

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

IN THE MATTER OF:

ELECTRONIC ALLEGED FAILURE OF
CUMBERLAND WATER DISTRICT. . .

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} CASE NO.
} 2022-00244
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NOTICE OF FILING

Comes now CUMBERLAND WATER DISTRICT (hereinafter "District") and gives notice of the attached filing. In support thereof, the Counsel states that the attached *Proposed Policies and Procedures* were adopted at the February 12, 2024 Board Meeting.

WHEREFORE, the undersigned gives notice of the attached filing.

Respectfully Submitted,

BY: /s/ Coleman M. Hurt
HON. COLEMAN M. HURT
P.O. BOX 414
BURKESVILLE, KENTUCKY 42717

CERTIFICATE OF SERVICE

The foregoing was served by electronic filing this 26th day of March 2024.

/s/ Coleman M. Hurt
HON. COLEMAN M. HURT

PROPOSED POLICIES & PROCEDURES

... ..

CUMBERLAND COUNTY WATER DISTRICT

... ..

- (1) Meet with auditors quarterly rather than yearly for budgeting;
- (2) Annual review by Board of employee manual;
- (3) Clarify and define responsibilities and duties of employees;
- (4) Utilize new water loss spreadsheet, General Manager to maintain same;
- (5) Budget for and employ professional services as needed, including but not limited to engineering, financial, and legal;
- (6) All orders from P.S.C. presented at immediately succeeding board meeting to full board for board review/discussion;
- (7) Utilize legal counsel for legal matters;
- (8) Utilize engineering professionals and other professional services more frequently, both for ongoing projects and consultation/advice;
- (9) Annual year-end review of all training by board members to review compliance; Same to be placed on agenda at last scheduled meeting of each year for review/discussion;

- (10) Annual year-end review with counsel/consultant regarding P.S.C. compliance; Same to be placed on agenda at last scheduled meeting of each year for review/discussion;
- (11) Institute two-person e-mail check for office administration to ensure all deadlines/orders are received, noted, and complied with;
- (12) Create/maintain inner-office calendaring system to make all relevant parties aware of important deadlines;
- (13) Create and maintain internal records system to maintain copies of important records including but not limited to:
 - (a) Commissioner appointment information/documents
 - (b) Commissioner and employee training records
- (14) Review these policies and procedures annually for update/revision/comment.

[END OF DOCUMENT]

[Handwritten Signature]
2/12/24