



Management & Infrastructure Plan Martin County Water District

**Written by Alliance Water Resources, Inc.
January 2020**

Contents

Introduction

Technical

Source Water Adequacy

Infrastructure Adequacy (Source/Treatment/Distribution/Storage) & Asset Management

Technical Knowledge and Implementation

- Training

- Internal audits

- Employee Certifications

- Standard Operating Procedures

Capital Improvement Plan

Emergency Response Plan

Maintenance

- Preventive/Predictive Maintenance

- Flushing program

- Valve exercise program

- Storage tank inspections

- Water loss reduction plan

- Meter replacement/repair program

Managerial

Staffing and Organization

- Organizational chart

- Workforce development

Accountability

- Key performance indicators

- Continuous improvement

Communication

- Staff

- Board of Directors

- Government/regulatory agencies

- Concerned citizens & general public

Financial

Credit Worthiness

Fiscal Management & Controls

- Internal controls

- Purchasing

- Billing practices

Revenue Sufficiency

- Rate analyses

- Budgeting

- Planning



Introduction

As described by the US Environmental Protection Agency (USEPA), technical, managerial and financial capacity are necessary for utilities to achieve and maintain long-term sustainability and compliance with national safe drinking water regulations. This Management and Infrastructure Plan (M&I Plan) has been developed for the Martin County Water District as a guide for achieving its technical, managerial and financial capacity. The M&I Plan, therefore, is broken down into these three broad categories.

Effective January 1, 2020, the Martin County Water District contracted with Alliance Water Resources, Inc., to manage and operate the utility. The Water District Board maintains decision making authority and sets policy. Alliance carries out the Board's policies and manages the day-to-day operation of the utility; reporting progress and making recommendations for improvements back to the Board for their consideration. Alliance's demonstrated performance includes expertise in water treatment and distribution, pumping systems, meter reading, billing, customer service, financial reporting, budgeting and planning. Alliance's staff members are licensed and highly qualified water operators, experienced managers, and other professionals such as engineers and accountants, providing clients with successfully operated and managed utilities.

The Water District's goal is to address its critical needs with success and accuracy:

- reducing water loss,
- responding quickly to emergency events,
- protecting investment in the utility,
- adding utility operations management expertise and the right staffing required for optimum system performance and regulatory compliance,
- developing and implementing programs, policies and procedures for consistency and excellence such as financial and accounting procedures, emergency response plans, personnel policies, standard operating procedures, and long-term planning.



Technical

Technical capacity includes the necessity for water utility expertise. Periodic overall technical evaluations of the utility's assets are important to any utility's success and sustainability.

Source Water Adequacy: A technical evaluation includes compiling data related to current customer demand for water, water losses in the treatment and distribution systems, along with the current availability of water for production and distribution. Source water adequacy is critical for successfully meeting the customers' demand for water, firefighting (if available), system flushing/ testing and the ability to serve additional future customers. The compiled data becomes part of an overall evaluation of the utility's critical assets and their vulnerability of failure (i.e., a Vulnerability Assessment).

Infrastructure Adequacy: Similarly, regular technical evaluations of the water treatment, distribution and storage infrastructure are necessary. Establishing and keeping an ongoing asset management program is also essential for sustainability. Asset management includes developing an inventory of assets and planning for their regular repair and replacement while providing the desired level of service (responses to emergencies, security, quality water, reliability) at the lowest cost. In addition, proper asset management helps establish the need for funding ongoing O&M costs. As part of its asset management program, the District will assess current conditions, form prioritized plans for replacements and track maintenance activities.

Most distribution asset data will be stored in geographical information system (GIS) mapping. Some GIS data is already available, and more will be added over time. Data to be collected for GIS includes information about pipes, valves, pump stations, storage tanks, and leak/break repair locations. Pipe information in GIS, as one example, will include information on size, material type, any known installation details and maintenance activities.

Infrastructure adequacy is determined through an analysis of current needs and a Vulnerability Assessment. Repair or replacement of an asset critical to providing quality water that has a high probability of failure must be a high priority, for example.

Lastly, repairs and replacements should always be made to achieve the lowest life cycle costs for the utility. Because of the utility's current critical shortage of available funds, many decisions are made to minimize immediate costs. As the utility becomes more financially stable, more decisions can be made which might cost more in front-end capital, but less overall. For example, a somewhat more expensive pump may have higher efficiency, lowering power costs and providing an overall savings in a just a few years of operation. Those long-term savings help the utility avoid unnecessary user rate increases.



Technical Knowledge and Implementation

On January 1, 2020, the field and office staff became employees of Alliance Water Resources, Inc., the District's contract management and operations firm. Alliance, through its internal training program, Alliance Academy, and through outside training, provides all of its employees technical training and career advancement opportunities.

In addition to the many safety training classes provided to Alliance's new employees in Martin County during January 2020, Alliance Academy classes include beginning and advanced electrical, flagger training, chlorine handling, laboratory practices, water distribution best practices, water treatment theory and water/wastewater math. Classes are taught by Alliance's in-house experts with occasional outside help. The goals focus on improving day-to-day operations knowledge for beginners and introducing new concepts and providing refreshers to long-tenured employees.

Alliance provides each employee with performance standards and gives each employee 90-day and annual performance evaluations. Bonuses are provided to employees who earn or upgrade their water (or wastewater) state certifications/licenses.

Through continuing training, Alliance ensures that its employees are up-to-date on current industry trends and knowledgeable about what they need to know to effectively do their jobs every day.

Alliance uses a series of internal audits to ensure operational accuracy and consistency. For regulatory compliance, Alliance's Regulatory Compliance Assurance Program (ReCAP) is administered by the Director of Safety & Compliance. **ReCAP audits** are aimed to verify that operators and managers are following the policy; providing accurate and adequate testing and record keeping related to environmental regulations. In addition to periodic audits, the Director reviews each operating division's monthly ReCAP report, notes any deficiencies and gives a timeline for any needed corrections. Operators and managers are held accountable for any regulatory deviations at their assigned location. Regulatory deviations, such as a test result outside of required operating limits, are reported to Alliance's Director within 24 hours and a response/action plan is developed without delay.

Similarly, the Director of Safety & Compliance performs regular **safety audits** to verify that Alliance's safety practices/policies are all followed at each operating division. The audit includes reviews of recent confined space entry permits, excavation safety documentation and proper use of personal protective equipment (PPE).

Alliance's Director of Finance and Administration oversees **internal audits of office procedures/practices**. Each office develops a handbook of practices and internal controls. Audits occur annually after the procedures have been established. Procedures include activities related to billing and collections as well as many others.



Alliance's Director of Operations over-see **operations audits**. These audits focus on the general appearance of facilities as well as the adequacy of emergency operations reports and other operational documents.

Alliance places a high value on employee certifications, giving employees bonuses for earning or upgrading their water certifications. Higher certifications also open doors for employees to higher level jobs within the organization - locally or at other Alliance locations in Kentucky, Iowa, Tennessee and Missouri. Alliance provides training and study materials for employees to increase the likelihood of success when taking the required tests. Employees are eligible for pay on days of training and test taking. Employee development and retention is one of Alliance's strategic goals.

Standard operating procedures (SOP's) are critical for operating plant facilities and the distribution system efficiently and consistently. SOP's are written for all critical processes and for the company's laboratory quality assurance/quality control (QA/QC) program. Employees are trained on SOP's and held accountable for following them.

A grant application has been developed for Bell Engineering to build the District's Capital Improvement Plan (CIP). During development of the CIP, Alliance's operations team will provide input based upon its knowledge of the District's system and the many other utilities it operates and manages to help with project prioritization. For individual projects, Alliance will provide engineering and operational reviews of studies and project plans/specs to ensure the District receives new infrastructure that is operator-friendly and provides for low O&M costs. Alliance is also responsible for coordinating construction projects with daily operations to minimize service interruptions.

At the end of this report is the agenda from the January 2020 monthly project status meeting coordinated by Bell Engineering. The agenda includes brief descriptions of the currently funded capital improvement projects.

The Emergency Response Plan will be reviewed and updated on an annual basis or as circumstances change. Emergencies include droughts, floods, fires, service outages, power outages, acts of vandalism and many others. The utility has the responsibility to have a planned response to emergencies so that all employees and managers are reacting in a clear, consistent manner so that the District's customers are as minimally impacted as practical.

Maintenance is a critical component of a utility's technical capacity. Maintenance includes not only fixing equipment when it fails, but also preventive/predictive maintenance which reduces failures and allows the utility to avoid unexpected costs and more accurately budget ongoing repairs. Moving from reactive to preventive maintenance is essential for long-term sustainability of a utility's assets and predictability of rates charged to customers.

Preventive maintenance planned for high performing water utilities - and necessary for the Martin County Water District - includes a number of standard industry practices such as a unidirectional **flushing program**. A planned flushing program improves water quality, helps



identify broken or missing valves and familiarizes staff with the distribution system resulting in reduced repair times. Flushing is important but cannot be performed thoroughly unless enough water is available. Adequacy of water for flushing will be improved through reducing water loss and increasing plant capacity with the renovation of Clarifier #1 at the water treatment plant (currently funded by a grant to the utility).

Another standard industry practice is a **valve exercise program**. Valves control the flow of water through the distribution system and are used to isolate portions of the system during maintenance. A problem that occurs with valves that have not been regularly operated is that they fail when needed. Valve failures often increase repair times and the number of those impacted by a service outage significantly. By operating each valve in the system on a planned schedule – typically annually for larger valves and every 3-5 years for smaller valves – system reliability increases and outage times decrease.

Storage tank inspections are required to ensure water quality and structural integrity. Open hatches or displaced vent screens are common contributors to poor distribution system water quality. By performing regular inspections, these problems can often be avoided. Most water tank coatings last for 10-15 years. Any tanks that have not been painted in 10-15 years should be inspected by a certified coatings inspector for coating quality and any potential structural problems, often caused by corrosion.

With **water loss** in the range of 40-70%, and rates statutorily limited to funding only up to 15% of that lost water, a water loss reduction plan is a critical, immediate need for the District. A comprehensive water loss reduction program includes an evaluation of meter accuracy, reduction of leaks in the distribution system, identifying and correcting unauthorized use of water, area submetering, and an ongoing main and service line replacement program. An industry (or regulatorily required) standard water loss calculation should be performed monthly and annually for review by managers to evaluate ongoing issues, abrupt changes, and the overall success of the water loss reduction strategy.

The District is currently reviewing its options for a **meter replacement and repair program**. Included in this report as Figure 1 is data compiled in January 2020 showing almost 18% of meters either:

- (1) show negative/zero consumption,
- (2) cannot be located by the staff, or
- (3) have meter ID numbers that don't match the billing system.

The District's meter test bench does not appear to have been used recently, so the amount of error in the remaining 82% of meters is unknown. Testing will be part of the ongoing operation to help evaluate existing meters and to comply with statutory requirements. Significant effort is already underway to address meter reading and meter accuracy as a critical issue which drives revenue for the District and is necessary for ensuring customers are paying no more or less than their fair share for water service. Concurrent with this effort to address the immediate concerns, a grant application is being written for full replacement of all meters and purchase/installation of a new, compatible billing software.



FIGURE 1 – Meter Data Jan2020					
BOOK #	TOTAL # OF METERS	Cannot Locate	NEGATIVE READS	RRW/WMN	TOTAL
1		7	2	1	10
2		17	30	2	49
3		7	7	0	14
4		24	16	17	57
5		8	16	1	25
6		23	35	22	80
7		27	30	36	93
8		20	46	30	96
9		2	4	4	10
10		7	32	8	47
11		1	6	0	7
12		3	6	1	10
13		4	11	7	22
14		16	26	5	47
15		9	3	1	13
16		13	20	8	41
17		2	5	1	8
18		3	18	1	22
Total	3650	193	313	145	651
		5.3%	8.6%	4.0%	17.8%

Managerial

Managerial capacity describes the need for structure and process in a highly functioning utility organization that promotes workforce development and measures performance.

Staffing and Organization

In December 2019, Alliance met individually and collectively with the District’s staff. After those meetings but prior to hiring the District’s staff on January 1, 2020, Alliance developed an organizational chart for clear definition of individual assignments, responsibilities and reporting relationships. This structure was shared with the staff during the first week of January. Clearly defined roles and performance expectations have already led to a number of improvements. Vehicles which had been inoperable for weeks or months were back on the road in the first 2-3 days of January. An Office Manager, reporting directly to the General Manger, was named so that the office staff now understands the line of communication. The employees who were previously unsure about who they reported to, now have a clear understanding. Clear reporting relationships improve accountability and help employees understand who is responsible for getting them the resources they need to do their jobs properly. Several employees who had brought personal tools to work because they needed



them to complete daily tasks were told to bring them home as Alliance is responsible for providing these needed resources.

Providing clear direction, encouraging advancement and empowering employees to make decisions they are qualified to make is part of Alliance's plan for workforce development. Many employees have shown a genuine interest in improving their performance, and they welcome the responsibility and accountability that Alliance is asking of them. Many of them are worn down by being constantly criticized and believe that if they accept the changes asked of them and demonstrate better customer service, better days will be ahead. We believe great improvement will result from combining their positive attitudes with Alliance's training and structure.

Accountability comes from job performance. Employees are evaluated at 90 days and then annually. Pay raises are provided (usually at the time of the annual performance evaluation and when promotions occur) to those who perform successfully. To measure performance, Alliance uses key performance indicators which measure success. One of Alliance's internal company goals for its Martin County Division in 2020 is to have each employee with at least one measurable goal that he/she or their work group is responsible for on a daily, weekly or monthly basis. From the time those measurable goals are established and understood, they will be tracked and shared to help the team show continuous improvement.

Communication is a key component of an organization's success. Alliance recognizes the need for frequent and effective, formal and informal communication with the Utility Board, regulatory agencies, concerned citizens and the general public. Our more formal communication takes the form of detailed monthly reports and attendance at meetings. Alliance keeps count of all service orders performed, all customer complaints, and report them to the Board monthly. Other items reported monthly include the District's financial position, water loss, safety meeting topics and other important operational data. The reports are customizable to meet the needs of the Board. If issues arise that require more immediate communication, Alliance will follow the Board's established protocol. More informally, we answer other questions as they arise via phone, email or in person.

Alliance's communication with regulatory agencies works much the same way. We formally submit monthly compliance information, testing and performance data as required. We also maintain frequent informal contacts. Alliance's history includes a long track record of excellent working relationships with many agencies.

It's also important that the public understands the role the District plays in serving their needs and in protecting public health. Alliance helps convey that message through meetings, industry events, formal presentations, tours and informal conversations in the community. Alliance has met with and will continue to answer questions from the Martin County Concerned Citizens as an important stakeholder in the area.



Financial

Financial capacity is a utility's ability to establish and manage budgets, determine its true cost of service, bill its customers fairly, and generate revenue to cover expenses.

The 2016 financial audit of the District was recently completed. The 2017, 2018 and 2019 audits are to be undertaken next. The lack of recent audited financial statements prevents the District from (1) accurately evaluating its current financial position, (2) providing substantiated data for rate adjustments, and (3) establishing credit worthiness and applying for certain grants. Completing these audits is a high priority for the District and its new management team.

In its first month at the District, Alliance is confirming the District's debt obligations and clarifying its cash flow. As these critical issues are stabilized, issues such as verifying all customers are being billed, all customers are paying their share, the work flow of meter data to billing is accurate, inaccurate meters are replaced, etc. are being investigated.

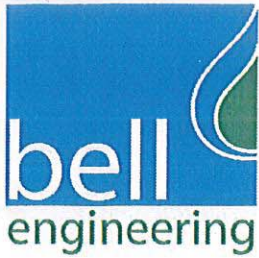
The current billing software is a proprietary, locally-developed system/database with only one available vendor for technical support. Alliance sees the weakness of the system including security of customer data as a critical vulnerability. As such, Alliance has begun contacting potential software providers for more dependable and robust billing software and support to safeguard data and provide much better data back-up.

After some level of certainty with metering and billing is achieved, future projects include evaluating the current rate structure for funding operations, depreciation and payment of debts. At this time, the District uses its depreciation account to pay for operational costs rather than for funding future infrastructure improvements. Also, as a general rule-of-thumb, Alliance recommends the District keep three to six months of operating expenses in cash. Keeping this amount of cash on hand is a longer-term goal for the District.

Fiscal management and controls are also a priority for the Alliance management team. Establishing a system of internal controls, billing practices in compliance with District policies and regulatory requirements and a formal purchasing policy are also needed.

Alliance will develop and present for Board consideration an annual District budget prior to the start of the subsequent fiscal year. The budget will include projections of revenues and expenses for the coming year as well as a comparison to the current year and previous year (if available). The budget will be used to project revenue sufficiency for covering expenses and a calculation of debt coverage, if needed. While the District is now paying its current vendor invoices and is paying installments on previous (prior to April 2018) vendor invoices, the District is not expecting that depreciation will be fully funded until water loss is reduced and other operational efficiencies are achieved. The time of budget review by the Board is typically also the time user rate analyses are presented for Board consideration. Lastly, the budget also includes a summary of planned, recommended and ongoing capital projects and project funding sources.





MEETING AGENDA
ENGINEERING DESIGN - PROGRESS MTG #8
MARTIN COUNTY WATER DISTRICT
MARTIN COUNTY, KENTUCKY
January 8, 2020

LOCATION: BSADD, 110 Resource Court, Prestonsburg, KY 41653
TIME: 5:00 PM
Present: Please Sign Attendance Roster

SUMMARY OF PROJECT FUNDING:

<u>Source</u>	<u>Amount</u>	<u>Associated Project(s)</u>
AML Pilot NEXUS Grant (2017)	\$3,450,000	A,B,C,D
COE 531 Partnership (25% Match)	\$1,869,718	B,C
ARC Grant	\$1,200,000	F
AML Pilot NEXUS Grant (2018)	<u>\$2,000,000</u>	I
TOTAL GRANT	\$8,519,718	

A. CONTRACT 113-19-01

RAW WATER INTAKE IMPROVEMENTS (PUMP PURCHASE ONLY)

1. AML provided clearance to advertise for bids on June 13, 2019.
2. Bids were opened at BSADD at 11:00 AM Wednesday July 3. Xylem Dewatering Solutions was the only bid received in the amount of \$470,286.07, compared to Bell's opinion of cost of \$500,000.00.
3. Bell made recommendation to award to BSADD and they along with MCWD agreed to accept the bid.
4. On July 29th, Bell received the AML Contractor/Subcontractor Information, Campaign Finance Law Compliance and Affidavit for Bidders Forms from Xylem. These were forwarded to AML.
5. On August 9th, AML advised Xylem had cleared the AVS check and the contract could be signed. Contract documents were forwarded to Xylem.
6. Contract documents were executed by both Xylem and the BSADD. A Notice to Proceed was issued to Xylem after the contracts were executed.
7. Xylem has completed fabrication of the smaller (2 MGD pump) and the associated variable speed drive. These items are currently being stored in their shop awaiting delivery. The 4 MGD pump is currently being fabricated along with the variable speed drive for the 4 MGD pump. Bell is continuing to assist with electrical questions concerning the 4 MGD pump and coordination with the electrical company concerning maximum pump horsepower.

8. The river screen has been fabricated.
9. Xylem has agreed to discontinue future pump rental charges to MCWD.

B. CONTRACT 113-19-02

RWI&WTP IMPROVEMENTS

1. Bell has refocused design at the WTP to include upgrades to Clarifier #2, an on-site generator, a portable generator to operate the booster pump stations, a new roof out to the clarifiers, and a new flow meter.
2. This design effort is ongoing and Bell has completed front end bidding documents for the project.
3. Plans and specifications are currently being developed.
4. The WTP and RWI sites have all been surveyed.
5. A routing survey has been performed for the potential reservoir bypass.
6. Development of the rail system for pump level adjustment is ongoing.
7. Basins have been documented for condition assessment.
8. Electrical design is on-going.
9. The Preliminary Engineering Report for the project is complete and has been distributed.
10. The Phase I Environmental Site Assessment required by the Corps of Engineers is complete and has been submitted.
11. Vendor proposals for replacement equipment are being requested/reviewed.
12. Bell to schedule an additional site visit to the plant to resolve piping conflict issues.

C. CONTRACT 113-19-03

LINE IMPROVEMENTS

1. Bell was able to locate several sets of As-Built Drawings of the water distribution system. Bell scanned copies of all plan sets and returned to Greg Scott with digital copies of plan sets for MCWD future use.
2. Bell has completed front end bid documents for the project.
3. Bell has cut out plan sheets, prepared detail drawings and is continuing further development of design drawings.
4. Bell and MCWD personnel have been in the field multiple times locating existing lines, surveying existing meters, valves and fire hydrants and determining routing of new water lines.
5. Location of all the features affecting alignment of the waterline has been completed including gas lines.
6. The Phase I Environmental Site Assessment required by the Corps of Engineers is complete and has been submitted.
7. A preliminary Opinion of Probable Construction Cost for the lines is being developed to determine what can be replaced with available funds.

D. WATER SYSTEM CAPITAL IMPROVEMENT PLAN / HYDRAULIC MODELING

1. Document is required by PSC
2. Bell has completed field review of RWI, WTP, Storage Tanks, Pumping Stations and PRV's.
3. Bell & UK met in Martin County on June 21st to coordinate collection of field data the week of July 8th. This effort is for calibration of the Hydraulic Model.
4. UK professors and 3 students traveled to Martin County on July 8th to begin effort of collecting field data (pressures and flows) at key points throughout the water distribution system. Bell had a team of four individuals that were to join the UK team on July 10th; however, MCWD had some major line breaks on July 9th and were unable to recover water supply during the week to allow flowing water from hydrants.
5. The effort to collect flow data was rescheduled for August 6th and 7th, however, on August 5th MCWD has a failure of a PRV which would not allow the flowing of the hydrants.
6. The collection of the field data was rescheduled and occurred on August 14th and 15th.
7. Field data has been reviewed. UK returned to the field in an effort to repeat two tests for the Hazen Williams coefficient that appeared suspect.
8. Money is in place to pay for the Hydraulic Model through AML 2017 Grant. OSM refused to allow for payment of the CIP through the 2018 Grant. The funds associated with that have been realigned toward additional waterline replacement.

E. COE 531 AGREEMENT

1. Bell provided a Scope of Work to the COE on May 15th.
2. Bell and COE agreed on an O&M cost of \$250,000.
3. Lesli Stone Smith has asked for a PER with Alternative Analysis. Bell is modified the original PER to incorporate the COE funding. COE dollars will not be utilized for the 10-Yr CIP or RWI pump purchase. The requested Alternative Analysis was provided to COE on July 10.
4. The Project Partnering Agreement (PPA). This agreement was executed on September 13, 2019.
5. Funds from the COE are being utilized for the RWI, WTP and Line Improvements (Items B & C).
6. BSADD has forwarded work to date related to the Environmental Assessment to the USACE and USACE to determine if additional work is to be performed.

F. CONTRACT 113-19-04

ARC WATERLINE REPLACEMENT PROJECT

1. Bell received the signed contract on August 2nd.
2. Bell has prepared front end bid documents for the project.
3. Bell has cut out plan sheets and has begun further development of design drawings.
4. Bell and MCWD personnel have been in the field multiple times locating existing lines, surveying existing meters, valves and fire hydrants and determining routing of new water lines.
5. Location of all features affecting alignment of the waterline has been completed including gas lines.
6. Routing of the proposed replacement waterline has been completed.
7. A preliminary Opinion of Probable Construction cost has been developed for the replacement lines.

G. CONTRACT 695-19-01

**HIGH SCHOOL WATER STORAGE TANK & BOOSTER PUMP STATION
TELEMETRY**

1. Bell received the signed contract on August 14th.
2. The project was advertised for bids on August 21st and was advertised a second time on September 11th.
3. Bids for the project were opened September 26th @ 5:00 p.m. at the offices of the Martin County Fiscal Court.
4. The low (and only) bid was submitted by Micro-Comm. The base bid submitted was in the amount of \$48,921.00 and included the installation of an electrically powered telemetry unit at the pumping station and a solar powered unit at the tank site. A deductive alternate of \$5,400.00 was offered if the Fiscal Court ran electric to the tank site and Micro-Comm could also use an electrically powered unit at this location. Cost would then be \$43,521.00.
5. Bell provided a letter of recommendation to the Martin County Fiscal Court concerning the award of the project to Micro-Comm.
6. Martin County Fiscal Court has awarded the project to the low bidder.
7. Contract documents have been forwarded to the contractor for signature. After the contracts are signed and the contractor provides the bonds/insurance, a Notice to Proceed will be issued.

H. WASTEWATER TREATMENT PLANT/COLLECTION SYSTEM REVIEW

1. Bell and MCWD personnel reviewed the Inez and Warfield WWTPs.
2. Proposed work at the Inez facility includes: a redundant oxidation ditch, septage receiving station, belt filter press, solids processing building, sludge hauling equipment, influent flow meter, yard piping, upgraded electrical,

- sludge storage and drainage pad, replacement of the influent pumping station, clarifier rehabilitation of unit that is out of service, existing oxidation ditch metal work, covers for the aerators/gearboxes for existing oxidation ditch, entry road repairs, rehabilitating two system pumping stations, replacing floats/adding transducers at the two stations, replacing ten grinder pumps and rehabilitating the inoperable plant generator. OPPC: \$4,836,550.
3. Proposed work at the Warfield facility includes a septage receiving station, mechanical screen for trash, demolition of the Dempsey WWTP, rehabilitating two system pumping stations, replacing floats/adding transducers at the two stations and replacing ten grinder pumps. OPCC \$1,138,563.
 4. An RFQ for engineering services was published requiring a submission by interested firms by October 5, 2019. The RFQ was in conformance with EDA requirements so that EDA funding may be sought for the project.
 5. Bell Engineering was selected to provide engineering services for the project at the last MCUD meeting. A contract is being prepared for review and signature.
 6. The project budget will be adjusted to include administrative fees for the BSADD prior to any applications for project funding being submitted.
 7. A meeting was held with a representative of the Economic Development Administration (EDA) earlier today to discuss the project.

I. USP BIG SANDY, EASTERN KENTUCKY BUSINESS PARK & BIG SANDY AIRPORT WATER PROJECT

1. Project budget was revised and sent to AML on September 19.
2. The Memorandum of Agreement between AML and BSADD was signed by BSADD on September 25th. The MOA was signed by AML on October 1, 2019.
3. A contract for engineering services has been executed by the Big Sandy Area Development District.
4. Bell and MCWD personnel have been in the field reviewing potential tank and pump station sites.
5. The Preliminary Engineering Report for the project is complete and has been distributed.
6. Plans are being prepared for the 250,000-gallon water storage tank.
7. Bell and MCWD are coordinating with the mineral lease holder and the surface owner concerning location of the proposed tank and pump station.

Progress Meeting #9 will be held February 5, 2020 at 5:00 PM at Big Sandy Area Development District in Prestonsburg, KY.