

**MINUTES OF THE
GRANT COUNTY SANITARY SEWER DISTRICT
DECEMBER 2020 MEETING**

A Special Meeting of the Grant County Sanitary Sewer District was called to order on December 17, 2020, at the hour of 3:00 p.m. The Special Meeting was conducted by live video and live audio teleconference which originated at the District Headquarters, 1 Farrell Drive, Crittenden, KY 41030. The Special Meeting was called pursuant to Senate Bill 150 and KRS 61.823. The Special Meeting was SB 150 compliant and KRS 61.823 compliant. Prior to beginning the Meeting, Chairman Givin announced that the Special Meeting was properly noticed with the compliant agenda. Those in attendance were Chairman Charles Givin, and Commissioners, Rodger Bingham, Danny Northcutt, Robert Worthington, and Leo Saylor. Also present were Dianne Cook, HR Director Ashley Dyer, Superintendent William Catlett, Kerry Odle, HMB Professional Engineers, Inc., Mr. Mr. Benton Hanson of HMB Professional Engineers, Inc, Paul Harp, Brian Simpson of the Bullock Pen Water District, and Counsel Thomas R. Nienaber. All “social distancing” guidelines were followed.

The first order of business was a review of the November 2020 Minutes. After discussion, upon Motion of Robert Worthington and second by Leo Saylor, it was unanimously,

“RESOLVED: that the November 2020 Minutes be and the same are hereby approved as attached.”

The next order of business was a review of the November 2020 Profit and Loss Statement and Warrants as attached. After discussion, upon motion of Danny Northcutt and second by Rodger Bingham, it was unanimously,

“RESOLVED: that the November 2020 Profit and Loss Statement and Warrants, be and the same are hereby approved as attached.”

The next order of business was a report by Counsel Thomas R. Nienaber as follows:

1. Mr. Nienaber inquired as to the status of the plans and specifications for the Equalization Tank Project at the Wastewater Treatment Plant. Mr. Odle reported that the plans will take at least another month or so. Currently, HMB Professional Engineers, Inc., is awaiting geotechnical surveys to determine the exact location for the equalization tank.
2. Mr. Nienaber inquired as to the effect of COVID-19 on the District. Dianne Cook reported that there have been no significant adverse effects on District operations in light of the COVID-19 crisis. She reported that there has not been any significant increase in delinquencies and/or nonpayment for sewer service among District customers. Overall, she reported that District operations are going quite well. Paul Harp reported that there have been five Bullock Pen Water District employees who are in quarantine and/or awaiting results from COVID-19 tests. Despite this number, the Bullock Pen Water District has been able to modify work schedules to accommodate this situation.

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The next order of business was a presentation by HMB Professional Engineers, Inc., Mr. Kerry Odle, as follows:

1. Mr. Odle reported on the status of the Equalization Tank Project.

The next order of business was a report by Paul Harp as follows:

1. Mr. Harp reviewed with the Commissioners his Superintendent's Report as attached.
2. Mr. Harp reported that the Vactor truck has required significant repairs in the last month. The District has been able to make those repairs without issue.
3. Superintendent Catlett reported that the Bullock Pen Water District has agreed to make a \$100.00 contribution to each District employee's FSA account in order to help employees cover expenses which they might incur related to COVID-19. After discussion, upon motion of Robert Worthington and second by Leo Saylor, it was unanimously,

"RESOLVED: that the District make a \$100.00 contribution to each District employee's FSA account to assist District employees in helping them meet COVID-19 work related expenses."

The next order of business was a report by Dianne Cook and Ashley Dyer as follows:

1. Dianne Cook reported that it is time for the District to have an election of officers. Thereupon, Chairman Givin opened the floor for nominations. Rodger Bingham made the following nominations: 1) Chairman - Charles Givin; 2) Vice Chairman - Robert Worthington; 3) Secretary-Danny Northcutt; and 4) Treasurer - Rodger Bingham. Thereupon, Commissioner Worthington seconded those nominations. The Chairman asked for any additional nominations. There being no further nominations, the floor was closed. The Chairman then called for a vote which resulted as follows:
 - (1) Chairman - Charles Givin - 4 votes
 - (2) Vice Chairman - Robert Worthington - 4 votes
 - (3) Secretary - Danny Northcutt - 4 votes
 - (4) Treasurer - Rodger Bingham - 4 votes.
2. Dianne Cook reported that the District 2021 Budget as attached needs final action. After discussion, upon motion of Danny Northcutt and second by Leo Saylor, it was unanimously,

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“RESOLVED: that the 2021 Budget for the Grant County Sanitary Sewer District be and the same is hereby adopted as attached.

3. Dianne Cook reported that with the upcoming retirement of Superintendent Catlett, the District will need to change its signature authority on bank accounts. After discussion, upon motion of Danny Northcutt and second by Robert Worthington, it was unanimously,

“RESOLVED as follows:

- (1) Dianne Cook is hereby authorized to change signature authority with the District Bank accounts held at Forcht Bank.
- (2) Authorized signatories effective January 21, 2021, shall be any two of the following: Dianne Cook; Amy Ruark; Charles Givin, Rodger Bingham, Brian Simpson; Paul Harp.
- (3) Dianne Cook is hereby authorized to execute any and all documents necessary to reflect these changes in bank account status.”

4. Dianne Cook reported that the District currently has one credit card account held with BB&T Bank. Dianne Cook recommended that the District change that credit card account to Forcht Bank. After discussion, upon motion of Leo Saylor and second by Rodger Bingham, it was unanimously,

“RESOLVED as follows:

- (1) Dianne Cook be and she is hereby authorized to cancel the current credit card account held with BB&T bank.
- (2) Dianne Cook be and she is hereby authorized to open a new credit card account with Forcht Bank.
- (3) The authorized signatories on the Forcht Bank credit card account shall be Brian Simpson or Dianne Cook. A maximum of 2 cards should be issued.
- (4) The maximum authorized charge to the credit card account shall be \$5,000.00 per transaction.

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5. Dianne Cook reported that the Bullock Pen Water District has changed its monthly meeting for January, 2021, to January 20, 2021. There being no objection, upon motion and second, the District authorized that its January, 2021 regular meeting be held on January 20, 2021. Dianne Cook is hereby authorized and directed to make the necessary notices.

There being no further business to conduct, upon motion and second, the meeting was adjourned.

GRANT COUNTY SANITARY SEWER DISTRICT

BY: 
CHARLES GIVIN, CHAIRMAN

ATTEST:


DANNY NORTHCUTT, SECRETARY