



# Georgetown Municipal Water and Sewer Service

Board of Commissioners Meeting  
Minutes for August 15, 2023  
12:00 p.m.  
GMWSS Administration Building  
1000 West Main Street

Those present:

Les Jarvis, Chairman  
Glenn Williams, Board Member  
Jeff Klocke, Board Member  
Jason Baird, Board Member  
Chase Azevedo, GMWSS  
Shawn Derrington, GMWSS  
Dudley Burberry, GMWSS  
Jeff Nutter, GMWS  
Daryl Mulder, GMWSS

Melissa Waite, GMWSS  
Will Stevens, Dollar General - Sadieville  
Mayor Rob Wagoner, DG - Sadieville  
Andy Ottney, DG - Sadieville  
Jennifer Halsey, DG - Sadieville  
Jason Obermeyer, DG - Sadieville  
Rick Hostetler, 1<sup>st</sup> Dist. Magistrate - DG  
Mike Hockensmith, Insurance

Meeting called to order by Chairman Jarvis at approximately 12:05 p.m. on Tuesday, August 16, 2023.

There was no quorum present at the beginning of the meeting. Lewis Wolfe, Jeff Klocke, and Jason Baird were not in attendance when the meeting was called to order.

Chairman Jarvis acknowledged the guests in the room representing the Dollar General- Sadieville project. Attendees are listed above in "Those Present".

Chairman Jarvis went to the one availability request on the agenda pertaining to the proposed Dollar General to be in Sadieville. Daryl Mulder presented the availability request with input from Chase Azevedo. No Action Taken at this time due to the lack of quorum. Chairman Jarvis assured those present that there would be a response as soon as possible. Those in attendance representing the Dollar General request dismissed from the meeting.

Chairman Jarvis adjusted the agenda once again. Jeff Nutter of GMWSS and Mike Hockensmith of The Hockensmith Agency presented the Fiscal Year '24 Insurance Renewal and were available to answer any questions.

Jason Baird joined the board meeting by ZOOM at 12:26 p.m. Quorum was now present for the meeting. Chairman Jarvis made a motion to execute the renewals for the two existing policies for FY24 (1. Property, Liability, & Vehicle Coverage and 2. Machinery and Equipment). Second by Glenn Williams. Motion approved. Mike Hockensmith dismissed from the meeting.

The agenda returned to the approval of minutes. A motion to approve the minutes as presented from the August 1, 2023 meeting was made by Chairman Jarvis. Second by Jason Baird. Motion approved.

Financial Reports were next. Melissa Waite was present to answer any questions about monthly bills. Motion to approve the monthly bills as presented was made by Glenn Williams. Second by Chairman Jarvis. Motion approved. Mrs. Waite dismissed from the meeting.

Jeff Nutter gave his presentation of the monthly financials.

Jeff Klocke joined the board meeting by ZOOM at approximately 12:36 p.m.

Purchase Orders were addressed next with a total of five (5) on the agenda.

- a) Motion to pay Southern Sales Co. in the amount of \$7,500.00 was made by Glenn Williams. Second by Chairman Jarvis. Motion approved.
- b) Motion to pay Judy Construction in the amount of \$1,185,897.46 was made by Glenn Williams subject to a reservation of rights. Second by Jason Baird. Motion approved.
- c) Motion to pay USALCO, LLC in the amount of \$7,017.84 was made by Glenn Williams. Second by Chairman Jarvis. Motion approved.
- d) Motion to pay Water Solutions Unlimited in the amount of \$12,375.00 was made by Chairman Jarvis. Second by Glenn Williams. Motion approved.
- e) Motion to pay US Geological Survey in the amount of \$9,400.00 was made by Glenn Williams. Second by Chairman Jarvis. Motion approved.

New Business was next on the agenda.

Chase Azevedo presented information about the Community Projects Funds – United States EPA Office of External Civil Rights Compliance (OECRC). A motion to enter into an agreement with the OECRC to correct the deficiencies in Form 4700-4 was made by Glenn Williams. Second by Chairman Jarvis. Motion approved.

Chase Azevedo presented information on a GMWSS Personnel Policies and Procedures Update. A motion to approve the update of the policy manual regarding Maternity and Paternity Leave was made by Glenn Williams. Second by Chairman Jarvis. Motion approved.

Shawn Derrington presented information regarding surplus equipment. Glenn Williams requested that Todd Osterloh provide an opinion on the donation of surplus items to Georgetown College. With that understanding, a motion was made by Glenn Williams to move forward with the declaration of surplus equipment. Second by Chairman Jarvis. Motion approved.

Chase Azevedo updated the board with the Safety Report and touched on the confined space training for employees on July 26, 2023.

Informational Updates were next on the agenda.

Dudley Burberry and Shawn Derrington presented the Operations Report, and the IT/Admin Report.

Daryl Mulder presented the Engineering Report and Capital Project updates.

Jeff Klocke and Jason Baird left the board meeting at approximately 1:06 p.m. No quorum present and no further business conducted that required a vote.

Miscellaneous was next on the agenda.

Chase Azevedo presented the General Manager's Report and touched on specific items listed below.

Administration

- City Council Work Session – Revenue Streams. Specifically impact fees.
- 2023 Kentucky-Tennessee Water Professionals Conference.

Finance

- The annual audit for Fiscal Year 2023 has begun.
- Communications with Pinnacle Bank related to automated accounts payable solutions.

Operations

- Lead & Copper Rule Improvement (LCRI) – Inventory

Chairman Jarvis adjourned the meeting at approximately 1:40 p.m.



Les Jarvis, Chairman



Glenn Williams, Secretary/Treasurer