

**NORTH NELSON WATER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

January 15, 2024

The North Nelson Water District Board of Commissioners held its regular monthly meeting at the District office located at 5555 Louisville Road, Cox's Creek, Kentucky, on January 15, 2024 at 5:00 p.m. Commissioners present were Robert Cecil, Robert Greenwell, and Orville J. Stein, Jr. Also, present were Cole Cissell, General Manager; Susy Duncan, Office Manager (via Zoom); Damon Talley, Attorney (via Zoom); and Jim Thompson, Kentucky Engineering Group.

Chairman Cecil called the meeting to order and declared that a quorum was present.

APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve the Minutes of the December 18, 2023 Board meeting as prepared. Motion carried unanimously.

Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve the Expense Sheet, Check Register and Fourth Quarter 2023 Financial Reports as presented. Motion carried unanimously.

The Commissioners reviewed the Investment Schedule. Management's recommendation for investment of District funds as shown on the Investment Schedule was accepted and approved by consensus.

OLD BUSINESS

1. Bullitt County South Project. General Manager Cissell, along with Jim Thompson of Kentucky Engineering Group, presented a status report for the Bullitt County South Project ("BCSP"). Robards Pay Estimate No. 9 was discussed along with a proposed change order. Upon recommendation of Jim Thompson and General Manager Cissell, motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Final Adjusting Change Order, which

will reduce the amount of the contract with Jeff Robards Construction by \$19,713.00. Motion carried unanimously. Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve Jeff Robards Construction Estimate No. 9 and to pay the majority of it when funds are made available. Motion carried unanimously. By consensus, the Board instructed General Manager Cissell to withhold a sufficient amount of the final payment to ensure that the final cleanup can be accomplished.

General Manager Cissell reported that KIA has approved NNWD's request for a Supplemental Grant in the amount of \$169,577.00 because of the cost overrun on the Project. Chairman Cecil executed the Conditional Supplemental Commitment Letter from KIA dated January 8, 2024. It is anticipated that KIA will prepare the Supplemental Grant Assistance Agreement prior to the February NNWD Board meeting so the Board can approve it at the February 19, 2024 Board meeting.

2. Nelson County Water Supply Project. General Manager Cissell, along with Jim Thompson with Kentucky Engineering Group, presented the status report for this Project. Progress on Phase 1 continues.

- a) Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment of Dirt Works Unlimited Pay Estimate No. 3 and Kentucky Engineering Group ("KEG") Invoice No. 2024-04 when funds are made available. Motion carried unanimously.
- b) Mr. Thompson discussed a change to the Project from the original design on gate valves. This has created a need for Change Order No. 2 for Dirt Works Unlimited. Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve Change Order No. 2. Motion carried unanimously.
- c) General Manager Cissell discussed Easement letters, which were mailed on January 10, 2024, to specific landowners along the Phase 2 project pathway.
- d) General Manager Cissell discussed Sorrell Construction Services LLC. It is a clearing contractor that General Manager Cissell had met during the Bernheim Easement process. Sorrell Construction Services LLC quoted NNWD \$30,000.00 to cut trees in the Project pathway. Motion was made by Mr. Greenwell and seconded by Mr. Stein to accept Sorrell Construction Services LLC's quote. Motion carried unanimously.

3. **Western By-Pass Relocation Project.** General Manager Cissell, along with Jim Thompson of Kentucky Engineering Group, presented a status report. Mr. Thompson reported that KEG was waiting on a response from the State before the next step can be taken.

NEW BUSINESS

1. **Louisville Water Company Water Purchase Agreement.** General Manager Cissell stated that there is no new information to report. He will continue to follow up with all parties concerned.

2. **City of Bardstown Water Purchase Agreement.** Attorney Talley reported that he is continuing to work on an Interim Agreement with Bardstown. There is no additional information to report at this time.

3. **Cora Lane Extension.** General Manager Cissell distributed the approved cost estimates for various projects to Nelson County Fiscal Court ("NCFC"). NCFC has agreed to fund waterlines along portions of Cora Lane and New Louisville Road. General Manager Cissell reported that NCFC is willing to pay for a 4" line and NNWD would need to pay the difference for a 6" line. Group discussion ensued. Motion was made by Mr. Greenwell and seconded by Mr. Stein to agree to the extensions only if NCFC funded the project with a 6" line and paid all costs involved. Motion carried unanimously.

4. **Chester Hahn Road Extension.** General Manager Cissell reported that not all the homes on Chester Hahn Road have water access. Group discussion ensued. No Board action is needed at this time.

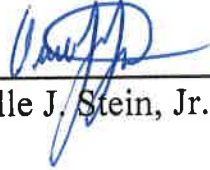
5. **Underserved County Roads.** General Manager Cissell discussed this topic. No Board action is needed at this time.

6. **General Manager Report.** General Manager Cissell reported on other topics, but none that required Board action.

ADJOURNMENT

There being no further business to come before the Board, motion was made by Mr. Stein and seconded by Mr. Greenwell to adjourn the meeting. Motion carried unanimously.

NORTH NELSON WATER DISTRICT



Orville J. Stein, Jr., Secretary

Date Approved: 4-19-24



Robert Cecil, Chairman

**NORTH NELSON WATER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

February 19, 2024

The North Nelson Water District Board of Commissioners held its regular monthly meeting at the District office located at 5555 Louisville Road, Cox's Creek, Kentucky, on February 19, 2024 at 5:00 p.m. Commissioners present were Robert Cecil, Robert Greenwell, and Orville J. Stein, Jr. Also, present were Cole Cissell, General Manager; Susy Duncan, Office Manager; Damon Talley, Attorney; and Jim Thompson and Troy Hogge, Kentucky Engineering Group.

Chairman Cecil called the meeting to order and declared that a quorum was present.

VISITOR

Jillian Masterson, who is a customer residing on Samuels Road, was present and expressed her concerns about the extremely high water bills which she has periodically received since she has owned the property. Her water bills have "spiked" during January or February of each year. She explained her efforts, and the efforts of contractors which she has hired, to locate any service line leaks on her side of the meter. Neither she nor her contractors have found any leaks. Following discussion, the Board instructed the General Manager to "pull" Ms. Masterson's meter and have it tested, at no expense to Ms. Masterson, by a certified meter test facility. The District will provide the test results to Ms. Masterson and will replace the meter if it "fails" the test.

APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Minutes of the January 15, 2024 Board meeting as prepared. Motion carried unanimously.

Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Expense Sheet and Check Register as presented. Motion carried unanimously.

The Commissioners reviewed the Investment Schedule. Management's recommendation for investment of District funds as shown on the Investment Schedule was accepted and approved by consensus.

OLD BUSINESS

1. Bullitt County South Project. General Manager Cissell, along with Jim Thompson of Kentucky Engineering Group (“KEG”), presented a status report for the Bullitt County South Project (“BCSP”). Mr. Thompson reported that the Project is now complete except for some minor property restoration work that cannot be completed until weather permits.

- a) Motion was made by Mr. Greenwell and seconded by Mr. Stein to adopt Resolutions accepting both KIA Supplemental Grants to cover cost overruns on the Project. Motion carried unanimously.
- b) Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment of KEG Invoice No. 2024-20 when funds are made available. Motion carried unanimously.

2. Nelson County Water Supply Project. General Manager Cissell, along with Jim Thompson and Troy Hogge with Kentucky Engineering Group (“KEG”), presented the status report for this Project. Progress on Phase 1 continues.

- a) Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of Dirt Works Unlimited Pay Estimate No. 4 and Kentucky Engineering Group (“KEG”) Invoice No. 2024-18 when funds are made available. Motion carried unanimously.
- b) General Manager Cissell updated the Board on the status of Easement Acquisitions for Phase 2 of the Project. He also discussed approaching landowners, where an existing general utility easement is adjacent to the Project path, about the possibility of obtaining an additional easement alongside the existing utility easement to ensure that there is adequate room to install the large water line.
- c) Mr. Thompson reported that the Project’s Environmental Study information had been submitted to applicable agencies and were awaiting responses.

3. Western By-Pass Relocation Project. General Manager Cissell, along with Jim Thompson of Kentucky Engineering Group, presented a status report. No Board action is needed at this time.

NEW BUSINESS

1. **Louisville Water Company Water Purchase Agreement.** General Manager Cissell, along with Attorney Talley, stated that there is no new information to report. He will continue to follow up with all parties concerned.

2. **City of Bardstown Water Purchase Agreement.** Attorney Talley reported that he is continuing to work on an Interim Agreement with Bardstown. There is no additional information to report at this time.

3. **Cora Lane Extension.** General Manager Cissell distributed an email sent to Mr. Spalding, with the Nelson County Road Department. It contains cost estimates to install the water main on Cora Lane. No Board action is needed at this time.


4. **Louisville Water Company Luncheon.** General Manager Cissell reported that the Louisville Water Company will be hosting an informational luncheon, for entities affected by the Highway 245 Water Supply Projects, on February 26, 2024.

5. **General Manager Report.** General Manager Cissell reported on other topics, which included his having been contacted by property owners off Highway 509 about installing a water line on a private road. The Board discussed this matter and agreed to take no action at this time since this is a private road.

ADJOURNMENT

There being no further business to come before the Board, motion was made by Mr. Stein and seconded by Mr. Greenwell to adjourn the meeting. Motion carried unanimously.

NORTH NELSON WATER DISTRICT



Orville J. Stein, Jr., Secretary

Date Approved: 3-18-24



Robert Cecil, Chairman

**NORTH NELSON WATER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

March 18, 2024

The North Nelson Water District Board of Commissioners held its regular monthly meeting at the District office located at 5555 Louisville Road, Cox's Creek, Kentucky, on March 18, 2024 at 5:00 p.m. Commissioners present were Robert Cecil, Robert Greenwell, and Orville J. Stein, Jr. Also, present were Cole Cissell, General Manager; Susy Duncan, Office Manager; Damon Talley, Attorney; and Jim Thompson and Troy Hogge, Kentucky Engineering Group.

Chairman Cecil called the meeting to order and declared that a quorum was present.

VISITOR

Jake Masterson, who is a customer residing on Samuels Road, was present as a follow up from his wife's attendance at the February 19, 2024 Board meeting. Mr. Masterson was advised that the meter had been tested and was within the allowable ranges of accuracy. The General Manager informed Mr. Masterson that the District had sent a letter, along with a copy of the meter test results, to the Mastersons a few days prior to the Board meeting. A copy of the meter test results was also given to Mr. Masterson during the meeting. The meter test results had also been sent to the PSC and the District was awaiting a response from the PSC. The Board suggested that a payment plan was available for their outstanding balance.

APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve the Minutes of the February 19, 2024 Board meeting as prepared. Motion carried unanimously.

Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Expense Sheet and Check Register as presented. Motion carried unanimously.

The Commissioners reviewed the Investment Schedule. Management's recommendation for investment of District funds as shown on the Investment Schedule was accepted and approved by consensus.

OLD BUSINESS

1. Bullitt County South Project. General Manager Cissell, along with Jim Thompson of Kentucky Engineering Group ("KEG"), presented a status report for the Bullitt County South Project ("BCSP"). Mr. Thompson reported that KEG was working on wrapping up the project paperwork, plus submitting documentation to KIA for balance of project funding.

- a) Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment of Stoll Keenon Ogden PLLC ("SKO") Invoice No. 1038473 when funds are made available. Motion carried unanimously.

2. Nelson County Water Supply Project. General Manager Cissell, along with Jim Thompson and Troy Hogge with Kentucky Engineering Group ("KEG"), presented the status report for this Project. Progress on Phase 1 continues, along with preliminary design work on Phase 2. Mr. Thompson reported that Phase 2 of the Project would require an Archaeological Study and that KEG was pursuing quotes. Mr. Thompson, along with Mr. Hogge and General Manager Cissell, had responded to the Kentucky Transportation Cabinet ("KYTC"), after the review of the most recent plans, with areas of concern. NNWD is awaiting its response.

- a) Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of Dirt Works Unlimited Pay Estimate No. 5 and Kentucky Engineering Group ("KEG") Invoice No. 2024-43 when funds are made available. Motion carried unanimously. The Dirt Works Unlimited Pay Estimate approval was based on the Contractor confirming that it has been making progress on the payments to the manufacturer of the two (2) Control Buildings during the manufacturing process.
- b) General Manager Cissell updated the Board on tree clearing by Sorrell Construction Services LLC in the Project path. Because of the need for additional clearing along the Project path, General Manager Cissell had obtained a proposal from Sorrell Construction for \$30,000.00 for the

additional clearing. Motion was made by Mr. Stein and seconded by Mr. Greenwell to accept the proposal from Sorrell and to authorize Sorrell to clear the additional sites. Motion carried unanimously.

- c) Attorney Talley presented to the Board Stoll Keenon Ogden PLLC's Invoice No. 1038427 for approval for payment, along with a request to pay \$5,000.00 on previously approved Invoice No. 1015780. Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of Invoice No. 1038427 when funds become available, and to make a payment of \$5,000 on Invoice No. 1015780. Motion carried unanimously.

3. Western By-Pass Relocation Project. General Manager Cissell, along with Jim Thompson of Kentucky Engineering Group, presented a status report. General Manager Cissell had electronically signed a Contract with Kentucky Transportation Cabinet ("KYTC") on March 1, 2024 via DocuSign. No action is needed by the Board at this time.

4. Lutheran Church Tank – General Manager Cissell, along with Mr. Thompson of KEG, reported that Contractor still waiting on valve delivery to determine a starting date. A possible start date could be May or June 2024. No Board action is needed at this time.

NEW BUSINESS

1. Louisville Water Company Water Purchase Agreement. General Manager Cissell, along with Attorney Talley, reported on the status of the Agreement. No Board action is needed at this time.

2. City of Bardstown Water Purchase Agreement. Attorney Talley reported that he is continuing to work on an Interim Agreement with Bardstown. The Board discussed the need to have the City Interim Agreement finalized prior to signing the agreement with LWC.

3. Cora Lane Extension. General Manager Cissell, along with Mr. Thompson with KEG, reported that an application was sent to the Division of Water for approval, and an Encroachment Permit request was sent to the Kentucky Transportation Cabinet ("KYTC") for the Cora Lane Extension Project. No Board action is needed at this time.

4. **Louisville Water Company Rate Increase.** General Manager Cissell presented the letter from Louisville Water Company concerning the proposed wholesale rate adjustment that will go into effect July 1, 2024. No Board action is needed at this time.

5. **General Manager Report.** General Manager Cissell reported on other topics, including:

- a) Rate Study – NNWD has been contacted by Sam Reid at Kentucky Rural Water Association with a list of preliminary items needed for his review. Information is being gathered and will be sent to him as it becomes available.

ADJOURNMENT

There being no further business to come before the Board, motion was made by Mr. Stein and seconded by Mr. Greenwell to adjourn the meeting. Motion carried unanimously.

NORTH NELSON WATER DISTRICT



Orville J. Stein, Jr., Secretary

Date Approved: 4-15-24



Robert Cecil, Chairman

**NORTH NELSON WATER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

April 15, 2024

The North Nelson Water District Board of Commissioners held its regular monthly meeting at the District office located at 5555 Louisville Road, Cox's Creek, Kentucky, on April 15, 2024 at 5:00 p.m. Commissioners present were Robert Cecil, Robert Greenwell, and Orville J. Stein, Jr. Also, present were Cole Cissell, General Manager; Susy Duncan, Office Manager; Damon Talley, Attorney; and Troy Hogge, Kentucky Engineering Group.

Chairman Cecil called the meeting to order and declared that a quorum was present.

VISITOR

Jillian Masterson, who is a customer residing on Samuels Road, was present at meeting as a follow up from her and her husband's attendance at previous meetings. NNWD is still awaiting a response from the PSC. Attorney Talley suggested that Ms. Masterson make a good faith payment on their account that would equal the amount for their average monthly usage. Ms. Masterson was receptive to this idea, and said she would make the payment.

APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Minutes of the March 18, 2024 Board meeting as prepared. Motion carried unanimously.

Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Expense Sheet, Check Register, and First Quarter 2024 Financial Reports as presented. Motion carried unanimously.

There were no investments this month.

OLD BUSINESS

1. **Bullitt County South Project.** General Manager Cissell presented a status report for the Bullitt County South Project (“BCSP”). He reported that KEG has submitted all of the necessary documentation to KIA for receipt of the balance of project funding. General Manager Cissell reported that the Contractor was doing final clean up in the project area.

2. **Nelson County Water Supply Project.** General Manager Cissell, along with Troy Hogge with Kentucky Engineering Group (“KEG”), presented the status report for this Project. Both reported that Phase 1 is progressing well and anticipate completion within the next 60 days. Phase 2 preliminary work is also moving forward.

- a) Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of Dirt Works Unlimited Pay Estimate No. 6 and Kentucky Engineering Group (“KEG”) Invoice No. 2024-52 when funds are available. Motion carried unanimously.
- b) **Phase 2** – General Manager Cissell reported that Sorrell Construction Services LLC has cleared trees along the project path. The Archeological study has started and a substantial amount of field work has been completed. Mr. Hogge reported that KEG has submitted information to the Kentucky Transportation Cabinet (“KYTC”) with their road widening alignment recommendations. Phase 2 has received approval from the Division of Water (“DOW”) and the application for the Encroachment permit has been submitted. General Manager Cissell reported that all initial easements have been completed and he is working on obtaining additional easements along the old Highway 245 road right of way. Mr. Hogge reported that Louisville Water Company (“LWC”) has advertised its portion of project for bids. Bid date is May 1, 2024. No Board action is needed at this time.
- c) Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment of Stoll Keenon Ogden PLLC Invoice No. 1041498 when funds become available. Motion carried unanimously.

3. Western By-Pass Relocation Project. General Manager Cissell, along with Troy Hogge of Kentucky Engineering Group, presented a status report. Mr. Hogge reported that KEG was working with the State on details of right of ways in the project area. He stated that NNWD's portion of the project could be ready to bid in May or June. No action is needed by the Board at this time.

4. Lutheran Church Tank. General Manager Cissell, along with Troy Hogge of KEG, reported that the estimated delivery date for valves for the project is May 9, 2024. Delivery of the valves will enable the contractor to prepare a realistic project schedule. No Board action is needed at this time.

NEW BUSINESS

1. Louisville Water Company Water Purchase Agreement. General Manager Cissell, along with Attorney Talley, reported that NNWD is waiting on Louisville Water Company ("LWC") to complete the agreement details. No Board action is needed at this time.

2. City of Bardstown Water Purchase Agreement. Attorney Talley distributed the draft Interim Water Purchase Agreement. Group discussion ensued. No Board action is needed at this time.

3. Cora Lane Extension. General Manager Cissell reported that NNWD had obtained the encroachment permit from the Kentucky Transportation Cabinet ("KYTC"). He reported that NNWD is still waiting on the permit from the Division of Water ("DOW"). No Board action is needed at this time.

4. General Manager Report. General Manager Cissell reported on other topics, including:

- a) Murrays Run Tank – A leak was discovered approximately 20 feet up on the side of the tank. Kentucky Glass Lined Tank Systems will make the necessary repair.

ADJOURNMENT

There being no further business to come before the Board, motion was made by Mr. Stein and seconded by Mr. Greenwell to adjourn the meeting. Motion carried unanimously.

NORTH NELSON WATER DISTRICT



Orville J. Stein, Jr., Secretary

Date Approved: 5/20/24



Robert Cecil, Chairman

**NORTH NELSON WATER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

May 20, 2024

The North Nelson Water District Board of Commissioners held its regular monthly meeting at the District office located at 5555 Louisville Road, Cox's Creek, Kentucky, on May 20, 2024 at 5:00 p.m. Commissioners present were Robert Cecil, Robert Greenwell, and Orville J. Stein, Jr. Also, present were Cole Cissell, General Manager; Susy Duncan, Office Manager; Damon Talley, Attorney; and Troy Hogge, Kentucky Engineering Group.

Chairman Cecil called the meeting to order and declared that a quorum was present.

VISITORS

Jillian Masterson and Trish Knight, current customers, were present at the meeting. Ms. Masterson and Ms. Knight both share a common drive that is adjacent to a repair that NNWD completed in May 2024. They inquired about when their yard repair would be completed. General Manager Cissell confirmed that the repair would be completed within the week, weather permitting. Ms. Masterson is still concerned with the lack of an answer on why her usage spikes during cold weather months. At Ms. Masterson's request, NNWD forwarded contact information for the PSC to her so she could follow up with the PSC concerning her customer inquiry. She also agreed to pay an average bill amount for the last 3 months of service, with the understanding that there would still be a balance due on her account from higher usage bills.

APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve the Minutes of the April 15, 2024 Board meeting as prepared. Motion carried unanimously.

Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Expense Sheet and Check Register as presented. Motion carried unanimously.

There were no investments this month.

OLD BUSINESS

1. **Bullitt County South Project.** General Manager Cissell, along with Troy Hogge with Kentucky Engineering Group (“KEG”), presented a status report for the Bullitt County South Project (“BCSP”). The contractor has now performed the final cleanup. Upon recommendation of the engineer and the General Manager, motion was made by Mr. Stein and seconded by Mr. Greenwell to pay the remaining retainage of \$20,000.00 to Robards Construction. Motion carried unanimously.

2. **Nelson County Water Supply Project.** General Manager Cissell, along with Troy Hogge with Kentucky Engineering Group (“KEG”), presented the status report for this Project. Mr. Hogge reported the KEG had received a verbal approval from the Kentucky Transportation Cabinet (“KYTC”) of the revised water line realignment.

- a) Mr. Hogge reported that KEG anticipates bidding the next phase of the Project in the next couple of months.
- b) Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of Dirt Works Unlimited Pay Estimate No. 7 and Kentucky Engineering Group (“KEG”) Invoice No. 2024-74 when funds are available. Motion carried unanimously.
- c) Mr. Hogge reported that Dirt Works Unlimited contract time would expire on May 29, 2024. Group discussion ensued on additional cost to NNWD. Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve Change Order No. 3 for Dirt Works Unlimited which will extend the contract by 60 days with no additional monetary commitment on the part of North Nelson. Motion carried unanimously.
- d) The Commissioners reviewed Stoll Keenon Ogden’s Invoice No. 1043906 for Legal Services incurred for this Project during April. Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment of this invoice when funds are available. Motion carried unanimously.

3. **Western By-Pass Relocation Project.** General Manager Cissell, along with Troy Hogge of KEG, presented a status report on the Project. No action is needed by the Board at this time.

4. **Lutheran Church Tank.** General Manager Cissell, along with Troy Hogge of KEG, reported that the Contractor had received all the parts necessary to start the Project. They anticipate starting the first week of June. No Board action is needed at this time.

NEW BUSINESS

1. **Louisville Water Company Water Purchase Agreement.** General Manager Cissell, along with Attorney Talley, gave a status report on the proposed Agreement with Louisville Water Company (“LWC”). Group discussion ensued. No action is needed by the Board at this time.

2. **City of Bardstown Water Purchase Agreement.** Due to ongoing negotiations with LWC, no meeting with Bardstown has been scheduled. No Board action is needed at this time.

3. **PWA Resolution.** Attorney Talley presented the Purchase Water Adjustment (“PWA”) Resolution which authorizes the submittal of the PWA Application to the PSC. Motion was made by Mr. Stein and seconded by Mr. Greenwell to adopt the Resolution. Motion carried unanimously.

4. **Employee Benefits.** General Manager Cissell reported that the renewal rates for employee health insurance benefits will go into effect July 1, 2024. Motion was made by Mr. Greenwell and seconded by Mr. Stein to accept Management’s recommendation to renew the same policies that are currently in effect. Motion carried unanimously.

5. **Property and General Liability Insurance.** General Manager Cissell reported that North Nelson’s current policies with HIG, Inc. would expire at the end of June 2024. The Commissioners reviewed a summary of the quote from HIG, Inc. of the new coverages and premiums. Final Board action will be taken at the June Board meeting.

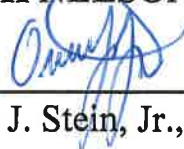
6. **General Manager Report.** General Manager Cissell reported on other topics, including:

- a) 2010 Ford F-150 Truck – Upon recommendation of the General Manager, motion was made by Mr. Stein and seconded by Mr. Greenwell to declare the 2010 Ford F-150 truck surplus and to authorize the General Manager to sell it in a commercially prudent manner. Motion carried unanimously.
- b) Future Tank Site – General Manager Cissell informed the Board that the District will need to purchase property for the site of a future water storage tank in the western portion of Nelson County within the near future. He believes that a property located at the optimum site for the future water storage tank will soon be for sale. The Board instructed him to investigate this matter more fully and report back to the Board.

ADJOURNMENT

There being no further business to come before the Board, motion was made by Mr. Stein and seconded by Mr. Greenwell to adjourn the meeting. Motion carried unanimously.

NORTH NELSON WATER DISTRICT



Orville J. Stein, Jr., Secretary

Date Approved: 6-19-24



Robert Cecil, Chairman

**NORTH NELSON WATER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

June 19, 2024

The North Nelson Water District Board of Commissioners held a Special Meeting at the District office located at 5555 Louisville Road, Cox's Creek, Kentucky, on June 19, 2024 at 5:00 pm, pursuant to proper notice. The Special Meeting took the place of the regular monthly meeting. A copy of the Notice of Special Meeting is attached. Commissioners present were Robert Cecil, Robert Greenwell, and Orville J. Stein, Jr. Also, present were Cole Cissell, General Manager; Susy Duncan, Office Manager; Jim Thompson and Troy Hogge, Kentucky Engineering Group.

Chairman Cecil called the meeting to order and declared that a quorum was present.

VISITORS

Jillian Masterson, a current customer, was once again present at the meeting. Ms. Masterson acknowledged the satisfactory restoration of the yard area where NNWD had repaired a leak near her meter. She reported that her attempts to contact the PSC had not resulted in a resolution to her Customer Inquiry. Ms. Masterson stated that she agreed the issue was not at the meter, but no one can explain the higher usage during cold months of service. She asked for recommendations for someone to come evaluate her situation. General Manager Cissell had none at the time. She was willing to pay for the evaluation. Ms. Masterson asked the Board what they would do and they all agreed that the replacement of the line from the meter to the house would be their recommendation. She said this was not a feasible option due to the cost. Ms. Masterson did make a payment toward the balance due on her account.

APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve the Minutes of the May 20, 2024 Board meeting as prepared. Motion carried unanimously.

Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve the Expense Sheet and Check Register as presented. Motion carried unanimously.

There were no investments this month.

OLD BUSINESS

1. **Nelson County Water Supply Project.** General Manager Cissell, along with Jim Thompson and Troy Hogge with Kentucky Engineering Group (“KEG”), presented the status report for this Project. They anticipate the first Phase of the Project will be substantially completed in 60 days. KEG had reviewed the Phase 2 preliminary schedule with General Manager Cissell. A possible date to advertise for bids for Phase 2 could be July 17, 2024, with an actual Bid opening date of August 8, 2024. General Manager Cissell updated the Board Members on his pursuit of additional easements in the project path of Phase 2.

- a) Copy of Dirt Works LLC. Payment No. 8 request for \$180,866.02 was reviewed by the Board members, along with KEG Invoice No. 2024-88 for \$24,192.70. Motion made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of both invoices when funds are available. Motion carried unanimously.

2. **Western By-Pass Relocation Project.** General Manager Cissell, along with Jim Thompson of KEG, presented a status report on the Project. Mr. Thompson reported that the project is to be bid on June 27, 2024 at 10am. Motion was made by Mr. Stein and seconded by Mr. Greenwell to accept a reasonable Bid from a reputable contractor that didn’t exceed the budget for the Project. Motion carried unanimously. Mr. Thompson passed out copies of KEG Invoice No. 2024-90 for \$9,645.52 for work done on the Project up to May 31, 2024. Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of the invoice when funds are available. Motion carried unanimously.

3. **Lutheran Church Tank.** General Manager Cissell, along with Jim Thompson of KEG, reported that the project was going well and they anticipate completion within the week. No action is needed by Board at this time.

NEW BUSINESS

1. **2023 Audit Review.** Kevin Fisher, with RFH CPAs/Consultants, presented the 2023 Audit Report via Zoom. The 2023 Audit Report contains and unqualified (“clean”) opinion. By consensus, the Board accepted the 2023 Audit Report and approved payment of RFH CPAs/Consultants invoice for preparing the PSC Annual Report and the 2023 Audit Report.

2. **Louisville Water Company Water Purchase Agreement.** General Manager Cissell presented a status report. He plans to schedule another meeting with Louisville Water Company (“LWC”) as soon as schedules can be coordinated.

3. **City of Bardstown Water Purchase Agreement.** Due to ongoing negotiations with LWC, no meeting with Bardstown has been scheduled. No Board action is needed at this time.

4. **2024 PWA.** General Manager Cissell reported that the Purchased Water Adjustment (“PWA”) Application was filed on June 7, 2024. It is anticipated that the PSC will issue an Order approving the proposed adjustment for all water sold after July 1, 2024

5. **Rate Study.** General Manager Cissell reported that information had been sent to Sam Reid, at KRWA, as requested for the Study. Attorney Talley has requested a ninety-day extension from the PSC to file the Rate Application due to the delay of 2023 Audit results by RFH CPAs/Consultants.

6. **Employee Wages and Benefits.** The Board discussed current employee salaries and health insurance premiums. A motion was made by Mr. Stein and seconded by Mr. Greenwell for the District to pay the actual cost, but not to exceed \$1,950 per month, of the health insurance premium of each employee whether it is an individual plan, individual and spouse plan, individual and child plan, or family plan. Motion carried unanimously.

Upon joint motion made, seconded, and unanimously adopted, the Board approved a 5.50% wage increase for all employees that have been employed for at least one (1) year, with an exception for Logan Werner who would receive a \$2.00 per hour wage increase. Wage increases will become effective with the first pay period in July 2024.

7. **Property and General Liability Insurance.** General Manager Cissell reported to Board Members that the Kentucky League of Cities (“KLC”) quote had come in lower than the HIG, Inc. quote. By consensus, the Board decided to accept the KLC quote. The only exception was on the Workers Comp coverage, which will continue with Bridgefield Casualty Insurance Company due to a lower premium.

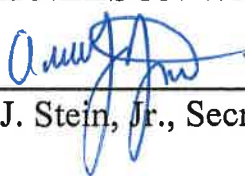
8. **General Manager Report.** General Manager Cissell reported on other topics, including:

- a) Cora Lane Extension – Permit received from the Kentucky Transportation Cabinet (“KYTC”). Advertisement for Bid will be in The Kentucky Standard on Sunday, June 23, 2024, with Bid opening date on July 1, 2024 at Nelson County Fiscal Court (“NCFC”).

ADJOURNMENT

There being no further business to come before the Board, motion was made by Mr. Greenwell and seconded by Mr. Stein to adjourn the meeting. Motion carried unanimously.

NORTH NELSON WATER DISTRICT



Orville J. Stein, Jr., Secretary

Date Approved: _____



Robert Cecil, Chairman

**NORTH NELSON WATER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

July 18, 2024

The North Nelson Water District Board of Commissioners held a Special Meeting at the District office located at 5555 Louisville Road, Cox's Creek, Kentucky, on July 18, 2024 at 5:00 pm, pursuant to proper notice. The Special Meeting took the place of the regular monthly meeting. A copy of the Notice of Special Meeting is attached. Commissioners present were Robert Cecil, Robert Greenwell, and Orville J. Stein, Jr. Also, present were Cole Cissell, General Manager; Susy Duncan, Office Manager; Damon Talley, Attorney; Troy Hogge, Kentucky Engineering Group; and Sam Reid, Rate Consultant.

Chairman Cecil called the meeting to order and declared that a quorum was present.

VISITOR

Nelson County Judge Executive, Tim Hutchins, attended the meeting to discuss the importance of the Cora Lane Extension Project.

APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve the Minutes of the June 19, 2024 Board meeting as prepared. Motion carried unanimously.

Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the Expense Sheet, Check Register and Second Quarter 2024 Financial Reports as presented. Motion carried unanimously.

There were no investments this month.

OLD BUSINESS

1. **Nelson County Water Supply Project.** General Manager Cissell, along with Troy Hogge with Kentucky Engineering Group (“KEG”), presented the status report for this Project. Phase 1 of the Project is nearing completion. Phase 2 of the Project is almost ready to advertise for bids. Perhaps, it can be advertised as soon as the last week of August.

- a) Dirt Works LLC. Payment No. 9 request for \$122,025.49 was reviewed by the Board members. Motion made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of the invoice when funds are available. Motion carried unanimously.
- b) General Manager Cissell reported that it was discovered that a crude oil pipeline crossed a portion of Highway 245 in the Project area. General Manager Cissell, along with Mr. Thompson and Mr. Hogge, met with a ductile iron pipe specialist over concerns of the pipeline’s impact on new water line. Options on the best way to protect the new water line were discussed. No Board action is needed at this time.

2. **Western By-Pass Relocation Project.** General Manager Cissell, along with Troy Hogge of KEG, presented a status report on the Project. Mr. Hogge presented the Bid Tabulation for the Bids that were received on June 27, 2024. The low bidder was Superior Technologies. Mr. Hogge reported the KEG would proceed with a letter of recommendation to accept Superior Technologies bid and send an Award Notice to Contractor. A date will be scheduled to sign the Contract with Superior Technologies. The Commissioners reviewed KEG Invoice No. 2024-110 for \$2,920.84 for work done on the Project from June 1, 2024 through June 28, 2024. Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve and authorize payment of the invoice when funds are available. Motion carried unanimously.

3. **Lutheran Church Tank.** General Manager Cissell, along with Troy Hogge of KEG, reported that the project was complete and the tank is back in service. Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment in full to Curren’s Construction Services, LLC. for \$150,370.00 and final payment to KEG for Invoice No. 2024-109 for \$19,400.00. Motion carried unanimously.

4. **Cora Lane Extension.** General Manager Cissell reported on the status of the Project. Nelson County Judge Executive Hutchins was present and encouraged the District to increase its financial contribution to the Project. Motion was made by Mr. Greenwell and seconded by Mr. Stein to authorize the District to pay \$38,000.00 towards the cost of the Project. Motion carried unanimously. This motion supersedes the motion made at prior meeting to pay \$36,000.00.

NEW BUSINESS

1. **Louisville Water Company Water Purchase Agreement.** General Manager Cissell, along with Attorney Talley, presented a status report. A meeting with Louisville Water Company (“LWC”), the City of Bardstown (“COB”) and NNWD will be held on July 19, 2024. Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the current version of the LWC Contract contingent upon the City of Bardstown accepting NNWD’s Contract terms. Motion carried unanimously.

2. **City of Bardstown Water Purchase Agreement.** Attorney Talley has drafted an Interim contract with Bardstown. No Board action is needed at this time. He plans to prepare a long term agreement with Bardstown.

3. **2024 PWA.** General Manager Cissell reported that the Purchased Water Adjustment (“PWA”) was approved by the PSC on July 5, 2024, but the new rates were retroactively effective on July 1, 2024.

4. **Rate Study.** Mr. Reid, Rate Consultant, presented the Board with a Rate Study to submit to the Public Service Commission (“PSC”) for the 2024 NNWD rate increase. Resolution No. 2024-07-01, proposing adjustments to NNWD water rates, was reviewed by the Board. Motion was made by Mr. Stein and seconded by Mr. Greenwell to adopt the Resolution. Motion carried unanimously.

5. **City of Bardstown Sewer Rates.** General Manager Cissell distributed the new sewer rates from the City of Bardstown that went into effect on July 1, 2024. No Board action is needed at this time.

6. **SKO Retainer Agreement.** Attorney Talley requested that his retainer fee be increased from \$920.00 per month to \$930.00. Motion was made by Mr. Greenwell and seconded by Mr. Stein to approve the increase. Motion carried unanimously.

7. **Review of SKO Invoices.** Attorney Talley distributed copies of the following Stoll Keenon Ogden, PLLC. Invoices for review:

- a) Invoice No. 1047048 dated June 7, 2024 in the amount of \$1,344.00 and Invoice No. 1049302 dated July 3, 2024 in the amount of \$210.00 for the Nelson County Water Supply Project. Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment when funds are available. Motion carried unanimously.
- b) Invoice No. 1049245 for work associated with the 2024 Rate Study for \$1,458.00. Motion was made by Mr. Stein and seconded by Mr. Greenwell to approve and authorize payment of this invoice at this time. Motion carried unanimously.


8. **General Manager Report.** General Manager Cissell reported on other topics, including:

- a) **2024 Audit Engagement Letter from RFH.** A copy of the RFH CPAs/Consultants 2024 Audit Engagement Letter was reviewed by the Board members. Motion was made by Mr. Stein and seconded by Mr. Greenwell to accept the Audit Engagement letter and authorize the Chairman and General Manager to sign it. Motion carried unanimously.

ADJOURNMENT

There being no further business to come before the Board, motion was made by Mr. Stein and seconded by Mr. Greenwell to adjourn the meeting. Motion carried unanimously.

NORTH NELSON WATER DISTRICT



Orville J. Stein, Jr., Secretary

Date Approved: 8-19-24



Robert Cecil, Chairman