

**CAWOOD
WATER
DISTRICT
POLICIES
AND
PROCEDURES**

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CAWOOD WATER TARIFF

CAWOOD WATER DISTRICT

P.S.C. Ky. NO. 2

Cancels P.S.C. Ky. NO.

CAWOOD WATER DISTRICT

OF

HARLAN COUNTY, KENTUCKY

Rates, Rules and Regulations for Furnishing

WATER

AT

HARLAN COUNTY, KENTUCKY

IN THE AREAS SURROUNDING CAWOOD, KENTUCKY AND PUBLIC SERVICE COMMISSION
CATRON'S CREEK, KENTUCKY OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5.011,
SECTION 9 (1)

BY: Stephan D. Bell
SECRETARY OF THE COMMISSION

Filed with PUBLIC SERVICE COMMISSION OF
KENTUCKY

ISSUED.....June 25....., 1998....

EFFECTIVE.....August 1....., 1998....

ISSUED BY Cawood Water District
(Name of Utility)

BY Walter J. Fisher
Chairman

For: Rural Harlan County

PSC KY Number: 2

6th Revised Sheet No. 1

Cancelling PSC KY Number: 2

5th Revised Sheet No. 1

Cawood Water District

(Name of Utility)

Monthly Water Rates

Cawood General Service Area

First 2,000 Gallons
Next 8,000 Gallons
Over 10,000 Gallons

\$24.38 Minimum Bill
8.22 per 1,000 Gallons
5.86 per 1,000 Gallons

Path Fork Service Area

First 2,000 Gallons
Next 8,000 Gallons
Over 10,000 Gallons

\$27.81 Minimum Bill
10.77 per 1,000 Gallons
8.40 per 1,000 Gallons

(1)
(1)

DATE OF ISSUE December 19, 2017
Month / Day / Year

DATE EFFECTIVE December 14, 2017
Month / Day / Year

ISSUED BY 
(Signature of Officer)

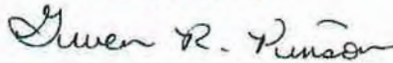
TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION

IN CASE NO. 2017-0309 DATED December 14, 2017

**KENTUCKY
PUBLIC SERVICE COMMISSION**

Gwen R. Pinson
Executive Director



EFFECTIVE

12/14/2017

PURSUANT TO 807 KAR 5:011 SECTION 9 (1)

Form for filing Rate Schedules

For Cawood
Community, Town or City

P.S.C. NO. 2

2nd revised SHEET NO. 2

CANCELLING P.S.C. NO. 2

1st revised SHEET NO. 2

Cawood Water District
Name of Issuing Corporation

CLASSIFICATION OF SERVICE

RATE
PER UNIT

a. **Multiple Users on One Meter.** Where two or more tenants or occupants (of different rental units) of property, including duplexes, apartment houses, mobile home parks, trailer parks, or other multi-unit premises, are served by a single water meter, the rates and charges to each tenant or occupant shall be computed by dividing the number of gallons of water registered by such single meter by the number of customers being served through such meter and then applying the result thus obtained to the water rate schedule set out above to arrive at the monthly bill for each tenant or occupant. Each tenant or occupant shall be billed separately unless the owner or operator of the property has agreed with the District to be responsible for and pay the full amount of the total monthly water bill for such property. In no event shall the monthly bill applicable to each tenant or occupant be less than the minimum water rate stipulated above.

LEAK ALLOWANCE POLICY -

An account billing adjustment will be made upon proof of excess water loss due to a leak that is verified by Cawood Water District's employee. The customer under age 65 will be billed at a rate consistent with their average monthly use over the last 12-month period, plus 1/2 (one-half) the amount of the excess used due to the leak. The customer aged 65 or older will be billed an amount equal to their average use over the past 12 months. This adjustment will be made only one time per 12-month period.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5.011,
SECTION 9(1)

BY: Stephan O. Bell
SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998

DATE EFFECTIVE August 1, 1998

ISSUED BY Walter W. Smith
Name of Officer

TITLE Chairman

Issued by authority of an Order of the Public Service Commission of Kentucky
in Case No. _____ dated _____.

For: Rural Harlan County

PSC KY Number: 2

4th Revision Sheet No. 3

Cancelling PSC KY Number: 2

3rd Revision Sheet No. 3

Cawood Water District

(Name of Utility)

Special Nonrecurring Charges - Meter Related

1. Meter Connection/Tap-On Charge: \$750.00 (I)
Will be assessed to hook up a new meter connection/tap-on.
2. Meter Turn-On Charge: \$35.00 (I)
Will be assessed for new service turn-ons, reconnections, seasonal turn-ons, temporary service, or transfer of service. The charge will not be made for initial installation of service where a meter connection/tap-on charge is applicable. (N)
3. Meter Re-read Charge: \$35.00
Will be assessed when a customer requests the utility to re-read the customer's meter and the re-read proves that the original meter reading was correct.
4. Meter Re-setting Charge: \$35.00
Will be assessed to reset a meter if the meter has been removed at the customer's request.
5. Meter Test Charge: \$50.00
Will be assessed when a customer requests the utility perform a test on the customer's meter to check for accuracy and the test shows the customer's meter is not more than two percent (2%) fast. The utility will perform such test on any meter upon written request of any customer if the request is not made more than once every twelve (12) months.

DATE OF ISSUE December 19, 2017
Month / Day / Year

DATE EFFECTIVE December 14, 2017
Month / Day / Year

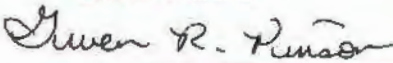
ISSUED BY 
Signature of Official

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. 2017-00309 DATED December 14, 2017

**KENTUCKY
PUBLIC SERVICE COMMISSION**

Gwan R. Pinson
Executive Director



EFFECTIVE

12/14/2017

PURSUANT TO 807 KAR 5:011 SECTION 9 (1)

Form for filing Rate Schedules

For Cawood
Community, Town or City

P.S.C. NO. 2

2nd revised SHEET NO. 4

CANCELLING P.S.C. NO. 2

1st revised SHEET NO. 4

Cawood Water District
Name of Issuing Corporation

CLASSIFICATION OF SERVICE

RATE
PER UNIT

3. LATE PAYMENT PENALTY

A penalty equaling 10% of the delinquent charges (other than sales/utility tax) will accrue on the 16th day following issue of the bill for water usage. This penalty will be applied to each delinquent water charge one time only and will not reoccur on any following billing cycle for this same usage delinquency.

4. CUSTOMER SECURITY DEPOSITS

A minimum deposit of \$50.00 shall be required for any customer occupying rental property in all customer classifications. This deposit will be held until such time as the customer's service is terminated. Upon termination of service the deposit amount will be credited to the final bill with any remainder refunded to the customer within 30 days.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5017,
SECTION 9(1)

BY: Stephan Bue
SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998

DATE EFFECTIVE August 1, 1998

ISSUED BY Walter J. Smith
Name of Officer

TITLE Chairman

Issued by authority of an Order of the Public Service Commission of Kentucky
in Case No. _____ dated _____.

FOR Cawood, Kentucky
Community, Town or City

P.S.C. KY. NO. 2

Original SHEET NO. 4A

CANCELLING P.S.C. KY. NO. _____

SHEET NO. _____

Cawood Water District
(Name of Utility)

RATES & CHARGES

4. RETURNED CHECK CHARGE

\$25.00

This charge will be assessed to any customer whose personal check is returned due to insufficient funds or other reason for which the customer is responsible. Any customer who presents during any 12-month period two personal checks that are subsequently returned for insufficient funds or other reason for which the customer is responsible must make payment in the form of cash, money order, or cashier's check for the 12-months following the presentment of the second returned check. During this 12-month period, the utility may refuse to accept from such customer any payment made in the form of a personal check. In the event that a customer's payment is refused for the reasons stated above, the utility may consider the bill as unpaid and may exercise its right to disconnect service for nonpayment of bills, per procedures set forth in the Rules and Regulations section of this tariff and in accordance with Administrative Regulation 807 KAR 5:006, Section 14.

DATE OF ISSUE OCTOBER 28, 2004
Month / Date / Year

DATE EFFECTIVE DECEMBER 4, 2004
Month / Date / Year

ISSUED BY Lana Yace
(Signature of Officer)

TITLE Commissioner

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. 2004-00408 DATED November 24, 2004

**PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE
12/4/2004
PURSUANT TO 807 KAR 5:011
SECTION 9 (1)**

By [Signature]
Executive Director

FOR HARLAN COUNTY, KY
Community, Town or City

P.S.C. KY. NO. _____

SHEET NO. _____

CAWOOD WATER DISTRICT
(Name of Utility)

CANCELLING P.S.C. KY. NO. _____

SHEET NO. _____

RULES & REGULATIONS

FIRE DEPARTMENTS:

Any city, county, urban-county, charter county, fire protection district, or volunteer fire protection district ("User") may withdraw water from the utility's water distribution system for the purpose of fighting fires or training firefighters at no charge on the condition that it maintains estimates of the amount of water used for fire protection and training during the calendar month and reports the amount of this water usage to the utility no later than the 15th day of the following calendar month.

Any city, county, urban-county, charter county, fire protection district, or volunteer fire protection district that withdraws water from the utility's water distribution system for fire protection or training purposes and fails to submit the required report on water usage in a timely manner shall be assessed the cost of this water.

A non-reporting user's usage shall be presumed to 0.3 percent of the utility's total water sales for the calendar month. A non-reporting user may present evidence of its actual usage to rebut the presumed usage. The utility shall consider this evidence and may adjust the presumed usage amount accordingly.

The non-reporting user shall be billed for this usage at the lowest usage block rate regardless of customer classification that the utility charges.

A non-reporting user shall also be assessed a penalty of \$ 100⁰⁰ for each failure to submit a report in a timely manner.

DATE OF ISSUE AUGUST 29, 2007
Month / Date / Year

DATE EFFECTIVE OCTOBER 1, 2007
Month / Date / Year

ISSUED BY *Hana Hale*
(Signature of Officer)

TITLE FINANCE OFFICER

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. N/A DATED N/A

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE
10/1/2007
PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

By *[Signature]*
Executive Director

FOR Cawood

P.S.C. Ky. No. 2

2nd revised Sheet No. 5

Cawood Water District

Cancelling P.S.C. Ky. No. 2

1st revised Sheet No. 5

RULES AND REGULATIONS

RULES AND REGULATIONS

The following rules and regulations are hereby adopted, subject to change by the Commissioners at any time, and subject to approval of the Public Service Commission through the filing of revised tariff sheets with the Public Service Commission. These rules and regulations are intended to supplement any Bond Resolution, any Rate Resolution and the By-Laws.

- A. All taps and connections to the mains of the District shall be made by and/or under the direction and supervision of District personnel.
- B. Service may be discontinued by the District for, upon 10 days written notice (except that in the event of a violation under Item 7 below, service may be terminated immediately), any violation of any rule, regulation or condition, and especially for any of the following reasons:

1. Misrepresentation in the application or contract as to the property or fixtures to be supplied or additional use to be made of water.

2. Failure to report to the District additions to the property or fixtures to be supplied or additional use to be made of water.

3. Resale of water.

4. Waste or misuse of water due to improper or imperfect service pipes and/or failure to keep such pipes in a suitable state of repair.

5. Tampering with meter, meter seal, service or valves, or permitting such tampering by others.

PUBLIC SERVICE COMMISSIC
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5
SECTION 9 (1)

BY: Stephen D. B. L.
SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998
Month Day Year

DATE EFFECTIVE August 1, 1998
Month Day Year

ISSUED BY Walter J. Smith Chairman
Name of Officer Title Address

FOR Cawood

P.S.C. Ky. No. 2

2nd revised Sheet No. 6

Cawood Water District

Cancelling P.S.C. Ky. No. 2

1st revised Sheet No. 6

RULES AND REGULATIONS

6. Connection, cross-connection or permitting the same, of any separate water supply to premises which receive water from the District.

7. When a dangerous condition is found to exist on the customer's or applicant's premises, with reference to the continuation of water service, water service shall be cut off without notice or shall be refused, provided the District shall notify the customer or applicant immediately of the reasons for the discontinuance or refusal and the correction action to be taken by the applicant or customer before service can be restored.

C. Any customer desiring to discontinue the service to his premises for any reason must give notice of discontinuance in person or in writing at the business office of the District at least three (3) days prior to the date on which the customer desires to discontinue service, and the customer shall not be liable for water consumed beyond the date of discontinuance stated in such notice. If such notice, either in person or in writing is not given, a customer shall remain liable for all water used and service rendered to such premises by the District until such notice is received by the District.

D. Bills and notices relating to the conduct of the business of the District will be mailed to the customer at the address listed on the user's agreement unless a change of address has been filed in writing with the District. The District shall not otherwise be responsible for delivery of any bill or notice nor will the customer be excused from the payment of any bill or any performance required in said notice.

E. Bills for water service are due and payable at the office of the District, or to any designated agent, on the date of issue. The past due date shall be the fifteenth day after the date of issue. Bills will be dated and mailed on the first day of each month.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5.011,
SECTION 9 (1)

BY: Stephan D. Bui
SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998
Month Day Year

DATE EFFECTIVE August 1, 1998
Month Day Year

ISSUED BY Walter Smith Chairman
Name of Officer Title Address

FOR Cawood

P.S.C. Ky. No. 2

2nd revised Sheet No. 7

Cawood Water District

Cancelling P.S.C. Ky. No. 2

1st revised Sheet No. 7

RULES AND REGULATIONS

All bills not paid on or before the past due date shall be deemed delinquent. When a bill has been delinquent for a period of twenty days, the District shall serve a customer a written final notice of said delinquency, and of the intent of the District to discontinue service ten days after the date of such notice unless such bill is paid prior to the expiration of such ten days. If a delinquent bill is not paid within ten days after date of such final notice (thirty days from the past due date), the water supply to the customer may be discontinued without further notice; provided, however, if, prior to discontinuance of service, there is delivered to the District, or to its employee empowered to discontinue service, a written certificate signed by a physician, a registered nurse or a public health officer that, in the opinion of the certifier, discontinuance of service will aggravate an existing illness or infirmity on the affected premises, service shall not be discontinued until the affected resident can make other living arrangements or until ten (10) days elapse from the time of the District's receipt of said certification, whichever occurs first.

F. The District reserves the right to request that \$50.00 be placed on deposit with the District for the purpose of establishing or maintaining any customer's credit. Upon the payment of such deposit, the District shall issue to such customer a certificate of deposit, showing the name of the customer, the location of the initial premises occupied by the customer as well as the date and amount of the deposit.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

G. All meters shall be installed, renewed and maintained at the expense of the District, and the District reserves the right to determine the size and type of meter used.

PURSUANT TO 807 KAR 50.11,
SECTION 9 (1)

BY: Stephan D. Bell
SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998
Month Day Year

DATE EFFECTIVE August 1, 1998
Month Day Year

ISSUED BY Walter J. Smith Chairman
Name of Officer Title Address

FOR Cawood

P.S.C. Ky. No. 2

2nd revised Sheet No. 8

Cawood Water District

Cancelling P.S.C. Ky. No. 2

1st revised Sheet No. 8

RULES AND REGULATIONS

H. It shall be the policy of the District to test each meter at least once every 10 years. In addition, upon written request of any customer, the meter serving such customer shall be tested by the District. Such test will be made without charge to the customer if the meter has not been tested within 10 years preceding the requested test.

If a meter is inaccurate in excess of 2%, whether upon periodic testing or upon requested testing, additional tests shall be made at once to determine the average error of the meter, and the adjustments shall be made in the customer's bills as follows:

1. If the result of such tests shows an average error greater than 2% fast, the customer's bill for the period during which the meter error is known to have existed, shall be recomputed and the account adjusted on the basis of the test. If the period during which the meter error existed cannot be determined, then the customer's bill shall be recomputed for one-half (1/2) of the elapsed time since the last previous test, but in no event to exceed 12 months; provided, however, that if time for the periodic test has overrun to the extent that 1/2 of the time elapsed since the last previous test exceeds 12 months, the refund shall be for the 12 months specified above, plus those months exceeding the periodic test period; provided, further, that such refund may be limited to the 12 month period if failure to make the periodic test was due to causes beyond the control of the District.

2. If the result of such tests shows an average error greater than 2% slow, the customer's bill for the period during which the meter is known to have existed, shall be recomputed and the account adjusted on the basis of the test. If the period during which the meter error existed cannot be determined, then the customer's bill shall be recomputed for one-half (1/2) of the elapsed time since the last previous test, but in no event to exceed 12 months.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5.011,
SECTION 9(1)

BY: Stephan D. Bue
SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998
Month Day Year

DATE EFFECTIVE August 1, 1998
Month Day Year

ISSUED BY Walter D. Bue Chairman
Name of Officer Title Address

FOR Cawood

P.S.C. Ky. No. 2

2nd revised Sheet No. 9

Cawood Water District

Cancelling P.S.C. Ky. No. 2

1st revised Sheet No. 9

RULES AND REGULATIONS

- I. Where a meter has ceased to register, or meter reading could not be obtained, the quantity of water consumed will be based upon an average of the prior six months consumption and the conditions of water service prevailing during the period in which the meter failed to register.
- J. The District shall make all reasonable efforts to eliminate interruption of service and when such interruptions occur will endeavor to reestablish service with the shortest possible delay. When the service is interrupted all consumers affected by such interruption will be notified in advance whenever it is possible to do so.
- K. Each customer's account information shall be reviewed each year by an employee of the Cawood Water District for the purpose of determining any unexplained usage variance that may have been caused by error or meter malfunction which would result in the need for account adjustment. Usage shall be compared on an average monthly gallon basis.
- L. The District shall in no event be held responsible for any claim made against it by reason of the breaking of any mains or service pipes or by reason of any other interruption of the supply of water caused by the failure of machinery or stoppage for necessary repairs. No person shall be entitled to damages nor for any portion of a payment refunded for any interruption of service which in the opinion of the District may be deemed necessary.
- M. Customers having boilers and/or pressure vessels receiving a supply of water from the District must have a check valve on the water supply line and a vacuum valve on the stream line to prevent collapse in case the water supply from the District is discontinued or interrupted for any reason, with or without notice.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 50:11,
SECTION 9(1)

BY: Stephan B. Bell

SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998
Month Day Year

DATE EFFECTIVE August 1, 1998
Month Day Year

ISSUED BY Walter Smith
Name of Officer

Chairman

Title

Address

FOR Cawood

P.S.C. Ky. No. 2

2nd revised Sheet No. 10

Cawood Water District

Cancelling P.S.C. Ky. No. 2

1st revised Sheet No. 10

RULES AND REGULATIONS

- N. The premises receiving a supply of water and all service lines, meters and fixtures, including any fixtures within said premises, shall at all reasonable hours be subject to inspection by the District.
- O. Piping on the premises of a customer must be so installed that connections are conveniently located with respect to the District's lines and mains. The customer shall provide a place for metering which is unobstructed and accessible at all times.
- P. An extension of fifty (50) feet or less to the District's distribution main shall be made without charge (other than the prescribed standard connection charge) for a prospective customer who shall apply for and contract to use service for one (1) year or more and who provides a guarantee for such service.

For each extension to the District's distribution main in excess of fifty (50) feet, the District shall require the customer to whose premises such extension is made to deposit with the District the total cost of the excessive footage over fifty foot of the total extension. Such deposit may be refundable to the customer in certain instances, in accordance with Title 807 KAR 5:066, Section 12(2)(b).

- Q. If any loss or damage to the property of the District or any accident or other injury to persons or property is caused by or results from the negligence or wrongful action of the customer, member of his household, his agent or employee, as determined by a court of law having jurisdiction over the parties, the cost of the necessary repairs or replacements shall be paid by the customer to the District, and any liability otherwise resulting shall be that of the customer.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5:011,
SECTION 9(1)

BY: Stephan D. Bue

SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998
Month Day Year

DATE EFFECTIVE August 1, 1998
Month Day Year

ISSUED BY Walter J. Juchacz Chairman
Name of Officer Title Address

FOR Cawood

P.S.C. Ky. No. 2

2nd revised Sheet No. 11

Cawood Water District

Cancelling P.S.C. Ky. No. 2

1st revised Sheet No. 11

RULES AND REGULATIONS

R. Water furnished by the District may be used for domestic consumption by the customer, member of his household and employees only. The customer shall not sell the water to any other person.

S. All customers shall grant or convey, or shall cause to be granted or conveyed, to the District a perpetual easement and right of way across any property owned or controlled by the customer wherever said easement or right of way is necessary for the District water facilities and lines so as to be able to furnish service to the customer.

T. Complaints may be made to the operator of the system whose decision may be appealed to the Commissioners of the District within ten days; otherwise, the operator's decision will be final.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

AUG 01 1998

PURSUANT TO 807 KAR 5.011,
SECTION 9(1)

BY: Stephan D. Bell
SECRETARY OF THE COMMISSION

DATE OF ISSUE June 25, 1998
Month Day Year

DATE EFFECTIVE August 1, 1998
Month Day Year

ISSUED BY Walter D. Smith
Name of Officer

Chairman
Title

Address

Form for filing Rate Schedules

FOR CAWOOD
Community, Town or City
P.S.C. NO. _____
SHEET NO. _____
CANCELLING P.S.C. NO. _____
SHEET NO. _____

CAWOOD WATER DISTRICT
Name of Issuing Corporation

CLASSIFICATION OF SERVICE

R
PER

DEPOSITS

The Company may require a minimum cash deposit or other guaranty to secure payment of bills except for customers qualifying for service reconnection pursuant to 807 KAR 5:006, Section 15, Winter Hardship Reconnection. Service may be refused or discontinued for failure to pay the requested deposit. Interest, as prescribed by KRS 278.460, will be paid annually either by refund or credit to the customer's bill, except that no refund or credit will be made if the customer's bill is delinquent on the anniversary date of the deposit.

The deposit may be waived upon a customer's showing of satisfactory credit or payment history, and required deposits will be returned after one (1) year if the customer has established a satisfactory payment record for that period. If a deposit has been waived or returned and the customer fails to maintain a satisfactory payment record, a deposit may then be required. The Company may require a deposit in addition to the initial deposit if the customer's classification of service changes or if there is a substantial change in usage. Upon termination of service, the deposit, any principal amounts, and any interest earned and owing will be credited to the final bill with any remainder refunded to the customer.

In determining whether a deposit will be required or waived, the following criteria will be considered:

1. Previous payment history with the Company. If the customer has no previous history with the Company, statements from other utilities banks, etc. may be presented by the customer as evidence of good credit.
2. Whether the customer has an established income or line of credit
3. Length of time the customer has resided or been located in the area.
4. Whether the customer owns property in the area.
5. Whether the customer has filed bankruptcy proceedings within the last seven years.
6. Whether another customer with a good payment history is willing to sign as a guarantor for an amount equal to the required deposit.

If a deposit is held longer than 18 months, the deposit will be recalculated at the customer's request based on the customer's actual usage. If the deposit on account differs from the recalculated amount by more than \$10.00 for a residential customer or PUBLIC SERVICE COMMISSIONER for a non-residential customer, the Company may collect any overpayment and shall refund any overpayment by check or credit to the customer's next bill. A refund will be made if the customer's bill is delinquent at the time of the recalculation.

MAY 29 1993

PURSUANT TO 807 KAR 5:011.

DATE OF ISSUE _____
ISSUED BY _____
Name of Officer

DATE EFFECTIVE SECTION 9(1)
TITLE _____ BY Chambers
PUBLIC SERVICE COMMISSIONER

FOR CANNON

Community, Town or City

P.S.C. NO:

START NOW

~~CANCELLING~~ P.S.C. NO.

SUBJECT NO.

WATSON WATER DISTRICT

Name of Issuing Corporation

CLASSIFICATION OF SERVICE

RAT

PER [

Calculated Deposits

ALL

(Insert above: Business/Commercial or residential or all)
Customer's deposits shall be based upon actual usage of the customer at the same or similar premises for the most recent 12-month period, if such information is available. If usage information is not available, the deposit will be based on the average bills of similar customers and premises in the system. The deposit amount shall not exceed 2/12 of the customer's actual or estimated annual bill where bills are rendered monthly, 3/12 where bills are rendered bimonthly, or 4/12 where bills are rendered quarterly.

CAWOOD WATER DISTRICT

P. O. BOX 429

CAWOOD, KENTUCKY 40815

METER READING		Gallons Used	CHARGES
Meter Reading Date	PRESENT		

OFFICE HOURS: 8:00 AM to 4:00 PM MONDAY - FRIDAY		WATER/SEWER RATES WILL BE FURNISHED ON REQUEST	PAST DUE →	
				Credits →
			Sales Tax →	
			School Tax →	
			TOTAL DUE →	

ALL CHARGES DUE & PAYABLE BY THE 10TH OF MONTH

CUSTOMER		PAY TOTAL AMOUNT ON	
ROUTE	ACCOUNT	OR BEFORE THIS DATE	
		10	92
PAST DUE →			
Current Water →			
Sales Tax →			
School Tax →			
TOTAL →			

Please Send This Entire Bill To Office or Mail This Stub When You Paymen

**PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE**

MAY 29 1993

~~DATE OF ISSUE~~ 3-16-93

ISSUED BY

NAME OF OFFICER

Issued by authority of an Order of the Public Service Commission of Kentucky

~~DATE EFFECTIVE~~ PURSUANT TO 907 KAR 5:011, SECTION 2(1)

TITLE

BY: Shirley J. Kelly

PURSUANT TO 807 KAR 5:011,
SECTION 9 (1)

Kender

CAMOOD WATER DISTRICT
OF
MARLAN COUNTY, KENTUCKY
AGREEMENT FOR WATER SERVICE

This AGREEMENT made and entered into this _____ day
of _____, 20____ by and between _____
whose address is _____
_____ party of the first part, and The
CAMOOD WATER DISTRICT of Marlan County, Kentucky party of the
second part.

WITNESSETH THAT for and in consideration of the efforts
of the party of the second part, acting through the Water
District Commissioners, the party of the First Part agrees to
pay a connection fee of \$25.00 and a security deposit of \$50.00
at the time of signing of this contract; to connect to the water
system and to pay at least a minimum bill 1 Month thereafter as
soon as the 3/4" meter is installed by the District and water is
made available to the meter, regardless of whether the first
party connects to the system. The security deposit is to be re-
funded only at such time as the customer has terminated service
and paid in full all amounts he may owe to the Water District.

The Party of the First Part shall install and maintain
at his own expense a service line which shall begin at the meter
and extend to the dwelling place of use.

The Party of the First Part agrees to comply with and
be bound by the Articles, Bylaws, Rules and Regulations of the
District, now in force, or as hereafter duly and legally supple-
mented, amended or changed.

By _____
Party of the First Part

By _____
Camood Water District

Date _____

Please Print

Name _____
Address _____
Phone _____
SSN _____



owner agreement

Cawood Water District
Of
Harlan County, Kentucky
Agreement For Water Service

This Agreement made and entered into this ____ day
of _____, 20____ by and between _____
whose address is _____
_____ party of the first part, and The
CAWOOD WATER DISTRICT of Harlan County, Kentucky party of the
second part.

Witnesseth that for and in conderation of the efforts
of the party of the second part, acting through the Water Dis-
trict Commðssioners, the party of the First Part agrees to pay
a connection fee of \$25.00 at the time of signing of this con-
tract; to connect to the water system and to pay at least a
minimum bill 1month thereafter as soon as the 3/4" meter is
installed by the District and water is made available to the
meter, regardless of whether the first party connects to the
system.

The Party of the First Part shall install and main-
tain at his own expense a service line which shall begin at the
meter and extend to the dwelling place of use.

The Party of the First Part agrees to comply with and
be bound by the Articles, Bylaws, Rules and Regulations of the
District, now in force, or as hereafter duly and legally suppl-
mented, amended or changed.

By _____
Party of the First Part

By _____
Cawood Water District

Date _____

Please Print

Name _____
Address _____
Zip _____
Phone _____
~~217~~ _____



EMPLOYEE HANDBOOK

Cawood Water District Employee Handbook

Welcome to Cawood Water District. You have been chosen to work with us because your background indicated that you have the qualifications which characterize successful Utility employees. First rate employees are our most valuable resource. The Utility recognizes the commitment required of its employees.

The Utility's personnel policies have been developed to provide you with information concerning the goals of the Utility in personnel matters. Please read through the policies and your job description and discuss any questions you may have with your supervisor.

The efforts of our past and present employees have made our Utility's record one of pride and accomplishment. We are happy to have you on our staff and look forward to your contributions to the Utility.

Manager

False Credentials

If it should come to the attention of the manager or Board, either during their Introductory Period or thereafter, that an employee was hired in the basis of false credentials, said employee will be subject to immediate demotion or dismissal.

Suggestion System

Utility employees are encouraged to submit suggestions that could allow the government to operate more efficiently. Suggestions should be submitted to the department head, who shall forward them to the manager along with recommendations for approval or disapproval. Employees who submit suggestions that are approved will be receive recognition at the times the suggestion is implemented.

Equal Opportunity

The board seeks to provide equal opportunity to all of its employees and applicants for employment and to prohibit discrimination based on race, color, sex, religion, national origin, disability, age or because the individual is a smoker or nonsmoker. The utility promotes equal opportunity in matters of hiring promotion, transfer, compensation, benefits, and other conditions of employment.

ADA Statement

- A. Cawood Water District complies with the Americans with Disabilities Act of 1990, as amended by the Civil Rights Act of 1991. The Act prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits and other aspects of employment.
- B. Your employer will provide reasonable accommodation to qualified individuals with a disability who, with an accommodation, can perform the essential functions of job, unless the accommodation will impose an undue hardship for the Cawood Water District.

Section 2

Classification Plan Provisions

Status of Employment (categories of employment)

- A. All employees of the Utility shall be designated as full-time, part-time, temporary or assigned.
 - 1. Full-time employee - An employee who works 30-40 hours per week on regularly scheduled basis.
 - 2. Part-time employee - An employee who works less than 30 hours per week, but on a regularly scheduled basis,
 - 3. Temporary or seasonal employee -An employee who works in a position which is of a temporary nature (full-time or part-time), and all temporary employees shall be on an emergency basis not to exceed 30 days subject availability of funds in the budget,
 - 4. Assigned employee - An employee made available to the Utility by another agency. All assigned employees must be received with a job description from the assigning agent.
- B. Only full-time and part-time employees may occupy established positions.
- C. Full-time employees in established positions shall be entitled to all benefits provided by the Utility. Part-time, temporary, "seasonal" and/or assigned employees shall not be entitled to any benefits (except those benefits required by federal or state law).

Section 3

Compensation Plan Provisions

Pay Plan Administration

- A. In no case will an employee be paid in advance for work time.
- B. Employees are paid weekly.

Hours of Work

- A. Scheduling shall be as followed:
 - Administrative Personnel: (8:30 A.M. - 4:30 P.M.) or as required
 - Field and Distribution Division: (7:00 A.M. - 3:30 P.M.) or as required
- B. Employees shall be at their places of work in accordance with prescribed schedule. All divisions shall maintain daily attendance records of all employees. All department heads shall submit time sheets to the Office Manager prior to payday.
- C. Employees will be allowed two (2) rest periods of ten (10) minutes each per day, one in the morning and one in the afternoon. Lunch and rest periods may not be used to shorten working hours, alter time of arrival or departure, accrue vacation, or count as overtime if not taken. Department heads shall ensure that rest period times and regulations are enforced. An hourly employee who works more than four (4) consecutive hours is entitled to one ten (10) minute break; hourly employees working less than four (4) consecutive hours are not entitled to a break. All personnel are entitled to a thirty (30) minute lunch break.
- D. Flexible hours may be scheduled for employees, if approved by the board.

Overtime

- A. In emergencies and other circumstances, consistent with the maintenance of essential utility services, a division head, with the approval of the Manager, may work overtime.

- B. Employees called out to work shall be paid a minimum of two (2) hours at regular rate of pay; employees called out who work more than two (2) hours shall be compensated for hours actually worked, at their regular rate of pay. If the employees called out have already worked forty hours, the compensation for call-out shall be at one and one half their regular rate of pay.
- C. In order to determine whether an employee will receive overtime pay for hours worked in excess of 40 hours per week, each class shall be declared "exempt" or "non-exempt" under provisions of federal and state wage and hour laws. Exempt employees shall not receive overtime pay. Non-exempt employees shall receive overtime pay at the rate of one and one-half times the hourly wages for actual hours worked in excess of 40 hours in any work- week. All Utility employees are considered non-exempt. Also; it should be noted that Kentucky Revised Statutes address overtime requirements as well.
- D. Time off with pay (including vacation leave, sick leave, holidays, jury duty, funeral, leave, etc.) may not be considered as hours worked for overtime pay purposes.
- E. Employees required being present at board meetings or committees of the Board relative to Utility business shall be compensated at the regular rate of pay. A minimum of time for compensation shall be two (2) hours. Any additional time shall be based on actual time at the meeting. Such appearances shall be as approved by the Manager or Board. Overtime provisions will apply if the appearance at the meeting causes the employee to accumulate (work) in excess of forty (40) hours.

Call-out Work Policy

- A. All employees of the District shall be subject to call-out work due to unforeseen reasons, such as emergencies.
- B. On a schedule basis, employees shall be subject to call-out status for after hours and weekends as circumstances warrant. The schedules shall be arranged to accommodate the wishes and/or circumstances of each employee. However, service needs of the District shall be the deciding factor. The schedule shall be as prescribed by the Management.

- C. Call-out status means that the employee(s) selected must provide information (phone number, contact person, etc.) to Management with regards to their probable whereabouts for the 63.5 hours from 3:30 P.M. Friday evening until 7:00 A.M. Monday morning. This does not apply to employees scheduled for vacation or sick leave.

Weekend Work

- A. The scheduling of weekend work (chlorine, master meter readings, etc.) shall be at the discretion of the management.
- B. The Management reserves the right to schedule employees on a rotating basis.

Workweek

- A. The Utility's official workweek shall begin and end on Saturday at 12:00 midnight.
- B. The Utility may change the official workweek at any time, but not to avoid overtime requirements.

Wage Increase

- A. The Board/Management shall review the performance of an employee at or near the last week of the introductory period, or extensions thereof. Upon a satisfactory review, the Board may grant an increase as set forth below.
 - 1. All employees with no experience who satisfactorily completes the three month initial introductory period (trial period) shall be granted a \$0.50 (fifty cents) per hour raise.
 - 2. Employees who receive the state plant certification or distribution license will be awarded a \$1.00 (one dollar) per hour rate increase. The District will pay for the cost of training and test.

Section 4

Conditions of Employment

Initial Employment Period (Introductory Status)

- A. All personnel initially appointed, rehired, transferred or promoted to an established position shall be on Introductory Status for ninety (90) days. The introductory period may be extended upon the recommendation of the Manager.
- B. Any employee who has served an initial introductory period and is promoted or transferred to a new position shall be in Secondary Introductory Status and may be reinstated without right of appeal to the position from which he/she was promoted or to a comparable position.
- C. A new employee may be dismissed without right of appeal during the original introductory period.

Disciplinary Action

- A. The policy of the Utility is to be patient, fair and consistent in the administration of the organization and its employees. When problems arise, emphasis is on improvement and and/or correction rather than punishment. However, willful, continued, or inexcusable breaches of employment rules must be dealt with firmly under a uniform policy which applies to all employees.

Generally, the Utility believes in the application of progressive discipline. However, the Utility reserves the right to keep any step or requirement in the disciplinary action sequence outlined below depending on the severity of the misconduct or when the facts or circumstances otherwise warrant. Further, it is also noted that in establishing the following disciplinary procedures it is specifically not the Utility's intention to create any employment situation that compromises its at-will employment status. As expressly stated in the Introduction, nothing in these policies is intended to create a contract of employment.

- B. An employee or employees may be disciplined for, but not limited to, the following when substantiated with or by bona fide proof:
 - 1. Incompetency

2. Inefficiency
3. Dishonesty
 - a. Deliberately making or using falsified records, materials requisitions, etc.
 - b. Lying
 - c. Personal use of the Utility's property
 - d. Theft of property
 - e. Deliberate waste: and/or
 - f. Supplying false information under any circumstances
4. Improper conduct
5. Neglect of duty:
 - a. Repeated failure to be at work station at starting time.
 - b. Leaving assigned work area without permission
 - c. Failure to attend scheduled meeting
 - d. Refusal to accept reasonable work assignment
 - e. Stopping work before specified time
 - f. Deliberate interruption of work
 - g. Loitering, loafing or sleeping on job; and/or
 - h. Unsatisfactory work and/or attitude
 - i. Failing to secure equipment, tools, etc. From theft
6. Failure to keep time cards accurately or completing another employee's time card
7. Fighting or horseplay on the Utility's premises at any time
8. Attempting bodily injury to another person
9. Failure to observe safety rules
10. Abusive or obscene language
11. Discourtesy to the public or fellow employee
12. Conviction of a felony
13. Untidy attire, torn uniforms and other failures to maintain a clean, neat appearance
14. Off-duty activities that discredit the individual or organization or cause inefficiency in performing assigned duties
15. Reporting to work under the influence of intoxicants or illegal drugs
16. Use of any intoxicants or illegal drugs while on duty
17. Gambling while on duty
18. Improperly discussing or disclosing confidential information
19. An accumulation of minor infraction
20. Failure to follow any other rule, regulation, operating procedure or job requirement not specifically mentioned above

21. Frequent or excessive absenteeism
22. Failure to provide notice to the Office Manager or immediate supervisor by 7:00 A.M. of absence due to sickness
23. Refusal to report to work when called, unless a bona fide emergency exists in immediate family.

C. When an employee commits any violation or fails to follow any rule, regulation, operating procedure or job requirement, one of the following measures shall apply, depending upon circumstances involved and the severity of the offense:

1. Verbal warning (counseling):

- a. In the case of a minor infraction, the immediate supervisor and/or the Manager shall administer a verbal counseling without rancor (ill will) and explain the actions necessary to correct the problem as soon as possible after the offense.
- b. The date of the counseling, along with a description of the occurrences which prompted the counseling, actions necessary to correct the problem, and any comments the employee may have made, shall be noted and placed in the employee's departmental personnel folder by the person giving the counseling. A copy of the counseling shall be placed in the employee's file.

2. Written warning:

- a. In case of a second minor infraction, the immediate supervisor and/or the Manager shall give the employee a written warning specifying the reason(s) for such warning and noting any previous verbal and/or written warnings. Written warnings shall state that the employee's performance will now be reviewed on a regular basis for improvement and explain the consequences of continued infractions.
- b. The employee shall sign the written warning or the warning shall be signed by a witness; a copy of the written warning shall be placed in the employee's personnel file.

3. Suspension:

In situation where the Utility has become aware of alleged misconduct by an employee which, if true, could result in disciplinary action, the Manager with Board approval may suspend the employee with pay if it is determined the action is necessary to assure public confidence in governmental oversight of its employees, or assure the integrity of the utility's inquiry in the allegations.

- a. The Utility shall immediately provide written notification to the employee informing him/her of the suspension and the nature of the allegations being investigated. In the event it is deemed necessary to suspend the employee immediately upon learning of a particular situation shall be provided written verification of suspension within 24 hours.
- b. Consistent with existing personnel procedures, the Utility shall immediately begin an investigation into the allegations against the employee. This investigation shall be delayed beyond what is considered reasonable and necessary to conduct a complete investigation.
- c. Upon reaching a determination as to the culpability of the employee, the Manager shall take action as follows:
 1. In the event the allegations against the employee are valid, the Manager shall invoke disciplinary action as deemed appropriate. These actions shall not include payment of wages in the event the suspension is extended beyond the investigative period; or
 2. In the event the allegations against the employee are proven to false, the employee shall immediately be reinstated to his/her position.
- d. During the time an employee is on suspension with pay he/she is considered to be performing service for the utility. Therefore, the employee must remain available to return to work within 24 hours of receiving written or verbal confirmation of his/her reinstatement verbally; the Utility shall provide written verification within one (1) working day.
- e. Nothing in this policy or procedure should be construed as limiting the authority of the Utility to suspend an employee without pay in those instances where such action is deemed appropriate.

4. Discharge:

- a. Where an offense is continually repeated, or misconduct is serious enough for discharge on the first offense, the Manager may recommend dismissal of an employee.
- b. The recommendation shall include the reason(s) for the discharge, details of previous disciplinary action taken against the employee and the recommended effective date and time of discharge.
- c. Final and formal discharge of an employee shall come from the Board (with or without the Manager's recommendation), who shall notify the employee in writing of the discharge.
- d. A copy of the discharge shall be placed in the employee's personnel file.

5. Demotion or transfer:

- a. In the event that an employee becomes unable to perform the duties as stated in the class specification, he/she may be transferred or demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the position, and the position is vacant.
- b. Such actions shall be recorded in the employee's personnel file.

Resignations

- A. An employee will be regarded as having resigned his/her position if he/she gives notice, written or verbal (with witness), to his/her immediate supervisor, the Utility clerk or manager. Unless in advance by the manager, failure to give at least two weeks' notice may be cause for denying future employment with the Utility.
- B. An employee's resignation and its attending reasons, if noted, shall be recorded in the employee's personnel file.
- C. Any employee who is absent from work for two (2) consecutive scheduled work shifts for reasons other than those set forth in Section herein will be considered to have abandoned the job and will be deemed to have resigned, and his/her employment with the Utility shall terminate immediately.

Reinstatement and Rehires

- A. The Board shall reinstate into the former position or a comparable position. Employees who fails during the Introductory Period to serve satisfactorily in a position to which he/she has been promoted. The reinstated employee shall receive at least the rate of pay which was received at the time of promotion.
- B. Any employee leaving in good standing who is rehired after one or more of separation from utility service shall be considered a new employee.

Retirement

- A. The Utility does not have a mandatory retirement age.

NOTE: The Utility may have a mandatory retirement age, but only for those classes where "age" is a bona fide occupational qualification.

Examinations (Medical)

- A. Upon an offer of introductory status employment, the Utility may require the prospective employee to submit to a physical or mental examination by a medical doctor or psychiatrist selected by the utility to ensure competency to complete assigned duties.
- B. The Utility shall pay 100% of the cost (including necessary travel cost) for required medical examinations related to initial employment or promotions.

Political Activity

- A. No employee, as a condition of employment or continued employment, shall be required to contribute to or campaign for any candidate for political office
- B. No employee of the Utility shall engage in political activity during his/her assigned duty hours.

Lunch Break

All personnel are entitled to a thirty (30) minute lunch break.

Personal Conduct, Appearances and Hygiene

- A. Images presented and statements made by all employees of the Utility can affect the entire organization; therefore, employees are expected to be friendly, courteous and appropriately dressed at all times.
- B. The Utility expects its employees to present themselves for work in such a manner that is reflective of good personal hygiene. Normal hygiene, including such things as daily fresh clothing, socks and deodorant, is encouraged to prevent offensive odors and to promote professionalism in the service. This will promote more effective inter-personal relationships with co-workers and the general public.

Safety and Injuries

- A. The health and safety of all Utility employees is of major importance. The Utility is anxious to make everyone's job safe in all respects; all employees shall report all hazardous conditions in their work area at once to their immediate supervisor.
- B. Employees lifting items weighing 50 to 100 pounds must request assistance from a co-worker. Items weighing over 100 pounds must be lifted and/or moved by mechanical means. THERE ARE NO EXCEPTIONS TO THIS POLICY.
- C. All work related injuries shall be reported to the employee's immediate supervisor as soon as possible. However, all injuries shall be reported no later than the end of the work day (shift).

Harassment

- A. The utility is committed to maintaining a work environment free of discrimination and harassment. In keeping with this commitment, we will not tolerate conduct that affects tangible job benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

B. Harassment- Definition

Harassment on the basis of race, color, religion, gender, national origin, age, or disability constitutes discrimination in the terms, conditions, and privileges of employment.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment,
2. Has the purpose or effect of unreasonably interfering with an individual's work performance,
3. Otherwise adversely affects an individual's employment opportunities

C. Harassing conduct includes, but is not limited to, the following:

1. Epithets, slurs, negative stereotyping, threatening, or intimidating acts, that relate to race, color, religion, gender, national origin, age, or disability.
2. Written or graphic material that denigrates or shows hostility or aversion towards an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the employer's premise, or circulated in the workplace.

D. Harassment- Complaint Procedure

Employees encountering harassment should tell the offending person that their actions are inappropriate and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation. In addition, the employee shall notify their supervisor of the harassment as soon as possible, so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. If action taken does not satisfy the employee, he/she may file a grievance.

E. Sexual Harassment- Definition

Sexual harassment deserves special mention. Inappropriate sexual advances, request for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment .

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexual oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, or pinching another's body.

F. Sexual Harassment - Complaint Procedure

All employees are responsible for helping to assure we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to notify your immediate supervisor. Reports are to be made as soon as practicable, preferably within 24 hours, and preferably in writing. Oral reports, however, will also be taken in the case of unusually sensitive circumstances.

G. Harassment and Sexual Harassment - False Accusations Procedure

The Cawood Water District recognizes that false accusations of harassment and sexual harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of harassment or sexual harassment will be disciplined in accordance with the nature and extent of his or her false accusation.

H. Harassment and Sexual Harassment- Employee Inquiry Procedure

The Cawood Water District encourages any employee to raise questions he or she may have regarding the harassment policy.

Drug Free Work Place

The United States Congress enacted the Drug-Free Work Place Act of 1988, effective March 18, 1988. The following policy statement regarding the utility's commitment to a drug-free work place:

- A. Employee shall not unlawfully manufacture, distribute, dispense, have possession of or use illegal drugs or alcohol on the job, in work place or report to work under the influence of such substance. It is intent of the utility to maintain a work place free of these substances, so that all employees may have the opportunity to have a safer, more productive work environment.
- B. Any employee reporting to work under the influence of alcohol or illegal drugs or who commits a work-related drug or alcohol related offense shall be disciplined under the established disciplinary process, which includes suspension and/or dismissal.
- C. The manufacturing, possession and/or use of illegal drugs, alcohol, or drug paraphernalia in the work place is strictly prohibited. This included the misuse/abuse of prescribed medications which could impair an employee's ability to function.
- D. It is the responsibility of the employee to notify his/her supervisor of any work related drug convictions within five (5) working days after the conviction or be subject having charges filed for dismissal.
- E. If a supervisor has reasonable cause to suspect an employee of illegal drug use on the job or of reporting to work under the influence of same, the employee may be required to submit to drug testing, and the supervisor may take other appropriate action, pending a final decision by the Manager.
- F. An employee reporting to work on medication prescribed by a physician, which impairs job performance, is to immediately notify his/her supervisor and/or the Manager. The employee must submit a doctor's statement indicating hoe the medication would affect his/her job performance and/or the health and safety of others, so appropriate steps may be taken by supervisors to prevent any hazards.

Drug Testing Policy

- A. The Utility's drug testing policy may be adopted by a separate action of the Board.

DRUG AND ALCOHOL POLICY

FOR CAWOOD WATER DISTRICT

1. Any employee who reports to work and appears to the superintendent or person in charge to be under the influence of drugs then and throughout the workday or is observed taking any kind of drugs including marijuana, will be asked by the superintendent or person in charge to submit to a drug test and search of person for drugs or drug paraphernalia. If any drugs or drug paraphernalia are found on the employee or he or she tests positive they will be dismissed from employment. Refusal to be tested or submit to a search will be grounds for dismissal.
2. Any employee who reports to work under the influence of alcohol in the opinion of the superintendent or person in charge will be asked the employee to go home without pay, until management and board members can discuss what action needs to be taking and could be grounds for dismissal. If the employee disagrees with the superintendent or person in charge they will be asked to go for testing. If they refuse to go for testing it will be assumed the superintendent or the person in charge is correct and the suspension will stand.
3. Any employee injured on the job or involved in a vehicle accident will be tested for drugs and alcohol either by the police or by hospital staff and if tested positive will be dismissed. Any employee while off the job who is arrested for buying, selling or taking illegal drugs or alcohol will be suspended without pay until the case is resolved, if found guilty they will be dismissed. Failure to report an arrest is subject to disciplinary action.
4. If employee is called out for emergency work and he or she has been drinking alcohol or taking prescription drugs they will report this to the superintendent or person in charge so they can determine if he or she is capable of performing his or her duties without being hazard to himself/herself or others. Failure to report this to the superintendent or person in charge will be grounds for disciplinary actions as stated in paragraph's 1 and 2.
5. All prescription drugs taken will be reported to the superintendent or person in charge and may require a physician's opinion about hazardous effects. If prescriptions are brought on the job they will be in a proper container at all times. The superintendent or person in charge could at their discretion request containers to verify contents.
6. Cawood Water District prohibits use of any alcoholic beverages, intoxicants or illegal drugs including marijuana and any drug paraphernalia on our premises, in our facilities and on our job sites and may at our discretion report any use, possession, distribution of any above mentioned to the proper law authority.

Section 5

Fringe Benefits Provisions

Holidays

- A. The following days are declared paid holidays at the regular rate of pay for all full and part-time utility employees.
1. The first day of January (New Year's Day).
 2. The last Monday in May (Memorial Day).
 3. The 4th of July (Independence Day).
 4. The 1st Monday in September (Labor Day).
 5. The 4th Thursday in November (Thanksgiving Day).
 6. The 25th of December (Christmas Day).
- B. When it is essential for an employee to work on a declared holiday, he/she shall be compensated for actual hours worked.
- C. When any holiday listed above falls on a Saturday, the preceding Friday will be observed. If the holiday falls on Sunday, the following Monday shall be considered a holiday.

Vacation

- A. All full-time employees shall be entitled to vacation leave with pay at the present wage on the following basis:

<u>Years of service completed</u>	<u>Rate of Accumulation</u>
First year	40 (forty hours)

- B. Vacation times will not be granted for more than forty hours at a time (one week).
- C. An employee whose employment is terminated either by layoff, quitting or retirement is not entitled to any vacation pay that has not been taken.
- D. An employee in introductory status who is terminated shall not be paid for vacation leave.

- E. Absences on account of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee with the approval of the manager, be changed to vacation leave credit.
- F. All vacation time must be used prior to December 31st each year or it will be lost and removed from the record .
- G. An employee fraudulently obtaining vacation leave or a department head falsely certifying vacation leave allowance may be suspended or dismissed.
- H. Vacations must be scheduled in advance with the manager. Office staff may not schedule their vacation during the first two weeks of any month.

Sick Leave

- A. All regular full-time employees shall be entitled to sick and hospital credit with pay.
- B. All sick leave time must be used prior to December 31st each year or it will be lost and removed from the record.
- C. All regular full-time employees shall be entitled to sick leave may be accumulated to a maximum of thirty (30) working days for full time employees.
- D. All full-time that use a sick time are only allowed to use enough hours to make them 40 (forty) hours in any working week.
- E. An employee on sick leave shall inform his/her supervisor/department head of the fact and the reason as soon as possible; failure to do so by 9:30 A.M. of the first day of illness may be cause for denial of sick leave with pay for the first day of absence.
- F. Absence for part of a day is chargeable to sick leave shall be charged proportionately in an amount not smaller than one-quarter (1/4) of a day.
- G. An employee fraudulently obtaining sick leave, or department head falsely certifying sick leave allowance for absence from work, may be suspended or dismissed. A doctor's statement is required for all absences of three (3) or more days.

Disability Leave

- A. Any employee who suffers injury or illness as a result of service connected accident or illness shall be compensated at the negotiated rate with the utility's workers compensation insurance company.
- B. Employees shall continue to accrue sick leave and vacation leave while on disability leave due to service connected accident or illness for a period of three months
- C. No other benefit is implied.

Maternity Leave

- A. Maternity leave may be granted for full-time employee with temporary disability due to pregnancy, childbirth, or any impairment thereof, and miscarriage for a period not to exceed three calendar months without pay. An additional period, not to exceed sixty days, may be granted, if by a medical doctor, without pay. Vacation and sick leave shall only accrue during the initial three months.
- B. The employee may use accrued sick leave, then accrued vacation leave, and the remaining period off without pay.

Bereavement (Funeral) Leave

Employees occupying full-time established positions may be granted up to three days off without loss of pay in case of death in immediate family, including parents, grandparents, spouse, brothers, sisters, children, and immediate in-laws. The amount of time off shall be determined by the Board and/or Manager, which shall take into consideration of the needs of the Utility.

Special Leave

- A. In addition to authorized leaves, the Board may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) working days in any calendar year.

- B. The Board may authorize special leave, with or without pay, for full-time employees for any period or periods for the purpose of attending courses in training at recognized universities or colleges and for other purposes that are deemed to be beneficial to the Utility service.

Military Leave

- A. Any employee occupying a full-time established position within the Utility who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or the Reserve Corps of the United States Public Health Service, shall be entitled to leave of absence without pay for a period not exceeding fifteen (15) calendar days in one year for the purpose of attending annual mandatory training (KRS 61.394, 61.396).
- B. If additional time is needed, the employee may use vacation leave.

Jury Duty

- A. When an employee is required to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty; All employees serving on jury duty shall be absent from work only during times required by the courts.
- B. Employees dismissed from jury duty prior to 2:30 P.M. must report to their respective work station with the Utility.
- C. Employees summoned as a plaintiff or a defendant in proceeding involving or arising from outside employment or personal business shall not be entitled to leave with pay, but may use accrued vacation leave during the absence.

Time off vote

- A. All employees entitled to vote in any election shall be given up to four (4) hours off on Election Day to vote. The Utility may specify the hours during which each employee may be allowed time off to vote (KRS 118.035).

Health Insurance

- A. Employee covered after three (3) months employment (single policy only).
- B. No other medical benefit is implied.
- C. Employees are covered under the Consolidated Omnibus Budget Act of 1986 (COBRA).
In summary, COBRA provides that each qualified beneficiary who would lose coverage under the group health plan as a result of a qualifying event is entitled, under the plan, to elect, within the election period, continuation coverage under the plan at their expense for a limited time. This summary statement is not intended to supplant the Act. All rights are set forth in the Act and should be consulted for official decisions.

Retirement Benefits

- A. Social Security: The Utility and its employees contribute amounts at the rate determined by Congress.
- B. Reserved

Expense Reimbursement

- A. No employee of the Utility shall receive or be allowed any lump sum expense allowance or contingent fund for personal or official expense (KRS 64.710).
- B. Any employee of the Utility incurring expenses for approved travel shall be reimbursed as follows:
 - 1. Transportation - For all reasonable necessary public transportation by reasonably economical means, the actual cost of fares, not to exceed costs of accommodations that are less than first class if available. For the use of privately owned vehicles advantageous to the purpose of the Utility, mileage at the state rate.
 - 2. Lodging_ Reimbursement shall be made on an actual expense basis for the cost of lodging with a receipt required on all expenses claimed.

3. Meals - Reimbursement shall be made on an actual expense basis by receipt. Employees away from the work station on authorized travel shall be entitled to expenses for three meals if they leave prior to their normal starting shift and return one hour after their normal work schedule ends.
- C. Other - Tolls, parking, baggage and car rental are allowed on an actual expense basis when reasonable and necessary in conducting business for the utility.
 - D. The Expense Reimbursement Form must be completed (including required receipts) and submitted to the Utility Clerk within three (3) working days after returning from travel.
 - E. The expense Reimbursement Form must be signed by the employee requesting reimbursement, the department head and/or the manager.
 - F. The Utility shall provide travel advances if requested and approved by the Manager.

Life Insurance Policy

- A. Reserved

Family and Medical Leave Act of 1993

Being an employee of less than 50 employees, the Family and Medical Leave Act of 1993 (FMLA) does not apply to the Cawood Water District. However, the Act does require the Utility to display an informational poster in the work place that informs employees of the provisions of the FMLA of 1993.

Should it ever be determined that the FMLA does apply to the Cawood Water District, employees shall not accrue vacation or sick and hospital leave during such leave.

Section 6

Employee Relation Provisions

Training and Career Development

- A. The Manager may permit or direct the attendance of employees at meetings, conferences, workshops or seminars intended to improve the knowledge, abilities and skills of Utility employees.
- B. Training may be accomplished on site or at organized training seminars provided by educational institutions, the State of Kentucky, federal government or other means.
- C. Attendance and participation in training arranged or provided by the Utility is mandatory and a condition of employment. The Utility will make every effort to provide training at reasonable times and with the convenience of the employee in mind. Training expenses will be paid for by the Utility, including travel, lodging, registration, and course material. ***However, all course material remains the property of the Utility to be maintained by the employee.***
- D. Each employee shall sign certification that they have been given an opportunity to review the Utility's personnel manual and received orientation on his/her job.

Grievance Procedures

- A. Any employee who believes that he/she has been aggrieved may personally or by a representative file a simple complaint (with or without the details) with his/her supervisor within three (3) days of the incident.
- B. When any employee, who believes he/she has been adversely affected by an act or decision by the Utility, he/she shall have the right to process the complaint grievance in accordance with the following procedure :
 - 1. An aggrieved person must submit a written statement to the Manager setting forth the nature of the grievance and facts upon which the allegation is based. The written statement must be submitted within three (3) of the alleged grievance.
 - 2. The manager shall contact the complainant no later than three (3) days after receiving the written statement to establish an informal meeting with the

objective of resolving the matter informally. However, in no case shall the informal meeting be conducted sooner than three (3) days nor more than ten (10) days after receiving the written statement. There shall be prepared a written documentary of the discussions at the informal meeting, which shall be preserved in the file of the employee.

3. Within five (5) days of informal meeting, if no decision has been made by the Manager or the decision does not satisfy the complainant, he/she may request a meeting with the Board by submitting written request to the Manager.
 4. In thus discussing the grievance, the complainant may designate any person of his/her choice to appear with him/her and participate in the discussion. The Board may require the Manager to participate in the discussion of the grievance. The Board shall issue a written decision in the matter within seven (7) days. There shall be prepared a written documentary of the discussion at the meeting which shall be preserved in the file of the employee.
- C. The decision of the Board shall be the final procedure for the complainant at the local level. All complaints received by the Manager and responses from the Manager and the Board will be kept by the Utility in the complainant file.

Personnel Classification Plan

INTERPRETATION AND APPLICATION OF THE CLASSIFICATION PLAN

PURPOSE

Position classification refers to the organizing of positions into groups of classes on the basis of their duties and qualification requirements. Position classification is a rather technical, but crucial personnel procedure, because the classification plan exerts an influence on almost every aspect of employer-employee relations. Nevertheless, the Utility officials should be familiar with the importance of position classification, the position titles and their definitions, which accurately describe the duties and responsibilities of the various positions and which indicates the qualifications necessary to fill those positions. Position classification will facilitate proper employee compensation, selection, placement, promotion and training.

THE PURPOSE OF CLASSIFICATION

The basic purpose of a personnel management system is to assist in securing and keeping well qualified employees. This means the development of fair and equitable recruitment, selection, promotion, pay and fringe benefit programs. It assures employees that their wage will be based on the value of the service they render, i.e., equal pay for equal work. All parts of an effective personnel management system work together toward these goals.

ADMINISTRATION OF THE PLAN

A classification plan is not intended to fix positions permanently into classes. Instead, the plan must be administered continually to adapt it to changing conditions. It is recommended that administration of the plan include responsibility for reviewing existing or new positions for purposes of classification, reclassification, and pay level determinations.

The utility should normally conduct or have conducted a comprehensive review of the classification plan at least every year. Between these comprehensive reviews, the utility officials responsible for personnel should conduct or have subordinates conduct work audits of various positions to assure that the plan is current and corresponds with existing conditions. If this continuous audition program is established, the comprehensive review may not be necessary.

Three specific types of changes in the plan itself are possible: abolition of a class, adjustment or revision of a class, or the creation of a class. The abolition of a class presents no problems when positions in a class are abolished or when positions are significantly changed in the nature of work, duties and responsibilities so that the class becomes inappropriate, inaccurate, or irrelevant. Likewise, the adjustment or revision of a class specification to meet changing circumstances can be readily made. Minor rewriting of class specifications will suffice in most cases. New classes should be created when new works situations arise that are not covered by

the established class specifications. However, caution should be exercised in this respect, particularly to assure that new classes are justified, and reflect substantially permanent rather than temporary situations. All proposed changes should be carefully scrutinized to the end of maintaining service morale, the validity of class concepts, and the integrity of the class relationships established in the classification and pay plan.

POSITION CLASSIFICATION PLAN

Administrative Division

Class Title: Operations Coordinator (part-time)

Characteristics of the Class: This is technical and administrative work involving of direction coordination of the District's water treatment and distribution system. The work involves administrative responsibility for the administrative and water divisions. The person in the position plans, supervises and coordinates he activities of the District, including attending Board meetings.

Essential Job Functions: Supervises and coordinates the personnel, plans and coordinates the various projects, including research, general layout, cost estimates, statistical data as needed and related requirements, field observation of work performance, Studies proposed projects, deeds, easements, contract documents as necessary in the process of implementing projects. Listens to and answers complaints and requests of citizens and citizen groups. Works with Board and Manager in reference to financial planning, budgeting personnel administration, procurement, policy development, long term planning and related administrative functions. Assists with employee performance evaluations, job training, etc., including safety and equipment operation. Does related work as required.

Job Related Physical Activity Requirement: This position involves work requiring the employee to exert in excess of 20 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is required to operate machinery, inspect work being performed and prepare report s. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to noise, fumes, odors, gases, poor ventilation, oils and grease. An employee in this position could "reasonably anticipate" facing contact with potentially infectious material.

Special Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of general construction and maintenances; ability to develop and understand working plans and coordinate general maintenance work; ability supervise and get along well with the public and co-workers; ability to plan financially for long term projects of the various division; good physical condition.

Acceptable Experience and Training: Considerable experience in general construction and maintenance, water plant operation, distribution system; graduation from high school or any

equivalent combination of experience and training in which provided the required knowledge, skills and abilities. Possess a valid Kentucky driver's license.

ADMINISTRATIVE DIVISION

Class Title: Manager

Characteristics of the Class: This is technical and administrative work involving a sophisticated level of direction in the management of the District's public works program. The person in this position plans, supervises and coordinates the activities of the District in accordance with Board policy and is directly responsible to the Board.

Essential Job Function: Supervises and coordinates activities of District personnel. Plans and coordinates projects including research, general layout, cost estimates, statistical data and related requirements of developing projects. Studies proposed projects, deeds, easement, and contract documents as necessary in the process of implementing a project. Listens to and answers complaints and requests of citizens and citizen groups. Work with the District Board in reference to financial planning, budgeting, personnel administration, policy development, long term planning and related administrative functions. Conducts employee performance evaluations, job training, etc., including safety and equipment operation. Coordinates activities with the various city public works operations in the county as needed. Does related work required.

Job Related Physical Activity Requirement: This position involves work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feelings, talking, hearing, and repetitive motion. Visually inspect work being performed and prepare reports. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to noise fumes, odors, gases, poor ventilation, oils and grease; An employee in this position could "reasonably anticipate" facing contract with potentially infectious materials.

Special Knowledge, Skills and Abilities: Through knowledge of the principles and practices of operation of water distribution system; ability to develop and understand working plans and coordinate work; ability to supervise and get along well with the public and co-workers; ability to plan financially for long term projects of the District; good physical condition.

Acceptable Experience and Training: Considerable experience in personnel administration, including supervision of employees; However, any combination of education and experience sufficient to demonstrate the required special knowledge, skills and abilities will be considered. The employee is required to obtain the appropriate class of distribution license in accordance with state regulations. Possess a valid Kentucky driver's license. Hold the necessary plant certification (II-A) and distribution license certifications.

ADMINISTRATIVE DIVISION

Class Title: Finance Officer

Characteristics of the Class: Under general supervision, performs several routine clerical and administrative task related to the billing, collecting, bookkeeping and financial accounting of a public water system.

Essential Job Functions: Responsible for the preparation and disposition of required reports, documents and official record of the District. Other responsibilities include, but are not limited to maintenances of files, and reports for several accounts, monthly computer run, maintenance of accounts, accounts payable, etc. Also, as required/needed, assist with preparation of monthly financial reports to the Board, state, IRS, etc., preparation of files and records for the annual audit. Plans for all future projects in conjunction with the operations coordinator.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 20 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, talking, hearing, carrying, stooping, kneeling, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcribe, use a computer terminal and do extensive reading. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Acceptable Experience and Training: Some experience in clerical work including filing, typing, and record keeping; at minimum hold a BS degree in accounting and prior experience with governmental accounting a must.

ADMINISTRATIVE DIVISION

Class Title: Account Clerk

Characteristics of the Class: Without direct supervision, performs routine clerical and secretarial tasks related to the billing and collecting of a public utility system.

Essential Job Functions: Responsibilities include, but are not limited to: answering phone, maintenance of files and reports for several reports for several accounts, utility billing, daily collection of water bills, collection tap fees, preparation of water, deposits to the bank, etc. Also, calculate usage data of review; handle new connections, meter deposits, turn-on fees, meter refunds, secretarial duties, etc.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 20 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, talking, hearing, carrying, stooping, kneeling, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcribe, use a computer terminal and do extensive reading. An employee in this position will be subject to indoor environment conditions more than 98% of the time.

Required Knowledge, Skills and Abilities: Knowledge of office terminology and operating procedures; ability to understand and follow oral and written directions; ability to maintain records, ability to communicate clearly and effectively over the phone with the general public; clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: Experience in clerical work including filing, typing, and record keeping; completion of a standard high school curriculum or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

TREATMENT, FIELD AND DISRUPTION DIVISION

Class Title: Certified Plant Operator

Characteristics of the Class: This is technical work in the operation and supervision of operating a class IV-A water treatment plant. The employee must be qualified, having technical knowledge and the ability to supervise. Also, performs additional duties as may be assigned.

Essential Job Functions: Operates and supervises the operation of a water treatment plant conducting all the procedures required of the job Class Title: "Water Treatment Plant Operator" on a manner that is in compliance with the operations manual and standards required by regulations covering a Class IV-A water treatment facility. Checks equipment and operations on a scheduled basis to ensure proper functioning. Reviews work of subordinates; responsibilities for conducting of all required tests and submit to the appropriate entity. Also, an employee in this class is required to read meters and do repair work as directed.

Job Related Physical Activity Requirements: This position requires the employee to exert 75 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking and hearing. Sufficient visual is required to prepare and analyze data and figures, visually inspect equipment and instruments to determined small defects, and use a computer terminal. An employee in this position will be exposed to indoor and outdoor environmental conditions; subject to hazards including working near machinery; subject to noise fumes, odors, gases, poor ventilation and oil; and subject to working in tight passage ways. An employee in this position could "reasonably anticipate" contracting potentially infectious material.

Required Knowledge, Skills and Abilities: Through knowledge of the principles and practices of maintenance and operation of water treatment plants; ability to supervise and get along well with co-workers; good physical condition.

Acceptable Experience and Training: Considerable experience in maintenance and operation of a water treatment plant; graduation from high school or any combination of experience and training which provides the required knowledge, skills and abilities. The employee is required and to obtain the appropriate class of distribution license in accordance with state regulations. Must hold a Class II-A water plant operator license. Posses a valid Kentucky drivers license.

TREATMENT, FIELD, AND DISTRIBUTION DIVISION

Class Title: Distribution Operator

Characteristics of the Class: This work involves operation and maintenance of the water storage, pumping and distribution system.

Essential Job Function: Coordinates and is involved with the operation and maintenance of the water distribution, pumping and storage system. Work tasks involve, but are not limited to direct supervision of personnel, operation of a backhoe occasionally, repairing leaks, reading meters, making taps, conducting leak detection, collecting water samples, service cut-offs, pump service, storage tank service, booster pump service, procurement for division needs, and operate treatment plant as needed. Coordinates activities with Pineville City operations as needed. Does related work as required.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing and repetitive motion. Visual inspection work begins performed and prepare reports. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to noise, fumes, odors, gases, poor ventilation, oils and grease. Also, it is noted here: since this is outside work, the employee may be subject to animals, such as dogs, insects and snakes. An employee in this position could "reasonably anticipate" facing contact with potentially infectious material. Coordinates all activities through the District Manager.

Special Knowledge, Skills and Abilities: Through knowledge of the principles and practices of operation of water distribution system; ability to supervise and get along well with the public and co-workers; ability to operate small equipment including a backhoe, mechanical aptitude; good physical condition.

Acceptable Experience and Training: Considerable experience in supervision, water plant operation; the employee will be subject to training on heavy equipment operations. Completion of high school or G.E.D. The employee is required to obtain the appropriate class of distribution license in accordance with state regulations. Hold a Kentucky drivers license.

TREATMENT, FIELD AND DISTRIBUTION DIVISION

Class Title: Service Technician

Characteristics of the Class: Performs manual skilled and semi-skilled labor task in the maintenance of the water distribution and storage system of the district, including meter reading.

Essential Job Function: Maintenance of the water distribution system involves, but is not limited to: Cleaning of tanks, pressure stations, pressure regulator stations, repairing and setting pumps. Using basic tools: sets and removes service, including making main-line taps, repairs line breaks and other damages to the system. Reads meters as assigned. The reading of meters involves efficiency in the use of numbers for the purpose of data entry into district ledgers and/or computers. Provides general maintenance of grounds, such as cutting grass and trash removal, as may be necessary or assigned. The skill and ability to operate a backhoe, trencher, hole hog, and similar equipment in the maintenance of a public water storage and distribution system is necessary and required. May be assigned and directed to do related work.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is necessary to enter data on meter sheets and read instructions of supervisor. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold temperatures; subject to noise, fumes, odors, gases, poor ventilation, oils and grease; An employee in this position could "reasonably anticipate" facing contact with potentially infectious materials, including dogs, snakes and insects. An individual in this position will be subject to call-out work from time-to-time. Coordinates all activities through the District Manager.

Special Knowledge, Skills and Abilities: Knowledge of a variety of manual tasks related to maintenance work; ability to understand and follow oral and written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; ability to learn and expand knowledge; excellent physical condition and endurance capabilities.

Acceptable Experience and Training: Experience in performing maintenance work related to basic repair of appurtenances of a water system and graduation from high school or hold a G.E.D is preferred, or any equivalent combination of experience and training providing the required knowledge, skills and abilities will be accepted on introductory, employee status offer. If the employee(s) is not proficient in the operation of equipment listed above, they will be

trained. The employee is required to obtain the appropriate calls of distribution license in accordance with state regulations. Hold a valid Kentucky drivers license.

TREATMENT, FIELD, AND DISTRIBUTION DIVISION

Class Title: Meter Reader

Characteristics of the Class: Performs responsible work related to reading customer water meters. Also, performs manual labor providing assistance to Service Technicians.

Essential Job Functions: The primary responsibility is reading meters and entering the data in an account ledger. The reading of meters involves efficiency in the use of numbers for the purpose of data entry. The accuracy of the entries is very important. It is noted here: the work is very repetitive, requiring the employee to drive from meter-to-meter and exiting the vehicle to obtain the meter reading. These tasks require the use of basic hand tools; Also, maintenance of grounds, including mowing grass, trimming shrubs, raking leaves, is a requirement of this position. May be assigned and directed to do related work.

Job Related Physical Activity Requirements: This position requires the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is necessary to observe and enter data in ledgers and read instructions of supervisor. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold temperatures; subject to noise, fumes, odors, gases, poor ventilation; and subject to work in tight passageways. An employee in this position could "reasonably anticipate" facing contact with potentially infectious materials, including dogs, snakes and insects. An individual in this position will be subject to call-out work from time-to-time. Coordinates all activities through the District Manager.

Required Knowledge, Skills and Abilities: Some knowledge of a variety of maintenance and manual tasks; ability to understand and follow oral and written instructions; ability to read and write; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition.

Acceptable Experience and Training: Experience related work and graduation from high school or hold a G.E.D. is preferred, but any equivalent combination of experience and training which provides the required knowledge, skills and abilities will be acceptable on introductory employment status. Must possess a valid Kentucky drivers license.

TREATMENT, FIELD AND DISTRIBUTION DIVISION

Class Title: General Laborer

Characteristics of the Class: Performs manual labor, often involving the use of acquired skills; does related work as required. The position requires excellent physical strength and endurance. Also, performs additional duties as may be assigned.

Essential Job Functions: Maintenance of the water treatment plant premises involving, but not limited to: Cleaning of facility (cleaning floors, windows, restrooms, etc.) using basic tools; assists plant operators with basic maintenance of equipment and facility, such as lubrication, adjustments, painting; assists with movement and placement of chemicals for treatment purposes; outside maintenance of grounds, including mowing grass, trimming shrubs, raking leaves; assists operators with outside facility operation including opening sticky valves, repairing of defective valves, cleaning (clear well, storage tanks, etc.) Also, general maintenance of the various components of the distribution system is a part of the essential job functions as directed by the supervisor, as well as read meters.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 75 pounds of force. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, and hearing. Sufficient visual acuity is required to read labels on cleaning solutions and read operators manual. An employee in this position will be exposed to indoor and outdoor environmental conditions; subject to hazards including working near machinery; subject to noise, fumes, odors, gases, poor ventilation and oils; and subject to working in tight passageways. An employee in this position could "reasonably anticipate" contacting potentially infectious materials.

Required Knowledge, Skills and Abilities: Some knowledge of a variety of maintenance and manual tasks; ability to understand and follow oral and written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical conditions.

Acceptable Experience and Training: Considerable experience in performing maintenance work related to cleaning and basic repair to buildings and outside premises and completion of standard high school course work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

If an employee works for Cawood Water District for (1) year and qualifies to take the Class I Certifications, Cawood Water District agrees to pay ALL the expenses for the class, test, lodging, reimburse mileage and give twenty five (25) dollars a day for meals for each day that they are attending class and taking the test.

If Cawood Water pays all expenses for the Class I certification an employee is required to work with Cawood Water District for one (1) full year. If an employee fails to meet the one (1) year requirement by voluntarily leaving, the employee is required to pay all or half the expenses for the test, class, lodging, meal and mileage; the amount shall be determined by the board members and management.

I verify that I understand that I must work for Cawood Water District for one (1) year if Cawood Water District pays for all expenses to take the Class I Certification .

Signature:_____

Date:_____

Manager:_____

If an employee works for Cawood Water District for (1) year and qualifies to take the Class I Certifications, Cawood Water District agrees to pay ALL the expenses for the class, test, lodging, reimburse mileage and give twenty five (25) dollars a day for meals for each day that they are attending class and taking the test.

If Cawood Water District pays all expenses for the Class II an employee is required to work with Cawood Water District two (2) full years. If an employee fails to meet the two year requirement by voluntarily leaving, the employee is required to pay all or half the expenses for the test, class, lodging, meal and mileage; the amount shall be determined by the board members and management.

I verify that I understand that I must work for Cawood Water District for two (2) years if Cawood Water District pays for all expenses to take the Class II Certification.

Signature:_____

Date:_____

Manager:_____

Certification of Receipt

During the Introductory period here, you will be an introductory employee. This is expected to be a period of adjustment and learning. This period should also be considered an employment test. You are not guaranteed employment during the introductory period nor are you guaranteed employment upon the completion of your introductory period.

The Utility's personnel policies are not a contract of employment. Any individual may voluntarily leave employment and may be terminated by the employer at any time and for any reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. The contents of the Utility's policies are subject to change at any time at the discretion of the employer.

It is your responsibility to be familiar with the Utility's personnel manual. Its contents will help guide you toward job behavior which reflects credit upon you and the Utility.

I certify that I have or had an opportunity to read the Personnel Policies, Procedures and Safety Manual of the Cawood Water District. Further, I have reviewed the job description and affirm my ability to perform the required tasks.

Signature_____

Date_____

Witness_____

SAFETY MANUAL

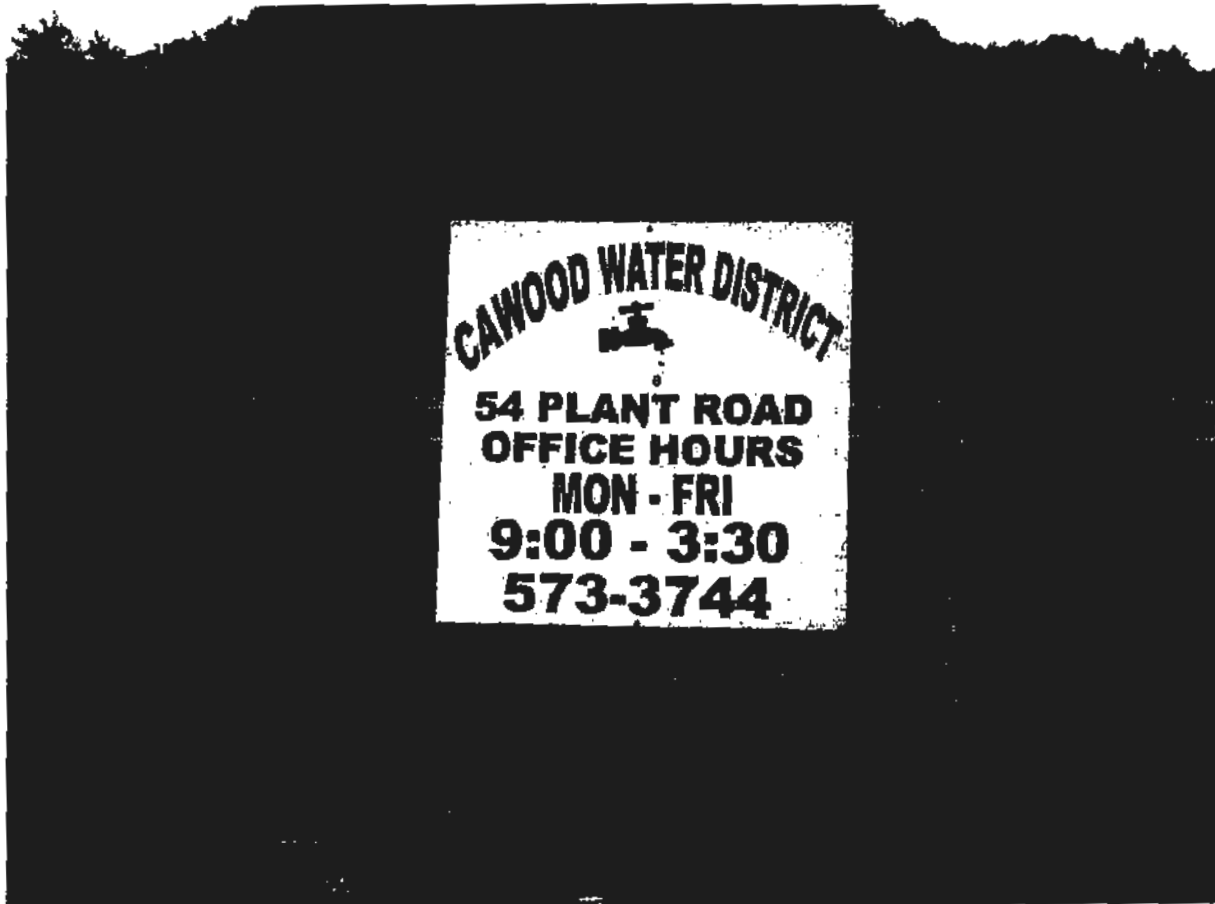
It is Cawood Water District's (CWD) top priority to make sure that everyone goes back home in the same condition that they came to work in. CWD has a goal of zero recordable or lost time accidents. We do a twice per week safety meeting plus a mid-week toolbox meeting. We use a sign in sheet to document the topic that was discussed in the meeting and who attended. We use a wide range of material for our safety meetings and toolbox talks. Below are some of the internet-based resources and material we use in our training.

1. <https://www.osha.net/toolbox-talks-free-downloads/>
2. <https://vividlearningsystems.com/industries/manufacturing>
3. CWD Policy and Procedures book on key policies and procedures
4. CWD safety manual
5. CWD handbook key policies
6. The Smith Defensive driving tool

We think safety is particularly important at CWD and we encourage all our employees to speak up when they see a problem and watch out for their fellow employees because.....



Cawood Water District



Safety Manual

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- Statement of Purpose

II. RESPONSIBILITY FOR SAFETY

- Board Members
- Superintendent
- Employees

III. GENERAL SAFETY RULES

- Safety Manual
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IV. SAFE WORKING PRACTICES

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- What Is to be Reported
- When Should It be Reported
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VIII. FIRST AID

INTRODUCTION

Statement of Purpose

Safety is defined as a condition of being safe, freedom from danger or hazard, or the quality of being devoid of whatever exposes one to danger or harm.

This safety program is developed with the implicit intent of providing a safe working environment for the employees of Cawood Water District and of providing positive means of ensuring the public safety from exposure to the hazards of those daily operations by management, staff, and employees of Cawood Water District.

This program addresses three (3) general areas of safety:

- Organizational Safety-The prevention of injury to employees, both on and off the job site.
- Fleet Safety-Prevention of automobile or equipment accidents.
- Public Safety- Prevention of injury to the general public.

This safety program establishes certain minimum requirements aimed toward the goal of an accident free work environment, but no program may ever be expected to replace a careful, alert and aware staff exercising good sound judgment tempered with a generous application of common sense.

RESPONSIBILITY FOR SAFETY

Safety is everyone's responsibility. The Cawood Water District Board, the Superintendent, and each employee shares in that responsibility not only for personal safety but for group safety.

III. GENERAL SAFETY RULES

Safety Manual

This safety program will be published in loose leaf form and distributed as follows:

- One copy to each employee.
- One copy to each Board Member.

Upon publication each employee shall receive a formal presentation outlining the contents of the safety program contained herein. New hirees will be briefed on the contents of this publication during the hiree's initial job orientation.

The Superintendent and Senior WTP Operator are the designated safety officials for the Cawood Water District. Responsibilities in that regard include:

- Retain the master copy of this publication.
- Conduct reviews of safety education materials, new state and federal regulations and initiate appropriate changes to the Safety Program.
- Distribute and ensure the posting of changes to this program made subsequent to its publication. Supervise the preparation of reports and records.
- Cause records and reports concerning safety and/or accident to be filled in a recoverable file in the central office.
- Draft and finalize all reports, routine recurring or special reports, that must be submitted to outside agencies and ensure that the distribution is timely.
- Procure or cause to be procured safety related promotional materials that abet or enhance safety awareness.
- Advise the Commission on the status of the safety program.
- Develop and maintain an individual safety awards program.
- Analyze and classify each accident report by a systematic method.
- Recommend disciplinary or administrative action where an accident review indicates serious, repeated or flagrant violation of this program or other pertinent safety doctrine.

- Safety training and education will highlight the importance of safety to the employees and constantly review that importance.
- Safety training or education may be formal or informal.
- Minimum requirements for employees of the Cawood Water District shall include:
 - Prominent position of safety posters and reminders in each work area.
 - Procurement and distribution of promotional material on publication which emphasize job safety.
- Each first line supervisor will, with all the employees for whom he is directly responsible, conduct a weekly safety talk of at least five minutes in duration. These talks will be on safety subjects of the supervisor's choosing and will pertain to the immediate work area in which the people are involved.
- Posting of pertinent safety rules and regulations in each work area.

Conduct at Work

The use of intoxicating liquor by any employee during his/her working hours, including the lunch hour, is strictly prohibited, and any violation shall be sufficient for dismissal.

Any employee reporting for duty under the influences of liquor shall be dismissed and any foremen or other person in charge who permits such employee to go to work shall also be subject to dismissal.

Protecting the Public

When doing work on public or private property, every precaution must be taken to warn and protect the public. Areas dangerous because of trenches, holes, or overhead work must be protected by adequate guards, flags, signs, barricades or lights. If necessary, flagmen or watchmen shall be detailed to warn and direct traffic.

Never allow persons to stand or pass under men working aloft.

Remove all unused and waste material from public and private property upon completion of the work.

Cooperate with other companies and organizations in the promotion of safety for their employees and yourself.

When it is necessary to leave equipment or other obstructions unattended, the following precautions shall be taken:

- They shall not be left adjacent to fire plugs or directly in front of entrances to private or public property.
- They shall be locked, blocked, or otherwise secured.
- They shall be adequately protected by approved warning devices.

When chiseling, chipping or welding is done in locations where others are exposed to eye hazards, shields shall be placed around the work or the area shall be roped off or barricaded.

Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. When more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed. Under no circumstances shall safety be sacrificed for speed.

Employees shall always place themselves in a safe and secure position. The care exercised by others shall not be relied upon for one's own protection.

Housekeeping of Job Site and Equipment

Working locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times.

- Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.
- Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.
- Flammable liquids such as gasoline, benzene, naphtha and lacquer thinner shall not be used for general cleaning purposes.
- All solvents shall be kept in approved, properly labeled containers. Gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in U.L. approved properly labeled (yellow letters) red safety cans.

- Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.
- Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions, and debris.

Reporting Hazardous Situations

When an employee observes a hazardous condition that may cause injury or property damage or interfere with services, regardless of the department in which the condition exists, he shall report it promptly to a proper authority and when necessary, guard it.

An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location and the nature of the trouble. He shall immediately refer this information to the person having responsibility for such matters.

Fire Prevention and Control

Smoking or open flames shall not be permitted in areas where dangerous gases might be present; for example oil rooms, hydrogen areas, acetylene storage or similar areas. Neither shall smoking be permitted in store rooms, battery rooms, flammable liquid storage and use locations, or in other areas where quantities of combustible materials are kept. Absence of "No Smoking" signs shall not excuse smoking in dangerous place.

- Fire protection equipment shall be properly located at all times. Except for actual use, employees shall not move or remove such equipment without proper authority.
- Except for wheeled-type equipment, all fire extinguishers shall be mounted. (Recommended height is 42 inches or less.)
- Employees shall be familiar with both the location and the operation of all fire protective equipment in the vicinity of their work area.

- All employees shall know the classes of fire, their burning characteristics and the proper extinguishing agent to be used.

(Class "A" fires involve ordinary combustibles such as wood and paper. Extinguishing agents includes water, soda-acid and multipurpose dry chemical.)

(Class "B" fires involve oils and flammable liquids. Extinguishing agents include CO₂ and dry chemical.)

(Class "C" fires involve electrical equipment. Extinguishing agents include CO₂ and dry chemical.

SAFE WORKING PRACTICES

Clothing

The overriding concern of any accident prevention program is to prevent accidents that harm persons or property.

Each person must carefully consider the job from their point of performing the task safely and efficiently. To assist you in safe performance, we urge you to be aware of the following:

Wearing personal protective equipment when specified for a task or area is not a personal option. The wear or use of such equipment as ear, eye, face, head, or other body element protection is MANDATORY, when the equipment is specified.

Goggles will be worn for all activity that presents a danger to the eyes. Goggles of a shade recommended by the manufacturer will be used for all welding, grinding, or chemical handling operations.

Hands, body, and feet, when required will be protected by gloves and protective clothing.

Personal Protection

Goggles shall be carefully inspected and kept clean. Cracked or broken lenses shall be replaced before goggles are used. A sign requiring the use of goggles when grinding shall be posted in a conspicuous place near each grinding wheel.

Suitable goggles or eye shields shall be worn when engaged in or near work involving:

- Drilling or chipping stone, brick, concrete, paint, pipe coatings or metal.
- Acetylene or electric welding.
- Blowing out machines or equipment with compressed air.
- Handling materials which are subjects to flaking or scaling.
- When an excessive amount of dust, dirt, or sawdust is blowing about.
- Working in thick brush

- Opening and closing switches where there is a possibility of creating a serious arc.

How to Lift

The right way to lift is the easiest and safest. Take a firm grip; secure good footing; place the feet a comfortable distance apart; bend the knees; keep the back vertical; keep the shoulders back; and lift with the leg muscles.

Employees shall not attempt to lift loads beyond their capacities. Secure help when needed.

When two or more men are lifting or pulling together, one man shall give signals for the group.

Cranes, block and tackle, or hoist shall be used for lifting heavy loads.

Use gloves or hand pads when lifting or handling rough or heavy materials.

Employees shall never lift and carry a load so large that it obstructs the vision.

Handling Materials and Equipment

Employees shall not stand or pass under loads suspended by ropes, chains, or cables.

Heavy timbers, steel beams and other heavy objects shall as far as practical, be lowered to place and not dropped.

Nail points, ends of loops or tie wire, etc., shall not be left exposed when packing and unpacking boxes, crates, kegs, barrels, etc.

Nails shall be removed from loose lumber or the points shall be bent down. All such nails and lumber shall be disposed of in a location where they shall not become a hazard.

Sharp or pointed articles shall be so stored as to prevent persons from coming into contact with the sharp edges or points.

When packing or unpacking porcelain, glass-ware and other fragile objects, it shall be kept in mind that they have sharp edges when broken and necessary precautions taken.

Loads shall not be handled from the street or road side of a vehicle if it can be avoided.

The weights of materials being moved or stored shall be considered so that floors and walls are not overstressed or overloaded.

Materials and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate stumbling hazards.

Stairways, aisles, exits, roadways, walkways and material storage areas shall be kept reasonably free of obstructions, depressions and debris.

Rope slings of suitable strength may be used for lighter work provided that no cutting actions will take place on sharp edges or projections.

Dry rope slings, only, shall be used around energized equipment.

Proper Use and Care of Equipment

Employees shall use proper tools suitable for job in progress and only those in good repair.

Each employee shall use and handle tools properly and see that they are returned to their proper place in good condition.

Employees shall avoid awkward positions when using tools to avoid strains and possible injury in case the tool should slip.

Cutting tools shall be kept properly sharpened.

Tools with mushroomed heads must be dressed before being used.

The use of an axe, hatchet, or chain saw is prohibited when working on a pole or in a tree.

Proper handles shall be fitted to tools where required, such as files.

The handles of all tools shall be kept tight.

Cracked or broken handles shall be replaced as soon as possible. Continued use of tools with defective handles will not be permitted.

Screwdrivers with metal shanks which extend all the way through the handle must not be used around energized equipment.

Tools shall be kept on tool boards, tools racks, or in tool boxes when not in use. They must not be placed or left on ladders or elevated places where they might fall. All cutting edges of hand and tree saws should be protected by suitable guards when not in use.

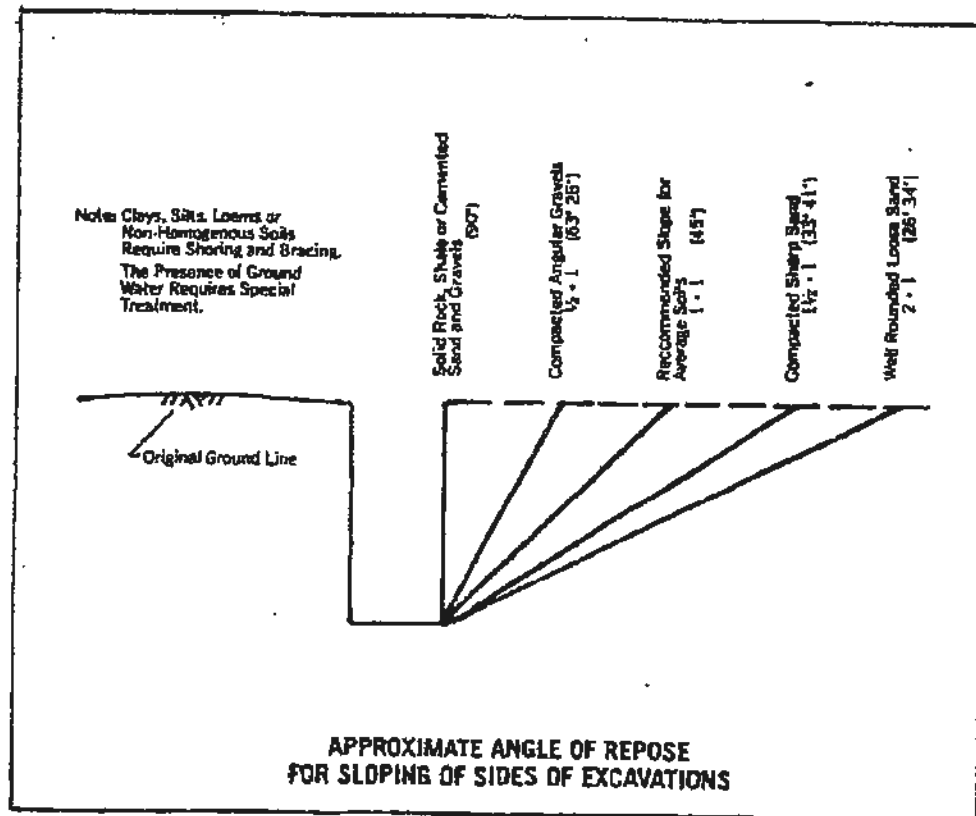
All tools including the personal tools of employees must be of good grade, maintained in good condition at all times and subject to inspection by the Superintendent at all times.

PROPER PROCEDURES

Operations

Trench Construction

- Use tools that are sharp and in good condition.
- Maintain a safe working distance from other workers.
- Do not jump into a trench. Use a ladder or in shallow trenches sit on the side of the trench and slide in.
- Ladders will be provided for entry to and exit from trenches exceeding three feet in depth.
- Do not pile loose soil less than two feet from trench banks.
- If under cutting of banks is necessary, keep all personnel out of under cut area.
- Keep tool equipment and people out of traffic lanes.
- Erect sufficient warning equipment to insure the safety of motorists, pedestrians, and fellow workers.
- Brace trench walls when trench exceeds five feet in depths and personnel must enter the trench. Refer to chart as a guide in sloping of banks.



- Sides of trenches in unstable or soft material that are five (5) feet or more in depth shall be shored, sheeted, braced, sloped, or otherwise supported by means of sufficient strength to protect the employees working within them.
- Sides of trenches in hard or compact soil, including embankments, shall be shored or otherwise supported when the trench is more than five (5) feet in depth and eight (8) feet or more in length. In lieu of shoring, the sides of the trench above the five (5) foot level may be sloped to preclude collapses, but shall not be steeper than one (1) foot rise to each one-half (1/2) horizontal.
- When employees are required to be in trenches four (4) feet deep or more, an adequate means of exit, such as a ladder or steps, shall be provided and located so as to require no more than 25 feet of lateral travel.

Chloride

- Never enter chloride room without first turning on the exhaust fan.
- Never enter chloride room exhausted from exercise or strenuous work thus causing individual to breathe hard.

Chloride leak or spill

Upon detecting a chloride leak:

- Vent room immediately, if in unpopulated area.
- Evacuate anyone in immediate vicinity.
- Notify office and superiors.
- Notify authorities.

Water Treatment Plant

The water treatment plant deserves special consideration as a hazardous work place. Unsafe conditions can exist in any plant area. Safety of the work environment can be enhanced by:

- **BE ALERT ~ BE AWARE – TAKE IMMEDIATE ACTION TO CORRECT UNSAFE CONDITIONS.**
- Keep the work area clean and orderly.
- Replace safety guards for moving machinery.
- Wear ear, eye, and body protection where required.
- Provide safe storage for hazardous chemicals and use them only in accordance with proper direction.
- Know where safety devices are and how to use them.
- Never leave an unsafe condition for someone else to find the hard way.
- Wipe up spills immediately.

- Report unsafe work practices by others.
 - Keep safety posters and warning devices in a condition where they serve the employee
 - Do not violate posted rules
-

CAWOOD WATER DISTRICT

FACILITIES INSPECTION PROCEDURES

The Cawood Water District adheres to the inspection procedures listed in the outline below to assure safe and adequate operation of our facilities and compliance with Kentucky Public Service Commission rules and administrative regulations. Upon receipt of a report of a potentially hazardous condition at a Cawood Water District facility made by a qualified employee, public official, or customer, the District inspects all portions of the system which are the subject of that report. The Cawood Water District keeps appropriate records to identify the inspection made, deficiencies found, and action taken to correct the deficiencies.

<u>Infrastructure</u>	<u>Inspection Frequency</u>
Source of Supply (safety, physical & structural integrity)	
Intake	Annually
Well	Monthly
Well Motor	Monthly
Well Structure	Monthly
Well Electric Power Wiring and Controls	Monthly
Treatment/Purification (safety, physical & structural integrity, & leaks)	
Sedimentation Basins	Semi-Annually
Filters	Semi-Annually
Clearwell	Monthly
Chemical Feed Equipment	Daily
Buildings	Annually
Storage and Distribution	
Pumping Equipment	Semi-Annually
Motors	Semi-Annually
Electrical power wiring and controls	Semi-Annually
Water Storage Tanks	Annually
Hydrants	Semi-Annually
Mains	Annually
Valves	Semi-Annually
Meters (Master Meters)	Monthly
Construction Equipment*	Monthly
Vehicles*	Daily

* Inspect for defects, wear, operational hazards, lubrication, and safety features

.I. REPORTING

Accidents to Employees

Any accident resulting in serious injury or death to an employee shall be immediately reported to main office by radio, telephone or in person by employee who has full knowledge of the incident.

In reporting of serious accidents and where an ambulance or doctor is needed make clear the exact location and directions for reaching the accident scene. Also, report the nature of the injury and what is being done for the injured person.

All accidents, regardless of severity, should be reported in writing to main office location as promptly as possible. This report should contain all information pertaining to the accident including the specific cause or causes.

Any employee receiving a minor accidental injury shall report it to his foreman and shall immediately obtain the required First Aid treatment.

If accidental injury involves loss of time or is one that could have serious consequences, a complete detailed investigation shall be made to prevent similar accidents in the future.

All injuries involving loss of time shall be reported to main office location and a record kept of such injuries.

If an injury involves loss of time, permission should be obtained from the attending physician for the injured employee to assume his assigned duties before he is allowed to return to work.

Automobile Accidents

In case of any accidents involving the operation of a system vehicle or a privately owned vehicle on system business, the driver, or some other employee, shall:

- Stop at once, determine if anyone was injured, the nature and extent of injury, and give first aid and all reasonable help.
- Obtain the names and addresses of all witnesses before they leave the scene of the accident.
- Obtain the name and address of the driver of each vehicle involved, and the names and addresses of all passengers riding with such driver.

- Secure all available data of each vehicle involved, including make, model, type, state, and license number.
- Secure all available data from the operators or drivers license of the driver of each vehicle involved.
- Note the time and place of the accident.
- Make or have prepared a diagram of the accident location giving distances and exact positions of the vehicles and their relation to sidewalks, curbs, intersections or other objects.
- Obtain, if possible, several snapshots of vehicles and area before vehicles are moved.
- Carefully list damage to each vehicle involved.
- Secure name and badge number of any police officials who appear.
- If a parked vehicle is involved in an accident and the owner cannot be located leave a notice on or in the vehicle giving name and address, and within 24 hours, notify the police, sheriff or Highway Patrol of the accident.
- Comply with other reports as required by state or local ordinance.
- Avoid discussing the accident and make no admissions of responsibility to anyone except authorized representatives. Necessary data given to a law officer should be given in private. Never obligate your employer for damages or medical expense for nonemployees.
- Report the accident to the main office location along with the above information.

Public Accidents

All accidents resulting in injury or death to a member of the public, and in which the system may be involved, shall be reported to the main office location at once.

In the event of damage to personal property, such damage shall be reported to main office location at once.

No employee shall make statements concerning liability or indicating that settlement will be made in any accident resulting in the injury or property damage to a member of the public.

In all accidents involving the public, it is important that the names and address of all witnesses be obtained

II. USE OF MOTOR VEHICLES

A responsible driver checks and maintains a vehicle properly, uses all safety equipment, shows courtesy to other drivers, signals well in advance of directional changes, and takes pride in developing driving skills. These general rules apply:

- Pre-operation checks of any vehicle to be operated will include the following inspections at the beginning of the shift.
- Check for leaks under the vehicles.
- Check for operation of lights, wipers, and horn.
- Check for proper tire inflation.
- Ensure the proper safety equipment is on board the vehicle.
- Check braking system and exhaust system.
- If you are uncertain about the safety of your vehicle, **CHECK WITH YOUR SUPERVISOR BEFORE OPERATING.**
- Do not load vehicle beyond manufactures specification.
- During operation listen for unusual noises and note peculiarity in operation.
- Be certain that sufficient clearances exist in areas where vehicles are being operated.
- Warn all present before reversing direction of vehicle.
- If you need wipers to keep the windshield clean, then you need headlights on as a warning to other motorists and pedestrians.
- Observe all laws concerning vehicle operations.
- Drivers will not operate unsafe vehicles.
- Drivers will not operate vehicles while under the influence of alcohol or drugs prescribed or illegal.
- Drivers will inform management of any action that threatens the validity of the driver's license and privileges to operate a vehicle on public property.

- Utility vehicles, even in emergency, have no authority to exceed speed limits or violate road warning devices.
- Passenger safety is a primary responsibility of the vehicle driver.
- Seat belts will be worn by the driver and cab passengers.
- In vehicles with bench seats, the cab capacity is three – if seat belts are installed. Do not exceed capacity.
- Hauling passengers in the truck bed is discouraged. If necessary to haul passengers, the driver must ensure that those passengers are seated in the truck bed, their combined weight does not exceed manufactures specification for the vehicle, and that unsafe materials or equipment has been removed from the truck load.
- The practice of passenger sitting on truck bed sides or tail gates is specifically forbidden. The driver is instructed to refuse to operate the vehicle if such a condition exists.
- After operations check of vehicle will be completed by each driver at shift change. Irregularities will be reported to the immediate supervisor. If the vehicle is not safe to operate, the supervisor will gather and retain all vehicle ignition keys until the unsafe condition is corrected.

III. FIRST AID

General Directions to Follow for First Aid

Following are nine general directions for first aid in emergency, outlined by the American Red Cross.

- Keep the injured person lying down.
- Examine. Look for serious bleeding, stoppage of breathing, and poisoning.
- Keep the injured person warm.
- Send someone to call a physician or ambulance.
- Keep calm. Do not be hurried into moving the injured person unless it is absolutely necessary.
- Never give an unconscious person anything to drink.
- Keep the crowd away.
- Make the patient comfortable and keep them cheerful.
- Don't let the patient see his injury.

Other General Knowledge

Knowing what not to do in an emergency is as important as knowing what to do. The original injury can be magnified by incorrect treatment or handling, or by rough and improper transportation. If a victim must be transported, make sure that methods described in a standard first aid text are used. Particularly with neck or back injuries, serious damage can be done by improperly transporting the patient. If possible, it is better to leave him lying where he is until first responders arrives, rather than increase the injury with wrong handling methods.

There is always major danger in minor injuries if care isn't prompt. Broken skin opens the gates for infection and the longer treatment is delayed, the greater the chance for infection to gain a foothold. After two hours bacteria have begun to multiply in a wound, and there is less preventative value in external cleaning.

Always be on the lookout for signs of shock. If it is necessary to use a waterproof bandage because an employee is working in a wet area, cover the wound with a sterile gauze bandage at the end of the shift so that air will be admitted.

Hand injuries are always of special concern because nerves and tendons are close to the surface. Unless you are sure the wound is slight, hand injuries call for a physician's attention.

Other injuries requiring prompt medical supervision are:

- Wounds with jagged or torn edges.
- Wounds where the edges do not come together.
- Head and face wounds, unless very slight.
- Possibility of damage to deep structures – such as a blow on the abdomen, over the kidney area, or over tendons.
- Puncture wounds.
- Head wounds causing unconsciousness.
- Suspected fractures.

Infection

Infection is usually manifested by pain, swelling, redness and heat, 24 to 36 hours after an injury. Common causes are delayed or improper treatment of minor wounds, or metal and wood splinters that are not removed immediately by antiseptic methods.

The most important preventative step is to report all injuries immediately to the first aid attendant for skillful treatment. Antiseptic should be applied immediately (a type recommended by your doctor), and a sterile dressing should be applied; the antiseptic alone is insufficient.

Wounds should never be touched by fingers, handkerchiefs, or any dirty material. Do not apply saliva to a wound, as it may aid infection.

Wounds should be bandaged loosely; change dressing when they become soiled, too loose, wet, or uncomfortable.

If swelling or pain develops in or near a wound, patient should see a doctor at once.

Abrasions, Cuts, Scratches

Wash gently but thoroughly with an approved soap and warm water.

Rinse with clean water.

Make sure that no foreign particles cling to the wound or remain embedded in the skin.

Avoid use of tinctures (solutions containing alcohol) as antiseptics.

Apply a sterile dressing.

If necessary to keep bandage from sticking, sterile petroleum or an ointment prescribed by physician may be applied around wound.

If foreign particles are embedded in tissue, send patient to a physician.

Acute Illness

Headaches, dizziness, nausea, sore throat, elevated temperature and vomiting may be forerunners of a communicable disease, or they may accompany exposure to certain toxic solvents, carbon monoxide, etc. Cough, chills, fever, and sore throat may result from exposure to metallic fumes.

If symptoms are severe enough to cause complaint then medical advice should be sought. Protect others from possible exposure by isolation.

Amputation

In case of partial or complete amputation, make every effort to preserve the severed part. Hold in position with sterile compress and support with a splint.

Control bleeding as quickly as possible by direct pressure with a sterile compress or by tourniquet if pressure fails to control hemorrhage. Place a sterile dressing about all injured tissue. Treat for shock. Get victim to physician immediately.

Asphyxia and Drowning

In case of asphyxia, (breathing stopped), get victim to fresh air immediately.

In case of drowning, quickly drain water from throat and upper respiratory area. Make sure the tongue has not relaxed backwards and that there is no obstruction to air passage. Have someone call a physician, ambulance, or rescue squad.

Start artificial respiration at once. Use Mouth-To-Mouth method or the Nielsen (Back-Pressure Arm-Lift) method if you can't or won't use the Mouth-To-Mouth technique.

During resuscitation, treat for shock. Blankets may be placed underneath the individual by helpers without interfering with artificial respiration.

Continue artificial respiration until assistance is obtained, until victim is breathing spontaneously, until a physician pronounces the person dead, or until rigor mortis sets in. Cases are on record of success after more than three hours of effort.

Eye Injuries

Eye - Chemical Burn

Wash out eye at once by closest means of irrigation. Face can be immersed in a bowl of water, gently pulling back eyelids and moving eye back and forth. A stream of water can be directed against eyeball, with head held so water stream does not contact the other eye. Any method should be used that will dilute the chemical and wash it away from direct contact with eyeball and lids.

Washing process should continue until all possible trace of chemical is gone, with particular attention to areas under lids. This usually requires at least 15 minutes and often longer.

Where there is a possibility of chemical burns, an adequate supply of clean water should always be available. Special eye fountains and showers are available for this purpose, and are strongly recommended.

Eye - Foreign Body

Inspect eyeball carefully under good illumination and aid of magnifying glass. Inner surface of lower lid may be inspected by pulling lid down; upper lid by inverting it.

If foreign body is freely movable, use cotton-tipped swab moistened in water or normal saline solution to remove it, or wash out eye with normal salt solution.

If foreign body is near pupil, refer case to a physician, because scars caused by minute scratches can interfere with vision. If body is embedded, or there is pigment such as rust spots at injury site, refer to physician immediately.

Eye – Injury to Eyeball

If there is bleeding from eyeball, or suspected puncture, the slightest pressure can cause contents of eyeball to flow out. Do not attempt to examine. Do not instill any medication. Place an eye pad over eye and bandage in place without pressure to injured eye, and take to physician at once.

If there is a protruding foreign body, bandage both eyes, but use great caution so that the object is not driven further into eyeball.

If eyelids and tissue around them are lacerated, apply a firm bandage to prevent movement of the lids.

Eye Care – General

Hands must be scrupulously clean. Never use an eye cup. Never use instruments; they are for an ophthalmologist only. Never exert pressure on an eyeball. Never put oil or ointment into an injured eye except on specific order. Always be concerned about an eye injury, even if it appears to be very slight. Warning: let no one but a physician, preferably an ophthalmologist, treat an embedded foreign body, rust rings, or other eyeball injuries.

Fainting

Place victim on back with head lower than body. Supply cool air.

Aromatic spirits of ammonia may be placed on gauze and held under patient's nose.

Clean mouth and throat of excessive saliva and vomit.

If a person says he feels like fainting, tell him to bend his body forward until the head is level with his knees; holding this position for a minute or two will often prevent fainting.

Fractures

Actual or Suspected Fracture

Keep injured part at rest. Keep adjacent joints stationary. Keep victim warm and quiet until transportation is arranged. The injured part should be splinted before he is moved. Except when injury is to a small bone, such as in the hand or foot,

splinting should be done by a physician, if possible, or a trained emergency management technician (EMT).

Compound Fracture

If the bone shows through the skin, cover injured part with a sterile dressing. Do not disturb position of injured part. Await expert medical attention.

Head Injury

Unless injury is slight, place victim in a lying down position, with head elevated. If there is bleeding, treat as indicated by wound. Apply ice cap or cold compress to head. If blow was sufficiently severe to cause even momentarily unconsciousness, medical care is needed. If patient regains consciousness and later becomes unconscious again, report this to the physician.

Heart Attack

Common evidences of heart attack are pain and shortness of breath or fainting. The pain is usually in the chest or upper abdomen; it sometimes radiates to the left arm or neck. Sudden upper abdominal pain with nausea or vomiting may denote a heart attack. Call a physician at once. Keep the victim lying down if possible. Encourage the stricken person to sit or lay until help arrives. Discourage this gently as it is probably best not to be insistent. Provide pillows to raise the head and shoulders if breathing is difficult. Provide reassurance. Solve the problems of hospitalization and the like without bothering the victim. See that he/she is undisturbed.

Heat Exhaustion or Heat Shock

Victim will show signs of shock. Place him in a lying down position, head level with or lower than his body. Keep the person comfortably warm. Give tea, salt, bouillon, or hot milk.

Slivers and Splinters

If sliver is near the surface, remove and treat as a puncture wound. If skin is deeply punctured by foreign object tetanus may result. Such wounds should be treated by a physician.

Sprains

Apply cold compresses; elevate injured part.

Unless pain stops and function returns in a short time, send patient to physician. A fracture is always a possibility.

A firm bandage as described in American Red Cross first aid textbook, preferably a woven "stretch bandage", is useful in supporting the injured part until it can be examined by a physician.

Strains

Emergency Treatment: Heat and rest usually bring relief. If pain persists, refer person to his/her physician.

Unconsciousness

Unconsciousness may be caused by a number of things such as heart failure, stroke, diabetic coma or insulin shock, fainting, epilepsy, excessive drinking, inhalation of toxic gases, head injuries, internal hemorrhage, etc.

If possible, try to determine the cause of unconsciousness and treat accordingly.

Do not move the person more than is necessary.

If breathing has stopped, start artificial respiration.

Treat for shock.

Get medical care at once, if patient does not respond promptly.

Puncture Wound

The wound is slight, encourage bleeding by mild pressure, wash area with soap and water, and apply a sterile dressing.

Puncture wounds that penetrate into underlying tissue require medical attention because this type of wound may result in tetanus or other serious infection.

Shock

Shock, associated with injuries, is a depressed state of all body functions due to failure of circulation. It is a serious condition and may result in death. Shock occurs:

- If there is loss of blood, as from hemorrhage.
- If there is loss of plasma, as in severe or excessive burns.
- If blood vessels fail to maintain their size and elastic tone.

Signs of Shock

- Body surface, particularly face, arms, legs and hands are cold and clammy.
- Breathing is rapid, shallow; is irregular in severe shock.
- Pulse is rapid.
- Sweating usually occurs.
- There is feeling of weakness, dizziness, and faintness.
- There may be nausea and vomiting.
- Eyes may appear vacant and lack luster. Pupils are wide and dilated.
- The person is apathetic and does not respond to stimuli and treatment.

CROSS CONNECTION PLAN

A Cross Connection Prevention Program

The Cawood Water District has established a program to assure the public water supply is protected from any auxiliary water supply which may cause contamination due to backflow or cross connections. The board recognizes that contamination of the public water supply presents many concerns, such as: an imminent health hazard to the residential and non-residential users of the public water system, the threat of significant economic loss due to disrupted water service, and potential liability to the water district.

Definitions:

- (A) "Auxiliary Water Supply" means any water supply on or available to the premises other than the Water District's public water supply. These auxiliary waters may include water from any natural source such as a well, spring, river, stream or body of water or any unknown or questionable other substance.
- (B) "Backflow" means the reversal of the normal flow of water caused by either back pressure or back siphonage.
- (C) "Backflow Prevention Assembly" means an assembly designed to prevent backflow. A listing of acceptable backflow prevention assemblies and degree of hazard is available in the Kentucky State Plumbing Law, Regulations, and Code.
- (D) "Contamination" means an impairment of the quality of the potable water supply by any waste product, fluid, substance, compound or other material to a degree which creates an actual or potential hazard to the public health through poisoning or through the spread of disease.
- (E) "Cross Connection" means any physical connection or arrangement of piping or fixtures between two otherwise separate piping systems. One of which contains potable water and the other nonpotable water or substance of questionable quality, through which, or because of which, backflow may occur into the potable water system.
- (F) "Thermal Expansion Tank" means a device installed on the cold water supply line near a water heater to compensate for the expansion of water within a water system when such water is heated.

Requirements:

The Water District shall provide protection to the public water system against backflow by implementing the following requirements.

- (A) "Residential" – Buildings used for habitation or occupancy shall be considered as residential buildings. No new water service connection to any premises shall be installed or allowed to be installed by the water district unless such service connections protected by a backflow prevention assembly. Residential service connections shall be considered as low hazard applications and all such connections shall have a minimum a dual check valve backflow preventer installed between the water meter and residence. The Water District may require additional or alternate backflow prevention assemblies if the degree of hazard constitutes a higher level of protection for the public water system.
- (B) "Non-Residential" – No new water service connection to any non-residential facility shall be installed or allowed to be installed by the water district unless such water service connection is protected by a backflow prevention assembly. The type of protective device require at the point of such service connection shall be determined at the time of installation of the service connection and shall commensurate with the degree of hazard at the point of such service connection. At a minimum the service connection shall be installed with a dual check valve backflow preventer. In the event activities to occur within a non-residential facility change and creates a higher degree of hazard, then the backflow prevention assembly shall be replaced with an assembly which provides acceptable protection.
- (C) "Inspections" – The customer's water system shall be open for inspection at all reasonable times to authorized representatives of the Water District to determine whether cross connections or other structural or sanitary hazards exist. When such a condition becomes known, the Water District may deny or immediately discontinue service to the premises by providing a physical break in the service line until the customer has corrected the condition in conformance with the State and local statutes relating to plumbing, water supplies and the regulations adopted pursuant thereto. Water service to any premises shall be discontinued if it is found that a backflow prevention assembly required by the ordinance has been removed, bypassed, or if an unprotected cross connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

(D) "Existing Service Connections" – All existing connections which do not have backflow prevention assemblies or existing water service connections which have less than the minimum required backflow prevention assemblies shall, except for the inspection requirements, be excluded from these requirements so long as the water district is assured that the public water system is satisfactorily protected. However, if the water district determines that a hazard to health exists, then a backflow prevention assembly meeting the requirements of this resolution may be installed on such existing service connection. Backflow prevention assemblies shall be installed on existing service connections until after the property owner of such residential or commercial property has been informed of the actual and potential hazards that may be created as a result of such backflow assembly installation. Notices provided to such property owners shall include the following language as adopted in 815 KAR 20:120 Section 2 items (6): When cross connection control devices are properly installed, they create a closed water system. A properly sized thermal expansion tank shall be installed in the cold water supply located near the water heater as possible.

ASSET MANAGEMENT

Asset Management Program

The Asset Management Plan for the Cawood Water District describes how the utility will manage its infrastructure assets. Customer service demands and regulations require the Cawood Water District to actively manage drinking water through careful maintenance, repairs and replacement decisions. This plan is an effective tool for combining technical, management, and financial practices to ensure that the level of services required by the community is provided at the appropriate cost.

The Asset Management Program contains an overview of the utility, mission statement, level of service agreement, critical asset list, operation and maintenance strategy, capital investment program, and financial strategies.

The mission statement defines the goals of the Cawood Water District as follows:

We commit to improving and maintaining the public health protection and performance of our drinking water and distribution utility asset, while minimizing the long-term cost of operating those assets. The Cawood County Water District will strive to make the most cost-effective renewal and replacement investments and provide the highest-quality customer service possible.

The goal of the Cawood Water District is to deliver safe water by providing services that meet or exceed customer expectations and comply with federal regulations. The level of services determine the amount of funding that is required to maintain, renew, and upgrade the water infrastructure to provide the customers with the levels of service specified.

The Cawood Water District will identify and prioritize critical assets and improve practices for routine operation and maintenance. This process includes reviewing all assets and recording their conditions, consequence of failure, and redundancy. This will ensure that the Cawood Water District has completed a critical judgment in the condition of their assets.

Preventative Maintenance Program

The Preventative Maintenance Program for the Cawood Water District consists of preventative and emergency maintenance. Preventative Maintenance is a day-to-day work necessity to keep assets operating properly. Some unexpected incidents could require changing the maintenance schedule for some assets. The Cawood Water District, Distribution, and Maintenance Staff will take corrective action in response to unexpected incidents, including those found on a daily basis during routine inspections and O & M activities. Distribution staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore can reduce the overall risk of the asset failing.

Equipment must be maintained according to the manufacturer's practices to achieve maximum return on investment. Following the manufacturer's preventive maintenance the useful life of equipment can be increase 2 to 3 times when compared to run till failure mode of operation. The number and cost of unexpected emergency repairs relative to scheduled maintenance is an indicator of the effectiveness of the Cawood Water District Asset Management Program.

The Cawood Water District's long-term goal is to reduce the amount of unplanned (emergency) maintenance to a reasonable level. The cost of emergency maintenance should not exceed 20% of the total maintenance budget for the Cawood Water District.

WATER MAIN EXTENSIONS

Water Extension Procedures for Developers and/or New Subdivisions

Nothing contained herein shall be construed to prohibit the utility from contracting to make extensions under different arrangements if such arrangements have received the prior approval of the Public Service Commission or *Division of Water*.

An applicant desiring an extension to a real estate subdivision may be required to pay the entire cost of the extension. Under this plan, annually for a refund period of ten years, the utility will refund to the applicant who paid for the extension a sum equal to the cost of fifty feet of the extension installed for each new customer connected during the year whose service line is directly connected to the extension installed by the developer, and not to the extensions or laterals therefrom. Total amount refunded will not exceed the amount paid to the utility. No refund will be made after the refund period ends.

The utility may also, upon Public Service Commission approval, contract privately with owners and/or developers of the subdivision for the installment of water service for the subject subdivision. The owners/developers, pursuant to these contracts, extend mains and install water service at their expense. The utility would not accept nor receive any contribution, cost reimbursement, or deposit from any customer (lot owner) in this circumstance and as contemplated by 807 KAR 5:066 Section 11(2)(a), and therefore, 807 KAR 5:066 Section 11(2)(b)(1) or (2) or (3) would not apply to the utility with regard to newly-developed subdivisions.

Water Main Extensions

1. Any person connecting to a water distribution main shall pay other required charges and fees in addition to the tap fee.
2. If the District determines that a larger size line is needed for future growth or infrastructure improvements, the District will pay the difference between the cost of the line to service the extension and the larger size line needed for general improvements.
3. The District shall require the applicant for service to pay for the total cost of excess footage over fifty feet and shall require the footage to be deposited with the utility by the applicant/s based on the average estimated cost per foot of the total extension.
4. For a period of five years after construction of the extension, each additional customer whose service line is directly connected to the extension installed, and not to extensions or laterals there from, shall be required to contribute to the cost of the extension based on both the utility's portion of the total cost and the amount contributed by the customers. The utility shall refund to those customers that have previously contributed to the cost of the extensions that amount necessary to reduce their contribution to the current calculated amount for each customer connected to the extension. After the five year refund expires, any additional customer shall be connected to the extension for the amount of the approved tap fee only. The total amount refunded shall not exceed the amount paid to the utility.
5. Nothing contained herein shall be construed to prohibit the utility from making extensions under different arrangements if such arrangements have received the prior approval of the Public Service Commission.

NEW CONNECTIONS

Requirements for New Connections

- The waterline must be buried in a ditch that is a minimum of 30 inches in depth.
- The water line must be a minimum of 200 psi.
- A shut-off valve must be installed.
- A one-way check valve must be installed.
- A pressure regulator may be required as prescribed by the utility.
- There shall be absolutely no galvanized pipe or fittings used in the installation.
- The water line must be visually inspected by the utility.
- If a well is being used, it must be disconnected and the utility must inspect to verify separation.

WATER ADVISORY

The District will follow-up with the following:

- Contact the Kentucky Public Service Commission - Water & Sewer Branch
- Notify the Emergency Management Department, David McGill 606-573-6082
- Contact the local radio stations, TV station, and newspaper lifting the boil water advisory

The Cawood Water District may leave a line in service before bacteriological sampling and may forgo a boil water advisory if:

- The line can be repaired under pressure (i.e. maintain a minimum of 20 psi in the line under repair),
- The line can be repaired in less than eight hours,
- The break area is thoroughly flushed, and
- At least the minimum disinfectant residual is maintained

Consumer Advisory/Boil Water Advisory

Consumer advisories provide important health information to the public regarding their drinking water. The Cawood Water District will issue consumer advisories through radio, television, newspaper, telephone or other media sources in the quickest and most effective manner possible.

The Cawood Water District will issue a boil water advisory when an event occurs where water provided by our system may cause adverse health effects due to possible biological contamination. In such an event it is critical to first boil the water for three minutes at a rolling boil before consumption, any further advised public action will be stated in the advisory.

When a water main break or rupture occurs that prompts a boil water advisory to be issued the following steps are followed:

- Isolate the break or rupture
- Contact the local Division of Water London Office 606-330-2080. If the break or rupture occurs after hours or on a weekend utilize 1-800-928-2380
- Fax the Kentucky Public Service Commission, Joe Greenwill - Water & Sewer Branch 502-564-3940.
- Notify the Harlan County Health Department, Frank Davis 606-573-3219 Ext. #12
- Notify the Water District Chairman and Commissioners
- Contact the local radio stations, TV station, and newspaper regarding the boil water advisory
- Notify all critical water users (schools)
- Repair the line break or rupture
- Collect three bacteriological samples: one as close to the break/rupture as practical, one upstream, and one downstream of the break/rupture. Submit them immediately to our testing laboratory. If the bacteriological sample results are clean, then KDOW will give the District permission to lift the boil water advisory.

DISTRIBUTION SYSTEM FLUSHING

Distribution System Flushing Program

In the interest of public health, we thoroughly flush our distribution system at least twice per year (in the spring and fall). This flushing reduces turbidity created from the scouring of accumulated sediment within the water lines.

- Flushing starts at the hydrants nearest to our water source and proceed in an outward direction to the end of each main.
- Flushing continues at each hydrant until all traces of turbidity and color are gone.
- Hydrants are opened and shut slowly to prevent damage from water hammer.

In addition to our regularly scheduled flushing, we flush the entire system if the following conditions occur:

- Turbidity within the distribution system greater than five (5) or one (1) nephelometric turbidity units, or NTU, as applicable .
- An inability to maintain an adequate residual of a disinfectant agent in any part of the system.
- A heterotrophic plate count, or HPC, in excess of 500.

Other indicators that flushing may be necessary are taste and odor complaints, the color of the water, contaminated water samples, or line repairs.

FLUSHING OF LINES

Superintendent'-----

Year_____

[illegible]

FLUSHING OF LINES

General Manager _____

Year _____

[illegible]

FLUSH HYDRANT RECORD

Road Location _____.

Nearest Resident _____ Acct no. _____

Line Size _____ Valve Marker Yes No

Location _____

Comments: _____

MAINTENANCE AND INSPECTION REPORT

DATE			

LOCATION MAP

VALVE RECORDS

Program for Exercising Distribution System Valves

The Cawood Water District will exercise each large valve based on a plan to be submitted for each valve size and type encountered in this program. All valves will be exercised with the minimum torque required so as to minimize the possibility of damaging the valve. Specific valve exercising guidelines are to be provided by the Cawood Water District making note of different sizes and types. At a minimum, the Cawood Water District should include and be reviewed by the Superintendent:

- The Superintendent will instruct specific operating procedures and torque limits for all butterfly valves.
- The Superintendent will instruct specific operating procedures and torque limits for all gate valves.
- The Superintendent will issue specific valve exercising equipment by type and manufacturer to be used on each size and type of valve.
- The Superintendent will provide a detailed written valve exercising processes that will be used by the operating crews that will include torque limits for every valve type and size anticipated in the scope of this program.
- The Water Distribution Operator and maintenance personnel will immediately notify the Superintendent of any valves found closed or if any unsafe conditions are observed.
- The Superintendent will be notified immediately if a valve fails to open at the torque limit, the exercise process will stop immediately. Additional torque may be applied to the valve, as directed by the Superintendent until the valve turns or the operation is suspended again at a higher torque.
- The Superintendent will give specific procedures for critical valves ("critical valves" are defined as valves on transmission mains between pump stations and any lines with a one way feed) and the operating plan for valves that would present significant customer impact should they fail in the closed position.

Valve Record

Location _____ Number _____

Book no. _____ Map no. _____ Pole no. _____

Valve Location _____ Size _____

Make _____ Type _____ Gearing _____ Bypasss _____

Opens _____ Turns to Operate _____ Set in _____

Depth of Nut _____ Remarks _____

(Sketch on back if necessary)

Maintenance & Inspection Report

[illegible]

- The Superintendent will give specific procedures for a catastrophic isolation plan for each valve scenario based on direct experience from an upstream and downstream valve assessment.

The Cawood Water District will complete minor repairs as they are encountered throughout the program. "Minor repairs" are defined as repairs which can return a valve to full operability and do not require backhoe excavation or breaking the pressure barrier of the water system.

SIGNATURE POLICY

Signature Policies

User Agreements

The user agreement is a contract between a water user and the water district in which the user desires to purchase water from the district. The agreement is executed by the water user, a witness, and any representative of the district.

Contracts


All contracts for professional services, including engineering, accounting, and legal counsel, are reviewed by the attorney and district commissioners. Prior to entering into an agreement, each contract must be passed by resolution and executed by the chair.

Resolutions

Resolutions generally express a legislative opinion as to a particular item. They are made in writing, read at least once and reflected in the minutes of a meeting. Roll call votes are not required. Resolutions have on occasion been treated like an order if the subject matter would fit that of an order.

Easements

All easements are reviewed by the district's legal counsel and executed by the property owner and the notary witnessing the property owner's signature.



WATER LOSS AND LEAK DETECTION

CAWOOD WATER DISTRICT WATER LOSS PROGRAM

WATER AUDITS AND WATER LOSS CONTROL FOR PUBLIC WATER SYSTEMS

Introduction

The Water Loss Problem

Public water systems face a number of challenges including aging infrastructure, increasing regulatory requirements, water quantity and quality concerns and inadequate resources. These challenges may be magnified by changes in population and local climate. Cawood Water District has its own problems when it comes to water loss we have State relocations that are not put in correctly some areas have ten to twelve feet of shot rock over the line. We have rock shelves in about 75% of our system not to mention the sections of pipe that are in areas that are hard to get to.

A water loss control program can help water systems meet these challenges. Although it requires an investment in time and financial resources, management of water loss can be cost-effective if properly implemented. The time to recover the costs of water loss control is typically measured in days, weeks, and months rather than years. A water loss control program will also help protect public health through reduction in potential entry points for disease-causing pathogens.

Understanding Water Use and Water Loss

Much of the drinking water infrastructure has been in service for decades and can be a significant source of water loss through leaks. In addition to leaks, water can be "lost" through unauthorized consumption (theft), administrative errors, data handling errors, and metering inaccuracies or failure. The International Water Association (IWA) and the American Water Works Association (AWWA) have developed standard terminology and methods to assist water systems in tracking water losses and in performing water audits. The standard terminology includes the terms authorized consumption, real loss, apparent loss and non-revenue water that are used in this document.

- **Authorized Consumption** is water that is used by known customers of the water system. Authorized consumption is the sum of billed authorized consumption and unbilled authorized consumption and is a known quantity. It also includes water supplied to other water systems.

- **Real Losses**, also referred to as physical losses, are actual losses of water from the system and consist of leakage from transmission and distribution mains, leakage and overflows from the water system's storage tanks and leakage from service connections up to and including the meter.
- **Apparent losses**, also referred to as commercial losses, occur when water that should be included as revenue generating water appears as a loss due to unauthorized actions or calculation error. Apparent losses consist of unauthorized consumption, customer metering inaccuracies, and systematic data handling errors in the meter reading and billing processes.
- **Non-Revenue Water (NRW)** is water that is not billed and no payment is received. It can be either authorized, or result from apparent and real losses. Unbilled Authorized Consumption is a component of NRW and consists of unbilled metered consumption and unbilled un-metered consumption.

What are the Benefits of a Water Loss Control Program?

A water loss control program helps to identify real or physical losses of water from the water system and apparent losses, the water that is consumed but not accounted for. Real losses represent costs to a water system through the additional energy and chemical usage required to treat the lost water. Apparent losses represent a loss of revenue because the water is consumed but not accounted for and thus not billed. Once a water system identifies these real and apparent losses through a water loss control program, it can implement controls to reduce them. This can reduce the need for costly upgrades and expansions due to population growth and increased demand. By reducing the amount of water lost, the recovered water can be sold to consumers, generate revenue and meet water demands. In some cases this can reduce the need to find additional sources. *Water loss control programs are often the most economical solution to increasing demand, especially in the short term.*

What Does a Water Loss Control Program Look Like?

A water loss control program consists of three major steps (see Figure 1). The critical first step is the **water audit**. A *water audit* identifies and quantifies the water uses and losses from a water system. The **intervention** process addresses the findings of the *water audit* through implementation of controls to reduce or eliminate water losses. The **evaluation** step uses performance indicators to determine the success of the chosen intervention actions. Utilizing the standard terminology and the three steps of a water loss control program, systems can determine their baseline water use and loss, prioritize and implement water efficiency projects and operational changes, and evaluate and continuously improve their water loss management.

Figure 1. Components of a Water Loss Control Program



Figure 2 provides a summary of the main data needs, action items and performance indicators for each step of a water loss control program. The following sections will go into more detail for each step.

Step 1 - Water Audit Data Needs	Step 2 - Intervention Action Items	Step 3 - Evaluation Performance Indicators
<ul style="list-style-type: none"> •Gathering information. •Determining flows into and out of the distribution system based on metering. •Calculating the performance indicators. •Assessing where water losses appear to be occurring based on available metering. •Analyzing data gaps. •Considering options and making economic and benefit comparisons of potential actions. •Selecting the appropriate interventions. 	<ul style="list-style-type: none"> •Gathering more information from meter pits pump stations and flow meters, if necessary. •Daily tank monitoring metering assessment, testing, and a meter replacement program. •Detecting and locating leaks. •Repairing or replacing pipe. •Operation and maintenance programs and changes. •Administrative processes or policy changes. •No further action is necessary. 	<ul style="list-style-type: none"> •Were the goals of the intervention met? If not, why not? •Where does the system need more information? •How often should the system repeat the <i>audit, intervention and evaluation</i> process? •Is there another performance indicator the system should consider? •How does the system compare to the last <i>audit, intervention and evaluation</i> process? •How can the system improve performance?

Figure 2. Summary of Data Needs, Action Items, and Performance Indicators of a Water Loss Program

The Importance of Metering

Water meters, both at the source and the service connection, are very important for all aspects of the water supply operations and make accurate water auditing possible. They make it possible to charge customers based upon the quantities of water that the customers consume. They record usage and make billing fair for all customers. They can encourage conservation by making customers aware of their usage as well as help detect leaks and establish accountability. Meter records provide historic demand and customer use data that is used for planning purposes to determine future needs. Unmetered water systems will need to consider some level of system metering to address water loss in the system.

Tank Draw and Demand

At Cawood Water District we start with tank draw time from 12AM-6AM that is when there are less demand on the tanks and we can get some detailed information on the demand on the tank. we do this on a daily spread sheet that tracks the demand so we can get a better look at the performance of each tank and see when a problem starts to happen in the tank zone.

Zone Isolation and Flow Meter Pits

We have three isolation zones in Cawood that we use to see the direction that we need to go for leaks that isn't isolated by pump stations. One going toward Harlan, one going toward Smith, and one going toward Crummies. Then at each tank we have a flow meter pit so we can see the flow coming out of the tank so we can go cut off branch lines to narrow the leak down.

Step 1 – How to Complete a Water Audit

A *water audit* is an accounting of all of the water in a water system resulting in a quantified understanding of the integrity of the water system and its operation. It is the first step in formulating an economically sound plan to address water losses. A preliminary water audit begins with the following information and simple calculations:¹

1. Determine the amount of water added to the system, typically for a one year period,
2. Determine authorized consumption (billed + unbilled), and
3. Calculate water losses (water losses = system input – authorized consumption)
 - a. Estimate apparent losses (unauthorized consumption + customer meter inaccuracies + billing errors and adjustments)
 - b. Calculate real losses (real losses = water losses – apparent losses)

These steps are an example of a **top down audit**, which starts at the “top” with existing information and records. It may also be known as a **desktop audit** or **paper audit** since no additional field work is required. Water systems are dynamic. The water audit process and calculation of the water balance, when routinely performed, is a useful guide for a system’s water loss control program. Water systems can get started using the data that is readily available, identify any data gaps and then work towards improving their data.

After performing an initial top down audit it may become evident that some of the numbers are rough estimates. The next action in the audit process is to improve any initial estimates and begin reducing non-revenue water losses. A **bottom up audit** is often implemented after several top down audits have been completed and can better quantify loss volumes that were not revealed by the top down audit. A bottom up audit will help find apparent and real losses and begins by looking at components or discrete areas in the utility’s operations. A bottom up audit assesses and verifies the accuracy of the water loss data associated with individual components of the water system. A bottom up audit could include estimates of water used in municipal operations such as fire fighting, distribution system flushing and street cleaning, as well as metering of all authorized uses.

Additional data often needs to be collected to perform a *water audit*. Additional data collection can occur during the audit or intervention phase and may include the following:

- **Locating leaks and losses** can be accomplished through an examination of billing records, flow monitoring, visual inspection or leak detection equipment (e.g., acoustic, thermal, electromagnetic, tracer). Through an examination of billing records, a water system may identify sudden changes in water usage at particular locations in the water system, which could indicate the need to investigate further for possible leaks or theft. Flow monitoring can be conducted by examining individual customer meter records, metered districts or through placement of temporary meters in suspect locations. These temporary meters clamp onto pipes and do not sacrifice the integrity of the pipelines.
- **Condition assessment tools** include traditional external visual inspections (e.g., periodic walk-over and opportunistic inspections of exposed mains), internal visual inspection, pit depth measurements, destructive testing (e.g., test coupons) and non-destructive testing (e.g., ultrasonic testing).
- **Hydraulic modeling** can be used to predict locations of leaks in a water system based on physical and operating data of the water system. Calibration of these models to actual field data is essential to obtain realistic and usable results.

Step 2 – The Intervention Phase

Interventions are actions taken by a water system to identify the specific sources of water loss and implement solutions. These actions can include:¹

- **Preventive measures such as design standards and effective maintenance**
 - Reliable construction and design standards allow a water system to maintain maximum structural integrity throughout its operating life. Once a water system has been constructed according to appropriate design standards, effective maintenance can help to ensure the system operates at optimal performance throughout its lifespan and ensure that repairs are made proactively.
- **Meter installation, testing pits, zone metering and replacement**
 - Accurate metering is important for all phases of a water audit. Meters record testing pits and zone meter usage and monitor demand, encourage conservation, help detect leaks and make it possible to charge customers for the water they use and eliminate non-revenue water.
- **Leakage management**
 - Detecting, pinpointing and repairing leaks generates event data that refines and confirms the water losses identified in the water audit also it gives you data on you gps system of problem areas within your system.
 - Pressure management evaluates areas of excessive pressure and implements controls that reduce pressure to cut pressure-sensitive background leakage and reduce rupture rates.
- **Pipe repair and replacement**
 - Once a leak has been detected and located, the pipe can be repaired or replaced. Repairing and replacing pipes requires trained personnel, the right tools and the proper inventory of parts and materials it is key to have a active parts inventory and one person to monitor and control it.

Step 3 – The Evaluation Phase

The *evaluation* phase is important for ensuring an efficient and effective water loss control program. Comparison of the water system to industry benchmarks or past audits can document improvements in water loss control and allow a water system to track its progress. Use of performance indicators such as those mentioned above can help to ensure meaningful interpretations of the evaluation and to encourage continuous improvement. The evaluation will answer questions such as:

- Were the goals of the intervention met? If not, why not?
- Where do we need more information?
- How often should we repeat the *Audit, Intervention and Evaluation* process?
- Is there another performance indicator we should consider?
- How did we compare to the last *Audit, Intervention and Evaluation* process?
- How can we improve performance?

Benchmarking for Small Systems

Conducting a water audit allows a system to monitor its water loss performance over time and compare itself to other systems. This process is known as benchmarking and uses a collection of performance indicators to numerically evaluate different aspects of the water system. Performance indicators need to be consistent, repeatable and presented in meaningful standardized units. Some examples are breaks per mile of distribution main per year, gallons of water lost per service connection, and gallons of leakage per mile of distribution main per year. Because conditions at small systems can vary so greatly, benchmarking can become a difficult practice as many performance indicators may not be consistent or comparable across small systems. However, the basic steps of top-down water audits, metering and water loss control efforts can help small systems conserve their resources and improve their long term sustainability.

Resources

Performing a *water audit* and developing a complete water loss control program does not have to be overwhelming. By beginning with the basic steps and principles outlined in this document, any water system can begin the process of identifying and mitigating water losses. Below is some screen shots of the spread sheets we use to keep track of our system at CWD.

DATE	8-28-00							
TIME	STELHOUSE	CRUMMIES	TEETERSVILLE	GULSTON	PATHFORK	SMITH	CLEAR WELL	INITIALS
7:00:00	26.2	7.6	17.2	11.6		6.3	20.0	CT
8:00:00	25.1	7.6	16.3	11.1		6.0	20.0	RS
9:00:00	25.7	7.7	15.5	10.7		5.6	17.5	DO
10:00:00	26.4	6.8	14.6	9.6		5.3	16.5	DO
11:00:00	25.9	7.9	16.5	8.9		4.7	17.1	DO
12:00:00	25.0	9.7	19.4	8.0		4.3	15.0	CT
13:00:00	24.3	9.8	20.3	7.2		4.3	16.0	CT
14:00:00	23.6	10.9	22.0	6.4		6.8	16.5	CT
15:00:00	24.4	10.7	21.1	7.0		8.0	16.9	KS
16:00:00	24.5	10.2	20.9	11.2		7.6	17.5	KS
17:00:00	24.3	10.0	21.5	14.4		7.2	16.7	KS
18:00:00	24.0	9.3	21.8	16.7		6.7	17.7	KS
19:00:00	23.9	8.8	21.2	19.8		6.4	18.6	KS
20:00:00	24.2	9.3	21.6	19.1		5.9	19.3	KS
21:00:00	24.6	10.5	20.5	18.1		5.2	20.2	KS
22:00:00	25.4	10.1	19.6	17.3	on	4.7	19.4	KS
23:00:00	26.1	9.7	18.8	16.3		7.2	20.3	KS
0:00:00	26.5	9.4	19.7	15.8		6.3	21.0	CT
1:00:00	27.1	9.1	19.0	15.1		8.0	20.1	CT
2:00:00	26.4	8.9	19.0	14.6		7.6	21.2	CT
3:00:00	27.2	8.6	19.1	14.0		7.2	22.3	CT
4:00:00	27.0	8.5	18.8	13.5		7.0	22.4	CT
5:00:00	28.0	8.3	19.5	13.0		6.7	22.4	CT
6:00:00	27.0	8.1	17.8	12.3		6.3	22.4	CT

CRUMMIES								TEETERSVILLE	
TOTALS	DAY OF MONTH	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	TOTALS	DAY OF MONTH
0	2							0	2
0	3							0	3
0	4							0	4
0	5							0	5
0	6							0	6
0	7							0	7
0	8							0	8
0.00	9						WEEKLY AVERAGE	0.00	9
0.7	10	-0.3	-0.2	-0.2	-0.2	-0.1	-0.2	1.7	10
0.8	11	0	0	-0.2	-0.2	-0.1	-0.2	0.7	11
1	12	-0.4	-0.2	-0.2	-0.1	-0.2	-0.1	1.2	12
1.5	13	-0.4	-0.3	-0.2	-0.2	-0.2	-0.1	1.4	13
5.6	14	-0.2	-0.3	-0.2	-0.2	-0.2	-0.1	1.2	14
7.1	15	-0.3	-0.3	-0.3	-0.1		0.4	1.4	15
2.11							WEEKLY AVERAGE	1.00	
3.3	16	-0.3	-0.3	-0.2	-0.3	-0.1	-0.2	1.4	16
1.7	17	-0.4	-0.2	-0.2	-0.1	-0.2	-0.2	1.2	17
2.2	18	-0.2	-0.3	-0.2	-0.2	-0.1	-0.2	1.2	18
3.8	19	-0.3	-0.5	-0.2	-0.2	-0.2	-0.2	1.6	19
6.6	20	-0.3	-0.3	-0.2	-0.2	-0.2	-0.3	1.5	20
6.3	21	0.5	-0.4	-0.2	-0.2	-0.2	-0.2	0.7	21
8.2	22	-0.4	-0.3	-0.2	-0.2	-0.1	-0.2	1.4	22
4.59							WEEKLY AVERAGE	1.00	
2.1	23	-0.3	-0.5	0	-0.2	-0.1	-0.1	1.2	23
4.1	24	-0.4	-0.1	-0.2	-0.2	-0.2	-0.2	1.3	24
4.3	25	-0.5	-0.4	-0.2	-0.3	-0.3	-0.1	1.8	25
6.6	26	-0.1	-0.3	-0.2	-0.3	-0.2	0.2	1.3	26
3.9	27	-0.4	-0.2	-0.2	-0.2	-0.1	-0.2	1.3	27
8.4	28	-0.4	-0.3	-0.4	-0.1	-0.2	-0.2	1.6	28

PROCUREMENT POLICY

CAWOOD WATER DISTRICT PROCUREMENT POLICY

SUPPLIER SELECTION FOR MATERIALS AND SUPPLIES PURCHASES

PURPOSE – To provide detailed instructions for supplier selection for materials and supplies purchases.

Scope This procedure applies to all materials and supplies transactions.

Forms

Title

Purchase Request (PR)
Purchase Order (PO)
Contract Change Order
BD-1 for Materials and Supplies
General Manager Approval

Procedure

Approval levels for authorizing acquisitions and approving funds for this purpose are detailed in Table 1:

Table 1

<u>Transaction Amount</u>	<u>Buying Method</u>	<u>Approval Level</u>	<u>Authorized District Personnel</u>	<u>Steps Required</u>
Up to \$2,500	Purchase Card	Cardholder	Purchase Card Holders ¹	Detailed in Purchase Card Procedure.
Up to \$10,000	Purchase Request	Supervisors	Supervisors, Assistant Superintendents with Board approval	Requires Simple Sourcing. User initiates action by submitting a PR and may recommend vendor(s). Buyer executes transaction and selects vendor.
Up to \$20,000	Purchase Request	Section Managers	"Supervisor of...", "Superintendents of...", Senior Engineers, with approval of Board	Requires telephone or fax quotes; minimum of three (3) bid contacts. Support documentation of telephone calls is acceptable. User initiates action by submitting a PR and may provide quotes or identify potential vendors. Buyer executes transaction after verifying or completing the competitive process.

Supplier Selection for Materials and Supplies Purchases

<u>Transaction Amount</u>	<u>Buying Method</u>	<u>Approval Level</u>	<u>Authorized District Personnel</u>	<u>Steps Required</u>
Up to \$30,000	Purchase Request	Division/ Department Managers	Board members,	Same as up to \$20,000
Up to \$70,000	Purchase Request	General Manager (GM) Staff	Board members	Requires an attempt to obtain 3 written quotes (fax quotes are acceptable). User initiates action by submitting a PR and may identify potential vendors. Buyer executes transaction after verifying or completing the competitive process.
Up to \$99,999	Purchase Request	GM Staff (approves PR) GM (approves GM-1)	Board members GM	Requires formal bid process. User starts process by initiating a PR, Purchasing conducts a formal bid process and selection. The Manager of Purchasing initials a form GM-1 for concurrence with Department Director prior to routing GM-1 to the GM for approval and prepares required notification to the Board of Directors. Contract Equify Program information will be included.

Supplier Selection for Materials and Supplies Purchases

<u>Transaction Amount</u>	<u>Buying Method</u>	<u>Approval Level</u>	<u>Authorized District Personnel</u>	<u>Steps Required</u>
\$100,000 and above	Purchase Request	GM Staff (approves PR) Board of Directors (approves BD-1)	Board of Directors	Requires formal bid process. User starts process by initiating a PR, Purchasing conducts the formal bid process and selection process. The BD-1 is prepared and routed to the Manager of Purchasing for review prior to submittal to the GM and Board of Directors for approval. Contract Equity Program information will be included in the BD-1.
¹ Dollar amount may exceed \$2,500, but must remain lower than \$7,500. In those cases where the amount exceeds \$2,500 specific permission is required from the Manager of Purchasing and the employee's Division Manager.				

Any increase to the authorized approval level must be requested in advance, submitted to Purchasing in writing for coordination, and approved by the GM. Lower approval levels will be internal to Departments and Departments will be responsible for enforcement of any lower levels.

Process

District Buyers and other designated staff will follow the steps outlined below for acquiring materials and supplies. Full compliance with all Contract Equity Program related community objectives and considerations is expected for all transactions.

1. Up to \$2,500 Transactions: The primary method for obtaining materials and supplies, excluding Stores purchases, in this price range will be via the Purchase Card or Purchase order number.
2. Up to \$10,000 Transactions: Purchases that cannot be made with the Purchase Card (i.e., no card, transaction exceeds limit, services, etc.) will be accomplished through a District Buyer via a PR. The Buyer may elect to award the purchase to any responsive vendor and will use his/her best judgment in meeting the District's needs.
3. Up to \$30,000 Transactions: The end user submits a PR to Purchasing indicating the commodity needed. The Buyer and/or end user will attempt to obtain a minimum of three (3) telephone or fax quotes on the items desired. In the event the minimum three (3) responses cannot be obtained, the Buyer will confer with the Manager of Purchasing for final decision. Based on the results, the Buyer will annotate the results and award the purchase to the vendor with the lowest overall total cost to the District. Section Managers can approve PRs up to \$20,000 and Division or Department Managers can approve PRs up to \$30,000.
4. Up to \$70,000 Transactions: The end user submits a PR for the item(s) needed to

Supplier Selection for Materials and Supplies Purchases

the Buyer. The Buyer and/or end user will attempt to obtain a minimum of three (3) signed bids or offers in writing prior to vendor selection. Faxed quote sheets from vendors are acceptable. In the event the minimum three (3) responses cannot be obtained, the Buyer will confer with the Purchasing management for final decision. Based on the results, the Buyer will annotate the results and award the purchase to the vendor with the lowest overall total cost to the District.

5. Up to \$99,999 Transactions: A formal bid process is required for these acquisitions. The end user initiates the process via a PR and submits to Purchasing. Purchasing will conduct the selection process, select the vendor(s) with lowest overall total cost to the District, and route a GM-1 to the GM for approval. The GM-1 will also include all pertinent Contract Equity Program information. Purchasing will also prepare the required notification to the Board of Directors for General Manager action under his/her delegated authority.
6. Transactions of \$100,000 and above: A formal bid process is required for these acquisitions. The end user initiates the process via a PR and submits to Purchasing. Purchasing will conduct the bidding process, select the vendor(s), and recommend the vendor with the lowest overall total cost to the District. The User will prepare the BD-1 for non-Stores items and Purchasing will prepare BD-1s for Stores items. In both cases, the BD-1 will be submitted to the Manager of Purchasing for review prior to the GM's review and Board of Director's approval. The BD-1 will also include all pertinent Contract Equity Program information. Upon Board of Director's approval, Purchasing will execute the purchase.

Authorization Values for Contracts with Options

Contracts that include "Option Years" must include the following two conditions:

- The decision to exercise an option must reside solely with the District; i.e., "The District may exercise an option to extend this agreement for two additional one year periods."
- The option(s) must be binding on both parties except for price adjustments made in accordance with terms and conditions outlined in the agreement. Further negotiation of terms and conditions outlined in the agreement in the option years is not allowed.

To calculate the value of the contract for signature approval purposes, multiply the annual value of the contract by the number of possible years the agreement could last if all extensions were exercised. *EXAMPLE: a contract with an annual value of \$55,000 that has an initial term of two years with two one-year options will be viewed as a \$220,000 [$\$55,000 \times (2+1+1)$] contract for approval purposes.*

Special Requirements

In addition to the above process, special processing requirements exist for hardware, software, telecommunications and furniture. Contact Purchasing for further guidance.

1. Hardware, software and telecommunications PRs will be routed through the Information Systems Department for approval.
2. Furniture PRs will be routed through the Facilities Engineering Section for approval.

Supplier Selection for Materials and Supplies Purchases

Change Orders	<p>Non-Board or GM-approved Contracts All changes to POs must have appropriate dollar level approval before they will be processed.</p> <p>Board or GM-approved Contracts Change orders for materials and supplies purchases are limited to the parameters described below and must be recommended by the Manager of Purchasing for approval by the Director of Administration:</p> <ul style="list-style-type: none">• To exercise option years to a contract as described in the original Board or GM-approved contract.• To modify unit pricing in accordance with the provisions for such changes already described in the respective Board or GM-approved contract. <p>Changes in quantities, specifications, dates, or prices will generally not be made unless provisions for such changes are described in the existing Board-approved contract. If not described in the existing Board approved contract, a re-bid may be necessary.</p>
Emergency Response Purchases As Directed by The Emergency Operations Team	<p>When the Emergency Operations Team assembles in response to an emergency or a potential emergency, the Emergency Operations Director (EOD) has authority to suspend competition requirements for purchases valued between \$10,000 and \$70,000 if the EOD believes that such action is warranted. This action will position the Emergency Operations Center to take preemptive action in an effort to minimize the impacts of the apparent emergency and shall remain in force until an emergency is properly declared by the GM and President of the Board of Directors or until the EOD rescinds the under \$70,000 competitive requirement suspension. For purchases valued greater than \$70,000, staff shall follow the process outlined in this procedure or refer to Procedure 122, Emergency Purchases.</p>
Sustainable Purchasing	<p>The District strives to integrate and balance environmental, social, and economic objectives into its decision-making, policies, programs, and work practices regarding purchasing materials and supplies. Please consider making sustainable purchases where possible. See Sustainable Purchasing Guidelines for more information.</p>

**THEFT OF SERVICES
AND
TAMPERING POLICY**

CAWOOD WATER DISTRICT THEFT OF SERVICE AND TAMPERING POLICY

POLICY STATEMENT

"Theft" defined

1 ... Tampering with utility equipment or stealing service will be grounds for discontinuance of utility service. Theft of service shall include, but not be limited to the following:

- a) Opening valves at the curb or meter that have been turned off by utility personnel;
- b) Breaking, picking or damaging cut-off locks;
- c) By-passing meters in any way;
- d) Taking unmetered water from hydrants by anyone other than an authorized official of a recognized fire department, fire insurance company or utility for any purpose other than fire fighting, testing or flushing of hydrants;
- e) Use of sprinkler system water service for any purpose other than fire protection;
- f) Removing, disabling or adjusting meter registers;
- g) Connecting to or intentionally damaging water lines, valves or other appurtenances for the purpose of stealing or damaging utility equipment;
- h) Moving the meter or extending service without permission of Cawood Water District,
- i) Any other intentional act of defacement, destruction or vandalism to utility property or act that effects utility property;
- j) Any intentional blockage or obstruction of utility equipment.

Notice of violation

2 ... A "Notice Of Violation" may be mailed or otherwise delivered at the discretion of Cawood Water District if:

- a) evidence suggests the possibility of theft of utility service at the customer's premises;
- b) the violation does not constitute an immediate threat of safety or equipment integrity to the system.

The customer will be ordered to immediately cease any unlawful practice.

3... A "Notice Of Violation" will be mailed or delivered and customer service is subject to immediate cut-off in any of the following situations:

- a) In the opinion of CWD, theft of service is clearly evident on the customer's premises; or
- b) When in the opinion of CWD a situation exists that may endanger public health.

***Fees,
adjustments
and other
payments***

4 ... In addition, the customer will be subject to a \$ 100.00 violation payment as well as service call charges, labor and replacement parts as detailed by the utility.

***Bill
adjustments for
theft***

5 ... If CWD determines theft of service has occurred, it reserves the right to adjust the customer's current bill and the bills for the past twelve (12) months usage. If the approximate amount of service that was stolen cannot be reasonably determined, the customer's usage will be set at two to four times the minimum bill, as set on a case by case basis by CWD according to the facts of each case.

***Restoration of
service***

6 ... Service will not be restored until all payments for the following are received by CWD:

- a) Adjusted payment for utility service;
- b) Violation payment (see Section 4 above);
- c) All service call charges;
- d) Labor;
- e) Replacement parts;
- f) Reinstatement of service charge.

7 ... Service will be reinstated only during regular working hours, Monday through Friday, except in the case of an emergency.

***Customer
payment
liability***

8 ... Discontinuance of service by CWD shall not release the customer from liability for payment for service already received or from

CAWOOD WATER DISTRICT

liability from payments that thereafter become due under the minimum bill provisions or other provisions of the customer's contract.

Cut-offs and liability

9 ... CWD shall not be liable for any loss or damage resulting from the discontinuance of service.

Customer who is responsible

10 ... The customer(s) whose name(s) appear(s) on the application for service is (are) the customer(s) responsible for payment of all charges. That customer is also responsible for any rules or policy violations that occur regarding CWD service to that property. Personal participation by the customer in any such violation shall not be necessary to impose personal responsibility on the customer.

Court and attorney's fees

11 ... In the event any customer fails to pay any CWD fee or charge, the customer shall pay all costs of collection including court costs and reasonable attorney's fees incurred by CWD in collecting such sums.

Utility may refuse service

12 ... CWD shall have the right to refuse to render service to an applicant or to any member of an applicant's household who is living at the same address whenever such person(s) is (are) delinquent on any payment to the utility or had his or her service discontinued because of a violation of the regulations or policies of CWD.

13... In the event that the customer fails to pay said fees and charges as listed above, CWD will prosecute the customer to the fullest extent of the law.

EXCAVATION BREAK POLICY

Cawood Water District

Excavation Break Policy

The Cawood Water District adopts the following policy and procedures to address instances of third-party damage to District property. This policy requires the issuance of an invoice to any third party who strikes, destroys, vandalizes, or interrupts service to the District's water lines, pump stations, or other property.

1. The District will first make every effort to identify who the party responsible for the damage.
2. After identifying the party responsible for damage, the District will determine whether the responsible party followed guidelines laid out in the Kentucky 811 Call-Before-You-Dig regulations.
3. The District will determine if the assets were properly marked before the responsible party for the damage began its excavation work.
4. If the District determines the damage was caused by the responsible party's negligence or failure to observe properly marked locations, it will determine the total financial loss resulting from the responsible party's actions, including, but not limited to, physical asset replacement, repair, loss of water, labor, and equipment expenses.
5. Once the total financial loss has been determined, the District will serve a demand for reimbursement of its total financial losses in form of an itemized invoice and establish a time period for payment.
6. If the responsible party fails to timely satisfy the District's demand for reimbursement, it will consult with its legal counsel and initial legal action to obtain compensation for its financial losses.

LEAK ALLOWANCE POLICY

LEAK ALLOWANCE POLICY

CUSTOMERS UNDER AGE 65

An account billing adjustment will be made upon proof of excess water loss due to a leak that is verified by Cawood Water District employee. The customer under age 65 will be billed at a rate consistent with their average monthly use over the last 12-month period, plus ½ (one half) the amount of the excess used due to the leak. This adjustment will be made only one time per 12-month period.

CUSTOMERS OVER AGE 65

The customer aged 65 or older will be billed an amount equal to their average use over the past 12 months. This adjustment will be made only one time per 12-month period.