

**MINUTES OF THE
GRANT COUNTY SANITARY SEWER DISTRICT
JUNE 2024 MEETING**

The June 2024 Meeting of the Grant County Sanitary Sewer District was called to order on June 19, 2024, at 2:30 p.m. at the District Headquarters, One Farrell Drive, Crittenden, Kentucky. Present at the meeting were the following: Chairman Charles Givin, Commissioners Rodger Bingham, Robert Worthington, and Michael Duley. Also present were HR Director Ashley Dyer, Dianne Cook, Counsel Thomas R. Nienaber, HMB Professional Engineers, Inc., Mr. Benton Hanson, and Superintendent Paul Harp. Commissioner Greg Powell was absent.

The first order of business was a presentation by Mr. Larry Thomas, Airport Towing, 311 North Main Street, Crittenden, Kentucky. Mr. Thomas stated that he was informed by Superintendent Harp that sanitary sewer service would be required to tap into the District's system for the Airport Towing facility in Crittenden pursuant to the provisions of the Grant County Sanitary Sewer Ordinance. Mr. Thomas reported that while the District's transmission line is within 300 feet of his facility, he would need to acquire private easements and install lines under existing roads. Mr. Thomas argued this would be financially prohibitive. Mr. Thomas stated that one option would be to tap into the District's force main which is very near or on his property. This option would be far less expensive. Superintendent Harp reported that given the topography of the area and other considerations, tapping into the District's force main would not be an option. Superintendent Harp suggested that perhaps Mr. Thomas could run a gravity line from his facility to the District's transmission line utilizing the existing District's force main easement. After considerable discussion, Superintendent Harp suggested that Mr. Hanson look into the situation to see what options are available. Mr. Hanson commented that tapping into a force main might be prohibited under Health Department regulations. Mr. Hanson also commented that tapping into a force main could present serious problems in the future and would not be advisable. After discussion, it was recommended that Superintendent Harp and Benton Hanson meet and report at the next meeting.

The next order of business was a review of the District's December 31, 2023 Annual Audit by Chamberlin Owen, Certified Public Accountants, Mr. John Chamberlin. Mr. Chamberlin provided copies of the financial statement summary and a copy of the actual Financial Statement as attached. Overall, Mr. Chamberlin reported that the District is in very good financial condition. He stated that his audit represents an unmodified opinion with the highest level of assurance given. The financial statements as presented are in all material respects an accurate representation of the District's financial position as of December 31, 2023. His audit revealed no matters involving internal control over financial reporting and operations were found to be significant deficiencies or material weaknesses in accordance with government auditing standards. He found that the District has no items of non-compliance with debt agreements, Kentucky Revised Statutes and the like. He stated as a general rule, a governmental entity should have three (3) months of cash on hand to meet all operating expenses. Mr. Chamberlin reported that the District substantially exceeds that general rule. He reported that the District's liabilities and income are generally stable and in good condition. Mr. Chamberlin reviewed with the Commissioners some of the highlights of his Financial Statement. He also reviewed his

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Governance Letter issued in conjunction with the audit. Overall, the District has a very strong financial position. After his presentation, Chairman Givin suggested that all of the Commissions review the Financial Audit and be prepared to take final action at the next meeting. Finally, Mr. Chamberlin congratulated the District on the condition of its financial records. Overall, the District's financial records are in excellent shape.

The next order of business was a review of the District's May 2024 Minutes. After discussion, upon motion of Rodger Bingham and second by Michael Duley, it was unanimously,

“RESOLVED: the May 2024 Minutes be approved as attached.”

The next order of business was a review of the May 2024 Warrants, Maintenance and Operating Account and Profit and Loss Statement. After discussion, upon motion of Robert Worthington and second by Michael Duley, it was unanimously,

“RESOLVED: the May 2024 Warrants, Maintenance and Operating Account and Profit and Loss Statements 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 reported that the deposition of Mr. J.D. Dezarn is scheduled for July 15, 2024, at 10:00 a.m., at the Rivercenter Building, Covington, Kentucky. Mr. Nienaber requested Chairman Givin and Superintendent Harp attend that deposition. Chairman Givin inquired as to what might happen in the litigation after the deposition is concluded. Mr. Nienaber stated that after the deposition is concluded (if the testimony is presented as Mr. Dezarn has communicated to District representatives in the past), the District may be in a position to file a Motion for Summary Judgment to dismiss the District as a party to the litigation.
2. Mr. Nienaber inquired as to the status of the District's Facilities Plan. Mr. Hanson reported that the Facilities Plan is completed and approved by DOW as submitted.
3. Mr. Nienaber shared with the Commissioners his proposed RFQ for securing engineering services for the upcoming Waste Water Treatment Plant Project. Mr. Nienaber stated that once the RFQ is confirmed, the District would be required to advertise for engineering companies to respond to the RFQ. After the responses are received and reviewed, the District would then engage prospective engineering firms to negotiate an engineering services agreement for the Project. Mr. Nienaber stated that even if the RFQ is confirmed and advertised, the District could withdraw the RFQ at any time. The RFQ does not commit or bind the District in any way. Given the need to move forward, Mr. Nienaber recommended that a Committee be formed to finalize the RFQ for advertising.

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Thereupon, Chairman Givin and Superintendent Harp stated that they would meet to review the RFQ for finalization. Mr. Nienaber requested that all other Commissioners review the RFQ and contact Superintendent Harp with any suggestions or recommendations. Mr. Hanson stated that he would check the advertising notice provided by Mr. Nienaber to ensure that it meets all financing requirements. After discussion, upon motion of Robert Worthington and second by Michael Duley, it was unanimously,

“RESOLVED: that Chairman Givin and Superintendent Harp serve on the RFQ Committee to finalize the RFQ for advertising. Thereafter, the District is authorized to begin the process of securing Engineering services for the WWTP Project”

The next order of business was a report by HMB Professional Engineers, Inc., Mr. Benton Hanson, as follows:

1. Mr. Hanson reported that the Facilities Plan (“FP”) is now approved as submitted and the District can move forward.

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

1. Superintendent Harp reviewed with the Commissioners his monthly Report as attached.
2. Superintendent Harp reported that the Vincent Road Lift Station electric panel has been installed. Unfortunately, it did not function properly. Superintendent Harp reported that the supplier of the electric panel has scheduled an on-site visit to inspect the panel.

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

1. Ms. Cook reported that the next scheduled meeting is July 18, 2024.

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

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BY: 
CHARLES GIVIN, CHAIRMAN

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ATTEST:



GREG POWELL, SECRETARY