

**COMMONWEALTH OF KENTUCKY**

**BEFORE THE PUBLIC SERVICE COMMISSION**

**In the Matter of:**

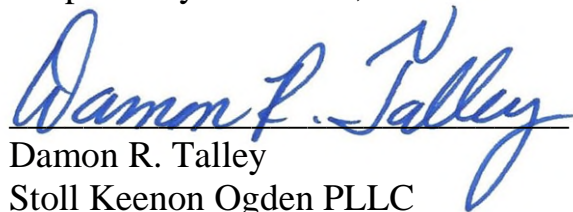
**ELECTRONIC ALLEGED FAILURE OF )  
GREEN RIVER VALLEY WATER )  
DISTRICT AND ITS OFFICERS, JOHN )  
BUNNELL, PAT TUCKER, PHILLIP ) CASE NO. 2022-00215  
DOYLE, ADRIAN GOSSETT, DEBBIE )  
FOWLER, LELAND GLASS, KERRY )  
MCDANIEL AND ITS MANAGER, )  
DAVID PAIGE, TO COMPLY WITH A )  
COMMISSION ORDER, KRS 278.990 )**

**FIRST SUPPLEMENTAL RESPONSE OF GREEN RIVER VALLEY  
WATER DISTRICT TO COMMISSION STAFF'S SECOND REQUEST  
FOR INFORMATION**

Green River Valley Water District submits its Supplemental Response to  
Question 4 of Commission Staff's Second Request for Information.

Dated: November 27, 2022

Respectfully submitted,



Damon R. Talley  
Stoll Keenon Ogden PLLC  
P.O. Box 150  
Hodgenville, Kentucky 42748-0150  
Telephone: (270) 358-3187  
Fax: (270) 358-9560  
damon.talley@skofirm.com

Gerald E. Wuetcher  
Stoll Keenon Ogden PLLC  
300 West Vine Street, Suite 2100  
Lexington, Kentucky 40507-1801  
Telephone: (859) 231-3017  
Fax: (859) 259-3597  
gerald.wuetcher@skofirm.com

*Counsel for Green River Valley Water  
District and Respondent Commissioners*

### **CERTIFICATE OF SERVICE**

In accordance with 807 KAR 5:001, Section 8, and the Commission's Order of July 22, 2021 in Case No. 2020-00085, I certify that this document was submitted electronically to the Public Service Commission on November 27, 2022 and that there are currently no parties that the Public Service Commission has excused from participation by electronic means in this proceeding.

  
\_\_\_\_\_  
*Counsel for Green River Valley Water  
District and Respondent Commissioners*

## **GREEN RIVER VALLEY WATER DISTRICT**

### **Response to Commission Staff's Second Request for Information Case No. 2022-00215**

Question No. 4

Responding Witness: John F. Bunnell

**Q-4. Provide the name of the new Manager of Green River Valley Water District as well as a copy of this employee's job description as set out in the employee personnel policies.**

A-4. Original Response: Andrew Tucker is the new General Manager of Green River Valley Water District. He commenced work on July 26, 2022. His Resume is attached as Attachment 4A. Green River Valley Water District does not currently have a formal Job Description for its General Manager. Mr. Tucker has been tasked with creating one. An outline of the latest draft of the Job Description is attached as Attachment 4B. The Board of Commissioners will review and discuss the draft Job Description at its November meeting. A final decision on the Job Description is expected to occur at the Board's regular December meeting.

Supplemental Response: Attached is the approved Job Description for Green River Valley Water District's General Manager. Green River Valley Water District's Board of Commissioners approved and adopted this Job Description at its November 17, 2022 meeting.

## **GREEN RIVER VALLEY WATER DISTRICT**

### **GENERAL MANAGER**

#### **OBJECTIVES:**

- To manage the affairs of the water district in accordance with objectives and policies of the Water District's Board of Commissioners and to keep its members informed relative to expansions, operations, and other activities.
- To work in community development activities which will provide our customers with increased opportunities for job improvement and better standards of living and our community with social and economic advancements.
- To further effective public relations and to build the Water District's image as a community-minded organization by actively participating in professional, business, civic groups, and community affairs.

#### **REPORTING RELATIONSHIPS:**

- Reports to: Green River Valley Water District Board of Commissioners
- Supervises: Chief Operator Water Treatment Plant, Distribution Supervisor, Water Quality/Metering Coordinator & Office Manager
- Collaborates with Water District Attorney, Auditors, Consultants, and Contractors.

#### **RESPONSIBILITIES AND AUTHORITIES:**

- Promptly reviews all orders and communications received from the Public Service Commission and ensures that all members of the Board of Commissioners are aware of such orders and communications
- Ensures that Green River Valley Water District timely complies with all orders and directives of the Public Service Commission and timely updates all members of the Board of Commissioners on the District's compliance efforts
- Is responsible for all Green River Valley Water District operations, system expansions, and working in development of the area in attracting new industry in accordance with the District budget and work plans.
- Develops Green River Valley Water District work plan and budget.
- Drafts the organizational structure best suited to carry out the objectives of the Green River Valley Water District with collaboration and approval by the Board of Commissioners. Selects, trains, evaluates performance for Green River Valley Water District personnel, initiates and monitors corrective action/discipline as needed, and terminates when necessary.

- Directs the activities of the Green River Valley Water District with appropriate delegations and makes certain that responsibilities and authorities are understood and accepted with recognition that the General Manager may not be relieved of the overall responsibility nor any portion of the accountability.
- Coordinates the functions of the Green River Valley Water District
- Measures performance of the District against work plans, budgets, goals, and objectives. Reviews employee adherence to established standards and practices. Institutes remedial measures to correct significant deviations from District standards.
- Maintains active relationships with business, civic, and governmental organizations which will reflect favorably on the Water District's image as an integral force in the community.
- Works with grant officials and others to obtain funding for the Green River Valley Water District.
- Fosters and maintains relationships with neighboring communities that might allow opportunities for expansion of the District's service area.
- Provides the Green River Valley Water District Board of Commissioners with full documentation including, but not limited to, financial reports of the District's operations and all communications with the Public Service Commission.
- Alerts the Green River Valley Water District Board of Commissioners to changes in laws, regulations, and governmental policies that may affect the District's finances or operations.

## **JOB SPECIFICATIONS**

**POSITION:** General Manager

**EDUCATION:**

**EXPERIENCE:**

Must have a minimum of ten years professional level experience with a water/wastewater utility or engineering consulting firm in system design and construction. Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A bachelor's degree in Civil Engineering, Management, Business Administration or Public Administration is highly desired. A minimum of five years of experience in a supervisory capacity overseeing multiple departments and employees is required. The successful candidate must possess a Kentucky Class 3D Drinking Water Distribution Operator Certificate or be able to obtain this certificate within two years.

**KNOWLEDGE:**

Must have effective computer aided design skills for the development of construction plans. Knowledge and understanding of the operation and design of water systems is required. Knowledge of KYPIPE, GIS/GPS, and land surveying is desirable. Shall have a background in hydraulic analysis, project engineering, and capital improvement planning. Must have knowledge of first aid and successfully completed Multimedia Standard First Aid and CPR Courses.

**ABILITIES & SKILLS:**

Must be able to physically work in the field under various conditions (e.g., climb in ditches, etc.). Ability and willingness to climb tanks desirable. Must be able to plan daily work assignments and work with others as well as individually. Must be interested in development of the District and self-development.

**WORKING CONDITIONS:** Must be able to physically work or help in all types of weather.

**OTHER:** Must have a valid driver's license.

**IMPORTANT:** This job description is not intended to be all-inclusive; the General Manager will also perform other reasonably related job responsibilities as assigned by the Board of Commissioners as required.

The Green River Valley Water District Board of Commissioners reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. The Board of Commissioners reserves the right to change job descriptions, job duties, or working schedules based on the needs of the District and/or its duty to accommodate individuals with disabilities.