MINUTES OF THE  
BULLOCK PEN WATER DISTRICT  
DECEMBER 2020 MEETING

A Special Meeting of the Bullock Pen Water District was called to order on December 17, 2020, at the hour of 1:00 p.m. The Special Meeting was conducted by video and audio teleconference which originated at the District Headquarters, 1 Farrell Drive, Crittenden, KY 41030. The Special Meeting was called pursuant to Senate Bill 150 and KRS 61.823. The Special Meeting was SB 150 and KRS 61.823 compliant. Prior to beginning the Meeting, Chairman Burgess announced that the Special Meeting was properly noticed with the appropriate agenda. Those in attendance were Chairman Bobby Burgess, Commissioners Charles Givin, Rodger Bingham, Andrea Walton and William Wethington. Also present were Superintendent William Catlett, Office Manager Amy Ruark, HR Director Ashley Dyer, Counsel Thomas R. Nienaber, Kerry Odle and Benton Hanson, P.E., representing HMB Professional Engineers, Inc. Also present were Paul Harp and Brian Simpson. All “social distancing” guidelines were followed.

The first order of business was a review of the November 2020 Minutes. After discussion, upon motion of Charles Givin and second by William Wethington, it was unanimously,

“RESOLVED: that the November 2020 Minutes of the Bullock Pen Water District be approved as attached.”

The next order of business was a review of the November 2020 Profit and Loss and Warrants as attached. After discussion, upon motion of Rodger Bingham and second by Charles Givin, it was unanimously,

“RESOLVED: that the November 2020 Profit and Loss and Warrants be approved as attached.”

The next order of business was an opening of the bids received for the sale of the 2004 Ford Ranger pick-up truck. Superintendent Catlett announced that there were two bids received. The first bid was from Mr. Terry Collins for $425.00. The second bid was from Mr. Jay Dzarn for $301.00. After discussion, upon motion of Andrea Walton and second by Charles Givin, it was unanimously,

“RESOLVED: that Superintendent Catlett be and he is hereby authorized to transfer the District’s 2004 Ford Ranger pick-up truck to Mr. Terry Collins for the sum of $425.00.”

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

1. Mr. Nienaber inquired as to the status of the Kentucky Division of Water and Kentucky Department of Fish and Wildlife report on the District’s request to withdraw more water
from Bullock Pen Lake. Kerry Odle reported that he had spoken with representatives of
DOW last week. He was informed that their report has been concluded but the formal
issuance of that report is not yet complete. It is hopeful that the formal report will be
issued in the very near future.

2. Mr. Nienaber reported that all of the necessary paperwork has been forwarded to KACo
for the District’s potential request for financing of projects in the future.

3. Mr. Nienaber inquired as to a COVID-19 update. Amy Ruark reported that late,
delinquent, and nonpayment for water service among District customers is remaining
steady. There does not appear to be any significant increase in delinquent payments for
water service in spite of the COVID-19 crisis. Ms. Ruark reported that the District has
set up through its billing service an automatic payment plan for District customers who
have outstanding delinquent bills. Ms. Ruark reported that overall, customer reception
has been positive.

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

1. Mr. Odle reported that the Water Treatment Plant design loan application was submitted
to the Kentucky Infrastructure Authority. The rankings of the projects and the loan offers
will be issued in May or June of 2021.

2. Mr. Odle reported that HMB Professional Engineering, Inc., is currently working on the
engineering study for the new water treatment plant. He stated that the Engineering
Report will take approximately 2-3 more months to complete. HMB Professional
Engineers, Inc., and Bullock Pen representatives are planning to visit some newer plants
in the upcoming weeks in order to obtain ideas and plans for the District water treatment
plant. Kerry Odle stated that he would keep the District apprised of any developments
with respect to the engineering report.

The next order of business was a report by Assistant Superintendent Paul Harp as follows:

1. Paul Harp reviewed with the Commissioners the monthly Superintendent Report as
attached.

2. Paul Harp reported that there are currently five District employees who are in quarantine,
or have either tested positive, and/or are awaiting test results. While COVID-19 has
created some issues for District employees, work scheduling is being covered quite well
at this time.

3. Paul Harp reported that the District will need to purchase turbidity meters in 2021. Mr.
Harp obtained a preliminary cost estimate of approximately $18,000.00. Mr. Nienaber
stated that if the cost of the meters is under $30,000.00, the District will not need to
publicly bid that purchase. Paul Harp suggested that the District amend its 2021 Budget to reflect the purchase of turbidity meters.

4. Superintendent Catlett inquired of the Commissioners as to how the District could provide financial help to District employees in covering expenses District employees may incur related to COVID-19. Commissioner Givin suggested that the District contribute a set sum (e.g., $100.00) to each District employee’s FSA Account to help offset COVID-19 costs which an employee may incur. After discussion, upon motion of Charles Givin and second by Andrea Walton, it was unanimously,

“RESOLVED: that the District is hereby authorized to make a one-time $100.00 contribution to each District employee’s FSA account to cover each District employee’s COVID-19 expenses.”

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

1. Amy Ruark reported that the District should conduct an election of Officers for 2021. Thereupon, Chairman Burgess announced that he would like to serve as Chairman of the District for one more term. With that said, Chairman Burgess opened the floor for nominations. Andrea Walton made the following nominations: Charles Givin, Chairman; Bobby Burgess, Vice-Chairman; William Wethington, Secretary; and Roger Bingham, Treasurer. After discussion, Commissioner Bingham seconded those nominations. The Chairman asked for any additional nominations. There being none, nominations were closed. Thereupon, Chairman Burgess called for a vote for 2021 District Officers as follows:

1. Chairman - Charles Givin - 4 votes
2. Vice Chairman - Bobby Burgess - 4 votes
3. Secretary William Wethington - 4 votes
4. Treasurer - Rodger Bingham - 4 votes

2. Amy Ruark stated that the proposed District Budget for 2021 has been previously given to all Commissioners. Mr. Harp requested that the Budget be amended to include a $20,000.00 entry for the purchase of turbidity meters. Amy Ruark stated that the District’s computer server is currently in a serious state of disrepair. She commented that the server is old and requires a great deal of “TLC”. It is very slow and does not provide good service at this point. Ms. Ruark stated that she has inquired as to the cost of purchasing a new server. That cost is approximately $10,000.00. Ms. Ruark requested that the 2021 Budget be amended to include a $10,000.00 adjustment for the purchase of a new computer server. After discussion, upon motion of Andrea Walton and second by William Wethington, it was unanimously,

“RESOLVED: that the proposed 2021 Budget be adopted as attached with two revisions:
a. A $20,000.00 entry be made for the purchase of turbidity meters; and
b. A $10,000.00 entry be made for the purchase of a computer server.

3. Amy Ruark reported that with the retirement of Superintendent Catlett, bank account statements and signature cards on District accounts and credit cards needs to be made. Ms. Ruark suggested that all Forcht Bank accounts be changed to reflect the following authorized signatories: Brian Simpson, Rodger Bingham, Charles Givin, Paul Harp, Dianne Cook, and Amy Ruark. After discussion, upon motion of Charles Givin and second by Andrea Walton, it was unanimously,

"RESOLVED: that Amy Ruark be and she is hereby authorized to change all account signature cards with Forcht Bank to reflect authorized signatories by any two of the following individuals: Brian Simpson, Rodger Bingham, Charles Givin, Paul Harp, Dianne Cook, and Amy Ruark. Amy Ruark is hereby authorized to execute any and all necessary documentation with Forcht Bank to reflect that change.

4. Amy Ruark stated that the District should also change its authorized signatories on its credit card accounts. She reported that currently the District has one credit card account (with two authorized cards) through BB&T Bank. Ms. Ruark would like to have the credit card account changed to Forcht Bank. After discussion, upon motion of Charles Givin and second by Rodger Bingham, it was unanimously,

"RESOLVED as follows:

(1) That Amy Ruark be and she is hereby authorized to close the current credit card account with BB&T Bank.

(2) Amy Ruark be and she is hereby authorized to open a new credit card account with Forcht Bank authorizing one account with two credit cards issued.

(3) The authorized signatories on the new credit card account at Forcht Bank shall be Amy Ruark and Brian Simpson.

(4) The authorized purchase limit per transaction shall be $5,000.00.

5. Amy Ruark reported that the next regular meeting is scheduled for January 21, 2021. Based upon Commissioner comments, this is not a good date due to schedule conflicts. Chairman Burgess inquired as to whether January 20, 2021 (Wednesday) would be acceptable. After discussion, upon motion of Charles Givin and second by Andrea Walton, it was unanimously,
“RESOLVED: that the January, 2021 meeting of the Bullock Pen Water District shall be held January 20, 2021, at 1:00 p.m. Amy Ruark is hereby directed to make the necessary notices.”

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

BULLOCK PEN WATER DISTRICT

BY: [Signature]
CHARELS GIVIN, CHAIRMAN

ATTEST:

[Signature]
WILLIAM WETHINGTON, SECRETARY