

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 01-12-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Bill Delong, Ira Vest

Members Absent: Estill Howard, Bevin Hill (Bevin phone conferenced in)

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Michael Lewis, Riley Sumner, Brian Lovan, Tom Bradley

Called to Order: Phillip Justice

1. Approve Minutes from the December 8, 2022 Regular Meeting: Motion- Bill Second- Bevin
2. Approve Prepaid Bills: Motion- Ira Second- Bill
3. Approve Unpaid Bills: Motion- Bill Second- Ira
4. Acknowledge the following General Manager's Reports: Motion- Bevin Second- Bill
 - 1) Budget Report
 - 2) Detailed Income Statement
 - 3) Detailed Balance Sheet
 - 4) Monthly Payroll Summary
 - 5) Water Loss Report
 - 6) Bank Reconciliation
 - 7) Aging Report
 - 8) Customer Activity Report with Adjustments
5. Bluegrass Engineering-Riley Sumner-Project updates:
 - December payout \$91,507.25
 - Contract 12 is 5.2% complete; Contract 13 is 93% complete; projects as a whole, 13.5% complete
 - Will get a change order next month, and figure a final total for G&W (contract 13) final payment (less \$100.00 to keep contract open in case of remaining project funds for rehab of Wrigley Tank
 - Contract 12- Shop drawings have been made, will begin building of plant Feb. 2023
 - Had a meeting with State Highway Dept. 1-10-23. Meeting attendees included Bluegrass Engineering, Sandy Hook Water District, Grayson RECC, and Mt. Telephone. Meeting was pertaining to the Hwy 32 road project.
6. Kevin-updates:
 - ❖ Line locator equipment training this morning (1-12-23) with Tracer Electronics

- ❖ Dehart booster froze up during the extreme temperatures
 - ❖ Due to extreme temps., customers either let their water run to prevent freezing, or their water froze then busted. Due to all the water usage, Dehart Tank's water levels were extremely low and pulling from the others. We turned off the booster for a day and a half to allow all tanks to refill.
 - ❖ Several leaks and regulator replacements.
 - ❖ Replaced heater in Dehart Booster station
 - ❖ Water loss is at 7.58%
7. Approve Holiday Schedule 2023: Motion- Bill Second- Ira
 8. Approve Pre-approved bills that can be paid in 2023: Motion- Bevin Second- Ira
 9. Acknowledge 2023 meeting dates: Motion- Ira Second- Bevin
 10. Old Business: None
 11. New Business: None

Motion to adjourn regular meeting: Ira

Next Regular Meeting: Thursday February 9, 2023 at 1:00 PM

Motion to go into executive session: Ira

Motion to go out of executive session: Ira

Motion to go into open meeting: Bevin

In the executive session the following were decided on to be brought to a vote:

- Jessica Litton-Adkins to take the General Manager position when Bridgett Howard retires 12-31-2023. Jessica to start the position with a hire date of 1-1-2024 with a pay increase of \$2 more an hour. Vote- unanimous
- Kevin to take the Assistant Manager/Operator position 1-1-2024 (just job title change, no change in pay): Vote- unanimous
- Joe to take the Superintendent of plant/field 1-1-2024 (just job title change, no change in pay)
- All above position changes will be on a 6 month probationary period
- Michael's title to change from Maintenance to Operator (no change in pay)

Motion to adjourn: Ira

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 02-09-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD

MINUTES RECORDED BY: JESSICA LITTON ADKINS, SECRETARY

Members Present: Phillip Justice, Bill Delong, Estill Howard, Ira Vest

Members Absent: Bevin Hill (Phone conferenced in)

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Michael Lewis, Riley Sumner Brian Lovan

1. Approve Minutes from the January 12, 2023 Regular Meeting: Motion- Estill Second: Bill
2. Approve Prepaid Bills: Motion- Ira Second- Bill
3. Approve Unpaid Bills: Motion-Bill Second Ira
4. Acknowledge the following General Manager's Reports: Motion- Estill Second-Ira
 - a. Budget Report
 - b. Detailed Income Statement
 - c. Detailed Balance Sheet
 - d. Monthly Payroll Summary
 - e. Water Loss Report
 - f. Bank Reconciliation
 - g. Aging Report
 - h. Customer Activity Report with adjustments
5. Bluegrass Engineering project updates:
 - a. Contract 12 is at 13.5% completion
 - b. Contract 13 is at 93% completion
 - c. Payout was \$276,139.87
 - d. Could not obtain an easement for the Big Stone Rd. project- Rowan county will serve as the providing utility
6. Kevin-updates:
 - a. Well #6 went down
 - b. Capacitors swelled, and panel was smoking
 - c. Ordered a replacement panel, supposed to be in by the end of February
7. Approve purchase of VFD panel and repair cost for Well #6 \$10,825.00, and approve transferring amount from Revenue: Motion- Bill Second- Ira
8. Acknowledge Bridgett and Jessica will be gone to Annual Manager's Conference in Bowling Green February 22-23: Motion- Estill Second- Ira
9. Old Business: Asked the board to reconsider getting an app, and to discuss decision at our next meeting
10. New Business: Senator Wheeler talked to Elliott County Judge Executive Myron Lewis about the possibility of Regional Water Boards

Motion to adjourn: Ira

Next Regular Meeting: Thursday, March 9, 2023 at 1:00 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 03-09-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Ira Vest and Bevin Hill

Members Absent: Estill Howard and Bill Delong (Bill phone conferenced in)

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Joe Adkins, Michael Lewis, Riley Sumner and Brian Lovan

1. Approve Minutes from the February 9, 2023 regular meeting: Motion- Ira Second- Bill
2. Approve Pre-paid bills: Motion- Bevin Second- Ira
3. Approve Unpaid bills: Motion- Bevin Second-Ira
 - a. Approve additional transfer of \$10,000.00 transfer from Revenue to O&M: Motion- Bevin Second- Bill
 - b. Approve check to GRECC for \$370.00 deposit for electric on plant site, and for Kevin Winkleman to be able to sign contract for new service: Motion- Ira Second- Bevin
4. Acknowledge the following General Manager's reports: Motion- Bevin Second- Ira
 - a. Budget Report
 - b. Detailed Income Statement
 - c. Detailed Balance Sheet
 - d. Monthly Payroll Summary
 - e. Water Loss Report
 - f. Bank Reconciliation
 - g. Aging Report
 - h. Customer Activity Report with Adjustments
5. Bluegrass Engineering- Project updates:
 - a. As discussed in the Project progress meeting:
 - i. Contract 12 February payout: \$130,294.72
 - ii. Contract 13 VFD to be installed 03-24-2023
 - iii. Change order approved
 - iv. Total project (Contract 12&13) at 19.5% complete
 - v. Herrick Company presented submittal log and discussed progress
6. Kevin-updates: Well 6 is waiting on VFD panel
7. Discussed trackers for work vehicles per questions via board members on locations of vehicles during work hours. Quote: \$53 a month for all three trucks. Motion- Bevin Second- Bill Vote-Unanimous

- 8. Old Business- None
- 9. New Business- None

Motion to adjourn- Ira

Next Regular Meeting: Thursday, April 13th, at 1:00 PM

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 04-13-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Bill Delong, Estill Howard, Ira Vest, Bevin Hill

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Joe Adkins, Riley Sumner, Brian Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the March 9, 2023 regular meeting: Motion- Ira Second- Bevin
2. Approve Prepaid Bills: Motion- Estill Second- Ira
3. Approve Unpaid Bills: Motion-Bevin Second- Estill
 - a. Approve transfer of additional funds of \$15,000.00 for Audit and other additional expenses for the month of April, from Revenue to O&M: Motion- Estill Second- Ira
4. Acknowledge the following General Manager's Reports:
 - 1) Budget Report
 - 2) Detailed Income Statement
 - 3) Detailed Balance Sheet
 - 4) Monthly Payroll Summary
 - 5) Water Loss Report
 - 6) Bank Reconciliation
 - 7) Aging Report
 - 8) Customer Activity Report with Adjustments
5. Bluegrass Engineering- project updates:
 - a. March payout \$486,180.71
 - b. Project 12 19% complete, Project 13 100% complete, total project completion: 25.5%
 - c. Metal building will most likely go up in June
6. Kevin- updates:
 - a. During recent Jan. 2023 wind storms/power outages/power surges, the VFDs in Well 6 went bad. Once those were replaced, CITCO performed troubleshooting, and discovered the pump has also went bad due to the storms.
 - b. The recent March 2023 storms also fried Kevin's computer, which runs the plant. He will be getting a new computer as part of project 12, and they agreed to go ahead and send him that computer early so that we can get back up and running
 - c. Had our PSC inspection in March, with no write-ups

- d. Spoke with Mueller meters, they can get them in, whereas Sensus meters which we currently use are still on back order.
 - i. Discussed with board, will get more information, and discuss further at a later date
7. Discuss and approve claim for KACO on well repairs due to high winds causing power outages, and power surges: VFD and Labor were \$10,825.00, new pump estimate TBD: Motion- Bill Second- Estill Vote- Unanimous
8. Lowell Kegley Estimate on interior painting of Lobby, 4 offices, Hallway, Bathroom, and Board Room walls, doors, and trim: \$1500.00- we purchase the paint. Would begin May 1st: Motion- Bill Second- Estill Vote- Unanimous
9. Estimate for re-flooring Lobby, 4 offices, Hallway, Bathroom, and Board Room from Utchek flooring: \$10692.41- will start June or July: Motion- Estill Second- Bill Vote- Unanimous
10. Acknowledge 2022 Audit- no write-ups: Motion- Bevin Second- Bill
11. Old Business: None
12. New Business:
 - a. 5 Year update of Well-Head Protection Plan: Take Darren Fannin off, and replace with Jessica Litton-Adkins: Motion- Bevin Second- Bill
 - b. Royce Wright is interested in Operator position (as per previously discussed, Kevin Winkleman will be changing roles as of Jan. 1, 2024)
 - i. Create position- Motion- Estill Second Bevin
 - ii. Vote was made for starting pay to be \$15 per hour, receiving Distribution license will yield a \$1 per hour raise, receiving Meter Testing Certification will yield an additional \$1 per hour raise. This will bring him to \$17 an hour

Motion to adjourn: Ira

Next Regular Meeting: Thursday, May 11th, 2023 at 1 PM

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 05-11-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Bill Delong, Estill Howard, Ira Vest, Bevin Hill

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Joe Adkins, Michael Lewis, Riley Sumner, Brian Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the April 13, 2023 Regular Meeting: Motion- Estill Second- Ira
2. Approve Prepaid Bills: Motion- Ira Second- Bevin
3. Approve Unpaid Bills: Motion- Ira Second- Bill
 - a. Approve additional \$5,000.00 transfer from Revenue to Operations and Maintenance: Motion- Ira Second- Bill
 - b. Approve raising the monthly transfer from Revenue to Operations and Maintenance from \$50,000.00 to \$55,000.00 Motion- Bevin Second- Ira
4. Acknowledge the following General Manager Reports: Motion- Bevin Second- Ira
 - 1) Budget Report
 - 2) Detailed Income Statement
 - 3) Detailed Balance Sheet
 - 4) Monthly Payroll Summary
 - 5) Water Loss Report
 - 6) Bank Reconciliation
 - 7) Aging Report
 - 8) Customer Activity Report with Adjustments
5. Bluegrass Engineering- Project updates:
 - April Payout 163,890.55
 - Contract 12- 21% complete, Contract 13- 100% complete Total project- 27% complete
 - Still awaiting building permit from Frankfort
 - Interim loan closing July 11, 2023
 - Fiscal court to pay Sandy Hook Water District costs to get water to Bob Bowling Rd. through grant funding
6. Kevin- updates:
 - The April 2023 windstorm caused damage to the Dehart tank resulting in a leak
 - Repaired leak on Pruitt's Fork
 - Requested to purchase weed eaters and a leaf blower as out equipment is all wearing out. Motion to approve- Ira Second- Bevin
 - Estimate for motor only for Well #6 (damaged in March 2023 windstorm) \$3,166.00 (to be turned in to KACO insurance)

7. Approve repair of Dehart Tank for \$7250.00- to be turned in to KACO Motion- Bevin Second-Estill
8. Old Business- None
9. New Business- Royce Wright began working for Sandy Hook Water District Monday, May 8, 2023

Motion to adjourn- Ira

Next Regular Meeting Thursday, June 8, 2023 at 1 PM

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 06-08-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Estill Howard, Ira Vest, Bevin Hill

Members Absent: Bill Delong

Others Present: Jessica Litton-Adkins, Kevin Winkleman, Bryan Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the May 11, 2023 Regular Meeting: Motion- Estill Second- Ira
2. Approve Prepaid Bills: Motion-Estill Second- Ira
3. Approve Unpaid Bills: Motion- Estill Second- Ira
 - Approve additional funds transfer of \$22,000.00 to pay KACO annual Policy: Motion- Bevin Second- Estill
4. Acknowledge the following General Manager reports: Motion-Bevin Second- Ira
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly Payroll Summary
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with Adjustments
5. Bluegrass Engineering- Project updates-Bryan Lovan:
 - Building permit being held up by KHBC, due to them classifying the new water treatment plant as High Hazard because of amount of chemicals projected to be stored on site.
 - June Payout- 217,421.56
 - Contract 12- 23% complete Contract 13- 100% complete Total Project- 31% complete
6. Kevin- Updates:
 - Still awaiting to hear from CITCO about Well 6, also looking into if someone else can rebuild it
7. Acknowledge Fiscal Court reappointment of Phillip Justice: Term ends 5/31/2027: Motion- Bevin Second- Ira
8. Discuss/approve One Up internship program through EKCEP, if not too late to participate: Motion to approve- Bevin Second- Ira
9. Old Business: Acknowledge Curren's repair of Dehart Tank: Motion- Estill Second- Ira
10. New Business: Approve paying Curren's invoice for repair of Dehart Tank: Motion- Ira Second- Bevin

Motion to adjourn: Ira

Next Regular Meeting: Thursday, July 13, 2023 at 1:00 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 07-13-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Estill Howard, Ira Vest, Bevin Hill, Bill Delong

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Bryan Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the May 11, 2023 Regular Meeting: Motion- Ira Second- Bevin
2. Approve Prepaid Bills: Motion-Estill Second- Ira
3. Approve Unpaid Bills: Motion- Estill Second- Ira
 - Approve additional funds transfer of \$22,000.00 to pay KACO annual Policy: Motion- Bevin Second- Estill
4. Acknowledge the following General Manager reports: Motion-Estill Second- Bevin
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly Payroll Summary
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with Adjustments
5. Bluegrass Engineering- Project updates-Bryan Lovan:
 - Still awaiting building permit
 - June Payout- 275,364.22
 - Contract 12- 23% complete Contract 13- 100% complete Total Project- 34% complete
 - Dehart Tank repair complete
6. Kevin- Updates:
 - The issue with Well 6 was found, and parts ordered
 - Dehart Booster Station- motor and valve are being rebuilt
 - The new Elliott County Schools' Superintendent building (old natatorium) has a base for a 2" meter. The Superintendent's office will only need a 1" meter, and we cannot get one at the moment. Motion to use a 2" at a 1" rate- Estill Second- Bevilin
7. Approve Royce Wright \$1 per hour raise for Meter Testing Certification: Motion- Bevin Second- Estill
8. Acknowledge final loan closing for interim financing July 11, 2023: Motion- Ira Second- Bevin
9. Acknowledge wire transfer for \$2,650,002.18 to Wells Fargo for interim loan payoff: Motion- Ira Second- Estill

10. Acknowledge Sinking Fund monthly transfer to change from \$9300.00 a month, to \$12,560.00 until 2025 (at which time it will increase to \$17,318.00): Motion- Estill Second- Bevin
11. Acknowledge the uniform allowances were paid for 2023-2024 on July 3, 2023: Motion- Estill Second- Bevin
12. Acknowledge receipt of KACO payment work invoiced by Bluegrass Engineering. Deposited to Revenue, and check 11784 was written to Bluegrass Engineering in the amount of \$33,050.62. Motion- Ira Second- Bevin
13. Acknowledge receipt of Ky Transportation payment of \$8000.00 for repairs on Dehart Tank. Deposited to Revenue, and transferred to O&M for payments to Curren and Horizon. Motion- Ira Second- Bill
14. Old Business: Flooring- Have decided against laminate. Will recarpet offices, new tile in the bathroom, and all other existing tile to be buffed. Country Carpet will replace flooring, and Scottie Adkins will buff tile.
15. New Business: None

Motion to adjourn: Ira

Next Regular Meeting: Thursday, August 10, 2023 at 1:00 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill Delong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 07-13-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Estill Howard, Bevin Hill, Bill Delong

Members Absent: Ira Vest

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Riley Sumner, Bryan Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the July 13, 2023 Regular Meeting: Motion- Bill Second- Estill
2. Approve Prepaid Bills: Motion-Bevin Second- Estill
3. Approve Unpaid Bills: Motion- Estill Second- Bill
4. Bluegrass Engineering- Project updates:
 - August payout: \$388,202.30
 - Contract 12: 35% complete, Contract 13: 100% complete Total project: 41% complete
 - Now using RD grant funds since closing of the interim finance loan
 - Building permit has been approved, and treatment plant construction has begun.
5. Acknowledge the following General Manager reports: Motion-Estill Second- Bevin
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly Payroll Summary
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with Adjustments
6. Kevin- Updates:
 - Dehart Booster station has been repaired
 - Well 6 pump and motor are in- still need installed
 - Lightning hit Well 8, transducer needs replaced-has been ordered, KACO will reimburse
 - SCADA system is down, Citco coming to work on it
 - Royce will take his class for his Distribution License this month
7. Acknowledge Annual Conference- August 28-30: Motion- Estill Second- Bevin
8. Authorize Voting Delegate for Conference- Jessica with Bridgett as an Alternate Voting Delegate for the KRWA Annual Business Meeting Aug. 29, 2023: Motion- Bill Second- Estill
Vote- Unanimous
9. Old Business: Flooring- scheduled installation August 17 & 18: Total cost: \$4900
10. New Business: None

Motion to adjourn: Bill

Next Regular Meeting: Thursday, September 14, 2023 at 1:00 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT SPECIAL MEETING

SANDY HOOK WATER COMMISSION SPECIAL MEETING MINUTES 08-17-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Estill Howard, Bevin Hill, Bill Delong, Ira Vest

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Royce Wright, Joe Adkins, Michael Lewis

Called to Order: Phillip Justice

Meeting called in regards to: Wells 5,6 and 8

- Well 5- well is going dry, needs cleaned, having it rehabilitated will most likely resolve the issue Motion to rehab instead of drilling new well: Estill, Second- Bill Vote: Unanimous
- Well 6- VFD was replaced due to previous wind storms. New VFD was installed, and CITCO claimed motor and pump was bad. Installed new meter and pump, and still would not work. Replaced wire, and still would not work. Found out VFD was the wrong one, need to decide what to replace, and company. Motion to get Tri-State Pumps to pull motor and replace what needs replaced: Bevin, Second- Estill Vote- Unanimous
- Well 8- Lightning struck- transducer needs replaced and it has been ordered

Motion to adjourn: Ira

Next Regular Meeting: Thursday, September 14, 2023 at 1:00 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 09-14-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Bill Delong, Estill Howard, Ira Vest, Bevin Hill

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Joe Adkins, Royce Wright, Michael Lewis, Riley Sumner, Bryan Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the August 10, 2023 Regular Meeting: Motion- Estill Second- Ira
2. Approve Minutes from the August 17, 2023 Special Meeting: Motion- Ira Second- Estill
3. Approve Prepaid Bills: Motion- Estill Second- Bill
4. Approve Unpaid Bills: Motion- Ira Second- Estill
 - ❖ Approve transfer of additional funds from Revenue to O&M in the amount of \$15,000.00 to finish out bills and payroll this month due to additional expenses from wells. Motion- Bevin Second- Ira
5. Bluegrass Engineering-project updates:
 - September payout: \$449,560.07
 - Contract 12: 42% complete Contract 13: 100% Total project: 48%
 - Building should go up next month
 - Filters and equipment will be next
 - Getting quote for Well 5 rehab
 - FIVCO project profile- awaiting word for grant money to rehab wells
6. Acknowledge the following General Manager reports: Motion-Bevin Second- Estill
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly Payroll Summary
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with Adjustments
 - i. Also acknowledged check #30 from the Construction Account in the amount of \$33,393.89 written to G&W was voided, and a new one mailed since the first was lost in the mail.
7. Kevin- Updates:
 - Pump, motor, and VFD from Tri-State pumps installed, on Well 6-is now repaired

- Transducer replaced in Well 8
 - Well 5- awaiting quote for rehab
 - Still waiting on a master meter
8. Acknowledge Fluoride Award presented to us (2021, but just now given to us)- Acknowledged by all
 9. Old Business:
 - a. Acknowledge transfer of \$15,000.00 from Revenue to O&M back in August per phone to cover some repairs to Well 6: Motion- Bevin Second- Bill
 - b. Emergency water purchase was made from Rattlesnake Ridge Water District and Rowan County Water District during the time the wells were down (Rattlesnake Ridge's water rates had raised since our last signed contract. New contract was signed.
 - c. Previously discussed Shane McDavid (Grayson RECC employee who had volunteered his own time) receiving contract labor pay for his help to repair well 6. 40 hours at \$25 an hour= \$1000.00 Motion- Estill Second- Bevin Vote- Unanimous
 10. New Business:
 - a. Bridgett retirement date: Jan. 31st
 - b. Nancy retirement date: Dec. 31st
 - c. Nikki- Full time with benefits starting Jan. 1st: Motion- Estill Second- Ira Vote- Unanimous

Motion to adjourn: Ira

Next Regular Meeting: Thursday, October 12, 2023 at 1 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 10-12-2023

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Bill Delong, Estill Howard, Ira Vest, Bevin Hill

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Joe Adkins, Royce Wright, Michael Lewis, Riley Sumner, Bryan Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the September 14, 2023 Regular Meeting: Motion- Bill Second- Bevin
2. Approve Prepaid Bills: Motion- Ira Second-Estill
3. Approve Unpaid Bills: Motion- Ira Second- Bevin
 - a. Approve additional transfer of \$15,000.00 from Revenue to Operations and Maintenance: Motion- Estill Second- Bill
4. Bluegrass Engineering-project updates:
 - October payout: \$303,783.79
 - Contract 12: 47% complete Contract 13: 100% Total project: 52%
 - Plant predicted to be operational by May 2024
 - Awaiting electrical materials
5. Acknowledge the following General Manager reports: Motion-Bevin Second- Estill
 - 1) Budget Report
 - 2) Detailed Income Statement
 - 3) Detailed Balance Sheet
 - 4) Monthly Payroll Summary
 - 5) Water Loss Report
 - 6) Bank Reconciliation
 - 7) Aging Report
 - 8) Customer Activity Report with Adjustments
6. Kevin- Updates:
 - Wells are still doing well after repairs
 - Dehart Booster Station pump and motor were rebuilt
 - Well 5- still awaiting quote for rehab
 - Still waiting on a master meter
7. 1st reading of the annual budget: Motion to accept: Ira Second- Estill
8. Old Business:

None

9. New Business:

None

Motion to adjourn: Ira

Next Regular Meeting: Thursday, November 9, 2023 at 1 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 11-09-23

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: JESSICA LITTON-ADKINS, SECRETARY

Members Present: Phillip Justice, Bill Delong, Estill Howard, Ira Vest, Bevin Hill

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Michael Lewis, Bryan Lovan

Called to Order: Phillip Justice

1. Approve Minutes from the October 12, 2023 Regular Meeting: Motion- Estill Second- Ira
2. Approve Prepaid Bills: Motion- Ira Second- Bevin
3. Approve Unpaid Bills: Motion- Bevin Second- Ira
4. Bluegrass Engineering-project updates:
 - November payout: \$833,710.96
 - Now into grant funds
 - Contract 12: 57% complete Contract 13: 100% Total project: 63%
 - Building is up, and roof is on
 - Starting river work
 - Masons starting block
 - Got two quotes for Well Rehab from Subsurface Technologies- still awaiting board decision
5. Acknowledge the following General Manager reports: Motion-Bevin Second- Ira
 - 1) Budget Report
 - 2) Detailed Income Statement
 - 3) Detailed Balance Sheet
 - 4) Monthly Payroll Summary
 - 5) Water Loss Report
 - 6) Bank Reconciliation
 - 7) Aging Report
 - 8) Customer Activity Report with Adjustments
6. Kevin- Updates:
 - Fixed leak on Crestview
 - Water loss is at 11.54%
 - Transducer in well 8 is having issues again, had to send back (under warranty)
 - Began Fall flushing
7. Final reading of the annual budget: Motion to accept: Estill Second- Ira
8. Acknowledge Annual pay of Secretary and Treasurer: \$200.00 each: Motion- Bevin Second- Ira

- 9. Discuss and approve Annual Incentive Pay for employees: Motion for \$550.00 to Full-Time and \$300.00 for Part-Time- Estill Second- Bevin
- 10. Old Business: None
- 11. New Business: None

Motion to adjourn: Ira

Next Regular Meeting: Thursday, December 14, 2023 at 1 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevin Hill
Commissioner

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 01-11-2024

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: KEVIN WINKLEMAN, SECRETARY

Members Present: Phillip Justice, Bill Delong, Ira Vest, Bevin Hill

Others Present: Bridgett Howard, Jessica Litton-Adkins, Joe Adkins, Royce Wright, Michael Lewis

Others Absent: Kevin Winkleman, Michael Lewis

Called to Order: Phillip Justice

1. Approve Minutes from the November 9, 2023 Regular Meeting: Motion- Bevin Second- Ira
2. Approve Prepaid Bills: Motion- Estill Second- Ira
3. Approve Unpaid Bills: Motion- Ira Second- Estill
 - a. Approve transfer of \$30,000.00 from Short Lived Assets to Operations and Maintenance, as well as transfer of \$15,000.00 from Revenue to Operations and Maintenance to cover unpaid bills; including the bill for the repairs to Well 8: Motion- Estill Second- Ira Vote- Unanimous
4. Bluegrass Engineering-project updates:
 - December payout: \$294,505.00
 - Now into grant funds
 - Contract 12: 65% complete Contract 13: 100% Total project: 68%
 - Funds: 100% of loan has been expended, 2.2 million of RD grant has been expended, with 1.3 million remaining before we move into ARC grant funds
 - Grand opening for new plant projected for May
5. Acknowledge the following General Manager reports: Motion-Bevin Second- Estill
 - 1) Budget Report
 - 2) Detailed Income Statement
 - 3) Detailed Balance Sheet
 - 4) Monthly Payroll Summary
 - 5) Water Loss Report
 - 6) Bank Reconciliation
 - 7) Aging Report
 - 8) Customer Activity Report with Adjustments
6. Joe- Updates:
 - Replaced pump on Well 8, transducer that we ordered came today(still awaiting one under warranty), going to get it put in

- Still awaiting quotes for rehab on Well 5
7. Review and approve the revised Well Head Protection Plan: Motion to accept: Bevin Second- Estill
 8. Discuss and set Annual Raise for 2024: Motion- Bill 3% Second- Bevin Vote: Unanimous
 9. Approve 2024 Holiday Schedule: Motion- Bevin Second- Estill
 10. Acknowledge 2024 Board Meeting Dates: Motion- Estill Second- Bill
 11. Approve Pre-Approved bill list for 2024: Motion- Estill Second- Bill
 12. Approve Membership for 811 program: Motion- Estill Second- Bill
 13. Select and approve Chairman of the Board: Nomination for Phillip by Bevin Second- Estill Vote- Unanimous; Phillip requested a raise- was advised by Bridgett he would have to get annual certification hours and we would look into next steps
 14. Select and approve Board Member Secretary: Nomination for Ira by Estill Second- Bevin Vote- Unanimous
 15. Acknowledge Jessica as Treasurer to the Board, and Kevin as Secretary for the Board: Motion- Bevin Second- Estill
 16. Approve signature changes to all First National Bank Accounts to include: Phillip Justice, Ira Vest, Jessica Litton-Adkins and Kevin Winkleman: Motion- Bevin Second- Estill
 17. Approve signing Morgan and Associates Engagement Letter and paying required down payment (\$10,000.00 for regular audit, \$1500.00 for electronic submission of the audit, \$2500.00 for Single audit of Construction account due to Federal Funding; \$3500.00 of those fees to be paid down): Motion- Estill Second- Ira
 18. Motion to close Regular Session and enter Closed Session for employee meetings: Motion- Bevin Second- Ira
 19. Motion to reopen Regular Session: Bevin Second- Estill
 20. Announce decisions and vote: Motion- Ira Second- Estill Vote- Unanimous
 - a. Jessica General Manager as of January 1 with a \$2 hourly pay increase and 90-day probationary period
 - b. Kevin Human Resources Manager/CSR as of January 1 with a 90-day probationary period
 - c. Joe Superintendent of the Field as of January 1 with a 90-day probationary period
 - d. Nikki Full-Time employee as of January 1 with a \$2 hourly pay increase and 90-day probationary period
 21. Old Business: None
 22. New Business: None

Motion to adjourn: Ira

Next Regular Meeting: Thursday, January 11, 2024 at 1 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner

SANDY HOOK WATER DISTRICT SPECIAL MEETING

SANDY HOOK WATER COMMISSION SPECIAL MEETING MINUTES 01-18-2024

AT THE STINSON ADMINISTRATION BUILDING 474 HOWARD'S CREEK RD.

MINUTES RECORDED BY: KEVIN WINKLEMAN, SECRETARY

Members Present: Phillip Justice, Bill Delong, Ira Vest, Bevin Hill (conference call)

Members Absent: Estill Howard

Others Present: Bridgett Howard, Jessica Litton-Adkins, Kevin Winkleman, Joe Adkins, Royce Wright, Michael Lewis

Called to Order: Phillip Justice

- 1) Acknowledge Kevin Winkelman's resignation. Last day of work is February 23, 2024.
 - Motion Bill- Second Ira
- 2) Acknowledge Nikki Fannin to take Kevin's position.
 - Motion Bill- Second Ira
- 3) Discuss and approve hiring for Nikki's position.
 - Motion Ira- Second Bevin
- 4) Discuss and approve pay for Nikki.
 - Amount tabled till February regular meeting.
- 5) Discuss and approve pay for new hire.

Agreed on \$8.00 starting pay.

- Motion Bevin- Second Ira
- 6) Approve Nikki to take UMI classes with a \$1.00 raise upon completion.
 - Motion Bevin – Second Ira
 - 7) Discuss KRWA February conference.

Get credit for Kevin's registration.

- Motion Ira- Second Bevin

Motion to adjourn: Ira.

Next Regular Meeting: Thursday, February 8, 2024, at 1 P.M.

X

Phillip Justice
Chairman of the Board

X

Bill DeLong
Commissioner

X

Estill Howard
Commissioner

X

Ira Vest
Commissioner

X

Bevlin Hill
Commissioner