

**MINUTES**  
of the regular Meeting of the  
**WINCHESTER MUNICIPAL UTILITIES**  
**February 15, 2024**

The Winchester Municipal Utilities Commission (WMUC) met in a regular meeting February 15, 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. <https://zoom.us/join> - Meeting ID: 857 5428 5741 – Password: 021524

Those in attendance were:

Mr. Mike Anderson – Chairman, WMUC  
Mr. Jimmy Powell – Vice-Chairman, WMUC  
Mr. William Baker – Secretary, WMUC  
Mr. John Omohundro – Treasurer, 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  
Mr. Duke Dryden – Utility Advisor, WMU  
Ms. Joy Lewis – Director of Administration  
Ms. Jennifer Sparks – Director of Finance  
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  
Ms. Kelsey Gaskell – Administrative Coordinator  
Mr. Robert Hatton – Stantec

**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 February 1, 2024 regular meeting of the WMUC.

**CONSIDERATION OF ACCOUNTS PAYABLE AND CASH DISBURSEMENTS**

\*\*Upon motion of Mr. Omohundro, second by Mr. Baker, and unanimous vote, the Commission approved the WMU Accounts Payable and Cash Disbursements for the period January 29, 2024 through February 9, 2024 in the amount of \$859,518.24 with funds from Operations and Maintenance (O&M).

## **CONSIDER AGREEMENT**

- Professional Engineering Services  
Standard Agreement  
Stantec

Mr. Raney stated that the agreement for professional engineering services is with Stantec, 3052 Beaumont Centre Circle, Lexington, Kentucky 40513. Mr. Raney stated that the agreement is the standard services agreement to provide professional engineering services to WMU. Mr. Raney noted that the work will be performed under individual work orders as approved by the Commission. Mr. Raney recommended approval of the agreement with Stantec to provide professional engineering services as requested by WMU.

\*\*Upon motion of Mr. Powell, second by Mr. Omohundro, and unanimous vote, the Commission approved Mr. Raney's recommendation to enter into an agreement with Stantec, 3052 Beaumont Centre Circle, Lexington, Kentucky 40513 for professional engineering services.

## **CONSIDER WORK ORDERS**

- Work Order No. 1  
General Engineering Services  
Stantec

Mr. Raney recommended approval of Work Order No. 1 with Stantec to provide general engineering services as requested by WMU at the hourly rates as provided in their fee schedule. Mr. Raney noted that there is no guaranteed quantity of work associated with approval of this work order.

\*\*Upon motion of Mr. Baker, second by Mr. Vanicek, and unanimous vote, the Commission approved Work Order No. 1 with Stantec to provide general engineering services as requested by WMU at the hourly rates as provided in the fee schedule.

- Work Order No. 2  
Reservoir Dam and NERB Safety Assessment  
Stantec

Mr. Raney stated that Work Order No. 2 for professional engineering services with Stantec, 3052 Beaumont Centre Circle, Lexington, Kentucky 40513 relates to professional engineering services required to provide a safety assessment for the Carroll Ecton Reservoir Dam and the North Effluent Retention Basin (NERB) Dam. Mr. Raney stated that Stantec's preliminary dam safety engineering services would include the following:

- Perform a preliminary condition assessment of the Carroll Ecton Reservoir Dam and the NERB Dam.
- Develop an Emergency Action Plan (EAP) for the Carroll Ecton Reservoir Dam.
- Develop a grant funding strategy to support WMU's initiative to eventually apply for external funding sources for potential dam rehabilitation and repair projects.

Mr. Raney recommended approval of Work Order No. 2 with Stantec for the lump sum fee of \$49,590.00 as outlined in the work order.

\*\*Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved Work Order No. 2 with Stantec for professional engineering services required to provide a safety assessment for the Carroll Ecton Reservoir Dam and the North Effluent Retention Basin (NERB) Dam.

## **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 February 7, 2024 to employ Mr. Jacob Sheffield, Utility Worker, 1600 department, Mr. Matthew Dixon, Utility Worker, 1600 department, and Mr. James Carver, Utility Worker, 1600 department at the hourly rate as outlined in the memo to be effective February 21, 2024.

\*\*Upon motion of Mr. Omohundro, second by Mr. Vanicek, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated February 15, 2024 to terminate employment of Mr. Eric Puckett, Waste Water Treatment Plant Operator, 1600 department, effective February 2, 2024.

## **DISCUSSION**

Mr. Raney updated the Commission and members of the Sanitation District regarding information given from Bell Engineering. Mr. Raney stated that he has a meeting with Bell Engineering on February 22, 2024.

Mr. Raney informed the Commission that the EPA meeting is set for February 21, 2024.

Mr. Raney informed the Commission that he has a meeting scheduled for February 20, 2024 with Mike Flynn, Winchester Police Chief, and Winchester Fire Chief to discuss traffic control for the Flanagan/Madison Project.

Mr. Raney informed the Commission that WMU is currently working under compliance with the ordinance for large trash pick-up. Mr. Raney stated that in a past meeting it was brought to the Commission to update the process for large trash pick-up. Mr. Raney stated that since WMU is currently working under compliance of the ordinance, there is no need to update the process.

Mr. Dryden updated the Commission on the Flanagan/Madison Project.

Mr. Raney requested that for the months of March and April of 2024 that the Commission meetings be held on the first and third Wednesday at 5:30 pm of those months. It was agreed by the Commission to change the meeting date to the first and third Wednesday of March and April of 2024.

Mr. Anderson stated the next regularly scheduled meeting will be held on Wednesday, March 6, 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. Vanicek, and unanimous vote, the WMU Commission adjourned.

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Mike Anderson  
Chairman, WMUC

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William Baker  
Secretary, WMUC