

Bullock Pen Water District
Minutes
November 20, 2025

**MINUTES OF THE
BULLOCK PEN WATER DISTRICT
NOVEMBER 2025 MEETING**

The November 2025 meeting of the Bullock Pen Water District was called to order on November 20, 2025, at the hour of 1:00 p.m. Those in attendance were Superintendent Paul Harp, Chairman Charles Givin, Commissioners Bryan Slaughter, Andrea Walton, and Rodger Bingham. Also present were Counsel Thomas R. Nienaber, Amy Ruark, and HMB Professional Engineers, Inc., Mr. Benton Hanson. William Wethington and Ashley Dyer were absent. Also present was Ms. Dot Souter, who attended the meeting as an observer only.

The first order of business was a presentation from residents of Freedom Lane, including Charlotte Schmidt, Mr. Stan Blackburn, Mr. Doug Carnes, and Mr. Michael Blackburn. This contention of residents were requesting the District to install a new water main on Freedom Lane. Currently, there are 14 homes located on Freedom Lane serviced by individual water lines that were installed many years ago. In two instances, there are 3 residences being served by 1 meter. All existing water lines serving residences on Freedom Lane are private and were installed by the then property owner and not the District. Superintendent Harp reported that this same request was considered by the District several years ago. Mr. Nienaber commented that it was his recollection that the contingent of residents several years ago agreed to install the main water line until it came time to sign water service agreements and pay for the installation of the line. Superintendent Harp reported that if the lines are installed, easements would be necessary. One of the residents indicated that the length of the water line would be approximately 0.48 miles in length. Chairman Givin indicated that the District would look into the situation regarding costs and feasibility with a report being presented at the January meeting. Chairman Givin expressed to the residents the District's standard position on water line extensions. Chairman Givin also suggested that the residents contact the Grant County Fiscal Court to see if any money would be available from that source to cover the cost of construction. Superintendent Harp commented that if this situation were undertaken, it would be a difficult water line replacement in that no one knows where the current underground water service lines are located. The residents indicated that they had no reliable knowledge of where the current water lines are located. After discussion, Superintendent Harp was instructed to review the situation and report at the next meeting.

The next order of business was a review of the October 2025 Minutes. After discussion, upon motion of Bryan Slaughter and second by Andrea Walton, it was unanimously,

“RESOLVED: that the October 2025 Minutes be approved as amended.”

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The next order of business was a review of the October 2025 Profit and Loss Statement and Warrants as attached. After discussion, upon motion of Andrea Walton and second by Rodger Bingham, it was unanimously,

“RESOLVED: the October 2025 Warrants and Profit and Loss Statement 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 on the status of the Garrison litigation. He stated that there has not yet been a Court date set for the upcoming trial. At the November Motion Docket, Judge Knight instructed all parties to submit dates when they would be available for the trial. Mr. Nienaber has provided appropriate availability information to insurance carrier appointed counsel, Ms. Michelle Cheek. As soon as a trial date is set, Mr. Nienaber will report.
2. Mr. Nienaber reported that he had a phone conversation with Robert Miller regarding his Financial Analysis. He indicated that the final draft of the Financial Analysis is now complete. It is being submitted to Messrs. Gerald Wuetcher and Damon Talley for review prior to finalizing the draft. Mr. Miller stated that this review should be complete by December 5, 2025. Thereafter, Mr. Miller is going to present a copy of the draft to counsel Thomas R. Nienaber for his review. Chairman Givin confirmed that he spoke with Judge Executive Chuck Dills securing the Grant County Courthouse (Old Courthouse), Second Floor Courtroom, located at 101 N. Main Street, Williamstown, Kentucky, 41097, for 1:00 p.m., December 18, 2025. At this District regular meeting, Mr. Miller will make his presentation of the final draft to Board Members. Chairman Givin recommended that once Messrs. Wuetcher, Talley and Counsel Thomas R. Nienaber review the Financial Analysis, hard copies should be distributed to Board Members for their review prior to the December 18, 2025 meeting. It is anticipated that the Board will take final action in approving the Financial Analysis at the December 18, 2025 meeting. Mr. Nienaber stated that as this is a preliminary draft, Board Members shall not distribute or discuss the Financial Analysis until the December 18, 2025 meeting when the Board takes final action. If the Financial Analysis is approved at the December 18, 2025 meeting by the Board, copies shall be provided to anyone submitting an Open Records Request in conformity with the State Open Records Statutes. Mr. Nienaber instructed Amy Ruark to make the necessary notices and publications regarding the change in location for the December 18, 2025 meeting. Mr. Nienaber stated that notice should be placed on the District’s website and on the District’s Facebook site. Hard copies of the Notice should be posted at the District Headquarters. The *Grant County News* should also be informed in writing of the change in location.
3. Mr. Nienaber inquired as to a follow-up on the Woo Park Open Records Request. Ms. Ruark stated that she has not heard anything back from Mr. Park.

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4. Mr. Nienaber inquired as to whether or not any of the Commissioners had any additional questions or comments regarding the Rate Sufficiency Analysis. No request for comments were made.

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

1. Mr. Hanson reported that he has nothing new at this time.

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

1. Superintendent Harp reviewed his monthly Superintendent Report as attached.
2. Superintendent Harp reported that Elvis Turner of Cason Lane complained that the water supplied by the District has been causing disease to residents located on Cason Lane. No specific evidence to support this claim was offered by Mr. Turner. Superintendent Harp reported that Mr. Turner has called him several times to complain. The water servicing Cason Lane is sourced from NKWD. Superintendent Harp spoke with NKWD representatives regarding any potential issues. No issues were reported by NKWD. Superintendent Harp has taken samples of water for testing. The results of those water tests will be mailed to all customers on Cason Lane.
3. Superintendent Harp reported that the project on Carla Court is now complete except for the repair of one driveway cut. Superintendent Harp stated that the District is going to hire a subcontractor to complete that concrete driveway replacement.
4. Superintendent Harp reported that the DOW inspection conducted approximately two months ago confirmed that the DOW is recommending the District have the interior of all water storage tanks inspected every 5-10 years. Superintendent Harp stated that he would obtain cost estimates for interior water tank inspections and report at the next meeting.
5. Superintendent Harp reported that budget additions for capital improvements will include a "water line tapper" and a new computer for the telemetry system at the WTP. The cost of the new computer is approximately \$6,000.00.

The next order of business was a report by Amy Ruark as follows:

1. Ms. Ruark reported that there had been no responses to the RFP requesting auditors for the upcoming annual audit. Ms. Ruark reported that she has received calls from various accountants, but has not yet received any compliant responses.
2. Ms. Ruark is looking into obtaining a texting app for the purpose of notifying customers of water outages, boil water notices, and related notification issues. She has received 2

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quotes from Trumpia and one from Text-My-Gov. Trumpia's quote was \$89.00 month for a maximum 3000 texts. Over 3000 texts would require additional payments. "Text-My-Gov" was \$4,000.00 per year, plus a one-time \$2,000.00 set-up fee. Mr. Nienaber inquired as to whether or not these quotes included maintenance, training, and instruction. Ms. Ruark stated that the quotes submitted by both Trumpia and Text-My-Gov are very preliminary and not yet complete. Mr. Nienaber stated that the District should contact KRWA, NKWD, City of Williamstown, KLC, Duke Energy, and other utility service providers to see what service they use for texting customers. Superintendent Harp reported that Williamstown has its own "texting" app. After considerable discussion, Superintendent Harp and Ms. Ruark were instructed to obtain formal bids regarding texting services and report at the next meeting. Ms. Ruark did report that she has put \$6,000.00 in the proposed budget for this service.

3. Ms. Ruark estimated that the cost for a new billing software update is between \$20,000.00 and \$30,000.00. The District is currently paying \$8,700.00 (±) per year for support. The quote for a new billing software update system (support only) is approximately \$15,000.00 per year. Ms. Ruark reported that she will obtain additional quotes for billing software updates and report when she has everything together.
4. As noted above, the District's next meeting is scheduled for December 18, 2025, at 1:00 p.m., in the Old Grant County Courthouse, Second Floor, 101 N. Main Street, Williamstown, Kentucky, 41097. Ms. Ruark is instructed to provide notice of that meeting as set forth above.

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

BULLOCK PEN WATER DISTRICT

BY: 
CHARLES GIVIN, CHAIRMAN

ATTEST:


WILLIAM WETHINGTON, SECRETARY