

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, Estill Howard, Bevin Hill (conference call)

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

Others Absent: Ira Vest

Called to Order: Phillip Justice

1. Approve Minutes from the December 14, 2023, Regular Meeting: Motion- Estill, Second- Bevin
2. Approve Minutes from the December 18, 2023, Special Meeting: - Motion- Estill, Second- Bill
3. Approve Prepaid Bills: Motion- Estill, Second- Bill
4. Approve Unpaid Bills: Motion- Estill, Second- Bill
5. Bluegrass Engineering-Project updates:
 - Contract 12: 63% Contract 13: 100% Total project: 67%
 - January payout \$67,972.98
 - Closing contract 13
 - Building exterior complete
 - Masons about two weeks to conclusion
 - HVAC, Electricians, plumbers are next.
 - Electrical components delayed-pushed from Jan. to March
 - State HWY waterline relocation is still underway.
 - Well rehab schedules for Jan. 29th.
 - Plant June/July opening.
 - Herrick to fill generator up for first time.
6. General Manager Reports: Motion: Estill, Second- Bevin
Acknowledge the following reports:
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly payroll summary
 - Water Loss Report

- Bank Reconciliation
- Aging Report
- Customer Activity Report with adjustments

7. Joe- updates:

Creek washouts

- Wells up and running.
- SCADA is back up and doing good.
- Leaks was fixed.
- DeHart pump was installed.

8. Acknowledge Jessica and Kevin annual KRWA Management Conference, February 20-22, 2024:
Motion-Estill, Second- Bill

9. Acknowledge Bridgett will be paid for remaining vacation time at the end of January due to retirement: Motion- Estill, Second- Bill

10. Old Business: NA

11. New Business: NA

Motion to adjourn: Estill.

Next regular meeting: Thursday, February 8th, 2024, 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 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

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 02-08-2024

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

MINUTES RECORDED BY: NIKKI, SECRETARY

Members Present: Phillip Justice, Bill Delong, Estill Howard, Bevin Hill (conference call)

Others Present: Jessica Litton-Adkins, Joe Adkins, Nikki Fannin, Michael Lewis, Royce Wright, Bryan Lovan

Others Absent: Ira Vest

Called to Order: Phillip Justice

1. Approve Minutes from the January 11, 2024, regular meeting: Motion- Estill, Second-Bevin
2. Approve prepaid bills: Motion- Estill, Second- Bill
3. Approve unpaid bills: Motion- Estill, Second- Bevin
4. Discussed and approved Bluegrass Engineering as the engineers for KY HWY. of Trans. Water line relocation of KY 32 to Blaine: Motion- Estill, Second-Bill
5. Bluegrass Engineering-project updates:
 - Contract 12:72% Contract 13: 100% Total project: 75%
 - Revoked new wave fluoride system
 - Missouri did tests and submitted findings that New Wave was too hard to maintain
 - Going to go back with the Fluoride system used at current water treatment plant (Saturator system)
 - New wave equipment is being sent back and credited back to the contractor
 - Well 5 rehabs postponed until February 12th
6. General Manager Reports: Motion- Bevin, Second- Estill

Acknowledge the following reports:

- Budget report
- Detailed Income Statement
- Detailed Balance Sheet
- Monthly payroll summery
- Water loss report
- Bank reconciliation
- Aging report
- Customer Activity Report with adjustments

7. Joe updates:
 - Leak on Apple Fork (found and fixed)
 - Leak on Devils Fork (found and fixed)
 - Mentioned if we wanted to replace the pipe, pump and motor after rehab; Board wanted to wait and see if the old still works.
 - Everything else good
8. Acknowledge changing signature cards at the bank- removing Kevin and adding Nikki: Motion- Bevin, Second- Estill
9. Acknowledge Bridgett's last day was 01/31/2024 and vacation was paid out: Motion- Estill, Second-Bevin
10. Acknowledge new meter reading laptop was purchased: Motion- Estill, Second- Bill
11. Acknowledge Cintas was up and was not renewed. New rugs were purchased instead: Motion- Estill, Second- Bill
12. Acknowledge Katherine Hurtt was hired as the new customer service/rep: Motion- Estill, Second- Bevin
13. Acknowledge Nikk's pay as HR Manager at \$14.00: Motion-Estill, Second- Bill
14. Acknowledge Kirkland's Lock Service to install security system at the new plant: Motion-Estill, Second- Blevin
15. Acknowledge 2022 Fluoride Award: Motion-Bill, Second- Estill
16. Approved transfer of 15,000 from revenue to O&M: Motion- Bevin, Second- Bill
17. Old business: NA
18. New business:
 - Bill made a motion to get a quote on drilling a new well, Bevin seconded the motion
 - Estill made a motion for Kat to get an increase in pay to 10:00 after her mo.
 - Probationary period, Bill seconded the motion

Motion to adjourn: Bevin

Next regular meeting on March 14th, 2024, at 1:00 p.m.

Motion to adjourn: Ira

Next regular meeting: Thursday, February 8th, 2024, 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 03-14-2024

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

MINUTES RECORDED BY: JESSICA LITTON ADKINS

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

Others Present: Jessica Litton-Adkins, Joe Adkins, Bryan Lovan, Royce Wright, Michael Lewis, Nikki Fannin

Others Absent:

Called to Order: Phillip Justice

1. Approve Minutes from the February 8, 2024, Regular Meeting: Motion- Estill, Second- Ira
2. Approve Prepaid Bills: Motion- Ira, Second- Estill
3. Approve Unpaid Bills: Motion- Ira, Second- Bill
4. Bluegrass Engineering-Project updates:
 - Contract 12: 74% Contract 13: 100% Total project: 77%
 - March payout \$86,929.54
 - Masonry work complete.
 - Painting started.
 - Electrical ongoing, waiting on panel.
 - The doors will be in this week.
 - Well 5 rehab complete
5. General Manager Reports: Motion: Estill, Second- Ira
Acknowledge the following reports:
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly payroll summery
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with adjustments
6. Joe- updates:
 - Well 5 needs panel to put in operation.

7. Review report from Well Rehab:
 - Offered the report to the board for review.
8. Motion for closed meeting: Motion-Bill
9. Open session-discuss any motions from closed session: Motion- Bill, Second- Estill
 - Table raise talk until April meeting.
10. Approve amendment to Groundwater Protection Plan: Motion-Bevlin, Second- Ira
11. Approve additional monthly transfer of \$15,000.00 from Revenue to O&M: Motion- Estill, Second- Ira
12. Approve transfer of \$48,650.00 from Revenue to O&M for the rehab of well 5: Motion- Estill, Second- Bill
13. Old Business: Check back in-still awaiting quotes for drilling new well & Bluegrass Engineering
14. New Business:
 - Agreement with highway dept., approve and sign.

Motion to adjourn: Ira.

Next regular meeting on April 11th, 2024, 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 04-11-2024

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

MINUTES RECORDED BY: NIKKI FANNIN

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

Others Present: Jessica Litton-Adkins, Joe Adkins, Bryan Lovan, Royce Wright, Michael Lewis, Nikki Fannin

Others Absent:

Called to Order: Phillip Justice

1. Approve Minutes from the March 14, 2024, Regular Meeting: Motion- Estill, Second- Ira
2. Approve Prepaid Bills: Motion- Ira, Second- Bevin
3. Approve Unpaid Bills: Motion- Bill, Second- Ira
4. Bluegrass Engineering-Project updates:
 - Contract 12: 79% Contract 13: 100% Total project: 81%
 - March payout \$333,486.57
 - Getting gravel in, getting quotes for additional gravel.
 - Cleaning up and filling in plant site.
 - Metal work complete.
 - Generator set up.
 - Kurita Rep 4/16/24
 - Pumps are set.
 - Painting almost complete.
 - Estimated day for electrical panel is 5/1/24.
5. General Manager Reports: Motion: Bevin, Second- Estill
Acknowledge the following reports:
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly payroll summery
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with adjustments

6. Joe- updates:

- High service pump went out at plant.
- Put D620l in well 5.
- High service pump being rebuilt.
- Leak on Arvil-DeHart Rd.
- Approx... \$180,000 to drill and install parts... \$120,000 for just well drilled.

7. Old Business:

- Shop around for camera security systems (Reel Link, Night Owl HD, Ring, Blink, Mt. Telephone).

8. Motion for closed meeting: Motion-Bevlin, Second- Estill

9. Open session-discuss any motions from closed session: Motion- Estill, Second- Ira

- Leave pay as it is.

10. New Business: Motion-Estill, Second Ira...Voted unanimous.

- Amend bylaws to say that board members may be counted as present at meetings if attending by video/telephone conference.

Motion to adjourn: Ira.

Next regular meeting on May 9th, 2024, 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 04-29-2024

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

MINUTES RECORDED BY: NIKKI FANNIN, SECRETARY

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

Members Absent: Ira Vest

Others Present: Jessica Litton-Adkins, Nikki Fannin, Joe Adkins

Called to Order: Phillip Justice

- 1) Discuss rehab on Well 8 and Well 4 (8 has a lower production and 4 has been out of commission for several years)

Well 4 is going to cost an estimated \$100,000 (will need new motor, pipe, etc.)

Well 8 will just be a general rehab, estimated price should be around \$48,500

- 2) Get a quote for both Well's on getting rehabbed. Motion: Estill, Second: Bevin
- 3) Well 4 is approved for rehab and if the quote is acceptable and funds are available Well 8 will be rehabbed as well. Motion: Estill, Second: Bill.
- 4) Discuss placing the piping in the ground at new plant now (before the asphalt is done) to prevent more work later. If we wait to lay all the pipe for a new Well after asphalt is laid it will cost more and cause damage. Joe has suggested doing it now for a estimated cost of \$3,500. Approved. Motion: Estill, Second: Bill.

Motion to adjourn: Bevin

Next Regular Meeting: Thursday, May 9, 2024, at 1 P.M.

SANDY HOOK WATER DISTRICT REGULAR MEETING

SANDY HOOK WATER COMMISSION REGULAR MEETING MINUTES 05-09-2024

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

MINUTES RECORDED BY: NIKKI FANNIN

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

Others Present: Nikki Fannin, Brian Lovan

Others Absent: Jessica Litton-Adkins, Michael Lewis, Joe Adkins, Royce Wright

Called to Order: Phillip Justice

1. Approve Minutes from the April 11, 2024, Regular Meeting: Motion- Estill, Second- Ira
2. Approve Prepaid Bills: Motion- Estill, Second- Bill
3. Approve Unpaid Bills: Motion- Bill, Second- Ira
4. Bluegrass Engineering-Project updates:
 - Contract 12: 84.5% Contract 13: 100% Total project: 86%
 - March payout \$383,518.35
 - Concrete pads done.
 - Everything is piped in.
 - Electrical Panel is scheduled to be delivered this month.
 - All major stuff done, working on final finishes.
 - Ready for propane to be set and line run.
 - Ready for Mountain Telephone to come run ethernet and phone lines.
 - Ready to hook up to well (well #5) to check for leaks and everything. Then get the insulated coating on.
 - Well #8 needs a step down from 480 to 240 electrical.
5. General Manager Reports: Motion: Ira, Second- Bevin

Acknowledge the following reports:

- Budget Report
- Detailed Income Statement
- Detailed Balance Sheet
- Monthly payroll summary
- Water Loss Report
- Bank Reconciliation
- Aging Report

- Customer Activity Report with adjustments
6. Joe- updates:
 - Changing propane companies from Caney Valley to Arricks in Grayson. Coming Monday May 13 to look at everything.
 - Purchased pipe.
 - Line for future well laid.
 7. Quote for blacktop seal and repair: Motion: Bill, Second: Bevlin
 - Agreed to get a second quote for comparison.
 8. Old Business:
 - By-law revision:
 - ◆ Revision must be sent to USDA for approval.
 9. New Business: No new business.

Motion to adjourn: Ira.

Next regular meeting on June 13th, 2024, 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 06-11-2024

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

MINUTES RECORDED BY: NIKKI FANNIN

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

Others Present: Jessica Litton-Adkins, Nikki Fannin, Brian Lovan, Joe Adkins, Royce Wright, Richard White, Valerie White, Scott Kuhn, Alex West

Others Absent: Michael Lewis

Called to Order: Phillip Justice

1. Approve Minutes from the May 08, 2024, Regular Meeting: Motion- Ira, Second- Estill
2. Approve Prepaid Bills: Motion- Estill, Second- Ira
3. Approve Unpaid Bills: Motion- Bill, Second- Ira
4. Bluegrass Engineering-Project updates:
 - Contract 12: 90% Contract 13: 100% Total project: 91%
 - March payout \$246,571.92
 - Will finish tanks in the next 2 weeks.
 - Electrical almost complete, still waiting on main panel.
 - Glasswork will be on the week of 06/17/2024.
 - Locks are on doors.
 - HVAC almost complete.
5. A unanimous vote to hang the new plaque on the wall outside of office at the new plant.
6. General Manager Reports: Motion: Estill, Second- Bevin
 - Acknowledge the following reports:
 - Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly payroll summery
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report

- Customer Activity Report with adjustments
7. Joe- updates:
 - Both well rehabs begin around third week of July.
 - Unanimous vote to go ahead and purchase new motor for rehabbed well.
 - Checking with Citco to see about speeding SCADA along...right now it is down and running DeHart by hand.
 8. Quote for blacktop seal and repair: If John David Elliott quote included crack repair we will be accepting his quote for job. Otherwise, Kendall will receive bid. Motion-Ira, Second- Bevin
 9. Approve Jessica Litton-Adkins as voting delegate for KRWA Annual Business Meeting, Nichole Fannin as alternate and sign paper to approve. Motion-Bill, Second-Ira
 10. Acknowledge the hiring of David Foster at RCAP to assist with PSC imposed Rate Study- Note that Mr. Fosters services are grant/federally funded and at no cost to the SHWD. Party transaction sheets were signed and notarized by GM and board members. Motion-Bill, Second-Ira
 11. Old Business:
 - By-law revision:
 - ◆ Our attorney Paul Stokes has typed up the proposed by law amendments and turned them over to USD for approval as peer current by laws. If approved, we will adopt the changes per board of commissions vote.
 - ◆ Quote received from Subsurface Tech for the rehab of Wells 4 and 8. We are on schedule for around the third week of July.
 - ◆ Researched cameras for new treatment plant and found Ring cameras to be the best option. Motion to approve- Bevin, Second-Estill Voted unanimous.
 12. New Business: No new business.

Motion to adjourn: Ira.

Next regular meeting on July 11th, 2024, 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 07-11-2024

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

MINUTES RECORDED BY: NIKKI FANNIN

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

Others Present: Jessica Litton-Adkins, Brian Lovan, Joe Adkins, Royce Wright, Michael Lewis

Others Absent: Nikki Fannin

Called to Order: Phillip Justice

1. Approve Minutes from the June 13, 2024, Regular Meeting: Motion- Ira, Second- Bill
2. Approve Prepaid Bills: Motion- Bill, Second- Ira
3. Approve Unpaid Bills: Motion- Estill, Second- Ira
4. Bluegrass Engineering-Project updates:
 - Contract 12: 94% Contract 13: 100% Total project: 95%
 - March payout \$259,213.75
 - Main distribution panel supposed to ship on 7/11/2024
 - If panel comes in, looking at a 4 week start up
 - Fence is up
 - RD inspector to come to plant August 8th
5. General Manager Reports: Motion: Bevin, Second- Ira

Acknowledge the following reports:

- Budget Report
 - Detailed Income Statement
 - Detailed Balance Sheet
 - Monthly payroll summery
 - Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with adjustments
6. Joe- updates:
 - Water issues fixed

- Leak on Middlefork
- Leak on George Johnson Loop
- Leak on Sheepskin
- Water Loss 5.6%
- High service pump is ordered
- Well rehab this month

7. Old Business:

8. New Business: No new business.

Motion to adjourn: Ira.

Next regular meeting on August 08th, 2024, 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 08-08-2024

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

MINUTES RECORDED BY: NIKKI FANNIN

Members Present: Phillip Justice, Estill Howard, Ira Vest, Bevin Hill, Bill Delong (phone conference)

Others Present: Nikki Fannin, Brian Lovan, Joe Adkins, Royce Wright, Scott Kouns, David Foster

Others Absent: Jessica Litton-Adkins, Michael Lewis

Called to Order: Phillip Justice

1. Approve Minutes from the July 11, 2024, Regular Meeting: Motion- Ira, Second- Estill
2. Approve Prepaid Bills: Motion- Ira, Second- Bill
3. Approve Unpaid Bills: Motion- Ira, Second- Estill
4. Bluegrass Engineering-Project updates:
 - Contract 12: 97% Contract 13: 100% Total project: 97%
 - March payout \$180823.38
 - Main distribution panel in, inspection next week.
 - Fence done and exterior gate; Seed and straw done.
 - Process connections done.
 - RD inspector will be here 8/13/24.
 - 8/26/24 TONKA inspection; CITCO and TONKA coordinating.
 - New PLC will be powered up the week of September 9th to swap over SCADA system, CITCO will reach out to Joe before.
 - Will start back washing through filters, using Well 8 instead of 5.
 - Fluoride approved and will be installed in couple weeks.
 - Will do start up on High Service when everything else is done.
 - Looking at the first part of October to be fully operational.
5. General Manager Reports: Motion: Bevin, Second- Ira

Acknowledge the following reports:

- Budget Report
- Detailed Income Statement
- Detailed Balance Sheet
- Monthly payroll summary

- Water Loss Report
 - Bank Reconciliation
 - Aging Report
 - Customer Activity Report with adjustments
6. Joe- updates:
- Motor is here for high service pump, waiting to see if we will need it.
 - Leak on Middlefork
 - Leak on Sheepskin
 - Water Loss 7.16%
 - Well rehab scheduled to be here week of Aug 19th.
 - Electric run to Well 4
 - Dale ordered motor and line for Well 4
 - Well 5 is eating chlorine up, sending samples to see what the issue is.
7. Michael's work truck, board agreed to have it fixed unanimously.
8. Board discussed and approved David Fosters report about PSC Rate Study, to go ahead and turn into PSC and put in news paper the same week. Motion: Estill, Second: Ira
9. Old Business:
10. New Business: Start looking for a new auditor!

Motion to adjourn: Ira.

Next regular meeting on September 12th, 2024, 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 09-12-2024

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

MINUTES RECORDED BY: JESSICA LITTON-ADKINS

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

Others Present: Jessica Litton-Adkins, Brian Lovan, Joe Adkins, Royce Wright, Michael Lewis, Scott Kouns

Others Absent: Nikki Fannin (UMI Class)

Called to Order: Phillip Justice

1. Approve Minutes from the August 8, 2024, Regular Meeting: Motion- Ira, Second- Bill
2. Approve Prepaid Bills: Motion- Bevin, Second- Ira
3. Approve Unpaid Bills: Motion- Ira, Second- Bill
4. Bluegrass Engineering-Project updates:
 - Contract 12: 98.5% Contract 13: 100% Total project: 98.5%
 - Monthly payout \$110975.49
 - Can start producing water once chemicals are in place.
 - October 14, Cico switch SCADA to new plant.
 - October 14-21, High service pump start up.
 - October 23, start running plant by hand and training.
 - October 30, troubleshoot and final training.
 - October 31, finalize everything.
 - Ribbon cutting November 18 @ 11:00 a.m.
5. General Manager Reports: Motion: Bevin, Second- Estill

Acknowledge the following reports:

- Budget Report
- Detailed Income Statement
- Detailed Balance Sheet
- Monthly payroll summary
- Water Loss Report
- Bank Reconciliation
- Aging Report
- Customer Activity Report with adjustments

6. Joe- updates:

- Well # 8 rehab complete.
- Well #4 rehab started.
- Need transducers for well 4 & 8- Citco getting prices.
- DOW sanitary survey complete! Went well, no deficiencies.
- Water leak on Middlefork

7. Acknowledge Iras reappointment as of August 20, 2024. Motion- Estill, Second-Bevlin

8. Steve Adkins requested KACO claim. Motion- Bevlin, Second Estill

9. Old Business:

- Michael's work truck-discuss status and options: Motion- Bevlin...Use the KACO check to fix rust areas instead of new bed side. Seconded- Estill
- Phillip- signed related party paper.

10. New Business:

- . \$9800.00over budget for project- pull from revenue when time comes.

Motion to adjourn: Ira.

Next regular meeting on October 10th, 2024, 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 10-10-2024

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

MINUTES RECORDED BY: NIKKI FANNIN

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

Others Present: Jessica Litton-Adkins, Brian Lovan, Joe Adkins, Royce Wright, Scott Kouns, Nikki Fannin

Others Absent: NA

Called to Order: Phillip Justice

1. Approve Minutes from the September 12, 2024, Regular Meeting: Motion- Ira, Second- Bill
2. Approve Prepaid Bills: Motion- Estill, Second- Bill
3. Approve Unpaid Bills: Motion- Ira, Second- Estill
4. Bluegrass Engineering-Project updates: Did not have updated completion percentages.
 - Contract: % Contract 13: 100% Total project: %
 - Monthly payout \$ NA
 - In process of plant startup
 - Awaiting HVAC so that propane can do their test-Herrick promises HVAC complete next week.
 - Hangers to be completed week of Oct. 14th.
 - CITCO to switch over on 10/21/2024.
 - VFDS has already started up.
 - Ribbon cutting November 18 @ 11:00 a.m.
5. General Manager Reports: Motion: Bevin, Second- Estill

Acknowledge the following reports:

- Budget Report
- Detailed Income Statement
- Detailed Balance Sheet
- Monthly payroll summery
- Water Loss Report
- Bank Reconciliation
- Aging Report
- Customer Activity Report with adjustments

6. Joe- updates:
 - Repaired leaks- purchased water RRWD to help with low tank levels due to high usage & leaks and equipment failure from storms.
 - Repaired line in town causing the low-pressure issues and low tank levels in town.
7. Acknowledge Michael Lewi's resignation and that his vacation time has been paid out. Motion- Bevin, Second-Ira
8. Discuss and approve opening positions and pay for new operations.
 - Motion- Estill \$13.00 an hour for no experience
 - Second-Bill
 - Voted unanimously.
 - Truck after license is obtained.
9. Approve first reading of budget: Motion- Ira, Second- Estill
10. Old Business:
 - Acknowledge received report from well rehab: Motion-Ira, Second- Estill
11. New Business:
 - Close office for ribbon cutting 10:30 to 12:30: Motion-Ira, Second-Bill

Motion to adjourn: Ira.

Next regular meeting on November 14th, 2024, 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