

**MINUTES OF THE
BULLOCK PEN WATER DISTRICT
JANUARY 2019 MEETING**

The January 2019 meeting of the Bullock Pen Water District was called to order on January 17, 2019, 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, William Wethington, and Andrea Walton. Also present were Superintendent William Catlett, Office Manager Amy Ruark, Kerry Odle of HMB Professional Engineers, Inc., HR Director Ashley Dyer, and Counsel Thomas R. Nienaber.

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

“RESOLVED: that the December 2018 Minutes of the Bullock Pen Water District be approved as attached.”

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

“RESOLVED: that the December 2018 Profit and Loss and Warrants be approved as attached.”

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

1. Mr. Odle had nothing new to report on the status of the Dam Remediation Project.
2. Mr. Odle inquired into whether or not the District wanted to submit an application for financing to provide funds for the Raw Water Intake Project. Mr. Odle emphasized that if the District does apply, there would be no firm obligation to follow through. Commissioner Givin recommended that the District begin the process of applying for financing. Superintendent Catlett commented that the current Raw Water Intake pumps are reaching the end of their useful life and will need to be significantly repaired and/or replaced in the near future. Superintendent Catlett also recommended that the District move forward with the Raw Water Intake Project. Rodger Bingham inquired as to what the probable cost for this Project would be. Kerry Odle estimated a total cost of approximately \$400,000.00. Kerry Odle also recommended that the Raw Water Intake Project be designed for compatibility with an expanded water treatment plant should the District ever decide to undertake that Project. Kerry Odle stated that he could begin the process of preparing updated plans, specifications, and estimates for the Project. After considerable discussion, upon motion of Rodger Bingham and second by Charles Givin, it was unanimously,

“RESOLVED: that HMB Professional Engineering, Inc., begin the process of preparing plans and specifications for the Raw Water Intake Project. No application for financing should be submitted at this time until the plans and specifications are completed.”

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

1. Mr. Nienaber reported that in the process of preparing an Opinion Letter for the USDA Rural Development Loan Application Qualification, he reviewed the Grant County Clerk’s Records for the period of 1953 through 1962. This survey was made in order to obtain records of the Grant County Fiscal Court’s initial Official Action authorizing the creation of the District. Mr. Nienaber reported that while he found some documentation from the 1950’s and 1960’s regarding Official Action of the Bullock Pen Water District, he could not find the initiating Grant County Fiscal Court Ordinance. Superintendent Catlett and Amy Ruark commented that there are old files in the District’s storage area dating back to the time period when the District was formed. They will continue to look for the originating documentation.
2. Mr. Nienaber reported that on January 10, 2019, he received the attached Order from the Public Service Commission relating to a new investigation initiated for the purpose of providing updated water loss information and reporting from water utilities under the jurisdiction of the PSC. A copy of the Order, with attachments, is attached. Mr. Nienaber reported that he spoke with Superintendent Catlett regarding the District’s obligation to provide various information to the PSC as requested in Appendix C to the Order. Superintendent Catlett indicated that he had complied with the PSC’s request for information. Superintendent Catlett stated some frustration with the current reporting forms required to be submitted by water utilities to the Public Service Commission on a monthly basis. These forms do not allow Districts such as Bullock Pen Water District to report as a special “line item” water loss that is created when water lines need to be flushed in the summer months. As a general rule, the District complies with Public Service Commission guidelines regarding lost water (15% or less), until the District is required to flush lines during the warmer summer months. Mr. Nienaber suggested that Superintendent Catlett report this issue to the Public Service Commission for consideration. A considerable discussion followed.
3. Mr. Nienaber reported that it is time for the District to conduct its election of officers. Thereupon, Chairman Burgess opened the floor for nominations. Rodger Bingham made the following nominations:

POSITION	NOMINEE
Chairman	Bobby Burgess
Vice-Chairman	Andrea Walton
Secretary	William Wethington
Treasurer	Charles Givin

There being no further nominations, the floor was closed. After discussion, Chairman Burgess called for a vote whereupon the following officers were unanimously elected:

POSITION	OFFICER
Chairman	Bobby Burgess
Vice-Chairman	Andrea Walton
Secretary	William Wethington
Treasurer	Charles Givin

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

1. Superintendent Catlett reviewed with the Commissioners his Superintendent's Report as attached.
2. Superintendent Catlett reported that the District has conducted its Annual Year End Inventory.
3. Superintendent Catlett reported that he was contacted by a Rick Hansel regarding a potential 94-unit apartment building Project to be constructed on Kyley Lane. There was some discussion as to whether or not this area is currently within the Water District boundaries. Mr. Nienaber stated that the District had, some years ago, received approval of expansion into this area. Superintendent Catlett stated that the District has sufficient water capacity to service this Project. He also reported that definite plans and specifications for the Project have not yet been prepared by Mr. Hansel. Superintendent Catlett will report when additional information is received.

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

1. Amy Ruark provided an analysis of credit service charge savings realized by the District since the District received PSC approval for billing these charges to the customer. Overall, Amy Ruark stated that the credit card bill payment program has been met with incredible reception by the District's customers. In 2018, the District was able to recover from its customers credit card fees in the amount of \$46,655.83. The amount of unrecoverable fees was \$3,457.35. Overall this program offered by the District for customer bill payment is a huge success.
2. Amy Ruark reported that the next regular meeting is scheduled for February 21, 2019. There being no conflicts, the next regular meeting will be held February 21st.

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

BULLOCK PEN WATER DISTRICT

BY: *Bobby Burgess*
BOBBY BURGESS, CHAIRMAN

ATTEST:

Wm. M. Wethington
WILLIAM WETHINGTON, SECRETARY