

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

CORINTH WATER DISTRICT AND ITS)	
INDIVIDUAL COMMISSIONERS, W.D. FIELD,)	
CHERISH KENNEDY)	CASE NO.
AND ASHLEY LAUDERMAN)	2022-00061
ALLEGED FAILURE TO COMPLY WITH KRS)	
278.300)	

**CORINTH WATER DISTRICT’S RESPONSES
TO COMMISSION STAFF’S SECOND REQUEST FOR INFORMATION**

Corinth Water District, by counsel, hereby submits its responses to the Commission Staff’s Second Request for Information, propounded on the District on July 25, 2022 in the above-captioned matter.

Filed Electronically Through the Commission’s Electronic Filing System on August 12, 2022.

Request No. 1:

Provide the written policies and procedures for all employees, including the manager, for the period beginning January 1, 2017, to the present with notation as to the effective dates of the policies.

Response: *See* the written policies and procedures for all employees that have been in effect at the Corinth Water District from January 1, 2017 to the present attached hereto and Bates-labelled 0011-0034.

Witness to Request No. 1: Tara Wright

Request No. 2:

Refer to Commission Staff's First request for Information, Item 2. The response implies the district was not aware of the purchase of the truck until Tara Wright became manager. Provide the date the district was made aware of the purchase of the new truck.

Response: As stated in Corinth Water District's Response to Request No. 1 of the Commission's First Request for Information, the previous District Manager informed the Corinth Water District Commissioners that the truck was purchased on March 1, 2017. A copy of the minutes from the meeting at which the Commissioners were informed of the purchase was previously provided, Bates-labelled 0008.

Witness to Request No. 2: Tara Wright

Response No. 3:

In reference to the purchase of the 2017 Chevrolet truck, provide the following:

- a. The primary use for the truck;

Response: The 2017 Chevrolet truck is used by Corinth Water District personnel for myriad tasks, including, but not limited to: Conducting meter reading every Monday-Friday to analyze and compare daily consumption usage; daily collections of coin payments made into the District's loading station in both the morning and afternoon and take these coin payments to the bank Monday-Friday or to a safe in the District's office Saturday and Sunday; taking water samples to an out of District lab multiple times a month; conduct maintenance of the waterlines and watermains daily, conducting waterline readings, including flushing water lines daily, marking water lines, exercising gate values, changing meters monthly, inspecting for water leaks, disconnect and re-connecting customers, as needed, and pumping water out of master meters, as needed. Finally, the truck is also used for other tasks such as picking up trash from the District's loading station, maintaining the grounds around the loading station, and picking up District supplies, as needed.

- b. The mileage information kept by the district for the truck for the period March 2017 to the present, by month, by year, and in the aggregate;

Response: The District does not retain mileage information by month or by year, but records evidencing the truck's mileage during annual vehicle inspections completed and routine oil changes and repairs from 2017 through 2022 are attached hereto, Bates-labelled 0035-0046.

- c. The use policy for district vehicles in effect from March 2017 to the present, including any policy regarding personal use; and

Response: *See* the Corinth Water District's Policy Concerning the Use of Company Vehicles in effect from December 7, 2016 until the present attached hereto, Bates-labelled 0047.

- d. The amount of gas paid for by the district for the truck from March 2017 to the present.

Response: *See* the spreadsheet attached hereto, Bates-labelled 0048 which lists the amounts of gas paid for by the District on a monthly basis from March 2017 until the present.

Witness to Request No. 3: Tara Wright

Response No. 4:

Confirm that the William Hill no longer is affiliated with Corinth District, the date his employment ended, and the circumstances that resulted in Mr. Hill ending his employment with Corinth District. If necessary, refer to 807 KAR 5:001, Section 13, for the procedure for filing confidential information.

Response: Mr. Hill is a part-time employee of the Corinth Water District. Mr. Hill retired from the full-time position of District Manager of the Corinth Water District due to health reasons on December 31, 2018 and returned to work for the District in a part-time capacity on April 26, 2019. He has been retained as a part-time employee since that date. His responsibilities in this part-time role are set forth in the District's Response to Request No. 5.

Witness to Request No. 4: Tara Wright

Request No. 5:

If William Hill is still affiliated with Corinth District, explain the responsibilities of Mr. Hill and any compensation provided by the district.

Response: As listed in Response to Request No. 4, Mr. Hill remains employed by the Corinth Water District as a part-time employee. He works approximately 20 hours per week or sometimes more, if needed, to cover for other employees who are on vacation. Mr. Hill is compensated at the rate of \$11.81 per hour.

Mr. Hill is responsible for assisting with various tasks in this role, including: entering information from water meter reports and daily flushing reports into spreadsheets to calculate daily uses; assisting with billing, including sorting bills and accepting payment for water bills in person and over the phone and depositing payments in the bank; entering sales tax information from the billing register into spreadsheets; assisting with administrative tasks in the water district's office such as answering phone calls and purchasing office supplies; assisting with disconnect notices to be sent to customers; locating and organizing files to assist with the District's sanitary survey; preparing monthly operating reports; assisting with outdoor activities if the District's maintenance technician is not available, including, but not limited to, conducting meter reading, marking water lines, maintaining the grounds around the District's office and water loading stations, and delivering water samples to the lab, as needed.

Mr. Hill has no managerial duties or authority in his new position.

Witness to Request No. 5: Tara Wright

Request No. 6:

Refer to the Response to Commission's Order filed on May 26, 2022, confirm that William Hill notarized documents filed by Corinth District with the Public Service Commission. Provide any payment documentation for the notarization.

Response: William Hill notarized the documents filed by the Corinth Water District on May 26, 2022. Mr. Hill was not paid to notarize the responses or documents submitted.

Witness to Request No. 6: Tara Wright

Request No. 7:

Based on the events that led to this investigation, describe all steps Corinth District has taken to improve oversight and approval of spending for the district. Provide any and all relevant documentation.

Response: Corinth Water District will continue to work closely with counsel to ensure compliance with all applicable statutes and regulations governing its operations, including any future purchases and/or incurrences of debt. The Corinth Water District also intends to update its policies and procedures to promote an environment of compliance with all applicable statutes and regulations. Additionally, all current Commissioners of the Corinth Water District will attend annual trainings, and all Commissioners have already selected PSC trainings to attend for calendar year 2022. The District Manager will also attempt to attend annual trainings and has also already selected a PSC training to attend for calendar year 2022.

Witness to Request No. 7: Tara Wright

Respectfully submitted,

/s/ Derek Miles

Patrick Hughes

Mitchel T. Denham

Derek Miles

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Counsel for Corinth Water District

and its Commissioners

Certification

I hereby certify that a copy of this Notice of Substitution of Counsel has been served electronically on all parties of record through the use of the Commission's electronic filing system on this the 12th day of August 2022, and there are currently no parties that the Commission has excused from participation by electronic means. Pursuant to the Commission's July 22, 2021 Order in Case No. 2020-00085, a paper copy of this filing has not been transmitted to the Commission.

/s/ Derek Miles

Derek Miles

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Response to Commission Staff's First Request for Information Dated July 25, 2022

VERIFICATION

I, Tara Wright, verify, state, and affirm that the responses included herewith for which I am listed as a witness are true and accurate to the best of my knowledge, information, and belief which has been formed after reasonable inquiries into each of the responses for which I am listed as a witness.

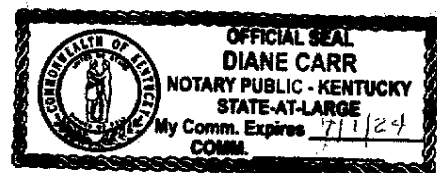
Tara Wright
Tara Wright

COMMONWEALTH OF KENTUCKY)
COUNTY OF Grant) SS:
)

Subscribed and acknowledged before me by Tara Wright, this 12th day of August, 2022.

My commission expires: 7/1/24

Diane Carr
NOTARY PUBLIC



Ky 07 10091

CORINTH WATER DISTRICT
215 THOMAS LANE P. O. BOX 218
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STATEMENT OF PURPOSE

The Corinth Water District recognizes that a personnel system that recruits a competent, productive work force is indispensable to effective and efficient District management and operation. These policies and procedures have been developed in order to achieve optimum efficiency and economy in the pursuit of the District's goals and the utilization of its human resources.

The rules and provisions set forth hereinafter are intended to implement the personnel plan by providing procedures for:

1. Classifying positions in the District's service;
2. Recruiting persons for that services, and
3. Compensating employees equitably for their service to the District.

While the District is committed to the equitable treatment of its employees, it is expressly noted that nothing in these policies is intended to create a contract of employment. Any individual may voluntarily leave employment or may be terminated by the District at any time, for any lawful reason, or for no reason at all. Any oral, written statements, custom or course of dealing to the contrary are hereby expressly disavowed.

SCOPE OF COVERAGE

The following officers and employees of the District are explicitly exempted from the coverage unless otherwise specified. All employees not explicitly exempted from coverage of these policies and procedures shall be subject to its provisions:

- A) All members of the Commission,
- B) District's Attorney,
- C) Consultants, advisors, and Counsel rendering temporary professional services,
- D) Independent contractors,
- E) Seasonal/part-time and/or temporary employees,
- F) Members of volunteer organizations.

CONDITIONS OF EMPLOYMENT

Nothing contained in this section of the District's personnel policies, including the successful completion of an initial or promotional period, shall alter the "at-will" employment status between the District and the employee. The employee or the District may terminate the employment relationship during or after the initial or promotional period for any lawful reason or for no reason at all.

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INTRODUCTORY PERIOD

Introductory periods may be initial or promotional. An initial period is when an employee is first appointed to a position with the District. A promotional period occurs as a result of the appointment of a currently employed District employee to a position in a higher grade or classification.

1) A person initially appointed to a regular position shall be on introductory status for a period of six (6) months. While on an initial period, an employee may be dismissed at any time without right of appeal.

2) An employee who has previously served an initial introductory period, and is promoted from within the District service to a new position, shall be on promotional status for a period of six (6) months. An employee serving a promotional introductory period may be reinstated to the position from which he/she was promoted, or to a comparable position from which the employee was promoted, without right of appeal.

3) The introductory period may be extended for a class of positions, for up to ninety (90) days, if it is deemed that a longer period is needed to learn the work and evaluate the effectiveness of the work performed.

TRANSFER

Any employee occupying a regular position may request transfer from one position to a comparable position by making a request to the Manager, provided the position for which the employee is applying is vacant, and is one for which the employee possesses required qualifications.

A full-time employee occupying a regular position shall be given consideration for the transfer. However, if the appointing authority deems that the District's best interest necessitate the appointment of an applicant not currently employed, the position may be filled by appointment of a person from outside of the District.

RETIREMENT

To the extent the District participates in the County Employees Retirement System, a statement should be included in the policies which gives general information concerning the program. Details regarding the retirement benefits are addressed in the Benefits section of the policies.

ANNOUNCEMENTS OF POSITIONS

When a vacancy occurs within the organization, current employees may be notified of the vacancy by placing a written notice in a conspicuous location in the office facilities accessible to all employees. Notices posted shall include position title, pay range, summary of duties,

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qualifications, and the time limit for applying. Employees who wish to apply for the position must present a completed employment form, supplied by the District, to the manager, thereby indicating their interest in the vacant position. All written notifications shall contain the following written statement: "An Equal Opportunity Employer M/F/D."

When announcements of vacant positions are made outside the organization, any of the following procedures may apply:

- 1) The Districts open application policy allows persons interested in employment to complete an application form supplied by the District at any time, regardless of whether or not vacancies exist,
 - A) In completing the form, the applicant must indicate the position(s) applied for,
 - B) The application form will be considered active for a period of six (6) months.
- 2) If the District elects to advertise the vacant position(s), all announcements shall be made in a newspaper(s) of general circulation in the area and among the Districts workforce. All advertisements of the vacant position(s) shall contain the following statement: "An Equal Opportunity Employer M/F/D."
- 3) The District may list vacant positions with the KY Department of Employment Services

APPLICATIONS FOR POSITIONS

Applications shall be provided by the District and shall require legally authorized:

- 1) Information about the applicants training and experience,
- 2) References,
- 3) Signed release form for background investigation,
- 4) Such additional information as required to effectively evaluate the applicants ability to perform the duties required of the position, and
- 5) The applicants signature and date of application submitted.

When an applicant is offered employment, he/she shall be required to pass a physical exam, including a pre-employment drug screen. Random drug tests shall be required by any and all employees of the District. These exams shall be paid for by the District. This also includes all part-time employees.

No person shall be appointed to a position unless verified information on an official employment form indicates that he/she meets the qualifications for the position description. He/she must also complete all pre-employment procedures.

All employment applicants will be subject to employment investigations into their work background and personal references. Only qualified applicants will be considered for employment with the District.

All information submitted by the applicant pertaining to his/her employment must be factual. Applicants who are found to have falsified information by misrepresentation or omission of essential facts on their application, or whose references are not satisfactory will not be

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considered for employment, or if employed, will be immediately separated from District employment.

STATUS OF PRESENT EMPLOYEES

Employees filling regular positions with the District who have served in the position on a continuing basis throughout the six (6) months preceding enactment of this personnel plan shall have full-time status conferred upon the effective date of this personnel plan.

Employees filling regular positions with the District who have not served in the position on a continuing basis throughout the previous six (6) months upon enactment of this personnel plan shall not be granted full time status upon the effective date of this personnel plan. Said employees will be eligible for full time status upon completion of six (6) months of continuous satisfactory service in positions on record as of the effective date of this personnel plan.

Upon enactment of this personnel plan, all newly appointed personnel will be eligible for full time status upon completion of six (6) months of continuous satisfactory service in the position.

Employees filling part time position status with Corinth Water District will continue being in that position until a permanent position comes available.

The Commission is charged with fixing the compensation of employees pursuant to personnel pay and classification plans. The Commission may, from time to time, delegate personnel duties to a specified person(s), who shall serve as Personnel Officer.

Once adopted, changes in the policies and procedures, classification, and pay plans shall be done in a manner consistent with the initial adoption. If all elements of the personnel policies and procedures have been adopted by resolution, they must be amended by resolution.

EQUAL EMPLOYMENT OPPORTUNITY

The Corinth Water District seeks to provide equal opportunity to all of its employees and applicants for employment and to prohibit discrimination based on race, color, religion, sex, national origin, age, disability, or because the individual is a smoker or non-smoker. The District promotes equal opportunity in matters of hiring, training, promotion, pay, employee benefits and other conditions of employment.

AFFIRMATIVE ACTION PLAN

The Civil Rights Act of 1964, as amended, establishes procedures for addressing discriminatory practices by employers. In those instances where employers have been found to be guilty of discriminatory practices, the Court may require the employer to develop an Affirmative Action Plan to address these past actions. The development of such a plan requires the employer to analyze its workforce and develop a plan of action to correct areas of past discrimination. These

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plans may require preferential recruitment, development of programs to deal with bias attitudes, and preferential selection, which includes slots being set aside for minorities.

Although the Civil Rights Act of 1964 establishes a process for affirmative action plans to be mandated by the courts, an employer may voluntarily develop and implement such a plan, if it so desires. Recent court decisions, however, have tended to narrow the use of certain aspects of affirmative action plans such as preferential hiring, to circumstances where past discrimination by the employer can be documented. If the employers desires to implement such a program, it is strongly recommended that legal lounsel be consulted. Additionally, guidance in developing affirmative action plans can be obtained from the Equal Opportunity Employment Commission, 600 Dr. Martin Luther kingJr. Place, Suite 268, Louisville KY 40202.

AMERICANS WITH DISABILITIES ACT OF 1990

The Corinth Water District complies with the Americans With Disabilities Act of 1990, as amended by the Civil Rights Act of 1991, which prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discriminations in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment.

The District will provide reasonable accommodation to qualified individuals with a disability who, with or without an accommodation, can perform the essential functions of the job, unless the accommodation will impose undue hardship for the District.

A) Any person, (employee or citizen), who believes that he/she has been subjected to prohibited discrimination may personally or by a representative, file a complaint with the Manager. A person who has not personally been subjected to discrimination may also file one.

B) When a person, (citizen, applicant, or employee), believes that he/she has been adversely affected by an act or decision was based on disabled status, that person shall have the right to process a complaint or grievance in accordance with the following procedure:

Step One: An aggrieved person must submit a written statement to the Manager setting forth the nature of the discrimination alleged and facts upon which the allegation is based;

Step Two: The Manager shall contact the complainant no later than fifteen (15) 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 five (5) days nor more than forty-five (45) 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 records of the District;

Step Three: Within fifteen (15) days of the informal meeting, the Manager shall issue a written decision on the matter, and the decision shall be the final procedure for the complainant at the local level.

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C) Written documentation of the discussions held at the hearing shall be prepared, and shall be preserved in the records of the District.

It should be noted that while the grievance procedure contained I these guidelines is sufficient to comply with the ADA requirements pertaining to the establishment of such a process, the Board of Commissioners retains the authority to determine who makes the final determination on these grievances. Therefore, designation of the Manager as the person responsible for making these decisions is the prerogative of the Board of Commissioners. Certainly, the Board of Commissioners could designate itself as the final authority for such determinations.

HARASSMENT POLICY

The District is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the District will not tolerate harassing conduct that affects tangible job benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive environment by anyone, including a superior, co-worker, vendor, client or citizen.

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, physical, or visual 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 friend or associated, 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 or opportunities.

Harassing conduct includes but is not limited to the following:

- 1) Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile 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 toward an individual or group because of race, color, religion, gender, national origin, age or disability that is placed on walls, bulletin boards, or elsewhere on the employers premises, or circulated in the workplace.

HARASSMENT-COMPLAINT PROCEDURES

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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, that employee shall notify his/her supervisor or Manager of the harassment as soon as possible, so that steps may be taken to protect the employee from further harassment. If the harassment is against the supervisor, the complaint shall be made directly to the Manager. If the harassment is against the Manager, the complaint shall be made to the Chairman of the Board of Commissioners. As appropriate, an investigation will be initiated and appropriate disciplinary measures will be taken.

SEXUAL HARASSMENT-DEFINITION

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

- 1) Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's 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 working environment.

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

SEXUAL HARASSMENT-COMPLAINT PROCEDURES

All employees are responsible for helping to assure the District avoids sexual harassment, and have the responsibility for reporting any occurrence of harassment or sexual harassment. If you feel that you have experienced or witnessed harassment, you are to notify either your supervisor or the Manager. If the harassment complaint is against the supervisor, the complaint shall be made directly to the Manager. If the harassment complaint is against the Manager, the complaint shall be made directly to the Chairman of the Board of Commissioners. Reports are to be made as soon as practicable within 24 hours, and preferably in writing. Oral reports, however, will also be taken in the case of unusually sensitive circumstances.

The District's policy is to investigate all such complaints. To the fullest extent practicable, the District will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the District will take corrective action in accordance with the nature and extent of the offense. The District prohibits retaliation against any such employee bringing such a claim.

**HARASSMENT AND SEXUAL HARASSMENT FALSE ACCUSATION
PROCEDURE**

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The 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 accusations.

**HARASSMENT AND SEXUAL HARASSMENT-EMPLOYEE INJURY
PROCEDURE**

The District encourages any employee to raise questions he or she may have regarding the harassment or sexual harassment policy with his or her immediate supervision, the Personnel officer or the Manager.

DRUG-FREE WORKPLACE OF 1988

In response to escalating concerns regarding the impact of illegal drugs in the workplace, the Drug-Free Workplace Act of 1988 was enacted by Congress as an integral component of its omnibus drug legislation. This Act requires recipients of contracts or grants from Federal Agencies to provide written certification that they will provide a drug-free workplace in compliance with the legislation.

To foster compliance, the Act includes provisions for Suspension or Termination of a grant in documented instances where the grantee has failed to comply.

Corinth Water District will provide a drug free workplace in compliance with the Drug-Free Workplace Act of 1988.

1) Any unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in Corinth Water District workplace.

From a practical standpoint, this legislation requires that grantees certify they will provide a drug free workplace by taking the following actions;

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for violations of such prohibition,
- 2) Establishing a drug free awareness program to inform employees about:
 - A) the dangers of drug use in the workplace,
 - B) the grantees policy of maintaining a drug free workplace,
 - C) any available drug counseling, rehabilitation, and employee assistance programs, and
 - D) the penalties that may be imposed upon employees for drug abuse violations.
- 3) Making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the aforementioned statement;
- 4) Notifying the employee in the published statement that as a condition of employment in such grant the employee will:

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- A) Abide by the terms of the statement; and
- B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Notifying the granting agency within ten (10) days after receiving notice of a conviction (as identified in (d)(ii), from an employee or otherwise receiving actual notice of such conviction.

6) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is convicted if such a violation; and

7) Making a good faith effort to continue to maintain a drug free workplace through implementation of the (1) through (6) listed above.

To the extent the primary impact of this legislation on public agencies relates to the receipt of federal grants, it should be noted that a grant is deemed to include block grants and entitlement grants, but does not include technical assistance that provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance or direct appropriations.

Regarding how this matter should be addressed by cities and special districts that routinely apply for and receive federal grants, the inclusion of a policy statement within the public agency's personnel policies and procedures which meets these requirements will serve to provide the required notice to employees and will likely ensure that only the initial certification to the federal agency will be required upon receipt of a new federal grant. The following policy statement meets the requirements of the federal legislation.

SAMPLE POLICY STATEMENT

It shall be the policy of Corinth Water District that its workplace shall be drug-free in compliance with the Drug Free Workplace Act of 1988 (PL 100-690, Title I, Subtitle D), including any future amendments. This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and assistance and is the basis of a form each employee is required to sign assuring compliance.

It is the policy of the District that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Controlled substances means a controlled substance in schedules I through V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1305.15, including any future additions or amendments.

The purpose of the policy is to avoid the dangers of drugs in the workplace as described further in this publication, and to advise employees of available sources of counseling, rehabilitation, and employee assistance. Each employee is hereby notified that they shall notify the Manager of the Water District within five (5) days of any criminal drug statute conviction for a violation in the workplace. Within thirty (30) days, the District must take appropriate action.

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Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to appropriate personnel action up to and including termination, or be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The employer is not required to pay for this rehabilitation. Any employee violating the terms of this policy is subject to immediate dismissal.

IMPORTANT

The inclusion of this statement does not negate the need for a comprehensive, written drug testing policy for employers performing drug testing! Corinth Water District will contract with an outside agency to perform random drug tests as the District will at times ask their employees to adhere to the test. This is a mandatory item as a part of the employment process. Any employee who does not make themselves available for the test will be subject for termination.

The offices of Corinth Water District are smoke free. Smoking is permitted in areas outside the offices of Corinth Water District.

PROGRESSIVE DISCIPLINE

Generally, the District believes in the application of progressive discipline. However, the District reserves the right to skip 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 District's intention to create any employment situation that compromises its at-will employment status. As expressly stated in these policies Statement of Purpose, nothing in these policies is intended to create a contract of employment.

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

1) VERBAL WARNING

In the event of a minor infraction, the Manager shall administer the warning as soon as possible after the infraction.

The date of the verbal warning, a description of the occurrence which prompted the reprimand, and any comments the employee may have made, shall be the person giving the reprimand in his/her employee file.

2) WRITTEN REPRIMAND

In the event of either a second minor infraction or a more serious first infraction, the Manager shall give the employee a written reprimand specifying the reason(s) for such reprimand and noting any previous verbal and/or written warnings or reprimands.

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After issuing a written warning, the District may choose to have the employee's performance reviewed on a daily basis for improvement. In doing so, the District shall explain the consequence of continued infractions.

The employee shall sign the written reprimand or the reprimand shall be signed by a witness. The original copy of the written reprimand shall be forwarded to the Manager to be placed in the employee's file.

3) SUSPENSION

After either a serious violation or repeated minor violations, the Manager, with approval of the Board of Commissioners, may suspend any employee, with or without pay. In the event a situation arises that, in the judgement of the Manager, requires that an employee be removed for the work site to protect the health and safety of the employee or others, the Manager may immediately remove the employee. As soon as practical after such action is taken, but no later than three (3) working days, the Manager shall provide written notification to the Chairman of the Board of Commissioners describing the events which led to the action being taken. Upon reviewing the written documentation, Board of Commissioners, shall either concur with or disallow the removal.

In the event the Manager concurs with the decision to remove the employee, he/she shall determine if the situation requires suspension from work beyond that invoked by the Manager. In the event the Manager determines suspension from work is justified, he/she shall determine the length of suspension and other appropriate related decisions.

In the event the Manager disallows the removal, he/she shall reinstate the employee without loss of pay or benefits.

The Manager, with the approval of the Board of Commissioners, may suspend an employee for any period up to and including four (4) calendar weeks, depending upon the severity of the offense.

When a decision to suspend an employee is made, the Manager shall provide written notification to the employee within five (5) working days. The notice shall include the reason(s) for the suspension, if any, and its duration.

Employees suspended without pay for a period of four (4) calendar weeks shall forfeit all fringe benefits, including accrual of sick and vacation leave and the District's contribution to medical insurance, during the period of suspension.

4) SUSPENSION WITH PAY

In situations where the District has become aware of alleged misconduct by an employee which, if true, could result in disciplinary action, the appointing authority 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 to assure the integrity of the inquiry into the allegations. In the event it is necessary to suspend an employee with pay, the following procedures shall be observed:

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The District shall, if possible, immediately provide verbal notification to the employee, followed by written notification to the employee, followed by written notification within three (3) working days, informing him/her of the suspension and the nature of the allegations being investigated.

Consistent with existing personnel procedures, the District shall immediately begin an investigation into the allegations against the employee. This investigation shall be carried out expeditiously, and in no instances shall it be delayed beyond what is considered reasonable and necessary to conduct a complete investigation.

Upon reaching a determination as to the culpability of the employee, the appointing authority shall take action as follows:

In the event the allegations against the employee are valid, the appointing authority 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

In the event the allegations against the employee are proven to be false, the employee shall immediately be reinstated to his/her position.

During the time the employee is on suspension with pay, he/she is considered to be performing services for the District. Therefore, the employee must remain available to return work within 24 hours of receiving written or verbal confirmation of his/her reinstatement from the appointing authority. In the event the employee is notified of this reinstatement verbally, the District shall provide written verification within one (1) working day.

Nothing in this policy or procedure should be construed as limiting the authority of the employer to suspend an employee without pay in those instances where such action is deemed appropriate.

5) DISMISSAL

When an infraction is repeated, or when misconduct is serious enough for discharge on the first infraction, the Manager, with the Board of Commissioners approval, may dismiss an employee.

Upon a decision to dismiss an employee, the Manager shall provide the employee with a Letter of Intent to Dismiss containing: (a) the reason(s) for dismissal, if any; (b) the details of previous disciplinary actions taken against the employee, if any; and © the effective date and time of the intended discharge.

RIGHT TO RESPOND

Although this District has chosen to include an appeals process in its personnel policies relating to employee termination, it is specifically not the Districts intention to create any property right or employee situation that compromises its AT-WILL employment status. As expressly stated in these policies' Statement of Purpose, nothing in these policies is intended to create a contract of employment.

An employee who has been notified of an intent to dismiss him/her has the right to appear personally or with counsel before the Board of Commissioners to respond to the Letter of Intent to Dismiss.

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The request to respond must be made within five (5) working days of the employees receipt of the Letter of Intent to Dismiss, excluding the day it was received. If the employee does not submit such a request within five (5) working days, it will be deemed that the employee has waived his/her right to respond.

The employees meeting with the Board of Commissioners shall be held within five (5) working days after receipt of the employees request, excluding the day it was received.

The meeting is informal. It gives the employee the opportunity to respond the Letter of Intent to dismiss.

Within five (5) working days, excluding the day of the meeting, the Board of Commissioners shall uphold, alter, modify or rescind the intended dismissal. The employee will be notified, in writing, of the Boards decision, which shall reflect the final action of the District.

Such action shall be recorded in the employees file.

COMMON INFRACTIONS

The following list of common infractions to give employees an idea of types of behavior that are unacceptable. This listing should not be construed as all inclusive, and should be considered only as a guide to assist in avoiding activities that are in conflict with the principle and goals of an efficient work force and work place.

- A) Absenteeism, tardiness, extended meal times;
- B) Gambling while on duty;
- C) Abuse of sick leave;
- D) Insubordination;
- E) Theft of District property;
- F) Leaving work without authorization;
- G) Intoxication or using intoxicants while on duty;
- H) Reporting to work under the influence of nonprescription drugs, including alcohol; use of nonprescription drugs, including alcohol at work; or being in possession of nonprescription drugs, including alcohol, while on the job or in the workplace;
- I) Unauthorized use of District vehicles;
- J) Provoking or citing a fight during working hours;
- K) Mistreatment (physical or verbal) of citizens/customers;
- L) Willful neglect or abuse of District property;
- M) Deliberate falsification of time records;
- N) Harassment;
- O) Violation of safety policies and/or procedures; and
- P) Violation of established employer policies.

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DISCIPLINARY GUIDELINE

The following disciplinary guideline is given to provide employees insight regarding the Districts response to infractions. However, dependent upon the circumstances and severity of the offense involved, the employee may be dismissed on the first offense, remembering this is an at-will place of business. In context of this guideline, the symbols are intended to mean the following:

- V--Verbal Warning
- W--Written Warning
- S--Suspension
- D--Dismissal

INFRACTION	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>FOURTH OFFENSE</u>
Absenteeism, Lateness Extended meal times	V	W	S	D
Gambling while on duty	V	S	D	
Insubordination	S or D	D		
Attempted/actual theft	S or D	D		
Leaving work without Authorization	W	S	D	
Intoxication or using Intoxicants on duty	S or D	D		
Unauthorized use of District property	V	S	D	
Provoking or fighting During working hours	V	W	S	D
Mistreatment of customers (verbal or physical)	S or D	D		
Willful neglect or abuse Of District property	V	W	S or D	

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PERSONNEL RECORDS

A personnel file for each employee of the District shall be maintained by the Manager or an appointed designee. The file shall contain the following:

- A) Copy of application;
- B) Employees name, address, and phone number where they can be reached;
- C) Position title;
- D) Date of employment;
- E) Department assignment;
- F) Salary;
- G) Past changes in employment status;
- H) Fair labor standards and state labor law requirements;
- I) Commendations/reprimands;
- J) Drug free statement;
- K) I-9 Employee eligibility verification;
- L) Certificate of receipt of personnel policies and procedures; and
- M) Such additional information as may be required.

Every change in the status of the employee shall be recorded in his/her file. The personnel file shall be retained by the District in accordance with the retention schedule adopted by the KY Archives and Records Commission.

RELEVANCE OF KY OPEN RECORDS ACT TO PERSONNEL RECORDS

The KY Open Records Act (KRS 61.872 to 61.884) is a comprehensive scheme of legislation that is intended to ensure government is operated in an open and responsible manner by requiring that public records be open for inspection by any person. However, in developing this legislation the General Assembly acknowledged that certain types of records, in particular situations, should be exempt from this coverage. As a result, KRS 61.878 was enacted to specifically delineate the types of records that may not be accessed through the open records process.

In the context of personnel administration, the public employer must strike a delicate balance between the public's right to access records, and an employee's right of privacy. KRS 61.878 provides the broad framework under which these decisions are made by delineating particular public records that are exempt from the requirements of the open records statute. Of particular relevance to public officials and personnel administrators is the caveat contained in KRS 61.878 (1)(a), which exempts "public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy." Also relevant is 61.878 (1)(1) and (I), which exempt preliminary drafts, notes, correspondence, recommendations and memoranda.

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As one might guess, the broad nature of this language has been clarified through interpretations by the Office of the Attorney General and the court system in response to particular requests and situations that have arisen since the adoption of the legislation in 1976. It comes as no surprise that many of these clarifying interpretations have related to types of records that must be revealed regarding employee personnel files. While each request made pursuant to the Open Records Act is unique and must be considered in context of the particular situation, there are certain basic parameters that have been identified which should be of assistance in determining a local governments response to a request for records contained in an employees personnel file.

Initially, it should be noted that the Office of the Attorney General and the courts of the Commonwealth have consistently held that because many of the records contained in personnel files are personal in nature, and the disclosure of such records serves no public interest, persons seeking to inspect personnel files under the Open Records Act must specifically identify the records sought. Therefore, generic requests to examine an employees entire personnel file are inappropriate and lack the required specificity to allow an affirmative response. Rather, a request must be made which identifies the particular information which is being sought. At this point, the public employer must make a decision as to whether the record being sought is subject to inspection under the Act, or protected by the privacy exemption contained in the statute.

INFORMATION EXEMPTED FROM DISCLOSURE

Regarding what types of information are protected by the aforementioned exemptions in the Open Records Act, the Office of the Attorney General and the courts have, at various times, rules that the following records are not open to inspection:

- Home address;
- Telephone number;
- Social Security number;
- Marital status;
- Personnel evaluations (except in situations involving public officers who occupy leadership positions);
- Medical information;
- Letters of reference; and
- Predecisional documents that are not incorporated into a final agency action.

When relying on the privacy exemption, it is important to understand that each case revolves on its particular facts. In each instance, the decision must also consider whether the public interest in disclosure of the information outweighs the privacy interest of the individual.

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INFORMATION SUBJECT TO DISCLOSURE

Regarding what types of records contained in personnel records are subject to disclosure pursuant to the Open Records Act, the Office of the Attorney General and the courts have, at various times, ruled the following information is open to inspection:

- Information the applicant supplies on an application form prescribes and supplied by the District;
- Written, performance, or post job offer physical examinations;
- Interviews;
- Information and evaluations supplied by the references whom the applicant identifies on the application form; and
- Other appropriate means.

All persons who qualify for an appointment to a particular classification shall be considered for appointment. If employee is going from Part-Time Classification to Full-Time Classification, employee must successfully pass the Districts Random Drug Testing policy. No person may be appointed to a position unless verified information on an official application form indicates that the person has the desired qualifications set forth in the position description.

All District employees shall be appointed and removed by the Manager of the District, subject to the approval of the Board of Commissioners.

Classification Plan

Corinth Water District

A. CORINTH WATER DISTRICTS PLAN:

1.) EACH POSITION SHALL BE ASSIGNED TO, BUT NOT LIMITED TO ALL WORK PERTAINING TO THE EFFECTIVE AND BENEFICIAL SCOPE OF PROVIDING CLEAN, POTABLE WATER TO THE USERS OF THE DISTRICT.

B. AT THIS TIME, THERE ARE TWO FULL TIME EMPLOYEES.

C. CATEGORIES OF EMPLOYMENT:

1.) ALL EMPLOYEES OF THE WATER DISTRICT SHALL BE CLASSIFIED AS FULL TIME, PART TIME, TEMPORARY OR SEASONAL OR ASSIGNED:

A.) FULL TIME: AN EMPLOYEE WHO WORKS 40 HOURS PER WEEK ON A REGULAR AND/OR SCHEDULED BASIS;

B.) PART TIME: AN EMPLOYEE WHO WORKS LESS THAN 25 HOURS PER WEEK ON A REGULAR AND/OR SCHEDULED BASIS;

C.) TEMPORARY: AN EMPLOYEE WHO WORKS IN A SPECIFIED POSITION WHICH IS OF A TEMPORARY NATURE AND NOT EXCEEDING 9 MONTHS PER CALENDAR YEAR;

D.) SEASONAL: A PERSON WHO WORKS ON A SPECIFIED JOB SUCH AS MOWING, WEEDING, TRIMMING TREES, METER CHANGE-OUTS, ETC;

E.) ASSIGNED: AN EMPLOYEE WHO WORKS IN A SPECIFIED POSITION WHICH DOES NOT AMOUNT TO 40 HOURS PER WEEK AND NOT ON A REGULAR BASIS.

2.) FULL TIME EMPLOYEES IN ESTABLISHED POSITIONS SHALL BE GRANTED BENEFITS PROVIDED BY CORINTH WATER DISTRICT AND APPROVED BY THE COMMISSION.

COMPENSATION PLAN:

A.) PAY PLAN: ALL EMPLOYEES HIRED SHALL RECEIVE A STARTING BASE RATE OF PAY ACCORDING TO THEIR EXPERIENCE.

OVERTIME: ALL EMPLOYEES SHALL RECEIVE OVERTIME PAY COMPUTED AS TIME AND ONE-HALF FOR HOURS WORKED OVER 40 HOURS IN ANY WORK WEEK. HOURS WORKED ON A HOLIDAY OR SUNDAY SHALL BE COMPUTED AS DOUBLE TIME, WITH 2 HOURS SHOW UP TIME FIGURED IN.

ON-CALL

DUE TO THE NATURE OF BEING ASSOCIATED WITH A WATER DISTRICT, ALL EMPLOYEES SHALL BE ON CALL AT ALL TIMES. IF AN EMPLOYEE IS CALLED OUT FOR ANY REASON, SAID EMPLOYEE SHALL BE COMPENSATED AS OVERTIME WORK, PROVIDED DOCUMENTATION OF THE WORK BEING COMPLETED AND THE ADDRESS WHERE THE WORK WAS PERFORMED.

WORK WEEK

THE OFFICIAL WORK WEEK FOR EACH EMPLOYEE SHALL BEGIN ON MONDAY AND END THE FOLLOWING SUNDAY. THE OFFICE OF THE WATER DISTRICT SHALL BE OPEN FROM 7:30 AM UNTIL 4:00 PM, MONDAY THRU FRIDAY AND FROM 7:30 AM UNTIL 12:00 PM ON SATURDAY. AT TIMES, THE EMPLOYEES MAY BE OUT OF THE OFFICE DOING JOBS PERTAINING TO THE FUNCTIONS ON THE DISTRICT BUT THE DROP BOX IS AVAILABLE FOR THE CUSTOMERS.

PERIODIC REVIEWS

EACH EMPLOYEE SHALL BE REVIEWED BY THE MANAGER OF THE DISTRICT ON A YEARLY BASIS. THE REVIEW SHALL BE SIGNED BY THE EMPLOYEE AND SAID REVIEW SHALL BE GIVEN TO THE COMMISSION. IF A PROBLEM OCCURS WITH AN EMPLOYEE, THE REVIEWS MAY THEN BE CONDUCTED EVERY 6 MONTHS.

INCREASES IN WAGES

ALL INCREASES IN AN EMPLOYEES HOURLY RATE OF PAY AND GIFT CERTIFICATES SHALL BE AT THE DISCRETION AND APPROVAL OF THE COMMISSION BOARD. EACH EMPLOYEE AND BOARD MEMBER SHALL RECEIVE A CERTIFICATE OF APPRECIATION AFTER THE FOLLOWING YEARS OF SERVICE:

- 1) FIVE YEARS-CERTIFICATE OF APPRECIATION AND A \$25 GIFT CERTIFICATE.
- 2) TEN YEARS-CERTIFICATE OF APPRECIATION AND A \$50 GIFT CERTIFICATE.
- 3) 15 YEARS-CERTIFICATE OF APPRECIATION AND A \$75 GIFT CERTIFICATE.
- 4) 20 YEARS-CERTIFICATE OF APPRECIATION AND A \$100 GIFT CERTIFICATE.
- 5) 25 YEARS- CERTIFICATE OF APPRECIATION AND A \$150 GIFT CERTIFICATE.
- 6) 30 YEARS-CERTIFICATE OF APPRECIATION AND A \$200 GIFT CERTIFICATE.

VACATION TIME

ALL EMPLOYEES OCCUPYING FULL TIME POSITIONS SHALL BE GRANTED ANNUAL LEAVE AT FULL TIME PAY FOR A 40 HOUR WEEK. VACATION TIME WILL BE COMPUTED FROM JANUARY DECEMBER EACH CALENDAR YEAR.

A.) DURING THE 1ST YEAR OF EMPLOYMENT AS A FULL TIME EMPLOYEE, 40 HOURS OF VACATION TIME SHALL BE GRANTED WITHIN THAT CALENDAR YEAR.

B.) BEGINNING WITH THE 2ND YEAR THRU THE END OF THE 9TH YEAR, ALL FULL TIME EMPLOYEES SHALL BE GRANTED 80 HOURS OF VACATION TIME.

C.) BEGINNING WITH THE 10TH YEAR THRU THE END OF THE 17TH YEAR, ALL FULL TIME EMPLOYEES SHALL BE GRANTED 120 HOURS OF VACATION TIME.

D.) BEGINNING WITH THE 18TH YEAR THRU THE END OF THE 24TH YEAR, ALL FULL TIME EMPLOYEES SHALL BE GRANTED 160 HOURS OF VACATION TIME.

E.) AN EMPLOYEE TOPS OUT ON VACATION TIME WITH THE BEGINNING OF THE 25TH YEAR FOR 200 HOURS VACATION TIME PER CALENDAR YEAR.

F.) ALL VACATION TIME MUST BE TAKEN WITHIN EACH CALENDAR YEAR. NO EMPLOYEE MAY WORK THROUGH A WEEK OF VACATION AND BE PAID WITHOUT THE BOARD APPROVAL ON A CASE BY CASE BASIS.

SICK-PERSONAL TIME

ALL FULL TIME EMPLOYEES WHO HAVE BEEN EMPLOYED A MINIMUM OF ONE YEAR SHALL RECEIVE 20 HOURS OF SICK/PERSONAL TIME;

ALL FULL TIME EMPLOYEES WHO HAVE BEEN EMPLOYED A MINIMUM OF TWO FULL YEARS SHALL RECEIVE 40 HOURS OF SICK/PERSONAL TIME;

ALL FULL TIME EMPLOYEES WHO HAVE BEEN EMPLOYED A MINIMUM OF 8 YEARS SHALL RECEIVE 80 HOURS OF SICK/PERSONAL TIME.

ALL SICK/PERSONAL TIME NOT USED WITHIN A CALENDAR YEAR MAY BE CARRIED OVER TO SUBSEQUENT YEARS. THIS TIME MAY BE ACCUMULATED UP TO 120 HOURS. HOWEVER, ANY SICK/PERSONAL TIME WILL BE LOST AT THE TERMINATION OF SAID EMPLOYEE. THIS IS A USE IT OR LOSE IT POLICY.

BEREAVEMENT TIME

EMPLOYEES THAT ARE FULL TIME MAY BE GRANTED 3 DAYS OFF WITH PAY IN CASE OF THE DEATH WITHIN THE IMMEDIATE FAMILY. THIS SHALL INCLUDE SPOUSE, CHILDREN, PARENTS, GRANDPARENTS, BROTHERS, SISTERS, IN-LAWS AND/OR ANYONE DOMICILED WITHIN THE EMPLOYEES HOUSEHOLD. THEE ADDITIONAL DAYS MAY BE GRANTED UPON MUTUAL CONSENT OF THE MANAGER AND THE COMMISSION.

EMERGENCY TIME

WHEN AN EMPLOYEE IS ABSENT FROM WORK DUE TO CIRCUMSTANCES BEYOND THEIR CONTROL, THE MANAGER MAY GRANT SUCH TIME OFF WITH THE TIME BEING CHARGED TO THEIR VACATION AND/OR SICK/PERSONAL TIME. IF SAID EMPLOYEE HAS NO SUCH TIME, THE TIME OFF WILL BE WITHOUT PAY.

JURY DUTY

WHEN AN EMPLOYEE IS REQUIRED TO SERVE ON A JURY, THE EMPLOYEE SHALL BE COMPENSATED AT THEIR NORMAL RATE OF PAY. ANY MONIES RECEIVED BY THE EMPLOYEE FROM THE COURT SYSTEM SHALL BE TURNED OVER TO THE WATER DISTRICT WITH THE EXCEPTION OF MEAL OR TRAVEL EXPENSES.

INSURANCE

THE WATER DISTRICT SHALL PAY 100% OF THE HEALTH INSURANCE COSTS FOR EACH FULL TIME EMPLOYEES. AS PART OF THE COMPENSATION, THE DENTAL INSURANCE SHALL BE PAID BY THE WATER DISTRICT FOR ALL FULL TIME EMPLOYEES AND THE COMMISSION BOARD. THERE ARE DIFFERENT PLANS TAILORED FOR EACH EMPLOYEE OR COMMISSION MEMBER. IF AN EMPLOYEE OR COMMISSIONER HAS SERVED THE DISTRICT FOR 20 YEARS OR LONGER, THIS BENEFIT SHALL STAY IN EFFECT UNTIL SAID EMPLOYEE OR COMMISSIONER REACHES THE AGE OF 80 YEARS OLD. THIS POLICY SHALL BE REVIEWED BY THE COMMISSION AND IS SUBJECT TO TERMINATION OF BENEFITS IF THE DISTRICT HAS A LACK OF SUFFICIENT FUNDS. THE WATER DISTRICT SHALL AFFER A SUBSCRIPTION TO A HEALTH CLUB SHOULD ANY FULL TIME EMPLOYEE WANTS TO JOIN. THE SUBSCRIPTION SHALL NOT BE OVER \$750.00 PER CALENDAR YEAR.

RETIREMENT

ALL FULL TIME EMPLOYEES SHALL BE ELIGIBLE TO PARTICIPATE IN THE COUNTY EMPLOYEE'S RETIREMENT SYSTEM. THE WATER DISTRICT AND EACH PARTICIPATING EMPLOYEE SHALL CONTRIBUTE AMOUNTS AS DETERMINED BY THE RETIREMENT SYSTEM.

EXPENSE REIMBURSEMENT

SINCE EMPLOYEES AND/OR COMMISSIONERS ARE MANDATED TO RECEIVE CONTINUING EDUCATION HOURS, SHOULD THEY HAVE TO TRAVEL TO RECEIVE TRAINING, THEN EACH EMPLOYEE/COMMISSIONER SHALL RECEIVE A MEAL ALLOWANCE FROM THE DISTRICT. THE ROOM AND FEES SHALL BE PAID BY THE WATER DISTRICT. SHOULD THE EMPLOYEE/COMMISSIONER INCUR ANY OTHER EXPENSE IN RELATION TO THE DUTIES OF THEIR RESPECTIVE POSITIONS, A RECEIPT OF ACTUAL EXPENSES SHALL BE PRESENTED TO THE MANAGER BEFORE SAID EXPENSE BE REIMBURSED. THE MEAL ALLOWANCE IS \$25.00 PER DAY.

THIS PERSONNEL POLICY WAS PRESENTED TO THE COMMISSION AT THEIR REGULAR SCHEDULED MEETING. THE UPDATES CONCERNING THIS CLASSIFICATION PLAN WAS VOTED ON BY THE COMMISSIONERS. CHAIRMAN DAN FIELD MOVED TO ADOPT THESE PROVISIONS, 2ND BY SECRETARY ROBERT McDANIEL WITH MOTION ADOPTED UNANIMOUSLY ON THIS DATE OF DECEMBER 07, 2016.

EMPLOYEES BASE RATE OF PAY

	<u>DISTRIBUTION 1D</u>		<u>DISTRIBUTION 2D</u>		
YEAR	BASE	LICENSE	BASE	BASE	LICENSE
6 MONTHS	\$11.00				
1 YEAR	\$11.80	.50	\$12.30	11.80	.50
2 YEARS	\$12.15	.50	\$12.65	12.15	.50
3 YEARS	\$12.51	.50	\$13.01	12.51	.50
4 YEARS	\$12.89	.50	\$13.31	12.89	.50
<u>5 YEARS</u>	<u>\$13.28</u>	<u>.50</u>	<u>\$13.78</u>	<u>13.28</u>	<u>.50</u>
6 YEARS	\$13.68	.50	\$14.38	13.68	.50
7 YEARS	\$14.09	.50	\$14.59	14.09	.50
8 YEARS	\$14.51	.50	\$15.01	14.51	.50
9 YEARS	\$14.95	.50	\$15.45	14.95	.50
<u>10 YEARS</u>	<u>\$15.40</u>	<u>.50</u>	<u>\$15.90</u>	<u>15.40</u>	<u>.50</u>
11 YEARS	\$15.86	.50	\$16.36	15.86	.50
12 YEARS	\$16.50	.50	\$17.00	16.50	.50
13 YEARS	\$17.00	.50	\$17.50	17.00	.50
14 YEARS	\$17.50	.50	\$18.00	17.50	.50
<u>15 YEARS</u>	<u>\$18.00</u>	<u>.50</u>	<u>\$18.50</u>	<u>18.00</u>	<u>.50</u>

16 YEARS	\$18.50	.50	\$19.00	18.50	.50
17 YEARS	\$19.00	.50	\$19.50	19.00	.50
18 YEARS	\$19.50	.50	\$20.00	19.50	.50
19 YEARS	\$20.00	.50	\$20.50	20.00	.50
<u>20 YEARS</u>	<u>\$20.50</u>	<u>.50</u>	<u>\$21.00</u>	<u>20.50</u>	<u>.50</u>

BASE RATE OF PAY IS STATED ABOVE. THIS CAN GO FORWARD OR BE CHANGED AT THE DISCRETION OF THE WATER DISTRICT BOARD OF COMMISSIONERS

THE RAISE IN PAY EACH YEAR IS CONTINGENT ON THE EMPLOYEE RECEIVING A FAVORABLE EVALUATION AND FUNDS ARE AVAILABLE. THE REVIEW IS DONE BY THE MANAGER OF THE WATER DISTRICT AND REVIEWED BY THE COMMISSION. TOP OUT PAY FOR THE DISTRICT EMPLOYEES IS AFTER 20 YEARS OF SERVICE. EACH EMPLOYEE IS ALSO GIVEN A .50 CENT RAISE FOR EACH LICENSE THEY OBTAIN. AFTER 1 YEAR OF SERVICE, EACH EMPLOYEE SHALL RECEIVE A \$50 PERFORMANCE BONUS AND \$25 FOR EACH YEAR OF SERVICE THEREAFTER. THIS IS PROVIDED SAID EMPLOYEE RECEIVED A FAVORABLE EVALUATION WITH THE APPROVAL OF THE COMMISSION AND FUNDS ARE AVAILABLE.

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: Travis Bramlett

ADDRESS: 215 Thomas Lane Corinth Ky

DATE: 11-14-17 TIME: 1:25 P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

TRACTOR/
TRUCK NO. _____ ODOMETER READING 22,507

- | | | |
|---|---|---|
| <input type="checkbox"/> Air Compressor | <input checked="" type="checkbox"/> Horn | <input checked="" type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input checked="" type="checkbox"/> Lights | <input checked="" type="checkbox"/> Starter |
| <input checked="" type="checkbox"/> Battery | Head - Stop | <input checked="" type="checkbox"/> Steering |
| <input checked="" type="checkbox"/> Body | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input type="checkbox"/> Tires |
| <input checked="" type="checkbox"/> Brakes, Parking | <input checked="" type="checkbox"/> Mirrors | <input type="checkbox"/> Tire Chains |
| <input type="checkbox"/> Brakes, Service | <input checked="" type="checkbox"/> Muffler | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Radiator | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Defroster/Heater | <input type="checkbox"/> Rear End | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Other |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Safety Equipment | |
| <input type="checkbox"/> Exhaust | Fire Extinguisher | |
| <input type="checkbox"/> Fifth Wheel | Reflective Triangles | |
| <input type="checkbox"/> Frame and Assembly | Flags - Flares - Fusees | |
| <input type="checkbox"/> Front Axle | Spare Bulbs & Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISEACTORY

DRIVER'S SIGNATURE: Travis Bramlett

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE _____

DRIVER'S SIGNATURE: _____ DATE _____

ORIGINAL

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: Travis Brumlett

ADDRESS: 215 Thomas Lane

DATE: 12-19-18 TIME: _____ A.M. 1:45 P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

TRACTOR/
TRUCK NO. _____ ODOMETER READING 53,201

- | | | |
|---|---|---|
| <input type="checkbox"/> Air Compressor | <input checked="" type="checkbox"/> Horn | <input checked="" type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input checked="" type="checkbox"/> Starter |
| <input checked="" type="checkbox"/> Battery | Head - Stop | <input checked="" type="checkbox"/> Steering |
| <input type="checkbox"/> Body | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input type="checkbox"/> Tires |
| <input checked="" type="checkbox"/> Brakes, Parking | <input checked="" type="checkbox"/> Mirrors | <input type="checkbox"/> Tire Chains |
| <input checked="" type="checkbox"/> Brakes, Service | <input type="checkbox"/> Muffler | <input checked="" type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Radiator | <input checked="" type="checkbox"/> Windows |
| <input type="checkbox"/> Defroster/Heater | <input type="checkbox"/> Rear End | <input checked="" type="checkbox"/> Windshield Wipers |
| <input checked="" type="checkbox"/> Drive Line | <input type="checkbox"/> Reflectors | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Safety Equipment | |
| <input checked="" type="checkbox"/> Exhaust | Fire Extinguisher | |
| <input type="checkbox"/> Fifth Wheel | Reflective Triangles | |
| <input type="checkbox"/> Frame and Assembly | Flags - Flares - Fusees | |
| <input type="checkbox"/> Front Axle | Spare Bulbs & Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: Travis Brumlett

- ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE _____

DRIVER'S SIGNATURE: _____ DATE _____

ORIGINAL

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: Travis Bramlett

ADDRESS: 215 Thomas Lane

DATE: 4-17-19 TIME: _____ A.M. 2:35 P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

TRACTOR/
TRUCK NO. _____ ODOMETER READING 63774

- | | | |
|---|---|---|
| <input type="checkbox"/> Air Compressor | <input checked="" type="checkbox"/> Horn | <input checked="" type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input checked="" type="checkbox"/> Lights | <input checked="" type="checkbox"/> Starter |
| <input checked="" type="checkbox"/> Battery | Head - Stop | <input type="checkbox"/> Steering |
| <input checked="" type="checkbox"/> Body | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input checked="" type="checkbox"/> Tires |
| <input checked="" type="checkbox"/> Brakes, Parking | <input checked="" type="checkbox"/> Mirrors | <input type="checkbox"/> Tire Chains |
| <input type="checkbox"/> Brakes, Service | <input checked="" type="checkbox"/> Muffler | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input checked="" type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Radiator | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Defroster/Heater | <input type="checkbox"/> Rear End | <input checked="" type="checkbox"/> Windshield Wipers |
| <input checked="" type="checkbox"/> Drive Line | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Engine | <input type="checkbox"/> Safety Equipment | |
| <input checked="" type="checkbox"/> Exhaust | Fire Extinguisher | |
| <input type="checkbox"/> Fifth Wheel | Reflective Triangles | |
| <input type="checkbox"/> Frame and Assembly | Flags - Flares - Fuses | |
| <input type="checkbox"/> Front Axle | Spare Bulbs & Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: Travis Bramlett

- ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE _____

DRIVER'S SIGNATURE: _____ DATE _____

ORIGINAL

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: Travis Bramlett

ADDRESS: 215 Thomas Lane

DATE: 1-16-20 TIME: 10:15 A.M. P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

TRACTOR/
TRUCK NO. _____ ODOMETER READING 83298

- | | | |
|--|---|---|
| <input type="checkbox"/> Air Compressor | <input checked="" type="checkbox"/> Horn | <input checked="" type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input type="checkbox"/> Starter |
| <input checked="" type="checkbox"/> Battery | Head - Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Body | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Brakes, Parking | <input checked="" type="checkbox"/> Mirrors | <input type="checkbox"/> Tire Chains |
| <input type="checkbox"/> Brakes, Service | <input type="checkbox"/> Muffler | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input checked="" type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Radiator | <input checked="" type="checkbox"/> Windows |
| <input checked="" type="checkbox"/> Defroster/Heater | <input type="checkbox"/> Rear End | <input checked="" type="checkbox"/> Windshield Wipers |
| <input checked="" type="checkbox"/> Drive Line | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Other |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Safety Equipment | |
| <input checked="" type="checkbox"/> Exhaust | Fire Extinguisher | |
| <input type="checkbox"/> Fifth Wheel | Reflective Triangles | |
| <input type="checkbox"/> Frame and Assembly | Flags - Flares - Fuses | |
| <input type="checkbox"/> Front Axle | Spare Bulbs & Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: Travis Bramlett

- ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE _____

DRIVER'S SIGNATURE: _____ DATE _____

ORIGINAL

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: Travis Bramlett

ADDRESS: 215 Thomas Lane Corinth Ky.

DATE: 10-11-21 TIME: 10:15 A.M. P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

TRACTOR/
TRUCK NO. _____ ODOMETER READING 127,907

- | | | |
|--|--|---|
| <input type="checkbox"/> Air Compressor | <input checked="" type="checkbox"/> Horn | <input checked="" type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input checked="" type="checkbox"/> Lights | <input checked="" type="checkbox"/> Starter |
| <input checked="" type="checkbox"/> Battery | Head - Stop | <input checked="" type="checkbox"/> Steering |
| <input checked="" type="checkbox"/> Body | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input checked="" type="checkbox"/> Tires |
| <input checked="" type="checkbox"/> Brakes, Parking | <input checked="" type="checkbox"/> Mirrors | <input type="checkbox"/> Tire Chains |
| <input type="checkbox"/> Brakes, Service | <input checked="" type="checkbox"/> Muffler | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input checked="" type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Radiator | <input checked="" type="checkbox"/> Windows |
| <input checked="" type="checkbox"/> Defroster/Heater | <input checked="" type="checkbox"/> Rear End | <input checked="" type="checkbox"/> Windshield Wipers |
| <input checked="" type="checkbox"/> Drive Line | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Engine | <input type="checkbox"/> Safety Equipment | |
| <input type="checkbox"/> Exhaust | Fire Extinguisher | |
| <input type="checkbox"/> Fifth Wheel | Reflective Triangles | |
| <input checked="" type="checkbox"/> Frame and Assembly | Flags - Flares - Fusees | |
| <input checked="" type="checkbox"/> Front Axle | Spare Bulbs & Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: Travis Bramlett

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE _____

DRIVER'S SIGNATURE: _____ DATE _____

ORIGINAL

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: Travis Bramlett

ADDRESS: 215 Thomas Lane Covington Ky

DATE: 5-4-22 TIME: 11:45 A.M. P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

TRACTOR/
TRUCK NO. _____ ODOMETER READING 141,800

- | | | |
|--|--|---|
| <input type="checkbox"/> Air Compressor | <input checked="" type="checkbox"/> Horn | <input checked="" type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input checked="" type="checkbox"/> Starter |
| <input checked="" type="checkbox"/> Battery | Head - Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Body | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input checked="" type="checkbox"/> Tires |
| <input checked="" type="checkbox"/> Brakes, Parking | <input checked="" type="checkbox"/> Mirrors | <input type="checkbox"/> Tire Chains |
| <input type="checkbox"/> Brakes, Service | <input checked="" type="checkbox"/> Muffler | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input checked="" type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Radiator | <input checked="" type="checkbox"/> Windows |
| <input checked="" type="checkbox"/> Defroster/Heater | <input checked="" type="checkbox"/> Rear End | <input checked="" type="checkbox"/> Windshield Wipers |
| <input checked="" type="checkbox"/> Drive Line | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Engine | <input type="checkbox"/> Safety Equipment | |
| <input checked="" type="checkbox"/> Exhaust | Fire Extinguisher | |
| <input type="checkbox"/> Fifth Wheel | Reflective Triangles | |
| <input checked="" type="checkbox"/> Frame and Assembly | Flags - Flares - Fusees | |
| <input type="checkbox"/> Front Axle | Spare Bulbs & Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: Travis Bramlett

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE: _____

DRIVER'S SIGNATURE: _____ DATE: _____

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USA • (800) 327-6868 • Printed in the United States

MARSHALL'S REPAIR CENTER, LLC



"We Make a Difference"
 8:00 - 5:00 Monday thru Friday
 4340 Highway 22E
 Owenton, KY 40359
 502-484-5931

NAME <i>Courtth Water</i>		DATE OF ORDER <i>11-14-17</i>
ADDRESS		26234
CITY, STATE, ZIP		
HOME PHONE	BUS. PHONE	EXT. DATE PROMISED
CUSTOMER'S ORDER NUMBER	ORDER WRITTEN BY	LICENSE NUMBER
MOTOR NUMBER	ODOMETER <i>22,507</i>	

YEAR, MAKE AND MODEL <i>Chev Colorado</i>
SERIAL NUMBER

QTY.	PART NO. AND DESCRIPTION	AMOUNT	DESCRIPTION OF WORK	AMOUNT
			<input type="checkbox"/> LUBE <input type="checkbox"/> CHG.OIL <input type="checkbox"/> OIL FILTER <input type="checkbox"/> TUNE UP <input type="checkbox"/> TRANS. <input type="checkbox"/> DIFF.	
<i>1</i>	<i>Oil Filter</i>	<i>8.95</i>	<i>4x4</i>	
			<i>Change oil + Filter + Fill Levels</i>	<i>15.00</i>
			<i>Change</i>	
			_____ LITERS/GAL GAS @ <i>5</i> LITERS/QTS. OF OIL @ <i>33.35</i>	TOTAL LABOR <i>15.00</i>
			_____ kg/LBS. OF GREASE @	TOTAL PARTS <i>8.95</i>
(MAY BE CONTINUED ON OTHER SIDE) TOTAL PARTS				ACCESSORIES
ACCESSORIES				GAS, OIL AND GREASE <i>33.35</i>
				SUBLET REPAIRS
				EPA / WASTE DISPOSAL <i>57.30</i>
				TAX <i>2.53</i>
			SIGNATURE <i>Louis B...</i>	TOTAL <i>59.83</i>
	TOTAL ACCESSORIES			

THANK YOU



**Service You Can See.
Experts You Can Trust.™**



Order #: 158121 12/19/2018 11:00:59 R

CUSTOMER INFORMATION		VEHICLE INFORMATION		SERVICE CENTER INFORMATION			
TRAVIS BRAMLETT 2660 Corinth Rd Corinth, KY 41010 3538 [REDACTED]		VIN: 1GCHTBEA0H1168413 KY A 2017 Chevrolet Colorado WT, 4CYL 2.5L (LCV), Ecotec, D: (A) LAST VISIT MILEAGE: 0 CURRENT MILEAGE: 53,201		VALVOLINE INSTANT OIL CHANGE 040067-GEORGETOWN II MANAGER Myles Hurt 238 Blossom Park Dr. Georgetown, KY 40324 502-863-5335			
MAINTENANCE CHECKS		SERVICES PERFORMED		QTY	UNIT	AMOUNT(\$)	
Lubrication Points	Sealed	ITEM DESCRIPTION				69.99	
Oil Drain Plug & Gasket	Checked-OK	DuraBlend Oil Change		5.00	QT		
Tire Pressure	Checked-OK	Valvoline 5W20 DuraBlend Oil API SP1		1.00	EA		
	Front 35	Valvoline Oil Filter VO88					
	Rear 35						
Brake Fluid Level	Checked-OK						
Power Steering Fluid Level	Checked-OK						
Battery	Checked-OK						
Windshield Wash Fluid Level	Added						
Coolant Reservoir Level	Checked-OK						
Transmission Fluid Level	Checked-OK						
Rear Differential Fluid Level	Not Checked						
Front Differential Fluid Level	Not Checked						
Transfer Case Fluid Level	Not Checked						
Oil Service Indicator Light	Reset						
Serpentine Belt	Checked-OK						
YOUR SERVICE TEAM: CSR: Myles TOPSIDE: Jacob BOTTOMSIDE: Erica							
COMMENTS						Subtotal	69.99
						Tax	4.20
						Total	74.19
						VI *8671 AP=004608)	74.19
						Change Due	0.00

Sign(x) _____
 Cardholder agrees to pay to issuer total charges on the agreement between the cardholder and issuer.

Save up to \$7 on your next oil change

Go to www.tellvalvoline.com and tell us about your visit

Entry Code:3538 2000 4006 7121 4

Thank you for your business
www.vioc.com

INV-1: 6.2.7

CWD-0042

MARSHALL'S REPAIR CENTER, LLC



"We Make a Difference"
 8:00 - 5:00 Monday thru Friday
 4340 Highway 22E
 Owenton, KY 40359
 502-484-5931



YEAR, MAKE AND MODEL
 2017 CHEVY COLORADO 7/4

SERIAL NUMBER

NAME: COUNTY WHEEL DISTRICT DATE OF ORDER: 4/17/19

ADDRESS: CITY, STATE, ZIP: 27632

HOME PHONE: BUS. PHONE: EXT.: DATE PROMISED: 4/17/19

CUSTOMER'S ORDER NUMBER: ORDER WRITTEN BY: LICENSE NUMBER:

MOTOR NUMBER: ODOMETER: 5,774

QTY.	PART NO. AND DESCRIPTION	AMOUNT	DESCRIPTION OF WORK				AMOUNT		
1	OIL FILTER	9.60	<input type="checkbox"/> LUBE	<input checked="" type="checkbox"/> CHG. OIL	<input checked="" type="checkbox"/> OIL FILTER	<input type="checkbox"/> TUNE UP	<input type="checkbox"/> TRANS.	<input type="checkbox"/> DIFF.	
			CHANGE OIL + FILTER, CK, FLIC						
			FLUIDS, CK, AIR TIRES				15.00		
			SERVICE LABOR TAX				.90		
			LITERS/GALS. OF GAS @ 1.71 PER GAL						
			5 LITERS/QTS. OF OIL @				33.35		
			kg/LBS. OF GREASE @						
(MAY BE CONTINUED ON OTHER SIDE) TOTAL PARTS							TOTAL LABOR	15.90	
ACCESSORIES							TOTAL PARTS	9.60	
							ACCESSORIES		
							GAS, OIL AND GREASE	33.35	
							SUBLET REPAIRS		
			I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection, or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be held responsible for loss or damage to cars or articles left in cars in case of fire, theft or any other cause beyond your control.				EPA / WASTE DISPOSAL		
TOTAL ACCESSORIES			SIGNATURE				TOTAL	61.43	

THANK YOU



**Service You Can See.
Experts You Can Trust.™**



Invoice: 175568 01/16/2020 2:29:24 PM R

CUSTOMER INFORMATION	VEHICLE INFORMATION	SERVICE CENTER INFORMATION
TRAVIS BRAMLETT 2660 Corinth Rd Corinth, KY 41010 3538 [REDACTED]	VIN: 1GCHTBEA0H1168413 KY A 2017 Chevrolet Colorado WT, 4CYL 2.5L (LCV), Ecotec, DI (A) LAST VISIT MILEAGE: 53,201 CURRENT MILEAGE: 85,298	VALVOLINE INSTANT OIL CHANGE 040067-GEORGETOWN II MANAGER: Robert Frankum 236 Blossom Park Dr. Georgetown, KY 40324 502-863-5335

MAINTENANCE CHECKS		SERVICES PERFORMED			
		ITEM DESCRIPTION	QTY	UNIT	AMOUNT(\$)
Lubrication Points	Sealed				
Oil Drain Plug & Gasket	Checked-OK	Air Filter Replacement			24.99
Tire Pressure	Checked-OK	Valvoline Air Filter VA425	1.00	EA	
	Front 35	Full Synthetic MaxLife Oil Change			89.99
	Rear 35	Valvoline Oil Filter VO200	1.00	EA	
Brake Fluid Level	Checked-OK	Valvoline 0W20 Synthetic MaxLife Oil API SN	5.00	QT	
Power Steering Fluid Level	Sealed				
Battery	Checked-OK				
Windshield Wash Fluid Level	Added				
Coolant Reservoir Level	Checked-OK				
Transmission Fluid Level	Sealed				
Oil Service Indicator Light	Reset				
Serpentine Belt	Checked-OK				

YOUR SERVICE TEAM: CSR: Jackson TOPSIDE: Evan BOTTOMSIDE: Brandon

COMMENTS

Subtotal	114.98
Tax	6.90
Total	121.88
VI (*8671 AP=008191)	121.88
Change Due	0.00

Sign(x) _____
 Cardholder agrees to pay to issuer total charges per the agreement between the cardholder and issuer.

Save up to \$7 on your next oil change

Go to www.tellvalvoline.com and tell us about your visit

Entry Code:0160 5000 4006 7568 9

Thank you for your business
www.vioc.com

INV-1: VersionAudit



INTERNATIONAL CUSTOMER SERVICE
201 G. Weaver Rd. Horsham, PA 19044
Call Toll Free 1-800-523-0401

Right Lane LLC
1110 Winchester Rd
Lexington, KY 40505
Tel: (859) 255-5566
13354@aamcoemail.com - <http://www.lexington.aamcocenters.com>

Invoice I144410
Service Advisor: Al Hansen
Technician: Forrest Palmer
Date: 10-11-2021 11:58 AM
Estimate: Q144184
R/O: J143961

Customer **Tara Wright /corinth Water District (WRI003)**

Cell: [REDACTED]

Vehicle **2017 Chevrolet Colorado WT**
2.5 GAS - White
1GCHTBEA0H1168413

Miles In: 127,905
Miles Out: 127,907
License Plate: C2238 KY

Customer Issues and Advisories **Symptoms and Diagnostic Trouble Codes**
shudder /shimmy on down shifts, leaking fluid

Work Performed **EXCHANGE REMANUFACTURED TRANSMISSION 36/100,000**

Work Description
Exchange Factory Certified Remanufactured Transmission with AAMCO 36 month /100,000 Miles Limited Warranty. See Last Page of Invoice for Other Warranty Terms and Conditions.

Labor	Tech	Total		
Remove & Install - Automatic Transmission/ Transaxle - Automatic Transmission - Transmission, R&I		910.80		
Remove & Replace - Automatic Transmission/ Transaxle - Automatic Transmission - NOTE - To Flush Cooler Lines, Add		59.40		
Programming (rap)		187.50		
Parts	Part No	Qty	Price	Total
Exchange Reconditioned Torque Converter (included)		1.00	0.00	0.00
Fluid (filled to OEM specification, adj qty as necessary)		11.50	5.50	63.25
Remanufactured 6I50e		1.00	3,196.63	3,196.63

EXCHANGE REMANUFACTURED TRANSMISSION 36/100,000 SubTotal \$4,417.58

Total

Labor 1,157.70
Parts 3,259.88
Hazmat* 0.00
Supplies* 30.00
Taxes 0.00

Invoice Total \$4,447.58

* Shop Supply & Hazmat Fees: This charge represents costs and profits (where applicable) to this repair facility for miscellaneous shop supplies, and/or waste removal

Date	Method	Reference	Amount
10-11-2021	Check	Paid 10 11 2021	4,447.58
Payment Totals			4,447.58
Balance Due			0.00

MARTIN'S AUTO ELECTRIC
 1114 NORTH MAIN ST.
 WILLIAMSTOWN, KY. 41097
 Phone: 859-824-6663 Fax: 859-824-0136

INVOICE

36265

Org. Est. # 070017

INVOICE

Printed Date: 05/04/2022 Work Completed: 05/04/2022

CORINTH WATER DIST

2017 Chevrolet - Colorado Z71 - 2.5L, In-Line4 (150CI) VIN(A)

Lic # :

Odometer In : 0

Odometer Out : 141800

Cellular [REDACTED] BILLY
 [REDACTED] TRAVIS

VIN # : 1GCHTBEA0 H1168413

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
Engine Variable Valve Timing (VVT) Solenoid Size: 1 916-937	1.00	73.85	73.85	DIAGNOSE AND REPLACE VARIABLE VALVE TIMING SOLENOID - 2.5L Eng Solenoid Valve,One, Exhaust -	130.22
SYNTHETIC ENGINE OIL 5W20	5.00	5.50	27.50	CHANGE OIL, FILTER, TOP OFF FLUIDS.	12.00
Engine Oil Filter Size: 1 UPG64R	1.00	9.47	9.47		
Shop Supplies			1.66		

Paid \$257.61

Org. Estimate 267.51 Revisions 0.00 Current Estimate 267.51

Labor:	142.22
Parts:	112.48
SubTotal:	254.70
Tax:	12.81
Total:	267.51
Bal Due:	\$267.51

14974 - K.R.

[Payments -]

Vehicle Received: 5/4/2022

Customer Number : 6562

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts cannot be extended past manufacturers time limits. LABOR warranty shall not exceed 90 DAYS from invoice date.

Signature _____ Date _____

Email Address: MARTINSAUTOELECTRIC@HOTMAIL.COM

Service Advisor : MARTIN, JIM Tech : WALLACE, GREG

**CORINTH WATER DISTRICT
P.O. 218 - 215 Thomas Lane
Corinth, KY 41010
(859) 824-7110**

POLICY CONCERNING THE USE OF COMPANY VEHICLES

IT IS THE POLICY OF CORINTH WATER DISTRICT THAT A COMPANY VEHICLE SHALL NOT BE USED FOR EMPLOYEES OWN PERSONAL USE. THE VEHICLE SHALL BE USED FOR ANY AND ALL BUSINESS CONCERNING THE DAILY ACTIVITIES OF THE DISTRICT. THE ONLY OTHER USE OF A COMPANY VEHICLE IS TO ATTEND MEETINGS AND YEARLY EDUCATIONAL TRAINING.

THE USE OF A COMPANY VEHICLE FOR ANY OTHER PURPOSE SHALL BE WITH THE PERMISSION OF THE WATER DISTRICT MANAGER. THEN THE MANAGER MUST NOTIFY THE BOARD OF THIS USE AT THEIR NEXT SCHEDULED MEETING.

THIS POLICY WAS ADOPTED AT REGULAR MEETING DATED 12/7/2016. DAN FIELD, CHAIRMAN, DONNIE DYER, TREASURER AND BOB McDANIEL SECRETARY.

	2017	2018	2019	2020	2021	2022
Jan		475.61	276.01	354.00	316.02	415.03
Feb	DID NOT HAVE TRUCK PURCHASED 2-27-17	284.01	417.00	227.00	276.85	373.32
March	333.19	278.01	410.97	244.00	428.01	678.03
April		312.00	421.01	158.00	299.06	575.00
May	394.00	353.00	425.57	166.00	446.00	666.02
June	320.01	332.00	387.01	292.50	405.00	726.67
July	332.00	351.00	331.00	268.09	374.00	
Aug	290.03	340.01	390.00	140.00	469.01	
Sept	379.66	345.00	296.00	192.00	317.00	
Oct	301.00	409.00	350.00	321.00	575.00	
Nov	369.26	274.05	250.00	219.47	424.53	
Dec	200.50	337.85	350.01	243.01	241.00	