

**MINUTES OF THE  
BULLOCK PEN WATER DISTRICT  
AUGUST 2018 MEETING**

The August 2018 meeting of the Bullock Pen Water District was called to order on August 22, 2018, at the hour of 1:00 p.m. at the District Headquarters, 1 Farrell Drive, Crittenden, KY 41030. Present at the meeting were Chairman Bobby Burgess, Commissioners Charles Givin, Rodger Bingham, Andrea Walton, and William Wethington. Also present were Superintendent William Catlett, Amy Ruark, Kerry Odle of HMB Professional Engineers, Inc. and Counsel Thomas R. Nienaber. HR Director Ashley Dyer was absent.

The first order of business was a review of the July 2018 Minutes. After discussion, upon motion of Charles Givin and second by Andrea Walton, it was unanimously,

"RESOLVED: that the July 2018 Minutes of the Bullock Pen Water District be approved as attached."

The next order of business was a review of the July 2018 Profit and Loss and Warrants. After discussion, upon motion of William Wethington and second by Charles Givin, it was unanimously ,

"RESOLVED: that the July 2018 Profit and Loss and Warrants be approved as attached."

The next order of business was a report by HMB Professional Engineers, Inc., Mr. Kerry Odle, as follows:

1. Mr. Odle reported stated that he had nothing new to report.

The next order of business was a report by Counsel Thomas R. Nienaber as follows:

1. Mr. Nienaber inquired as to whether or not anyone had heard from the State regarding the Bullock Pen Lake Dam Project. Everyone reported that they had heard nothing new.
2. Mr. Nienaber inquired as to the status of the Management Agreement Review Committee. Commissioner Givin reported that the Committee has not met. Superintendent Catlett reported that he is awaiting additional financial information from Ashley Dyer regarding market rentals. The Committee has scheduled a meeting for September 11, 2018, at 9:00 a.m.

The next order of business was a report by Superintendent Catlett as follows:

1. Superintendent Catlett reviewed with the Commissioners his Superintendent Report as attached.

2. Superintendent Catlett stated that the Public Service Commission conducted an inspection of the District's facilities on July 31, 2018. The inspection went very well.
3. Superintendent Catlett reported that the District has incurred a number of leaks throughout the system due to dry weather. This is normal during the summer months.
4. Chairman Burgess inquired as to how the new meter change-out program is proceeding. Superintendent Catlett reported that it is going well. Chairman Burgess also inquired as to whether the District is receiving new customer installations. Superintendent Catlett reported that they are a little above average.

The next order of business was a report by Amy Ruark as follows:

1. Ms. Ruark reported that she has conducted a survey of available interest rates for Certificates of Deposit. The best interest rate which the District was quoted was from Forcht Bank. Forcht Bank quoted a 15 month Certificate of Deposit, FDIC Insured, at 1.75%. She also reported that the District's current pledge of Forcht Bank assets to cover any Certificate of Deposit in excess of the FDIC Insurance Rate is still in effect. The next best rate available for Certificates of Deposit was a 12 month Certificate at 1.4%. Commissioner Bingham inquired into whether or not the District would need any available cash in the next 15 months. Ms. Ruark reported that the District has more than adequate funds available to meet any emergency need for cash. After considerable discussion, upon Motion of Rodger Bingham and second by William Wethington, it was unanimously,

"RESOLVED: that Amy Ruark be and she is hereby authorized to obtain a 15 month Certificate of Deposit with Forcht Bank at an interest rate of 1.75% in an amount of \$400,000.00. The District hereby authorizes any two signators currently on record with Forcht Bank to execute any documentation necessary to obtain that Certificate of Deposit."

2. Amy Ruark reported that she has received a few complaints from District customers regarding the current credit card payment system. In response to those complaints, Ms. Ruark obtained quotes for similar services from Software Solutions, Incorporated (SSI). She reports that SSI offers the "Cadillac" of the line for credit card payment systems. The District is currently using Smart Bill for this service. Smart Bill is currently charging 2.2% of the transaction, plus a .30¢ transaction fee. On an average bill of \$50.00 per month, the service charge would be approximately \$1.10 representing 2.8% of the total bill. The system currently used by Smart Bill is PSC approved. Other than a few customer complaints, Smart Bill's service is adequate. SSI indicated that it would charge \$2.95 per transaction, plus an additional transaction fee of .95¢. Based on an average monthly bill of \$50.00, this would represent approximately 6%. Mr. Nienaber stated that if the District were to change the Service Company, PSC approval would need to be obtained. The Commissioners discussed this option at great length. After considerable discussion, it was determined that the District should continue with Smart Bill for credit card payment servicing.

Ms. Ruark should monitor the level of customer complaints and report at the next meeting.

3. Ms. Ruark reported that she received a request from the Kentucky Infrastructure Authority for acknowledgment by the District of the Phase XIV Amortization Schedule as attached. Mr. Nienaber stated that he has reviewed the authorization and that everything is accurate. After discussion, upon motion of Andrea Walton and second by Rodger Bingham, it was unanimously,

"RESOLVED: that Chairman Burgess be and he is hereby authorized to execute the attached Phase XIV Fund Exhibit for delivery to the Kentucky Infrastructure Authority."

4. Ms. Ruark reported that the next meeting is scheduled for September 20, 2018.

There being no further business to conduct, upon motion and second, the meeting was adjourned.

BULLOCK PEN WATER DISTRICT

BY: \_\_\_\_\_  
BOBBY BURGESS, CHAIRMAN

ATTEST:

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WILLIAM WETHINGTON, SECRETARY