

**Regular Meeting Allen County Water District
Board of Commissioners, June 6, 2022**

The Allen County Water District Board of Commissioners met in regular session, June 6, 2022 at 5:00 p.m. in the district's office, located at 330 New Gallatin Rd., Scottsville, Kentucky.

Commissioners present for the meeting were Wayne Jackson, Joe Young, Robin York, and Jeff Powell. Darace Tabor. Meeting called to order by Wayne Jackson, Chairman.

Information given to the board at for the meeting, water loss, reconciliation, financial report, Josh's monthly list, Pay tiers and last months meeting minutes all via email prior to the board meeting.

Mr. Jordan Clark was here to present the Board with quote for structure insurance and general liability and workers compensation. He also told the board about Cyber Insurance that was included in the policy. Jordan will get in touch with KLC to get it started.

Motion to accept bid on insurance by Jeff Powell and seconded by Darace Tabor. Vote unanimous.

Motion to accept bid for Health Insurance with KLC by Darace Tabor and seconded by Robin York. Vote unanimous.

Water loss – Juan stated they found leaks on Old Bowling Green Rd, Holland Rd, Barren River Hills and Allen Springs Rd. Water loss at 4.8% for May. Allen Springs will need to be redone because of a sink hole. 14.3% water loss for the past 12 Months.

Matt- working on capital improvement Plan- Emergency Repair- Change out meter-Reduce pressure on Cemetery Rd Area.

Motion made for Wayne to sign form to reallocate funds from a Grant we received by Robin York and seconded by Jeff Powell vote unanimous.

Motion to adopt water loss construction program thru PSC by Joe Young seconded by Darace Tabor vote unanimous.

Matt to come up with and impact fee plan.

Motion made to go with data pro for outsource billing by Darace Tabor and seconded by Robin York vote unanimous.

Motion to go to closed session by Jeff Powell and seconded by Robin York vote unanimous.

Motion to go out of closed session by Joe Young and seconded by Darace Tabor.

Motion to approve pay tiers by Robin York and seconded by Darace Tabor 4 approved and 1 abstain.

Motion to move July's meeting from the 5th to 12th by Jeff Powell seconded by Robin York vote unanimous.

Motion to accept minutes by Darace Tabor and seconded by Joe Young vote unanimous.

Motion to pay bills by Darace Tabor seconded by Joe Young vote unanimous.

Motion to adjourn by Joe Young and seconded by Jeff Powell vote unanimous.

Date Approved: 7-12-2022

By: Wayne Jackson
Wayne Jackson, Chairman

By: Jeff Powell
Jeff Powell, Secretary/Treasurer

Start in July 2022 and will use yearly COLA to calculate raises unless other wise told.

18 MONTHS TO 24 MONTHS NO PAY INCREASES WITH THIS PROGRAM

GRADE	MINIMUM	MIDPOINT	MAXIMUM	CLASSIFICATIONS	EMPLOYEE
1	\$ 15.00	\$ 17.25	\$ 20.60	Customer Service Reperentive 1	
2	\$ 15.75	\$ 18.11	\$ 21.37	Service Worker 1	
3	\$ 15.75	\$ 19.01	\$ 22.43	Customer Service Reperentive 2	
4	\$ 16.75	\$ 19.95	\$ 23.54	Maintenance Tech and/or Service Worker 2	
5	\$ 16.53	\$ 20.94	\$ 24.71	Customer Service Reperentive 3/Finance Assistant	
6	\$ 17.75	\$ 21.98	\$ 25.95	Service Worker 3/Line Locator /Crew Leader and/or Operator	
7	\$ 20.00	\$ 23.09	\$ 27.24	Assistant Office Manager	
8	\$ 20.00	\$ 24.24	\$ 28.61	Distribution Operator Supervisor/GIS Mapping	
9	\$ 21.50	\$ 26.68	\$ 31.00	Finance Manager/Office Manager	
10	\$ 21.50	\$ 26.68	\$ 31.48	Service Worker 4	
11	\$ 23.00	\$ 28.01	\$ 33.05	Field Operations Manager	
12	\$ 25.58	\$ 30.89	\$ 34.71		
13	\$ 26.86	\$ 32.12	\$ 36.45		
14	\$ 28.20	\$ 33.09	\$ 37.29		
15	\$ 29.61	\$ 34.00	\$ 41.14	General Manager	

Class III Distribution Operator Certification Incentive decreased from \$2.50 per hour to \$1.00 per hour

NO EMPLOYEE ABOVE THE MIDPOINT WITHOUT BOARD APPROVAL

General Manager will perform evaluations at Employee's Anniversary Date of Hire

Any employee who is absent from work for three (3) consecutive workdays without notifying his or her supervisor of the reason(s) for the absence will be considered to have voluntarily resigned his or her employment.

An employee's resignation and its attending reason(s), if noted, will be recorded in the employee's personnel file.

Disciplinary Action:

ACWD reserves the right to take disciplinary action that is deemed appropriate under the circumstances, including verbal warning, written warning, demotion, suspension, or termination of employment. An employee may receive a disciplinary warning whenever a violation of work rules, misconduct (including, but not limited to, theft, abuse of company property), falsifying time records, poor performance, or other unacceptable conduct (including, but not limited to, leaving work without authorization, abuse of a citizen(s) verbal or physical) is observed by a supervisor or General Manager. Such a warning is intended to make the employee aware of the seriousness of the violation and the need for immediate corrective action. Warnings will be delivered in either verbal or written form.

Incentive Pay Increases:

An employee's pay may be increased in the discretion of the General Manager per the terms of the compensation plan adopted by the Board based upon performance evaluations conducted by management.

Service Anniversary Date:

The service anniversary date is the employee's effective hire date. An employee who resigns and is rehired shall have the latest date of employment as their service anniversary date.

Hiring of Family Members:

ACWD will not hire family members of current employees for employment. Definition of family includes spouse, children, stepchildren, in-laws, parents and half siblings of current Employees and Board Members.

Grievance Procedure:

A grievance is an employee's expressed dissatisfaction related to their job. Every attempt will be made by the Manager and employee to resolve any differences which may arise from employment informally.

The employee shall present the grievance to their Manager(s) at any time. If the decision of the Manager(s) does not satisfy the employee, he or she may bring their grievance to the Board of Commissioners at its next regularly scheduled meeting.