

**MINUTES**  
of the Regular Meeting of the  
WINCHESTER MUNICIPAL UTILITIES  
**September 19, 2024**

The Winchester Municipal Utilities Commission (WMUC) met in a Regular meeting September 19, 2024 at Winchester Municipal Utilities (WMU), 150 N. Main Street, Winchester, Kentucky at 10:00 am.

Those in attendance were:

Mr. Mike Anderson – Chairman, WMUC  
Mr. Jimmy Powell – Co-Chairman WMUC  
Mr. John Omohundro – Treasurer, WMUC via zoom  
Mr. Billy Vanicek – Commissioner, WMUC  
Mr. Kyle Raney – General Manager, WMU  
Ms. Joy Lewis – Director of Administration  
Ms. Jennifer Sparks – Director of Finance  
Mr. Jeremiah Epperson – Field Operations Supervisor, WMU  
Mr. Casey Ray – Solid Waste Supervisor, WMU  
Mr. Jason Gomez – WWTP Supervisor, WMU

**COMMENTS FROM THE GENERAL PUBLIC**

There were no comments from the general public.

**CONSIDERATION OF MINUTES**

\*\*Upon motion by Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved the Meeting Minutes of the August 27, 2024 special called meeting of the WMUC.

**CONSIDERATION OF ACCOUNTS PAYABLE AND CASH DISBURSEMENTS**

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved the WMU Accounts Payable and Cash Disbursements for the period August 24, 2024 through September 13, 2024 in the amount of \$484,381.75 with funds from Operations and Maintenance (O&M).

**CONSIDER AGREEMENTS**

- Information Technology (IT)  
Customer Care Plan/ Master Services Agreement  
Box Lake Networks

Mr. Raney directed the commissions attention to Ms. Lewis's memo dated September 4, 2024. Mr. Raney stated that the memo is for a Customer Care Plan (CCP) and Master Services Agreement submitted by Box Lake Networks, 400 Shoppers Drive, Winchester, KY 40391 for information technology services. Mr. Raney stated this would allow Box Lake Networks to continue to provide IT services as outlined in the CCP/MSA at a rate of \$3,450.00 per month

which reflects an increase of \$300.00 per month from the previous year. Mr. Raney stated the service items included as part of the CCP will ensure that the IT needs of the utility are met in the near term. Mr. Raney stated that staff's evaluation of the services provided to-date have been favorable with no notable deficiencies.

Mr. Raney recommended approval of the CCP/MSA with Box Lake Networks for information technology services for the period of September 1, 2024 through August 31, 2025 in the amount of \$3,450.00 per month with funds from O&M. Mr. Raney stated this will be the eleventh renewal of the CCP.

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved entering into agreement for a Customer Care Plan (CCP) and Master Services Agreement with Box Lake Networks, 400 Shoppers Drive, Winchester, KY 40391, for information technology services for the period of September 1, 2024 through August 31, 2025 in the amount of \$3,140.00 per month with funds from O&M.

- Information Technology (IT)  
Hosting Agreement  
Box Lake Networks

Mr. Raney referred the Commission to Ms. Lewis's memo dated September 10, 2024. Mr. Raney stated that attached to the memo is a Hosting Agreement submitted by Box Lake Networks, 400 Shoppers Drive, Winchester, KY 40391, for website hosting services. Mr. Raney stated this will allow Box Lake Networks to continue to provide web hosting services as outlined in the hosting agreement at a rate of \$75.00 per month, which reflects an increase of \$35.00 per month from the previous year. Also, included in this agreement is hosting fees for Microsoft 365 as we are transitioning from a traditional license purchase to a subscription service. The cost of this service is \$584.00 per month (based on 80 employees). The combined monthly hosting fee is \$659.00 per month.

Mr. Raney recommended approval of the hosting agreement with Box Lake Networks for website hosting services for the period of September 1, 2024 through August 31, 2025 in the amount of \$659.00 per month with funds from O&M.

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved entering into agreement for website hosting services with Box Lake Networks, 400 Shoppers Drive, Winchester, KY 40391 for the period of September 1, 2024 through August 31, 2025 in the amount of \$569.00 per month with funds from O&M.

## **CONSIDER EMPLOYEE TRAVEL**

Mr. Raney referred the Commission to Ms. Lewis's memo dated August 29, 2024 for the consideration of employee travel. Mr. Raney stated Jacob Jones attended the KLA – Lab Analyst Certification class and exam September 10-12, 2024. The total cost of travel includes course fees, lodging, and meals. The registration cost in the amount of \$120.00, lodging for three nights in the amount of \$349.36 (116.45 per night), and meals in the cost of \$135.00 (\$45 per day as per WMU policy No. 245).

Mr. Raney recommended approval of travel and overnight stay reimbursement per WMU policy and procedures, Policy No. 245 for Jacob Jones on the dates specified above.

\*\*Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved employee travel and overnight stay reimbursement for the dates of September 10-12, 2024.

## **EMPLOYEE ACTIONS**

\*\*Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated September 10, 2024 to accept the voluntary demotion of Kenneth Rogers, Route Foreman, 600 Dept. adjusting the hourly rate as outlined in the memo to be effective October 9, 2024.

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated November 11, 2023 to employ Mr. John Hedge, Utility Worker, 1600 department, at the hourly rate as outlined in the memo to be effective September 25, 2024.

\*\*Upon motion of Mr. Powell, second by Mr. Omohundro, and unanimous vote, the Commission approved the recommendation of Mr. Raney in his memo dated September 4, 2024 to promote Ms. Cortland Kelley, Administrative Coordinator, 200 Dept. upon promotion, at the hourly rate as outlined in the memo to be effective September 25, 2024.

\*\*Upon motion of Mr. Vanicek, second by Mr. Omohundro, and unanimous vote, the Commission approved the recommendation of Ms. Lewis in her memo dated September 9, 2024, pursuant to Policy and Procedure No. 420 to give salary adjustments to three (3) employees Roy Anderson, Steven White, and Jeremy Sparks, for attaining commercial driver's license (CDL) and certifications for the benefit of WMU. Ms. Lewis noted the adjustments will be effective September 24, 2023.

\*\*Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the Commission approved the recommendation of Ms. Lewis in her memo dated September 25, 2024, pursuant to Policy and Procedure No. 420 to give salary adjustments to Sean Morell for attaining his Class I Operator License for the benefit of WMU. Ms. Lewis noted the adjustments will be effective September 25, 2024.

## **DISCUSSION**

Mr. Raney provided the Commission with a copy of the Kentucky Infrastructure Authority Conditional Supplemental Commitment Letter. WMU received another \$500,000.00 supplemental grant for the Flanagan-Madison project.

Mr. Raney provided the Commission with information on the new Internship Program.

Mr. Raney provided the Commission with information on the Interconnect Project.

Mr. Anderson excused the absence of Mr. Baker.

Mr. Anderson stated the next regularly scheduled meeting will be held on Thursday, October 3, 2024 at 5:30 p.m.

## **ADJOURNMENT**

\*\*Upon motion of Mr. Powell, second by Mr. Vanicek, and unanimous vote, the WMU Commission adjourned.

## **EXECUTIVE SESSION**

- **Proposed Litigation KRS 61.810 (c)**
- **Property Acquisition KRS 61.810 (b)**
- **Personnel Matters KRS 61.810 (f)**
- **Industrial Prospects KRS 61.810 (g)**

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Mike Anderson  
Chairman, WMUC

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William Baker  
Secretary, WMUC