

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

The March 2019 meeting of the Bullock Pen Water District was called to order on March 21, 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, and William Wethington. Also present were Superintendent William Catlett, Amy Ruark, and Kerry Odle of HMB Professional Engineers, Inc. Counsel Thomas R. Nienaber, Commissioner Andrea Walton and HR Director Ashley Dyer were absent.

The first order of business was a review of the February 2019 Minutes. After discussion, upon motion of Charles Givin and second by William Wethington, it was unanimously,

“RESOLVED: that the February 2019 Minutes of the Bullock Pen Water District be approved as attached.”

The next order of business was a review of the February 2019 Profit and Loss and Warrants. After discussion, upon motion of Charles Givin and second by Rodger Bingham, it was unanimously,

“RESOLVED: that the February 2019 Profit and Loss and Warrants be approved as attached.”

Commissioner Bingham commented on the cost of purchased water. He inquired as to whether or not the District could begin producing more water at the treatment plant in order to reduce purchased water costs. It was noted that the Kentucky Department of Fish and Wildlife (“Fish and Wildlife”) has limited the amount of water which the District can withdraw from Bullock Pen Lake. Mr. Odle noted that if Fish and Wildlife will not allow the District to withdraw more water from the Lake, the District should begin the process of looking at water treatment plant improvements to increase water production productivity.

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

1. Mr. Odle indicated that he is currently in the process of arranging a meeting with Fish and Wildlife to discuss the District’s ability to withdraw more water from Bullock Pen Lake. Mr. Odle has spoken with Michael Scott, Fish and Wildlife Engineering Department. Representatives of Fish and Wildlife indicated that they would like to involve other departments within the division to discuss the District’s request to withdraw more water from Bullock Pen Lake. Mr. Odle indicated that if Fish and Wildlife will not allow the District to withdraw more water, the District definitely needs to consider water treatment plant improvements to increase water quality and water production.
2. Superintendent Catlett reported that the Dam Remediation Project is underway. The State has 2 years to complete the Dam Project. Superintendent Catlett indicated that he has viewed the area and has considered one location near the Dam as a potential new water

treatment plant site. Mr. Odle reported that the contractor is beginning the process of clearing out behind the Dam. Actual work on the Dam should begin soon.

3. Mr. Odle reported that HMB Professional Engineers, Inc., has increased his hourly rate by \$5.00 per hour. After discussion, upon motion of Rodger Bingham and second by William Wethington, it was unanimously,

“RESOLVED: that HMB Professional Engineers, Inc., rates for services rendered by Mr. Kerry Odle be increased by \$5.00 per hour.”

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 on March 13, 2019, District employees began the process of replacing one of the main water lines at the Water Treatment Plant. Superintendent Catlett stated that when Fish & Wildlife put in the new boat dock ramp, one of the District's main water lines had to be relocated. Fish & Wildlife paid for the line and materials while District employees provided the labor.
3. Superintendent Catlett reported that he has spoken with Railroad representatives regarding the replacement of the District's main line on Assembly Church Road, Dry Ridge, Kentucky, near the Dry Ridge By-Pass. Superintendent Catlett reported that Railroad representatives have approved the District's replacement of that line.
4. Superintendent Catlett reported that pressure sensors at the Water Treatment Plant which service the water filters are beginning to malfunction. Superintendent Catlett is pricing a new sensor system that will probably cost around \$3,000.00. Superintendent Catlett reported that this project will have to be completed in the very near future.
5. Superintendent Catlett reported that OCRECC damaged a District transmission line when conducting electrical repairs on Mitts Road. After hitting that line, a customer's property was damaged. Superintendent Catlett reported that District personnel mistakenly marked the presumed location of the transmission line. In marking that line, an error was made. Superintendent Catlett reported that it was the District's responsibility. The customer's property was cleaned up by Clayton Homes at a cost of \$1,200.00. The District paid for those repairs.
6. Commissioner Givin reported that he has not been able to schedule a meeting with Mr. Greg Brockman, City of Dry Ridge Mayor. Commissioner Givin reported that the Mayor is still busy attending to responsibilities associated with his new position as Mayor. Commissioner Givin will attempt to schedule a meeting with the Mayor as soon as possible.

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

1. Ms. Ruark gave an updated report on the proposed Credit Card Processing Program presented to the District at the February, 2019, meeting by Mr. Michael Brenner of Software Solutions. Ms. Ruark reviewed with the Commissioners the proposed VIP WebPortal System. Ms. Ruark reported that the proposal is the same as that submitted to the District at the February, 2019 meeting. After discussion, upon motion of William Wethington and second by Charles Givin, it was unanimously,

“RESOLVED: that the District adopt the VIP WebPortal Program for processing customer payments pursuant to the terms and conditions as those set forth in the proposal submitted by Michael Brenner of Software Solutions at the February, 2019 meeting.”

2. Ms. Ruark reviewed with the Commissioners the renewed Contract from ProSource for a new copier. After 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 enter into the new ProSource copier Lease as attached.”

3. Ms. Ruark reported that auditors from VanGorder, Walker & Company, Inc., were at the District office March 12th through March 14th 2019 working on the December 31, 2018, Annual Audit report. She reported that the Annual Audit will be completed and submitted to the District for review once the GASB reports are received from the State of Kentucky in May, 2019.
4. Amy Ruark reported that the next regular meeting is scheduled for April 18, 2019.

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

BULLOCK PEN WATER DISTRICT

BY:


BOBBY BURGESS, CHAIRMAN

ATTEST:


WILLIAM WETHINGTON, SECRETARY