

COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

PROPOSED ADJUSTMENT OF THE )  
WHOLESALE WATER SERVICE RATES OF ) CASE NO. 2015-00039  
THE CITY OF AUGUSTA )

CITY OF AUGUSTA'S RESPONSE TO THE BRACKEN COUNTY WATER DISTRICT'S  
SECOND REQUEST FOR INFORMATION

Pursuant to the Bracken County Water District's Second Request and the Commission's Order of March 17, 2015, the City of Augusta ("Augusta") respectfully submits the following information in response to the Bracken County Water District's second request for information.

Dated: April 27, 2015

Respectfully submitted,

  
Cynthia C. Thompson  
202 E. Riverside Drive  
Augusta, KY 41002  
ccthompsonatty@yahoo.com  
Telephone: (606) 756-2663  
Fax: (606)756-2664

*Counsel for City of Augusta*

CERTIFICATE OF SERVICE

In accordance with 807 KAR 5:001, Section 8, I certify that the City of Augusta's April 27, 2015 electronic filing of this Statement is a true and accurate copy of the same document being filed in paper medium; that the electronic filing was transmitted to the Commission on April 27, 2015; that there are currently no parties that the Commission has excused from participation by electronic means in this proceeding; and that a paper copy of this Statement will be mailed to the Commission on April 27, 2015.

  
Cynthia C. Thompson

AUGUSTA'S RESPONSE TO BRACKEN COUNTY WATER DISTRICT'S SECOND  
REQUEST FOR INFORMATION

The following information has been supplied by the following persons:

- Gretchen Usleaman, Augusta City Clerk
  - Angie Schweitzer, Assistant City Clerk
  - Susan Butts, Chief Operator, Augusta Regional Water Treatment Plant
1. On June 30, 2014, The City of Augusta employed a total of 44 employees.
  2. The following is a list of the number of employees by department on June 30, 2014:
    - a. City Office - 4
    - b. Maintenance -15
    - c. Water Treatment Plant - 8
    - d. Tourism - 5
    - e. Recreation - 12
  3. All City of Augusta employees are paid weekly.
  4. The following is a list of activities and office employees responsible for such activities:
    - a. Payroll – City Clerk
    - b. Personnel – City Clerk
    - c. Billing and invoices – City Clerk
    - d. Billing of retail customers – City Clerk and Assistant City Clerk
    - e. Receipt of utility and tax payments – City Clerk and Assistant City Clerk
    - f. Department budgeting – City Clerk
    - g. Department reports to City Council – City Clerk
  5. On June 30, 2014, the City of Augusta had the following number of utility customers:
    - a. Gas – 434 customers billed
    - b. Water Distribution – 571 customers billed
    - c. Sewer – 548 customers billed
  6. The City of Augusta bills its utility customers on a monthly basis.
  7. Tax bills for the City of Augusta are prepared by the Bracken County Property Valuation Administrator (PVA). Tax bills are not issued on a Fiscal Year, but on a calendar year and are mailed out on October 1<sup>st</sup> of each year. On October 1, 2013, the City mailed out 640 tax bills.
  8. The request for information is too vague and/or broad for the City to timely respond. Please specify the type or types of licenses and permits being requested and the reason such information is being requested.
  9. The Augusta Regional Water Treatment Plant and Augusta Water Distribution System are considered by the Kentucky Division of Water (DOW) and by the Kentucky Infrastructure Authority (KIA) to be a combined system and thus reports must reflect such designation. Attached as Exhibit 9, is a copy of Kentucky Division of Water and Kentucky Infrastructure Authority's information regarding Augusta's water system. According to 401 KAR 8:020, Section 2(7)(a) the supplier of water shall provide a complete monthly operating report to the cabinet, which shall be received at the Division of Water, 200 Fair Oaks Lane, Frankfort, Kentucky 40601 not later than ten (10) days after the end of the month for which the report is filed. Based upon the above state regulations, the City of Augusta therefore believes that the

sampling duties performed by Water Treatment Plant employees are the responsibility of the Augusta Regional Water Treatment Plant.

- a. Augusta disagrees with the statement that 365 hours are expended for water distribution system. See the above narrative.
  - b. No portion of Water Treatment Plant operators' salaries have been assigned to the distribution system.
  - c. N/A
10. During Fiscal Year 2014, both the Augusta Maintenance Department and City office employed summer youth workers.
11. In response to your request for additional information regarding Item 5 in Augusta's first response to Bracken County Water District, please find as follows:
- a. The Final Audit Invoice for FY 2014 is attached as Exhibit 11.
  - b. The following employees are included in the waterworks classification. Also included is the amount of employee's payroll, the employee's position, and the department to which that employee is assigned:

Employee	Payroll	Position	Department
Susan Butts	55,751.81	Water Plant Superintendent	Water Treatment Plant
Shane Mains	28,924.29	Water Plant Operator	Water Treatment Plant
John Olson	32,938.80	Water Plant Operator	Water Treatment Plant
Summer Workers	5,557.07	Water Plant Summer Help	Water Treatment Plant
Darian Blevins	19,213.80	Public Works Superintendent	Public Works
Mark Kiskaden	13,632.21	Utility Service Worker	Public Works
Rick Saunders	10,734.99	Utility Service Worker	Public Works
Troy Archibald	7,897.58	Utility Service Worker	Public Works

12. Salaries and benefits increased over \$30,000 from FY 2013 to FY 2014 for the following reasons:
- Insurance premiums increased \$18,419.76. Insurance increased because of the changes created by the Affordable Health Care Act and two (2) employees changing from part-time to full-time status which made them eligible for benefits such as health insurance.
  - Summer youth workers accounted for \$7,760.58 of the additional costs.
  - Raises to water treatment plant operators accounted for a \$4,326.40 increase in FY 2014.
13. According to Augusta's Auditor, Donna Hendrix, It appears that the table on page 5 #13, of Bracken County Water District's Second Request for Information; "if you add each column the 2 columns tie within \$14, so, on the Water Treatment Plant Costs, there was just some items that were misclassified when compared to the Statement of Revenues, Expenses & Changes in Net Assets. So, they tie within \$14, just misclassifications.
14. In reference to questions regarding the Assistant Clerk's salary, please see the following responses:
- a. When the Water Treatment Plant was put into operation the Mayor of Augusta, Louis Habermehl, determined that it would be more cost effective to charge 85% of the

- Assistant City Clerk's salary to the Water Treatment Plant instead of creating a full-time position at the Water Treatment Plant.
- b. The allocation of 85% of the Assistant City Clerk's salary began in 1996, when the Water Treatment Plant started operations.
  - c. According to the Augusta City Clerk, Mayor Louis Habermehl made an executive decision in 1996 to charge 85% of the Assistant City Clerk's salary to the water treatment plant. This was done to save money by not hiring a full-time clerk to work at the Water Treatment Plant and to also cover employees from other departments that spend time attributable to Water Treatment Plant expenses.
  - d. The City of Augusta is working with the Kentucky Rural Water Association who is assisting in conducting a study of water treatment plant expenses.
  - e. The City has no record of any time and motion studies being performed and is not aware of any such studies offered at no cost to the Water Treatment Plant.
  - f. Bracken County Water District was informed of the Assistant City Clerk's salary during meetings to adopt the original Water Purchase Agreement.
15. Regarding Augusta's Response to Commission Staff's First Request for information, Exhibit 6, page 1 of 21, please accept the following:
    - a. Doug Padgett, with input from City Departments prepared the document.
    - b. The document was prepared on March 23, 2015.
    - c. City employees were interviewed regarding the average amount of time they spent working at the Water Treatment Plant property on a weekly basis.
    - d. The hourly rate reflected on the attachment does not reflect employee benefits rather just their base rate of pay.
  16. Attached as Exhibit 16 are copies of the complete position descriptions for the water treatment plant superintendent, water treatment plant operator and assistant city clerk.
  17. During Fiscal Year 2014, the City of Augusta processed approximately 1,300 Purchase orders for all departments. The City's accounting system is limited in the types of reports that can be printed. In order to answer your request the City would have to manually go through each purchase order. The City cannot provide this information by April 27, 2015.
  18. The water treatment plant superintendent provides the Mayor and City Clerk information regarding any major purchases or repairs that need to be undertaken at the Regional Water Treatment Plant for budgeting and procurement purposes.
  19. The City's Maintenance Department has provided maintenance activities that are not included in the Water Treatment Plant's job description. The Maintenance Department helps maintain some of the exterior components at the water treatment plant such as roadway maintenance, grounds maintenance, snow removal and flood debris removal. The Maintenance Department also provides construction of needed internal additions to the plant such as chemical containment walls, installing gas lines throughout for new furnace installation and other building maintenance. These contributions are made to keep costs down at the Water Treatment Plant but these services may need to be done by third parties in the future.
  20. It appears that \$9,737 in 150 pound cylinders of chlorine gas was incorrectly charged to the Water Treatment Plant. We reserve final conclusion until our Auditor can verify that no adjusting entries correcting the error were entered. Attached as Exhibit 20 is a copy of correspondence to C. I. Thornburg Co., Inc., requesting that separate accounts be established in the delivery of chemicals to different City of Augusta Departments.

21. During the last five (5) years the Water Treatment plant has replaced interior lighting with more efficient lighting. One of the water treatment plant's heat pump furnaces went bad and was replaced with a more efficient gas furnace. Water Treatment Operators have also been instructed to lower the thermostat during the winter months in order to save electricity.
22. Attached as Exhibit 22, is a copy of the job description for the Augusta City Clerk.
23. Augusta notified the Bracken County Water District on January 5, 2015 of the water rate increase.
24. The City has not maintained copies of memoranda documenting monthly reports submitted to Bracken County Water District.
25. Refer to question 24 above.
26. Section 7 of the City of Augusta's Bond Ordinances provides written procedures for depositing, accounting for and accessing monies in its Capital Cost Depreciation Account and Depreciation Reserve Account. Refer to Exhibit 5 of Augusta's first response to Kentucky Public Service Commission Staff.
27. The City's Maintenance Department is responsible for maintaining the well and meters at the Clopay well located on the east end of Augusta.
28. According to the Water Treatment Plant Superintendent, the unaccounted for water is due to the water treatment process. The water treatment plant process uses unmetered water to back wash filters and blow downs.
29. A "Water Supervisory Board" as referenced in this request and elsewhere has never been contemplated or created pursuant to any written agreement of the parties. (Both parties have used incorrect names of the Water Supply Advisory Boards referenced in Section 16 of the 1993 Water Purchase Contract between the parties and also the Water Supply Management Board referenced in Section 5 of the Water Purchase Modification Agreement of 2008 of the parties and this Response shall therefore serve to modify any such incorrect reference made to either board by the City of Augusta in its previous responses.) Please see City of Augusta's Responses 46-49 to Bracken County Water District's First Request for documentation of the names of persons serving on the Water Supply Advisory Board and the dates of appointments thereof. This Response amends City of Augusta's Response 50 (a) to Bracken County Water District's First Request wherein it was incorrectly stated that "A Water Supply Management Board has not been established" to provide that a Water Supply Management Board appears to have been established sometime in October 2008, and was comprised of Andy Reynolds, Vaughn Kelsch and Eddie Kern. (Please see Page 2 of Exhibit 47 of City of Augusta's Response to Bracken County Water District's First Request.)

# Drinking Water Branch

**Links**

**Water System Details**

[Water System Facilities](#)

[Sample Schedules](#)

[Coliform/Microbial Sample Results](#)

[Coliform Sample Summary Results](#)

[Lead And Copper Sample Summary Results](#)

[Chem/Rad Samples/Results](#)

[Chem/Rad Samples/Results by Analyte](#)

[Violations/Enforcement Actions](#)

[Site Visits](#)

[Milestones](#)

**Return Links**

[Water Systems](#)

[Water System Search](#)

[County Map](#)

**Glossary**

**Water System No. :** KY0120013  
**Water System Name :** AUGUSTA REGIONAL WTP  
**Principal County Served :** BRACKEN  
**Status :** A  
**Federal Type :** C  
**State Type :** C  
**Primary Source :** GW  
**Activity Date :** 09-01-1973

**Points of Contact**

Name	Job Title	Type	Phone	Address	Email
BUTTS, SUSAN		AC	606-756-3305	PO BOX 85, AUGUSTA, KY-41002	Not Available

**Annual Operating Periods & Population Served**

**Service Connections**

Start Month	Start Day	End Month	End Day	Population Type	Population Served	Type	Count	Meter Type	Meter Size Measure
1	1	12	31	R	1690				
1	1	12	31	W	7467	RS	569	MU	0

**Sources of Water**

**Service Areas**

Name	Type Code	Status
WELL #1	WL	A
WELL #2	WL	A
WELL #3	WL	A
WELL #4	WL	A
AUGUSTA WELLS	WL	I

Code	Name
R	RESIDENTIAL AREA

**Water Purchases**

Seller Water System No.	Water System Name	Seller Facility Type	Seller State Asgn ID No.	Buyer Facility Type	Buyer State Asgn ID No.

DOW Permit ID: **KY0120013** Link: EPA SDWIS Report  
DOW Permit Type: **DRINKING WATER (PWSID)** Link: DOW SDWIS Report  
DOW Permit Name: **Augusta Regional WTP**  
WRIS System Name: **Augusta Regional WTP**  
System Type: **Community**      Water Source Type: **Groundwater**      ADD WMC Contact: **Laura Jefferson**  
ADD ID: **BTADD**      Primary County: **Bracken**      Dow Field Office: **Florence**  
Permit Dates: Issued: **09.01.1973**      Expired:      Inactivated:

**OPERATIONS AND MANAGEMENT INFORMATION**

**Primary Facility Information:**

This is a treatment facility.  
 This is a maintenance facility.  
Facility Name: **Augusta Regional WTP**  
Facility Contact: **Susan Butts**  
Facility Phone: **606-756-3305**  
Facility Addr 1: **203 Ferry St**  
Facility Addr 2: **PO Box 85**  
City, State Zip: **Augusta, KY 41002**

**System Management Entity Information:**

Entity Name: **City of Augusta (Water)**  
Office Phone: **606-756-2183** Fax: **606-756-2185**  
Office Address 1: **203 Ferry Street**  
Office Address 2: **PO Box 85**  
City, State Zip: **Augusta, KY 41002**

Date Last Modified: 10.20.2014

**System Management Contact Information:**

Contact Type	Contact Name	Title	E-Mail
1 Operations Contact:	<b>Susan Butts</b>	<b>Water Plant Supervisor</b>	<a href="mailto:sbutts@augustaky.com">sbutts@augustaky.com</a>
2 Business Contact:	<b>Gretchen Usleaman</b>	<b>City Clerk</b>	<a href="mailto:gengland@augustaky.com">gengland@augustaky.com</a>
Manager:	<b>Susan Butts</b>	<b>Water Plant Supervisor</b>	<a href="mailto:sbutts@augustaky.com">sbutts@augustaky.com</a>

1 Person responsible for physical infrastructure operations.  
2 Person responsible for billing and financial operations.

Date Last Modified: 04.09.2015

**OWNER ENTITY INFORMATION**

Entity Type: **Incorporated City**      PSC Group ID: **30000864**  
Entity Name: **City of Augusta**  
Web URL:  
Office EMail: [gengland@augustaky.com](mailto:gengland@augustaky.com)  
Office Phone: **606-756-2183**      Toll Free:      Fax: **606-756-2185**

Mail Address Line 1: <b>PO Box 85 219 Main St</b>	Phys Address Line 1:
Mail Address Line 2:	Phys Address Line 2:
Mail City, State Zip: <b>Augusta, KY 41002</b>	Phys City, State Zip:

Contact: <b>Gretchen Usleaman</b>	Auth Official: <b>Mary H. Zeigler</b>
Contact Title: <b>City Clerk</b>	Auth Official Title: <b>Mayor</b>
Contact EMail: <a href="mailto:gengland@augustaky.com">gengland@augustaky.com</a>	Auth Official EMail: <a href="mailto:mzeigler@augustaky.com">mzeigler@augustaky.com</a>
Contact Phone: <b>606-756-2183</b>	Auth Official Phone: <b>606-756-2183</b>
Contact Cell:	Auth Official Cell:
Data Source: <b>Kentucky Department for Local Government</b>	Date Last Modified: 04.16.2015

System Respondent

ADD WMP

Date

DOW Permit ID: **KY0120013** Link: EPA SDWIS Report  
DOW Permit Type: **DRINKING WATER (PWSID)** Link: DOW SDWIS Report  
DOW Permit Name: **Augusta Regional WTP**  
WRIS System Name: **Augusta Regional WTP**  
System Type: **Community**      Water Source Type: **Groundwater**      ADD WMC Contact: **Laura Jefferson**  
ADD ID: **BTADD**      Primary County: **Bracken**      Dow Field Office: **Florence**  
Permit Dates: Issued: **09.01.1973**      Expired:      Inactivated:

**DEMOGRAPHIC INFORMATION**

Counties Directly Served: 1			County Served	Connection Count	Serviceable Population	Serviceable Households	Med. HH Income	MHI MOE
Population	Households							
Directly Serviceable:	<b>1,169</b>	<b>573</b>	Bracken	565	1,169	573	\$27,972	\$3,460
Indirectly Serviceable:	<b>6,068</b>	<b>2,701</b>	<b>Totals:</b>	<b>565</b>	<b>1,169</b>	<b>573</b>	<b>\$27,972</b>	<b>\$3,460</b>
Total Serviceable:	<b>7,237</b>	<b>3,274</b>	MHI Source: American Community Survey 2008-2012 5Yr Estimates (Table B19013). MHI MOE = Med HH Income Margin of Error.					

**Note: Population counts are based on KIA census block overlay with WRIS mapped features.**

**FISCAL ATTRIBUTES**

Date Established: **10.01.1996**      Employees: **7**  
Does this system:      If this is a municipal system, what is the cost per 4,000 gallons of finished water for customers:  
(a) Produce Water?      **Yes**      (a) inside your municipality:      **\$21.16**  
(b) Have wholesale customers?      **Yes**      (b) outside your municipality:  
(c) Purchase water?      **No**  
If this is a non-municipal system, what is the customer cost per 4,000 gallons of finished water?  
Comments: **4/09/15-Information confirmed**      Date Last Modified: 04.09.2015

Providers that purchase water from this system:

Purchaser DOW Permit ID	Purchaser Name	Water Type	Ann. Vol. (MG)	Cost			Interconnects			Serviceable	
				Raw	Fin		Perm	Seas	Emer	Population	Households
KY0120039	Bracken County Water District	F	147,935.000	\$1.79			1	0	0	6,068	2,701
<b>Totals and Averages</b>			<b>147,935.000</b>	<b>\$1.79</b>			<b>1</b>	<b>0</b>	<b>0</b>	<b>6,068</b>	<b>2,701</b>

- MG = Million Gallons
- Water Types: R = Raw Water, F = Finished Water, B = Both Raw and Finished Water
- Cost Categories: Raw = Raw Untreated Water, Fin = Finished Treated Water
- Raw and Finished costs are per 1,000 gallons.
- Interconnect Types: Perm = Permanent, Seas = Seasonal, Emer = Emergency

# Drinking Water Branch

## Water Systems

### Return Links

[Water System Search](#)

[County Map](#)

### Glossary

Water System No.	Water System Name	Type	Status	Principal County Served	Pr Sc V T
<a href="#">KY0120013</a>	AUGUSTA REGIONAL WTP	C	A	BRACKEN	0
<a href="#">KY0120039</a>	BRACKEN COUNTY WATER DISTRICT	C	A	BRACKEN	C
<a href="#">KY0120044</a>	BROOKSVILLE UTILITY	C	A	BRACKEN	C

**Total Number of Records Fetched = 3**

**FINAL AUDIT INVOICE**



**Insurance Services**

A SERVICE OF THE KENTUCKY LEAGUE OF CITIES

**E.I.N. 61-1238903**

**Telephone: (800) 876-4552  
(859) 977-3700**

City Of Augusta  
P.O. Box 85  
Augusta, KY 41002

Policy Effective Date	7/1/2013
Policy Terminate Date	6/30/2014
Policy Number	W5013-011120
Risk ID	
Printed	10/14/2014 at 3:26 PM
Total Premium	\$ 38,633.82
Total Paid	\$ 40,466.00
TOTAL CREDIT	\$ -1,832.18

Agent: KLC Insurance Agency (Joe O'Nan)  
100 E. Vine St, Suite 800, Lexington, KY, 40507

Rate Code	Classification Description	Rate	Estimated Payroll	Audited Payroll	Payroll Difference	Estimated Premium	Audited Premium	Premium Difference
7580 KY	Sewage Disposal Plant	4.5948%	30,608.00	32,331.00	1,723.00	2,293.00	2,422.68	129.68
7502 KY	Gas Company	4.0793%	86,090.00	69,021.00	-17,069.00	5,727.00	4,591.73	-1,135.27
7520 KY	Waterworks (Meter Readers, Water Plant)	5.1114%	174,651.00	152,354.00	-22,297.00	14,559.00	12,699.99	-1,859.01
7720 KY	Police	5.45%	137,621.00	121,639.00	-15,982.00	12,231.00	10,811.33	-1,419.67
8810-01 KY	Office Employees	0.336%	119,504.00	159,626.00	40,122.00	656.00	874.68	218.68
9102-01 KY	Parks & Recreation	6.215%	25,000.00	44,217.00	19,217.00	2,534.00	4,481.67	1,947.67
9015 KY	Janitor/Building Maintenance	6.0323%	0.00	4,004.00	4,004.00	0.00	393.90	393.90
MINPWC KY	Minimum Premium Adjustment-Workers Compensation	N/A	0.00	0.00	0.00	0.00	0.00	0.00
	Premium Tax					2,391.00	2,282.84	-108.16
	Expense Constant					75.00	75.00	0.00
	<b>Totals</b>		<b>573,474.00</b>	<b>583,192.00</b>	<b>9,718.00</b>	<b>40,466.00</b>	<b>38,633.82</b>	<b>\$ -1,832.18</b>

**Calculation of Charges**

Total Scheduled Premium Subject to Experience Rating	22,243.82
Experience Modification Factor (1.26)	5,783.39
Modified Premium	28,027.22
Modified Premium Subject to Deductible Credit	28,027.22
Deductible Credit (0)	0.00
Subject to Premium Volume Discount	28,027.22
Premium Volume Discount (-0.115)	-3,223.13
Subject to Misc. Modifiers	24,804.09
Drug Free Workplace (0)	0.00
Loss Control Modifier (0.03)	744.12
Monoline WC (0.12)	2,976.49
Miscellaneous Modifier (0)	0.00
Risk Assessment Modifier (0.3125)	7,751.28
Expense Constant	75.00
Total Policy Period Premium Subject to Tax	36,350.98
Kentucky Premium Tax (0.0628)	2,282.84
<b>Policy Total</b>	<b>38,633.82</b>

**Make check payable and mail to:  
Kentucky League of Cities Insurance  
Services  
P. O. Box 34108  
Lexington, KY 40588**

**Billing Detail**  
**Policy # W5013-011120**  
**ID # 61660**

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**Billing Information**

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Member Number 5013  
Member Name City Of Augusta  
Policy Number W5013-011120  
Policy Effective 7/1/2013  
Billing Date 7/1/2013  
Billing Description Final Audit Adustment for Policy W5013-011120.  
Billed Amount \$(1,832.18)  
Flags Autogenerated  
Record Date 2014-10-14T15:26:00.223  
Entered By KLC\awilliams

**Payments**

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Date	Batch Number	Payment Status	Total Transaction Amount	Amount Applied To This Billing
11/18/2014	00153779	Refund	\$(1,832.18)	\$(1,832.18)

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End of Report. Printed 4/20/2015 at 12:27 PM by jklever.

CITY OF AUGUSTA  
POSITION DESCRIPTION

Class Title: Water Plant Superintendent

Department: Regional Water Plant

Supervisor: Mayor

Supervises: Supervises all Employees Assigned to Water Plant

Class Characteristics: Responsible for the water plant, including the overall operation, maintenance and cleanliness of the plant; responsible for monitoring special projects related to the water plant; serves as plant operator; performs related work as required.

Distinguishing Features of the Class: The work in this class involves responsibility for exercising leadership in the water plant and pump stations while assisting with required duties. The work requires discretion and judgment in planning, coordinating and directing activities in the department within the framework of established policy and applicable laws and ordinances. Administrative direction is received from the Mayor, who reviews work performance through evaluation of reports and results, analysis of complaints, and personal preference. Employees in this class must possess a Class IIIA Water Plant Operators License at the time of appointment to the class, and must maintain the Class IIIA Water Plant Operators License as a condition of continued employment in the class.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the water plant and pump stations, including operation, maintenance and cleanliness, insuring that plant operation is in compliance with established procedures and standards and federal, state and local laws and administrative regulations.
2. Assists with formulation of operating policies and procedures; administers and maintains approved operating policies and procedures.
3. Insures compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
4. Implements and insures compliance with safety procedures and regulations.
5. Makes routine inspections of plant, grounds, and pump stations.
6. Supervises employees assigned to plant; recommends disciplinary actions; prepares work schedules; approves assignments, training, and time off; approves time cards.
7. Implements preventive maintenance programs for plant and pump stations; assists in performing minor repairs; orders or requests contracts for major repairs.
8. Assists with budget preparation; administers approved budget.
9. Assists with preparation of cost estimates for projects and purchases; administers special projects.
10. Performs duties of Water Plant Operator.

11. Insures that samples are collected and analyzed, forwarded, reported, e
12. Orders chemicals, materials, supplies and spare parts.
13. Checks daily logs; completes and forwards and/or insures the comple  
and forwarding of required reports on a timely basis.
14. Attends meetings as representative of the city with federal and state  
regulatory agencies, etc.
15. Attends required training programs; insures that employees participate in  
programs to obtain and maintain licenses after meeting experience requirements at each  
level.
16. Responds to emergency situations at plant.
17. Assists other departments as requested.
18. Must attend Council meetings and report on departmental activities as  
requested.

Non-essential: None.

### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by work experience and/or education acceptable by the Kentucky Department of Natural Resources and Environmental Protection Cabinet to have received a Class IIIA Water Treatment Plant Operators License.

Certification/Licensing Requirements: Must possess and maintain a Class IIIA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky as a condition of continued employment in the class. Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Extensive knowledge of water plant operations, including operating procedures.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference water treatment.
3. Extensive knowledge of functions and servicing/ maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.
5. Working knowledge of math and chemistry.
6. Knowledge of the city's personnel policies and procedures.
7. Working knowledge of computer hardware and applicable software programs.

#### Abilities:

1. Ability to supervise employees assigned to plant while performing the duties of Plant Operator.

2. Ability to detect mechanical flaws and assist with minor repairs on plant and equipment.
3. Ability to insure compliance with preventive maintenance and servicing programs.
4. Ability to prepare and/or insure the preparation of records and reports on a timely basis, and to insure that reports are forwarded as required.
5. Ability to establish and maintain effective working relationships with officers, other employees and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

## ADDITIONAL REQUIREMENTS

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Completed work is generally not reviewed; supervisor assists with solutions when requested.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), safety equipment, vehicles.

Physical Demands: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Availability: Must be able to work irregular hours. Must be able to respond to emergency situations at all hours.

Additional Requirements: Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental,

psychological and/or physical qualifying examination that may be prescribed.

Drug and Alcohol Testing: Employees in this class are subject to the city's and alcohol testing program.

Overtime Provision: Non-exempt.

**CITY OF AUGUSTA  
POSITION DESCRIPTION**

Class Title: Water Plant Operator Trainee, I, II, III

Department: Regional Water Plant

Supervisor: Water Plant Superintendent

Supervises: May be Responsible for the Water Plant and/or Supervise Lower Class Water Plant Operators in the Absence of the Water Plant Superintendent

Class Characteristics: Under general direction, assists in the daily operation and maintenance of the water plant; may be responsible for the plant and/or supervise plant operators in lower classes in the absence of higher authority; performs related work as required.

Distinguishing Features of the Class: The work in this class series includes the operation, maintenance and cleanliness of the plant, grounds, and pump stations. Much of the work is physically demanding. Employees enter the class as Plant Operator Trainee and are promoted to Plant Operator I, II, and III after obtaining the license at each level. Employees are required to obtain license at each level within twelve months after meeting the experience requirements at each level as a condition of continued employment in the class.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Assists in the daily operation, maintenance and cleanliness of the of the water plant, including start-up and/or shut-down of plant and equipment, involving the collection and processing of water in compliance with established procedures and standards and federal and state laws and administrative regulations.
2. May supervise water plant operators in lower classes in absence of higher authority.
3. Checks pump stations as scheduled.
4. Inspects and/or monitors pumps, charts, gauges and meters daily.
5. Adds chemicals in accordance with prescribed standards; collects water samples and performs lab tests; insures proper adjustment of feeder equipment; adjusts chemicals as necessary.
6. Collects and forwards water samples to other agencies/firms as required.
7. Prepares and maintains accurate reports/records; forwards reports as required.
8. Performs servicing and assists with preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs to superiors.
9. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools.
10. Cleans plant and grounds; mows grass.

11. Assists with minor construction projects.
12. Participates in training programs to maintain Class III Water Plant Operator certification.

Non-Essential: None.

### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; no previous work experience requirements for Trainee level.

Certification/Licensing Requirements: Must obtain Class I, II, and III Water Plant Operators License issued by the Commonwealth of Kentucky Natural Resources and Environmental Protection Cabinet within twelve months after meeting the experience requirements for Water Plant Operator I, II, and III. Must maintain license as a condition of employment in the class. Must possess and maintain a valid driver's license.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Knowledge of, or ability to learn, water plant operations.
2. Knowledge of, or ability to learn, federal, state laws and administrative regulations with reference to water treatment.
3. Knowledge of, or ability to learn, functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of and ability to comply with safety standards.

#### Abilities:

1. Ability to supervise the work of water plant operators in lower classes while assisting with performing required duties.
2. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
3. Ability to maintain preventive maintenance and servicing program.
4. Ability to prepare and maintain accurate reports.
5. Ability to assist with maintaining inventory of chemicals, spare parts and tools.
6. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
7. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

### ADDITIONAL REQUIREMENTS

Instructions: Instructions are initially very specific, but become more general with work experiences; many aspects of work covered specifically, but must use some of own judgment.

Processes: Work initially varies slightly; however, after proper training, must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), safety equipment, vehicles.

Physical Demands: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Contacts: Occasional public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Availability: Must be able to work irregular hours; must be able to respond to calls in emergency situations at all hours.

Additional Requirements: Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed.

Drug and Alcohol Testing: Employees in this class are subject to the city's drug and alcohol testing program.

Overtime Provision: Non-exempt.

CITY OF AUGUSTA  
POSITION DESCRIPTION

Class Title: Assistant City Clerk/Treasurer

Department: Administration / City Clerk/Treasurer's Office

Supervisor: City Clerk/Treasurer

Supervises: None

Class Characteristics: Under general supervision, assists in compiling, proofing, mailing, collecting and recording of utility bills, property taxes, and other licenses and fees for the city; assists with floodplain program; performs related work as required.

Distinguishing Features of the Class: Work in this class involves responsibility for the accounts receivable duties for utility bills, taxes, licenses, fees, and other revenues, including the preparation and forwarding of notices for utility bills, taxes, licenses, fees, etc; collecting utility bills, taxes and revenues for licensing, fees etc; assists other employees assigned to the office as needed. Employees in this class assists with the floodplain program. Employees in this class works under the direction of the City Clerk/Treasurer.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Enters meter readings; checks meter reading reports for accuracy; orders rereads as necessary.
2. Prepares, prints, checks for accuracy, and forwards utility bills.
3. Prepares, proofs and/or mails notices for taxes, licenses, fees, etc.
4. Accepts payments from walk-in customers or received by mail; issues or mails receipts; matches payments and stubs; posts to customer accounts; balances cash drawer at end of day.
5. Adjusts incorrect utility bills.
6. Prepares and forwards notices for delinquent bills; prepares disconnect lists for nonpayment.
7. Assists customers with completing paperwork for new services and/or tap fees; accepts deposits or payment; processes new accounts; prepares work orders.
8. Issues permits and/or licenses after receipt of payment.
9. Balances cash daily; enters payments by fund; makes daily deposits.
10. Assists with the preparation, distribution, and recording of required records and reports.
11. Greets visitors in person and/or by telephone; accepts payments; assists with signing up for services and/or taxes/licenses/fees; accepts inquiries, complaints and/or problems from customers and provides information, handles complaint/problem, or forwards to a higher authority.
12. Assists with floodplain program.
13. Opens and sorts mail.
14. Assists with preparing call-in and cut-off list for utility bills.

15. Prepares and maintains reports and/records as required.
16. Performs other duties as requested.

Non-essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year experience.

Certification/Licensing Requirements: Must complete the Certification Program for Municipal Clerks within three years after appointment to the position. Must complete the Certified Floodplain Manager program within three years after appointment to the position.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Knowledge of basic accounting procedures.
2. Knowledge of the theories and practices of public administration.
3. Knowledge of city's ordinances relating to utilities, taxes, licenses, and other revenue sources.
4. Knowledge of laws and ordinances governing records retention and preservation.
5. Knowledge of automated data processing principles and techniques.
6. Knowledge of business English and arithmetic.
7. Knowledge of modern office equipment, practices, procedures, and techniques.
8. Must obtain thorough knowledge of floodplain management during the first three years after appointment to the position.

#### Skills:

1. Public relations skills.
2. Written and verbal communication skills.
3. Computer skills.

#### Abilities:

1. Data input abilities.
2. Ability to operate office equipment, including computer keyboard, typewriter, calculator, copier and other office equipment.
3. Ability to prepare clear and concise reports and to maintain records accurately and efficiently.
4. Ability to communicate effectively, orally and in writing.
5. Ability to be tactful, patient, firm and diplomatic with the public.
6. Ability to establish and maintain an effective working relationship with city officers and employees, and the general public.

## ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically, but must use own judgment some of the time

Processes: Occasionally considers different courses of action or deviate from standard operating procedures to get the job done.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Computer hardware and software; general office equipment (telephone, radio, printer, copier, calculator, fax machine, postage meter, etc.)

Physical Demands: Work is typically performed indoors at a desk, table or counter with intermittent standing, sitting, stooping, etc.; must lift light objects (less than 25 pounds) as a requirement of the job.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate.

Interruptions: Frequent.

Availability: No requirements of availability except for normal office hours.

Additional Requirements: Must be bondable. Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed.

Drug and Alcohol Testing: Employees in this class are subject to the city's drug and alcohol testing program.

Overtime Provision: Non-exempt.

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"HISTORY on the river...AUGUSTA, my old Kentucky home."

April 27, 2015

THE C.I. THORNBURG CO., INC.  
PO BOX 2163  
4034 ALTZIER AVENUE  
HUNTINGTON, WV 25705  
Attention: Denny

Via Facsimile # (304) 523-0510

Dear Denny,

Please allow this letter to confirm your recent conversation with the Augusta Regional Water Treatment Plant Superintendent Susan Butts wherein it was agreed that C.I. Thornburg Co., Inc., would immediately assign separate accounts to the Augusta Regional Water Treatment, to the Augusta Wastewater (Sewage Treatment) Plant, and to the Augusta Pool, to allow for the City of Augusta's proper allocation and budgeting of the individual expenses incurred for the benefit of each such facility.

It would be greatly appreciated if all future invoices could refer to each such facility under the "BILL TO" portion of the invoice.

Please contact me should you have any questions or concerns in this regard.

Thank you for your anticipated cooperation.

Sincerely,

Gretchen Usleaman  
City Clerk/Treasurer

cc: Mayor Mary Zeigler  
Attorney Cynthia Thompson

City Clerk/Treasurer  
**GRETCHEN  
ENGLAND-USLEAMAN**

219 MAIN STREET  
P.O. BOX 85  
AUGUSTA, KY 41002

phone  
606-756-2183

fax  
606-756-2185

email  
gengland@augustaky.com

Equal Opportunity  
Employer & Provider

CITY OF AUGUSTA  
POSITION DESCRIPTION

Class Title: City Clerk/Treasurer

Department: Administration / City Clerk/Treasurer's Office

Supervisor: Mayor

Supervises: All Employees Assigned to the Office

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the office; administers floodplain management program; performs related work as required.

Distinguishing Features of the Class: The work in this class involves responsibility for the supervision of all employees assigned to the office while assisting with the duties as required; serving as custodian of all city records not assigned to another office; serving as custodian of the Seal of the City; mailing out notices for and receiving payment for taxes, licenses, fees, and other revenues; preparing checks for all expenditures, including payroll; administers floodplain management program. The employee in this class exercises considerable initiative, skill and judgment.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the office.
2. Supervises employees assigned to the office while assisting with the required duties.
3. Prepares agenda for Council meetings; prepares and forwards agenda packets for Council members; attends regular and special Council meetings.
4. Prepares and maintains complete and accurate minutes of Council proceedings, and records them in appropriate books.
5. Insures that all ordinances meet publication requirements.
6. Insures that ordinances are codified as required.
7. Assists in the preparation and administration of annual budget.
8. Monitors departmental budgets.
9. Administers purchase order system.
10. Supervises and/or assists in the preparation, proofing and mailing of notices for taxes, licenses, fees, and other city revenues.
11. Insures daily deposit of revenues.
12. Prepares and maintains and/or insures the preparation and maintenance of accurate accounts receivable and accounts payable records.
13. Records all cash receipts by source and fund; posts to general ledger.
14. Prepares financial reports; prepares all supporting journals.
15. Signs checks for city expenditures after checking invoices for accuracy; insures that all expenditures are charged to correct fund and/or department.
16. Posts monthly transactions to general ledger; checks for accuracy.

17. Prepares payroll; records payroll by department and posts to general ledger; insures that required reports are prepared and forwarded as scheduled.
18. Prepares and/or insures the preparation of special reports, including payroll, sales tax, school tax, etc; insures that the reports are forwarded as required; maintains records.
19. Reconciles bank statements; maintains monthly check registers.
20. Administers investment program.
21. Manages city funds; renews CDs based on rate and funding requirements.
22. Prepares and maintains debt schedule; insures payments are made as scheduled.
23. Reviews delinquent accounts and assists in collection.
24. Maintains all records of the city not assigned to another office.
25. Serves as custodian of the Seal of the City.
26. Maintains personnel files; administers employee benefits programs.
27. Insures that required monthly, quarterly, and/or annual reports are prepared for federal, state and local agencies, and the City Council.
28. Administers workers' compensation insurance program.
29. Prepares daily backup of computer system.
30. Receives inquiries and/or complaints from the public and attends to their disposition or forwards to appropriate officers or employees.
31. Answers questionnaires and surveys.
32. Performs special projects as required or requested.

Non-essential: None.

#### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience; Bachelors Degree in Accounting, Business Administration, Public Administration, or closely related field preferred, but not required.

Certification/Licensing Requirements: Must complete the Certification Program for Municipal Clerks within three years after appointment to the position. Must complete the Certified Floodplain Manager program during the first three years after appointment to the position. Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

#### Special Knowledge, Skills and Abilities:

##### Knowledge:

1. Thorough knowledge of the legal requirements relating to the recording and preservation of official minutes and records of the city.
2. Thorough knowledge of parliamentary procedures for Council meetings.
3. Thorough knowledge of the theories and practices of municipal financial administration and accounting.
4. Thorough knowledge of computer hardware and applicable software.
5. Thorough knowledge of laws and ordinances governing financial record keeping, accounts receivable and payable, payroll preparation and distribution, and required reports.

6. Thorough knowledge of banking practices.
7. Knowledge of modern office practices, procedures, and equipment.
8. Must obtain thorough knowledge of floodplain management during the first three years after appointment to the position.

**Skills:**

1. Communication skills.
2. Management skills.
3. Skill in the use of computers and modern office equipment.

**Abilities:**

1. Ability to supervise office staff while assisting with required duties.
2. Ability to efficiently use computer hardware and software.
3. Ability to use keyboards for computer and typewriter.
4. Ability to make mathematical calculations accurately and efficiently.
5. Ability to prepare and maintain records efficiently and accurately.
6. Ability to communicate effectively, orally and in writing.
7. Ability to deal tactfully with the public.
8. Ability to establish and maintain effective working relationship with city officers and employees, and the general public.

**ADDITIONAL INFORMATION**

**Instructions:** Somewhat general; many aspects of the work are covered specifically, but must use some of own judgment.

**Processes:** Must frequently refine existing work methods and development of new techniques, concepts and programs within established limits or policies.

**Review of Work:** Daily work activities are not generally reviewed; Mayor and Council review financial reports.

**Analytical Requirements:** There is a choice of standard procedures.

**Tools, Equipment and Vehicles Used:** Automobile; normal office equipment (computers, cash register, typewriter, copier, telephone, radio, fax machine, etc.)

**Physical Demands:** Work is typically performed in an office, while sitting at desk or table; lifting light objects (up to 25 pounds) is a requirement of the job.

**Contacts:** Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

**Confidential Information:** Regular use of confidential information is a job requirement.

**Mental Effort:** Heavy.

**Interruptions:** Frequent.

**Availability:** Must be able to attend evening meetings.

**Additional Requirements:** Must be bonded. Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed.

**Drug and Alcohol Testing:** Employees in this class are subject to the city's drug and alcohol testing program.

**Overtime Provision:** Non-exempt.