

**NORTHEAST WOODFORD WATER DISTRICT**  
**DECEMBER MEETING MINUTES**  
DECEMBER 5, 2023

- I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:05 am.
  
- II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary
  
- III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for the October minutes.
  
- IV. Current Issues
  - Fred ) Sign Checks December 9th
  - ) Cut of December 18th
  - )
  
  - Dale ) Pipe is in at the new pump station
  
  - John ) Training tomorrow, virtually at the Midway Church
  
  - Sandy) Loan paperwork - sent in the final paperwork and have not heard back.  
With exception of the site certificate.

Adjournment

10:39 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**NOVEMBER MEETING MINUTES**  
NOVEMBER 7, 2023

- I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:00 am.
  
- II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary
  
- III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for the October minutes.
  
- IV. Current Issues
  - Fred ) Sign Checks November 9th
  - ) Cut of November 20th
  - ) We have started closing at 4pm, Messages, socials have been posted
  - ) City Water bill seems to be high this time
  
  - Dale ) Weird leak, called in by police, found no leak.
  - ) City painted out hydrants, they are the wrong color. Going to tell them and get them repainted in the spring.
  
  - John ) Issues with dropped meters was discussed again, will look further into it.
  - ) Discussion of our contract to see if it states about meter box.

Adjournment

11:01 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**OCTOBER MEETING MINUTES**  
October 3, 2023

- I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:08 am.
  
- II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Bryan Day, Lanes View Rep.  
Fred Faust, Biller  
Ken Brothers, Secretary
  
- III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for the June minutes.
  
- IV. Current Issues
  - Byron ) Here regarding he meter that is "sinking" in the driveway. Discussion ocurred and concluded that he needed to contact the PSC.
  
  - Fred ) Sign Checks October 10th  
) Cut of October 18th  
) Have we tested Wester's meter, has not been tested yet.  
) Ed Parsley's meter should be set Monday.  
) Fitzgerald need info to put in computer.  
) We will be closing at 4pm starting Oct 23, 2023 due to lack of business.
  
  - Dale ) We are pulling from the city and they are doing their burn out of free chlorine and we are able to get chlorine at the back of the district.
  
  - Sandy ) Unable to contact him via phone.
  
  - Larry ) CD is coming up for renewal, board approves to renew for another year.
  
  - Ken ) Asked about his line completion and how that is coming. Waiting on Sandy and Gene.

Adjournment

11:51 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**SEPTEMBER MEETING MINUTES**  
September 5, 2023

- I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:08 am.
- II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary  
Sandy Broughman, engineer
- III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for the June minutes.
- IV. Current Issues
- Fred ) Sign Checks September 8th  
      ) Cut of September 18th  
      ) Have we tested Wester's meter, has not been tested yet.  
      ) 224 Chestnut, meter is located in driveway and has dropped causing  
      ) cracking in her driveway. - John will discuss with Judge Kay  
      )
- Dale ) City is lacking in chlorine so we can't pump water to our customer and  
      ) we are pumping from Frankfort.  
      ) Pump station - electrician is ready, Have not seen any work on it. Sandy  
      ) is to put pressure on Gene
- Sandy ) Some paperwork has been submitted for the KIA loan and grant. Will  
      ) work on getting the rest done.

Adjournment

11:30 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**AUGUST MEETING MINUTES**  
AUGUST 1, 2023

I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:02 am.

II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary  
Sandy Broughman, engineer

III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for the June minutes.

IV. Current Issues

Fred ) Sign Checks August 9th  
      ) Cut of August 21st  
      ) Made adjustment on late fee due to postal errors.  
      ) Need to change the tariff to delete postage date and include the service charge for credit card.  
      ) We have received Bluegrass Action payments for 3 clients  
      ) Paying bills online due to postal service increasing and delay of mail.  
      ) Board approves.

Dale ) Lots of water being used.

Sandy ) Is working on grants  
      ) Gene has covid and has not been able to work on pump station.

John ) Questioned about the lead report. Dale is working on trying to figure out the best way to do this.

Adjournment

11:03 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**JULY MEETING MINUTES**  
July 5, 2023

I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:02 am.

II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary  
Sandy Broughman, engineer

III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for the June minutes.

IV. Current Issues

Fred ) Sign Checks July 10th  
      ) Cut of July 18th  
      ) Has the 1625 Woodlake meter been set, not yet. Dale is to call the guy.  
      ) United System is out dated and we will need to be upgrading, will find out and report back  
      ) Mail issues and people being charged late fees - John call Brubaker  
      ) New person, pool adjustment? Wait 6 months, then he will get credit for his average.

Dale ) Versailles has not been able to provide water due to the loss of power on Sunday July 2. They are working to restore power to the water plant.  
      )  
      ) Water break on Beaver was fixed.

Sandy ) Prepare a pay estimate to submit the KIA and will get in by the end of the month.  
      )  
      ) Gene should have the pump station up and going by the end of the month.

John ) Sent all exhibits send in by the 7th of June. However, I had to call and tell them we went it. They got on it right away and had it taken care of.

Adjournment

10:55 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

NORTHEAST WOODFORD WATER DISTRICT  
JUNE MEETING MINUTES  
JUNE 6, 2023

I Call to order

John Davis called to order the meeting of the Northeast Woodford Water District at the district office @ 10:00 am.

II Attendees

John Davis, Chairman	Fred Faust, Biller
Larry Moore, Treasurer	Ken Brothers, Secretary
Dale Gatewood, Manager	Sandy Broughman, Engineer (by phone)
Keila Gatewood	

III Approval of minutes from the previous meeting

Northeast Woodford Water District minutes were approved by Ken and Larry for the May meeting.

IV Current Issues

Dale ) Dale Gatewood gave us a summary of all issues of current district problems. Most projects are being held up for lack of part supplies.

John ) John presented a contract for the grant. He and Ken signed. Then he was taking to the attorney for his signature prior to submitting all paperwork to Debbie with KIA.  
John made everyone aware of the Commissioners Training on December 5<sup>th</sup> and 6<sup>th</sup>, 2023, either by computer or attending in person.  
John made everyone aware that next month they talk about lead pipe issue in depth.  
The July meeting, regularly scheduled on first Tuesday of the month, will be moved to Wednesday July 5<sup>th</sup>, since Tuesday is a holiday.

Sandy) Sandy brought everyone up to date on projects out in the field. Being no progress has been made on projects, John suggested Sandy write letters to contractors asking when work will be finished.

Fred) Sign Checks June 9th  
Cut Offs June 20th

Adjournment

11:15 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

*Koosh*

**NORTHEAST WOODFORD WATER DISTRICT**  
**MAY MEETING MINUTES**  
MAY 2, 2023

I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:00am.

II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary  
Sandy Broughman, engineer

III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for the Annual and April minutes.

IV. Current Issues

- Fred ) Sign Checks May 9th
- ) Cut of May 18th
- ) Due to the required domicile forms needing to be sign, we will start cut ting the meters off in the new client doesn't come in and sign up.
- ) Michael Cain, Dale fixed the meter that was reading 5 digits to our 4 digit reading. We owe him \$74.90. John will call Mr. Cain and advise how he would like his refund.
- ) Dale or John will call McKinstry regarding testing of him meter. He will have to come in and pay the fee.
- ) Debra Wester has not received her check. John will take another check to her and hand deliver it, get her to sign a paper if she wants to or not be present.
- ) W.E. McAlpin has had a leak but due to the weather they haven't been able to fix it, wanted to know if they could have it adjusted according to their normal average. Commission approves to use the normal average and adjust the two highest months.
- ) Audit with Auto Owner for Dale on 5/18
  
- Dale ) Meter testing cost \$290, and we are going to send that in to PCS just need approval from Board to file it. Board approves.
- ) Fire Department request for fire hydrant near Mt. Vernon Church. Should run around \$6000.
  
- Sandy ) All exhibits have been filed to paint the tank.
- ) Lead Line inventory is in work.
  
- John ) Talked Debbie. Working on getting our money, waiting on KIA. Will get money, but do not know when.
- ) New project, signed documents. We can't use it yet because we still need \$200,000 to complete the project.
- ) Are we getting exemption for sales tax

Adjournment

11:25 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

NORTHEAST WOODFORD WATER DISTRICT  
ANNUAL MEETING MINUTES  
MARCH 26, 2023

- I. Call to order  
John Davis called to order the annual meeting of the Northeast Woodford Water District at the district office @10:05 am.

- II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Heather Cochran, RFH CPA  
Fred Faust, Biller  
Dale Gatewood, Manager

- III. Heather presented the annual report with a clean opinion.

The Communication with Governance was also clean with no difficulties with the audit.

Points to note:

1. Once we start paying towards the KIA let them know so we can increase the
2. Currently Overfunded on our Reserve account, just a reminder that it exists.
3. 1099 need to be issued to all subcontractors at the end of the year 2024

Adjournment

10:15 am John called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**APRIL MEETING MINUTES**  
MARCH 26, 2023

- I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:2 am.
  
- II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Fred Faust, Biller  
Dale Gatewood, Manager
  
- III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and John for the previous minutes.
  
- IV. Current Issues
  - Fred ) Sign Checks April 9th
  - ) Cut of April 18th
  - ) We are now trained and set up the to use the Woodford Alerts
  
  - Dale ) KU has not hooked up to the pump station yet, transformers are in. Not sure why electrical, John asked Dale to find out as much info as he could from KU. The KU office in Versailles is closing.
  - ) Ashby Circle/Foxtail leak has been fixed. Sidewalk still needs to be fixed, waiting on weather.
  - ) Doug is out in the subdivisions working on line inventory, copper discussion
  
  - John ) Discussion of needing paperwork to resolve the KIA loan. \$25,000.
  - ) General Discussion of all project

Adjournment

10:47 am John called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**APRIL MEETING MINUTES**  
MARCH 28, 2023

- I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:30Laam.
- II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary  
Sandy Broughman, engineer
- III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for March minutes.
- IV. Current Issues
- Fred ) Sign Checks April 10th  
      ) Cut of April 18th  
      ) Presented the PCS Inspection Audit.  
      \* Dale had a deficiency of safety issues.  
      \* We have not been receiving a water usage from the fire department. Discussion obtaining the info with a report we give them.  
      \* Dale will put together a letter to respond to this report.  
      ) Board decided to start putting \$100.00 each month into reserve acct.
- Dale ) Proposed a new tariff form that would update all our tariffs, Dale will provide us his version for us to look over.
- Sandy ) \$240,000 to inventory the lead pipe protocol. Karen L. And he have been working to update our project profile to meet all requirements.  
      ) Agreement for Engineering Services document has been signed and given to Sandy.
- John ) We need to update our statement and put more information on the water tank project.  
      ) Debra Wester meter issue was discussed and determined we would replace her meter that was testing at 96% because it stated if it was over 2% difference, and refund her \$25 fee. She is also requested we test the meter that was testing at 100%, board said we would drop a meter in their when they pull it to test it. John will call her and communicate with her.  
      ) Justice Young who is doing the yearly training and is going to get us the certificates.
- Larry) Woodford Sun reported we had a check for \$100,000, John stated he went and got the check presented to him by James Kay.

Adjournment

11:25 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**ANNUAL MEETING MINUTES**  
MARCH 28, 2023

I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:10am.

II. Attendees

John Davis, Chairman	Fred Faust, Biller
Larry Moore, Treasurer	Ken Brothers, Secretary
Dale Gatewood, Manager	Sandy Broughman, engineer
Rachel Short, RFH	

IV. Presentation of the Annual Audit by Rachel Short, RFH

\* Clean opinion was given.

\* Recommend producing 1099 to subcontractors.

Motion to accept the audit by Ken and second by Larry, motion passed.

Adjournment

10:20 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

NORTHEAST WOODFORD WATER DISTRICT  
FEBRUARY MEETING MINUTES  
FEBRUARY 7, 2023

I Call to order

John Davis called to order the meeting of the Northeast Woodford Water District at the district office @ 10:00 am.

II Attendees

John Davis, Chairman	Fred Faust, Biller
Larry Moore, Treasurer	Ken Brothers, Secretary
Dale Gatewood, Manager	Sandy Broughman, Engineer
Keila Gatewood	

III Approval of minutes from the previous meeting

IV Current Issues

- Fred ) Sign Checks February 7<sup>th</sup>  
Cut Off February 21<sup>st</sup>  
Rate Study is still being worked on.  
CPAs will be in office week of February 20<sup>th</sup> to begin the annual audit.  
Michael Caine, a customer complaint about meter. Dale to check on it.
- Dale ) Need gravel for pump station at Spring Station. Need to service the motors for "dirty electric". Estimated cost of \$700-\$800 per pump. Still working on the lead pipe issue. Waiting on them to figure out how we should handle it. It is a pre-filed bill with the state of Kentucky to help fund it.  
Discussion on Sales Tax issue. Dale advised Route 1 and Route 2 won't be charged sales tax exception of 3 meters to be charged. Bill all of Route 3 for the sales tax. EOM for February bill could include the wording "If you qualify for Kentucky sales tax exemption please contact NEWWD office". Had discussion was held on Quick Books accounting software and Dale explained why we needed to match up with PSC and CPAS. All agreed to purchase of the software.
- Sandy) Sandy will do paperwork to close out current loan and get money here before next meeting.

UEI Number – no progress has been made on this. He can't get this done. John asked him to contact Karen at KIA or Debbie at Rural Water to help get this number.

Pump station, Gene hopes to get electrician here this week to finish up the electricity to get it going by end of February.

John ) All commissioners attended the Open Records & Open Meetings Act training held at the Woodford County Fiscal Court  
Fred was asked and agreed to be Custodian of Verification for the Kentucky Open Records & Open Meetings Acts

Larry ) Discussion of bad water odor. Larry, Dale and Sandy agree that by installing an automatic flusher would solve the problem.

#### Adjournment

11:59 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust

**NORTHEAST WOODFORD WATER DISTRICT**  
**JANUARY MEETING MINUTES**  
JANUARY 3, 2023

I. Call to order  
John Davis called to order the meeting of the Northeast Woodford Water District at the district office @10:04am.

II. Attendees  
John Davis, Chairman  
Larry Moore, Treasurer  
Dale Gatewood, Manager  
Fred Faust, Biller  
Ken Brothers, Secretary  
Sandy Broughman, engineer -phone

III. Approval of minutes from the last meeting  
Northeast Woodford Water District minutes were approved by Larry and Ken for October minutes.

IV. Current Issues

Fred ) Sign Checks January 9th  
) Cut of January 18th  
) Rate Study is still being worked on. Providing questions to PSC when asked. No further news.  
) We had to complete a census for the gov and had to get the help of the CPA to complete it. They could be sending us a bill for that.  
) We got thru the deep freeze pretty well so far. No big leaks. Time will tell with the leak adjustments.  
) Presented the auditors packet, they approved them to do the audit for the 2022.

Dale ) Pump Station - both pumps are in the stations, trying to get electricians in for the box, then they can finish up the station. Electricians should be in once the weather corporate with them.  
) Dec 23, power outage cause dirty power coming into the Spring Station pump station. But got it all straightened out.  
) Still working on the lead pipe issue. Waiting on them to figure out how we should handle it. It is a pre-filed bill with the state of Kentucky to help fund it.  
) Sale Tax - Dale will take the list of meters and advise which meters we need to contact.

Sandy ) UIE Number - no progress has been made on this. He can't get this done. John asked him to contact Karen at KIA or Debbie at Rural Water to help get this number.  
) Pump station, Gene hopes to get electrician here this week to finish up the electricity to get it going by end of February.

Adjournment

11:38 am Ken called the meeting to adjourn. Larry second the motion.  
Minutes submitted by Fred Faust