

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

The January 2018 meeting of the Bullock Pen Water District was called to order on January 18, 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 Andrea Walton, Rodger Bingham, William Wethington, and Charles Givin. Also present were Superintendent William Catlett, Amy Ruark, Ashley Dyer, Counsel Thomas R. Nienaber, and Kerry Odle of HMB Professional Engineers, Inc.

The first order of business was a review of the December 2017 Minutes. After discussion, upon motion of Charles Givin and second by Andrea Walton, it was unanimously,

“RESOLVED: that the December 2017 Minutes of the Bullock Pen Water District be approved as attached.”

The next order of business was a review of the December 2017 Profit and Loss and Warrants. After discussion, upon motion of Rodger Bingham and second by William Wethington, it was unanimously,

“RESOLVED: that the December 2017 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. Mr. Odle reported that he had nothing new for the Commissioners.

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

1. Mr. Nienaber inquired as to whether anyone heard from the State of Kentucky regarding the Bullock Pen Lake Dam Project. Everyone reported they heard nothing since the last meeting.
2. Mr. Nienaber inquired as to the status of the pass-through water rate increase. After discussion, Mr. Nienaber indicated that he would contact Peggy Gamble to see where the Application stands.
3. Mr. Nienaber inquired as to the status of the Grant County Sanitary Sewer District Treatment Plant Project. Superintendent Catlett reported that for the most part, the Treatment Plant has been reconstructed. There a few remaining punch list items left, but nothing major. Overall, Superintendent Catlett reported that the Project went very smoothly. To date, there have been no material issues with the insurance company. Superintendent Catlett is in the process of preparing an itemized summary of all District employees who contributed to the reconstruction of the Treatment Plant, the amount of

time expended, etc. Once this summary is complete, Superintendent Catlett will submit it to the Grant County Sanitary Sewer District and the insurance carrier for reimbursement. Superintendent Catlett stated that he would give a full report at the next meeting.

4. Amy Ruark and Superintendent Catlett reported that on January 15, 2018, the District received notification from the insurance carrier that when the current insurance expires in May, 2018, the insurance provider would not renew that policy for the Grant County Sanitary Sewer District. Mr. Youtsey from the Charles H. Bilz Agency indicates that this means the insurance provider would probably rewrite the insurance protection, however, it would be at a significantly higher premium. Mr. Youtsey reported to Amy Ruark that he would begin the process of securing quotes and proposals from other insurance providers. Commissioner Givin opined as to whether or not the Bullock Pen Water District should rebid its insurance along with the Grant County Sanitary Sewer District in order to possibly receive a lower “package” rate. Commissioner Wethington indicated that he would look at the coverage for the District. Commissioner Wethington’s initial thought was that as a result of the contractual relationship between the District and the Grant County Sanitary Sewer District, a “package” rate would probably be both District’s best option. Commissioner Givin suggested that the District get quotes for insurance coverage under all different scenarios. Ashley Dyer indicated that she would contact the Charles H. Bilz Agency in regards to the new quote they are working on. Commissioner Givin inquired as to whether or not the District should rebid all insurance coverage. Mr. Nienaber stated that under Kentucky Revised Statutes, the District is not duty bound to publicly bid insurance coverage. However, the District is permitted to do so. Mr. Nienaber indicated that one method would be to obtain a list of the major insurance brokerage companies in the Greater Cincinnati area and solicit insurance coverage packages from them. After considerable discussion, it was concluded that the District should begin the process of obtaining quotes for insurance coverage as soon as possible. Ashley Dyer will work with Mr. Wethington to put together a list of agencies the District and the Sewer Company would like to ask to quote the coverage and then reach out to those agencies.

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

1. Superintendent Catlett reviewed with the Commissioners his monthly Superintendent Report as attached.
2. Superintendent Catlett reported that due to the severely cold weather, it has been a rough winter. There have been numerous leaks and control valve issues throughout the system. The telemetry system has also presented some problems. The telemetry system antennae on one of the towers broke as a result of accumulating ice. The antennae needed to be replaced. Superintendent Catlett also reported that there were water tower issues due to the low temperatures and ice buildup. Superintendent Catlett reported that there have been numerous customer water leak reports and numerous freezing pipe issues.

3. Superintendent Catlett reported that the electric consumption at the KY 491 Pump Station has been reduced dramatically since the Grant County Sanitary Sewer District installed VFD's. Superintendent Catlett reported that the one Pump Station realized an almost fifty percent (50%) reduction in electric consumption. Superintendent Catlett stated that the District should begin the process of looking into VFD's for some of its water pumps. Superintendent Catlett stated that he would begin the process of obtaining information on feasibility and costs and report at the next meeting.
4. Superintendent Catlett reported that new pick-up truck is on order and expected to be delivered within the next two weeks.

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

1. Ms. Dyer reported that the biometric screening took place at the District office last week. Blood tests were administered to all employees. Healthworks, who performed the screening, will be uploading the results directly to Humana so employees are able to be given points under the Humana Wellness program of "Go 365". After points are awarded, Ms. Dyer projects most employees to be at the Silver status under which the District will receive a seven percent (7%) discount on each individual employee/ family billed rate. Furthermore, if any employees obtain Gold status under the program, the District will receive a fifteen percent (15%) discount on each individual employee/ family billed rate. So far, the health insurance program is working well.
2. Amy Ruark reported that VanGorder, Walker & Company, Inc., has submitted its proposal for preparing the December 31, 2017 Annual Audit. The cost of the audit is approximately \$8,900.00. Mr. Nienaber reported that the proposed Audit Engagement Letter is the same as in the past. After discussion, upon motion of Rodger Bingham and second by William Wethington, it was unanimously,

"RESOLVED as follows:

- (1) The District be and the same is hereby authorized to engage Van Gorder Walker & Company, Inc., to conduct the District's December 31, 2017 Annual Audit at a cost not to exceed \$8,900.00;
  - (2) The "Governance Signatory Authority" shall be Chairman Bobby Burgess; and
  - (3) "Management Signatory Authority" shall be Superintendent Catlett."
3. Amy Ruark reported that the Kentucky Legislative Breakfast is currently scheduled for February 28, 2018, at 7:00 a.m. Anyone wanting to attend should notify Ms. Ruark.

4. Ms. Ruark reported that the next meeting is currently scheduled for February 15, 2018. Ms. Ruark requested that the meeting be changed to February 22, 2018. After discussion, upon motion and second, it was resolved that the District's next regular meeting take place on February 22, 2018. Amy Ruark is directed to place the appropriate notices on the District's website and at the office.

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

BULLOCK PEN WATER DISTRICT

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

ATTEST:

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WILLIAM WETHINGTON, SECRETARY