

**Gateway Area Development District
Water Management Council Meeting**

September 23, 2013

1:30 PM

Gateway Area Development District Office
MMRC Industrial Park
Morehead, Kentucky

Water Management Council Members

Wendell Fraley, Mount Sterling Water and Sewer
David Bailey, Mount Sterling Water and Sewer
Jerry Patrick, Rowan Water, Inc.
Kyle Risner, Morgan County Water District

Rick Fletcher, Mount Sterling Water and Sewer
Mike Nickell, Morehead Utility Plant Board
Mayor Edward Bryant, City of Frenchburg

Guests

Clay Kelly, Strand Associates
Riley Sumner, Kentucky Engineering Group

Kerry Odle, CMW, Inc.
Tony Harover, HMB

Gateway Area Development District Staff

Joshua A. Farrow, GIS/Planning Specialist

Jocelyn Gross, Project Administrator

Meeting Notes

Joshua Farrow called the meeting to order and welcomed those in attendance. All Water Management Council members and guests introduced themselves and their affiliation.

The first item on the agenda was the review and approval of the June 25, 2013 meeting notes. A motion was made by Mike Nickell with a second by Wendell Fraley. The motion carried unanimously.

Joshua Farrow moved ahead on the agenda to Other Business to approve Amendment I of the Gateway Area Regional Water Management Council Bylaws for the creation of a Water Management Executive Committee. Mr. Farrow explained the amendment and the Council reviewed the amendment before accepting a motion by Rick Fletcher. The motion was seconded by Mike Nickell and carried unanimously.

AMENDMENT I

WATER MANAGEMENT EXECUTIVE COMMITTEE

Section I. The Water Management Executive Committee shall be composed of three (3) Council members and the Chairperson. A minimum of three (3) counties must be represented on the Committee.

- Section II. Duties of the Executive Committee shall include:
- a. The review and endorsement of new and/or significantly revised projects whose approval by the Council is time sensitive due to funding application deadlines. Executive Committee approved projects will be retroactively approved by the Council at the subsequent regularly scheduled quarterly meeting.
 - b. Any other business deemed necessary by the Chairperson or the Coordinator.
- Section III. Executive Committee meetings will be called by the Chairperson or the Coordinator at least 24 hours in advance of the meeting date. Committee meetings may be conducted in person or by conference call.
- Section IV. A quorum of the Executive Committee shall be defined to mean at least three out of the four members present at the meeting.
- Section V. Each member of the Committee shall be entitled to one vote on all action of the Committee. The passage of an action will require a simple majority vote of the members present.
- Section VI. The Council shall select the Executive Committee members bi-annually. The term of the members shall be defined as two (2) years. The selection of new members shall take place every two years thereafter at the first scheduled meeting of the calendar year.

The next item on the agenda was the selection of the Executive Committee. Rick Fletcher (Montgomery County), Jerry Patrick (Rowan County), and Mayor Edward Bryant (Menifee County) were nominated and/or volunteered to serve as Executive Committee members. Mike Nickell motioned to approve the Committee selection and was seconded by David Bailey. The motion carried unanimously.

Guest speaker, Clay Kelly with Strands Associates, discussed several topics concerning Planning and Project Development. Mr. Kelly first discussed the importance of planning and the elements that should be included in water and wastewater facility plans. Facility plans should provide guidance for the growth and improvement of treatment plants and/or the system over a 20 year period. He also mentioned the triggers that should initiate the update, revision, or creation of a new facility plan. Some of the triggers include the construction of a new treatment facility, increasing the size of the system by 30% or greater, increase of served population by 30% or greater, or if the existing facility plan is outdated (20 years). In addition to planning, Mr. Kelly demonstrated how to use the WRIS Portal for Project Development purposes. Utilities can access information about projects through the KIA project database. The database includes detailed information about scope, budget, and location of the project that can be used for planning and development purposes. Finally, Mr. Kelly described the funding and administration processes of project implementation. "Direct" Federal funding usually is disbursed to the

entity from the Federal government and administered by a Federal agency such as EPA, RD, Department of Energy, Corp of Engineers, etc. Federal funding that is disbursed through the state is first given to a state government, the state adds match to the Federal funds, and the funds are then distributed to entities through state agencies such as KIA, ARC, and SRF. Another source of funding is state funds which are from revenue generated from the state and include Coal Severance, Tobacco Lawsuit funds, and PRIDE. The project administration requirements vary based on the funding source, but generally funds can be administered by Area Development Districts, private companies (i.e. engineering firms), or by a public entity (i.e. funding applicant). Duties of administration range from the pre-application/application process, to payment/reimbursement requests, to labor monitoring/interviews.

In other business, Joshua Farrow reviewed the Project Ranking Criteria. A motion was made by Wendell Fraley to approve the criteria and was seconded by Mayor Edward Bryant. The motion carried unanimously

Mr. Farrow also explained changes of the FY2014 KIA Contract to the Council. Changes to the contract include the KIA GPS Initiative. Gateway ADD staff will collect valve and fire/flush hydrant GPS data for water systems and manhole GPS data for wastewater systems that have a serviceable population of 10,000 or less (14/16 water utilities and 7/9 wastewater utilities in the Gateway Region). Data collection will be completed in four phases spanning over a four year timeframe (FY2014-FY2017). Other changes include map books and system visits. Each utility will be given a map book by December 31, 2013 to review, verify, and update system data. Changes and updates will be finalized and the utility will be provided with an updated map book. Finally, system visits will only be conducted once per year in late March and April. During the annual visit, Gateway ADD staff will be collecting contact information, fiscal attributes, and GIS data. In addition, the visit will include project development and the collection of KY Warn inventories.

Rick Fletcher, with Mount Sterling Water and Sewer, stated that they had finished relocating approximately 3,000 LF of water and sewer line due to the US 460 Maysville Street corridor realignment. Mr. Fletcher went on to discuss the backup generator replacement at the water treatment plant, on Hinkston Pike. In closing, Mr. Fletcher discussed the Greenbrier Dam repair project. The work is scheduled to begin during the second week of October and will be using a 'drill and grout' repair method to decrease the amount of water currently escaping through the dam. Mike Nickell, with Morehead Utility Plant Board, commented on the recent water and sewer rate increase that took effect July 1, 2013. The water and sewer rates are being increased in two tiers; the increase that went into effect earlier this year, and one next year. The increases are 12% and 14% for water and sewer respectively each year. Mr. Nickell added that the Plant Board is looking at software upgrades for their office. Mayor Bryant, with the City of Frenchburg, discussed the waterline relocation project along US 460, in Menifee County. Mayor Bryant informed the council that the City is in the process of raising their water rates. The rate increase will be a \$3.00 flat rate increase per water meter. As of right now, the effective date is scheduled for December 1, 2013.

Upon a motion by Mayor Edward Bryant and a second by Rick Fletcher, the council voted unanimously to adjourn at 2:25 PM.

These minutes are respectfully submitted by:

Joelynn Gross
Joelynn Gross, Gateway Area Development District

9/25/13
Date