

**MINUTES**  
of the regular Meeting of the  
WINCHESTER MUNICIPAL UTILITIES  
**July 18, 2024**

The Winchester Municipal Utilities Commission (WMUC) met in a regular meeting July 18, 2024 at Winchester Municipal Utilities (WMU), 150 N. Main Street, Winchester, Kentucky at 5:30 pm.

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  
Mr. John Omohundro – Commissioner, WMUC  
Mr. John Rompf – Counsel Representative  
Hon. JoEllen Reed – Mayor, City of Winchester  
Mr. Kyle Raney – General Manager, WMU  
Ms. Jennifer Sparks – Director of Finance, WMU  
Ms. Joy Lewis – Director of Administration, WMU  
Mr. Arkadiusz Front – WTP Supervisor, WMU  
Mr. Casey Ray – Solid Waste Supervisor, WMU  
Mr. Jeremiah Epperson – Field Operations Supervisor, WMU  
Ms. Susie Kiniry – Administrative Office Supervisor, WMU

**COMMENTS FROM THE GENERAL PUBLIC**

There were no comments from the general public.

**CONSIDERATION OF MINUTES**

\*\*Upon motion by Mr. Powell, second by Mr. Baker, and unanimous vote, the Commission approved the Meeting Minutes of the June 20, 2024 regular meeting of the WMUC.

**CONSIDERATION OF ACCOUNTS PAYABLE AND CASH DISBURSEMENTS**

\*\*Upon motion of Mr. Omohundro, second by Mr. Vanicek, and unanimous vote, the Commission approved the WMU Accounts Payable and Cash Disbursements for the period June 17, 2024 through July 24, 2024 in the amount of \$756,713.35 with funds from Operations and Maintenance (O&M).

**CONSIDER DESIGN / CONSTRUCTION APPROVAL**

- Jackson Street Waterline Relocation

Mr. Raney referred the Commission to his memo dated July 8, 2024 for design review. Mr. Raney stated the project consists of relocating a section of 14" and 6" ductile water main.

Mr. Raney stated the following conditions apply, Developer procure all on / off site easements. Developer provide written description of all on / off site easements. All off-site easements be acquired and easement documents recorded before construction is initiated. System Development Charges (SDCs) be assessed and paid prior to connection to the sanitary sewer collection systems. Construction of the improvements be complete within one year of the approved date by the WMU Commission. Should construction not be complete by this date, reapproval will be required. Developer procure all permits and licenses as may be required by any federal, state and local laws or jurisdictions and provide the necessary approvals prior to construction being initiated. Developer / Builder / Owner waives any benefit or rights per KRS 96.539 and releases Winchester Municipal Utilities (WMU), its successors and

assigns from any and all claims for reimbursements for water and sanitary sewer infrastructure and related appurtenances constructed and installed arising from this statute for the named development.

Mr. Raney recommended design approval by the WMU Commission in accordance with the WMU specifications and requirements.

\*\*Upon motion of Mr. Vanicek, second by Mr. Powell, and unanimous vote, the Commission approved design and authorized the relocation of a section of 14" and 6" ductile water main.

### **CONSIDER CHANGE ORDER**

- Change Order No. 2  
Flanagan & Madison Outfall Sewer Improvements, Phase 1  
Lagco, Inc.

Mr. Raney stated that Change Order No. 2, under contract with Lagco, Inc. for the Flannagan & Madison Outfall Sewer Improvements, Phase 1 includes the addition of four (4) general cost change items. The adjustments to the original contract are the installation of 20 LF of 36' encasement pipe in the amount of \$40,780.00, two (2) additional 8" manhole drop inlets in the amount of \$3,538.00, one (1) additional 6" manhole drop inlet in the amount of \$1,444.00, and installation of 64 LF of 42" RCP Storm pipe on Broadway street in the amount of \$55,208.00. The \$55,208.00 will be reimbursed by the City of Winchester, supporting documentation is attached to the memo. The total adjustment of change order No. 2 is an increase of \$100,970.00 to the original contract. The adjusted contract price including this change order will be \$7,011,936.29.

Mr. Raney recommended approval of Change order no. 2 to contract 587-18-01 as outlined in the change order No. 2 in the amount of \$100,970.00

\*\*Upon motion of Powell, second by Baker, and unanimous vote, the Commission approved Change Order No. 2, under contract with Lagco, for the Flannagan & Madison Outfall Sewer Improvement Project, Phase 1. increasing the contract amount \$100,970.00.

### **CONSIDER PAY REQUEST**

- Pay Request No. 12  
Flanagan & Madison Outfall Sewer Improvements, Phase I  
Lagco, Inc.

Mr. Raney stated that on June 24, 2024, Lagco, Inc. submitted Pay Request No. 12 for the Flanagan & Madison Outfall Sewer Improvements project. Mr. Raney stated that the pay request has been reviewed and approved by Bell Engineering and the construction Inspector, Alan Edwards. Mr. Raney noted that the pay request reflects the retention of the applicable 10% retainage and represents payment for work performed through June 18, 2024 pay period. Mr. Raney recommended that Pay Request No. 12 in the amount of \$487,705.90 be paid in full with funds from Cleaner Water Program Grant proceeds and various WMU accounts.

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved Pay Request No. 12 in the amount of \$487,705.90 which reflects the retention of the applicable 10% retainage, for the Flanagan & Madison Outfall Sewer

Improvements project to be paid in full to Lagco, Inc. with funds from Cleaner Water Program Grant proceeds and various WMU accounts.

## **CONSIDER VEHICLE / EQUIPMENT PURCHASE**

- Solid Waste Department – Front Load Garbage Truck  
Worldwide Equipment, Inc.

Mr. Raney referred the Commission to his memo dated July 11, 2024. Attached to his memo, Mr. Raney stated, is a State Price Contracting quote from Worldwide Equipment, Inc., 945 Nandino Blvd., Lexington, Kentucky 40513, for the purchase of one (1) 2025 Mack TerraPro 64R chassis (\$193,63.00) equipped with a McNeilus Atlantic 40-yard front loader body (\$169,558.00) in the total amount of \$363,321.00.

Mr. Raney stated the WMU 2024-2025 Depreciation Funded Capital Plan calls for replacement of Unit 611, 2007 Mack MRU 613 Front Load Garbage Truck. Mr. Raney stated the budgeted amount for large vehicle replacements for 2024/2025 is \$300,000.00 with additional funding from the existing carryover from the previous budget year (\$63,321.00). The budgeted amount for purchase of this vehicle was \$375,000.00.

Mr. Raney recommended the purchase of one (1) 2025 Mack TerraPro 64R chassis (\$193,63.00) equipped with a McNeilus Atlantic 40-yard front loader body (\$169,558.00) in the total amount of \$363,321.00 with funds from Depreciation.

Mr. Raney also recommended declaring Unit 611 a 2007 Mack MRU 613 Front Load Garbage Truck surplus property and advertising on the GovDeals auction site for ultimate disposal.

\*\*Upon motion of Mr. Powell, second by Mr. Baker, and unanimous vote, the Commission approved the recommendation of Mr. Raney for the purchase of one (1) 2025 Mack TerraPro 64R chassis (\$193,63.00) equipped with a McNeilus Atlantic 40-yard front loader body (\$169,558.00) in the total amount of \$363,321.00 with funds from Depreciation.

## **CONSIDER WORK ORDERS**

- Work Order No. 3  
Uniform Services  
Cintas

Mr. Raney stated that Work Order No. 2 under Agreement for Uniform Services with Cintas, 100 Westhampton Drive, Lexington, KY 40511 would be for the period August 1, 2024 through July 31, 2025 per the unit prices outlined in the Work Order. Mr. Raney recommended approval of Work Order No. 3 under Agreement for Uniform Services with Cintas, 100 Westhampton Drive, Lexington, KY 40511 for the period August 1, 2024 through July 31, 2025 per unit prices as outlined in the contract.

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved Work Order No. 3 under Agreement for Uniform Services with Cintas, 100 Westhampton Drive, Lexington, KY 40511 for the period August 1, 2023 through July 31, 2024 per unit prices as outlined in the contract.

- Work Order No. 3  
HVAC Maintenance  
Robert Jones Heating and Air

Mr. Raney stated that Work Order No. 3 under Agreement for HVAC Maintenance with Robert Jones Heating and Air, 287 Logan Lick Road, Winchester, KY 40391 is the third year of a three-year contract. Mr. Raney recommended approval of Work Order No. 3 under contract for HVAC Maintenance with Robert Jones Heating and Air for the period of September 1, 2024 through August 31, 2025, at the cost of \$14,300.00 annual maintenance fee, additional services at \$65.00/per hour, and materials at a 30% markup with funds from Operations and Maintenance.

\*\*Upon motion of Mr. Baker, second by Mr. Powell, and unanimous vote, the Commission approved Work Order No. 2 under Agreement for HVAC Maintenance with Robert Jones Heating and Air, 287 Logan Lick Road, Winchester, KY 40391 for the period of September 1, 2024 through August 31, 2025 per unit prices as outlined in the Work Order.

## **EMPLOYEE ACTIONS**

\*\*Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated July 15, 2024, pursuant to Policy and Procedure No. 420 to give salary adjustments to James Ridley and Brenden Boozer for attaining PACP/LACP/MACP Certifications for the benefit of WMU. Mr. Raney noted the adjustments will be effective July 24, 2024.

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated July 15, 2024 to employ Mr. Jacob Jones, Utility Worker. 1600 Department at the hourly rate as outlined in the memo to be effective July 24, 2024.

## **DISCUSSION**

- The RR Bore on the Flanagan/Madison Project is moving forward. Have started setup but waiting on CSX flagging schedule
- CCSD – Continuing to meet with Palmer on the details of the project. The next meeting will focus on the Pump Station that is planned to be located at the Cargill plant on Rockwell Rd. We are still waiting on a letter with the details of the potential loan that would be WMU's responsibility
- East Interceptor- The 2<sup>nd</sup> phase of the ARC Grant has been submitted. This included a letter from the City stated they would cover 50% of the project with a loan. We have started discussions on how the plan to pay that loan back to the City.
- West Interceptor- We are earmarked for funds for the project which will be confirmed in 2025. Currently looking for other options for funding.
- Madison/Flanagan Highland extended – Plans are ready to submit for funding. We will know more on funding options on August 1.
- Interconnect- We are waiting on Bell to get the information back to us to move forward with excepting the single bidder on the project.
  - I have requested a meeting ASAP to discuss all projects, future projects, etc with Bell and expectations on getting items turned back around to us. This will also be the review of the updated Model for capacity.
- Generator Project – Bell is preparing documents to go to FEMA for approval
- Dam Projects – Agreements have been sent and will schedule “kick-off” meetings
- Appalachian Water Workforce Center Advisory Board- I was named to the board and we had our first meeting this week. Focused on the Appalachian region of Kentucky and West Virginia and closing the gap in workforce needs and available employees in the water treatment profession.
- Lexington Rd Elevated Water Storage Tank – Starting process for rehabilitation of this asset.

## **EXECUTIVE SESSION**

\*\*Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the WMU Commission adjourned to Executive Session to discuss Personnel Matters under KRS 61.810(f).

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

\*\*Upon motion of Mr. Omohundro, second by Mr. Baker, and unanimous vote, the WMU Commission adjourned from executive session.

## **ADJOURNMENT**

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

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Mike Anderson  
Chairman, WMUC

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William Baker  
Secretary, WMUC