

COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION

IN THE MATTER OF:

ELECTRONIC INVESTIGATION INTO POSSIBLE  
VACANCIES ON THE BOARD OF COMMISSIONERS  
OF CUMBERLAND COUNTY WATER DISTRICT

}  
}  
} CASE NO.  
} 2023-00234  
}  
}  
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RESPONSE TO ORDER  
&  
NOTICE OF FILING

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Comes now **CUMBERLAND WATER DISTRICT** (hereinafter "District") in Response to Order, and gives notice of the attached *Policies and Procedures* which were adopted by the District at the February 12, 2024 meeting. These policies were discussed and developed by General Manager Dyer, District Chairman, and counsel over the course of several months, and ultimately adopted formally at the Feb. 12, 2024 meeting of the District.

Respectfully Submitted,

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

**CERTIFICATE OF SERVICE**

The foregoing was served by electronic filing this 21<sup>st</sup> day of February 2024.

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

# PROPOSED POLICIES & PROCEDURES

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## CUMBERLAND COUNTY WATER DISTRICT

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

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

[END OF DOCUMENT]

*DN*  
*2/12/24*