



Georgetown Municipal Water and Sewer Service

Board of Commissioners Meeting
Minutes for September 05, 2023
4:00 p.m.
GMWSS Administration Building
1000 West Main Street

Those present:

Les Jarvis, Chairman
Glenn Williams, Board Member
Lewis Wolfe, Board Member
Jeff Klocke, Board Member
Jason Baird, Board Member
Chase Azevedo, GMWSS
Shawn Derrington, GMWSS
Dudley Burberry, GMWSS

Jeff Nutter, GMWSS
Daryl Mulder, GMWSS
Alan Bryan, GMWSS
Barbara Bowman, GMWSS
Jeremy Wood, GMWSS
Jessica Eads, GMWSS
Emily Weixel, GMWSS
Todd Osterloh, STBM

Meeting called to order by Chairman Jarvis at 4:01 p.m. on Tuesday, September 05, 2023.

Quorum was present at the meeting. Chairman Jarvis and Chase Azevedo introduced Emily Weixel who is GMWSS' newly employed customer service representative.

A motion to approve the minutes from the August 15, 2023 meeting was made by Chairman Jarvis. Second by Jason Baird. Motion approved.

No public comments.

Availability Requests were next.

There were three (3) requests on the agenda.

1. Dollar General – 170 Porter Road, Sadieville – WWTP #2.
Lewis Wolfe recused himself at 4:05 p.m. and returned at approximately 4:10 p.m. after a vote for approval was made official. This availability request had been approved at an earlier date but needed ratification to make it official. Glenn Williams asked that it be noted for GMWSS' records that a dedicated amount of GPD (gallons per day) for future use be assigned to the existing properties with no service, and the value per day be based on the zoning status of said properties. Chase Azevedo affirmed that the assigned values would be noted, and the memo amended, along with being communicated to the City of Sadieville. A motion to approve was made by Glenn Williams, subject to the conditions contained in the memorandum and the amendment requested. Second by Jason Baird. Motion approved.

2. Locust Fork Townhomes – Locust Fork Road, Stamping Ground – WWTP #3
Daryl Mulder informed the Board that the availability request changed after printing. Instead of the request reading six (6) townhomes with a demand of 2,100 GPD, it should read four (4) townhomes and one single family residence with a demand of 1,800 GPD. A motion to approve was made by Lewis Wolfe, subject to conditions contained in the memorandum along with the corrections made to the description of work and the GPD requested. Second by Glenn Williams. Motion approved.
3. The Village at Georgetown – 2nd 6-month extension – WWTP #2
Motion to approve was made by Glenn Williams, subject to the conditions contained in the memorandum and based on the request being filed in a timely manner. Second by Jason Baird. Motion approved.

Board Member Jeff Klocke joined the meeting at approximately 4:17 p.m.

There were no Purchase Orders to present at this meeting.

Before moving on to the next item on the agenda, Lewis Wolfe brought to the attention of the board that the totals on the Xylem Water Solutions PO and quote did not match. The PO needed to be adjusted to match the quote of \$10,630.05. Glenn Williams made the motion to accept the new total of \$10,630.05. Second by Jeff Klocke. Motion approved.

Informational Updates (Discussion Only) were next.

1. GMWSS Personnel Policies and Procedures Update was presented by Chase Azevedo. GMWSS staff and Sturgill, Turner, Barker, and Maloney (STBM) recommend a comprehensive review and update be conducted to the GMWSS Personnel Policies and Procedures Manual. Kentucky League of Cities did a free review of the manual and "it came back with a lot of red ink".
2. Royal Springs Wellhead Protection Committee was presented by Chase Azevedo. It is recommended a specialized consultant be obtained to give guidance to the Royal Spring Wellhead Protection Committee (RSWPC) when the need arises. Also, the RSWPC is looking at the implementation of new actions and policy.
3. South Sewer Extension – Change Order Proposal was presented for discussion by Chase Azevedo. A resolution to the paving issue at the trailer park, associated with the Sewers to the South project, is being discussed. Consensus: Members of the GMWSS Board of Directors are not in favor of being involved with utilization of the savings expected from the project to help fund the additional paving in the park.
4. South Sewer Extension – Service Area Ordinance was presented for discussion by Chase Azevedo and Todd Osterloh.
5. A fifth item was added to informational updates. South Sewer Extension – Change Order Proposal was presented by Chase Azevedo. The contractor (Howell) on the project will be seeking a change order at the end of the construction contract because of excessive dewatering of trenches during construction.

New Business items were next.

1. Daryl Mulder presented information requesting approval for the low bid suppliers listed in the memo to provide materials for GMWSS during FYE 2024. A motion to approve was made by Glenn Williams. Second by Jeff Klocke. Motion approved.
2. Shawn Derrington presented the memo on Non-Disclosure Agreement for Master Meter AMI Study. Permission was requested to provide GMWSS meter locations (no address or customer names) with water tank and plant coordinates to the vendor for the radio coverage and cost study. A motion to approve was made by Jason Baird, with the changes approved by Todd Osterloh. Second by Jeff Klocke. Motion approved.
3. Alan Bryan presented WWTP No. 1 Upgrade and Expansion – Change Order No. 6 – Settlement Agreement Credit. A motion to approve Change Order No. 6 was made by Glenn Williams. Second by Lewis Wolfe. Motion approved. The reduction in project cost will be reflected on monthly invoice statements going forward.

Chairman Jarvis made the motion to move to Executive Session at 5:30 p.m. Second by Jason Baird. Motion approved under pending litigation, KRS 61.810(1)(c). Daryl Mulder, Jeremy Wood, Jessica Eads, and Emily Weixel all dismissed at 5:30 p.m.

Board Member Jason Baird left the session at 5:45 p.m.

A motion to return to regular session was made by Chairman Jarvis at 5:59 p.m. Second by Jeff Klocke. Motion approved. NO ACTION TAKEN.

Chairman Jarvis adjourned the meeting at 5:59 p.m.



Les Jarvis, Chairman

Glenn Williams, Secretary/Treasurer