

**COMMONWEALTH OF KENTUCKY**

**BEFORE THE PUBLIC SERVICE COMMISSION**

**In the Matter of:**

**ELECTRONIC ALLEGED FAILURE OF )  
FARMDALE WATER DISTRICT, AND )  
ITS INDIVIDUAL COMMISSIONERS )  
SCOTTIE WOOLDRIDGE, JON )  
DAILEY, EDDIE HARROD, AND ) CASE NO. 2022-00347  
MANAGER JAMIE ROBERTS TO )  
COMPLY WITH KRS 278.030, 807 KAR )  
5:006, SECTION 4(4), 807 KAR 5:006, )  
SECTION 26 AND 807 KAR 5:066 )**

**RESPONSE TO ORDER OF OCTOBER 20, 2023**

Pursuant to the Kentucky Public Service Commission’s (the “Commission”) Order of October 20, 2023, Scottie Wooldridge, Jon Dailey, and Eddie Harrod (“Respondent Officers”) and Farmdale Water District (the “District”) (collectively “the Respondents”), by counsel, respond to the allegations contained in the Order. This Response is **not** being filed on behalf of Jamie Roberts, who resigned from the District on July 21, 2023.

1. Scottie Wooldridge, Jon Dailey, and Eddie Harrod are the current commissioners appointed to the District’s Board of Commissioners. Scottie Wooldridge was appointed to the District’s Board of Commissioners on May 27, 2021 for a four-year term, which ends on **May 21, 2025**. A copy of the Minutes of the Franklin County Fiscal Court meeting held on May 27, 2021 is attached as

**Exhibit A.** Jon Dailey and Eddie Harrod were both re-appointed to the District's Board of Commissioners by the Franklin County Fiscal Court at a Special meeting held on May 31, 2023. They were both appointed to a full four-year term ending on **May 14, 2027**. A copy of the Minutes of the May 31, 2023 Special Franklin County Fiscal Court meeting is attached as **Exhibit B**.

2. There are currently no vacancies on the District's Board of Commissioners.

3. The District's former Water Manager, Jamie Roberts, resigned as an employee of the District on July 21, 2023.

4. Christopher M. Ralph is the District's current Water Manager. Mr. Ralph commenced working for the District in October 2022. He was promoted to the Water Manager position following the resignation of Jamie Roberts in July 2023. Mr. Ralph is a licensed Class II drinking water distribution operator. A copy of his license is attached as **Exhibit C**. He worked at the Georgetown, Kentucky Toyota Manufacturing Plant for approximately 16 years (2005–2021) before retiring. Earlier in his career, Mr. Ralph worked as a certified (licensed) water treatment plant operator in Ohio.

5. The Commission's Order stated that the District failed to operate its facilities so as to provide adequate and safe service to its customers as required by 807 KAR 5:066, Section 7, due to water loss exceeding 15 percent.

**Response.** The Respondents admit that the District's water loss has consistently exceeded 15% over the past several years. Nevertheless, the Respondents believe that the District's water distribution system has provided, and continues to provide, adequate and safe water to its customers.

6. The Commission's Order stated that the District failed to submit Quarterly Meter Reports as required by 807 KAR 5:006, Section 4(4).

**Response.** Attached as **Exhibit D** is the District's Quarterly Meter Test for the Third Quarter of 2023. The District's new Water Manager will timely submit Quarterly Meter Test Reports in the future.

7. The Commission's Order stated that the District failed to maintain annual written inspection records as required by 807 KAR 5:006, Section 26(6)(a)-(c).

**Response.** While the former Water Manager did perform some inspections of the District's system and vehicles, he did not maintain adequate records of these inspections. The Respondents have instructed the District's current Water Manager to perform these inspections as required by the Commission's regulations and to maintain written records documenting the inspections.

8. The Commission's Order stated that the District failed to maintain pressure charts that showed a continuous 24-hour pressure recording for one week per month as required by 807 KAR 5:066, Section 5(2).

**Response.** The District purchased a new Pixon pressure gauge earlier this year. The new Water Manager has obtained these pressure readings each month since the former Water Manager resigned. The District will be in compliance with 807 KAR 5:066, Section 5(2) moving forward.

9. The Commission's Order stated that the District failed to maintain records of interruptions, including the time, duration, remedy and steps taken to prevent recurrence as required by 807 KAR 5:066, Section 4(5).

**Response.** The District's new Water Manager has maintained handwritten records of all service interruptions since September 2023. These records are attached as **Exhibit E**.

10. The Commission's Order stated that the District failed to test meters one inch and smaller that had been in service for ten years as required by 807 KAR 5:066, Section 16(1).

**Response.** The District, with the assistance of the Frankfort Plant Board, is currently working to test all of its meters that are one inch and smaller as required by 807 KAR 5:066, Section 16(1). The District began conducting meter tests in July 2023, as shown in **Exhibit F**. However, due to the Frankfort Plant Board's other meter testing obligations and the District's lack of available resources to conduct the testing on its own, the meters are being tested in small batches of approximately ten

meters at a time. As of the date of filing this Response, the District believes that it has tested twenty-nine meters one inch and smaller.

11. The Commission's Order stated that the District failed to instruct their employees who in the course of their work, are subject to the hazard of electrical shock, asphyxiation, or drowning, in accepted methods of artificial respiration as required by 807 KAR 5:006, Section 25(3).

**Response.** Four of the District's employees have been trained in accepted methods of artificial respiration as required by 807 KAR 5:006, Section 25(3). These employees completed a training course conducted by the National CPR Foundation on August 17, 2023 and August 18, 2023 to become certified in the use of cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED). The certificates of completion for the District's four employees are attached as **Exhibit G**.

12. The Commission's Order stated that the District has not adopted and executed a safety program appropriate to the size and type of its operations as required by 807 KAR 5:006, Section 25.

**Response.** The District has adopted and executed a safety program pursuant to 807 KAR 5:006, Section 25. The District has accomplished this by establishing the Farmdale Water District Safety Policy, which is attached as **Exhibit H**. Further, the District began to hold monthly safety meetings in August 2023. The attendance

sheets for monthly safety meetings from August 2023, September 2023, and October 2023 are attached as **Exhibit I**. Lastly, as discussed in paragraph 11 and demonstrated in **Exhibit G**, the District instructed employees in accepted methods of artificial respiration by having four of its employees become trained in CPR/AED practices. The District believes that these actions demonstrate that the Respondents have created and implemented a safety program that is appropriate to the size and type of the District's operations.

13. The Commission's Order stated that the District failed to timely file its 2022 annual report as required by 807 KAR 5:006, Section 4.

**Response.** The District respectfully denies the allegation that it failed to timely file its 2022 annual report. In the letter attached as a part of **Exhibit J**, the District received an extension from the Commission until June 30, 2023 to electronically submit its 2022 annual report. The District's Annual Report was filed on June 28, 2023, as shown on the Confirmation Receipt attached as a part of **Exhibit J**. Because the District was granted an extension to file its annual report, and because the District did file its annual report before the extension expired, the District requests that the Commission accept that it did not fail to comply with 807 KAR 5:006, Section 4.

14. The Commission's Order stated that the District's filing of a Quality Infrastructure Improvement Plan ("QIIP") in Case No. 2020-00217 did not comply with the Commission's July 7, 2020 Order.

**Response.** The Respondents acknowledge that the District's QIIP and Water Loss Reduction Plan filed in Case No. 2020-00217 is more of an outline than a detailed plan. During the Informal Conference conducted by Commission Staff on March 31, 2023, the Commission Staff offered suggestions for preparing a more detailed QIIP which would comply with the Commission's July 7, 2020 Order in Case No. 2020-00217. The Respondents have tasked its consulting engineering firm, HMB, to combine the recommendations from KRWA, the recommendations from its current Water Manager, the QIIP submitted by the District, and its own knowledge of the District's infrastructure into a detailed QIIP to be reviewed by the District's Board. Once the QIIP has been approved by the District's Board, it will be submitted to the Commission.

15. Despite the deficiencies set forth in the Order of October 20, 2023, the District affirmatively states that it is providing adequate, efficient and reasonable water service to its customers.

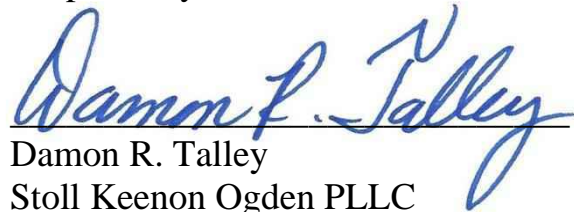
16. The Respondents acknowledge their obligation under the law to timely comply with all statutes, regulations and Commission orders and accept responsibility for the District's failure to do so. They apologize for this failure and

will take all actions necessary to ensure the District's future compliance with those statutes, regulations and orders.

WHEREFORE, the Respondents request that the Commission (1) accept this Response; and (2) close this proceeding.

Dated: November 9, 2023

Respectfully submitted,



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*Counsel for Farmdale Water District and  
Respondent Officers*



## 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 9, 2023, and that there are currently no parties that the Public Service Commission has excused from participation by electronic means in this proceeding.

  
Counsel for Farmdale Water District and  
Respondent Officers

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# **EXHIBIT A**

**Franklin County Fiscal Court  
May 27, 2021 Meeting Minutes**

**FRANKLIN COUNTY FISCAL COURT  
MAY 27, 2021 5:00 P.M.  
REGULAR MEETING**

As a result of the state of emergency declared by the President of the United States, Governor of Kentucky, and Franklin County Judge/Executive due to the global COVID-19 pandemic Franklin County Fiscal Court members attended in person and by means of video teleconference on Thursday, May 27, 2021. The meeting was streamed live from the Fiscal Court Room at 321 West Main Street, Frankfort, KY by Frankfort Plant Board, cable channel 10 and on the Franklin County Fiscal Court Official Facebook page, <https://www.facebook.com/fcfcky/>.

The meeting was called to order at 8:27 p.m. with Judge Huston Wells presiding. The following members of Fiscal Court were present: Squire Sherry Sebastian, Squire J.W. Blackburn, Squire Michael Mueller, Squire Scotty Tracy, Squire Marti Booth and Squire Lambert Moore. County Attorney Rick Sparks was in attendance.

Following roll call, the pledge of allegiance was provided by Mrs. Marie's and Miss Bri's Preschool class from Western Hills High School.

Motion by Squire Mueller, seconded by Squire Booth, for authorization for approval of minutes from regular meeting of May 13, 2021. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Blackburn, seconded by Squire Sebastian, for authorization to approve a contract with Franklin County Health Department for providing preventive services to county employees through June 30, 2022, not to exceed \$20,000. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Moore, seconded by Squire Booth, for authorization to approve Resolution #22-2021 Pledging the Amount of Incremental Revenues to Be Dedicated by the County to the Downtown Frankfort Development Area Public Infrastructure Costs. Voting in favor of the motion were Squires Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Voting in opposition was Squire Sebastian. Motion passed.

First Reading was given to an Ordinance of The Franklin County, Kentucky, Fiscal Court approving the Execution of a Local Participation Agreement Relating to The Establishment and Implementation of a Development Area Tax Increment Financing District Known as The Downtown Frankfort Development Area Within the City of Frankfort, Kentucky.

Motion by Squire Blackburn, seconded by Squire Moore, for authorization to declare one firearm as surplus for the Sheriff's Office. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Booth, seconded by Squire Moore, for authorization to approve Resolution #23-2021 authorizing the Filing of an Application for the 2021-2022 Waste Tire Grant Program with The Kentucky Department for Environmental Protection, Division of Waste Management. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Moore, seconded by Squire Tracy, for authorization to approve Resolution #24-2021 approving Projects Recommended by District 5 Maintenance Staff of the Kentucky Transportation Cabinet for the 2021-2022 Rural Secondary Program. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Blackburn, seconded by Squire Booth, for authorization to award bid for Various Sizes of Aggregates to the lowest bidder, Harrod Concrete and Stone. Voting in favor of the motion were Squires Blackburn, Mueller, Tracy, Booth and Judge Wells. Squire Sebastian abstained and Squire Moore voted present. Motion passed.

Motion by Squire Moore, seconded by Squire Sebastian, for authorization to award bid for Class I Bituminous Surface to the sole bidder, H.G. Mays Corporation. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Blackburn, seconded by Squire Booth, for authorization to award bid for Class A Concrete to the sole bidder, Harrod Concrete and Stone. Voting in favor of the motion were Squires Blackburn, Mueller, Tracy, Booth and Judge Wells. Squire Sebastian abstained and Squire Moore voted present. Motion passed.

Motion by Squire Sebastian, seconded by Squire Moore, for authorization to award bid for N-12 Polyethylene Pipe & Fittings to the lowest bidder, Hayes Pipe and Supply, Incorporated. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Booth, seconded by Squire Moore, for authorization to approve the housing contract for property located at 219 Steadmantown Lane at Lakeview Park. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Blackburn, seconded by Squire Moore, for authorization to hire Cornelia Jones as part-time receptionist for the Judge's Office. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Mueller, seconded by Squire Sebastian, for authorization to approve the appointment of Cheryl Sandefur to the Paul Sawyer Public Library Board of Trustees for a term to expire June 30, 2025, replacing the expired term of Natalie Wilkerson. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Sebastian, seconded by Squire Mueller, for authorization to approve the appointment of Manoj Shanker to the Paul Sawyer Public Library Board of Trustees for a term to expire June 30, 2025, replacing the expired term of Robert Kellerman. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Booth, seconded by Squire Sebastian, for authorization to approve the reappointment of Mary Lynn Collins to the Paul Sawyer Public Library Board of Trustees for a term to expire June 30, 2025. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Sebastian, seconded by Squire Mueller, for authorization to approve the appointment of Scott Wooldridge to the Farmdale Water District for a term to expire May 14, 2025, replacing the expired term of Richard Tanner. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy and Judge Wells. Voting in opposition was Squire Booth. Squire Moore abstained. Motion passed.

Motion by Squire Moore, seconded by Squire Tracy, for authorization to approve the reappointment of Darrell Sanderson to the Frankfort/Franklin County Planning Commission for a term to expire June 30, 2025. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Moore, seconded by Squire Booth, for authorization to approve the reappointment of Mitch Buchanan to the Frankfort/Franklin County Board of Zoning Adjustments for a term to expire June 30, 2025. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Moore, seconded by Squire Mueller, for authorization to approve the reappointment of Julienne Foster to the Frankfort/Franklin County Tourist and Convention Commission for a term to expire June 30, 2024. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Blackburn, seconded by Squire Tracy, for authorization to approve the reappointment of Lyda Phillips to the Franklin County Ethics Commission for a term to expire June 30, 2025. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Sebastian, seconded by Squire Moore, for authorization to approve the reappointment of Randolph Smith to the Franklin County Tax Assessment Appeals Board for a term to expire December 31, 2023. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

First reading was given to an Ordinance relating to the Budget for Fiscal Year 2021-2022.

Motion by Squire Sebastian, seconded by Squire Blackburn, for authorization to approve Annual Standing Order Pre-Approving Certain Recurring Expenses. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

First reading was given to Amendment #4 to Ordinance #2-2020 Relating to Budget for Fiscal Year 2020-2021.

Motion by Squire Moore, seconded by Squire Booth, for authorization to approve Budget Transfers for Fiscal Year 2020-2021. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

Motion by Squire Booth, seconded by Squire Sebastian, for authorization to receive the Treasurer Report. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed.

No motion was offered to deny a claim and bills are ordered to be paid as presented.

Motion by Squire Blackburn, seconded by Squire Moore, for authorization to adjourn. Voting in favor of the motion were Squires Sebastian, Blackburn, Mueller, Tracy, Booth, Moore and Judge Wells. Motion passed. (Meeting adjourned at 8:50 p.m.)

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**Huston Wells**  
**County Judge/Executive**

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**Tambra Harrod**  
**Fiscal Court Clerk**

# **EXHIBIT B**

**Franklin County Fiscal Court  
May 31, 2023 Meeting Minutes**



**FRANKLIN COUNTY FISCAL COURT  
VIDEO TELECONFERENCE  
MAY 31, 2023 4:00 P.M.  
SPECIAL MEETING**

Work Session:

- Felicia Cummings/Thornhill Learning Center

Franklin County Fiscal Court met on Wednesday, May 31, 2023. The meeting was made available for video teleconference (VTC) participation with the primary location and public observation area in the Fiscal Court Conference Room located at 321 West Main Street.

The meeting was called to order at 5:05 p.m. with Judge Michael Mueller presiding. The following members of Fiscal Court were present: Squire Sherry Sebastian via Zoom, Squire J.W. Blackburn, Squire Kelly Dycus, Squire Scotty Tracy, Squire Richard Tanner, and Squire Eric Whisman. County Attorney Max Comley was in attendance.

Motion by Squire Tracy, seconded by Squire Blackburn, for authorization to approve the appointment of Fred Goins to the reapportionment board. Voting in favor of the motion were Squires Sebastian, Blackburn, Dycus, Tracy, Tanner, Whisman, and Judge Mueller. Motion passed.

Motion by Squire Sebastian, seconded by Squire Dycus, for authorization to approve the appointment of Avinash Tope to the reapportionment board. Voting in favor of the motion were Squires Sebastian, Blackburn, Dycus, Tracy, Tanner, Whisman, and Judge Mueller. Motion passed.

Motion by Squire Tanner, seconded by Squire Sebastian, for authorization to approve the appointment of Paola Roe to the reapportionment board. Voting in favor of the motion were Squires Sebastian, Blackburn, Dycus, Tracy, Tanner, Whisman, and Judge Mueller. Motion passed.

Motion by Squire Tanner, seconded by Squire Sebastian, for authorization to approve their compensation of \$50 per meeting for the reapportionment board. Voting in favor of the motion were Squires Sebastian, Blackburn, Dycus, Tracy, Tanner, Whisman, and Judge Mueller. Motion passed.

Motion by Squire Sebastian, seconded by Squire Dycus, for authorization to approve the reappointment of Jon Dailey to Farmdale Water District, with a term ending May 14, 2027. Voting in favor of the motion were Squires Sebastian, Blackburn, Dycus, Tracy, Tanner, Whisman, and Judge Mueller. Motion passed.

Motion by Squire Tracy, seconded by Squire Sebastian, for authorization to approve the reappointment of Eddie Harrod to Farmdale Water District, with a term ending May 14, 2027. Voting in favor of the motion were Squires Sebastian, Blackburn, Dycus, Tracy, Tanner, Whisman, and Judge Mueller. Motion passed.

Motion by Squire Tanner, seconded by Squire Blackburn, for authorization to adjourn. Voting in favor of the motion were Squires Sebastian, Blackburn, Dycus, Tracy, Tanner, Whisman, and Judge Mueller. Motion passed. (Meeting adjourned at 5:10 p.m.)



**Michael Mueller**  
County Judge/Executive



**Kim Cox**  
Fiscal Court Clerk

# **EXHIBIT C**

**Christopher M. Ralph  
KY Operator License**

**Energy and Environment Cabinet**

**Department for  
Environmental Protection**



Agency Interest # 176625

**ENERGY AND ENVIRONMENT CABINET**  
Certifies that  
**Christopher M Ralph**  
**IS A DULY LICENSED OPERATOR BY THE**  
**COMMONWEALTH OF KENTUCKY**

**DW Distribution II 77086**  
Expiration Date:

06/30  
2024



# **EXHIBIT D**

## **Quarterly Meter Report**

**QUARTERLY METER REPORT**  
**TO THE KENTUCKY PUBLIC SERVICE COMMISSION**

**GENERAL INFORMATION**

NAME OF UTILITY	<u>farm dale water</u>	QUARTER	<u>3</u>
ADDRESS	<u>100 high wood</u>	TEST YEAR	<u>2023</u>
CITY, STATE, ZIP	<u>Frankfort, KY 40601</u>	DATE SUBMITTED	<u></u>

**METER STATISTICS**

CUSTOMER TYPE	METERED	NON-METERED	TOTAL
RESIDENTIAL	2599	0	2599
COMMERCIAL	0	0	0
INDUSTRIAL	0	0	0
OTHER	0	0	0
<b>TOTALS</b>	<b>2599</b>	<b>0</b>	<b>2599</b>

STATUS OF METER TEST PROGRAM	QUANTITY
METERS TO BE TESTED THIS YEAR	0
METERS TESTED THIS YEAR (TO DATE)	0
<b>METERS STILL TO TEST THIS YEAR</b>	<b>0</b>

**METER TESTING**

YEARS SINCE METER WAS LAST TESTED	METER TEST RESULTS				METERS TESTED	METERS NOT TESTED
	WITHIN ±2%	> 2% FAST	> 2% SLOW	NR*		
NEW - 5 YEARS	0	0	0	0	0	0
5 - 8 YEARS	0	0	0	0	0	0
9 YEARS	0	0	0	0	0	0
10 YEARS	0	0	0	0	0	0
10+ YEARS	29	0	0	0	29	2560
UNKNOWN	0	0	0	0	0	0
<b>TOTALS</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>2560</b>
<b>PERCENT</b>	<b>1450.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>1.12%</b>	<b>98.88%</b>

\* Non-Registering

PERIODIC METER TEST PROGRAM	<b>NO</b>
CASE NUMBER and/or SAMPLE METHOD PLAN	<b>change out</b>
METERS REMOVED FROM SERVICE AND TESTED THIS QUARTER	<b>2</b>
NEW SERVICE CONNECTIONS (METERS) INSTALLED THIS QUARTER	<b>11</b>
TOTAL METERS TESTED THIS QUARTER	<b>2</b>
UTILITY OR APPROVED AGENCY DOING METER TESTING	<b>frankfort plant board</b>
METERS THAT TEST MORE THAN 2% FAST OR 2% SLOW	<b>REFURBISH &amp; REUSE</b>

**CUSTOMER AND REFUND INFORMATION**

NUMBER OF TESTS MADE AT CUSTOMER'S REQUEST	<b>2</b>
NUMBER OF TESTS MADE AT COMMISSION'S REQUEST	<b>0</b>
NUMBER OF METERS ON WHICH REFUNDS WERE MADE	<b>0</b>
TOTAL AMOUNT OF REFUNDS MADE DURING THIS QUARTER	<b>\$0.00</b>
NUMBER OF CUSTOMERS BILLED FOR SLOW METERS	<b>0</b>
TOTAL AMOUNT BILLED ON SLOW METERS	<b>\$0.00</b>
NUMBER OF CUSTOMERS BILLED FOR NON-REGISTERING METERS	<b>0</b>
TOTAL AMOUNT BILLED ON NON-REGISTERING METERS	<b>\$0.00</b>

METER TESTING INFORMATION APPROVED BY:

CUSTOMER & REFUND INFORMATION APPROVED BY:

SIGNED chris ralph  
 TITLE tech

SIGNED jan sanders  
 TITLE office mang

# **EXHIBIT E**

## **Records of Interruptions**

1235pm\*

3-8-21 Corner of High wood + Clear water  
Sewer people tore service line out  
of corp had to replace line from  
corp to meter

9/29

3-19-21 41 Demerson Ln 3" main the second  
we fix in a week on old gray pipe  
last time used piece of pipe and  
Hy max this time

10/15

9/8/23 6" Line split 8' on 1115 Benson  
Valley Gatewood Helped Fix

10/2

9/9/23 3/4" service line leak at 191  
Travis circle. Punched + put on  
2 couplings + piece of pipe

9/15/23 Franklin Co Rd Dept Hit 6" main  
behind Capital Bowl not sure  
what line feeds

9/28/23 163 Iron drive Fire Hydrant leak  
Caped off 3" line Feeding Fire Hydrant

9/29 FLUSH HYDRANT AT JONES LANE  
VALVE LEAK + SLEEVE BAD.  
PULLED HYDRANT + PUT ON SLEEVE.

10/15 ST. JAMES + BURLINGTON 3/4" COPPER  
SERVICE LINE LEAK BEEN LEAKING  
LONG TIME. FIXED ON SUNDAY DUE TO  
DIALYSIS CENTER.

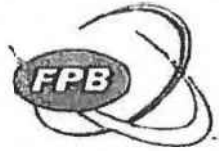
10/24 4" MAIN LEAK AT ENTRANCE TO HUNTINGTON  
WOODS. 3:30AM. POICH POST ON WATER LINE  
4" BAND + PIECE OF PIPE 2' LONG.



# **EXHIBIT F**

## **July 2023 Water Meter Inspection and Test Reports**

FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: Tall Trees 102 TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

FD  
 Co. # 74956344

MFG. # Same

-TESTERS/ EMPLOYEE # 261 / 262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	<u>Water In plt</u> Y ___ N ___	<u>Electric In plt</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>		<u>LOW</u>	
	Test 1: <u>98.19</u>	Test 1: <u>90.2</u>	Test 1: <u>82.1</u>	<u>Before Reading</u> <u>318414.19</u>		<u>After Reading</u> <u>318545.69</u>
	Test 2: _____	Test 2: _____	Test 2: _____			
	Test 3: _____	Test 3: _____	Test 3: _____			

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 148 Consumer Ln TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

~~FD~~ Co. # 74956216

MFG. # Same

-TESTERS/ EMPLOYEE # 262 / 261

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field <u>bench</u>	<u>Water In pit</u>	<u>Electric In pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<u>TEST RESULTS:</u>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: <u>98.7</u>	Test 1: <u>100.0</u>	Test 1: <u>100.0</u>	<u>107944.26</u>	<u>108476.92</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 409 Hanks Ln TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

ED  
~~EE~~ Co. # 74957414

MFG.# same

-TESTERS/ EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field <u>(and)</u>	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<b>TEST RESULTS:</b>	<b>HIGH:</b>		<b>INTERM.</b>		<b>LOW</b>	
	Test 1: <u>98.42</u>	Test 1: <u>98.5</u>	Test 1: <u>98.2</u>	<u>Before Reading</u>	<u>After Reading</u>	
	Test 2: _____	Test 2: _____	Test 2: _____	<u>295707.69</u>	<u>295538.58</u>	
	Test 3: _____	Test 3: _____	Test 3: _____			

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 107 Cherry Ln TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

~~FD~~ **FD** Co. # 74956490

MFG. # Same

-TESTERS/EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	<u>Water In pit</u>	<u>Electric In pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
	Test 1: <u>99.42</u>	Test 1: <u>100.0</u>	Test 1: <u>100.3</u>		<u>282703.29</u>	<u>252536.35</u>
	Test 2: _____	Test 2: _____	Test 2: _____			
	Test 3: _____	Test 3: _____	Test 3: _____			

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 600 School Field TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

FD  
 Co. # 74957625

MFG. # Same

-TESTERS/ EMPLOYEE# 262 1261

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
	Test 1: <u>Dead</u>		Test 1: <u>Dead</u>	Test 1: <u>Dead</u>		<u>604563.76</u>
	Test 2: _____		Test 2: _____	Test 2: _____		
	Test 3: _____		Test 3: _____	Test 3: _____		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 184 Travis Circle TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

~~FD~~ Co. # 72237622

MFG. # Same

-TESTERS/ EMPLOYEE# 261 1262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test	<u>Water in pit</u>	<u>Electric in pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
Field <u>Sench</u>	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
	Test 1: <u>Dead</u>		Test 1: <u>Dead</u>	Test 1: <u>Dead</u>	<u>186326.25</u>	
	Test 2: _____		Test 2: _____	Test 2: _____		
	Test 3: _____		Test 3: _____	Test 3: _____		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 1042 Burlington TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

FD  
 Co. # 74957430

MFG. # Same

-TESTERS/ EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test	<u>Water in pit</u>	<u>Electric in pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
Field <u>Bench</u>	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
	Test 1: <u>Dead</u>		Test 1: <u>Dead</u>	Test 1: <u>Dead</u>	<u>65952.74</u>	
	Test 2: _____		Test 2: _____	Test 2: _____		
	Test 3: _____		Test 3: _____	Test 3: _____		

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 59 Dove Creek TEST DATE: 7-14-23

OWNER: \_\_\_\_\_

FD Co. # 74957325

MFG. # Same

-TESTERS/ EMPLOYEE # 261 262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<b>TEST RESULTS:</b>	<b>HIGH:</b>		<b>INTERM.</b>	<b>LOW</b>	<b>Before Reading</b>	<b>After Reading</b>
	Test 1: <u>Dead</u>		Test 1: <u>Dead</u>	Test 1: <u>Dead</u>	<u>620622.47</u>	<u>None</u>
	Test 2: _____		Test 2: _____	Test 2: _____	_____	_____
	Test 3: _____		Test 3: _____	Test 3: _____	_____	_____

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 230 Creekside TEST DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_

F.P.B. Co. # 74 956463

MFG.# Same

-TESTERS/ EMPLOYEE # \_\_\_\_\_

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
		5/8	Sensus		Y N On ___ Off ___	
Type of Test	Water in pit	Electric in pit	Sump Pump	Ladder	Valves Operable	Pit clean
Field Bench	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
	Test 1: <u>99%</u>	Test 1: <u>100%</u>	Test 1: <u>100%</u>	<u>455305.29</u>		
	Test 2: _____	Test 2: _____	Test 2: _____			
	Test 3: _____	Test 3: _____	Test 3: _____			

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 236 Creekside TESTDATE: 7-20-23

OWNER: \_\_\_\_\_

F.P.B. Co. # 74957836

MFG. # Same

-TESTERS/ EMPLOYEE # 264

Date Installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
<u>Type of Test</u> Field Bench	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>		<u>LOW</u>	
	Test 1: <u>100%</u>	Test 1: <u>100%</u>	Test 1: <u>100%</u>	<u>467385.23</u>		
	Test 2: _____	Test 2: _____	Test 2: _____			
	Test 3: _____	Test 3: _____	Test 3: _____			
				<u>Before Reading</u>	<u>After Reading</u>	

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 1500 Green Wilson TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.D.  
 F.P.B. Co. # 74957922

MFG. # Same

-TESTERS/ EMPLOYEE# 264

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field Bench	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>		<u>HIGH:</u> Test 1: <u>100%</u> Test 2: _____ Test 3: _____	<u>INTERM.</u> Test 1: <u>100%</u> Test 2: _____ Test 3: _____	<u>LOW</u> Test 1: <u>100%</u> Test 2: _____ Test 3: _____	<u>Before Reading</u> <u>272077.41</u>	<u>After Reading</u>

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 2404 U.S. 127 TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.D. Co. # 74957045

MFG. # Same

-TESTERS/EMPLOYEE # 264

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field Bench	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>		<u>LOW</u>	
	Test 1: <u>100%</u>	Test 1: <u>100%</u>	Test 1: <u>96%</u>	<u>Before Reading</u>		<u>After Reading</u>
	Test 2: _____	Test 2: _____	Test 2: _____	<u>502129.67</u>		_____
	Test 3: _____	Test 3: _____	Test 3: _____	_____		_____

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
**WATER METER INSPECTION & TEST REPORT**

LOCATION: EverGreen Church TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.P.B. Co. # 74957842

MFG. # \_\_\_\_\_

-TESTERS/EMPLOYEE # \_\_\_\_\_

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
<u>Type of Test</u> Field Bench	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>		<u>HIGH:</u> Test 1: <u>Failed</u> Test 2: _____ Test 3: _____	<u>INTERM.</u> Test 1: <u>Failed</u> Test 2: _____ Test 3: _____	<u>LOW</u> Test 1: <u>Failed</u> Test 2: _____ Test 3: _____	<u>Before Reading</u> <u>175417.53</u>	<u>After Reading</u> _____

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
**WATER METER INSPECTION & TEST REPORT**

LOCATION: 944 Stony Creek TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.P.B. Co. # 74958004

MFG. # Same

TESTERS/EMPLOYEE # 264

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field Bench	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH;</u> Test 1: <u>Failed</u>	<u>INTERM.</u> Test 1: <u>Failed</u>	<u>LOW</u> Test 1: <u>Failed</u>	<u>Before Reading</u> <u>586847.88</u>	<u>After Reading</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 225 S. Bunson TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.D. Co. # 88969230

MFG. # Same

-TESTERS/ EMPLOYEE # 264

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
<u>Type of Test</u> Field Bench	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>		<u>HIGH:</u> Test 1: _____ Test 2: _____ Test 3: _____	<u>INTERM.</u> Test 1: _____ Test 2: _____ Test 3: _____	<u>LOW</u> Test 1: <u>Dead</u> Test 2: _____ Test 3: _____	<u>Before Reading</u> <u>Dead</u>	<u>After Reading</u>

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



FRANKFORT PLANT BOARD



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 908 Stonewall Creek TEST DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_

**FD**  
 F.P.B. Co. # 79956146

MFG. # Same

TESTERS/ EMPLOYEE # 262/261

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test Field <u>bench</u>	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u> Test 1: <u>Dead</u> Test 2: _____ Test 3: _____	<u>INTERM.:</u> Test 1: <u>Dead</u> Test 2: _____ Test 3: _____	<u>LOW:</u> Test 1: <u>Dead</u> Test 2: _____ Test 3: _____	<u>Before Reading</u>	<u>After Reading</u> <u>5/23/2016</u>

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 2060 Cedar Creek TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.D. ~~FPB~~ Co. # 74758048

MFG. # Same

-TESTERS/ EMPLOYEE# 264

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>SENSUS</u>			Y N On ___ Off ___	
Type of Test Field Bench	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<u>TEST RESULTS:</u>	<u>HIGH:</u>		<u>INTERM.</u>		<u>LOW</u>	
	Test 1: <u>Dead</u>	Test 1: <u>Dead</u>	Test 1: <u>Dead</u>	<u>Before Reading</u>		
	Test 2: _____	Test 2: _____	Test 2: _____	<u>171160.</u>		
	Test 3: _____	Test 3: _____	Test 3: _____	<u>After Reading</u>		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 208 Dentson way TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.D. Co. # 77237415

MFG. # Same

-TESTERS/ EMPLOYEE # 264

Date Installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	<u>5/8</u>	<u>Sensus</u>			Y N On ___ Off ___	
Type of Test	<u>Water in pit</u>	<u>Electric in pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
Field Bench	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<b>TEST RESULTS:</b>	<u>HIGH:</u>		<u>INTERM.</u>		<u>LOW</u>	
	Test 1: <u>50%</u>	Test 1: <u>40%</u>	Test 1: <u>Dead</u>	<u>Before Reading</u>	<u>After Reading</u>	
	Test 2: _____	Test 2: _____	Test 2: _____	<u>397902.95</u>	<u>39799.52</u>	
	Test 3: _____	Test 3: _____	Test 3: _____			

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



F.P.B. COLD WATER METER DEPARTMENT  
 WATER METER INSPECTION & TEST REPORT

LOCATION: 1846 Mills Ln TEST DATE: 7-20-23

OWNER: \_\_\_\_\_

F.D. Co. # 74957372

MFG. # Same

TESTERS/ EMPLOYEE # 264

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
	5/8	Sensus			Y N On ___ Off ___	
Type of Test Field Bench	Water in Pit Y ___ N ___	Electric in Pit Y ___ N ___	Sump Pump Y ___ N ___	Ladder Y ___ N ___	Valves Operable Y ___ N ___	Pit clean Y ___ N ___
TEST RESULTS:	HIGH:		INTERM.	LOW	Before Reading	After Reading
	Test 1: <u>Failed</u>		Test 1: <u>Failed</u>	Test 1: <u>Failed</u>	279712.01	
	Test 2:		Test 2:	Test 2:		
	Test 3:		Test 3:	Test 3:		

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**F.P.B. COLD WATER METER DEPARTMENT  
WATER METER INSPECTION & TEST REPORT**

LOCATION: 312 Bayer patch TEST DATE: 7-26-23

OWNER: Foundale water

F.P.B. Co. # \_\_\_\_\_ MFG. # 74958314

TESTERS/EMPLOYEE # 261 Paga

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
08.2012	5/8 x 3/4	SCANSUS Epoil			Y N On ___ Off ___	
Type of Test	<u>Water in pit</u>	<u>Electric In pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
Field <u>Bench</u>	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<b>TEST RESULTS:</b>	<b>HIGH:</b>		<b>INTERM.</b>		<b>LOW</b>	
	Test 1: <u>98.19</u>	Test 1: <u>98.2</u>	Test 1: <u>99.4</u>	<u>612276.32</u>		<u>553.27</u>
	Test 2: _____	Test 2: _____	Test 2: _____	_____		_____
	Test 3: _____	Test 3: _____	Test 3: _____	_____		_____

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## F.P.B. COLD WATER METER DEPARTMENT WATER METER INSPECTION & TEST REPORT

LOCATION: 1015 Tenworth TEST DATE: 7-16-23

OWNER: Furmdale Water

F.P.B. Co. # \_\_\_\_\_ MFG. # 7495800

-TESTERS/ EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
08-2012	7/8" 34	Sensus I part			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	Water In pit Y ___ N ___	Electric in pit Y ___ N ___	Sump Pump Y ___ N ___	Ladder Y ___ N ___	Valves Operable Y ___ N ___	Pit clean Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: <u>78.51</u>	Test 1: <u>58.0</u>	Test 1: <u>59.1</u>	<u>4644 60.33</u>	<u>568.63</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## F.P.B. COLD WATER METER DEPARTMENT WATER METER INSPECTION & TEST REPORT

LOCATION: 128 color crest TEST DATE: 7-16-13

OWNER: Farmdale water

F.P.B. Co. # \_\_\_\_\_ MFG.# 74958275

-TESTERS/EMPLOYEE # 2611262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
<u>08-2012</u>	<u>1/2 x 3/4</u>	<u>SEASUS I per 1</u>			Y N On ___ Off ___	
<u>Type of Test</u>	<u>Water in pit</u>	<u>Electric in pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
Field <input checked="" type="radio"/> Bench	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: <u>88.9</u>	Test 1: <u>88.1</u>	Test 1: <u>100.2</u>	<u>202104.84</u>	<u>223.93</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## F.P.B. COLD WATER METER DEPARTMENT

### WATER METER INSPECTION & TEST REPORT

LOCATION: 132 Cedarcrest TEST DATE: 7-26-23

OWNER: Farmdale water

F.P.B. Co. # \_\_\_\_\_

MFG. # 7495 2727

-TESTERS/ EMPLOYEE # 261, 1262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
08-2012	5/8" x 3/4"	Sensus I per 1			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	Water in pit Y ___ N ___	Electric in pit Y ___ N ___	Sump Pump Y ___ N ___	Ladder Y ___ N ___	Valves Operable Y ___ N ___	Pit clean Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: <u>98.58</u>	Test 1: <u>58.9</u>	Test 1: <u>10.82</u>	<u>216% v. 20</u>	<u>883.47</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





## F.P.B. COLD WATER METER DEPARTMENT WATER METER INSPECTION & TEST REPORT

LOCATION: 1010 Tyburn TEST DATE: 7-26-23

OWNER: Farmdale Water

F.P.B. Co. # \_\_\_\_\_ MFG. # 74958278

-TESTERS/ EMPLOYEE # 261/261

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
<u>08-2012</u>	<u>3/4" x 1/2"</u>	<u>Sensus E pool</u>			Y N On ___ Off ___	
<u>Type of Test</u> Field <u>(Bench)</u>	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: <u>98.61</u>	Test 1: <u>920</u>	Test 1: <u>99.6</u>	<u>601209.75</u>	<u>328.26</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**F.P.B. COLD WATER METER DEPARTMENT  
WATER METER INSPECTION & TEST REPORT**

LOCATION: 1014 Tyburn TEST DATE: 7-16-23

OWNER: Fairdale water

F.P.B. Co. # \_\_\_\_\_ MFG. # 74982425

TESTERS/EMPLOYEE # 2611262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
08-2012	5/8" x 1/4"	Sensus E per 1			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	Water in pit Y ___ N ___	Electric in pit Y ___ N ___	Sump Pump Y ___ N ___	Ladder Y ___ N ___	Valves Operable Y ___ N ___	Pit clean Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: _____	Test 1: _____	Test 1: _____	575892.09	6012.02
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**F.P.B. COLD WATER METER DEPARTMENT  
WATER METER INSPECTION & TEST REPORT**

LOCATION: 1030 Adelroy TEST DATE: 9-26-23

OWNER: Farmdale water

F.P.B. Co. # \_\_\_\_\_ MFG. # 74957485

TESTERS/EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
<u>08-2022</u>	<u>3/8" x 1/2"</u>	<u>Sensus E pearl</u>			Y N On ___ Off ___	
Type of Test Field <input checked="" type="checkbox"/> Bench	<u>Water in pit</u>	<u>Electric in pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: _____	Test 1: <u>97.7</u>	Test 1: <u>98.5</u>	<u>406921.01</u>	<u>707288</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments:

Approved by: \_\_\_\_\_ Date \_\_\_\_\_



**F.P.B. COLD WATER METER DEPARTMENT  
WATER METER INSPECTION & TEST REPORT**

LOCATION: 1034 Adely TEST DATE: 7-26-23

OWNER: Farmdale water

F.P.B. Co. # \_\_\_\_\_ MFG. # 74959478

-TESTERS/EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
<u>08-2012</u>	<u>5/8" 3/4"</u>	<u>Sensus I pur 1</u>			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	<u>Water in pit</u> Y ___ N ___	<u>Electric in pit</u> Y ___ N ___	<u>Sump Pump</u> Y ___ N ___	<u>Ladder</u> Y ___ N ___	<u>Valves Operable</u> Y ___ N ___	<u>Pit clean</u> Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u> Test 1: <u>98.12</u> Test 2: _____ Test 3: _____	<u>INTERM.:</u> Test 1: <u>98.3</u> Test 2: _____ Test 3: _____	<u>LOW</u> Test 1: <u>99.7</u> Test 2: _____ Test 3: _____	<u>Before Reading</u> <u>454950.12</u>	<u>After Reading</u> <u>5068.97</u>

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## F.P.B. COLD WATER METER DEPARTMENT WATER METER INSPECTION & TEST REPORT

LOCATION: 1047 Devere TEST DATE: 7-26-13

OWNER: Farmdale water

F.P.B. Co. # \_\_\_\_\_

MFG. # 74958328

-TESTERS/ EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
<u>08-2012</u>	<u>5/8 x 3/4</u>	<u>Sensus Type-1</u>			Y N On ___ Off ___	
Type of Test Field <u>Bench</u>	<u>Water In pit</u>	<u>Electric in pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: <u>98.2</u>	Test 1: <u>99.3</u>	Test 1: <u>100.0</u>	<u>667730.35</u>	<u>5068.84</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## F.P.B. COLD WATER METER DEPARTMENT WATER METER INSPECTION & TEST REPORT

LOCATION: 112 consumer TEST DATE: 7-26-23

OWNER: Frandate water

F.P.B. Co.# \_\_\_\_\_

MFG.# 74957425

TESTERS/EMPLOYEE # 261/262

Date installed	Meter size	Meter brand & type	Length of meter	Length of strainer	Bypass	Air Quality Test
<u>08-2012</u>	<u>3/4x3/4</u>	<u>Sen 543 I Real</u>			Y N On ___ Off ___	
Type of Test	<u>Water in pit</u>	<u>Electric in pit</u>	<u>Sump Pump</u>	<u>Ladder</u>	<u>Valves Operable</u>	<u>Pit clean</u>
Field <input checked="" type="checkbox"/> Bench	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___	Y ___ N ___
<b>TEST RESULTS:</b>		<u>HIGH:</u>	<u>INTERM.</u>	<u>LOW</u>	<u>Before Reading</u>	<u>After Reading</u>
		Test 1: <u>99.12</u>	Test 1: <u>889</u>	Test 1: <u>1024</u>	<u>155108.13</u>	<u>27283</u>
		Test 2: _____	Test 2: _____	Test 2: _____		
		Test 3: _____	Test 3: _____	Test 3: _____		

Comments:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# **EXHIBIT G**

## **CPR Certifications**

# Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:  
**Standard - CPR / AED**  
(Adult / Child / Infant)  
Automated External Defibrillator (AED)

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

**Mike Heatt**

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the **2020** ECC/ILCOR and AHA guidelines. ID#:DEE3765

Completion: **August 18, 2023**

Instructor: **Paul J. Scruton**

Signature:



COURSE PROVIDED BY:  
**NationalCPRFoundation™**



# Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:  
**Standard - CPR / AED**  
(Adult / Child / Infant)  
Automated External Defibrillator (AED)

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

**Christopher M Ralph**

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the **2020** ECC/ILCOR and AHA guidelines. ID#: **AEF1CFD**

Completion: **August 18, 2023**

Instructor: **Paul J. Scruton**

Signature: 



COURSE PROVIDED BY:  
**NationalCPRFoundation™**

# Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:  
**Standard - CPR / AED**  
(Adult / Child / Infant)  
Automated External Defibrillator (AED)

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

**Jan Sanders**

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the **2020** ECC/ILCOR and AHA guidelines. ID#: **DA379D9**

Completion: **August 17, 2023**  
Instructor: **Paul J. Scruton**

Signature: 



COURSE PROVIDED BY:  
**NationalCPRFoundation™**

# Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:  
**Standard - CPR / AED**  
(Adult / Child / Infant)  
Automated External Defibrillator (AED)

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

**Deavon Johnston**

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the **2020** ECC/ILCOR and AHA guidelines. ID#:9C364E

Completion: **August 17, 2023**

Instructor: **Paul J. Scruton**

Signature:



COURSE PROVIDED BY:  
**NationalCPRFoundation™**

# **EXHIBIT H**

## **Farmdale Water District Safety Manual**

## **FARMDALE WATER DISTRICT SAFETY POLICY**

### **SAFETY**

The objective of safety is to reduce the waste of human and natural resources. The purpose of a specific safety program is to reduce personal injury and damage to property in a particular situation. The Intent of safety policies is to inform all employees of their responsibility for their own personal safety. By complying with the safety policy, each and every person greatly reduces the probability of personal injuries and injury to other employees. Our most Important and valuable asset is people who work for us. For this reason much effort is continually being expended to provide safe and healthful working conditions for each and every employee.

The employer has the over-all responsibility for promoting safety and to comply with all state and federal safety laws and regulations, including act of 1970 also referred to as OSHA. The employer shall not require and employee to work in surroundings or under working conditions which are unsanitary, unduly hazardous, or potentially dangerous to his/her health or safety.

## THE EMPLOYER'S RESPONSIBILITIES

1. Indoctrinate and familiarize all employees with their rights and responsibilities by reviewing the personnel manual in detail.
  - a. This should be completed with new employees at time of hiring and before they start work.
  - b. Use check list for indoctrination with new employee signing form.
2. To maintain and post where and when required, all posters and reporting forms as required by OSHA.
3. To initiate and maintain accident prevention programs.
  - a. Maintain health and accident injury forms completely filled out on all recordable conditions for 5 years.
4. To provide a healthful a work environment as realistically possible.
5. To provide all employees with tools and equipment designed for the works, properly maintained and serviced.
6. To provide and maintain personal protective gear designed for protection of the employee relative to hazards to which each are being subject.
7. To encourage all employees to avail themselves of basic first aid training and retraining every **three** years.
  - a. Make periodic checks on all employees for required licenses and training.
8. Be prepared to reprimand an employee who decides to carry out his work assignment contrary to policy.

## **THE EMPLOYEE'S RESPONSIBILITIES**

1. To familiarize oneself with the employer's general policy.
2. To adhere to the policy and cooperate to the best of his/her ability.
3. To report all job incurred injuries or illnesses to management the day of their happening.
4. To report all equipment or vehicle accidents or malfunction the day of their happening.
5. To use and/or operate all equipment and vehicles according to manufacturer's recommendations or company directive.
1. To have in one's possession a current valid driver's license when driving a company vehicle.
2. To never drive a company vehicle when under the influence of drugs or alcohol beyond acceptable limits established by the state.
3. To be a defensive driver at all times.
4. To not take undue chances or subject oneself to known hazardous conditions without taking precautionary measures.
5. To use personal protective gear whenever conditions warrant and to use said gear for only the use intended.
6. To practice basic good rules of sanitation and housekeeping.
7. To dress in good taste for the particular assignment but always fully clothed from ankle to neck.
8. To know location of first aid supplies and firefighting equipment at all times.
9. To know the location of the nearest medical emergency room, doctor and ambulance.
10. To observe and obey all "No Smoking" signs and areas.
11. To not under any conditions become involved in "horse play" that could result in injury to oneself or co-worker.
12. To lift properly when required to do so using the legs keeping the back straight.

14. To not work alone when conditions could result in injury or be injurious to one's health.
15. To be "first aid" trained and prepared to administer first aid in intelligent and humanitarian manner.



## **SPECIFIC GUIDELINES**

### **1. When coming upon or being involved in an accident or suffering personal injury:**

#### **1. When coming upon an accident**

- a. Give first aid to accident victim in a conscientious manner taking into consideration your training and the extent and severity of the injury,
- b. Call or request that an ambulance service respond to the scene.
- c. Call or request that law enforcement personnel respond to the scene.
- d. Call or request that fire department personnel be called to the scene should conditions warrant.
- e. Assist in the control and movement of traffic until law enforcement arrives on the scene.

#### **2. When involved in a vehicle accident**

- a. Respond to personal injury first.
- b. Call for law enforcement
- c. Move vehicle only if unit impedes the flow of traffic prior to law enforcement coming on scene.
- d. If you have a camera, take many pictures for all angles.
- e. Make a rough sketch of the accident scene showing position and direction of vehicles prior to the accident and position and direction of vehicles after the accident.
- f. Take measurement if nothing more than stepping off the distances.

- h. Make note of road conditions (wet, icy, loose gravel, etc).
- i. Make note of time of day.
- j. Get names and addresses of as many witnesses as possible.
- k. Give limited information to anyone investigating accident preferably no more than what is on your driver's license and vehicles registration card.
- l. Notify company office of the accident
- m. If vehicle not drivable, have unit hauled to a nearby storage lot.

**3. When company personnel suffer an injury or are involved in accident while on the job.**

- a. Respond to personal injury first by giving oneself or co-worker first aid or requesting first aid, or getting professional attention.
- b. Take pictures of accident scene.
- c. Take measurements and location of equipment and tools.
- d. Draw a sketch of the accident or injury scene.
- e. Move no equipment, such as ladders, scaffolding or any work related equipment until an investigation of the accident can be made.
- f. Note amount of artificial light if inside the building.
- g. Notify company office with details to the best of your ability relative to the circumstances of the accident.

## **ELECTRICAL**

### **1. Failure**

- a. Become involved only to the extent of your **ability** and **training**.
- b. Notify the power company and/or an electrical contractor
- c. Notify management.

### **2. Equipment**

- a. Use only grounded or double insulated tools.
- b. Use only grounded extension cords and trouble lights.
- c. Check all outlets to make sure they are functioning as a **grounded outlet**.
- d. Check all portable equipment regularly for grounding.

## **UNDERGROUND**

### **1. Trenching Requirements**

- a. Banks more than 5 feet high shall be shored, laid back to a stable slope, or some other equivalent means of protection. Shall be provided where employees may be exposed to moving ground or cave-ins. Refer to chart as a guide in sloping of banks. Trenches less than 5 feet in depth shall also be effectively protected when examination of the ground indicates hazardous ground movement may be expected.

- b. Slides of trenches in unstable or soft materials, 5 feet or more in depth, shall be shored, sheeted, braced, sloped, or otherwise supported by means of sufficient strength to protect the employees working within them.
- c. Slides of trenches in hard or compact soil, including embankments, shall be shored or otherwise supported when the trench is more than 5 feet in depth and 8 feet or more in length. **In lieu of shoring, the slides of the trench above the 5-foot level maybe sloped to preclude collapse, but shall not be steeper than a 1-foot rise to each ½ foot horizontal.**
- d. When employees are required to be in trenches 4 feet deep or more, an adequate means of exit, such as ladder or steps, shall be provided and located so as to requires no more than 25 feet of lateral travel.

## **FIRE PROTECTION**

### **1. Fire Extinguishers**

- a. Recommend a 20# A.B.C. type extinguisher to be mounted just inside door near or under light switch at each location.
- b. Recommend a 5# A.B.C. type fire extinguisher mounted in each vehicle.
  - i. Each extinguisher should be check and serviced by an approved shop once a year.
- c. Each employee should know how to use the extinguisher effectively.

### **2. Housekeeping**

- a. All storage of burnable or combustibles, including waste, must be controlled.
- b. No gasoline storage inside any building exceeding 5 gallons and then only in an **approved** safety can.
- c. Keep paths of travel free and clear of tripping hazards.

## **FIRST AID**

### **1. Training**

- a. All employees shall be trained in basic first aid with refresher courses as required, beginning with the first year of employment.
- b. All employees shall be trained in the use and care of respiratory equipment.

### **2. Protective Gear**

- a. When conditions warrant protective gear **shall** be worn properly without exception.
  1. Safety hats
  2. Goggles
  3. Gloves
  4. Respirators
- b. Respirators shall be positioned in a fixed location ready to use.

### **3. First Aid Supplies**

- a. Recommend that a 10 unit industrial type first aid kit be mounted near the fire extinguisher at each location.
- b. Recommend that a 10 unit industrial type kit be mounted in each vehicle.
  1. Kits must be checked regularly and supplies replenished.
- c. Recommend that a master kit be located and mounted at each headquarter office.

# FIRST AID GUIDE

## BLEEDING

Before providing care, put on protective gloves or use a barrier between you and the victim, to reduce the chance of disease transmission while assisting the injured person. Cleanse your hands thoroughly with soap and water when finished.

### Basic first aid treatment:

- CALL 911 for medical assistance.
- Keep victim lying down.
- Apply direct pressure using a clean cloth or sterile dressing directly on the wound.
- DO NOT take out any object that is lodged in a wound; see a doctor for help in removal.
- If there are no signs of a fracture in the injured area, carefully elevate the wound above the victim's heart.
- Once bleeding is controlled, keep victim warm by covering with a blanket, continuing to monitor for shock.

## CLEANING & BANDAGING WOUNDS

- Wash your hands and cleanse the injured area with clean soap and water, then blot dry.
- Apply antibiotic ointment to minor wound and cover with a sterile gauze dressing or bandage that is slightly larger than the actual wound.

## EYE INJURIES

- If an object is impaled in the eye, CALL 911 and DO NOT remove the object.
- Cover both eyes with sterile dressings or eye cups to immobilize.
- Covering both eyes will minimize the movement of the injured eye.
- DO NOT rub or apply pressure, ice, or raw meat to the injured eye.
- If the injury is a black eye, you may apply ice to cheek and area around eye, but not directly on the eyeball itself.

**How to flush the eyes:** If chemical is in only one eye, flush by positioning the victim's head with the contaminated eye down. to prevent flushing the chemical from one eye to another. Flush with cool or room temperature water for 15 minutes or more. Remove contact lenses after flushing.

## BURNS

**First Degree Burn:** Skin will appear red and may be swollen or painful. Generally does not require medical attention.

**Second Degree Burn:** Skin will appear red, blistered and swollen. May require medical attention.

**Third Degree Burn:** Skin will be visibly charred and may be white. Usually very painful. REQUIRES MEDICAL ATTENTION.

### Basic first aid treatment for 1st degree & some 2nd degree burns:

Submerge burn area immediately in cool water until pain stops. If affected area is large, cover with cool wet cloths. Do not break blisters if they are present. If pain persists but no medical assistance is needed, apply medicated first aid cream or gel and cover with sterile dressing. If medical attention is needed, do not apply any cream. Just cover with a dry, sterile dressing and seek medical help immediately. Basic first aid treatment for 3rd degree & some 2nd degree burns: CALL 911!! Third degree burns MUST RECEIVE MEDICAL ATTENTION IMMEDIATELY! DO NOT try to remove any clothing stuck to the burned area. Cover with sterile dressing or clean sheet. DO NOT apply any creams or gels.

## CHEMICAL BURNS

- Flush the affected area with cool running water for at least 15 minutes.
- Remove all clothing and jewelry that has been contaminated.
- Monitor victim for shock and seek medical assistance.
- If chemical burn is in the eyes, flush continuously with water and seek medical attention immediately.

## SUNBURN

- Avoid any further exposure to direct sunlight.
- Drink plenty of water to prevent dehydration.
- Do not apply cold water or ice to a severe burn.
- Use over-the-counter remedies to remove discomfort.



## UNCONSCIOUSNESS

- Do not leave an unconscious victim alone except to call 911 for medical help.
- Assess victim's state of awareness by asking if they are OK.
- Check the victim's Airway, Breathing, and Circulation (ABC's).
- If the victim's ABC's are not present, perform CPR. IMPORTANT: only a trained & qualified person should administer CPR.
- If ABC's are present and spinal injury is not suspected, place victim on their side with their chin toward the ground to allow for secretion drainage.
- Cover the victim with blanket to keep warm and prevent shock. If victim communicates feeling warm, remove blanket.

## CHOKING

- Ask the victim, "Are you OK?"
- Do not interfere or give first aid if the victim can speak, breathe, or cough.
- If the victim cannot speak, breathe, or cough, ask for someone to call 911 and then perform the Heimlich maneuver (abdominal thrust).

How to perform the Heimlich maneuver: Position yourself behind the victim with your arms around victim's stomach. Place the thumb-side of your fist above the victim's navel and below the lower end of the breastbone. Take hold of your fist with your free hand and pull fist upward and in, quickly and firmly. Continue with thrusts until the object is dislodged or airway is clear.

## POISON

- Call your local Poison Control Center or 911 for immediate medical attention.
- Antidotes on labels may be wrong!! Do not follow them unless instructed by a physician.
- Never give anything by mouth (milk, water, Ipecac, etc.) until you have consulted with a medical professional.
- Keep a one ounce bottle of Ipecac on hand at all times in case of an emergency, and give only when instructed by a physician.
- If the poison is on the skin, flush skin with water for 15 minutes, then wash and rinse with soap and water.
- If poison is in the eye, flush with lukewarm water for 15 minutes. Adults can stand under the shower with eyes open. Always consult medical professionals after any eye injury has occurred.

## ANIMAL BITES

- Control any bleeding by applying direct pressure or with elevation. To avoid risk of infection, do not close wound.
- Rinse the bite thoroughly, holding it under running water. Cleanse with soap and water and hold under water again for five minutes.
- Do not put ointments or medicines on wound. Cover with dry sterile bandage or gauze.
- Seek medical assistance immediately.
- Note: report animal and human bites to local police and/or health authorities.

## BEE STING

- If possible, remove stinger by scraping it off with a blunt edge (e.g. credit card).
- Clean wound and apply cold compress to reduce swelling.
- Remove tight clothing and jewelry from areas near the bite in case swelling occurs.
- Watch for signs of shock or allergic reaction. Signs include swelling or itching at the wound site, dizziness, nausea or difficulty breathing. Seek medical attention immediately if any of these signs occur.
- Continue monitoring victim for shock until medical help arrives.
- Check victim's Airway, Breathing, and Circulation (ABC's). If ABC's are impaired then call 911 and begin CPR. IMPORTANT: only a trained & qualified person should administer CPR.

Adapted from: [www.firstaidproduct.com](http://www.firstaidproduct.com)

# Emergency Action Plan

**Farmdale Water**

September 2022

## Emergency Services for Frankfort Office

Name	Phone Number	Address	Website
Department	911 502-875-8511	1100 Louisville Road (West Frankfort Station)	<a href="https://www.frankfort.ky.gov/249/Fire-EMS">https://www.frankfort.ky.gov/249/Fire-EMS</a>
	911 502-875-8523	300 W 2nd Street Frankfort 40601	<a href="https://www.frankfort.ky.gov/233/Police-Department">https://www.frankfort.ky.gov/233/Police-Department</a>
Police (Post #12)	911 502-227-2221	1250 Louisville Road Frankfort 40601	<a href="https://kentuckystatepolice.org/post12/">https://kentuckystatepolice.org/post12/</a>
Facilities Security	502-564-9877 502-782-1800	Kentucky State Police HQ 919 Versailles Road Frankfort 40601	<a href="http://www.kentuckystatepolice.org/recruit/ksp_facilities_security_officer.htm">http://www.kentuckystatepolice.org/recruit/ksp_facilities_security_officer.htm</a>



## GO2KIT

### GO2KIT ITEMS:

- Battery operated radio, flashlight and extra batteries
- Whistle
- Pocket knife
- Permanent marker, paper and tape
- N-95 respirator mask or dust mask
- First aid kit, including scissors, tweezers and potassium iodine (KI)
- Emergency blanket, sturdy shoes and a change of clothes
- Toothbrush and toothpaste, prescription medications and other personal items
- Cash: small denominations and coins
- Local map
- Plastic water bottles
- Non-perishable, "easy access" food, such as granola bars
- Copy of driver's license, insurance and social security cards
- List of emergency point-of-contact phone numbers
- List of food and drug allergies (especially antibiotics)
- Extra keys to your house and vehicle

### ADDITIONAL ITEMS FOR A FULL 72-HOUR EMERGENCY KIT:

- Three-day supply of water (one gallon per person, per day), non-perishable food and a can opener
- NOAA weather radio (in addition to battery-powered radio)
- Plastic bucket, heavy-duty garbage bags, plastic ties and disinfectant and bleach for waste and sanitation
- Moist towelettes and/or hand cleanser
- Plastic sheeting, duct tape and utility knife to shelter in place
- Fire extinguisher
- Rain gear and tent
- Matches in a waterproof container
- Mess kits, disposable cups/plates/utensils and paper towels
- Signal flares
- Extra change of warm clothes and extra blanket or sleeping bag
- Disposable camera
- Heavy work gloves and basic toolkit, including an adjustable wrench or pliers to turn off utilities

### OTHER SUPPLIES TO CONSIDER FOR A FAMILY EMERGENCY SUPPLY KIT:

- Special items for children, seniors, or individuals with disabilities (e.g. diapers, hearing aids, etc.)

## HOW TO SAFELY MOVE THE INJURED

Only move an injured person before medical help arrives if they are in danger of further injury.

### BEFORE YOU MOVE AN INJURED PERSON:

- Control bleeding.
- Maintain breathing.
- Splint all suspected fractures.

### DRAGGING TO SAFETY:

- Firmly grasp the person's collar or clothing so their head is resting on your forearms.
- Keep their head as close to the ground as possible.
- Keep their body in a straight line- do not bend.
- Make sure their clothing is not pulled so tightly around their neck that it obstructs their airway.

### LIFTING TO SAFETY:

- If the person must be lifted before you can check for injuries, support every part of their body.
- Keep their body in a straight line- do not bend.
- Use a three person carry method, where one person supports the upper torso, one the lower torso, and one supports the legs.

### CARRYING TO SAFETY:

- Use a stretcher if possible, or strap the person to a makeshift board such as a door.
- If necessary, improvise with clothing or a blanket placed over sturdy poles or branches.
- Use a carry method appropriate for the number of people available to help, the type of injury, and the amount of space.
- Older or heavy injured persons can be carried on a chair.

## RESPONDING TO CHOKING

Choking occurs when a person's airway is obstructed from breathing. If a person is choking, and someone can quickly act to help, the person has a higher probability of surviving the incident. **It is highly recommended to become first aid and CPR certified before performing these tasks;** however, if there is no one more qualified around, perform these steps.

### SIGNS OF CHOKING

- The universal sign for choking is when a person will clutch both of their hands to their throat.
- Inability to breathe, talk, or cough forcefully.
- Skin, lips and nails turning blue.
- Loss of consciousness.

### RED CROSS RECOMMENDED RESPONSE FOR CHOKING OF A CONSCIOUS CHILD OR ADULT

- Give 5 back **blows**: use the heel of the hand to forcefully strike between the person's shoulder blades.
- Give 5 abdominal **thrusts**: also known as the Heimlich maneuver.
  - Stand behind the person and wrap your arms around waist, tip the person forward slightly.
  - Make a fist with one hand, placing the thumb side against the person's abdomen, midway between the navel and the end of the breast bone.
  - Grab your fist with the other hand and press the fist onto the abdomen with a quick upward and inward thrust.
- Alternate between 5 blows and 5 thrusts until the blockage is dislodged, the person loses consciousness or medical help arrives.

### RED CROSS RECOMMENDED RESPONSE FOR ABDOMINAL THRUSTS ON YOURSELF

- Place one of your fists slightly above your navel.
- Grasp your fist with the other hand and bend over a hard surface, such as a chair or countertop.
- Shove your fist inward or upward and thrust your abdomen into the surface or chair.

### IF THE PERSON IS UNCONSCIOUS

- Lower the person onto their back and to the floor.
- Clear their airway if there is a visible blockage by reaching a finger into the mouth and sweeping out

## EXTREME COLD: HYPOTHERMIA & FROSTBITE

Prolonged exposure to the cold during winter weather can be dangerous. Be aware of signs of hypothermia (abnormally low body temperature caused by prolonged exposure to the cold) and frostbite (caused by freezing, most often affecting fingers, toes, nose, ears, cheeks or chin). If you suspect someone has either of these, seek medical attention as quickly as possible to reduce potential long-term damage.

### SYMPTOMS OF HYPOTHERMIA

- Shivering and exhaustion
- Confusion or memory loss
- Slurred speech
- Drowsiness
- Lack of fine motor skills
- Bright red skin that is cold

### TREATING HYPOTHERMIA

If a person with symptoms of hypothermia has a temperature below 95°F or is unconscious, get emergency medical attention immediately. If possible, begin the following until help arrives:

- Get the individual inside and remove any wet clothing.
- Warm the head, chest, neck, and groin with an electric blanket, if available, or cover the individual with blankets and use your body heat to add warmth until medical help is available.
- If the person is conscious, provide warm, non-alcoholic, non-caffeinated drinks.
- If the person is unconscious and no pulse or breathing is apparent, provide CPR and warmth until the individual responds or medical aid becomes available.

### SYMPTOMS OF FROSTBITE

- Loss of feeling and color in affected area
- Skin that feels waxy or unusually firm

### SYMPTOMS OF FROSTBITE

Frostbite requires medical care. If you see symptoms of frostbite, check, too, for symptoms of hypothermia, as both result from exposure to cold. If both are present, treat the more serious hypothermia first. To treat frostbite, if medical care is not immediately available:

- Get inside and remove wet or restrictive clothing from the affected area.
- Avoid walking if toes are frostbitten to reduce damage.

#### Key Points

- Cover extremities if going outside is unavoidable.
- Know the signs of hypothermia/frostbite.
- Contact medical assistance immediately.
- Keep afflicted persons warm with blankets.

## ZIKA VIRUS: CHECKLIST FOR EMPLOYERS

Zika virus is a mosquito-borne illness spread mostly by the *Aedes* species, which is an aggressive mosquito that bites mostly during the day, but is also known to bite at night. Zika can also be sexually transmitted, as well as passed from a pregnant woman to her fetus. Most adults show no symptoms or mild symptoms that last several days to a week. Symptoms to look for include fever, rash, joint pain, red eyes, muscle pain and headache. In a small number of cases Zika has triggered Guillain-Barre Syndrome (GBS), a rare sickness that can cause muscle weakness and paralysis.

With the continuous spread of Zika virus, it is important to be prepared for an outbreak near your workplace and occupational travel locations.

### Key Points

- Create a work from home plan.
- Train workers about the risks of exposure to Zika and how to protect themselves.
- Be sure all employees know which methods of communication to use for emergency updates.
- Provide employees with tips on preventing mosquito bites.

### HOW TO PREPARE YOUR WORKPLACE FOR A ZIKA OUTBREAK:

- Make sure your plan is up to date on what to do if there is a [reduced work force](#).
- Be sure all employees know which methods of communication to use in the event you need to enact a work from home plan. Make sure to test your emergency notification system in case that is needed.
- Train workers about the risks of exposure to Zika and how to protect themselves.
- Increase pest control at your workplace, and if necessary provide employees with an EPA-registered insect repellent and encourage them to use it.
- Remove standing water around your workplace and encourage employees to do the same at home - mosquitoes like to breed in stagnant water.
- If possible, delay travel to Zika-affected areas, especially for workers who are or may become pregnant or whose sexual partner may become pregnant. [View the Centers for Disease Control and Prevention website for a regularly updated list of affected countries and territories by clicking here.](#)

### HOW TO RESPOND TO AN OUTBREAK IN OR NEAR YOUR WORKPLACE:

- If any employee is returning from a Zika-affected area, suggest that he/she visit a doctor to get tested for the virus. It is best to be tested regardless of experiencing symptoms since most who are infected show no symptoms. Be cautious of making it a requirement. According to the [Americans with Disabilities Act \(ADA\)](#), a medical exam is only justified if you believe an employee will pose a direct threat to others due to his/her medical condition. Also, requiring an employee who is showing symptoms to work from home could lead to legal liability since there is little risk of transmission.
- Allow employees who are pregnant or trying to conceive to choose to delay or not to go on a business trip to Zika-affected areas, but do not take away the option for travel. The U.S. Supreme Court stated that Title VII prohibits employers from not allowing employees to travel based on reproductive health risks.



## RESPONDING TO EXTREME HEAT & HRIs

Extreme heat can make it more difficult for the body to maintain a safe temperature, causing health problems to arise. This can lead to heat-related illnesses (HRI), such as heat cramps, heat exhaustion, and heat stroke. Drinking plenty of non-carbonated fluids or water; staying in cool, air-conditioned areas; cooling off in a shower or bath; wearing lightweight, breathable, loose fitting clothing; limiting physical activity during 10 am–3 pm; and wearing a wide-brimmed hat with a vent can reduce HRIs. Use this checklist to help you respond should you find yourself or someone else suffering from HRI symptoms.

### Key Points

- Drink plenty of non-carbonated fluids.
- Move affected person to a cool area.
- Give cool fluid in small amounts.
- Call 911 if symptoms worsen.

### RESPONDING TO HEAT CRAMPS

A warning sign of a more serious HRI, heat cramps are characterized by painful muscle spasms, usually in legs or abdomen.

- Help the individual to a cool place, lightly stretch the muscle, and massage the area gently.
- Give them a sports drink, milk, or fruit juice; if unavailable, water is acceptable.
- Do NOT give the person salt tablets.
- If symptoms stop and no other symptoms exist, the individual can resume normal activity as long as their health is monitored and they drink plenty of fluids.

### RESPONDING TO HEAT EXHAUSTION

Symptoms of heat exhaustion include cold, moist, pale, ashen, or fluxed skin; headache, nausea, or dizziness; and weakness or exhaustion.

- Move the individual out of the heat and into a location with circulating air.
- Loosen and remove clothing to apply cool, wet towels or cloths, remoistening periodically.
- Spray the person with water and fan them.
- Give small amounts of a cool fluid as above, slowly (4oz every 15 minutes).
- The individual should rest for the remainder of the day.
- If they refuse fluids, lose consciousness, or vomit, call 911, stop giving fluids, place them on their side, and keep them cool.

### RESPONDING TO HEAT STROKE

This severe and life-threatening form of heat illness occurs if symptoms of heat exhaustion are ignored. Symptoms include: extremely high body temperature; red skin (either dry or moist); changes in consciousness; rapid, weak pulse; rapid, shallow breathing; confusion, vomiting, or seizures.

- Call 911 immediately. Until help arrives, try immersing the person in cold water up to the neck.
- If this is not possible, pour water on them, sponge them with cold wet towels, rotating often, or cover them with ice bags.

## RESPONDING TO A CHEMICAL SPILL

If you have been directly exposed to a toxic chemical spill, remove any affected clothing and wash contaminated parts of the body with clean water and soap. Place contaminated clothing in a plastic bag, carefully sealing it and placing it inside another plastic bag. Call 911 and seek medical attention for anyone who has been exposed. For victims having difficulty breathing, make sure the airway is open and supply 100% oxygen if available. Avoid mouth-to-mouth resuscitation. There may or may not be an antidote or treatment for the chemical you are exposed to. If you have been exposed, follow decontamination procedures, which may include treatment in a hospital. Depending on the chemical, exposure may cause immediate as well as long term damage.

### Key Points

- Turn off the building's HVAC or ventilation system.
- Head for higher or lower ground, depending on the chemical's properties.
- Remove affected clothing and seek medical help.
- Call 911 and await further instructions.

Your response to a chemical spill is determined by three things: where you are in relation to the spill, whether the chemical is lighter or heavier than air, and what direction the wind is blowing.

### IF A CHEMICAL HAS BEEN RELEASED OUTSIDE AND YOU ARE INSIDE A BUILDING

- Make sure the building's HVAC or ventilation system is turned off as soon as possible to prevent the chemical from being drawn in.
- If the chemical is lighter than air, move to the lowest level of the building or area. If it is denser than air or you don't know what the chemical is and what its properties are, head for the highest level.
- Call 911 and await further instructions.

### IF A CHEMICAL HAS BEEN RELEASED INSIDE WHILE YOU ARE INSIDE

- Make sure the building's HVAC or ventilation system is turned off as soon as possible to prevent the gas from circulating inside the building.
- Move to either the highest or lowest level of the building or area. Remember that the lowest point of your surrounding area may be the floor.
- Open any nearby windows and doors to allow any gas to escape from the confined area. Many chemicals evaporate and dissipate quickly in open areas.
- Get out of the building as soon as possible.
- Call 911 and await further instructions.

### IF A CHEMICAL RELEASE IS OUTSIDE AND YOU ARE OUTSIDE

- Go upwind and leave the area immediately.
- Take shallow breaths.
- Cover your face with a shirt, only removing it to peek, and then cover up again.

## RESPONDING TO WORKPLACE VIOLENCE

A workplace violence threat can range from verbal abuse to physical assaults to even homicide. These situations can occur at any work site and at any time, so it is important to be prepared.

To help prevent or minimize the threat of workplace violence, tell your Crisis Leader or Crisis Manager if you notice any co-worker behaving suspiciously or if you think a workplace violence incident could be imminent. Use this checklist to help guide your response to a workplace violence situation.

### Key Points

- Remain calm and non-confrontational.
- Focus on areas of agreement.
- Attempt to set limits.
- Seek help from security or police.

### IF AN INDIVIDUAL DISPLAYS DISRUPTIVE BEHAVIOR BUT DOES NOT SEEM DANGEROUS AND NO WEAPON IS PRESENT

- Display empathy. Ask questions to demonstrate concern and interest. Summarize what you hear the individual saying to reflect your attention.
- Consider offering an apology to calm the individual and encourage cooperation; for example, "I'm sorry that happened. What can we do now that will solve the problem?"
- Focus on areas of agreement to help resolve the problem.
- If this doesn't work, calmly and firmly set limits.
- If the disruption continues despite a warning, tell the individual that the discussion is over, and direct them to leave the office.
- If the individual refuses, seek assistance from security.

### IF AN INDIVIDUAL DOES SEEM DANGEROUS BUT NO WEAPON IS PRESENT

- Set a distress signal with a co-worker before the meeting so you can signal them to alert your supervisor or the police if you need assistance.
- Maintain a safe distance, do not turn your back, and stay seated if possible. Always sit near an open door.
- Be calm and non-confrontational and allow the person to describe the problem.
- NEVER touch the individual yourself or try to remove him/her from the area. Even a gentle push or holding the person's arm may be interpreted as an assault by an agitated individual. They could respond with violence towards you or file a lawsuit later.
- Set limits to indicate the behavior change needed to deal with the concern, e.g. "Please stop shouting or I'll have to ask you to leave."
- Do not mention discipline or the police if you fear an angry or violent response.
- If the situation escalates, find a way to excuse yourself, leave the room, and get help.

### IF A WEAPON IS PRESENT OR VIOLENCE APPEARS TO BE IMMINENT

- Call 911 immediately.
- Do not attempt to intervene physically or deal with the situation yourself.
- Get yourself and others to safety as quickly as possible.

# Fire Procedures

- All fires must be reported to **911** (remember you have to dial a 9 to get an outside line at your location).
- Alert Board Members as soon as safely possible
- Alert others in the area by:
  - Shouting to others in the immediate area (fire, fire, fire)
- If the fire is small or confined **and you are trained**, attempt to extinguish it with a fire extinguisher.
- If you are told to evacuate, use the nearest exit to the safe assembly area.
- Use caution, there may be areas in or around the building you need to avoid.



## Building Evacuation

If you are instructed to evacuate:

- Evacuate by the nearest exit.
- Remain calm and assist others as needed.
- **DO NOT** attempt to return to the building
- Move out and away from the building to the safe assembly area
- Be on the alert for incoming emergency vehicles as you are evacuating the building.
- **DO NOT** leave the safe assembly area until the officer in charge announces the all clear.
- Stay with your evacuation group for a head count by section/unit supervisors.

# Severe Weather

- If you receive an announcement to seek shelter, please evacuate to the area designated as **TORNADO SHELTER**.
- Remember your options: center hallway or get under something sturdy as a last resort. Stay away and clear of all glass.

## Severe Weather Shelters

*Please familiarize yourself with these shelters so that you know where to go in the case of severe weather.*

### **Office**

- Men's and women's restrooms
- Entire back hallway near the upper canteen

# Earthquake Procedures

- ***Indoors: Drop, cover, and hold on.*** Drop to the floor; take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops. If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. Do not go outside!
- ***Outdoors:*** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.
- ***Driving:*** Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.



# Hazardous Material Incidents

- Hazardous material incidents, to include chemical spills and leaks, must be reported to **911** and the Board of Director's.
  - Evacuate the immediate area
  - Alert others to the hazardous condition
  
- If you are instructed to evacuate follow the established procedures as given in the Building Evacuation section. Once at your assembly area await further direction.
  
- If you are instructed to “shelter-in-place” remain indoors and wait for further direction.

# Mail-Delivered Threats

- Call your supervisor Assigned staff will contact emergency personnel if needed.
- Listed below are some warning signs for SUSPICIOUS MAIL and WHAT TO DO if you receive a letter or package that you suspect of containing ANTHRAX or any other dangerous GERM.

## • SUSPICIOUS MAIL:

- Unexpected mail
- No return address or unfamiliar return address
- Excessive postage
- Message reading “personal” or “to be opened by addressee only”
- Postmark does not match return address
- Lopsided or bulky
- Strange odor or ticking sound
- Mailed from a foreign country
- Excessive wrapping, tape or string
- Oily stains, discoloration or crystallization on wrapper



## How to Handle Suspicious Mail

- Don't open it. Double bag the suspicious mail in a sealed plastic bag. USE LATEX GLOVES. If you can't find a container, cover the envelope or package with clothing, paper, or a trash can and DON'T remove this cover.
- Leave the room and close the door. Keep others from entering the room.



- Call your supervisor and the Board of Director's and explain the situation. Assigned staff will contact emergency personnel if needed.
- Remove contaminated clothing and put it into a plastic bag that can be sealed. Give to Law Enforcement.
- Shower with soap and water as soon as possible. **DO NOT USE BLEACH OR DISINFECTANT ON YOUR SKIN.**
- List all people who were in the area when the suspicious letter or package was recognized. Give this list to law and health officials for follow-up investigations.

### Envelope with Powder & Powder Spills on Surface

**DO NOT** try to clean up the powder. Cover the spilled contents **IMMEDIATELY**.

- Then leave the room and close the door.
- Wash your hands with soap and water.
- Call your supervisor. Assigned staff will contact emergency personnel if needed.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag that can be sealed. Give bag to emergency personnel. Shower with soap and water as soon as possible.



# Workplace Violence

- The Farmdale Water District does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel.
- This includes verbal and physical harassment, verbal and physical threats and any actions that may cause others to feel unsafe in their workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur.

## Resources.

- All threatening incidents will be investigated by management and documented in personnel files.
- Call your supervisor if the harm is imminent or potentially dangerous, immediately call **911**.

# Active Shooter

- In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:
  - **RUN:** If there is an accessible escape path, attempt to evacuate the premises.
  - **HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
  - **FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- Remain calm and follow instructions.
  - Put down any items and immediately raise your hands while spreading your fingers.
  - Avoid making any sudden movements and keep your hands visible at all times.
- If possible, immediately report the threat to **911**.
  - If you can safely call another number, report the situation to your supervisor and/or the Board Director

Your name: \_\_\_\_\_

**Ask:**

1. Who are you?
2. Where are you?
3. What do you want from us?
  
4. What are you going to do?
  
5. Why are you doing this?

**Caller's Exact Words:**

**Try to estimate the following while speaking to the caller:**

Adult \_\_\_\_ Teen \_\_\_\_ Child \_\_\_\_

Approx. Age. \_\_\_\_\_

**Circle any and all characteristics that apply to the caller:**

**Voice:**

- Loud
- Highly pitched
- Raspy
- Soft
- Deep
- Pleasant
- Monotone

**Speech:**

- Fast
- Distinct
- Stutter
- Slurred
- Slow
- Distorted
- Nasal
- Lisp

**Manner:**

- Calm
- Rational
- Coherent
- Deliberate
- Righteous
- Angry
- Irrational
- Incoherent
- Laughing
- Crying

**Background Noise:**

- Talking
- Laughing
- Music (describe \_\_\_\_\_)
- Machinery
- Typing
- Traffic
- Trains
- Planes
- Boats
- Restaurant/Bar
- Party
- Quiet

**Word Choice:**

- Very educated
- Average
- Poor
- Foul
- Other \_\_\_\_\_

**Accent:**

- Local
- Foreign
- Race
- Region

# Violence Documentation Form

Report Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Date/Time of Incident:	Date/Time Reported:
Reported To:	Reported By:
Location:	Type of Incident:
Perpetrator:	Victim:
Witnesses:	
Describe the Incident:	
List Actions Taken in Response:	



## Bomb or Other Security Threats

- If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible.
- Call **911** immediately to report the incident.
- Notify your Supervisor
- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at **911** or the **assigned building services staff**.
- If an evacuation is ordered, please follow instructions closely and leave the building for the safe assembly area.

### **How to define Difficult, Irate and Threatening calls:**

**Difficult calls:** Calls that are complex or challenging and involve customers of issues such as cut-offs, calls that are “bad news” for the workers

**Irate calls:** Calls where the member is upset, verbally abusive, cursing, condescending, irrational, etc.

**Threatening calls:** Calls where an individual threatens harm to Farm Dale Water or themselves or

other individuals.

### **How to Handle Difficult or Irate Calls:**

- Focus the conversation towards pertinent details.
- Stay polite but firm with your responses.
- Empathize when the situation calls for it.
- Advise that you are trying to help.
- Apologize for the inconvenience the issues caused. Do not admit fault if it is inappropriate.
- Control the call. Maintain your tone of voice as a raising or lowering can further fuel tensions.
- Warn the Customer once that this type of communication is inappropriate and if they continue to speak in this manner the call will be terminated. If this occurs, you may disconnect the call. Make Journal entries documenting the event a Do not embellish Journal comments should remain

- When a person makes a threat on the phone, regardless of where it was directed, this must be reported to your Supervisor.
- Threats are very serious and must not be taken lightly.
- The procedure for a threatening call is different than for difficult or irate calls.
- Remain calm.
- Keep talking. Don't hang up.
- Signal a co-worker or management to assist you.
- Ensure the call is being recorded; if not, document the
- Try to obtain name, location, and phone number if possible.
- Repeat questions if necessary.
- Engage agency emergency contact/management.

### **Threatening and/or abusive office visitors:**

When an office visitor is threatening and/or abusive

- Keep the office door open. If Desktop recording available, use it. (Note-not everyone has this tool).
- Use the same techniques as mentioned above for a threatening/abusive call.



When working on weekends or outside of the standard business hours of Monday – Friday from 8:00 AM to 4:30PM, should an unauthorized person attempt to gain access to Farmdale Water building, please follow these steps:

**If feeling threatened, call 911.**

- Contact your supervisor or another management team to alert them to the situation. Management will notify the Facilities Board p
- If your supervisor is not on premises, contact them immediately with details of the incident.

## RESPONDING TO LIGHTNING

Lightning strikes are responsible for around 51 deaths and hundreds of injuries in the US each year. Unfortunately, delayed response to the threat of lightning leads to many of these deaths and injuries. Use this checklist to help you prepare to protect yourself from a lightning incident.

### PREPARE FOR LIGHTNING

- Remember the phrase, “When thunder roars, go indoors.”
- If you hear thunder, immediately seek shelter inside. The best place to take shelter is in a building or vehicle with a hard top.
- Stay away from bodies of water including pools, lakes, and oceans.

### DURING EXTREME LIGHTNING

- Wait inside for at least 30 minutes after you hear the last clap of thunder.
- Avoid showering, taking a bath, or using water sources, as metal piping may conduct electricity.
- Do not use a phone connected with a cord, unless it is an emergency.
- Disconnect all appliances, computers, televisions, and other important electrically powered items to prevent damage from power surges.
- If caught outside during a lightning storm, do NOT take shelter near tall or isolated trees. Take shelter in a low-lying area with small, dense tree coverage.
- If you or someone near you is struck by lightning, call 911 immediately. If they are unconscious, perform CPR (if trained and certified to do so) until first responders arrive.

### AFTER A LIGHTNING STORM

- Lightning typically comes with thunderstorms and intense rain, so be aware of flash flooding.
- Be aware of possible downed trees and power lines.
  
- Most people who are struck by lightning survive, but may have long-term debilitating symptoms. These may include damage to the nervous system, permanent or temporary hearing and vision loss, broken bones, and burns.

### REMEMBER

- There is no danger of electric shock from touching a person who has been struck by lightning.
- “Heat lightning” is a myth; the lightning is in fact too far away to hear the thunderclap.

### **During a Tornado**

- Follow the instructions given by local emergency management officials.
  - Know the difference between a tornado watch and a tornado warning.
  - If you're inside, stay away from the windows and seek cover in a basement. If you don't have a basement in your office, go to the lowest floor of the building and seek shelter in a small center room (such as a bathroom or closet), under a stairwell or in an interior hallway with no windows.
  - If you're caught in the middle of a tornado while in your car, stay put.
- 

### **After a Tornado**

- Account for all employees.
- Address staff injuries. For those severely injured, call 911.
- When safe, inspect both the exterior and interior of the building for damage.
- Avoid downed power lines.
- Communicate with employees, customers and vendors to let them know the status of your business.
- Review your plan to determine what worked and what areas needed improvement.

# What is Excavation Safety?

Excavation Safety is a standardized set of safety precautions for trenching and excavation to eliminate hazards and control risks in compliance with regulations. It is also referred to as Trenching and Excavation Safety as often cited by the U.S. Occupational Safety and Health Administration (OSHA).

## Excavation Safety

Eliminate hazards and control risks by implementing precautions in excavations and trenches with:



**Pre-planning**



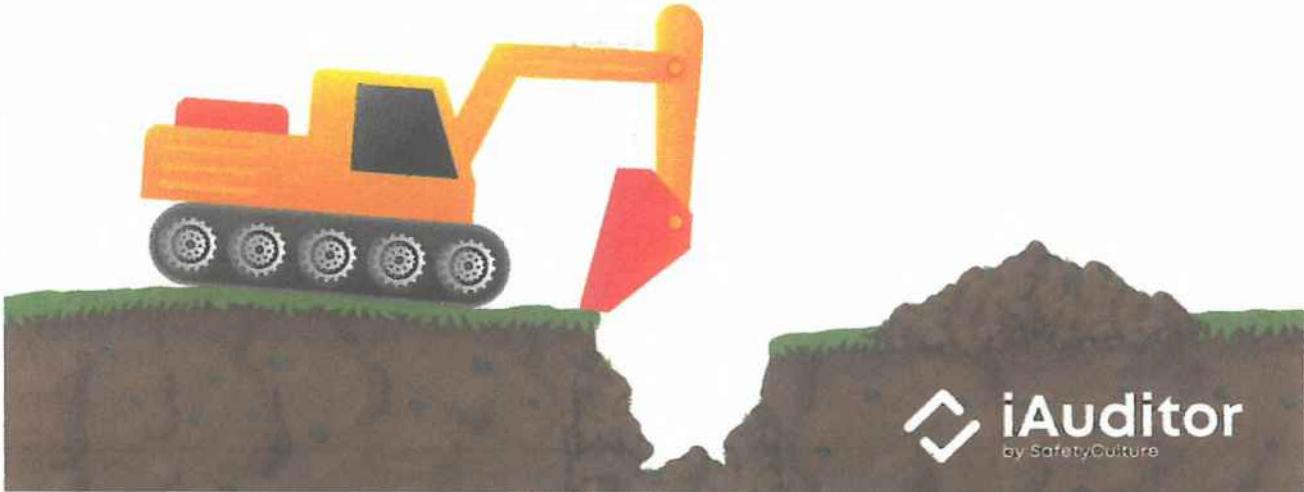
**Protective Systems**



**Safety Measures**



**Inspections**



---

## What are OSHA Excavation Standards?

OSHA excavation standards are specifications of requirements for trenching and excavation, including protective systems. [In U.S. federal regulations](#), OSHA standards for excavations are specifically found in Title 29 (Labor) Part 1926 (Safety and Health Regulations for Construction) Subpart P (Excavations), or 29 CFR 1926 subpart P. The excavation regulation also contains appendices for the following:

- Soil Classification;
- Sloping and Benching;
- Timber Shoring for Trenches;
- Aluminum Hydraulic Shoring for Trenches;
- Alternatives to Timber Shoring; and
- Selection of Protective Systems.

---

## What is the Difference Between Trenching and Excavation?

The scope and application of excavation standards states that excavations include trenches which means that a trench is a type of excavation. Moreover, a trench is further defined as a narrow excavation in relation to its length, and it is generally greater in depth than width. The main difference is that “excavation” is the umbrella term that encompasses any man-made cut in an earth surface, including trenches. While a trench can be called a trench excavation and all trenches are excavations, not all excavations are made up of trenches only.

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## Why is Excavation and Trench Safety Important?

Excavation and trenching are amongst the most dangerous operations in the

inspections can reduce hazards and serious risk of injury. Safety inspections should check for the type of excavation being conducted, support and warning systems in place, access areas, weather conditions, heavy equipment, and PPE.

**Stop and Think Through the Task**

- Do I clearly understand what is required?

Yes

No

N/A

- Am I trained to do the work and familiar with the equipment/task?

Yes

No

N/A

- Are the tools and equipment in a safe condition?

Yes

No

N/A

- Do I have approved documentation for the task?

Yes

No

N/A

- Have I informed others who may be affected by my work?

Yes

A cave-in is probably the deadliest excavation hazard, where walls can suddenly collapse without warning, workers do not have time to move out of the way, and cubic yards of dirt can fatally crush and suffocate. U.S. Bureau of Labor Statistics data reveal that 3 out of 4 excavation-related fatalities are caused by cave-ins.

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## What are the Safety Measures for Excavation?

An OSHA investigation reported that the main reason why trenches collapse is that they are not properly protected. Protective systems such as sloping the ground, benching the ground, shoring the trench with supports such as planking or hydraulic jacks, and shielding the trench using a trench box should be properly implemented at all times.

Other excavation safety measures include:

- Collapsing should be avoided by supporting the sides by either battering them or supporting them with sheets.
  - Materials from the excavation should be stored at a safe distance from the excavation, this will help reduce the risk of them falling onto people.
  - Adding barriers to excavation is an essential precaution to avoid people falling into the excavation.
  - It is safer if vehicles are kept completely out of the excavation area, but if required the use of barriers and stop-blocks should help mitigate that danger.
  - Cable, pipe, and service plans should be used to ensure that underground services are known so they can be marked on the ground or, ideally, the area avoided entirely.
  - Around the areas where there are underground services, mechanical equipment should be avoided and instead use spades and/or shovels.
  - Picks and forks should be avoided as they are more likely to pierce cables and pipes.
  - Flooding can be avoided by ensuring that there is appropriate pumping equipment so that any water that seeps into the excavation can be easily pumped out to a safe area.
- 

## Examples of Excavation Protection

[OSHA](#) requires employers to implement protective measures for the safety of employees, contractors, and [subcontractors](#) before they can work on and near

- **Structural ramps** – whether for the exclusive use of employees or of equipment around excavations, structural ramps must be built according to the design of a competent person.
- **High-visibility vests** – employees who are not only working around excavations but are also exposed to public traffic must wear high-visibility vests or clothing with similar reflective material.
- **Warning signs** – mobile equipment operators who do not have easy visibility of the edge of excavations should be able to see warning signs such as barricades which will indicate proximity to excavations.
- **Testing** – the condition of the atmosphere in and around excavations must be tested to ensure that it is safe even before employees are allowed to work at the site.
- **Emergency equipment** – equipment such as stretchers, harness, etc. should be available in case of an emergency.
- **Regular inspections** – Inspections conducted daily by designated competent persons can help reinforce excavation safety protection implemented for employees. Inspections conducted before shift starts can proactively catch and address safety issues.



# Hazardous Material Incidents

- Hazardous material incidents, to include chemical spills and leaks, must be reported to **911** and the Board of Director's.
  - Evacuate the immediate area
  - Alert others to the hazardous condition
  
- If you are instructed to evacuate follow the established procedures as given in the Building Evacuation section. Once at your assembly area await further direction.
  
- If you are instructed to “shelter-in-place” remain indoors and wait for further direction.

# **EXHIBIT I**

## **Farmdale Monthly Safety Meeting Attendance Sheets**

# Farmdale water monthly safety meeting attendance sheet

Date: 8/18/23

Chris Ralph x Chris Ralph

Mark Maddox x Mark Maddox

Mike Heatt x Mike Heatt

Deavon Johnston x ~~[Signature]~~

Jan Sanders x Jan Sanders

# Farmdale water monthly safety meeting attendance sheet

Date: 9/14/23

Chris Ralph x Chris Ralph

Mark Maddox x Mark Maddox

Mike Heatt x Mike Heatt

Deavon Johnston x ~~Deavon Johnston~~

Jan Sanders x Jan Sanders

# Farmdale water monthly safety meeting attendance sheet

Date: 10/19/23

Chris Ralph x Chris Ralph

Mark Maddox x Mark Maddox

Mike Heatt x Mike Heatt

Deavon Johnston x \_\_\_\_\_

Jan Sanders x Jan Sanders

# **EXHIBIT J**

**Letter Granting Filing Extension  
and Confirmation Receipt for  
June 28, 2023 Filing of Annual Report**



Andy Beshear  
Governor

Rebecca W. Goodman  
Secretary  
Energy and Environment Cabinet

Commonwealth of Kentucky  
**Public Service Commission**  
211 Sower Blvd.  
P.O. Box 615  
Frankfort, Kentucky 40602-0615  
Telephone: (502) 564-3940  
psc.ky.gov

Kent A. Chandler  
Chairman

Angie Hatton  
Vice Chairman

Mary Pat Regan  
Commissioner

May 24, 2023

**TRANSMITTED VIA EMAIL**

Re: Farmdale Water District's Extension of Time Request for filing the 2022 Annual Financial and Statistical Report

To Whom It May Concern:

The Kentucky Public Service Commission received your request for an extension of time for filing the 2022 Annual Financial and Statistical Report (Annual Report), pursuant to 807 KAR 5:006, Section 4(3)(e). Please be advised you now have until June 30, 2023, to electronically submit the 2022 Annual Report.

This Annual Report extension shall not be cited as precedent in support of future requests and the Commission expects you to make every effort to eliminate the need for an extension for subsequent reports.

If you have questions regarding this matter, please do not hesitate contacting me.

Sincerely,

  
Linda C. Bridwell  
Executive Director

LCB/bb

**Confirmation Receipt**

**Water Districts & Associations Class  
A&B**

**21700 Farmdale Water  
District**

**FROM 01/01/2022 TO  
12/31/2022**

Utility has marked all schedules as complete.

6/28/2023 11:15:02 AM