January 11, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. by leading in prayer and Commissioner Villines led the pledge. Commissioners Tommy Robertson, Larry Villines, Chris Cates, Billy J. Parker, Superintendent Robert Schindley, Assistant Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the December **minutes**. Commissioner Cates moved to approve the minutes and Commissioner Villines gave the second motion carried.

Commissioner Villines made a motion to approve the **agenda**. Commissioner Cates gave the second, motion carried.

Commissioner Villines made a motion to approve the **payment vouchers**. Commissioner Parker gave the second, motion carried.

Under <u>old business</u>, Superintendent Schindley gave the **operations report**. In December, the plant produced 314,227,000 gallons of water, which is 4,540,700 gallons less than in December 2022 and hours were down by 105.3. Production for the year was up 9,219,060 gallons and hours down by 193.3.

Under <u>new business</u>, Superintendent Schindley reported on replacing **VFD's at Mt. Pleasant on the Dixon side**. Schindley reported the Vanderburg side has already been completed, and he is getting prices on the Dixon side.

Under other, Superintendent Schindley told the Board that he would be **retiring** on April 1st and his last day of work would be March 28th.

Commissioner Villines made a motion to **adjourn**, and Commissioner Cates gave the second, motion carried.

Meeting Adjourned.

Date Approved

February 08, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. with Commissioner Villines leading in prayer. Commissioner Cates lead the pledge. Commissioners Tommy Robertson, Ryan Hammack, Larry Villines, Billy Joe Parker, Chris Cates, Superintendent Robert Schindley, Assistant Superintendent Trevor Baldwin, Administrative assistant Beverly Martin and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the January **minutes**. Commissioner Cates moved to approve the minutes and Commissioner Hammack gave the second; motion carried.

Commissioner Villines made a motion to approve the **agenda**. Commissioner Cates gave the second, motion carried.

Commissioner Villines made a motion to approve the **payment vouchers** for January. Commissioner Cates gave the second; motion carried.

Under <u>old business</u>, Assistant Superintendent Baldwin gave the **operations report**. In January the plant produced 33,988,250 gallons of water, which is 2,782,950 gallons more than in January 2023 and hours were down by 61.1.

Superintendent Schindley reported that the cost to replace both VFD's on Dixon's side at Mt Pleasant would be \$21,111.00 with 6 years warranty. After discussion a motion was made by Commissioner Hammack to replace the VFD's. Commissioner Villines gave the second, motion carried.

Under <u>new business</u>, **Officer election** After discussion Commissioner Hammack made a motion to reelect officers by acclamation. Commissioner Cates gave the second; motion carried. Officers are as follows: Chair Tommy Robertson, Vice-Chair Ryan Hammack, Secretary Billy Joe Parker, and Treasurer Larry Villines.

Motion was made by Commissioner Villines to move **officer elections** back to December. Commissioner Cates gave the second; motion carried.

Commissioner Hammack made a motion to **adjourn**, and Commissioner Villines gave the second, motion carried.

Date Approved

Meeting Adjourned.

Tomny Robertson
Chairman

Billy Park
Secretary

March 14, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. with Commissioner Villines leading in prayer and Commissioner Cates leading the pledge. Commissioners Tommy Robertson, Larry Villines, Ryan Hammack, Chris Cates, Billy J. Parker, Superintendent Robert Schindley, Assistant Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the February **minutes**. Commissioner Hammack moved to approve the minutes and Commissioner Villines gave the second motion carried.

Commissioner Cates made a motion to approve the **agenda**. Commissioner Villines gave the second, motion carried.

Commissioner Villines made a motion to approve the **payment vouchers**. Commissioner Hammack gave the second, motion carried.

Under <u>old business</u>, Superintendent Schindley gave the **operations report**. In February, the plant produced 29,231,875 gallons of water, which is 962,460 gallons more than in February 2023 and hours were down by 64.2. Production for the year was down by 3,745,410 gallons and hours down by 125.3.

Under <u>new business</u>, Commissioner Hammack made a motion to remove Robert Schindley from the **signature cards on the District's checking accounts** at Planters Bank and United Community Bank and to add Trevor Baldwin effective April 1, 2024. Commissioner Villines gave the second, motion carried.

At this time, a proposed **paid leave policy** change was submitted to the board from Chairman Robertson and Treasurer Villines. After discussion Commissioner Parker made a motion and Commissioner Cates gave the second to make the following amendment to the Policy and Procedures manual:

BE IT RESOLVED: The Webster County Water District (WCWD) moves to Adopt Addendum #2 to Section 65, Leaves of Absence in the Personnel Policy and Procedures book, adding Section 1, item B (b) regarding unused paid leave hours.

"If an employee retires from the District through the Kentucky Public Pensions Authority, the District will pay 25% of up to 90 days of any unused paid leave hours. Reimbursement will be made at the last hourly wage rate, less any and all deductions (i.e., taxes, etc.)"

Commissioner Hammack made a motion to go into **closed session** to discuss Personnel (KRS 61.810 (1)(f) and Commissioner Villines gave the second, motion carried. Commissioner Villines made a motion to return to open session and Commissioner Cates gave the second, motion carried.

Commissioner Villines made a motion to make **Trevor Baldwin Interim Superintendent** then review it after six months. Commissioner Parker gave the second, motion carried.

At this time, Chairman Robertson made a retirement presentation to Superintendent Schindley who will be retiring on April 1st.

Commissioner Villines made a motion to adjourn, and Commissioner Cates gave the second, motion carried.

Meeting Adjourned.

Hommy Robertsur
Chairman
Billy J. L.

April 11, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. with Commissioner Cates leading in prayer and Commissioner Parker leading the pledge. Commissioners Tommy Robertson, Larry Villines, Ryan Hammack, Chris Cates, Billy J. Parker, Interim Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins, Administrative Assistant Beverly Martin and Tony Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the March **minutes**. Commissioner Hammack moved to approve the minutes and Commissioner Villines gave the second motion carried.

Commissioner Cates made a motion to approve the **agenda**. Commissioner Parker gave the second, motion carried.

Commissioner Villines made a motion to approve the **payment vouchers**. Commissioner Cates gave the second, motion carried.

Under <u>old business</u>, Interim Superintendent Baldwin gave the **operations report**. In March, the plant produced 31,416,000 gallons of water, which is 56,375 gallons more than in March 2023 and hours were down by 81.6.

Under <u>new business</u>, Interim Superintendent Baldwin reported that the District's **mowing** had to be rebid. Bids will be opened at 10 a.m. on April 12th.

Interim Superintendent Baldwin updated the Board on the **VFD Drives at Mt. Pleasant Pump Station**. Installation began on April 8th and should be completed and online by April 11th.

Commissioner Hammack made a motion to **adjourn**, and Commissioner Villines gave the second, motion carried.

Meeting Adjourned.

Date Approved

May 9, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. Chairman Robertson lead in prayer and Commissioner Hammack lead the pledge. Commissioners Tommy Robertson, Ryan Hammack, Chris Cates, Interim Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins, Administrative Assistant Beverly Martin and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the April **minutes**. Commissioner Hammack moved to approve the minutes and Commissioner Cates gave the second motion carried.

Commissioner Cates made a motion to approve the **agenda**. Commissioner Hammack gave the second, motion carried.

The Board welcomed **visitor** Bob Miller, an independent contractor for Kentucky Rural Water Association.

Commissioner Hammack made a motion to approve the **payment vouchers**. Commissioner Cates gave the second, motion carried.

Under <u>old business</u>, Interim Superintendent Baldwin gave the **operations report**. In April, the plant produced 32,087,250 gallons of water, which is 1,441,875 gallons more than in April 2023 and hours were down by 60.6.

Under <u>new business</u>, Balwin told the Board that the **VFD Drives on the High Service Pump at the Plant** are over 20 years old and in need of replacement due to overheating. He has received two (2) quotes. After discussion, Commissioner Cates made a motion to accept the low bid from Altek Inc. in the amount of \$19,781 plus freight with a 5-year warranty.

Chairman Robertson introduced visitor, Mr. Bob Miller who is the lead independent contractor in charge of the District's commissioned **Rate Study** (a general overall across-the-board look at rates) and **Cost of Service Study** (a detailed look at difference in retail customer vs. wholesale customer rates). Mr. Miller started by saying that the District was as close to a "unicorn" as you can get in the water district world. He followed up that statement citing the reasons for that statement: 1.) the District has no long-term debt, 2.) it has the lowest water rates in the state (to his knowledge), and 3.) the fact that this study was being done by the District's own request and not being ordered by the Public Service Commission (PSC).

Mr. Miller presented the board with his team's findings of the study to determine whether the district is generating enough income to offset current expenses, and future updates and replacement costs. Mr. Miller pointed out that based upon the 2022 Annual Report, adjusted for known and measurable changes, the District needs an increase of \$323,066 per year in annual revenue to continue to operate in a financially sound manner. He and his team recommended a 28.42% increase and that it be implemented all at once vs. spreading it out in increments.

He stated that if the Board voted to move forward at this time, they could expect the PSC to issue an order with their recommended rate adjustment and those rates could be in effect by December 2024. After discussion and questions, Commissioner Cates made a motion to sign a resolution to proceed forward with the application to Public Service Commission seeking their approval for the proposed rate adjustment to the District's water rates and charges. Commissioner Hammack gave the second, motion carried.

Interim Superintendent Baldwin reported that the installation of the VFD Drives at Mt. Pleasant Pump Station was complete.

Commissioner Hammack made a motion to adjourn, and Commissioner Cates gave the second, motion carried.

Meeting Adjourned.

Data Approved

Date Approved

Chairman

June 13, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. with Commissioner Villines leading in prayer. Commissioner Hammack lead the pledge. Commissioners Tommy Robertson, Ryan Hammack, Larry Villines, Superintendent Trevor Baldwin, Administrative assistant Beverly Martin and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the May **minutes**. Commissioner Hammack moved to approve the minutes and Commissioner Villines gave the second; motion carried.

Commissioner Villines made a motion to approve the **agenda**. Commissioner Hammack gave the second, motion carried.

Commissioner Hammack made a motion to approve the **payment vouchers** for May. Commissioner Villines gave the second; motion carried.

Under <u>old business</u>, Superintendent Baldwin gave the **operations report**. In May the plant produced 34,674,500 gallons of water, which is 355,625 gallons more than in May 2023 and hours were down by 88.1.

Under <u>new business</u>, after discussion Commissioner Hammack made an inclusive motion to accept a quote from **Axiom Commercial Diving Services** in the amount of \$14,423.00 to \$18,393.00 to **clean intake** and to plan to have **intake inspected annually** by camera. Commissioner Villines gave the second, motion carried.

Under other Superintendent Baldwin reported that all employees were CPR certified and that he is trying to get AED's.

Superintendent Baldwin reported that Mt Pleasant pump went down. We were able to rent a generator from North Hopkins. He expressed the need for us to purchase a generator.

Commissioner Hammack made a motion to **adjourn**, and Commissioner Villines gave the second, motion carried.

Meeting Adjourned.

Tornny Lobertan

Chairman

Date Approved

Secretary

July 11, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. Commissioner Cates lead in prayer and Commissioner Villines lead the pledge. Commissioners Tommy Robertson, Larry Villines, Ryan Hammack, Chris Cates, Interim Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins, and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the June **minutes**. Commissioner Villines moved to approve the minutes and Commissioner Hammack gave the second motion carried.

Commissioner Cates made a motion to approve the **agenda**. Commissioner Villines gave the second, motion carried.

Commissioner Hammack made a motion to approve the **payment vouchers**. Commissioner Cates gave the second, motion carried.

Under <u>old business</u>, Interim Superintendent Baldwin gave the **operations report**. In June, the plant produced 34,208,250 gallons of water, which is 5,310,500 gallons less than in July 2023 and hours were down by 62.4.

Interim Superintendent Baldwin reported that the **Intake cleaning** was complete. He presented the Board with a copy of Axiom's Report and Findings. He also presented a slide show of pictures of the cleaning process. He said that the cleaning was making a difference on turbidity and on how the plant was running. After discussion, the Board agreed to go with Axiom's recommendation to schedule an annual cleaning in 1 year, and then they will decide after that when it needs to be done again.

Baldwin also reported that all of the District's big meter testing has been completed for the year.

Under <u>new business</u>, Baldwin told the Board that the installation of the **new fencing at the office shop** should be complete by the August meeting.

Under other, Baldwin told the Board that he had been approached by the property owner of the house next to the **Oak Heights Tank** who were wanting to purchase the District's **property** adjacent to their home. After discussion, the Board agreed that the property should not be sold due to the District needing access for tank maintenance.

Commissioner Villines made a motion to hold the **September monthly Board Meeting** at the Water Treatment Plant in Onton. Commissioner Cates gave the second, motion carried.

Commissioner Cates made a motion to **adjourn**, and Commissioner Hammack gave the second, motion carried.

Meeting Adjourned.

Tommy Robertson
Chairman

Mu

Secretary

August 8, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. and led in prayer. Commissioner Hammack lead the pledge. Commissioners Tommy Robertson, Ryan Hammack, Interim Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins, and Regina Catlett of The Sebree Banner were in attendance and Commissioner Billy J. Parker joined in via zoom.

Chairman Robertson called for the approval of the July **minutes**. Commissioner Hammack moved to approve the minutes and Commissioner Parker gave the second motion carried.

Commissioner Hammack made a motion to approve the **agenda**. Commissioner Parker gave the second, motion carried.

Commissioner Hammack made a motion to approve the **payment vouchers**. Commissioner Parker gave the second, motion carried.

Under <u>old business</u>, Interim Superintendent Baldwin gave the **operations report**. In July, the plant produced 35,087,500 gallons of water, which is 3,207,925 gallons more than in July 2024 and hours were down by 95.8. He also reported that repairs had been made to the steps at the Treatment Plant and some clean-up had been done around the shop building.

Interim Superintendent Baldwin reported that the new fencing at the office shop has been completed.

Under <u>new business</u>, Chairman Robertson welcomed CPA's Shad J. Allen and Austin Jennings. Mr. Allen presented the **2023 Audit** and said that the District's financials look good and rated the audit with a "clean" opinion. After discussion, Commissioner Hammack made a motion to table approval of the audit until the September meeting. Commissioner Parker gave the second, motion carried.

Interim Superintendent Baldwin told the Board about the District's new **Facebook page** and asked everyone to take a look at it and spread the word.

Under other, Baldwin told the Board that a new pump had been installed at the Treatment Plant.

Commissioner Hammack made a motion to authorize Interim Superintendent Baldwin voting credentials at the upcoming KRWA conference.

Commissioner Hammack made a motion to **adjourn**, and Commissioner Parker gave the second, motion carried.

Meeting Adjourned.

Date Approved

September 13, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. at the Water Treatment Plant. Commissioner Hammack led in prayer. Commissioner Parker led the pledge. Commissioners Tommy Robertson, Ryan Hammack, Larry Villines, Billy J. Parker, Interim Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins, Plant Operator Chris Goad and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the August **minutes**. Commissioner Parker moved to approve the minutes and Commissioner Villines gave the second motion carried.

Commissioner Hammack made a motion to approve the **agenda**. Commissioner Villines gave the second, motion carried.

Commissioner Villines made a motion to approve the **payment vouchers**. Commissioner Hammack gave the second, motion carried.

Under <u>old business</u>, Interim Superintendent Baldwin gave the **operations report**. In August, the plant produced 33,713,750 gallons of water, which is 6,947,375 gallons less than in August 2023 and hours were down by 73.9. He also reported Crittenden-Livingston is back online and North Hopkins is coming back online this month.

Chairman Robertson asked if there was any discussion on the **2023 Audit** that was presented at the August meeting and tabled. Commissioner Hammack made a motion to approve the audit. Commissioner Villines gave the second, motion carried.

Under <u>new business</u>, Commissioner Hammack made a motion to purchase a new truck on state contract pricing and to declare two **trucks** (2013 Dodge & 2005 F-250) as surplus and advertise them for sale via open bids. Commissioner Villines gave the second, motion carried.

Interim Superintendent Baldwin told the Board that the **Sediment Pond** is overdue on cleaning. After discussion, Commissioner Villines made a motion to get a couple of bids and have it done. Commissioner Parker gave the second, motion carried.

Interim Superintendent Baldwin presented two different water district **logo** options to the Board for consideration and wanted to include "We are 1 WC" in maroon and gold on the tailgates of the trucks. Commissioner Villines made a motion to change the logo and incorporate the 1 WC logo onto trucks. Commissioner Parker gave the second, motion carried.

Under other, Baldwin told the Board about some **upcoming projects**. There is a small line extension and new 2" meter going in.

Commissioner Hammack made a motion to enter **closed session** to discuss personnel. Commissioner Villines gave the second, motion carried. After a brief session, Commissioner Villines made a motion to go back into open session. Commissioner Hammack gave the second, motion carried.

Commissioner Hammack made a motion to make Trevor Baldwin Superintendent and to adjust his pay accordingly. Commissioner Villines gave the second, motion carried.

Commissioner Hammack made a motion to adjourn, and Commissioner Villines gave the second, motion carried.

Meeting Adjourned.

Tommy Roberton
Chairman

Ry
Secretary

October 10, 2024

Chairman Tommy Robertson called the meeting to order at 10 a.m. Chairman Robertson led in prayer. Commissioner Villines led the pledge. Commissioners Tommy Robertson, Ryan Hammack, Larry Villines, and Chris Cates, Interim Superintendent Trevor Baldwin (via facetime), Accounting Assistant Tammy Harkins, and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the September minutes. Commissioner Hammack moved to approve the minutes and Commissioner Villines gave the second motion carried.

Commissioner Villines made a motion to approve the **agenda**. Commissioner Cates gave the second, motion carried.

Commissioner Hammack made a motion to approve the **payment vouchers**. Commissioner Villines gave the second, motion carried.

Under old business, Interim Superintendent Baldwin gave the operations report. In September, the plant produced 35,016,750 gallons of water, which is 3,660,875 gallons less than in September 2023 and hours were down by 62.6.

Superintendent Baldwin reported that the Sediment Pond needed cleaning and that he had two lined up to give quotes.

Under new business, Superintendent Baldwin reported that the VFD at the 41-A Pump Station had gone completely out and Altek had came and installed a new one at a cost of \$5,392.

Under other, Superintendent Baldwin gave updates to the Board about: A possible line extension in Onton; a leak that occurred on Marks Poole Road in the middle of the night on an 8" line in sand rock; Crittenden-Livingston and North Hopkins Water are both back and up running "full force".

Commissioner Hammack made a motion to adjourn, and Commissioner Villines gave the second, motion carried.

Meeting Adjourned.

Chairman

Billy fal

Secretary

November 14, 2024

Chairman Tommy Robertson called the **meeting to order** at 10 a.m. Commissioner Parker led in prayer. Commissioner Cates led the pledge. Commissioners Tommy Robertson, Ryan Hammack, Larry Villines, Chris Cates, Billy J. Parker, Interim Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins, and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the October **minutes**. Commissioner Villines moved to approve the minutes and Commissioner Cates gave the second motion carried.

Commissioner Cates made a motion to approve the **agenda**. Commissioner Villines gave the second, motion carried.

Commissioner Cates made a motion to approve the **payment vouchers**. Commissioner Villines gave the second, motion carried.

Under <u>old business</u>, Superintendent Baldwin gave the **operations report**. In October, the plant produced 33,500,625 gallons of water, which is 1,147,125 gallons less than in October 2023 and hours were down by 59.

Superintendent Baldwin reported that the VFD at the 41-A Pump Station had been replaced by Altek and running great.

Under <u>new business</u>, <u>other</u>, Superintendent Baldwin gave some **updates**: a recent plant employee would be leaving employment, there was a 12" leak on Hwy 370 and a 8" leak on Mt. Gilead/Mt. Pleasant and there had been a wash-out on 4" on Hwy 283.

Ryan Hammack made a motion to move the **December board meeting** to 5 p.m. at the Webster County Extension Office and Commissioner Villines gave the second, motion carried.

Commissioner Hammack made a motion to **adjourn**, and Commissioner Villines gave the second, motion carried.

Meeting Adjourned.

Hommy Robertson Chairman

Secretar

Date Approved

December 12, 2024

Chairman Tommy Robertson called the **meeting to order** at 5 p.m. at the Webster County Extension Office. Commissioner Villines led in prayer. Commissioner Hammack led the pledge. Commissioners Tommy Robertson, Ryan Hammack, Larry Villines, Chris Cates, Billy J. Parker, Superintendent Trevor Baldwin, Accounting Assistant Tammy Harkins, and Regina Catlett of The Sebree Banner were in attendance.

Chairman Robertson called for the approval of the November **minutes**. Commissioner Villines moved to approve the minutes and Commissioner Cates gave the second motion carried.

Commissioner Parker made a motion to approve the **agenda**. Commissioner Hammack gave the second, motion carried.

Commissioner Hammack made a motion to approve the **payment vouchers**. Commissioner Villines gave the second, motion carried.

Under <u>old business</u>, Superintendent Baldwin gave the **operations report**. In November, the plant produced 28,927,570 gallons of water, which is 3,685,430 gallons less than in November 2023 and hours were down by 19.4. Superintendent Baldwin reported that Residential sales were down some because reading was done a little earlier due to holiday.

Under <u>new business</u>, Chairman called for nominations for the **Election of 2025 Officers**. After discussion, Commissioner Hammack made a motion that 2024 Officers be declared elected by acclamation. Commissioner Villines gave the second, motion carried. Officers are as follows: Tommy Robertson, Chairman; Ryan Hammack, Vice-Chair; Larry Villines Treasurer; Billy J. Parker, Secretary.

Superintendent Baldwin went over the proposed **2025 Budget**. After discussion, Commissioner Villines made a motion to approve the proposed budget as presented. Commissioner Cates gave the second, motion carried.

Under other, Accounting Assistant Harkins reported that Commissioner **Robertson** had been **reappointed** to another **4-year term** (12/31/24 – 12/31/2028) by the Webster County Fiscal Court at their November 12th meeting.

Commissioner Hammack made a motion to **adjourn**, and Commissioner Cates gave the second, motion carried.

Meeting Adjourned.

1-9-25
Date Approved

Chairman