

**MOREHEAD UTILITY PLANT BOARD  
BOARD MEETING @ 12:00PM  
September 25, 2018**

**Place of Meeting**

A board meeting of the Morehead Utility Plant Board was held Tuesday, September 25, 2018 at 12:00 p.m. at the office of the Morehead Utility Plant Board 135 South Wilson Ave, Morehead, KY.

**Board Members Present**

Russ Ward, Chairman  
Jeff Barker, Vice Chairman  
Glen Teager, City Council Representative  
Tracy Williams, Board Member  
Heather Neff-Perkins, Board Member

**Also, Present**

Holly McGrath-Rosas, General Manager  
Benita Hammonds, Administration Manager  
Larry Tackett, Operations Manager  
Kevin Mayhorn, Financial Coordinator  
Earl Rogers, Attorney

**Call to Order & Confirmation of Quorum**

Chairman, Russ Ward declared a quorum and called the meeting to order at 12:00 p.m. He welcomed all visitors and staff.

**Approval of August 28, 2018 Board Meeting Minutes**

A motion was made by Glen Teager and seconded by Heather Neff-Perkins to approve the minutes of the board meeting held on August 28, 2018. The motion was unanimously approved.

## **August 2018 Financial Reports**

Holly McGrath-Rosas, General Manager, goes over the financial highlights for August 2018. This includes:

- (1) Water and sewer service revenue together is \$32,000(2.1%) above budgeted amounts year to date.
- (2) The WTP expenditures are \$45,000 (10.8%) below budget.
- (3) The WWTP expenses are 22.2% or (\$73,000) over the annual budget. Part of this is still a carryover of the 5-week payroll in July which will be neutralized by September. \$37,000 is due to lift station expenses which continue to escalate plus some other items that have had a large portion of their annual budget spent on the first two months but will have little or no spending through the rest of the year.
- (4) The maintenance department is about \$40,000 (13.3%) over budgeted expense year to date. \$33,000 of that overage is directly related to the increase in system repair and maintenance.
- (5) The margin on the gas sold for the month is about \$3,100 less than budgeted year to date.
- (6) \$304,000 (12.2%) of the budgeted \$2,500,000 in capital projects have been expended
- (7) Overall through two months net income shows \$32,000 more than budgeted.

A motion was made by Tracy Williams and seconded by Jeff Barker to approve financial reports for August 2018. The motion was unanimously approved.

## **Reports-General Manager**

### **Water Treatment Plant (WTP)-**

Ms. McGrath-Rosas states that the maximum daily treated for the month was August was 5.9 million gallons. (80%) and a daily average of 5.18 million gallon (69%) The General Manager also informed the board that crews had been working on the raw water pumps. She also states that the Membrane bid opening was on August 23, 2018 See the September 2018 WTP Report for additional information.

### **Wastewater Treatment Plant (WWTP)-**

The General Manager reports that the WWTP has performed routine operations and maintenance. Ms. McGrath-Rosas also informs the board that MUPB employees did a great job cleaning up and making repairs after the recent flood. See the September 2018 WWTP Report for additional information.

### **Maintenance Department-**

The General Manager reports that the maintenance department is running as normal. Ms. McGrath-Rosas informs the board that crews have been working to repair several main line leaks. Several of these leaks work on the 12” main line on US 32 and Tom’s Drive. The General Manager states that this section of line needs to be replaced due to the age and deteriorating structure of the pipe. Ms. McGrath-Rosas also informs the board that the water loss is higher this month due to all the leaks on this section of pipe. See attached September 2018 Maintenance Department Report for additional information.

### **Administration Department-**

The Administrative Department reports a water loss of 6.52% for September 2018 the yearly average is 14.28%. Automatic bank draft payments are at 1332. Ms. McGrath-Rosas informs the board that MUPB has received the new biometric time and will be working to install them soon. She also informs the board that MUPB has mailed out post cards to customers to inform them about budget billing. See the Administrative Office September 2018 Report for additional information.

A motion was made by Jeff Barker and seconded by Heather Neff-Perkins to accept the General Managers report. The motion was unanimously approved.

### **New Business**

None

### **Ratify Payment of Monthly Bills**

Mr. Mayhorn, presented the board with checks that had been written for the month.

A motion was made by Glen Teager, seconded by Tracy Williams to ratify payment of monthly bills for September 2018. The motion was unanimously approved.

## **Old Business**

None

## **Other Business**

Ms. McGrath-Rosas informs the board that MUPB will be having an appreciation lunch for MUPB employees on October 12, 2018 and invites all board members to attend.

## **Executive Session**

A motion was made by Heather Neff-Perkins, seconded by Tracy Williams to go into Executive Session to Discuss Property Purchase at 12:24 PM

A motion was made by Glen Teager, seconded by Tracy Williams to come out of Executive Session at 12:45 PM

## **Meeting Adjourned**

A motion was made by Glen Teager, seconded by Tracy Williams to adjourn the meetings.

Meeting Adjourned at 12:47 p.m.

The next meeting is on October 30, 2018 at noon.

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Russ Ward, Chairman

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Holly McGrath- Rosas, General Manager