumpstation was completely cleaned, pipes coated and walls painted.

NEW BUSINESS:

Department Updates- Information on projects of Administrative, Distribution and Treatment operations were provided.

Administration:

1. Customers who did not file the required exemption paperwork are now being charged taxes
2. Created 59 work Orders.
3. Closed 47
4. Accounts Payable:
 - a. Paid 159 invoices
 - b. 27 credit memos
 - c. 81 checks written
 - d. 45 paychecks
5. New billing software companies are being narrowed down. Budget item for 2023
6. Payroll archived files were removed from the original files(dust/mold) and made uniform from 1988 to 2021
7. Pat & Sara are Certified Customer Service Representatives from AWWA

Distribution completed

- a. 47 work orders
 - i. 18 check for leaks

- ii. 10 line locates
- iii. 6 meter issues
- iv. 1 low pressure
- v. 12 misc & line flushing
- b. 5 new meter sets
- c. 3 main line breaks.
- d. 26 line leaks
- e. 19 meter change outs

Treatment

- Continuing progress calls with Suez on filter optimization. Performing filter repairs immediately
- Completed budget for extraordinary & capital expenses
- Settling basins were cleaned this quarter.
- Familiarized with flushing sites in the Distribution system to help move water/turnover water with assistance of Michael. Adjusted flows at some of the sites.
- KDOW completed annual plant inspection. First inspection for Kirk. No violations were found. Recommendation to place vent covers on clear well vents is in the process.
- DBP quarterly test results were high. It is believed the results are due from large amount of flushing due to big leaks that occurred. Second round of testing shows results moving back in line.

Line Breaks Windy Hill Leak, 62 & 1544, Applehouse Rd:

On Friday, October 14th around 9:30 pm, the plant noticed we were losing water and had a major leak on Windy Hill Tank. Distribution was dispatched and isolated the leak. We lost a 500,000 gallon tank in less than an hour. The rupture was an 18" main line just down from Windy Hill, but located in undergrowth which made it difficult to locate and repair. They finished this repair around 5 pm on Saturday. The change of pressure affected another spot in our system in Rosine at Hwy 1544 and 62. The crew left the 505 location and worked continuously until 3 am Sunday morning. The Alan Quisenberry, Brandon Woods, Kirk Ball, Joey Blacklock, worked 17-30 hours after working a full day. Justin Miller, previous contractor and Ronnie Henderson, retired employee came in to help.

On October 19th we experience a main break out Applehouse Road. Once again, the situation had our guys working throughout the night through swamp and muck. Photos were presented.

Board comments were:

All were appreciative of everyone's dedication.

Jay Raymond- wanting to know what we learned that we could do better under the same situation. In future, we will work to have an emergency contractor on standby. However, we did attempt to call one in and they were not available.

Reide Haire-Concerns on safety of working so many hours. They guys did take breaks. However, under the emergency situation and shortage of a couple of distribution crew members all were

needed. Safety is a top priority for all the manager's. We do conduct meetings monthly with our employees. Eric assured the board we want all employees to go home the way they came to work.

Motion #3

A motion was made by Eddie Embry to move forward with Baird as our financial advisor for the financing of the raw water intake project. A second to this motion was made by Michael Newman. Motion carried unanimously.

2023 Budget:

Eric provided a proposed budget for 2023. He would like the board to take action on the 2023 Budget at the next meeting. The budget has input from each department and been reviewed by Gilbert and Gilbert. The proposed budget is (\$483,306), which includes:

- \$500,000 New Distribution Building (we have received \$749,374 from insurance)
- Cost of Living Adjustment of 5.3% (Social Security COLA 8.7%)
- Capital Projects (not complete list)
 - Raw Water Intake Project
 - Distribution Maintenance Bldg
 - Hamlin Chapel Rd Waterline Improvement
 - Bells Run mixer installation and tank coating
 - Billing Software
 - Filter Changeout
 - AC Feed Pump Skid
 - Mini Dump Truck
 - Windy Hill-Olaton Control Valve
 - 2 Distribution Trucks

Moore Owen/Breckinridge County Waterline Extension Project:

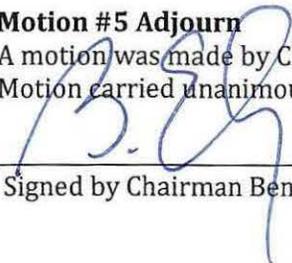
Eric was contacted by the City of Hardinsburg about servicing homes in Breckinridge County. They do not want to cost share the project. Approximately 8 customers. The extension would be a 3" pvc line approximately 4,000' at an estimated cost of \$50,000. This would take approximately 12 years for a return on investment. Eric will get more information.

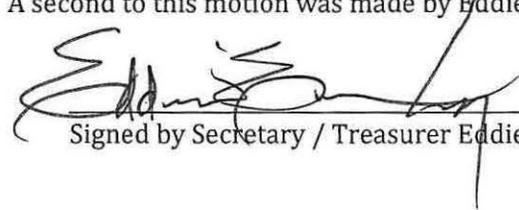
December 26, 2022 Board Meeting

Due to the holidays would the Board want to move or cancel the December 26th meeting? The budget should be already approved and do not anticipate any motions or resolutions needed in December. Officers will need to be voted on at the November meeting and designation 2023 meeting dates. Board will discuss further at November Meeting.

Motion #5 Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Eddie Embry. Motion carried unanimously.


Signed by Chairman Ben Everly


Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT BOARD OF COMMISSIONERS MEETING

DATE: Monday, October 24, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. **Call to Order**
- II. **Approval of Minutes**
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 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Raw Water Intake Project: Update
 - e. Distribution Maintenance Garage Rebuild: Update
 - f. Hartford Pump Station Rehab Work: Update
- V. **New Business**
 - a. Department September Updates
 - b. Windy Hill Leak
 - c. Municipal Advisory Services Agreement
 - d. 2023 Budget
 - e. Breckinridge County Waterline Extension Project
 - f. December 26, 2022 Board Meeting
- VI. **Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
September 26, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on Monday, September 26, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Ben Everley, Cletus Greer, Reid Haire, Carlin Gregory. Ben Everley Chaired the meeting. Board Members absent: Michael Newman and Jay Raymond.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Romero, Finance & Administrative Manager.

Motion#1

A motion was made by Eddie Embry to approve the August 22, 2022 Board Meeting Minutes. A second to this motion was made by Cletus Greer. Motion carried unanimously.

Motion #2

A motion was made by Reid Haire to approve the July 2022 Financial and August 2022 Check Register Reports. A second to this motion was made by Carlin Gregory. Motion carried unanimously.

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – July Monthly Water Sales and Water Loss Reports were reviewed. July Water Loss was 16.5% and Annual Loss is 17.4%. Production cost was \$2.24/1,000 Gallons. 2022 Average Cost is \$2.57/1,000 gallons. 2021 Average cost was \$2.43/1,000 Gallons.
2. **Revenue Report** – The current cash on hand for September 19, 2022 is \$2,947,691
3. **Non-Payment Disconnection / Reconnection Report**-There were 39 disconnects for July bills that occurred in July.
4. **Raw Water Intake Project & Inspection Update:**
 - On September 13, 2022, Ohio County Fiscal Court Meeting four items pertaining to the CDBG funding application went before the Court and passed including:
 - i. Residential Relocation Resolution
 - ii. Professional Services Resolution
 - iii. Procurement Code Resolution
 - iv. Cost Overrun Resolution
 - v. Budget amendment showing the \$1,000,000
 - On September 22, 2022, Governor Beshear presented to Ohio County Water District the \$1,000,000 grant award at the Community Center

- On September 21, 2022, public notice for the project was ran. Seven days after the public notice, GRADD will request release of funds. Once completed, we will be able to bid on the project.

5. Distribution Maintenance Garage Rebuild Update-

- The week of September 26, 2022 the Invitation to Bid will be advertised. Bid opening will be approximately Mid-October.
- We are in the final 2 stages of FEMA and are currently waiting on them for final approval.

6. Master Plan and Capital Improvement Planning: UPDATE

- We have received 4 Statements of Qualification from Kentucky Engineering Group, Commonwealth Engineers, HDR and Strand & Associates. After review Strand and Associates has been selected to perform our Master Plan due to experience working on similar projects, qualified staff, their project approach, past working experience with the firm and proposed cost of the plan.
- Phase I – Distribution System Capital Improvement Plan
 - i. Mitigation of disinfection byproducts (DBPs) in the distribution system
 - ii. Address non-revenue concerns
 - iii. Interconnection for emergency supply
 - iv. Replacement of asbestos cement water mains
 - v. Create a prioritized list of projects to target over the next 20 years
- Phase II – Water Treatment Plant Evaluation
 - i. Evaluate treatment needs within the next five years to support growing demands
 - ii. Distillery demand will put us very close to expansion planning
- On September 13, 2022 held an Initial meeting to review our system and move forward with a design contract
- Anticipate contract week of 9/19

7. Emergency Management Training Source Intake Protection:UPDATE

- Training was held on September 17, 2022 with approximately 25 in attendance. Staff in attendance was Eric Hickman, Michael Brown, Melissa Burden, Adam Jepson, Alan Quisenberry, and Brandon Woods.
- First responders from City of Hartford and Beaver Fire Departments and Tri-State Towing and Recovery along with OCWD personnel on training how to use boats and booms to protect our raw water intake in case of a hazardous spill upstream as this would be detrimental to our raw water source and treatment operations.
- September 25 – October 1 is Source Water Protection week.

NEW BUSINESS:

Department Updates- Information on projects of Administrative, Distribution and Treatment operations were provided.

1. Office staff cleaned up active meters in the system from 19,000 down to 7,137.
2. Shawn Barret has scanned all meter cards from 1/1/1988 to current. This is being used to assist in the lead service line project

3. Distribution completed 65 work orders, 4 new meter sets, 5 main line breaks and 20 meter change outs
4. The Plant Field Lab SOP's have been reviewed and sent to KY Division of Water in late September. Kirk implemented change of recovery clean schedules for filters based on recommendations from Suez staff-improvements are being seen.
5. The Plant changed out the PAC room that is no longer in use and established a maintenance and spare parts room.

Senate Bill 36 Round 2 Funding:

1. Consensus Meeting was on September 7, 2022. The allocation for Ohio County is \$1,444,023. The District will receive \$527,100 in grant funds to perform two projects. The Hamlin Chapel Rd Project is shovel ready and is estimated at \$400,000. The other project will be a portion of Bells Run tank coating. These projects were going to be cash flow projects in 2023. Centertown, OCFC, and Fordsville received total funding. OCWD, Beaver Dam and Hartford then divided the remaining amount by % of funds needed. The breakdown for the total funding is:
 - Centertown -\$150,000
 - OCFC- \$92,517 (Stanley Road and Spenser Lane Waterline Extension)
 - Fordsville- \$45,000

 - OCWD-\$527,100 (46%)
 - Beaver Dam - \$207,200(37%)
 - Hartford-\$44,200(17%)

Meter Replacement Project Bids:

Advertised in the paper on September 7, 2022 with public bid opening on September 21, 2022. There were 4 bidders: ITM, M&H Waterworks, Vanguard Utility Services, Inc, and Advanced Utility Services.

Motion #3

A motion was made by Eddie Embry to move forward with the Meter Replacement Project using Vanguard as the contractor. A second to this motion was made by Reide Haire. Motion carried unanimously.

Hamlin Chapel Waterline Replacement Bids:

Advertised in the paper on September 7, 2022 with the public bid opening on September 21, 2022. The Engineer included an addendum to the original bid for paperwork to be compliant with SB 36 Round 2 Funds.

Motion #4

A motion was made by Carlin Gregory to move forward with the Hamlin Chapel Waterline Replacement using Scott Ritger as the contractor. A second to this motion was made by Cletus Greer. Motion carried.

Fleet Order:

We have ordered two 2023 Ford F150 Crew Cab XL trucks from Paul Miller Ford under the State Contract pricing. They were \$44,472 each. Delivery time is 30+ weeks. In May 2022 the bids were \$57,118 each with only one bidder.

Tax Exempt House Bill 8:

House Bill 8 is geared to lower income tax. However, in this bill they included residential utilities. All current customers are grandfathered. Any new customer will be required to fill out a Declaration of Domicile Affidavit and be allowed 1 primary residence as tax exempt. Any additional locations will be taxed. This becomes effective 1/1/2023.

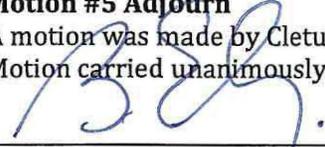
Large Meter Testing:

Under 807 KAR 5:066 Section 15, we are required to test all meters larger than 1" on different frequencies. We have 49 meters that need to be tested. Eric met with our contractor on August 11 to review the list. It was determined there were 18 not on the list and 11 that are due for testing. The testing will be completed by the end of the year.

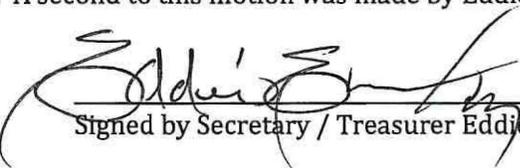
In addition, I had the office staff to correct serial numbers and create 8 work orders for Distribution to clean meter locations and locate for testing, change out meters that are registering too low and to verify meter sizes. We found the Beaver Dam wholesale meter was registering a very low accuracy at 60%. The meter has been valved out and running through an accurate meter. We have purchased a new 6" meter to be installed.

Motion #5 Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Eddie Embry. Motion carried unanimously.



Signed by Chairman Ben Everly



Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT BOARD OF COMMISSIONERS MEETING

DATE: Monday, September 26, 2022

TIME: 5:00 p.m. CST

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- f. Master Plan & Capital Improvement Planning: Update
- g. Emergency Management Training Source Intake Protection: Update

V. New Business

- a. Department Updates
- b. Senate Bill 36 Round 2 Funding
- c. Stanley Road and Spenser Lane Waterline Extension: OCFC Project
- d. Meter Replacement Project Bids
- e. Hamlin Chapel Waterline Replacement Bids
- f. Fleet Order
- g. Tax Exempt House Bill 8
- h. Large Meter Testing

VI. Adjourn

**Ohio County Water District
Board of Commissioners Meeting
August 22, 2022
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The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on Monday, August 22, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Ben Everley, Cletus Greer, Reid Haire, Michael Newman and Jay Raymond. Ben Everley Chaired the meeting. Board Members absent: Carlin Gregory

Employees present for the meeting were Eric Hickman, General Manager; Renetta Romero, Finance & Administrative Manager, Kirk Ball, Water Treatment Plant Manager.

Guests present for the meeting were Brad Travis and Kourtnee Davis with Buckles, Travis, & Hart PLLC who present the 2021 Financial Audit Findings.

Motion#1

A motion was made by Eddie Embry to approve the July 25, 2022 Board Meeting Minutes. A second to this motion was made by Michael Newman. Motion carried unanimously.

Motion #2

A motion was made by Reid Haire to approve the June 2022 Financial and July 2022 Check Register Reports. A second to this motion was made by Jay Raymond. Motion carried unanimously.

OLD BUSINESS:

Financial Audit: Update - Brad Travis and Kourtnee Davis, representatives of Buckles, Travis, & Hart PLLC provided the Board with their findings of the 2021 Financial Audit. They discussed Income Statement, Balance Sheet, Previous Deficiency, and Bonding Compliance. The reporting on the Income Statement shows one year due to first year with them auditing. The rate increase did help. Brad Travis did comment on a nice turnaround over the previous year and being financial responsible in implementing a rate increase. There were no major issues on the Balance Sheet. Only major change was where storm related income was received and accounted. Complete independent reports were run to address previous audit deficiency of internal control. All previous deficiencies have been addressed. The OCWD Bonding Compliance has been met. There was no Management Letter needed to address any concerns.

In summary the auditors made the following statements during their presentation:

"We noted no transactions entered into by the Ohio County Water District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period."

"We encountered no significant difficulties in dealing with management in performing and completing our audit."

"Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements."

"We are pleased to report that no such disagreements arose during the course of our audit."

"Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses"

"The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards."

- Our net position has decreased since 2014; 2021 is the first year our net position has increased in 7 years.
 - 2020 Net Position = \$17,136,381
 - 2021 Net Position = \$17,963,340
 - Increase in net position of \$826,959

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – June Monthly Water Sales and Water Loss Reports were reviewed. June Water Loss was 9.5% and Annual Loss is 17.5%. Production cost was \$3.40/1,000 Gallons. 2022 Average Cost is \$2.62/1,000 gallons. 2021 Average cost was \$2.43/1,000 Gallons.
2. **Revenue Report** – The current cash on hand for August 11, 2022 is \$2,903,795
3. **Non-Payment Disconnection / Reconnection Report**-There were 41 disconnects for June bills that occurred in July. We accounted for **\$5,335.81 more** than what was owed taking into account the re-connection charges over the year. The annual Non-Payment Disconnection/Reconnection report has been submitted to the PSC and was included in the Board packet.
4. **Raw Water Intake Project & Inspection Update:**
 - 7/28/22 had a meeting with GRADD, Engineer & Attorney, and Financial Advisor on schedule moving forward
 - Summary of the schedule:
 - i. CDBG is currently in environmental and evidentiary phase of review/clearance-completion first of September.
 - ii. GRADD presenting at August 23rd Ohio County Fiscal Court meeting for requirements with CDBG \$1 million grant for project
 - iii. Engineer will be submitting plan documents and specifications for CDBG review – takes about a month
 - iv. Release of CDBG funds mid-September
 - v. Bid project mid -late September
 - vi. Once have bids, go out for private bank loan through bond attorney
 - vii. If project is higher than previously estimated, we can apply for up to 10% of the total grant amount which would be \$100k
 - viii. Attorney will pursue process with PSC approval on financing of project
 - ix. Project awarded 3-4 weeks after bid.
5. **Distribution Maintenance Garage Rebuild Update-**
 - Site layout & Grading plan complete

- Design plans and specifications expected by end of August
- Will go to bid once received
- Fuel Tank and Septic System will have to be moved
- FEMA:
 - **Step 9** -FEMA staff and recipient validate documents and conduct compliance reviews.
 - **Step 10** -Approve final grant and agree to terms

6. Chiggerville Project: UPDATE

- Spoke with Judge and provided presentation on 8/4/22
- Followed up on 8/8/22 and asked if wanted me to present at Fiscal Court Meeting on 8/9/22
- Presentation has been provided in packet
- Challenges and Concerns are:
 - i. Flushing estimated cost at normal rate per year is \$14,545.08 to \$38,906.28 and at wholesale rate \$5,922.55 to \$18,465.19
 - ii. Long Term Maintenance
 - iii. Zone Metering added cost
 - iv. Depreciation will affect OCWD net position
 - v. Cost of single audit for grant
 - vi. If project comes in over budget, how will it be funded?
- Going to Road Committee Meeting 8/23/22 to discuss.

7. Scholarship:UPDATE

- A complete OCWD Scholarship Program and application was presented to the board with previous meeting change request included.

Motion #3

A motion was made by Eddie Embry to approve the Scholarship Program effective this school year. A second to this motion was made by Michael Newman. The scholarship is \$500 renewable for four years. Motion carried unanimously.

8. Longevity Increase:

- A completed Longevity Bonus Policy was provided in the board packet. It includes \$100 per service year, employee must meet expectation on annual review, and periodic adjustments can be made due to budget constraints.

Motion #4

A motion was made by Jay Raymond to replace the Christmas Bonus Pay with the Longevity Policy effective 1/1/2023. A second to this motion was made by Reid Haire. Motion carried unanimously.

9. Lead & Copper Rule: UPDATE

- On 8/4/22, EPA released their guidance for developing and maintaining service line inventory and to provide KDOW their needed information for oversight and reporting to the EPA
- Compliance Deadline is 10/16/24
 - i. Every service line must be inventoried to identify lead and galvanized lines that require replacement

- ii. Known lead service lines will be required to be replaced every year
- iii. Sampling for lead and copper at elementary and daycares begin in 2024
- iv. Public outreach on lead lines to community and customers
- We are identifying over 8,000 services in our system as lead or non-lead.
- General Manager is reviewing all constructed distribution lines after 1/1/1988
- Office Staff is scanning cards after 1/1/1988 to be used as evidence for the installation after of non-lead line.
- We are utilizing our lead service line inventory on the mapping dashboard and individually marking non-lead service lines.

10. Master Plan and Capital Improvement Planning: UPDATE

- We have received 4 Statements of Qualification from Kentucky Engineering Group, Commonwealth Engineers, HDR and Strand & Associates
- Currently reviewing the SOQ's, prices and past work examples
- Hope to have selection by end of August to begin in September

NEW BUSINESS:

Department Updates- Information on projects of Administrative, Distribution and Treatment operations were provided.

1. Annual evaluations are in process of completion with all employees
2. Meeting with Finance Manager, Distribution Manager, and General Manager to evaluate and correct Work Order Flow on 8/3/22
3. Office continues to work through data with our software program to clean up inactive meters. This will help to be able to utilize the software more efficiently.
4. Distribution Operators are signed up for Drinking Water Distribution Certification classes. Plant Operators all have received their required training hours for certification
5. Hibbs has performed vibration analysis. Filter replacement scheduled for 8/17/22
6. There was an overnight leak from settling basins that has been found and fixed.

Project Otter/Distillery Waterline: A new distillery will be going in at the Bluegrass Crossing Business Center. There estimated demand is approximately 300,000 gallons /day with an estimated monthly bill of \$64,000. Draft plans were submitted by the engineer representing GRIDDA. Ohio County Fiscal Court was awarded a CDBG grant of \$216,000 to construct the waterline and also received funds for the road and sewer.

Mud College Road and Hwy 136 Line Improvement: On 8/16/22 the project to eliminate restriction from a 1.5" line to a 4" line was performed by AllTuck Construction. When farming operations were occurring, customers were having a low flow issue.

Membrane Filter Optimization: On 8/9/22 Suez representative was at the plant to speak with our staff on how to improve our processes. There are over 100 filter membranes like ours across U.S. and only 4 have filter life past 10 years. We have a signed 8 year contract for \$94,500/ year from 2019 ending in 2027.

PFAS: EPA is expected to issue a drinking water standard for PFOS and PFOA in the Fall of 2022. The new health advisory is equal to 4 ping pong balls in 10,000 Olympic Swimming Pools. We are

signed up in a cost recovery programs, as a precaution if there are financial burdens to the requirements.

Motion #5

A motion was made by Eddie Embry for Eric Hickman to be the authorized voting member representing Ohio County Water District for Kentucky Rural Water Association business. A second to this motion was made by Reide Haire. Motion carried unanimously.

Disconnect Procedures: Current disconnection procedures were discussed. Currently we lock 1 month accounts over \$100 (unless average bill and customer hasn't been locked in last 6 months), 1 month accounts has not been locked in 6 months, and 2 month accounts that are over \$53.40 (2 month minimum). Discussion was to lock one month accounts over \$26.70. Customers receive delinquent notices and are called if not repeats. Agreements and Arrangements are made prior to lock-up day for those who would be on the list. These are for customers needing an extension or a monthly payment plan. If the payment plan is not met the account gets locked next day.

Motion #6

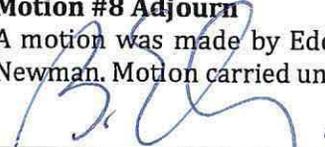
A motion was made by Reid Haire to change the internal policy for lock up to 1-month. A second to this motion was made by Eddie Embry. Motion carried. Jay Raymond voted No.

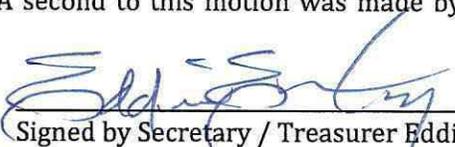
Motion #7

A motion was made by Reid Haire to rescind previous motion to change the internal policy for lock up to 1-month. A second to this motion was made by Eddie Embry. Motion carried unanimously.

Motion #8 Adjourn

A motion was made by Eddie Embry to Adjourn. A second to this motion was made by Michael Newman. Motion carried unanimously.


Signed by Chairman Ben Everly


Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT BOARD OF COMMISSIONERS MEETING

DATE: Monday, August 22, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

I. Call to Order

II. Approval of Minutes

III. Financial Report

IV. Old Business

- a. Water Loss Report: Enclosed
- b. Revenue Report: Enclosed
- c. Non-payment Disconnection/Reconnection Report
- d. Raw Water Intake Project: Update
- e. Distribution Maintenance Garage Rebuild: Update
- f. Chiggerville Project: Update
- g. Financial Audit: Update
- h. Scholarship: Update
- i. Lead Service Line: Update
- j. Longevity Increase: Update
- k. Master Plan & Capital Improvement Planning

V. New Business

- a. Department Updates
- b. Project Otter
- c. Mud College Rd and 136 Waterline Project
- d. Membrane Filter Optimization
- e. PFAS
- f. Kentucky Rural Water Association Business Meeting Delegate
- g. Disconnect Procedures
- h. Employee Evaluations

VI. Adjourn

**Ohio County Water District
Board of Commissioners Meeting
July 25, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on Monday, July 25 at 5:00 pm CDT. Board Members present were: Eddie Embry, Cletus Greer, Carlin Gregory, Reid Haire, Michael Newman and Jay Raymond. Reid Haire Chaired the meeting. Board Members absent: Ben Everley

Employees present for the meeting were Eric Hickman, General Manager; Renetta Romero, Finance & Administrative Manager, Kirk Ball, Water Treatment Plant Manager, Michael Brown, Distribution Manager

Motion#1

A motion was made by Eddie Embry to approve the June 27, 2022 Board Meeting Minutes. A second to this motion was made by Michael Newman. Motion carried unanimously.

Motion #2

A motion was made by Carlin Gregory to approve the May 2022 Financial and June 2022 Check Register Reports. A second to this motion was made by Cletus Greer. Motion carried unanimously.

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – May Monthly Water Sales and Water Loss Reports were reviewed. May Water Loss was 11.50%. Production cost was \$2.25/1,000 Gallons. 2022 Average Cost is \$2.47/1,000 gallons. 2021 Average cost was \$2.43/1,000 Gallons.
2. **Revenue Report** – The current cash on hand for July 13, 2022 is \$2,829,850
3. **Non-Payment Disconnection / Reconnection Report**-There were 44 disconnects for May bills that occurred in June.
4. **Raw Water Intake Project & Inspection Update:**
 - Wet Well Inspection was completed July 14
 - i. We are losing water from sediment basins at night during shut-down. There is no leaking through the backflow valves
 - ii. No large rock was found in the wet well.
 - iii. Inspector found no additional concern issues from the cleaning and our operations.
 - Received US Corp of Engineers Permit submitted in April 2021
 - It will take 4-6 months for the USDA Rural Development loan application to go through review process. It does not look like we will qualify for addition grant funds. Further population studies would have to be performed. Only .2% of the project serves a grant eligible community. We will qualify for a rate of 2.62% for the loan. Eric has discussed with the GRADD staff that we can not wait another 6+ months to bid project out.

- The CDBG Grand is 3-4 weeks away from being ready. The environmental piece is being completed now and then the public notes issued by Fiscal Court.
- Eric has spoken with the Financial Advisor with Baird to see about the bond rate. We may be better off borrowing instead of the USDA RD loan considering inflation cost.

Motion #3

A motion was made by Eddie Embry to go out for bid for a \$1.5 Million loan with the Financial Advisor list of various Financial Institutes. A second to this motion was made by Michael Newman. Motion carried unanimously.

5. Distribution Maintenance Garage Rebuild Update-

- MEP work is near completion
- Contracted with Associated Engineers to perform Civil Engineering and geotechnical work
- Kyle Abney, Project Manager is no longer with RBS. Met with new Project Manager on July 15
- Hoping to bid in the next 4-6 weeks
- FEMA:
 - We have 3 project categories for the work and loss during the tornado event.
 - FEMA has a 10 Step Process on each category. We are currently on Step 9 with 1 Project Category and have submitted information to move from 8 to 9 on the remaining 2 Project Category.
 - **Step 8-** FEMA staff or applicant formulates scope of work and cost estimate.
 - **Step 9 -**FEMA staff and recipient validate documents and conduct compliance reviews.
 - **Step 10 -**Approve final grant and agree to terms

6. Financial Audit: UPATE

- Auditors will be on site July 27th and will only need one day for field work.
- Audit should be completed by 9/1/2022 for filing with EMMA
- Eric has completed disclosure submission and submitted the EMMA on 7/6/22 noting we had no material event notices.

7. Asset Management: UPDATE

- Training for mapping was completed on July 13th
- Field Staff is collecting data by their phones and iPad while performing work
 - i. New meter sets, line locates, line Leaks, missing assets, correcting assets not properly marked
- Photos are being taken and added
- Eric reviews dashboard mapped by field staff
- Eric GPS with subfoot accuracy R2 mapping equipment
- Eric finalizes data into our asset management mapping system

8. Scholarship:UPDATE

- The scholarship will promote education in the water supply field and increase our community outreach and public education efforts.

- Information from Warren County Water District Scholarship Program was discussed along with Ohio County Water District Scholarship proposal of:
 - i. \$500 scholarship award
 - ii. Renewable for 4 years
 - iii. Administered by OCWD staff
 - iv. Board will be selection Committee
 - v. Be resident of Ohio County Public Schools, home school, or private school
 - vi. Be enrolling in a university located in Kentucky
 - vii. Minimum GPA 3.5
 - viii. Complete a current FAFSA report
 - ix. Seeking a degree in one of the following fields: Engineering, Environmental Science, Biology, Business, Accounting, Chemistry, Water Utilities Management, Geographic Information Systems (GIS), Public Administration.
 - x. Relatives of OCWD Staff and Board eligible, but if members related on selection committee, they must abstain from voting
 - xi. All scoring of applicants will be on a "blind basis", additional criteria/scoring matrix to be determined.
- The board would like to see a few changes: Minimum 3.0 GPA maintained, include all customers in areas we service, determine how to proceed considering Beaver Dam and Hartford, Fordsville, Centertown, add Computer Science to degree field, Change University to include College, Jr College, Trade, add One (1) scholarship per year.

NEW BUSINESS:

Plant Filtering - A video of how the plant filters work and a filter was brought in for the board to view how the filtering system works.

Department Updates- Information on projects of Administrative, Distribution and Treatment operations were provided.

KY 136 Waterline Relocation Project - There are six locations where water line and utility relocation will need to be completed. This work will be 100% reimbursable project. Eclipse Engineers have preliminary draft plans, engineering service contract, and engineering service proposal which is being reviewed by KYTC.

Hamlin Chapel Waterline Replacement Project: Draft plans and letter have been sent to KDOW for approval. Estimate is \$360,000 with 8 valves, 3 connections, 13 service reconnections 100 SY of pavement replacement and 1 new PRV. We have to receive KDOW approval, finalize plans and then schedule to bid in the fall and award and budget bids for 2023.

Emergency Management Training Source Intake Protection: Eric Hickman contacted Charlie Shields, EM Director regarding training on protecting our raw water intake at the Green River in case of a spill upstream. Tri-State State Spill Response, Charlie Shields and Eric Hickman met on July 6 and devised a plan. The training will be conducted with local fire departments and Tri-State on Saturday September 17th. There will be multiple boats from the fire departments for protection deployment and training. This is free to OCWD and will provide needed training to our local response team. We may provide lunch to the volunteers who attend the training exercise. This type of training has never been done before with our emergency response personnel.

Office Lighting LED Replacement Project: Some ballast needed replacement in the Office. Taylors provided an estimate to convert the entire office to LED & rewire for direct line power. Fluorescent bulbs we use are 33 watts compared to the 14 watt LED. This changeout is estimated at a savings of \$1,667/year with a return on investment in 2.84 years.

Internal PSC Mock Audit Inspection: Eric performed an internal PSC mock audit to ensure compliance with 807 KAR Section 26. A formalized list of items needing attention has been sent to the responsible manager and provided to the board members.

Financial Summary Reports: Eric, Renetta, and Valerie met to put together a Summary Report that shows what we billed versus what we collected each month, along with the breakdown of revenues. This was provided in the board packet.

Longevity Increase: Eric brought to the board a proposal of a longevity increase based on years of service beginning January 2023 to be paid out on Anniversary date yearly. This would replace the \$150 "Christmas". A breakdown was provided of the financial cost to OCWD based on current staff. The board ask that Eric bring back a formal Longevity Policy for them to review with recommendation on amount and include the ability to change based on budget restrictions.

Master Plan / Capital Improvement Planning: Eric is currently asking consultants for proposals to put a Master Plan /Capital Improvement Plan together. The current Project list and total cost is \$9,040,000:

- Bud Baughn Road - \$155,000
- Goshen Water Line Project - \$760,000
- Knob Hill Road - \$860,000
- Hartford Interconnect Project - \$3.7 million
- Raw Water Intake Project - \$2.2 million
- Goshen & Maple Leak Lake Area - \$840,000
- Permanent Generators at our 3 Pump Stations - \$90,000

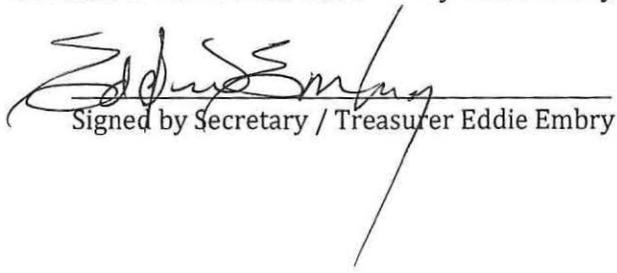
Property Maintenance: Eric and Kirk are looking at having the maintenance technician perform maintenance at our various locations. Rock will be put in smaller locations to require only spraying a few times a year. We pay \$24,158/year for 5 months of mowing. The plan is not to renew a mowing contract next year.

Motion #4 Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Eddie Embry. Motion carried unanimously.



Signed by Chairman Ben Everly



Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT BOARD OF COMMISSIONERS MEETING

DATE: Monday, July 25, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Raw Water Intake Project: Update
 - e. Senate Bill 36 Grant Funds: Update
 - f. Distribution Maintenance Garage Rebuild: Update
 - g. Financial Audit: Update
 - h. Asset Management: Update
 - i. Scholarship: Update
- V. New Business**
 - a. Department Updates
 - b. KY 136 Waterline Relocation Project
 - c. Hamlin Chapel Waterline Replacement Project
 - d. Emergency Management Training Source Intake Protection
 - e. Office Lighting LED Replacement Project
 - f. Internal PSC Mock Audit Inspection
 - g. Financial Summary Report
 - h. Longevity Increase
 - i. Master Plan & Capital Improvement Planning
 - j. Property Maintenance
- VI. Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
June 27, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on Monday, June 27, 2022 at 5:00 pm CDT. Board Members present were: Ben Everley, Eddie Embry, Cletus Greer, Carlin Gregory, Reid Haire, Michael Newman and Jay Raymond. Ben Everley Chaired the meeting.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Romero, Finance & Administrative Manager, Kirk Ball, Water Treatment Plant Manager

Motion#1

A motion was made by Reid Haire to approve the May 26, 2022 Board Meeting Minutes. A second to this motion was made by Michael Newman. Motion carried unanimously.

Motion #2

A motion was made by Carlin Gregory to approve the April 2022 Financial and May 2022 Check Register Reports. A second to this motion was made by Cletus Greer. Motion carried unanimously. Eric informed the Board of a material change in the financial statements dealing with the GASB OPEB 68/75 expenses. Based on the numbers provided by the State for the 2020-year end expense of \$409,141 decreased to \$94,749 for our 2021-year end. These were posted on May 26, 2022.

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – April Monthly Water Sales and Water Loss Reports were reviewed. April Water Loss was 16.30%. Production cost was \$2.19/1,000 Gallons; 2021 Average was \$2.43/1,000 gallons.
2. **Revenue Report** – The current cash on hand for May 16, 2022 is \$2,759,847
3. **Non-Payment Disconnection / Reconnection Report**-There were 45 disconnects for April bills that occurred in May.
4. **Distribution Maintenance Garage Rebuild Update-**
 - All Paper Files have been moved from Distribution to the Office.
 - Shelves have been constructed and all contents will be properly archived with a lookup system to find each document when needed.
 - Files that received extensive damage or no longer needed pursuant to record retention requirements were shredded.
 - RBS has resumed design work. Meeting with mechanical, electrical and plumbing engineer on 6/7 to discuss layout and needs.
 - Received two quotes for demolition of existing pad, awaiting receipt of third quote.
 - FEMA:

- Damage Inventory has been submitted and all documents have been sent to the FEMA Project Manager.
- We are currently on Step 8 of the 10 Step Process.
- **Step 8-** FEMA staff or applicant formulates scope of work and cost estimate.
- **Step 9 -**FEMA staff and recipient validate documents and conduct compliance reviews.
- **Step 10 -**Approve final grant and agree to terms
- Received \$108,557 on 6/17 from insurance for the reimbursement of following items:
 - Tower antenna and installation at Hartford pump station \$3,755
 - Slab repairs if we were to utilize existing slab- \$21,000
 - Pump & Motor Work - \$14,968
 - Payroll wages including fringes for moving inventory etc -\$28,352
 - Payroll wages including fringes for removal & cleanup- \$25,931
 - Business personal property expenses (tools, replacement parts, etc.)- \$9,323
 - All other additional misc. expenses related to tornado event- \$5,225

5. Emergency Generator Grant: Update

- KY Emergency Management did not select our application for permanent generators at the pump stations.
- Application will stay on file with Community Hazard Assessment and Mitigation Planning System to be reconsidered in future funding opportunities.

6. Financial Audit: UPATE

- Accountants have been waiting for the State published GASB OPEB numbers before they could finish books. These were published 5/26/22.
- Everything ready in March for the auditors and provided them with information except our completed books from our accountant due to the GASB OPEB.
- The auditors are now working towards completing the audit and will be on-site in July to complete the fieldwork.

7. Hartford Pump Station Work: UPDATE

- Hibbs began cleaning the pump station on 6/10/22.
- Painting of pipes, valves, etc. is still in progress.
- Laser alignment will be completed on all motors to determine if new base plates are needed.

8. Asset Management: UPDATE

- Employee overview training on 6/14.
- New Boil Water Advisory map was used.
- A viewing of Dashboards and mapping was shown during the meeting.
- Eric will be concentrating on collecting missing assets and editing assets that are incorrectly mapped or have wrong data with distribution personnel.
- Joey Blacklock will be responsible for field mapping of new meter sets, valves, hydants, missing info, line locates, leak/repair location, etc.
- I-Pads and GPS receivers for field collection will be purchased.

NEW BUSINESS:

Health Insurance - Open enrollment for insurance was on 6/15. Lawton Insurance representative presented the changes and answered questions employees had about prescriptions & coverages

- Health Premiums increased by 6%. It was budgeted at 10%. This made a Budget cost savings of \$9,125/ year.
- Memo regarding the new premiums were sent to employees on May 26th.
 - The maximum out of pocket for employee increase to \$3,500 and \$7,000 for family.
 - Monthly Premiums
 - Employee/Spouse \$113.55 / month
 - Employee/Children \$82.58 / month
 - Employee / Family \$227.10 / month

Motion #3

A motion was made by Eddie Embry to increase the HRA contributions for a single employee \$75.00 to meet the new out of pocket maximum for single employee of \$3,500 and to increase the HRA contribution \$150 for family to meet the new employer contribution of \$1,650. A second to this motion was made by Reid Hair. Motion carried unanimously.

Water Treatment Plant Fence Install - The security fence was removed at the plant a few years ago. There were 3 estimates. We proceeded with the lowest responsive estimate of \$17,950 from Fence Doctor from Owensboro. Diversified, Bowling Green provided an estimate at \$19,958 and Tichenor, Cromwell, bid at \$22,400.

County Employment Retirement System Pension – Employer matching funds contribution rate was passed by General Assembly. Effective 7/1/22 – 6/30/23 the new rate will be 26.79%. This is a decrease. Retirement was budgeted with an increase to 30.18% after first half of the year at 26.95%. The Budget cost savings is \$16,865.

Department Updates- Information on projects of Administrative, Distribution and Treatment operations were provided. Kirk Ball provided comments regarding the on-going Filter Repair.

Public Outreach- new signage has been installed. Social Media posts continue. A Water Treatment model was purchased and a PowerPoint is being completed to give presentations at schools to give training for new Commission, school age children, and organizations.

Annual PSC Report & Financials- The required Gross Operating Revenue Report, Annual PSC Report, and the Utility Financial Report have been completed and submitted.

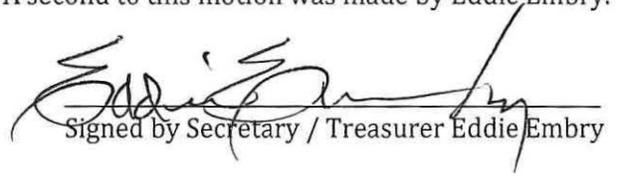
City of Centertown Contract- Eric met with Mayor Kessinger and Pat Kessinger on June 13, 2022. They would like to “lock-in” their rates with the new contracts. Eric informed them he would bring it before the Board, however, the tariff rates should supersede any and all contracts. Eric informed the board he did not believe this would be fair for a wholesale customer to stay at the same rate and move higher cost burden onto OCWD direct customers while the whole-sale customers are not affected. AV Conway is supposed to be working on Centertown and Beaver Dam proposals.

OCFC Fire Hydrant Request-Eric provided an estimate of \$8,601 to EM Director Charlie Shields, for a fire hydrant to be installed near 7348 State Route 69N just south of Humble Valley Rd. Detailed information on the estimate was provided to the Ohio County Fiscal Court during their June 14, 2022 meeting.

Motion #4 Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Eddie Embry.
Motion carried unanimously.

Signed by Chairman Ben Everly



Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT BOARD OF COMMISSIONERS MEETING

DATE: Monday, June 27, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Distribution Maintenance Garage Rebuild: Update
 - e. Emergency Generator Grant: Update
 - f. Financial Audit: Update
 - g. Hartford Pump Station: Update
 - h. Asset Management: Update
- V. New Business**
 - a. Health Insurance
 - b. Water Treatment Plant Security Fence
 - c. County Employment Retirement System % Change vs Budgeted
 - d. Department Updates
 - e. Public Education and Outreach – Water Model & Scholarship Discussion
 - f. PSC Report
 - g. City of Centertown Contract
 - h. OCFC Fire Hydrant Request
- VI. Adjourn**

**NOTICE OF SPECIAL MEETING OF
OHIO COUNTY WATER DISTRICT
BOARD OF COMMISSIONERS**

DATE: Thursday, May 26, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Distribution Maintenance Garage Rebuild: Update
 - e. Ohio County Road Department Meter Usage: Update
- V. New Business**
 - a. Capital & Extraordinary Maintenance Expenses Update
 - b. Hoover Hill Tank Coatings
 - c. Fleet Truck Bid
 - d. Server Back-up
 - e. KPDES Permit Renewal
 - f. Employee Appreciation
- VI. Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
Special Meeting May 26, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on Thursday May 26, 2022 at 5:00 pm CDT. Board Members present were: Ben Everley, Eddie Embry, Cletus Greer, Carlin Gregory, Reid Haire, Michael Newman. Ben Everley Chaired the meeting.

Employees present for the meeting were Eric Hickman, Valerie Peach, Kirk Ball, Brandon Woods, and Chad Smith.

Motion#1

A motion was made by Reid Haire to approve the April 25, 2022 Board Meeting Minutes. A second to this motion was made by Eddie Embry. Motion carried unanimously.

Motion #2

A motion was made by Carlin Gregory to approve the March 2022 Financial and April 2022 Check Register Reports. A second to this motion was made by Cletus Greer. Motion carried unanimously

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – March Monthly Water Sales and Water Loss Reports were reviewed. March Water Loss was 9.43%. Production cost was \$ 3.98/1,000 Gallons. The increase in the production cost was due to extraordinary expenses of carbon exchange, turbidimeter replacement, VFD on high service pump installed, and a filter motor refurbished.
2. **Revenue Report** – The current cash on hand for May 16, 2022 is \$2,858,697.00.
3. **Non-Payment Disconnection / Reconnection Report**-There were 41 lockups in April.
4. **Distribution Maintenance Garage Rebuild Update-**
 - Conference call with insurance on 5/24. A check should be issued for revenue loss due to water loss increase, labor costs, and other replacement items we have purchased.
 - FEMA has requested pre and post disaster build back costs as well as a comparison cost difference between them.
 - RBS provided insurance with an estimate on building back the same exact building utilizing the existing slab. Utilizing the existing slab will result in \$21,000 in additional costs.
 - The plan is to demo the existing slab and move the building to the appropriate location for the proper turn radii of trucks and equipment and positive drainage around the building.

5. **Raw Water Intake Project**-Continue to work with GRADD on multiple requests for the USDA loan application
 - A conference call is scheduled on 5/20 on ensuring the RD loan timeline will not further delay the project.
 - USACE permit is expected in coming weeks. Last permit required for project.
 - We are 4-6 weeks out from the CDBG acceptance process.
 - Bids could begin in fall. Construction to begin next summer.
6. **Ohio County Road Department Meter Usage Update**-The account is now active and will be billed for monthly water usage.

NEW BUSINESS:

1. Resolution 22-01 & 22-02- Rescind Resolution 22-01 "Resolution of the Ohio County Water District accepting the grant, approving the grant assistance agreement, authorizing the amendment to the Ohio County Water District's annual budget, and authorizing a representative to sign all related documents." This resolution was adopted prematurely.

Motion #3

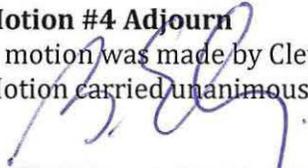
A motion was made by Reid Haire to rescind Resolution 22-01 and Adopt Resolution 22-02. A second to this motion was made by Eddie Embry. Motion carried unanimously.

2. **Capital & Extraordinary Maintenance Expense Update-**
 - Office- 8 items purchased. Budgeted \$48,500. Actual \$33,248. Difference \$15,252
 - Treatment- 12 items purchased. Budgeted \$124,900. Actual \$122,469. Difference \$2,431
 - Distribution- 6 items purchased. Budgeted \$336,000. Actual \$165,025. Difference \$170,975
3. **Hoover Hill Coatings**- Tank coating was completed 5/10. Tank was disinfected and started filling on 5/11. Bacteriological samples were taken on 5/16. Samples passed and the tank was put back in service on 5/17. A new logo was painted on the tank. The coatings will last approximately 20 years.
4. **Fleet Truck Bid**- One bid was received for a 2022 Chevy Silverado ½ Ton 4X4. The bid was totaled at \$57,118.00. Bid was rejected. The plan is to wait to see if a fleet reimbursement comes out later in the year and compare the 2023 State Contract pricing to see which is the most advantageous to pursue.
5. **Server Back Up** - In the event the office is destroyed (fire, earthquake, tornado, etc.) we would lose our backup on an external hard drive located in the office. After consulting with our IT, a back-up plan that is off-site is recommended. He recommended a data protection software named Acronis. Acronis will allow us to recover the server as of the last completed back-up. The server backup was budgeted for \$12,500. The cost for Acronis is approximately \$106/month or \$1,272/year. That's a budget savings of 11,228.00.
6. **KPDES Permit Renewal**- This permit is for the discharge of the sludge lagoons. Permit will expire on 6/30/22. A permit renewal application was completed and sent on 5/11. We are required to submit monthly Discharge Monitoring Reports (DMRs) to the State.

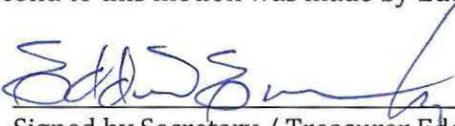
7. **Employee Appreciation**-An employee appreciation lunch was provided on 5/13/22. OCWD works hard to recognize and appreciate our dedicated employees.
8. **Employee Recognition**-Chad Smith has been with the District since 6/1/21. He obtained his Operation in Training (OIT) Class I Water Distribution Operator Certification in April. Tim McKeown has been with the District since 2/14/22. He obtained his Class III Treatment Operator Certification in May and can now operate the Treatment Plant.

Motion #4 Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Eddie Embry. Motion carried unanimously.



Signed by Chairman Ben Everly



Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT

BOARD OF COMMISSIONERS MEETING

DATE: Monday, April 25, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Distribution Maintenance Garage Rebuild: Update
 - e. Raw Water Intake Project: Update
- V. New Business**
 - a. Tornado Victims
 - b. Employee Financial Overview
 - c. Financial Business Plan – Adoption
 - d. Customer Complaint
 - e. Mowing Bid Contractor Request
 - f. Credit Card Increase
 - g. Ohio County Road Department Meter Usage
 - h. Asset Management
 - i. Generator Grant
 - j. How Redistricting Affects OCWD
 - k. UCMR 5
- VI. Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
Meeting April 25, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on April 25, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Cletus Greer, Carlin Gregory, Reid Haire, Michael Newman. Commissioners Absent Ben Everley, Jay Raymond. Reid Haire Chaired the meeting.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Bratcher-Romero, Finance & Administrative Manager;

Motion#1

A motion was made by Eddie Embry to approve the March 29, 2022 Board Meeting Minutes. A second to this motion was made by Cletus Greer. Motion carried unanimously.

Motion #2

A motion was made by Carlin Gregory to approve the February 2022 Financial and March 2022 Check Register Reports. A second to this motion was made by Cletus Greer. Motion carried unanimously

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – February Monthly Water Sales and Water Loss Reports were reviewed. February Water Loss was 15.39%. Production cost was \$2.09/1,000 Gallons,
2. **Revenue Report** – The current cash on hand for April 18, 2022 is \$2,759,260. Includes insurance check of \$473, 129.
3. **Water Meter Replacement Program Established 3/23/2021-** Total for 2021 to Date there are 850 meters replaced. Looking at bidding out meter replacement in 2022.
4. **Non-Payment Disconnection / Reconnection Report-**There were 31 lockups in March.
5. **Pump Station Work-**
 - Permanent Generator Grant through GRADD is currently being completed. The Kentucky Emergency Management Recovery Branch is providing funding through hazard mitigation. Estimated total cost of \$124,384 with a local share of 5.2% or \$6,468. We will be informed in 2-3 months if the pre-application can move forward.
6. **Distribution Maintenance Garage Rebuild-**
 - RBS working on design & layout.
 - FEMA application filed 2/9/22. We are going through the 10 Steps required for funding. FEMA Mitigation Branch may provide additional funding if we build back structurally stronger. FEMA Accessibility Branch may provide additional funding for going back with asphalt pavement instead of gravel for ADA compliance.
7. **Raw Water Intake Project-**Working with GRADD on submitting application for USDA RD Loan

- Public Meeting was held April 19, 2022
 - Letter submitted to Department of Local Government
 - We have been notified we will receive the full \$1,000,000 CDBG Grant, but requested how the OCWD intended to pay for the remaining portion of the project before award presentation
 - After consulting with the financial advisor, the USDA application has been submitted to explore funding options available to account for the remaining \$1.2 million not covered by CDBG.
 - Looking at options for the best rate terms for OCWD.
8. **Employee Financial Overview**- Presented the Financial Overview to the district employees. The intent is to inform everyone the budget, challenges, and what everyone can do to help. A copy has been attached.
 9. **Financial Business Plan**- A Financial Business Plan has been implemented that provided the framework for the effective management and conduct of financial affairs. A copy has been attached.
 10. **Asset Management / Mapping** – The District if moving forward on an Esri based new mapping software that is readily used industry wide.
 11. **UCMR 5**- New requirements for Kentucky Division of Water will require additional monitoring and testing of PFAS. This will increase lab cost approximately \$7,000.

NEW BUSINESS:

Motion #3- A motion was made by Eddie Embry to waive the absorbent cost of huge water bills for tornado victims only in excessive of customers average bill requested prior to May 1, 2022. A second to this motion was made by Michael Newman. Motion carried unanimously.

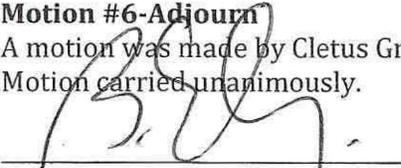
Motion #4- A motion was made by Cletus Greer to amend the mowing contract \$5 per location to help offset the increase in fuel cost. A second to this motion was made by Carlin Gregory. Motion carried unanimously.

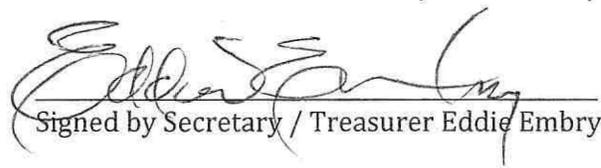
Motion #5- A motion was made by Cletus Greer to increase the credit card limit from \$2,500 to \$5,000. A second to this motion was made by Carlin Gregory. Motion carried unanimously.

Ohio County Road Department-There was a discussion of the Ohio County Road Department Meter Usage. The Road Department previously not been billed usage. The board agreed they should be treated as any other entity and should be billed.

Motion #6-Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Eddie Embry. Motion carried unanimously.


Signed by Chairman Ben Everly


Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT

BOARD OF COMMISSIONERS MEETING

DATE: Monday, March 28, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Distribution Maintenance Garage Rebuild: Update
 - e. Pump Station Work: Update
- V. New Business**
 - a. Surplus Bid Tab & Acceptance
 - b. Kentucky Cleaner Water Program Grant Award: Resolution
 - c. City of Centertown Meters
 - d. Consumer Confidence Report 2021: Enclosed
 - e. 2021 Bad Debt Write-Offs
 - f. Olaton – Windy Hill Interconnect Project
 - g. OCFC Rural Water Committee
 - h. Cut Lock Fee
 - i. GRADD Water Management Council
 - j. Apartment 1
- VI. Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
Meeting March 28, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on March 28, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Cletus Greer, Carlin Gregory, Reid Haire, Michael Newman, Jay Raymond. Commissioners Absent Ben Everley. Reid Haire Chaired the meeting.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Bratcher-Romero, Finance & Administrative Manager; Kirk Ball, Water Treatment Manager; Brandon Woods, Distribution Operator

Motion#1

A motion was made by Eddie Embry to approve the February 22, 2022 Board Meeting Minutes. A second to this motion was made by Michael Newman. Motion carried unanimously.

Motion #2

A motion was made by Eddie Embry to approve the January 2022 Financial and February 2022 Check Register Reports. A second to this motion was made by Cletus Greer. Motion carried unanimously

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – January Monthly Water Sales and Water Loss Reports were reviewed. January Water Loss was 42.9%. The higher percentage in water loss can be attributed to a large main line leak, 2 PRVs failed, leaks still showing up from tornado damages. Eric will be turning December and January water loss into insurance and FEMA to show the difference from our averages that we assume to be from tornado damages. Production cost was \$1.91/1,000 Gallons,
2. **Revenue Report** – The current cash on hand for March 17, 2022 is \$2,884.623. Includes insurance check of \$473, 129.
3. **Water Meter Replacement Program Established 3/23/2021-** Total for 2021 to Date there are 850 meters replaced. Looking at bidding out meter replacement in 2022.
4. **Non-Payment Disconnection / Reconnection Report-**There were 44 lockups in February.
5. **Pump Station Work-** Reviewed each pump station for estimates on refurbishment work.
 - Hartford
 - i. Redundant pump and motor have been refurbished and delivered.
 - ii. Hibbs is scheduling work for April to refurbish stations. This includes: pump & motor evaluations, laser alignment check, coupling inspections, etc., pump and motor base rebuilds (if bases are bad), cleaning & painting of pump houses walls and piping
 - Goshen – Motor has been refurbished and delivered

- We were not awarded in the first round funds for emergency generator transfer-switch. KRWA staff stated we will be awarded in the second phase. Cost share of 25%. Saves almost \$10,000.
- Permanent Generator Grant through GRADD is currently being completed. The Kentucky Emergency Management Recovery Branch is providing funding through hazard mitigation. Estimates from Taylor for fixed LP gas generators is \$88,820.

6. Distribution Maintenance Garage Rebuild-

- Received Insurance Check totaling \$473,130. Additional expenses turned in to insurance are \$37,359. Payroll expenses turned in to insurance are \$54,283.
- We will need to go with wood post frame with wood framing building based on Cost Opinions.
- Land survey, utilities located and topo are completed. Cost turned into insurance
- 2015 Mini Excavator damage is not covered by insurance company. It was not on the policy equipment list.
- FEMA application filed 2/9/22. Confirmation receipt by Emergency Management Director of KY.
- Disaster Relief Fund application was sent by Representative Lewis. The completed application was sent on 2/18 to Representative Lewis and Emergency Management Director Charlie Shields.

Motion #3- A motion was made by Michael Newman to accept the surplus sealed bids. A second to this motion was made by Carlin Gregory. Motion carried unanimously.

NEW BUSINESS:

In reviewing our system interconnects, it was found Centertown had not been calling in "add-on" meters and our office staff was not aware they were required. This has been going on since 2014. This has been corrected and we are now getting the "add-on" meter reads.

Motion #4- A motion was made by Eddie Embry to write off approximate \$2,229 for Centertown due to meter "call-in" read list being overlooked. A second to this motion was made by Cletus Greer. Motion carried unanimously.

The OCWD was awarded \$175,764 through the Kentucky Cleaner Water Program Grant for meter replacements. These funds are provided through the American Rescue Plant Act (ARPA), Coronavirus State Fiscal Recovery Fund and must be obligated by December 31, 2024. Presentation will be in April.

Motion #5- A motion was made by Eddie Embry to set up a Project Code for Kentucky Cleaner Water Program Grant Award for tracking purposes and to give updates monthly. A second to this motion was made by Cletus Greer. Motion carried unanimously.

2021 Bad Debt Write-Offs: Bad Debt write-off for 2021 was \$18,919.84. This is typical and budgeted in previous years \$20,000. Office personnel will sort bad debt accounts and determine if we need to hire a third-party debt collector for the higher debts owed.

Olaton-Windy Hill Interconnect Project: The Olaton Tank has been out of service since it was painted in 2020 because the turnover of water in the tank and the large diameter pipes in the area. Engineers are looking at concept of installing an electronic control valve at Windy Hill that would force water to Olaton and turn off our high-pressure zone pumps at the WTP when Olaton filled.

2021 Consumer Confidence Report- The CCR Report was submitted to KDOW on February 18, 2022 and posted. The submittal included Good Faith Effort that our CCR was posted for customers who may not receive a bill in public places, includes website on bills for customers to view, letters were sent to our wholesale customers, and posted on our website.

Ohio County Fiscal Court Rural Water Committee Meeting- Our general contractor prices were provided to committee members. Current pricing from material suppliers. The court shared a list of rural water line projects. Eric provided Anne Melton with a list of capital projects of over \$9,000,000 to apply for any ARPA funds that might go through the Ohio County Fiscal Court.

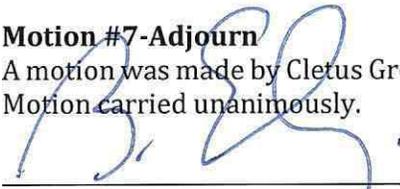
Cut Lock Fee Change- Effective February 24, 2022 a new cut-lock cost is \$115.00 replacing the previous \$25.00 cost. It was confirmed with counsel this an internal policy and does not require PSC approval.

GRADD Water Management Council Meeting- Eric Hickman was nominated as the Secretary for the Water Management Council. The meeting discussed funding of future projects and acceptance by the Council, and future compliance on lead and copper service lines.

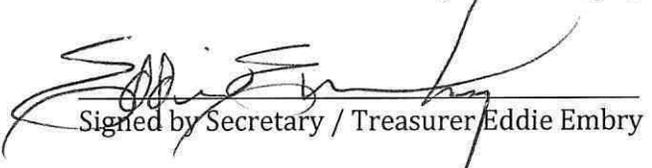
Apartment #1- The renter was evicted on March 14, 2022. Owed \$1,935. This included late penalties of \$870. The apartment is being repainted and will be professionally cleaned. We will using this for the Office File Storage and potential future office. Previously, stored files were unsecured at the Distribution Maintenance Garage where they received rodent and moisture damage from the tornado.

Motion #7-Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Carlin Gregory. Motion carried unanimously.



Signed by Chairman Ben Everly



Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT

BOARD OF COMMISSIONERS MEETING

DATE: Monday, February 28, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report and Statewide Analysis: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Rochester Dam Project: Update
 - e. Distribution Maintenance Garage Rebuild: Update
 - f. Penalty Fees
 - g. Pump Station Work: Update
- V. New Business**
 - a. Distribution System Hydraulic Analysis: Eclipse Engineers Presentation
 - b. Cybersecurity & Infrastructure Threats
 - c. OCFC Project: Union Hill Road
 - d. Senate Bill 26
 - e. Permission to Surplus
 - f. Fleet Program
 - g. Economic Development Project
 - h. Lead & Copper Rule
 - i. Public Outreach and Personnel Update
- VI. Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
Meeting February 22, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on January 24, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Ben Everley, Cletus Greer, Carlin Gregory, Reid Haire, Michael Newman, Jay Raymond. Ben Everley Chaired the meeting.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Bratcher-Romero, Finance & Administrative Manager;

Guest Presenter: Alan Robinson, Eclipse Engineering.

Motion#1

A motion was made by Reid Haire to approve the January 25, 2022 Board Meeting Minutes. A second to this motion was made by Carlin Gregory. Motion carried unanimously.

Motion #2

A motion was made by Eddie Embry to approve the December 2021 Financial and January 2022 Check Register Reports. A second to this motion was made by Michael Newman. Motion carried unanimously

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – December Monthly Water Sales and Water Loss Reports were reviewed. December Water Loss was 33.80%, 2021 Avg is 22.5% Production cost was \$2.23/1,000 Gallons, 2021 Avg \$2.43/1,000 gal. Production cost will fluctuate month to month. Based on the following information, Eric plans to discuss further with PSC on the unfair metric for rural miles of pipeline.
 - OCWD is the 5th largest water district in KY.
 - Annual Average Water Loss 20.20% vs OCWD 22.5%
 - Avg district has 302 miles vs OCWD 790 miles.
 - % Water loss per mile of pipe equates to .07%. This would equate to OCWD 54% we are at 22.5%
 - Avg Customers 5,270 vs OCWD 6,090. OCWD Customer Base is 20th Largest in the state.
 - Avg Gallons sold per Year 394,757,153 OCWD sold 492,459,000. OCWD produced the 12th most gallons in the state.
 - Avg Cost/ 1,000 gallons \$9.59 OCWD \$7.21

Reminder: Water Loss does not factor for water treatment plant usage, system flushing, forced tank overflows and hydrant flushing, and fire department usage.

2. **Revenue Report** – The current cash on hand for February 18, 2022 is \$2,811,271. This is an increase of \$354,550. Includes insurance check of \$473, 129.

3. **Water Meter Replacement Program Established 3/23/2021-** Total for 2021 to Date there are 850 meters replaced. Looking at bidding out meter replacement in 2022.
4. **Non-Payment Disconnection / Reconnection Report-**There were 92 lockups in January. Number was high with catchup from December with no lockups.
5. **PSC Penalty-** Late penalty fees are now being collected as of 2/11/2022. Penalty amount for January with 618 delinquent customers totaled \$8,618. Eric Hickman & Carlin Gregory attended the KRWA Utilities Management Conference in Bowling Green on 2/16 & 2/17 and received their 6 hours of required training. Commissioners must have 6 hours by December 31, 2022. Eric will continue to forward training information.
6. **Pump Station Work-** Met with Endesol and reviewed each pump station for estimates on refurbishment work.
 - Hibbs is rebuilding redundant pump at Hartford. Hartford is highest priority station for the refurbishment work. It serves 2,200 of the 6,000 customers or approximately 6,000 people.
 - Hibbs priced to perform pump and motor evaluations, laser alignment check, coupling inspection, etc and alignment corrections will be attempted if base and all components are in good working condition \$875 / unit.
 - Hibbs priced pump and motor base rebuilds if the bases are bad from stainless to prevent corrosion and water damage with sloping grout/concrete repairs \$7,800 / unit
 - Hibbs priced cleaning & painting of pump houses including walls and piping (cleaned, wire brushed, primed, and painted) \$4,380
 - VFD Soft start estimate from Taylors T&E is \$17,043. This is not budgeted but highly needed.
 - Submitted grant application for Emergency Generator Switchgear for Hartford & Goshen. The cost is approximately \$6,500 /station. Recipients will be notified March 1, 2022 at which time specifications for quote will be provided by KRWA. Complete installation by May 31, 2022. KRWA will inspect installation by June 15, 2022.
7. **Distribution Maintenance Garage Rebuild-**
 - Received Insurance Check totaling \$473,130. Additional expenses turned in to insurance are \$37,359. Payroll expenses turned in to insurance are \$54,283.
 - We will need to go with wood post frame with wood framing building based on Cost Opinions.
 - Land survey, utilities located and topo are completed. Cost turned into insurance
 - 2015 Mini Excavator damage is not covered by insurance company. It was not on the policy equipment list.
 - FEMA application filed 2/9/22. Confirmation receipt by Emergency Management Director of KY.
 - Disaster Relief Fund application was sent by Representative Lewis. The completed application was sent on 2/18 to Representative Lewis and Emergency Management Director Charlie Shields.

NEW BUSINESS:

Motion #3- A motion was made by Jay Raymond to approve the Declared Surplus List. A second to this motion was made by Cletus Greer. Motion carried unanimously.

Motion #4- A motion was made by Jay Raymond to bid out Declared Surplus Items on list. A second to this motion was made by Cletus Greer. Motion carried unanimously.

Motion #5- A motion was made by Jay Raymond to start a Fleet Replacement Program for our vehicles. A second to this motion was made by Eddie Embry. Motion carried unanimously.

Water Distribution System Hydraulic Analysis - Alan Robinson, Eclipse Engineers presented the Board with their Water District System Hydraulics Analysis. The analysis included zone metering map. OCWD now has a base reporting system to analyze minimum and maximum water pressures. The regulation PSC minimum is 30 psi and maximum of 150 psi. Anything over 150 psi, OCWD is responsible for installing a pressure regulator at the meter.

Cybersecurity – Water ISAC and USEPA are encouraging operations to maintain a heightened awareness of possible intrusions in operational networks and to prepare to maintain critical operations if process control networks are disabled. This is in part due to the Russian military presence increased at the Ukrainian border. Steps we have taken are:

- General Manager informed Treatment Manager to be aware and discuss with plant personnel. If any suspicion with Scada Jeff Morris with HTI will be notified.
- General Manager spoke with Jeff Morris with HTI and Shane Robertson with Greenstone. Jeff feels they use a very secure software encryption principle. Shane also does not use standard passwords. Due to age, Shane will price routers with Fortinet devices for security events. These will be more expensive than our current routers.

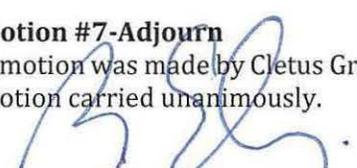
Senate Bill 28- This bill would allow a water utility to grant free or reduced rate service to any commercial food production operation that produces food items intended for human consumption, subject to the PSC approval of the tariff. The Board has been sent e-mail regarding the concerns. The bill has been recommitted to the A&R Committee.

Lead and Copper Rule- EPA has published notice of the proposed Lead & Copper Rule with a compliance date of 10/12/2024. This rule requires all service lines to be identified on the District's side and customer side of the meter. All lead service lines will have to be replaced every year. We will have to perform Elementary School Sampling. Lines built after January 1988 are assumed to be non-lead. This is going to take more manpower than we have to complete.

Public Outreach- General Manager is utilizing Facebook for employee recognition and providing informational updates to customers.

Motion #7-Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Carlin Gregory. Motion carried unanimously.


Signed by Chairman Ben Everly


Signed by Secretary / Treasurer Eddie Embry

OHIO COUNTY WATER DISTRICT

BOARD OF COMMISSIONERS MEETING

DATE: Monday, January 24, 2022

TIME: 5:00 p.m. CST

PLACE: Ohio County Water District Board Room
(Primary Meeting Location)
124 East Washington Street
Hartford, Kentucky 42347

AGENDA:

- I. Call to Order**
- II. Approval of Minutes**
- III. Financial Report**
- IV. Old Business**
 - a. Water Loss Report: Enclosed
 - b. Revenue Report: Enclosed
 - c. Non-payment Disconnection/Reconnection Report
 - d. Raw Water Intake Project: Update
 - e. Distribution Maintenance Garage Rebuild: Update
 - f. Penalty Fee Case: Update
- V. New Business**
 - a. Policy Regarding Annual Review of District's Filed Rate Schedule: Adoption
 - b. 2021 Financial Audit
 - c. Meter Replacement Program: Permission to Bid
 - d. Economic Development Projects
 - e. Pump Station Work
 - f. Executive Session, if necessary, pursuant to KRS 61.810(1)(f)
- VI. Adjourn**

**Ohio County Water District
Board of Commissioners Meeting
Meeting January 24, 2022
Ohio County Water District Conference Room**

The Ohio County Water District Board of Commissioners met for their monthly Board Meeting on January 24, 2022 at 5:00 pm CDT. Board Members present were: Eddie Embry, Cletus Greer, Carlin Gregory, Reid Haire, Michael Newman. Absent were Jay Raymond and Ben Everley. Reid Haire Chaired the meeting.

Employees present for the meeting were Eric Hickman, General Manager; Renetta Bratcher-Romero, Finance & Administrative Manager; Kirk Ball, Plant Manager; Brandon Woods, Distribution Operator.

Motion#1

A motion was made by Carlin Gregory to approve the December 27, 2021 Board Meeting Minutes. A second to this motion was made by Cletus Greer. Motion carried unanimously.

Motion #2

A motion was made by Eddie Embry to approve the November Financial and December 2021 Check Register Reports. A second to this motion was made by Michael Newman. Motion carried unanimously

OLD BUSINESS:

Eric Hickman presented the General Manager report through PowerPoint presentation. The Report covered:

1. **Water Loss Report** – November Monthly Water Sales and Water Loss Reports were reviewed. November Water Loss was 2713%, Production cost was \$2.38/1,000 Gallons. Production cost will fluctuate month to month. *Reminder: Water Loss does not factor for water treatment plant usage, system flushing, forced tank overflows and hydrant flushing, and fire department usage.*
2. **Revenue Report** – The current cash on hand for January 15, 2022 is \$2,456,721. This is a decrease of \$25,857 (1.1% decrease).
3. **Water Meter Replacement Program Established 3/23/2021**- Total for 2021 to Date there are 850 meters replaced. Meter change out has been on hold due to shortage of supplies. December new meter sets were 65. Looking at bidding out meter replacement in 2022.
4. **Non-Payment Disconnection / Reconnection Report**-There was no lock-up for December due to Tornado.
5. **PSC Penalty**- The PSC has agreed to funnel the \$2,500 penalty through a 401(c)(3) to help people pay their water bill. We have provided water relief funds through Help Office of Ohio County. Eric will continue to forward training information. KRWA Utilities Management Conference is in Bowling Green on 2/16 & 2/17. Commissioners must have 6 hours by January 2023.
6. **Customer Penalties**- Penalty fees were put off until February collections.
7. **Civil Case** against PSC has been dismissed.
8. **Buckles, Travis & Hart** from Leitchfield will be doing the 2021 Financial Audit. They plan to be complete sometime in April.

9. **Pump Station Work**-We have conducted Quarterly Vibration Analysis at Water Treatment Plant including filter motors. There are several pumps that are needing to be replaced at Hartford, Goshen and Echols Pump Stations. Changeouts were completed at Hartford due to the Tornado.
10. **Tornado Damage**- Demolition to begin in 2 to 4 weeks weather permitting. Met with architect Kyle Abney and Michael Brown on January 14 for preliminary plans. Pre-engineered metal buildings are 18-24 months out. Looking to go with post or light gauge metal building. Approximate bid time will be mid-summer. May not be able to use existing pad. Architect will provide options on layout, building type, and cost to give us some ideas on the direction we want to go in approx. 3 weeks. A two-floor plan option has been presented.

NEW BUSINESS:

Motion #3- A motion was made by Eddie Embry to approve Policy to Review Tariff Yearly. A second to this motion was made by Carlin Gregory. Motion carried unanimously.

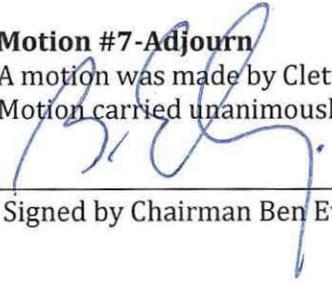
Motion #4- A motion was made by Michael Newman to approve Resolution of Review of Tariff. A second to this motion was made by Eddie Embry. Motion carried unanimously.

Motion #5- A motion was made by Eddie Embry to accept Walt Beasley's resignation from Rochester Dam Region Water Board. A second to this motion was made by Michael Newman. Motion carried unanimously.

Motion #6- A motion was made by Eddie Embry to appoint Eric Hickman to the Rochester Dam Region Water Board. A second to this motion was made by Cletus Greer. Motion carried unanimously.

Motion #7-Adjourn

A motion was made by Cletus Greer to Adjourn. A second to this motion was made by Carlin Gregory. Motion carried unanimously.


Signed by Chairman Ben Everly


Signed by Secretary / Treasurer Eddie Embry