



Georgetown Municipal Water and Sewer Service

Board of Commissioners Meeting
Minutes for September 19, 2023
12:00 p.m.
GMWSS Administration Building
1000 West Main Street

Those present:

Les Jarvis, Chairman
Lewis Wolfe, 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
Alan Bryan, GMWSS

Melissa Waite, GMWSS
Barbara Bowman, GMWSS
Jeremy Wood, GMWSS
Jessica Eads, GMWSS
Allison Caldwell, GMWSS
Todd Osterloh, STBM
Kurt Keeney, Georgetown MHC, LLC
AJ Singleton, Georgetown MHC, LLC
Jeremy Emerson, Visitor

Meeting called to order by Chairman Jarvis at approximately 12:01 p.m. on Tuesday, September 19, 2023.

Guests were introduced next. Kurt Keeney and AJ Singleton, representing Georgetown MHC, LLC, and Jeremy Emerson, who was sitting in on the meeting.

Quorum was present at the meeting. Note: Jason Baird was present through ZOOM and left the meeting at 12:55 p.m. and returned at 1:35 p.m.

A motion to approve the minutes as presented from the September 05, 2023 meeting was made by Jeff Klocke. Second by Lewis Wolfe. Motion approved.

Chairman Jarvis amended the agenda by bringing item No. 1 under New Business to the attention of the Board. Chase Azevedo presented the South Sewer Extension – Change Order No. 4. Kurt Keeney of Flagship Properties and AJ Singleton of Stoll Keenon Ogden (SKO) were in attendance to represent Georgetown MHC, LLC.

- With this change order, cumulatively, the South Sewer Extension Project (SSE) is still projecting below the loan amount approved by the Kentucky Infrastructure Authority (KIA).
- KIA has been made aware that this subject will be presented to the Board for consideration of approval.

- The Board was reminded that there will be another change order from the contractor (Howell) regarding dewatering throughout the South Sewer Extension Project.
 - Change Order No. 4 includes four items on the SSE. The first three items are related to the mobile home park (MHP) and the last item includes several miscellaneous changes and credits to the entire project. A description of each change order was included in the memo. The four items for Change Order No.4 are listed below.
 - 1) MHP Package WWTP Decommissioning (Funded by the owner of the mobile home park)
 - The subtotal amount of this change is: \$1,385,125.00 and a 90-day contract time extension.
 - 2) MHP Sanitary Flow Meter (Funded by the owner of the mobile home park)
 - The subtotal amount of this change is: \$127,600.00 and a 30-day contract time extension.
 - 3) MHP Paving (Funded by the owner of the mobile home park)
 - The subtotal amount of this change is: \$679,417.95 and a 90-day contract time extension.
 - 4) Miscellaneous Items (Funded by GMWSS)
 - The subtotal amount of this change is: \$5,918.98 and a 0-day contract time extension.
- ❖ The total amount of Change Order No. 4 is: \$2,198,061.93 and a 210-day contract time extension.

Much of the discussion about Change Order No. 4 was about the MHP Paving. Examples of paving options were presented. The subtotal amount of the preferred option is: \$1,073,277.65 and a 90- day contract time extension. Paving quantities that were in the original contract would be credited back to the project. The total credit amount would be \$393,859.70. This would make the final subtotal for paving be: \$679,417.95 and a 90-day contract time extension.

There was no action taken on Change Order No. 4. Chairman Jarvis tabled the item and wants full participation from Board members before a final decision is made. Board member Glenn Williams was not at today's meeting and Jason Baird had to dismiss himself from the meeting before discussion was completed. Also, Chairman Jarvis would like Todd Osterloh's guidance to confirm if the change order is approved that the extra costs paid by the owners of the MHP is appropriate to the contract and is the change order acceptable in terms of the original contract. Chairman Jarvis let it be known that the Board would try to have an answer regarding Change Order No. 4 sometime in the following week. Kurt Keeney and AJ Singleton left the meeting at 1:01 p.m.

Chairman Jarvis returned to the original agenda at 1:02 p.m., with Financial Reports being next. Melissa Waite was present to answer any questions about monthly bills. Motion to approve the monthly bills as presented was made by Chairman Jarvis. Second by Lewis Wolfe. Motion approved. Mrs. Waite dismissed herself from the meeting at 1:03 p.m.

Comments, questions, and concerns were discussed, with guidance added from Todd Osterloh.

Jeff Nutter presented the monthly financials.

Purchase Orders were addressed next with a total of six (6) on the agenda.

- a) Motion to pay Source Technology LLC in the amount of \$6,126.00 was made by Jeff Klocke. Second by Lewis Wolfe. Motion approved.
- b) Motion to pay IRTH Solutions in the amount of \$7,350.00 was made by Lewis Wolfe. Second by Jeff Klocke. Motion approved.
- c) Motion to pay Allmax Software in the amount of \$10,580.00 was made by Jeff Klocke. Second by Chairman Jarvis. Motion approved.
- d) The Purchase Order to pay Enterprise FM Trust in the amount of \$73,648.00 was tabled by Chairman Jarvis. Lewis Wolfe questioned a \$109.14 Total Monthly Rental Including Additional Services fee that was on the Enterprise Fleet Management quote provided with the purchase order. GMWSS staff will get an answer on what the fee is for.
- e) The Purchase Order to pay Enterprise FM Trust in the amount of \$46,935.00 was not heard/removed from the agenda before reviewing all other purchase orders.
- f) Motion to pay Judy Construction in the amount of \$1,135,121.59 was made by Jeff Klocke. Second by Chairman Jarvis. Motion approved.

Informational Updates were next on the agenda.

Dudley Burberry presented the Operations Report.

Shawn Derrington presented the IT/Admin Report.

Daryl Mulder presented the Engineering Report, while Alan Bryan presented the Capital Project updates.

Miscellaneous was next on the agenda.

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

Administration

- Kentucky Product Development Incentive (KPDI) Program.
- Personnel Policies and Procedures Manual (PPPM).
- Comprehensive Plan Update Meeting.
- Employee Medical Clinic.
- Directors and Officers (DO) Insurance.
- Meetings and Events.

Finance

- Audit of Fiscal Year 2023 Financial Statements.
- WWTP No. 1 Settlement Agreement.
- Senior Citizen's Discount.

Operations

-Agreed Order

Engineering

-Sanitary Sewer Hydraulic Model

-Scott County High School

Chairman Jarvis adjourned the meeting at 2:07 p.m.

A handwritten signature in blue ink, appearing to read "Les Jarvis", written over a horizontal line.

Les Jarvis, Chairman

A handwritten signature in blue ink, appearing to read "Glenn Williams", written over a horizontal line.

Glenn Williams, Secretary/Treasurer