

MINUTES
of the regular Meeting of the
WINCHESTER MUNICIPAL UTILITIES
March 20, 2024

The Winchester Municipal Utilities Commission (WMUC) met in a regular meeting March, 06, 2024 at Winchester Municipal Utilities (WMU), 150 N. Main Street, Winchester, Kentucky at 5:30 pm. with members physically present and others virtually using Zoom Video conferencing.

Those in attendance were:

Mr. Mike Anderson – Chairman, WMUC
Mr. Jimmy Powell – Vice-Chairman, WMUC
Mr. William Baker – Secretary, WMUC
Mr. Billy Vanicek – Commissioner, WMUC
Hon. JoEllen Reed – Mayor, City of Winchester
Mr. John Rompf – Counsel Representative, WMU via zoom
Mr. Kyle Raney – General Manager, WMU
Ms. Jennifer Sparks – Director of Finance
Ms. Joy Lewis – Director of Administration, WMU
Mr. Arkadiusz Front – WTP Supervisor, WMU
Mr. Jeremiah Epperson – Field Operations Supervisor, WMU
Mr. Casey Ray – Solid Waste Supervisor, WMU
Ms. Susie Kiniry – Administrative Office Supervisor

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

CONSIDERATION OF MINUTES

**Upon motion by Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved the Meeting Minutes of the March 6, 2024 regular meeting of the WMUC.

CONSIDERATION OF ACCOUNTS PAYABLE AND CASH DISBURSEMENTS

**Upon motion of Mr. Baker, second by Mr. Vanicek, and unanimous vote, the Commission approved the WMU Accounts Payable and Cash Disbursements for the period March 4, 2024 through March 15, 2024 in the amount of \$388,435.79 with funds from Operations and Maintenance (O&M).

CONSIDER BIDS / AGREEMENTS

- Restoration of Non-paved Areas
Craig Rogers Sealing, Striping, and Asphalt Repair

Mr. Raney stated one (1) bid was received for restoration of non-paved areas. The bid has been reviewed and evaluated. Mr. Raney stated that based on review and evaluation of the bid, Craig Rogers Sealing, Striping, and Asphalt Repair appears to have submitted a balanced bid, which

falls inside the acceptable range for providing these services and that all documents in their bid package were present.

Mr. Raney recommended the approval of entering into an agreement with Craig Rogers Sealing, Striping, and Asphalt Repair, 640 Chandaland Lane, Winchester, Kentucky, 40391 per the unit prices outlined in the bid documents. Mr. Raney stated the agreement will begin April 1, 2024 and subsequent work orders will be issued April 1st of each year beginning with the first elective renewal year and continuing for a period of two (2) years unless the agreement is terminated by either party.

**Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved Mr. Raney's recommendation on entering into an agreement with Craig Rogers Sealing, Striping, and Asphalt Repair with a beginning date of April 1, 2024 for restoration of non-paved areas.

- Wastewater Treatment Plant
Mowing services Southwest

Mr. Raney stated one (1) bid was received for Wastewater Treatment Plant Mowing services Southwest. The bid has been reviewed for completeness. Mr. Raney stated that based on evaluation of the bid it appears that Craig Rogers has submitted a balanced bid, which falls inside the acceptable range for work in this area. Additionally, all documents in his bid package were present.

Mr. Raney recommended the approval of entering into an agreement with Craig Rogers for payment of \$850.00 to WMU for the contract year, elective year (1), and elective year (2) for mowing, rolling or bailing, and assuming ownership of the hay at the Wastewater Treatment Plant Southwest. The agreement will begin April 1, 2024 and subsequent work orders will be issued April 1st of each year beginning with the first elective renewal and continuing for a period of two (2) years unless the agreement is terminated by either party.

**Upon motion by Mr. Vanicek, second by Mr. Baker, and unanimous vote, the Commission approved Mr. Raney's recommendation on entering into an agreement with Craig Rogers with a beginning date of April 1, 2024.

- Landfill Mowing Services
Craig Rogers

Mr. Raney stated that one (1) bid was received for Landfill Mowing Services. The bid proposal has been reviewed for completeness. Mr. Raney stated that based on evaluation of the bid it appears that Craig Rogers has submitted a balanced bid, which falls inside the acceptable range for work in this area.

Mr. Raney recommended approval of entering into an agreement with Craig Rogers for payment of \$1,250.00 to WMU for the contract year, elective year (1), and elective year (2) for mowing, rolling or baling, and assuming ownership of the hay at the landfill. Mr. Raney stated that the agreement will begin April 1, 2024 and subsequent work orders will be issued April 1st of each year beginning with the first elective renewal and continuing for a period of two (2) years unless the agreement is terminated by either party.

**Upon motion by Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved Mr. Raney's recommendation on entering into an agreement with Craig Rogers for Landfill Mowing Services with a beginning date of April 1, 2024.

- Contract Operations – Bulk Water Loading Stations
Randy Goolman, Goolman Water Hauling

Mr. Raney stated that one (1) bid was received for contract operation of the bulk water loading stations. The bid has been reviewed and evaluated. Mr. Raney stated that based on evaluation of the bid it appears that Goolman Water Hauling has submitted a balanced bid, which falls inside the acceptable range for work in this area.

Mr. Raney recommended approval of entering into an agreement with Goolman Water Hauling per the unit prices as outlined in the bid documents. Mr. Raney stated that the agreement will begin March 1, 2024 and subsequent work orders will be issued March 1st of each year beginning with the first elective renewal year and continuing for a period of two (2) years unless the agreement is terminated by either party.

**Upon motion by Mr. Baker, second by Mr. Vanicek, and unanimous vote, the Commission approved entering into an agreement with Goolman Water Hauling per the unit process as outlined in the bid documents with a beginning date of March, 1, 2024.

CONSIDER WORK ORDER

- Work Order No. 1
Restoration of Non-paved Areas
Craig Rogers Sealing, Striping, and Asphalt Repair

Mr. Raney recommended approval of Work Order No. with Craig Rogers Sealing & Striping for restoration of non-paved areas for the unit prices as outlined in the previously approved contract beginning April 1, 2024

**Upon Motion by Mr. Powell, second by Mr. Baker, and unanimous vote, the Commission approved work order No. 1 with Craig Rogers sealing & Striping for restoration of non-paved areas for the unit prices as outlined in the previously approved contract beginning April 1, 2024.

- Work Order No. 1
Wastewater Treatment Plant Mowing Services Southwest
Craig Rogers

Mr. Raney recommended approval of Work Order No. 1 with Craig Rogers for Wastewater Treatment Plant Mowing Services Southwest for the unit prices as outlined in the previously approved contract beginning on April 1, 20224.

**Upon motion by Mr. Vanicek, second by Mr. Powell, and unanimous vote, the Commission approved work Order No. 1 for Wastewater Treatment Plant Mowing Services Southwest with Craig Rogers per the unit prices submitted in the contract and outlined in the workorder, for the period of April 1, 2024 through March 31, 2025.

- Work Order No. 1
Landfill Mowing Services
Craig Rogers

Mr. Raney recommended approval of work order No. 1 under the agreement for mowing services with Craig Rogers for the lump sum price as outlined in the contract and work order for the period of April 1, 2024 through March 31, 2024.

**Upon motion by Mr. Powell, second by Mr. Vanicek, unanimous agreement the Commission approved Work Order no. 1 for Landfill Mowing Services with Craig Rogers for the period of April 1, 2024 through March 31, 2024.

- Work Order No. 1
Contract Operation of Bulk Water Loading Stations
Goolman Water Hauling

Mr. Raney recommended approval of Work Order No. 1 with Goolman Water Hauling per the unit prices submitted in the contract and outlined in the work order for the time period of March 1, 2024 through March 31, 2025.

**Upon motion by Mr. Baker, second by Mr. Powell, unanimous vote, the Commission approved Work Order No. 1 with Goolman Water Hauling for the period of March 1, 2024 through March 31, 2025.

- Work Order No. 3
Bituminous Surface Repair Services
Craig Rogers Sealing, Striping, and Asphalt Repair

Mr. Raney recommend approval of Work Order No. 3, dated February 15, 2024 for the unit prices per existing contract. This is elective renewal year number two (2) of the existing 3-year contract.

**Upon motion of Mr. Vanicek, second by Mr. Baker, and unanimous vote, the Commission approved Work Order No. 3 for bituminous surface repair services with Craig Rogers Sealing, Striping, and Asphalt Repair, 640 Chandaland Lane, Winchester, Kentucky per the unit prices submitted in the contract and outlined in the work order. The time period for the Work Order No. is April 1, 2024 through March 31, 2025.

- Work Order No. 3
Manhole Frames / Lid & Gate Valve Box Grade Adjustments
Craig Rogers Sealing, Striping, and Asphalt Repair

Mr. Raney recommend approval of Work Order No. 3, per the existing contract with Craig Rogers Sealing, Striping and Asphalt Repair this will be elective renewal year number two (2) of the three (3) year contract.

**Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved Work Order No. 3 for manhole frames / lid and gate valve box grade adjustments with Craig Rogers Sealing, Striping, and Asphalt Repair, 640 Chandaland Lane, Winchester, Kentucky per the unit prices submitted in the contract and outlined in the work order. The time period for the Work Order No. 3 is April 1, 2024 through March 31, 2025.

EMPLOYEE ACTIONS

**Upon motion of Mr. Vanicek, second by Mr. Baker, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated March 1, 2024 to accept the voluntary resignation of Mr. Nicholas Hall, Crewman, 100 Department, effective March 1, 2024 and to post the position in accordance with Personnel Policies and Procedure, Policy No. 110.

**Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated February 14, 2024 to accept the voluntary resignation of Mr. Austin Phillips, Water Plant Operator, 1200 Department, effective February 22, 2024 and to post the position in accordance with Personnel Policies and Procedure, Policy No. 110.

**Upon motion of Mr. Vanicek, second by Mr. Baker, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated March 18, 2024 to employ Mr. Jaxon McCollum, Mechanic, 500 department at the hourly rate as outlined in the memo to be effective March 27, 2024.

**Upon motion of Mr. Powell, second by Mr. Baker, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated March 18, 2024 to employ Mr. Irvin King, Collector/Driver, 600 department at the hourly rate as outlined in the memo to be effective March 27, 2024.

**Upon motion of Mr. Vanicek, second by Mr. Powell, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated February 19, 2024, pursuant to Policy and Procedure No. 420 and No. 540 to give salary adjustment to Ms. Carla Blair for achieving Class III Purchasing Coordinator status in the Administrative Department for the benefit of WMU. Mr. Raney stated that documentation has been received from Ms. Susie Kiniry, Administrative Office Supervisor, recommending the classification change. Mr. Raney recommended salary adjustments in the amount as shown on his memo dated February 19, 2024 for Ms. Carla Blair. This adjustment will be effective with the next full pay period beginning March 13, 2024

DISCUSSION

Mr. Anderson excused the absence of Mr. Omohundro.

Mr. Raney updated the Commission on the construction status of the Flannigan/Madison Outfall Sewer Improvements Project. Work Continues down Broadway. Lagco is currently utilizing 3 crews and working night shift in order to speed up progress. Paving on Maple is tentatively set to occur the first week of April, which is Spring Break. All indications are that the project is on track per the June 1st deadline.

Mr. Raney stated that crews continue to investigate from Highland East in order to determine next steps, this week about 30 cleanouts, 10 "salad bowls" and a large hole near Shearer have been repaired.

Mr. Raney stated that the initial ARC Grant for the East interceptor came back with an approval and it has been requested that we continue to the 2nd phase of the grant process.

Mr. Raney gave the Commission an update of the Annual Fire Hydrant Flow Testing / Flushing scheduled to begin the first week of April.

Mr. Raney informed the Commission that interviews will begin on Monday, March 25, 2024 for the position of Wastewater Treatment Plant Supervisor.

Mr. Anderson stated the next regularly scheduled meeting will be held on Wednesday, April 3, 2024 at 5:30 p.m.

EXECUTIVE SESSION

- Proposed Litigation KRS 61.810 (c)
- Property Acquisition KRS 61.810 (b)
- Personnel Matters KRS 61.810 (f)
- Industrial Prospects KRS 61.810 (g)

ADJOURNMENT

**Upon motion of Mr. Powell, second by Mr. Baker, and unanimous vote, the WMU Commission adjourned.

Mike Anderson
Chairman, WMUC

William Baker
Secretary, WMUC