

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC APPLICATION OF)	
WARREN COUNTY WATER)	
DISTRICT FOR AN ADJUSTMENT)	CASE NO. 2024-00200
OF RATES FOR WATER SERVICE)	

RESPONSE OF

WARREN COUNTY WATER DISTRICT

TO

COMMISSION STAFF’S FIRST REQUEST FOR INFORMATION

DATED JULY 22, 2024

Filed: August 13, 2024


COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC APPLICATION OF)	
WARREN COUNTY WATER)	
DISTRICT FOR AN ADJUSTMENT)	CASE NO. 2024-00200
OF RATES FOR WATER SERVICE)	

**RESPONSE OF WARREN COUNTY WATER DISTRICT TO
COMMISSION STAFF’S FIRST REQUEST FOR INFORMATION**

Warren County Water District (the “District”) submits its Response to
Commission Staff’s First Request for Information.



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Counsel for Warren County Water District

CERTIFICATE OF SERVICE

In accordance with 807 KAR 5:001, Section 8, and the Public Service Commission's Order of July 22, 2021 in Case No. 2020-00085, I certify that this document was transmitted to the Public Service Commission on August 13, 2024 and that there are currently no parties that the Public Service Commission has excused from participation by electronic means in this proceeding



Counsel for Warren County Water District

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION


In the Matter of:

ELECTRONIC APPLICATION OF)	
WARREN COUNTY WATER)	
DISTRICT FOR AN ADJUSTMENT)	CASE NO. 2024-00200
OF RATES FOR WATER SERVICE)	

**CERTIFICATION OF RESPONSE OF
WARREN COUNTY WATER DISTRICT
TO COMMISSION STAFF'S
FIRST REQUEST FOR INFORMATION**


This is to certify that I have supervised the preparation of Warren County Water District's Responses to Commission Staff's First Request for Information as required by 807 KAR 5:001, Section 4(12)(d)(2)(b). The Response submitted on behalf of Warren County Water District is true and accurate to the best of my knowledge, information, and belief formed after a reasonable inquiry.

Date: August 13, 2024



Jacob Cuarta, General Manager
Warren County Water District

COMMONWEALTH OF KENTUCKY)
) SS:
COUNTY OF WARREN)



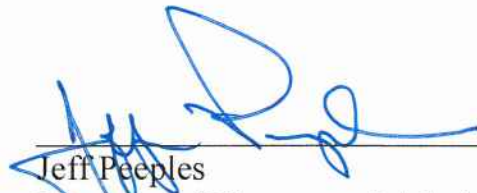
Jacob Cuarta
General Manager
Warren County Water District

Notary ID: K4NP83115

SWORN CERTIFICATION AND VERIFICATION

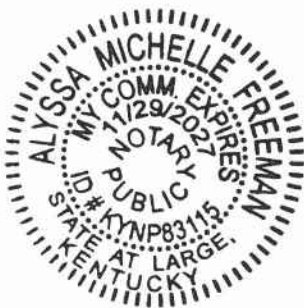
COMMONWEALTH OF KENTUCKY)
) SS:
COUNTY OF WARREN)

The undersigned, Jeff Peeples, being duly sworn, deposes and states that he, as Manager of Finance and Administration for Warren County Water District, has personal knowledge of the matters set forth in the responses for which he is identified as the witness in Kentucky Public Service Commission Case No. 2024-00200, and the answers contained therein are true and correct to the best of his information, knowledge, and belief.



Jeff Peeples
Manager of Finance and Administration
Warren County Water District

Subscribed and sworn to before me, a Notary Public in and before said County and State, this 13 day of August 2024.





Alyssa Freeman
Notary Public

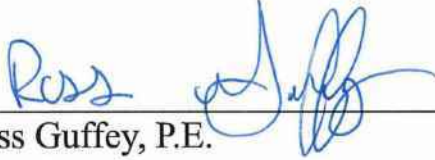
My Commission Expires: 11/29/2027

Notary ID: KYNP83115

SWORN CERTIFICATION AND VERIFICATION

COMMONWEALTH OF KENTUCKY)
) SS:
COUNTY OF FAYETTE)

The undersigned, Ross Guffey, being duly sworn, deposes and states that he, as a licensed professional engineer with HDR Engineering, Inc., has personal knowledge of the matters set forth in the responses for which he is identified as the witness in Kentucky Public Service Commission Case No. 2024-00200, and the answers contained therein are true and correct to the best of his information, knowledge, and belief.



Ross Guffey, P.E.
Water/Wastewater Manager
HDR Engineering, Inc.

Subscribed and sworn to before me, a Notary Public in and before said County and State, this 9th day of August 2024.



Notary Public

My Commission Expires: 6/20/2028

Notary ID: KY NP89582

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-1

**Responding Witnesses: Jeff Peeples, Manager of Finance and Administration
and Jacob Cuarta, General Manager**

- Q 1-1. Provide copies of each of the following, and when appropriate, provide in Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible:**
- 1a. The general ledger for the calendar years ended December 31, 2022 and 2023, and the trial balance for the calendar year 2022 and 2023.**
 - 1b. Adjusted trial balance showing unaudited account balances, audit adjustments, and audited balances for the calendar years 2022 and 2023.**
 - 1c. Minutes from Warren District's commissioner meetings for the calendar years 2022, 2023, and 2024.**
 - 1d. Certificates of insurance policies and most recent invoices for each coverage component for 2022, 2023 and 2024, if available.**
 - 1e. Using a table format, provide an Excel spreadsheet format with all formulas, rows, and columns fully accessible and unprotected that, for each Warren District Water Division employee in 2022, 2023 and 2024, and for the pro forma calculation, describe job titles, and state the hours worked, pay rates, total regular wages, overtime paid, and total FICA cost. Include the date the employee was hired and, if applicable, the employee's termination date. If a position is recently vacated but the intent is to fill it, note the vacancy and the amount of time that it has been vacant.**

- 1f. A list that describes all employee benefits, other than salaries and wages, paid to, or on behalf of, each employee for each of the previous five years.**
- 1g. Using the same table described in Item 1f, list each employee's benefit, the employee's contribution, the employer's premium contribution, and both the percentage and adjustment based on Bureau of Labor Statistics (BLS) contribution rates. For the health insurance benefit provided to each employee designate the coverage type (i.e., single, family, couple, or parent plus). If benefits other than medical insurance are provided, include a total column for the cost of all benefits excluding the BLS adjustment.**
- 1h. A document listing the name of all Board of Commissioners (Board) for each of the five previous years, and state, individually, the total amount of each benefit paid to, or on the behalf of, each commissioner during each year (i.e., wages, health insurance premiums, life insurance premiums, FICA taxes, etc.).**
- 1i. Provide Fiscal Court minutes that authorize the initial appointment, each reappointment, and specify the salary of each board member.**
- 1j. Provide a list of trainings for each current Board member, any related records documenting that each Board member attended training, or if unable to provide the requested records, provide an explanation as to why the records are unavailable.**

A 1-1.

- 1a. The general ledgers for calendar years 2022 and 2023 are filed separately in Excel spreadsheet format as **Exhibit_1-1a_2022GL** and **Exhibit_1-1a_2023GL**. Because of the size of the general ledgers, a version in portable document format has not been filed.**

The trial balances for calendar years 2022 and 2023 are also filed separately as **Exhibit_1-1a_2022TB** and **Exhibit_1a_2023TB**.

- 1b. See **Exhibit_1-1b_2022** for the Adjusted Trial Balance for the calendar year 2022 and **Exhibit_1-1b_2023** for the Adjusted Trial Balance for the calendar year 2023.
- 1c. The minutes from Warren District's commissioner meetings for the calendar years 2022, 2023, and 2024 are attached as **Attachment 1-1c**.
- 1d. Certificates of insurance policies and the most recent invoices for each coverage component for 2022, 2023, and 2024 are included in **Attachment 1-1d**.
- 1e. See **Exhibit_1-1e** for an Excel spreadsheet that provides the requested employee wage data for total District operations and the District's Water Division in 2022, 2023, and 2024, and the pro forma calculation.
- 1f. Employee benefits paid to or on behalf of the District's employees in the previous five years include five insurance benefits—Medical & Prescription Insurance, Dental Insurance, Vision Insurance, and Basic Life & Accidental Death and Dismemberment (“ADD”)

Insurance, Long Term Disability Insurance—and two retirement benefits—the NRECA Retirement Security Pension Plan (“R&S Plan”) and a 401(a)/457(b) Plan. See **Attachment 1-1f** for a more detailed description of Warren District’s employee fringe benefits.

- 1g. See **Exhibit_1-1g** for the current employee and employer contribution rates for each employee benefit. For the period from 2019 through 2023, the employee benefits and employee contribution rates to those benefits have remained unchanged. This Exhibit makes no calculation of any adjustment based upon the national average private employer contribution rate as determined by the U.S. Bureau of Labor Statistics. In Case No. 2019-00053, the Public Service Commission established “a policy delineating when a utility's employees’ insurance contribution levels are sufficient to avoid Commission adjustment of the contributions to the national average” and declared that “as long as the employee contribution rate for health insurance is at least 12 percent, it will not make a further adjustment to the national average.”¹ All District employees are required to pay at least thirty (30) percent of the cost

¹ *Electronic Application of Jackson Purchase Energy Corporation for a General Adjustment in Existing Rates*, Case No. 2019-00053, Order at 7 (Ky. PSC June 20, 2019).

of their medical insurance premiums. As District employee contributions significantly exceed this twelve (12) percent level, no adjustment is required.

- 1h. See **Attachment 1-1h** which reflects total benefits paid to or on behalf of each member of the District's Board of Commissioners for the years 2019 through 2023. The District provides only a salary consistent with KRS 74.020 and pays Federal Insurance Contribution Act taxes on that salary. These benefits are allocated equally to each operating division.
- 1i. The Orders of the Warren County Fiscal Court appointing Vince Berta, Thomas (Tad) Donnelly, Dion Houchins, R. Harvey Johnston III, and Tim Kanley to Warren District's Board of Commissioners are attached to this Response as **Attachment 1-1i**.

On March 20, 1998, the Warren County Fiscal Court approved an adjustment of the salaries of Warren County Water District Commissioners to "the amount equal to the maximum allowable under the Kentucky Revised Statutes. . . ." Included in **Attachment 1-1i** is a copy of the page from the Warren County Fiscal Court's record of Orders for March 20, 1998, with the applicable portion highlighted.

- 1j. Since January 1, 2022, the current members of the District's Board of Commissioners attended the following accredited water management programs: Seventh Annual Utility Law Series (2022);² Kentucky Rural Water Association ("KRWA") 2023 Management Conference;³ and KRWA 2024 Management Conference.⁴ See **Attachment 1-1j** for evidence of their attendance.

Of the District's current commissioners, Commissioners Tim Kanaly, Vince Berta and Dion Houchins were appointed following the enactment of KRS 74.020(8) and attended twelve (12) hours of new commissioner training within twelve (12) months of their initial appointment. For evidence of their attendance, see **Attachment 1-1j**. Commissioners R. Harvey Johnston III and Thomas Donnelly were initially appointed in 1994 and 2006, respectively. Each has served continually since initial appointment and, therefore is not required to attend new commissioner training. See PSC Staff Opinion 2014-017.

² *Electronic Application of Kentucky Rural Water Association for Accreditation Approval of Commissioner Training and Continuing Education Credit*, Case No. 2022-00320, Order (Ky. PSC Jan. 10, 2023).

³ *Electronic Application of Kentucky Rural Water Association for Accreditation Approval of Commissioner Training and Continuing Education Credit*, Case No. 2023-00023, Order (Ky. PSC June 7, 2023).

⁴ *Electronic Application of Kentucky Rural Water Association for Accreditation Approval of Commissioner Training and Continuing Education Credit*, Case No. 2024-00009, Order (Ky. PSC May 1, 2024).

Attachment 1-1c

Minutes of Meetings of Board of Commissioners

Minutes of 2022 Board of Commissioners Meetings

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Tuesday, January 25, 2022, at 2:00 p.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins - Treasurer and Tim Kanaly. Also present were Hamp Moore – Attorney, John Dix – General Manager, Ryan Leisey - Manager of Engineering and Construction, Jeff Peebles – Manager of Administration and Finance, and Jill Harmon – Manager of HR and Communications.

Mr. Johnston called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED** Mr. Kanaly made a motion to approve the minutes of the meeting of December 28, 2021. Mr. Houchins seconded the motion, and all voted "aye".

**OPERATING
REPORTS** Mr. Peebles presented the Operating Reports ending December 2021 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Houchins seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT** There were none.

**ATTORNEY'S
REPORT** Mr. Moore reported that he has been working on the closing for the Russellville Road property. He is anticipating a February closing date.

**LIST OF
ACCOUNTS** Mr. Houchins made a motion to transfer the list of accounts dated January 2022 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT** The General Manager reported on the following:

1. The 2021 General Manager's Report was reviewed. The Report highlights the past year's performance financially and operationally and the continual impacts that are being caused by the Covid-19 pandemic. The 2021 accomplishments were discussed along with goals for 2022, including proposed capital improvement projects.

2. Ms. Harmon reviewed the proposed revisions in Operating Policy No. 101. The primary purpose of the changes is to require employees to stay in a position for 12 months before applying for other positions excluding promotional opportunities. Mr. Kanaly made a motion to approve the revisions. Mr. Donnelly seconded the motion, and all voted "aye."
3. The bids for the Southwest Parkway water and sewer extensions were reviewed. The design included a baseline configuration necessary for the development that would be funded by the property owner along the Southwest Parkway and an alternative design that would increase the sewer line size from 12" to 18" that could serve additional areas in the region that would be funded by the District. A total of four bids were received with Cumberland Pipeline, LLC, being the low bidder in the amount of \$1,407,385.00 for the baseline configuration and \$101,176.00 to upgrade from 12" to 18" on the sewer line. Mr. Kanaly made a motion to approve the total bid of Cumberland Pipeline, LLC for \$1,508,561.00 with the developer paying \$1,407,385.00 and the District funding the upgrade in the amount of \$101,176.00. Mr. Houchins seconded the motion, and all voted "aye."
4. The leak adjustments for [REDACTED], [REDACTED], [REDACTED] and [REDACTED] were reviewed.
5. Mr. Leisey reported on construction projects including Hillview Place Apartments to provide emergency housing after the tornados of December.
6. Disinfection Byproducts testing will be performed during the second week of February.
7. The District achieved the 250,000-hour milestone without a lost time accident.

CLOSED SESSION

In accordance with KRS Section 61.810 the Board, Mr. Kanaly made a motion to enter into closed session to discuss personnel matters. Mr. Donnelly seconded the motion, and all voted "aye."

OPEN SESSION

Mr. Houchins made a motion to return to regular session. Mr. Donnelly seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
ANNUAL REVIEW**

The General Manager's annual performance evaluation was completed.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Houchins seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Tuesday, February 22, 2022, at 4:00 p.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins - Treasurer and Tim Kanaly. Also present were Hamp Moore – Attorney, John Dix – General Manager, Ryan Leisey - Manager of Engineering and Construction, Jeff Peeples – Manager of Finance and Administration, and Jill Harmon – Manager of HR and Communications.

Mr. Johnston called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Donnelly made a motion to approve the minutes of the meeting of January 25, 2022. Mr. Kanaly seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending January 2022 and Budget Comparison. Mr. Donnelly made a motion to approve the Operating Reports. Mr. Kanaly seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT There were none.

ATTORNEY'S REPORT Mr. Moore reported that the closing for the Russellville Road property is scheduled for Monday, February 28th.

LIST OF ACCOUNTS Mr. Houchins made a motion to transfer the list of accounts dated February 2022 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

GENERAL MANAGER'S REPORT The General Manager reported on the following:

1. The memorandum from the General Manager regarding the recommendation for professional service for the 2022-2027 CIP Funding and Rate Case was reviewed. Mr. Kanaly made a motion to authorize the General Manager to establish professional services agreements with Raymond James, Lexington, KY for Bond Services, Rubin

& Hays, Louisville, KY for Bond Counsel, Stoll, Keenon, Ogden PLLC, Louisville, KY for the Rate Case with the PSC and Cole & Moore, P.S.C. for support with the Rate Case. Mr. Houchins seconded the motion, and all voted "aye."

2. Mr. Leisey reviewed the bids for the Pleasant Hill Tank Painting and Repair. A total of seven bids were received with Mohon Blasting & Coatings, Beechmont, KY being the lowest bidder in the amount of \$153,000. Mr. Houchins made a motion to approve the bid of Mohon Blasting & Coatings in the amount of \$153,000. Mr. Kanaly seconded the motion, and all voted "aye."
3. Mr. Leisey reviewed the bids for brass and miscellaneous inventory. Bids were received from Consolidated Pipe, Core & Main, and Fortiline Waterworks for a total of \$599,636.33. Mr. Donnelly made a motion to award the bids to Consolidated Pipe & Supply, Core & Main, and Fortiline Waterworks as presented. Mr. Kanaly seconded the motion, and all voted "aye."
4. Change Order #1 for \$1,170,459.40 for water and sewer improvements in the second phase of the Transpark was discussed. The change order will allow the extension of water and sewer service to the new Tyson facility and is completely paid by the ITA. Mr. Donnelly made a motion to approve the change order as presented. Mr. Kanaly seconded the motion and all voted "aye."
5. The 2022 Rates & Allocations between the three utilities were reviewed. Mr. Houchins made a motion to accept the 2022 Rates & Allocations. Mr. Kanaly seconded the motion, and all voted "aye."
6. The leak adjustments for [REDACTED], [REDACTED], and [REDACTED] were reviewed.
7. Mr. Leisey reported on construction projects including Magnolia Hills Subdivision, Carter Crossings, and Buc-ee's in Smiths Grove.
8. The District will be celebrating the achievement of their 250,000-hour milestone without a lost time accident with an outing at Southern Lanes on Friday, March 4th.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Donnelly seconded the motion, and all voted "aye."

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "H. Johnston", written over a horizontal line.

Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Tuesday, March 22, 2022, at 4:00 p.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Vice-Chairman, Dion Houchins – Treasurer and Tim Kanaly. Also present were Hamp Moore – Attorney, John Dix – General Manager, Ryan Leisey – Manager of Engineering and Construction, Jeff Peeples – Manager of Finance and Administration.

Mr. Donnelly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Kanaly made a motion to approve the minutes of the meeting of February 22, 2022. Mr. Houchins seconded the motion, and all voted “aye”.

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending February 2022 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Houchins seconded the motion, and all voted “aye.”

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted “aye.”

COMMISSIONER’S REPORT Mr. Johnson is still in the hospital. Mr. Johnston was re-appointed to the Board by Warren Fiscal Court.

ATTORNEY’S REPORT Mr. Moore reported that the closing for the Russellville Road property is complete. The escrow account for the proposed water and sewer lines has been fully funded.

LIST OF ACCOUNTS Mr. Houchins made a motion to transfer the list of accounts dated March 2022 for collection. Mr. Kanaly seconded the motion, and all voted “aye.”

GENERAL MANAGER’S REPORT The General Manager reported on the following:

1. Proposals for Architectural Services were received from two agencies, JKS Architects of Hopkinsville and PFGW of Paducah. The Building Committee conducted interviews of both firms and was unanimous in recommending PFGW. Mr. Houchins made a motion to authorize the General Manager to negotiate a contract with PFWG with a fee not

to exceed 5.5%. Mr. Kanaly seconded the motion, and all voted "aye."

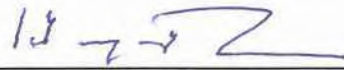
2. A proposed corridor from the water and wastewater treatment plants to the expansion of the third phase of the Transpark for a new water and wastewater transmission system was reviewed. The proposed corridor for the new transmission facilities will significantly improve capacity and service along Porter Pike near I-65, Bristow Road, and the interchange at Exit 30. Mr. Houchins made a motion to approve the proposed corridor for the necessary improvements. Mr. Kanaly seconded the motion, and all voted "aye".
3. The leak adjustments for [REDACTED] and [REDACTED] were reviewed.
4. Mr. Leisey reported on various construction projects including Magnolia Hills Subdivision, Carter's Crossing Subdivision, and Transpark II water and sewer improvements.
5. Staff conducted an initial meeting with the attorneys of Stoll, Kenon, and Ogden regarding the planned issue of bonds and subsequent rate case to fund the first five years of the Capital Improvement Plan. Staff will be evaluating the best approach including the possible use of short-term Bond Anticipation Notes for interim financing until long term permanent financing can be executed.
6. A professional services proposal for appraisal services for the existing office complex was received from Murphy, Napier, and Associates in the amount of \$5,500. The appraisal is expected to take 4 – 6 weeks. Mr. Houchins made the motion to approve Murphy, Napier, and Associates for the appraisal services. Mr. Kanaly seconded the motion, and all voted "aye".
7. Mr. Houchins reported that the desired candidate, Jacob Cuarta, for the General Manager's position was presented to the Butler County Water System and Simpson County Water District Boards on March 4. Both utilities were in agreement with the selection. Mr. Kanaly made a motion to authorize the hiring of Jacob Cuarta to serve as General Manager upon the retirement of Mr. Dix. Mr. Houchins seconded the motion, and all voted "aye".

8. There have been no lost time accidents.

ADJOURN

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'H. Johnston', is written above a horizontal line.

Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in special session on Monday, April 25, 2022, at 4:00 p.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins - Treasurer and Tim Kanaly. Also present were Hamp Moore – Attorney, John Dix – General Manager, Jacob Cuarta – General Manager in waiting, Ryan Leisey – Manager of Engineering and Construction, Jeff Peeples – Manager of Finance and Administration, Jill Harmon – HR and Communications Coordinator, Lanny White and Shelly Compton with Carr, Riggs, & Ingram.

Mr. Johnston called the meeting to order and determined a quorum was present.

ANNUAL AUDIT Lanny White and Shelly Compton with Carr, Riggs & Ingram presented the Annual Audit. Mr. Houchins made a motion to approve the Annual Audit as presented. Mr. Donnelly seconded the motion, and all voted "aye".

MINUTES APPROVED Mr. Houchins made a motion to approve the minutes of the meeting of March 22, 2022. Mr. Donnelly seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending March 2022 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Donnelly seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Donnelly seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT There were none.

ATTORNEY'S REPORT There were none.

LIST OF ACCOUNTS Mr. Houchins made a motion to transfer the list of accounts dated April 2022 for collection. Mr. Johnston seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Reimbursement Resolution 2022-04-01, a resolution of official intent of the Board of Commissioners of the Warren County Water District to Finance the construction of various extension and improvement projects from the proceeds of proposed issues of tax-exempt revenue bonds in the maximum principal amount of \$27,000,000, was reviewed. Mr. Houchins made a motion to approve the reimbursement resolution. Mr. Kanaly seconded the motion, and all voted "aye."
2. A proposal from Guideline Geo Americas in the amount of \$17,900 for the purchase of a second Ground Penetrating Radar unit was reviewed. The first unit purchased at the end of the last year has had exceptional success. The second unit proposed will assist the Operations group in performing the high volume of line locates with improved accuracy. The item was not budgeted but adequate funds are available for the purchase. Mr. Donnelly made a motion to approve the purchase from Guideline Geo Americas in the amount of \$17,900. Mr. Johnston seconded the motion, and all voted "aye."
3. Ms. Harmon reported on the 2022 Annual Scholarship. The 2022 Recipient will be Enca Faith Edwards of Warren East High School. She will be attending Western Kentucky University and will major in healthcare.
4. Leak Adjustments for [REDACTED] and [REDACTED] were reviewed.
5. Mr. Leisey reported on the construction activity in the District's service area. South Park Commons is a new subdivision in southern Warren County. Pleasant Hill Tank painting is proceeding very well.
6. With the large number of projects to be constructed over the next five years, the District will be preparing Requests for Proposals for engineering firms to perform design of several large projects. Results of proposal requests will be presented to the Board in the future.
7. Due to the substantial construction upcoming with the expansion of the Transpark, the District will hire a new Construction Inspector.

8. The Building Committee will be having a kick-off meeting with representatives of PFGW Architects regarding the new office and operations complex.
9. There have been no lost time accidents.

ADJOURN

Mr. Donnelly made a motion to adjourn. Mr. Houchins seconded the motion, and all voted "aye."

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Harvey Johnston', written over a horizontal line.

Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Tuesday, May 24, 2022, at 4:00 p.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK

Those members present were Tad Donnelly – Vice-Chairman, Harvey Johnston – Secretary, and Dion Houchins – Treasurer. Also present were John Dix – General Manager, Jacob Cuarta – General Manager in waiting, Ryan Leisey – Manager of Engineering and Construction, Jeff Peebles – Manager of Finance and Administration, and Bryan Tillery – Manager of Water Quality and Operations.

Mr. Johnston called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED**

Mr. Houchins made a motion to approve the minutes of the meeting of April 26, 2022. Mr. Donnelly seconded the motion, and all voted "aye".

**OPERATING
REPORTS**

Mr. Peebles presented the Operating Reports ending April 2022 and Budget Comparison. Mr. Donnelly made a motion to approve the Operating Reports as presented. Mr. Houchins seconded the motion, and all voted "aye."

DISBURSEMENTS

Mr. Donnelly made a motion to approve the disbursements for the current period. Mr. Houchins seconded the motion, and all voted "aye."

**LIST OF
ACCOUNTS**

Mr. Houchins made a motion to transfer the list of accounts dated May 2022 for collection. Mr. Donnelly seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT**

Mr. Dix reported that there will be a Joint Planning, Engineering and Finance Committee meeting with BGMU on Thursday, June 14th at 10:00 a.m. (Subsequently moved to 6/28/22). The Commissioners were going to discuss which one will represent the Water District and notify Mr. Dix.

**ATTORNEY'S
REPORT**

There was nothing to report.

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Mr. Leisey reviewed the bids for the Mizpah Tank Fence Replacement. Two bids were received with Quality Fence Company, LLC, Bowling Green, being the lowest bidder in the

amount of \$29,123.00. Mr. Houchins made a motion to approve the bid of Quality Fence Company, LLC in the amount of \$29,123.00. Mr. Donnelly seconded the motion, and all voted "aye."

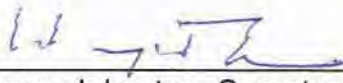
2. An Infrastructure Administration Agreement between the Kentucky Transpark Inter-Modal Transportation Authority, Inc. and Warren County Water District to create an Administration and Management Agreement for the installation of water and sewer improvements for Transpark III was reviewed. Mr. Donnelly made a motion to approve the Agreement. Mr. Houchins seconded the motion, and all voted "aye."
3. Resolution 2022-05-02 Authorizing the Amendment and Restatement of the Retirement Security and/or 401 (K) Pension Plan was reviewed. Mr. Houchins made a motion to approve the Resolution. Mr. Donnelly seconded the motion, and all voted "aye."
4. Resolution 2022-05-03, a Resolution Authorizing the General Manager to Execute Agreements by and between the Water District and CSX Transportation, Inc. Mr. Donnelly made the motion to approve the Resolution. Mr. Houchins seconded the motion, and all voted "aye."
5. Resolution 2022-05-04, a Resolution Designating Check Signing Authority of all checks and disbursements to each of the Commissioners and the General Manager and limited authority to the Manager of Engineering and Construction. Mr. Houchins made a motion to approve the Resolution. Mr. Donnelly seconded the motion, and all voted "aye."
6. Resolution 2022-05-02, a Resolution to Designate an Agent to obtain Federal financial assistance under the Disaster Relief Act or any assistance from the President's Disaster Relief Fund and to provide to the State and Federal Emergency Management (FEMA) assurances and agreements as stated on the Resolution. Mr. Donnelly made a motion to approve the Resolution. Mr. Houchins seconded the motion, and all voted "aye."
7. Mr. Tillery reviewed the 2022 Water Quality Report. The report will be available to all customers on the District's website.
8. Leak Adjustments for [REDACTED], [REDACTED], [REDACTED], [REDACTED], and [REDACTED] were reviewed.

9. Mr. Leisey reported on various construction activities including Pleasant Hill Tank Painting, HWY 185/Penns Chapel Water Main and Countryside Lift Station Rebuild projects. Mr. Leisey also provided updates to subdivision construction in Carter's Crossing, Dove Point and South Park Commons.
10. Mr. Dix reported that there has been internal review of the proposed rate adjustments with BGMU. Mr. Cuarta will bring back the final rate numbers at the June Board Meeting for approval.
11. There have been no lost time accidents.

ADJOURN

Mr. Houchins made a motion to adjourn the meeting. Mr. Donnelly seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Tuesday, June 28, 2022, at 4:00 p.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Vice-Chairman, Harvey Johnston – Secretary, and Dion Houchins – Treasurer, Tim Kanaly, and Vince Berta. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, and Jeff Peeples – Manager of Finance and Administration.

Mr. Johnston called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Houchins made a motion to approve the minutes of the meeting of May 24, 2022. Mr. Kanaly seconded the motion, and all voted "aye."

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending May 2022 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports as presented. Mr. Donnelly seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

WRITE OFF TRANSACTIONS Mr. Houchins made a motion to transfer the write off transactions dated June 2022 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT Mr. Donnelly and Mr. Kanaly attended the BGMU/WCWD Joint Engineering, Planning & Finance Committee Meeting on June 28, 2022. Several items were discussed including BGMU's water treatment plant upgrade, transpark construction project and proposed water and sewer retail rates with BGMU.

ATTORNEY'S REPORT Mr. Moore reported that he will be assisting the General Manager and Human Resources Manager on revising current personnel policies for staff.

ELECTION OF OFFICERS Mr. Kanaly made a motion to elect Mr. Tad Donnelly as Chairman to serve a 2-year term, Mr. Kanaly as Vice Chairman, Mr. Johnston as Secretary, and Mr. Houchins as Treasurer. Mr. Berta seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Resolution 2022-06-06 along with the proposed water and sewer retail rates were reviewed. As a result of increased wholesale costs from BGMU, the pass-through purchase water adjustment will be \$0.37 per 1,000 gallons and the treated sewage adjustment will be \$0.09 per 1,000 gallons. The proposed rates will go into effect on September 1, 2022. Mr. Houchins made a motion to authorize the Resolution and to approve the new retail rates as presented. Mr. Kanaly seconded the motion, and all voted "aye."
2. Bids for liability and worker's compensation insurance were reviewed. The District's insurance agent of record, Houchens Insurance Group (HIG), prepared bid specifications and received two bids. After reviewing with staff, it is recommended that insurance coverage be awarded to Kentucky League of Cities for liability and property insurance for \$134,574. Mr. Houchins requested additional information on specifics related to the coverage from HIG. Mr. Cuarta provided all pertinent information to the Board on June 29th electronically. All Board members approved the selection electronically by voting "aye".
3. Mr. Leisey reviewed the scope of the 31-W Water Line Relocation Project and explained the graphic in Tab-7. The Cost Sharing Agreement for the project breaks down to the Kentucky Transportation Cabinet covering an estimated \$457,741.00 of the project costs and the Water District contributing \$390,706.80 of betterment cost to upgrade the water line to the appropriate size for the location. The total estimated project cost is \$848,447.80. Mr. Kanaly made a motion to authorize the Water District to enter into the agreement with the Kentucky Transportation to complete the project. Mr. Donnelly seconded the motion, and all voted "aye."
4. Mr. Cuarta discussed the progress of conceptual design for the new District headquarters and a tour of the Whitehouse Utility District Operations Complex with the District's Building Committee.
5. Leak Adjustment for Corey Havens was reviewed.
6. Mr. Leisey reported on construction progress in Carter's Crossing, South Park Commons and Dove Pointe. He also reported on the Buc-ee's Travel Center design, but have yet to break ground on construction. Reports on the Southwest

Parkway sewer project and phase completion in the Transpark were also provided.

7. Mr. Cuarta discussed the mild drought that has impacted pressures in the southern part of the system, due to high demand by customers. Reprioritization of the five-year Capital Improvement Plan will be revisited due to these issues.
8. The District has 314,534.5 accumulated hours with no lost time accident.
9. The Board Members discussed a new meeting date and time change. It was agreed upon to move the monthly board meetings to the 4th Wednesday of each month at 11:30 a.m.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Houchins seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, July 27, 2022, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Bryan Tillery – Manager of Water Quality and Operations, and Clint Harbison – Senior Engineer.

Mr. Donnelly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Houchins made a motion to approve the minutes of the meeting of June 28, 2022. Mr. Kanaly seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending June 2022 and Budget Comparison. Mr. Berta made a motion to approve the Operating Reports as presented. Mr. Kanaly seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

WRITE OFF TRANSACTIONS Mr. Houchins made a motion to transfer the write off transactions dated July 2022 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT Mr. Donnelly and Mr. Cuarta reported on the Butler, Warren and Simpson County Joint Utility Meeting that was held on Tuesday, July 26, 2022. It was reported that the Rochester Dam renovation is completed in Butler County. Mr. Donnelly also discussed the residential/industrial growth in Simpson County.

ATTORNEY'S REPORT In the absence of Mr. Moore, Mr. Cuarta reported that he, Ms. Harmon, and Mr. Moore are working on updating the Employee Policy Manual. The current version is from 2005.

GENERAL MANAGER'S REPORT The General Manager reported on the following:

1. Mr. Peeples presented the audit engagement letter from Carr, Riggs, and Ingram (CRI). This will allow CRI to review the Districts retirement plan with NRECA. NRECA requires CRI to

audit our employee data every five (5) years; i.e. enrollment dates and wages. Mr. Kanaly made a motion authorizing the audit with Carr, Riggs, and Ingram. Mr. Berta seconded the motion, and all voted "aye."

2. Mr. Harbison presented bids that were received for a Compact Excavator. A total of six (6) bids were received with the lowest bid being Bobcat of Bowling Green in the amount of \$107,172.10. Mr. Kanaly made a motion to award the bid to Bobcat of Bowling Green and authorizing the purchase in the amount of \$107,172.10. Mr. Houchins seconded the motion, and all voted "aye."
3. Mr. Tillery reported that a Request for Proposal was issued for electrical services for High Service Pump Station VFD Design. One (1) proposal was received from HDR inc. in the amount of \$108,300. Mr. Berta made a motion to approve the proposal from HDR inc. in the amount of \$108,300. Mr. Houchins seconded the motion, and all voted "aye."
4. Mr. Cuarta discussed issues related to procuring meters, vehicles, and pipe. He also discussed an update from the Utility Managers Meeting at the Water Professionals Conference, where all attending Leadership reaffirmed similar issues at their Districts/Municipalities/Utilities.
5. The KRWA Annual Business Meeting will be held August 30, 2022 and the Warren County Board appointed Jacob Cuarta as the KRWA voting delegate, with Jeff Peebles being alternate. Mr. Kanaly made a motion to approve the selection. Mr. Berta seconded the motion, and all voted "aye."
6. Mr. Harbison reported on current construction projects. Carter's Crossing is underway. Transpark I is complete, with the exception of getting power to one of the lift stations. That project does include the additional work that began in January, which takes service to Tyson and will also provide a connection point for the Envision Project. An update of the Southwest Parkway and 68 West Corridor project was discussed. Water and sewer lines are complete in the Dove Point community. Mr. Harbison also gave an overview of the collection system model development.
7. Mr. Tillery reported that due to the mild drought in early June, Warren County's distribution system hit an all-time demand record, which was just over (15,000,000) fifteen million gallons in one day. The Operations team has been handling all system issues effectively.

8. The District has 326,110 accumulated hours with no lost time accident.
9. Mr. Cuarta gave an update on the new office complex. The Building Committee will be touring Consolidated Utilities recently remodeled Administration Complex in Murfreesboro, TN on August 9th. A conceptual design from the architect should be submitted before the end of August.

ADJOURN

Mr. Donnelly made a motion to adjourn the meeting. Mr. Kanaly seconded the motion, and all voted "aye."

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Harvey Johnston', written over a horizontal line.

Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, August 24, 2022, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston - Secretary and Vince Berta - Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Ryan Leisey – Manager of Engineering and Construction, Jill Harmon – Manager of Human Resources and Communications, and B. J. Malone – Manager of IT/GIS.

Mr. Donnelly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Kanaly made a motion to approve the minutes of the meeting of July 27, 2022. Mr. Berta seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending July 2022 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports as presented. Mr. Johnston seconded the motion, and all voted "aye."

Mr. Peeples also provided an update on future funding for the District's five-year Capital Improvement Plan.

DISBURSEMENTS Mr. Johnston made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

WRITE OFF TRANSACTIONS Mr. Kanaly made a motion to transfer the write off transactions dated August 2022 for collection. Mr. Berta seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT There was none.

ATTORNEY'S REPORT Mr. Moore reported that he is assisting Mr. Cuarta with a Beneficiary Agreement between the Inter-Modal Transportation Authority and the District for the State's appropriation of forty-six million dollars (\$46,000,000) provided by the General Assembly to construct new water and sewer infrastructure for the Kentucky Transpark.

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Ms. Harmon reported on the 2023 NRECA Retirement & Security Plan renewal rates. The average age of the participants decreased by two years resulting in a slight decrease in the District's cost from 12.83% to 12.75%. Ms. Harmon anticipates that rates should decrease in 2023, due to multiple retirements.
2. Mr. Leisey reported on the Kentucky Infrastructure Authority commitment letters for grant awards of the Kentucky Cleaner Water Program for the Southwest Parkway Interceptor and Improvements Projects in the amounts of \$2,080,000 and \$360,372. Mr. Donnelly made a motion to authorize Jacob Cuarta to execute an agreement with KIA to receive the grant awards. Mr. Johnston seconded the motion, and all voted "aye."
3. Mr. Leisey reviewed the bids for the Highway 31W Relocation Project. Four bids were received with Gary W. Clifford, Inc. Hodgenville, KY being the lowest bidder in the amount of \$728,136.00, with the Water District contribution amount being \$355,856.00. Mr. Kanaly made a motion to approve the bid of Gary W. Clifford, Inc. in the amount of \$728,136.00 with the Water District's portion being \$355,856.00. Mr. Berta seconded the motion, and all voted "aye."
4. Mr. Leisey reviewed the bids for Transpark II Water Main Extension Phase 2 Project. Five bids were received with Cumberland Pipeline, LLC, Columbia, KY being the lowest bidder in the amount of \$293,710. Mr. Kanaly made a motion to approve the bid of Cumberland Pipeline, LLC in the amount of \$293,710. Mr. Berta seconded the motion, and all voted "aye."
5. Mr. Leisey reviewed the bids for the Hidden River Sewer Connector Project. Five bids were received with Pellies Construction, LLC, Scottsville, KY being the lowest bidder in the amount of \$370,348.78. Mr. Kanaly made a motion to approve the bid of Pellies Construction, LLC in the amount of \$370,348.78. Mr. Berta seconded the motion, and all voted "aye."
6. Mr. Malone reviewed the RFP Discovery and Implementation Services for Cityworks AMS. Six proposals were received. The District's selection team reviewed and scored all submitted proposals, then interviewed the top three

candidates. The selection team chose KCI Technologies, Inc. in the amount of \$118,460. Mr. Kanaly made a motion to approve KCI Technologies, Inc. Mr. Berta seconded the motion, and all voted "aye."

7. Mr. Cuarta reported on an additional item that has been added to the agenda regarding the procurement of a 2022 Dodge Ram 4500 truck located in Fayetteville, TN. Mr. Kanaly made a motion to approve the purchase of a Dodge Truck in the amount of \$77,667. Mr. Johnston seconded the motion, and all voted "aye."
8. Mr. Leisey reported that South Park Commons project has begun Phase I. The Southwest Parkway project is advancing as scheduled. The second lift station at Transpark II was commissioned the week of August 15th. The Water District is reviewing several design plans for potential apartment complexes throughout Warren County.

Mr. Leisey also reported that the recently approved mini excavator is scheduled for delivery in December.

9. Mr. Cuarta reported on the issues at Lost River Cave.
10. The District has 336,064 accumulated hours with no lost time accidents.
11. The BGMU/WCWD Joint Utility meeting has been changed to Wednesday, October 19th at 10:00 a.m. and will be held at the Warren County Water District office.
12. Mr. Cuarta reported on East Logan Water District.

ADJOURN

Mr. Donnelly made a motion to adjourn the meeting. Mr. Kanaly seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in special session on Thursday, September 29, 2022, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchens – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Ryan Leisey – Manager of Engineering and Construction, Jill Harmon – Manager of Human Resources and Communications, Bryan Tillery – Manager of Water Quality and Operations, Christian Juckett – Rubin & Hays, Charles Musson – Rubin & Hays, Kristen Millard – Raymond James, and Damon Talley – Stoll, Keenon, Ogden, PLLC.

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED** Mr. Houchins made a motion to approve the minutes of the meeting of August 24, 2022. Mr. Berta seconded the motion, and all voted "aye".

**OPERATING
REPORTS** Mr. Peeples presented the Operating Reports ending August 2022 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports as presented. Mr. Houchins seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

**WRITE OFF
TRANSACTIONS** Mr. Berta made a motion to transfer the write off transactions dated September 2022 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT** Mr. Donnelly reported on the upcoming BGMU/WCWD Joint Meeting scheduled for October 19, 2022.

**ATTORNEY'S
REPORT** Mr. Moore reported that he has been assisting in the development of a Beneficiary Agreement, between the ITA and the District for the installation of water/sewer mains to serve the Transpark service area. Mr. Moore reported that the agreement has been reviewed by the EDA and is executed.

**GENERAL
MANAGER'S
REPORT**

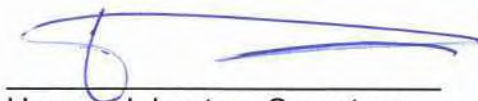
The General Manager reported on the following:

1. Resolution 2022-09-07 Approving and Authorizing Assistance Agreement with KRWFC was reviewed. Mr. Kanaly made a motion to approve the Assistance Agreement. Mr. Johnston seconded the motion, and all voted "aye."
2. Ms. Harmon reviewed the District's Health, Dental, & Vision Insurance Proposals. Mr. Berta made a motion to accept the proposal from Anthem. Mr. Kanaly seconded the motion, and all voted "aye", with the exception of Mr. Houchins, who abstained.
3. Mr. Leisey reviewed the Additional Services Proposal from HDR to provide continued service in calibrating District hydraulic sewer model for a cost not to exceed \$25,000. Mr. Berta made a motion to accept the Proposal. Mr. Kanaly seconded the motion, and all voted "aye".
4. Mr. Tillery reported that a Request for Proposals was issued for a Continuing Agreement for Electrical Services. Three (3) proposals were received. Mr. Tillery's selection team reviewed and scored the three proposals and selected D&M Electric Inc. for a continuous electrical services contract. Mr. Kanaly made a motion to accept the Proposal. Mr. Berta seconded the motion, and all voted "aye".
5. Leak Adjustments for [REDACTED], [REDACTED], [REDACTED] and [REDACTED] were reviewed.
6. Mr. Leisey reported on the growth in the Transpark, and the increased water demands projected for the Envision Battery Plant. He also reported that the Tyson Chicken Factory construction is rapidly moving along. Mr. Leisey also discussed that there is a potential glass company looking to construct a facility in the Transpark.
7. Mr. Cuarta reported on the continuous time investment in line locates throughout our system for fiber installation. He reported that the District has formed a great relationship with leadership at Charter Communications to ensure we are all working seamlessly to ensure no issues arise in the installation process.
8. The District has 348,233 accumulated hours with no lost time accidents.

ADJOURN

Mr. Donnelly made a motion to adjourn the meeting. Mr. Kanaly seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, October 26, 2022, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchens – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, (attended by phone), Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, Ryan Leisey – Manager of Engineering and Construction, Bryan Tillery – Manager of Water Quality and Operations, Jim Carden – Legacy Builders/Goodall Homes.

Mr. Donnelly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Houchins made a motion to approve the minutes of the special called meeting of September 29, 2022. Mr. Berta seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending September 2022 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports as presented. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

WRITE OFF TRANSACTIONS Mr. Berta made a motion to transfer the write off transactions dated October 2022 for collection. Mr. Houchins seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT Mr. Cuarta reported that the BGMU/WCWD Joint Meeting that was previously scheduled for October 19, 2022, is tentatively rescheduled for January 2023 at the request of BGMU. A tour of the newly upgraded BGMU Water Treatment Facility will be scheduled once the project has been completed.

ATTORNEY'S REPORT Mr. Moore reported that he is continuing work on the KRWFC Bond documents as they have been presented. He has also been working on the Escrow Agreement between the Water District and [REDACTED].

GENERAL MANAGER'S REPORT

The General Manager reported on the following:

1. Mr. Tillery reported that a Request for Proposals (RFP) was issued for SCADA Remote Terminal Units (RTUs) Upgrades. Thirteen firms requested the RFP but only two proposals were submitted. Mr. Tillery's selection team reviewed and scored the two proposals and selected EMC, Inc., Trussville, AL. for the upgrades. Mr. Berta made a motion to accept the proposal of EMC, Inc. Mr. Kanaly seconded the motion, and all voted "aye".
2. Leak adjustments for [REDACTED] and [REDACTED] was reviewed.
3. Mr. Leisey reported the construction trend is moving towards multi-family housing as opposed to single-family housing. Mr. Leisey also reported, the Water District has completed a large portion of the Transpark expansion project and construction has begun on a 12" line extension to serve the new Veteran's Affairs facility. The District has received materials on the Hidden River Sewer upgrade, but construction hasn't commenced. Mr. Leisey also notified the Board that construction on the 31-W Relocations upgrade is underway. Mr. Cuarta reported that Judge Buchanan allocated ARPA Funding for line extensions on Day Road and Moon Road.
4. Mr. Cuarta reported about the amount of new meter applications Warren County currently has backlogged due to supply chain issues. Mr. Cuarta reported that the District is utilizing every resource to expedite the installation of these meters, but has yet to secure consistent deliveries from any vendor. The District is working closely with customers and home builders on projected installation dates for their requested services.
5. Mr. Peebles reported that the 10.5-million-dollar Bond Sale will close on October 27th. Four bids were received. The separation between the first and the second bids were 16 basis points. Bidders were Key Bank Capital Markets, Robert W. Baird Financial, PNC Capital Markets and Huntington Securities.
6. Mr. Peebles reported that he will establish three separate construction accounts. One for the bond funding and two for the ARPA funding through KIA. All Warren County Board

Members will be receiving an email from Truist Bank to sign authorization documents electronically.

7. The District has 359,547.5 accumulated hours with no lost time accidents.

PUBLIC COMMENT

In attendance was Jim Carden, Production Manager of Legacy Builders/Goodall Homes. Mr. Carden inquired about the District's strategy on completing the installation of potable water meters for new home construction in Warren County. Mr. Cuarta provided Mr. Carden the current approach and future strategies on procurement of the necessary parts needed to keep pace with the exponential growth in Warren County.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Berta seconded the motion, and all voted "aye."

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Harvey Johnston', written over a horizontal line.

Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, November 23, 2022, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK

Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Jeff Peeples – Manager of Finance and Administration, and Ryan Leisey – Manager of Engineering and Construction.

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED**

Mr. Kanaly made a motion to approve the minutes of the meeting on October 26, 2022. Mr. Houchins seconded the motion, and all voted "aye."

**OPERATING
REPORTS**

Mr. Peeples presented the Operating Report and Budget Comparisons for the period ending October 2022. Mr. Berta made a motion to approve the Operating Reports as presented. Mr. Kanaly seconded the motion, and all voted "aye."

DISBURSEMENTS

Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT**

Mr. Cuarta reported that the BGMU/WCWD Joint Meeting that was previously scheduled for October 19, 2022 and rescheduled to January 2023, is tentatively rescheduled for February 2023 at the request of BGMU.

Mr. Cuarta reported that the Annual Awards Dinner will be held on Friday, December 2, 2022 and all board members and spouses are invited to attend.

**ATTORNEY'S
REPORT**

Mr. Moore reported that the project for [REDACTED] has been very successful and is nearing completion. Mr. Moore also reported he has assisted Mr. Leisey in reviewing an agreement between Warren County Public Schools and the District.

**WRITE OFF
TRANSACTIONS**

Mr. Berta made a motion to transfer the list of accounts dated November 2022 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. The Audit Engagement Letter from Carr, Riggs, and Ingram was presented. Mr. Kanaly made a motion authorizing the 2023 Financial Audit with Carr, Riggs, and Ingram. Mr. Johnston seconded the motion, and all voted "aye."
2. Mr. Peeples presented the Revised Depreciation Periods, effective December 31, 2022. Mr. Berta made a motion to approve the Revised Depreciation Periods as presented. Mr. Kanaly seconded the motion, and all voted "aye."
3. Mr. Peeples presented the 2023 Operating Budget for the Water and Sewer Divisions. Mr. Berta made a motion to accept the 2023 Budget as presented. Mr. Kanaly seconded the motion, and all voted "aye."
4. Mr. Peeples presented the 2023 Capital Budget for the Water and Sewer Divisions. Mr. Berta made a motion to accept the 2023 Capital Budget as presented. Mr. Kanaly seconded the motion, and all voted "aye."
5. Mr. Leisey reported on the 31-W Bypass Widening Right-of-Way Easement Compensation Package by the Transportation Cabinet. Mr. Kanaly made a motion to approve and accept the compensation package from the State. Mr. Houchins seconded the motion, and all voted "aye."
6. Mr. Leisey reported on the intent to submit an application to the Public Service Commission (PSC) for a Residential Meter Installation Fee increase for the District. Mr. Houchins made a motion to approve the application to the PSC. Mr. Kanaly seconded the motion, and all voted "aye."
7. Mr. Leisey reported on a Sewer Extension Agreement with Warren County Public schools to construct sewer service to a new school planned to be built on Brookwood Drive. Mr. Kanaly made a motion to approve. Mr. Johnston seconded the motion, and all voted "aye."
8. Mr. Leisey reported on a conceptual project to extend sewer service to property owned by Warren County Public Schools on Dillard Road. This conceptual project agreement will allow the District to review routing and funding options of potential planned expansion. Mr. Berta made a motion to approve. Mr. Kanaly seconded the motion, and all voted "aye".

9. Mr. Leisey reported on Agreement between the District and the County for ARPA funding allocated for multiple projects improving system resiliency throughout the District's service area. Mr. Houchins made a motion to approve. Mr. Berta seconded the motion, and all voted "aye".
10. Sanitary Sewer Survey Inspection results from the Public Service Commission were presented to the Board showing no deficiencies.
11. The Leak Adjustments for [REDACTED], [REDACTED], [REDACTED], and [REDACTED] were reviewed.
12. Mr. Cuarta reported that the District has installed 150 new meters since the October Board meeting.
13. Mr. Cuarta reported that the District recently had a lost time accident.

ADJOURN

There being no further business, Mr. Donnelly adjourned the meeting.

Respectfully submitted,



R. Harvey Johnston, III Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in Special Session on Wednesday, December 21, 2022, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Jeff Peebles – Manager of Finance and Administration, and Ryan Leisey – Manager of Engineering and Construction, and Jill Harmon – Manager of HR and Communications.

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED** Mr. Berta made a motion to approve the minutes of the meeting on November 23, 2022. Mr. Kanaly seconded the motion, and all voted "aye".

**OPERATING
REPORTS &
BUDGET
COMPARISON** Mr. Peebles presented the Operating Report and Budget Comparisons for the period ending November 2022. Mr. Kanaly made a motion to approve the Operating Reports as presented. Mr. Berta seconded the motion, and all voted "aye."

**BUDGET
AMENDMENTS** Mr. Peebles presented the 2022 Budget Amendment for both the Water and Sewer divisions. Mr. Houchins made a motion to approve the Budget Amendments for the Water and Sewer divisions as presented. Mr. Kanaly seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT** Mr. Cuarta reported that the WSB Joint Utility Meeting will be held on January 24, 2023.

**ATTORNEY'S
REPORT** Mr. Moore reported that he is assisting Mr. Peebles with the sales tax initiation that will take effect on January 1, 2023, and how the District will meet the statutory requirements to record those declarations of domicile to the Kentucky Department of Revenue.

**WRITE OFF
TRANSACTIONS** Mr. Houchins made a motion to transfer the list of accounts dated December 2022 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Ms. Harmon presented the New Hires, Transfers, Promotions and Terminations Report. The organization had 4 employees to retire in 2022, (2) new positions, (1) termination.
2. Ms. Harmon presented the 2022 EEO Achievement of Affirmative Action Report. Mr. Kanaly made a motion to approve the report as presented. Mr. Houchins seconded the motion, and all voted "aye."
3. Mr. Cuarta reviewed the Annual Report on Identity Theft Prevention Program. Procedures for all offices were reviewed with personnel and there were no instances to report for 2022. Mr. Cuarta reported that improvements are being implemented with multifactor authentication for all District staff members. Mr. Berta made a motion to approve the Annual Report on Identity Theft Prevention Program. Mr. Kanaly seconded the motion, and all voted "aye."
4. Mr. Leisey reported on the KYTC Water Line Relocation Contract for the Richpond Elementary School. This project will require the relocation and replacement of a 12-inch water line. KYTC will be funding the entire cost of the project at an estimated amount of \$352,696.50. Mr. Leisey requested a motion to allow Mr. Cuarta to sign the contract for this project. Mr. Houchins made a motion to approve Mr. Cuarta to sign the contract with KYTC. Mr. Kanaly seconded the motion, and all voted "aye."
5. Mr. Leisey reported that the Transpark II/ Mizpah Road line project is nearing completion and that the accompanying elevated water tank project will tentatively be brought before the Board in January. Mr. Leisey also reported that the Engineering department is currently acquiring easements for the Moon and Day Road line extension projects.
6. Mr. Cuarta reported on the status of the new office complex design.
7. Mr. Cuarta reported there has been 5,929 hours since the last time accident occurred on November 9, 2022.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Houchins seconded the motion, and all voted "aye."

Respectfully submitted,



R. Harvey Johnston, III Secretary

Minutes of 2023 Board of Commissioners Meetings

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, January 25, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK

Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, Jeff Peebles – Manager of Administration and Finance, Bryan Tillery – Manager of Operations and Water Quality and Clint Harbison – Senior Engineer.

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED**

Mr. Houchins made a motion to approve the minutes of the meeting of December 21, 2022. Mr. Kanaly seconded the motion, and all voted "aye".

**OPERATING
REPORTS**

Mr. Peebles presented the Operating Reports ending December 2022 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS

Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT**

Mr. Donnelly reviewed actions from the Warren, Simpson, and Butler Joint Utility Committee Meeting that was held on January 24, 2023. The committee reviewed the 2023 Rates & Allocations between the three utilities and recommended approval by each system.

Mr. Cuarta provided the 2023 Rates and Allocations to the Warren County Board on January 26th electronically. All Board members approved the 2023 Rates and Allocations electronically by voting "aye".

**ATTORNEY'S
REPORT**

There was none.

**WRITE OFF
TRANSACTIONS**

Mr. Kanaly made a motion to write off transactions dated January 2023 for collection. Mr. Berta seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Mr. Leisey reviewed Bids for Six (6) New 2023 Ford F-150 Supercab 4x4 Trucks, One (1) New 2023 Ford Explorer 4x4, and One (1) New 2023 Ford Transit Connect Cargo Van. B.F. Evans Ford, Owensboro, KY was the lowest bidder with a delivery time of 8 months. Freeland Automotive in Antioch, TN offered an alternative option of Six (6) New 2022 Dodge Ram 1500 4x4 Crew Cab Trucks with a delivery time of 10 days. B.F. Evans had another option on the New 2023 Ford Transit Connect Cargo Van, with the delivery time of Four (4) months priced at \$38,519.50. Two Rivers Ford, Mt. Juliet, TN has a New 2023 Ford Explorer on the lot priced at \$48,963.79 and can be picked up immediately. Mr. Leisey recommended we move forward purchasing the Six (6) Dodge Trucks from Freeland Automotive, and the Ford Explorer from Two Rivers Ford. Mr. Leisey also requested a decision to be made for the Ford Transit, as to wait Eight (8) months or pay an additional \$2,045 and purchase one in production with a delivery time of Four (4) months. Mr. Berta made the motion to purchase the Six (6) 2022 Dodge Ram 1500 4x4 Trucks from Freeland Automotive, Antioch, TN, the One (1) 2023 Ford Explorer from Two Rivers Ford, Mt. Juliet, TN, and the One (1) 2023 Ford Transit Connect Cargo Van from B.F. Evans Ford, Owensboro, KY. Mr. Kanaly seconded the motion, and all voted "aye."
2. Mr. Leisey reviewed bids for the construction of the Transpark II Elevated Storage Tank. A total of Four (4) bids were received with Caldwell Tanks, Inc., Louisville, KY being the lowest bidder in the amount of \$5,371,000. Mr. Donnelly made a motion to approve the bid of Caldwell Tanks, Inc. in the amount of \$5,371,000. Mr. Houchins seconded the motion, and all voted "aye."
3. Mr. Harbison reviewed RFPs for the Transpark III Water and Sanitary Sewer Extension Project. Seven (7) Proposals for Engineering Services were received. After reviewing the proposals, conducting interviews, and the evaluation of fee estimates, Staff recommended to select HDR Engineering, Inc. with the fee schedule of \$2,313,000. Mr. Berta made a motion to approve HDR Engineering, Inc. Mr. Kanaly seconded the motion, and all voted "aye."


4. Mr. Tillery reviewed bids for the High Service Pump Station VFD Equipment Only Replacements. Two (2) bids were received with Wholesale Electric being the lowest bidder at \$222,200. Mr. Kanaly made a motion to approve the bid of Wholesale Electric in the amount of \$222,200. Mr. Johnston seconded the motion, and all voted "aye."
5. Mr. Leisey reviewed the Water Line Extension Agreement Revisions. Mr. Kanaly made a motion to approve the revisions as presented. Mr. Houchins seconded the motion, and all voted "aye."
6. The leak adjustments for [REDACTED] and [REDACTED] were presented to the Board.
7. Mr. Leisey informed the Board on the line extension project in the Transpark and an update on the Hidden River sewer extension project was presented. Mr. Leisey also gave updates on the Moon and Day Road water line extension projects.
8. Mr. Peeples reported on the current agreement for administrative services the District provides the Rochester Dam Regional Water Commission. The current agreement expired in November 2022. Mr. Johnston made a motion to renew the Agreement with RDRWC. Mr. Kanaly seconded the motion, and all voted "aye."
9. The District has 16,401 accumulated hours with no lost time accidents.

CLOSED SESSION In accordance with KRS Section 61.810 the Board made a motion to enter a closed session to discuss personnel matters.

OPEN SESSION Mr. Houchins made a motion to return to regular session. Mr. Donnelly seconded the motion, and all voted "aye."

ADJOURN There being no further business, the meeting was adjourned.

Respectfully submitted,


Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in Special Session on Tuesday, February 21, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK

Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, and Jeff Peeples – Manager of Administration and Finance.

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED**

Mr. Houchins made a motion to approve the minutes of the meeting of January 25, 2023. Mr. Berta seconded the motion, and all voted "aye".

**OPERATING
REPORTS**

Mr. Peeples presented the Operating Reports ending January 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS

Mr. Kanaly made a motion to approve the disbursements for the current period. Mr. Houchins seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT**

Mr. Donnelly reported he will not be able to attend the BGMU/WCWD Joint Utility Meeting. Mr. Kanaly will be attending. Mr. Cuarta asked the other board members if they would like to attend. Mr. Johnston agreed to attend for Mr. Donnelly.

**ATTORNEY'S
REPORT**

Mr. Moore reported that Mr. Cuarta was served with a lawsuit from the Kentucky Transportation Cabinet for a condemnation action on a right of way easement on Russellville Road. This was an error.

**WRITE OFF
TRANSACTIONS**

Mr. Johnston made a motion to write off transactions dated February 2023 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Mr. Cuarta requested that the board approve the two-signature requirement for checks in amounts above \$1,500 be changed to amounts above \$10,000. Mr. Kanaly made a motion to approve the two-signature requirement be

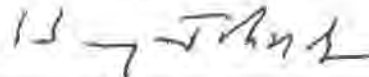
made for checks over \$10,000. Mr. Houchins seconded the motion, and all voted "aye."

2. The leak adjustment for [REDACTED] was reviewed.
3. Mr. Leisey reported that Sterling Business Park on Russellville Road has sold lots to various trucking companies. Cherry Farms on Scottsville Road is completing excavation to construct a multi-family complex. Eagle Furniture Manufacturing is in the process of building a new facility on Kelly Road. Hillview Mills on Russellville Road is in the process of constructing multi-family and single-family homes. Several large design projects are almost ready for bid and will be brought to the board for approval.
4. Mr. Leisey reported that the District has set 108 meters since the last board meeting and have parts to install an additional 100 meters.
5. Mr. Cuarta reported that the District has been performing in-house CDL training.
6. Mr. Cuarta reported that the District won the Southcentral Kentucky United Way Live United Award.
7. The District has 27,834 accumulated hours with no lost time accidents.

ADJOURN

There being no further business, the meeting was adjourned.

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in Regular Session on Wednesday, March 22, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman (via phone) Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta (via phone). Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey - Manager of Engineering and Construction, and Jeff Peeples – Manager of Administration and Finance.

Mr. Kanaly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Houchins made a motion to approve the minutes of the special called meeting of February 21, 2023. Mr. Johnston seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending February 2023 and Budget Comparison. Mr. Johnston made a motion to approve the Operating Reports. Mr. Donnelly seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Johnston seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT Mr. Kanaly reported on the BGMU/WCWD Joint Utility Meeting held on March 21st, 2023, at the Warren County Water District office. Six projects were brought to the collective Boards at the meeting and a Resolution will be brought to each Board for final approval of the combined BGMU/WCWD projects.

ATTORNEY'S REPORT Mr. Moore reported that he has been assisting Mr. Leisey on various contracts and assisted Mr. Cuarta in reviewing an Interlocal Agreement on Data Sharing between government entities in Warren County.

WRITE OFF TRANSACTIONS Mr. Houchins made a motion to write off transactions dated March 2023 for collection. Mr. Johnston seconded the motion, and all voted "aye."

GENERAL MANAGER'S REPORT The General Manager reported on the following:

1. Mr. Cuarta reported on construction progress at the site where the Envision AESC will be located in the Transpark.

2. Mr. Cuarta presented the 90% design schematic for the new Warren County Water District complex.
3. Mr. Leisey reviewed bids for a new 2023 Construction Truck. Two bids were received with one bid not meeting requirements for submittal, the second bid from Kenworth of Bowling Green was disqualified. Mr. Johnston made a motion to approve the bid of \$130,000 from Rush Truck Centers of Bowling Green. Mr. Donnelly seconded the motion, and all voted "aye."
4. Leak adjustments for [REDACTED], [REDACTED], [REDACTED], and [REDACTED] were reviewed.
5. Mr. Leisey reported that 109 meters had been installed since the Board meeting in February, but unfortunately has exhausted all the necessary parts in inventory. The installation will resume once delivery has been made of the needed parts.
6. The District has 39,060 accumulated hours with no lost time accidents.

ADJOURN

Mr. Houchens made a motion to adjourn the meeting. Mr. Johnston seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, April 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, Jeff Peebles – Manager of Finance and Administration, Jill Harmon – HR Manager and Communications Coordinator, Bryan Tillery – Manager of Water Quality/Operations and Shelly Glasscock Compton with Carr, Riggs, & Ingram.

Mr. Donnelly called the meeting to order and determined a quorum was present.

ANNUAL AUDIT Shelly Glasscock Compton with Carr, Riggs & Ingram presented the Annual Audit. Mr. Houchins made a motion to approve the Annual Audit as presented. Mr. Kanaly seconded the motion, and all voted "aye."

MINUTES APPROVED Mr. Houchins made a motion to approve the minutes of the meeting of March 22, 2023. Mr. Berta seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peebles presented the Operating Reports ending March 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Johnston seconded the motion, and all voted "aye."

COMMISSIONER'S REPORT Mr. Cuarta reported on the northside development and community planning. Mr. Leisey gave an update on fire protection flow rates for City and County Fire Departments.

ATTORNEY'S REPORT There were none.

WRITE OFF TRANSACTIONS Mr. Houchins made a motion to transfer the list of accounts dated April 2023 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Resolution 2023-04-01, Memorandum of Agreement for Various DWTP, WRF and Northside Sewer Force Main Projects were reviewed. Mr. Kanaly made a motion to approve the Memorandum of Agreement Resolution. Mr. Berta seconded the motion, and all voted "aye."
2. Resolution 2023-04-02, Water Service Boundary Modifications were reviewed. Mr. Kanaly made a motion to approve the Water Service Boundary Modification Resolution. Mr. Berta seconded the motion, and all voted "aye."
3. Mr. Tillery reviewed bids for the High Service Pump Station VFD Replacement. Two (2) bids were received. The lowest bid was received from Industrial Electrical Contractors, Bowling Green, KY in the amount of \$15,830. Mr. Houchins made a motion to approve the bid of Industrial Electrical Contractors in the amount of \$15,830. Mr. Kanaly seconded the motion, and all voted "aye."
4. Mr. Leisey reviewed bids for the Service Body for the 2023 Construction Truck. Two (2) bids were received. The lowest bid was from Meyer Truck Equipment in Evansville, IN in the amount of \$44,925. Mr. Houchins made a motion to approve the bid for Meyer Truck Equipment in the amount of \$44,925. Mr. Kanaly seconded the motion, and all voted "aye."
5. Mr. Leisey reviewed bids for Bluegrass Master Meter. Two (2) bids were received. The lowest bid was from Scott & Ritter, Bowling Green, KY in the amount of \$191,105. Mr. Houchins made a motion to approve the bid for Scott & Ritter in the amount of \$191,105. Mr. Kanaly seconded the motion, and all voted "aye."
6. Mr. Leisey reviewed bids for Highway 185 Relocation. Only one (1) bid was received. The project is 100% funded by the Kentucky Transportation Cabinet. The bid was significantly over budget. The project will be re-bid and another project will be added to the scope. No action was taken.
7. Mr. Cuarta reported that he is currently the main signatory for the District's Discharge Monitoring Reports and Monthly Operating Reports that are submitted to the Division of Water. Mr. Cuarta requested that the Board approve Mr. Tillery to be the signatory on those monthly reports.

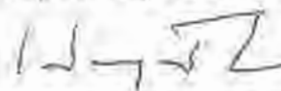
moving forward. Mr. Kanaly made a motion to approve Mr. Tillery to be the signatory for the monthly reports. Mr. Berta seconded the motion, and all voted "aye."

8. Ms. Harmon reported that seventeen (17) applications were received for this year's annual \$1,000 scholarship. College Heights Foundation evaluated the applications and selected Grace Boyer of Greenwood High School, who will be majoring in Marketing and Business at Western Kentucky University.
9. Mr. Cuarta reported an automobile accident occurred that damaged the meter vault for Magna Metalforming. Mr. Moore reported that he will file with the County Attorney's Office to seek damages.
10. Mr. Cuarta reported there are still ongoing issues with the architect that is conducting the preliminary design of the future Warren County Water District headquarters. Mr. Cuarta notified the Board of Commissioners that he will be terminating the agreement with the firm.
11. Mr. Cuarta reported on the progress of the Envision AESC complex in the Transpark.
12. Mr. Lelsey reported that 80 meters have been installed since the March Board Meeting and the District has received a shipment of needed parts to set an additional 70 meters.
13. The District has accumulated 52,090 hours without a lost time accident.

ADJOURN

There being no further business, the meeting was adjourned.

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, May 24, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, Jeff Peeples – Manager of Finance and Administration and Clint Harbison – Senior Engineer.

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED** Mr. Berta made a motion to approve the minutes of the meeting of April 26, 2023. Mr. Kanaly seconded the motion, and all voted "aye".

**OPERATING
REPORTS** Mr. Peeples presented the Operating Reports ending April 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

**COMMISSIONER'S
REPORT** There were none.

**ATTORNEY'S
REPORT** Mr. Moore reported that he and Mr. Cuarta have been corresponding with PFGW about the termination of the contract for design and construction management of the new Warren County Water complex. Mr. Cuarta notified the Board that he is still awaiting a final invoicing from PFGW, so Mr. Moore can finalize the termination letter.

**WRITE OFF
TRANSACTIONS** Mr. Houchins made a motion to transfer the list of accounts dated May 2023 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**GENERAL
MANAGER'S
REPORT** The General Manager reported on the following:

1. Mr. Leisey reviewed bids for Day Road and Moon Road Water Line Extensions. Four (4) bids were received with the lowest bid for Day Road being Infinity Pipeline in the


amount of \$238,274 and the lowest bid for Moon Road being Infinity Pipeline in the amount of \$198,141 for a total bid of \$438,385. Mr. Kanaly made a motion to approve the bid for Infinity Pipeline in the amount of \$436,385. Mr. Houchins seconded the motion, and all voted "aye."

2. Mr. Lelsey reviewed one bid for KY Highway 242 and KY Highway 185 Relocations from Scott & Ritter, Inc. in the amount \$1,103,203. Mr. Kanaly made a motion to approve the only bid from Scott & Ritter, Inc. in the amount of \$1,103,203. Mr. Houchins seconded the motion, and all voted "aye."
3. Mr. Harbison provided an update to the Board on the Transpark III project and Envision's anticipated demand and flows for their facility. Mr. Harbison also discussed the District's intention to obtain engineering services on smaller scale projects to ensure project timelines are being controlled.
4. There were no leak adjustments to report.
5. Mr. Cuarta presented the 2022 Water Quality Report for Warren County.
6. Mr. Cuarta reported that BGMU intended commissioning date in June for the upgraded water treatment plant will be delayed once again, due to a sinkhole that opened on site.
7. Mr. Lelsey reported that 128 meters have been installed since the April Board Meeting. Mr. Lelsey reported that the current list to be installed is 195-meter sets.
8. The District has accumulated 62,469.5 hours without a lost time accident.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Donnelly seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, June 28, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Lelsey – Manager of Engineering and Construction, Jeff Peeples – Manager of Finance and Administration and Clint Harbison – Senior Engineer, and Chris Wiseman with HIG.

Mr. Kanaly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Berta made a motion to approve the minutes of the meeting of May 24, 2023. Mr. Houchins seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peeples presented the Operating Reports ending May 2023 and Budget Comparison. Mr. Houchins made a motion to approve the Operating Reports. Mr. Berta seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Johnston seconded the motion, and all voted "aye."

COMMISSIONERS' REPORT Mr. Cuarta reported that the Joint BGMU/WCWD Board Meeting will be delayed again due to issues at the Water Treatment Plant. Mr. Cuarta will keep the board updated on the progress.

ATTORNEY'S REPORT There was none.

WRITE OFF TRANSACTIONS Mr. Houchins made a motion to transfer the list of accounts dated June 2023 for collection. Mr. Berta seconded the motion, and all voted "aye."

GENERAL MANAGER'S REPORT The General Manager reported on the following:

1. Mr. Chris Wiseman reported on the 2023 Liability and Workers' Comp Insurance Rates with HIG. After a property asset evaluation was performed, which showed an increase in value and cost to replace the infrastructure in our system, there will be a premium change in 2023 and

2024. Mr. Kanaly made a motion to approve the new rates for Liability and Workers' Comp with the general liability deductible changed to \$10,000. Mr. Berta seconded the motion, and all voted "aye" with Mr. Houchins abstaining.

2. Mr. Harbison reviewed the proposed revision changes to the Procurement Policy. Mr. Houchins made a motion to approve the revisions as presented. Mr. Berta seconded the motion, and all voted "aye."
3. Mr. Harbison presented the 2023 Wastewater Capacity Analysis Professional Service Agreement with Cannon and Cannon. Mr. Johnston made a motion to approve the Agreement with Cannon and Cannon as presented. Mr. Berta seconded the motion, and all voted "aye."
4. Mr. Harbison reviewed bids for the Transpark II Water Line Extension, Phase 3. Cumberland Pipeline, LLC, Columbia, KY was the lowest bidder in the amount of \$3,864,500. Mr. Johnston made a motion to approve the bid from Cumberland Pipeline, LLC in the amount of \$3,864,500. Mr. Berta seconded the motion, and all voted "aye."
5. Mr. Harbison reported on the relocation of a sewer main that is on the rear side of the property owned by Bilstein Steel. Mr. Harbison notified the Board that this is necessary due to a rail switch that needs to be constructed for Bilstein Steel.
6. Mr. Leisey reviewed bids for the Woodburn Tank Replacement. Three bids were received with Caldwell Tanks, Inc. being the lowest bidder at \$1,472,900. Mr. Kanaly made a motion to approve the bid of Caldwell Tanks, LLC in the amount of \$1,472,900. Mr. Berta seconded the motion, and all voted "aye."
7. Leak Adjustments for [REDACTED] and [REDACTED] were reviewed.
8. Mr. Leisey reported that 99 meters have been installed since the May board meeting. There are still 181 meters to be installed. Mr. Leisey also reported that the District will be soliciting a water line extension project on Springfield Boulevard. This project will complete a loop in that area, which will substantially improve water quality in that section of the distribution system.

9. Mr. Cuarta gave high praise for the District's on-call teams that worked through the storms the night of June 25th. The teams began responding to outages at 11:00 pm that night and did not return to the offices until the next day at 11:30 am. They ensured that Water District customers never had any interruption of service.
10. The District has accumulated 74,497.5 hours without a lost time accident.

ADJOURN

Mr. Houchins made a motion to adjourn the meeting. Mr. Johnston seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, July 26, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering and Construction, and Jeff Peeples – Manager of Finance and Administration

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED** Mr. Kanaly made a motion to approve the minutes of the meeting of June 28, 2023. Mr. Johnston seconded the motion, and all voted "aye".

**OPERATING
REPORTS** Mr. Peeples presented the Operating Reports ending June 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Berta seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Berta seconded the motion, and all voted "aye."

**WRITE OFF
TRANSACTIONS** Mr. Houchins made a motion to transfer the list of accounts dated June 2023 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

**COMMISSIONERS'
REPORT** Mr. Cuarta reported on a meeting with Mr. Joe Natcher regarding an easement.

Mr. Cuarta also reported that the sinkhole remediation at the BGMU Water Treatment Plant is going well. Startup is expected to take place in September.

**ATTORNEY'S
REPORT** There was none.

**GENERAL
MANAGER'S
REPORT** The General Manager reported on the following:

1. Mr. Cuarta reviewed bids for a new 2023 or 2024 Chevrolet Silverado 2500 HD or Ford Super Duty F-250 Truck. Two bids were received with Pogue Chevrolet being the lowest bidder with an alternate bid in the amount of \$50,664.

Mr. Kanaly made a motion to approve the bid of Pogue Chevrolet for a 2024 Chevrolet Silverado 2500 HD in the amount of \$50,664. Mr. Houchins seconded the motion, and all voted "aye."

2. The KRWA Annual Business Meeting will be held August 29, 2023, and the District needs to appoint a delegate and an alternate. Mr. Johnston made a motion to appoint Jacob Cuarta as the KRWA voting delegate, with Ryan Leisey being alternate. Mr. Kanaly seconded the motion, and all voted "aye."
3. Mr. Cuarta discussed a joint project with BGMU. This project is a regulatory required Facilities Plan that assesses each entities wastewater collection system and treatment facility. The project is expected to be completed in fifteen months.
4. Mr. Cuarta reported on the status of the design services for the new District headquarters.
5. Mr. Leisey reported there have been 80 meters set since the June Board meeting. There are still 235 meters to be set. Seventy percent (70%) of those meters are multi-family units.
6. Mr. Cuarta discussed preliminary meetings with Stoll, Keen & Ogden, related to the rate case with the Public Service Commission in 2024.
7. The District has accumulated 86,177.0 hours without a lost time accident.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Johnston seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, August 23, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice-Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer and Vince Berta – Commissioner. Also present were Hamp Moore – Attorney, Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering, Jeff Peebles – Manager of Finance and Administration, and Jill Harmon – Manager of Human Resources and Communications.

Mr. Donnelly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Berta made a motion to approve the minutes of the meeting of July 26, 2023. Mr. Johnston seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peebles presented the Operating Reports ending July 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

WRITE OFF TRANSACTIONS Mr. Johnston made a motion to transfer the list of accounts dated August 2023 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

COMMISSIONERS' REPORT Mr. Cuarta reported that the BGMU/WCWD Joint Utility Meeting is tentatively scheduled for September 12, 2023, at 9:30 a.m., at the BGMU Water Treatment Plant. BGMU is still confirming with their board members. Once it is confirmed, Mr. Cuarta will notify the Chair and Vice Chair of confirmation.

ATTORNEY'S REPORT Mr. Moore reported that he will be meeting with Mr. Cuarta and Mr. Harbison to go over the Procurement Code as it pertains to the construction of the new office building.

Mr. Cuarta reported that after conferring with Mr. Moore, the agreement with Everbridge, a mass notification company, has been executed.

**GENERAL
MANAGER'S
REPORT**

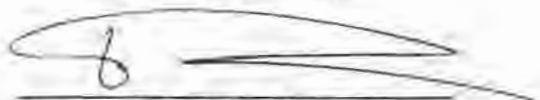
The General Manager reported on the following:

1. Ms. Harmon reported on the 2024 NRECA Retirement & Security Plan renewal rates. The average age of the participants decreased by two years resulting in a slight decrease in the District's cost from 12.75% to 12.40%. Mr. Kanaly made a motion to approve the NRECA renewal rates. Mr. Houchins seconded the motion, and all voted "aye."
2. Mr. Leisey reported that 109 meters has been set since the June Board meeting. There are currently 180 meters in the queue, with 100 of those being multi-family.
3. Mr. Leisey reported there are several subdivisions beginning construction, i.e., Skees Road, Breckenridge #3, and South Haven Phase #1. The District also has two (2) line-extension projects beginning construction on Day Road and Moon Road.
4. Mr. Leisey reported that the tank contractor is resuming construction on the new elevated storage tank in the Transpark. He also reported that the pipe has been delivered for the line extension project on Freeport Road and Production Avenue.
5. The District has accumulated 96,772.50 hours without a lost time accident.

ADJOURN

Mr. Donnelly made a motion to adjourn the meeting. Mr. Houchins seconded the motion, and all voted "aye."

Respectfully submitted,


Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, September 27, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Harvey Johnston – Secretary, and Vince Berta – Commissioner. Also present were Jacob Cuarta – General Manager, Ryan Leisey – Manager of Engineering, and Jeff Peebles – Manager of Finance and Administration.

Mr. Donnelly called the meeting to order and determined a quorum was present.

**MINUTES
APPROVED** Mr. Berta made a motion to approve the minutes of the meeting of August 23, 2023. Mr. Johnston seconded the motion, and all voted "aye".

**OPERATING
REPORTS** Mr. Peebles presented the Operating Reports ending August 2023 and Budget Comparison. Mr. Berta made a motion to approve the Operating Reports. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Johnston made a motion to approve the disbursements for the current period. Mr. Berta seconded the motion, and all voted "aye."

**WRITE OFF
TRANSACTIONS** Mr. Johnston made a motion to transfer the list of accounts dated September 2023 for collection. Mr. Berta seconded the motion, and all voted "aye."

**COMMISSIONERS'
REPORT** Mr. Donnelly reported on the BGMU/WCWD Joint Utility meeting held at BGMU's newly constructed water treatment plant. Mr. Cuarta notified the Board that the Deputy General Manager for BGMU, Mike Gardner, will be retiring in November. Mr. Cuarta also reported that there will be a ribbon cutting ceremony for the new facility on October 25th at 3:00pm.

**ATTORNEY'S
REPORT** Mr. Cuarta reported that he has requested Mr. Moore draft a litigation letter to Badger Meters, regarding not honoring warranty specifications for M-25 meters purchased in 2013.

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Mr. Cuarta reported on the organizational restructuring of the Construction Department and notified the Board that four groups have done an excellent job in installing 153 meters over the last two months. Mr. Cuarta notified the Board that the Construction Department now has a new supervisor, Travis Watt, and the department is now under the Operations Manager, Bryan Tillery.
2. Mr. Leisey reported that the new elevated storage tank and water line installation in the Transpark is progressing. Mr. Leisey also reported that a bore to cross Russellville Rd into the Sterling Business Park is now complete.
3. Mr. Cuarta reported that water demand has been elevated over the last month, due to the lack of rain. Mr. Cuarta also reported that we have hired a new Operations Supervisor, Brennan Wilkinson.
4. The District has accumulated 109,614 hours without a lost time accident.
5. With no other agenda items to be discussed, the Board went into closed session.

ADJOURN

Mr. Donnelly adjourned the meeting.

Respectfully submitted,


Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, October 25, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK	<p>Those members present were Tim Kanaly – Vice Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer, Vince Berta – Commissioner, and Hamp Moore – Attorney. Also present were Jacob Cuarta – General Manager, Ryan Leisey, Clint Harbison – Manager of Engineering, Jill Harmon – Manager of Human Resources/Communications, Jeff Peeples – Manager of Finance and Administration, and Alyssa Freeman – Executive Assistant.</p> <p>Mr. Kanaly called the meeting to order and determined a quorum was present.</p>
MINUTES APPROVED	<p>Mr. Johnston made a motion to approve the minutes of the meeting held on September 27, 2023. Mr. Houchins seconded the motion, and all voted "aye."</p>
OPERATING REPORTS	<p>Mr. Peeples presented the Operating Reports ending September 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Houchins seconded the motion, and all voted "aye."</p>
DISBURSEMENTS	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Johnston seconded the motion, and all voted "aye."</p>
WRITE OFF TRANSACTIONS	<p>Mr. Johnston made a motion to transfer the list of accounts dated October 2023 for collection. Mr. Houchins seconded the motion, and all voted "aye."</p>
COMMISSIONERS' REPORT	<p>Mr. Kanaly reported on a tour he took of the newly constructed BGMU water treatment plant. Mr. Cuarta notified the Board that there will be a ribbon cutting ceremony today, October 25th at 3:00pm for the new BGMU facility.</p>
ATTORNEY'S REPORT	<p>Mr. Moore reported that his update will be contained in the General Manager's Report.</p>

**GENERAL
MANAGER'S
REPORT**

The General Manager reported on the following:

1. Ms. Harmon reviewed the District's Health, Dental, & Vision Insurance Proposals. Mr. Johnston made a motion to accept the proposal from Anthem. Mr. Kanaly seconded the motion, and all voted "aye", apart from Mr. Houchins, who abstained.
2. Mr. Cuarta presented Resolution 2023-10-03 Designating Check Signing Authority for approval. Mr. Houchins made a motion to approve. Mr. Kanaly seconded the motion, and all voted "aye."
3. Mr. Cuarta presented Resolution 2023-10-04 Declaratory Order for approval. Mr. Houchins made a motion to approve. Mr. Kanaly seconded the motion, and all voted "aye."
4. Mr. Cuarta reported that due to some restructuring of the organization, the Construction and Operations departments will be managed by Mr. Bryan Tillery.
5. Mr. Harbison reported on the Transpark project. As well as the Construction Manager At Risk (CMAR) proposal that went out October 6th, the preproposal meeting that was held on October 11th and the acceptance of the proposals on November 9th. Mr. Harbison also reported that the construction to provide potable service to the AESC building is currently fifty percent complete.
6. The District has accumulated 120,451.5 hours without a lost time accident.
7. With no other agenda items to be discussed, the Board went into closed session to discuss personnel matters.

ADJOURN

Mr. Kanaly adjourned the meeting.

Respectfully submitted,



Harvey Johnston, Secretary

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, November 29, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK	<p>Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer, Vince Berta – Commissioner, and Hamp Moore – Attorney. Also, present were Jacob Cuarta – General Manager, Clint Harbison – Manager of Engineering, Jeff Peebles – Manager of Finance and Administration, Bryan Tillery – Manager of Operations, and Alyssa Freeman – Executive Assistant.</p> <p>Mr. Donnelly called the meeting to order and determined a quorum was present.</p>
MINUTES APPROVED	<p>Mr. Houchins made a motion to approve the minutes of the meeting held on October 25, 2023. Mr. Berta seconded the motion, and all voted "aye".</p>
OPERATING REPORTS	<p>Mr. Peebles presented the Operating Reports ending October 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Berta seconded the motion, and all voted "aye."</p>
DISBURSEMENTS	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."</p>
WRITE OFF TRANSACTIONS	<p>Mr. Johnston made a motion to transfer the list of accounts dated November 2023 for collection. Mr. Kanaly seconded the motion, and all voted "aye."</p>
COMMISSIONERS' REPORT	<p>Mr. Cuarta discussed the need for a joint WSB meeting in early 2024. Mr. Donnelly expressed that the second week of January would be best for his schedule. Mr. Cuarta explained that he will verify with the other Commissioners to confirm availability. Mr. Cuarta discussed the need for a joint BGMU-WCWD meeting sometime in early 2024 as well.</p>
ATTORNEY'S REPORT	<p>Mr. Cuarta explained that Mr. Moore provided a letter of notice regarding the warranty issue to our meter manufacturer this month.</p>

GENERAL MANAGER'S REPORT

The General Manager reported on the following:

1. Mr. Peeples presented the 2024 Operating Budget for the Water and Sewer Divisions. Mr. Kanaly made a motion to accept the 2024 Budget as presented. Mr. Johnston seconded the motion, and all voted "aye."
2. Mr. Peeples presented the 2024 Capital Budget for the Water and Sewer Divisions. Mr. Kanaly made a motion to accept the 2024 Capital Budget as presented. Mr. Houchins seconded the motion, and all voted "aye."
3. Mr. Peeples presented the Audit Engagement Letter from Carr, Riggs, and Ingram for approval. Mr. Houchins made a motion authorizing the 2024 Financial Audit with Carr, Riggs, and Ingram. Mr. Johnston seconded the motion, and all voted "aye."
4. Mr. Harbison discussed the master plan services project that was listed in the 2024 Capital Budget. He notified the Board that he has confirmed with the firm that has been assisting with engineering services and received the scope of work. The project has been authorized and will have a kickoff meeting on Tuesday, December 5th.
5. Mr. Harbison discussed the update to the District's Design Standards manual. He anticipates having the refined manual by early 2024.
6. Mr. Harbison reported on the Construction Manager at Risk (CMAR) proposals that were received for the Flow for Our Future project. Four proposals were received and reviewed, and the four firms were invited to interview on November 16th and 17th. Qualifications, approach, and cost were the main scoring factors. Cleary Construction was the top ranked firm, however, there is an issue with funding for the project from ITA. The District's recommendation is to not move forward with executing the contract with the CMAR until the ITA can identify where the funding shortfall will come from. The District will continue to advance the design with HDR.
7. Mr. Tillery reported that meter installation time frames are back in our normal ten business day range. The Operations department has been putting substantial effort into the lead service line inventory that is required by the EPA as part of the lead and copper rule revision.

8. The District has accumulated 131,748.5 hours without a lost time accident.
9. With no other agenda items to be discussed, the Board went into closed session to discuss personnel matters.

ADJOURN

Mr. Donnelly adjourned the meeting.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be 'Harvey Johnston', written over a horizontal line.

Harvey Johnston, Secretary

MINUTES WARREN COUNTY WATER DISTRICT

The Warren County Water District Board of Commissioners met in special session on Wednesday, December 20, 2023, at 11:30 a.m. at the Water District Office located at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer, Vince Berta – Commissioner, and Hamp Moore – Attorney. Also, present were Jacob Cuarta – General Manager, Clint Harbison – Manager of Engineering, Jeff Peebles – Manager of Finance and Administration, Bryan Tillery – Manager of Operations, Jill Harmon – Manager of Human Resources and Communications, and Tim Minnicks – Construction Manager.

Mr. Donnelly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Houchins made a motion to approve the minutes of the meeting held on November 29, 2023. Mr. Berta seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peebles presented the Operating Reports ending November 2023, Budget Comparison, and 2023 Amended Budget. Mr. Kanaly made a motion to approve the Operating Reports and the 2023 Amended Budget. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

WRITE OFF TRANSACTIONS Mr. Kanaly made a motion to transfer the list of accounts dated December 2023 for collection. Mr. Johnston seconded the motion, and all voted "aye."

COMMISSIONERS' REPORT Mr. Cuarta inquired as to if either Mr. Donnelly or Mr. Kanaly could be available for a WSB Joint meeting on January 11th at the District Office. Mr. Donnelly confirmed his availability for the meeting. The Joint Operations Agreement will be updated at this meeting due to it expiring in February 2024. Then the agreement will be brought to each District's Board for final approval.

ATTORNEY'S REPORT Mr. Moore presented an update on the ongoing Badger Meter warranty issues. He highlighted the challenges faced in attempting to secure compliance with the product warranty from the supplier, despite concerted efforts. An official letter addressing this matter was composed and dispatched to the company. Unfortunately, their response received the week prior was unsatisfactory. Considering

the circumstances, it was suggested that the next course of action should involve engaging a third-party engineer/expert to thoroughly investigate the claim. Subsequently, the board may consider initiating legal action, potentially filing a lawsuit in the coming months.

GENERAL MANAGER'S REPORT

The General Manager reported on the following:

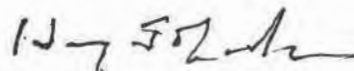
1. Ms. Harmon presented the 2023 New Hires, Transfers, Promotions and Terminations Report.
2. Ms. Harmon presented the 2023 EEO Achievement or Affirmative Action Report.
3. Mr. Peebles presented the Identity Theft Policy Statement.
4. Mr. Cuarta presented a Resolution in Honor of Tim Minnicks for Extraordinary Leadership.
5. Mr. Harbison provided an update on projects previously authorized in the 2023 capital budget, emphasizing the urgency of meeting their funding deadlines. It was proposed to devise a comprehensive plan at the onset of January aimed at expediting the completion of these projects. Additionally, efforts are ongoing to revise and enhance District standards, starting with the refinement of detailed drawings and review checklists. The objective behind this initiative is to disseminate these updated standards within the community, aiming to streamline and clarify aspects of the review process.
6. Mr. Tillery provided an update on the progress of the SCADA/RTU project. He noted that approximately 50% of the required materials have been received, with the anticipation of receiving the remaining items within the current week. It is anticipated that the full delivery of supplies will be completed by the beginning of February 2024. An internal decision was made to conduct the installation in-house, resulting in the successful online activation of the fifth RTU today. This choice led to significant cost savings for the District, estimated at one-million dollars. The installation process has commenced with the wastewater system and is progressing smoothly. Overall, the installation across all three systems is projected to take approximately 18 months to complete.
7. The District has accumulated 141,731.5 hours without a lost time accident.

8. With no other agenda items to be discussed, the Board went into closed session to discuss personnel matters.

ADJOURN

Mr. Donnelly adjourned the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H. Johnston", written over a horizontal line.

Harvey Johnston, Secretary

Minutes of
2024 Board of Commissioners Meetings
January - June

**MINUTES
WARREN COUNTY WATER DISTRICT**

The Warren County Water District Board of Commissioners met in regular session on Wednesday, January 24, 2024, at 11:30 a.m. at the Water District Office located at 523 US 31W Bypass, Bowling Green, Kentucky.

QUORUM CHECK Those members present were Tad Donnelly – Chairman, Tim Kanaly – Vice Chairman, Harvey Johnston – Secretary, Dion Houchins – Treasurer, Vince Berta – Commissioner, and Hamp Moore – Attorney. Also, present were Jacob Cuarta – General Manager, Clint Harbison – Manager of Engineering, Jeff Peebles – Manager of Finance and Administration, and Bryan Tillery – Manager of Operations.

Mr. Donnelly called the meeting to order and determined a quorum was present.

MINUTES APPROVED Mr. Berta made a motion to approve the minutes of the meeting held on December 20, 2023. Mr. Kanaly seconded the motion, and all voted "aye".

OPERATING REPORTS Mr. Peebles presented the Operating Reports ending December 2023 and Budget Comparison. Mr. Kanaly made a motion to approve the Operating Reports. Mr. Johnston seconded the motion, and all voted "aye."

DISBURSEMENTS Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."

WRITE OFF TRANSACTIONS Mr. Houchins made a motion to transfer the list of accounts dated January 2024 for collection. Mr. Kanaly seconded the motion, and all voted "aye."

COMMISSIONERS' REPORT Mr. Cuarta reported on the WSB Joint meeting that occurred January 11, 2024. For Warren County the North Warren Water/Sewer project was discussed. For Butler and Simpson County the focus of the discussion was on House Bill 9 funding.

Mr. Cuarta presented the Joint Operations Agreement for approval. Mr. Kanaly made a motion to approve, Mr. Berta seconded the motion, and all voted "aye."

Mr. Peebles presented the Year 2024 Rates and Allocations Memorandum for approval. Mr. Kanaly made a motion to approve, Mr. Berta seconded the motion, and all voted "aye."

ATTORNEY'S REPORT

Mr. Moore provided an update on the ongoing warranty issues with Badger Meters. He informed the Board about his plan to arrange a meeting with Steven Davis, an expert in meter accuracy, to seek assistance in resolving the meter accuracy claim with Badger Meters. The meeting with Mr. Davis is tentatively scheduled for February 12th, and Mr. Moore aims to present a report on their discussion during the February meeting.

In addition, Mr. Moore relayed to the Board that he had a conversation with the Warren County Public Work's Director, who voiced concerns regarding the potential impact of the Buckee's Fuel Center in Smiths Grove. The specific concern raised was related to the sewer capacity in the area. Mr. Cuarta informed the Board that he has actively engaged in discussions with key local stakeholders to address these challenges. He committed to keeping the Board informed of the progress and developments related to this matter.

GENERAL MANAGER'S REPORT

The General Manager reported on the following:

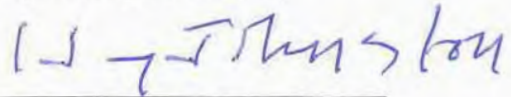
1. Mr. Tillery presented the bid tabulation for two 2024 ¾ ton pickup trucks for approval. Mr. Kanaly made a motion to approve, Mr. Johnston seconded the motion, and all voted "aye."
2. Mr. Harbison provided an update on multiple development projects in the Rich Pond area. The South Haven 409-unit development details have been resolved, and the District will offer design assistance to their engineers. The Vintage Lane project's next multifamily phase is imminent with 370 units. The Viridian project (485 units) is progressing, and the recently approved Village South project is gearing up for construction. In the Bristow area, two significant projects totaling around 800 units are anticipated, requiring upgrades to two existing lift stations. Development has commenced on two apartment complexes and an industrial building in the Veteran's Memorial area, prompting consideration for a new elevated tank and transmission lines.
3. Mr. Tillery highlighted the achievements of District staff during the recent cold spell. The team efficiently addressed 40-50 broken/frozen meters and disconnected water service for numerous customers with premise plumbing issues. A collaborative effort with the Warren County Road Department successfully resolved a leak on Louisville Road to ensure road safety. Despite the challenging circumstances, the team performed admirably, prioritizing safety throughout their operations.

4. The District has accumulated 151,335.0 hours without a lost time accident.
5. With no other agenda items to be discussed, the Board went into closed session to discuss personnel matters.

ADJOURN

Mr. Kanaly made a motion to adjourn the meeting. Mr. Johnston seconded the motion, and all voted "aye."

Respectfully submitted,



Harvey Johnston, Secretary

MEETING MINUTES

WARREN COUNTY WATER DISTRICT BOARD MEETING

Date: February 28, 2024

Time/Location: 11:30 AM/Warren County Water Office, 523 US 31 W Bypass,
Bowling Green, Kentucky

Meeting called to order by: Mr. Thomas Donnelly

QUORUM CHECK

Those members present were Mr. Thomas Donnelly, Chairman, Mr. Tim Kanaly, Vice Chairman, Mr. Dion Houchins, Treasurer, Mr. Vince Berta, Commissioner, and Mr. Hamp Moore, Attorney. Also, present were Mr. Jacob Cuarta, General Manager, Mr. Clint Harbison, Manager of Engineering, Mr. Bryan Tillery, Manager of Operations, and Mr. Jeff Peebles, Manager of Finance and Administration.

APPROVAL OF MINUTES

Mr. Houchins made a motion to approve the minutes of the meeting held on January 24, 2024, Mr. Kanaly seconded the motion, and all voted, "aye".

OPERATING REPORTS

Mr. Peebles presented the Operating Reports and Budget Comparisons for January 2024. Mr. Kanaly made a motion to approve the Operating Reports and Budget Comparisons, Mr. Berta seconded the motion, and all voted, "aye".

DISBURSEMENTS

Mr. Peebles presented the Disbursements for the current period. Mr. Houchins made a motion to approve the Disbursements as presented, Mr. Kanaly seconded the motion, and all voted, "aye".

COMMISSIONER'S REPORT

Mr. Cuarta provided an update on the recent BGMU/WCWD Joint Operations Meeting held on February 8, 2024. The discussion encompassed a proposed project list and the anticipated timelines for their potential completion. It was noted that while these projects are slated for

implementation, their funding will be distributed across several years. Furthermore, the refinement of project scopes remains a priority for the District.

The Commissioners discussed the Kentucky Rural Water Association's 2024 Management Conference that occurred February 21-22, 2024.

ATTORNEY'S REPORT

Mr. Moore reported on the telephone conference that occurred with Steven Davis, an expert on meter accuracy. The next step will be to get a brief written report from him regarding the Badger meters before approaching Badger again.

WRITE OFF TRANSACTIONS

Mr. Peebles reviewed the Write off Transactions to be transferred. Mr. Houchins made a motion to transfer the Write off Transactions dated February 2024 for collection. Mr. Kanaly seconded the motion, and all voted, "aye".

GENERAL MANAGER'S REPORT

Mr. Cuarta presented the Resolution and Memorandum of Agreement regarding the various Drinking Water Treatment Plant, Water Recovery Facility, and Wastewater Collection System Improvement Projects presented by Bowling Green Municipal Utilities for approval. Mr. Kanaly made a motion to approve. Mr. Houchins seconded the motion, and all voted, "aye".

Mr. Peebles presented the Scope of Work for the CIS Infinity Billing System for approval. Mr. Kanaly made a motion to approve, Mr. Houchins seconded the motion, and all voted, "aye".

Mr. Tillery presented the bid tabulation for six 2024 ½ ton pickup trucks for approval, noting that Freeland Automotive had withdrawn their bid for "Truck A" in accordance with KRS 45A.365 (6). Therefore, it was recommended that five trucks shown as "Truck A" be awarded to Pogue Chevrolet, of Powderly, KY and one "Truck B" be awarded to Freeland Automotive, of Smyrna, TN. Mr. Kanaly made a motion to approve, Mr. Houchins seconded the motion, and all voted, "aye".

Mr. Cuarta addressed the issue of surplus items that had reached the end of life within the District's inventory. He outlined the necessity of seeking approval for the disposal of these items, ensuring transparency and adherence to proper procedures. Mr. Cuarta formally requested the Board's approval for the surplus of various items that were no longer viable for use. Mr. Kanaly made a motion to approve the items to be surplus, Mr. Berta seconded the motion, all voted, "aye".

Additionally, Mr. Cuarta proposed a structured approach to handling surplus items in the future. He suggested that the Board establish a monetary threshold, above which any items requiring surplus approval must be brought before the Board for consideration. This threshold would serve as a practical guideline, streamlining the process while still maintaining oversight and accountability. By implementing such a policy, Mr. Cuarta emphasized, the Board could ensure prudent management of surplus assets while minimizing the administrative burden.

Mr. Harbison provided an update on the progress of the Veridian apartment complex situated at the intersection of Plano and Scottsville Road. The most recent CDR presented plans for a new project to construct approximately 550 units along Louisville Road, adjacent to Bristow Elementary School.

Mr. Harbison also discussed the recent activity regarding development on Nashville Road, and the South Haven Subdivision on Richpond Rockfield Road that is currently undergoing finalization for its development of 409 units. Additionally, the same developer is working on an apartment complex just south of Richpond Road, which is currently in the design phase and expected to consist of 80-100 units.

Mr. Harbison provided an update regarding the 2.1-million-dollar loan designated for the Woodburn tank project. It was noted that despite proceeding with the design and bidding process for the tank in June of the previous year, as of January 31st, it was discovered that the loan was no longer available. It was clarified that as of August, the required documentation to secure the loan had not been completed, resulting in its loss. Consequently, there is a need to ensure that the contractor, who has already incurred costs, receives payment for services rendered despite the loan setback.

Mr. Harbison discussed the status of the ARPA (American Rescue Plan Act) funds allocated to Warren County. It was noted that the District has received seven awards. Currently, preparations are underway to put two of these awards out for bidding. Additionally, it was highlighted that the Kentucky Infrastructure Authority (KIA) has granted the flexibility to modify or consolidate projects as necessary, ensuring that the funds are utilized in the most efficient manner possible.

Mr. Cuarta provided an overview of the recent discussion held with counsel Damon Talley and Gerald Wuetcher and also the upcoming meeting with Stoll Keenon Ogden (SKO). This meeting is scheduled to address several matters, including the District's request for an extension of its rate filing. It was noted that the filing was initially due next month; however, the District has yet to receive a ruling despite submitting the request in October, with an expected response timeframe of 60 days.

The District has accumulated 163,091.5 hours without a lost time accident.

NEXT MEETING DATE

The next regularly scheduled meeting will be Wednesday, March 27, 2024, at 11:30 AM.

ADJOURN

Being that there was no further business, Mr. Kanoly made a motion to adjourn, Mr. Berta seconded the motion, and all voted, "aye".

Respectfully submitted,

A handwritten signature in black ink, appearing to be a stylized 'J' followed by a long horizontal line.

MEETING MINUTES

WARREN COUNTY WATER DISTRICT BOARD MEETING

Date: March 27, 2024

Time/Location: 11:30 AM/Warren County Water Office, 523 US 31 W Bypass,
Bowling Green, Kentucky

Meeting called to order by: Mr. Tim Kanaly

QUORUM CHECK

Those members present were Mr. Tim Kanaly, Vice Chairman, Mr. Dion Houchins, Treasurer, Mr. Harvey Johnston, Secretary, and Mr. Hamp Moore, Attorney. Also, present were Mr. Jacob Cuarta, General Manager, Mr. Clint Harbison, Manager of Engineering, Mr. Bryan Tillery, Manager of Operations, and Mr. Jeff Peeples, Manager of Finance and Administration.

APPROVAL OF MINUTES

Mr. Houchins made a motion to approve the minutes of the meeting held on February 28, 2024, Mr. Johnston seconded the motion, and all voted, "aye".

OPERATING REPORTS

Mr. Peeples presented the Operating Reports and Budget Comparisons for February 2024. Mr. Johnston made a motion to approve the Operating Reports and Budget Comparisons, Mr. Houchins seconded the motion, and all voted, "aye".

DISBURSEMENTS

Mr. Peeples presented the Disbursements for the current period. Mr. Houchins made a motion to approve the Disbursements as presented, Mr. Johnston seconded the motion, and all voted, "aye".

COMMISSIONER'S REPORT

Mr. Cuarta addressed the funding shortfall concerning the north Warren water/sewer project, indicating a potential allocation of \$20 million to the ITA to address the deficit. Mr. Harbison has maintained regular communication with the Construction Manager at Risk (CMAR) since the funding shortfall emerged. Seeking approval from the board, Mr. Cuarta proposed initiating contract negotiations with the CMAR, considering the possible appropriation to cover the shortfall. Currently, the ITA holds the original \$46 million, which can be utilized for payments until

February 2025. Given the anticipated timeline of approximately a month to finalize the contract with the CMAR, Mr. Harbison has been in discussions with the owner regarding potential cost increases in pipe materials, prompting the need to secure prices previously provided. Mr. Johnston made a motion to approve initiating contract negotiations with the CMAR, contingent upon the appropriation of funding to the ITA, Mr. Houchins seconded the motion, and all voted "aye."

ATTORNEY'S REPORT

Mr. Moore had nothing to report at this time.

WRITE OFF TRANSACTIONS

Mr. Peeples reviewed the Write off Transactions to be transferred. Mr. Johnston made a motion to transfer the Write off Transactions dated March 2024 for collection. Mr. Houchins seconded the motion, and all voted, "aye".

GENERAL MANAGER'S REPORT

Mr. Tillery presented the recommendation for selecting a Construction Manager for the new WCWD administration and operations complex. Out of the seven Request for Proposals sent out, three were returned. Following a preliminary scoring process, Scott, Murphy, Daniel emerged as the highest scoring proposal. Subsequently, interviews and in-person presentations were conducted, reaffirming Scott, Murphy, Daniel as the highest scoring proposal, inclusive of their price proposal. Mr. Houchins made a motion to move forward with Scott, Murphy, Daniel as the Construction Manager, Mr. Johnston seconded the motion, and all voted, "aye".

Mr. Harbison presented Resolution 2024-03-02, ARPA grant award for the Southwest Parkway Interceptor project, Resolution 2024-03-03, ARPA grant award for the Southwest Parkway Improvement project, Resolution 2024-03-04, ARPA grant award for the Woodburn Tank Replacement project, Resolution 2024-03-05, ARPA grant award for the Alvaton Capacity Improvements project, Resolution 2024-03-06, ARPA grant award for the Greenhill Transmission and PS Upgrade project, and Resolution 2024-03-07, ARPA grant award for the Rockfield Capacity Improvements project for approval. Mr. Houchins made a motion to approve the Resolutions as presented, Mr. Johnston seconded the motion, and all voted, "aye".

Mr. Harbison provided an update on several projects currently in the final stages of plan review and approval, ready to commence construction shortly. The Village South Apartments, comprising 80 units on Plano Road, await only Division of Water approval to proceed. Similarly, the Veridian Apartments, boasting 485 units, are undergoing finalization this week regarding water and wastewater configuration. Progress on the Vintage Lane development, featuring 207 units on Hennessey Way, is also nearing completion. Additionally, initial phases have commenced for the Brookwood subdivision adjacent to the new Brookwood Elementary School, along with the multi-family development, Grove Park, on Nashville Road. Furthermore, planning stages for the development on Bluegrass Farms Boulevard have been initiated.

Mr. Tillery provided an update on new meter installations. The Construction department is consistently meeting our targeted two-week window for installations. Despite a delay a couple

of years ago, when several individuals pre-applied for meters, we are now nearing completion of setting these meters. This delay was primarily since the applications were for areas without development at the time. We are now in the final stages of setting the remaining meters. Additionally, the District is experiencing a higher volume of large meter installations than ever before.

The District has accumulated 175,069.0 hours without a lost time accident.

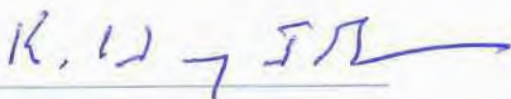
NEXT MEETING DATE

The next regularly scheduled meeting will be Wednesday, April 24, 2024, at 11:30 AM.

ADJOURN

Being that there was no further business, Mr. Houchins made a motion to adjourn, Mr. Johnston seconded the motion, and all voted, "aye".

Respectfully submitted,



MEETING MINUTES

WARREN COUNTY WATER DISTRICT BOARD MEETING

Date: April 24, 2024

Time/Location: 11:30 AM/Warren County Water Office, 523 US 31 W Bypass,
Bowling Green, Kentucky

Meeting called to order by: Mr. Thomas Donnelly

QUORUM CHECK

Those members present were Mr. Thomas Donnelly, Chairman, Mr. Tim Kanaly, Vice Chairman, Mr. Harvey Johnston, Secretary, and Mr. Hamp Moore, Attorney. Also, present were Mr. Jacob Cuarta, General Manager, Mr. Clint Harbison, Manager of Engineering, Mr. Bryan Tillery, Manager of Operations, Mr. Jeff Peebles, Manager of Finance and Administration, and Ms. Shelly Glasscock Compton with Carr, Riggs, & Ingram.

ANNUAL AUDIT

Ms. Shelly Glasscock Compton with Carr, Riggs, & Ingram presented the 2023 annual audit. Mr. Kanaly made a motion to approve the annual audit as presented, Mr. Johnston seconded the motion, and all voted, "aye".

APPROVAL OF MINUTES

Mr. Johnston made a motion to approve the minutes of the meeting held on March 27, 2024, Mr. Kanaly seconded the motion, and all voted, "aye".

OPERATING REPORTS

Mr. Peebles presented the Operating Reports and Budget Comparisons for March 2024. Mr. Kanaly made a motion to approve the Operating Reports and Budget Comparisons, Mr. Johnston seconded the motion, and all voted, "aye".

DISBURSEMENTS

Mr. Peebles presented the Disbursements for the current period. Mr. Kanaly made a motion to approve the Disbursements as presented, Mr. Johnston seconded the motion, and all voted, "aye".

COMMISSIONER'S REPORT

The Commissioners had nothing to report at this time.

ATTORNEY'S REPORT

Mr. Moore addressed the damages claim presented by [REDACTED], a resident of the Plum Springs area, whose basement was flooded due to an overflow at one of our water storage facilities. It was noted that the malfunction of the automatic shut-off mechanism within the storage facility during a cold snap contributed to the incident. Despite the lack of coverage from our insurance carrier for this claim, both the Chairman and General Manager opted to offer reimbursement to [REDACTED] for a portion of the damages. Subsequently, [REDACTED] agreed to settle the claim under these terms.

Mr. Moore also reported on the status of the ongoing Badger Meter claim. The details are being finalized and the claim is estimated to be filed within the next thirty days.

WRITE OFF TRANSACTIONS

Mr. Peebles reviewed the Write off Transactions to be transferred. Mr. Kanaly made a motion to transfer the Write off Transactions dated April 2024 for collection, Mr. Johnston seconded the motion, and all voted, "aye".

GENERAL MANAGER'S REPORT

Mr. Cuarta presented the 2024 Annual Scholarship recipient, Mr. Jacob Sanders. Mr. Sanders is a student at South Warren High School, who will be majoring in Mechanical Engineering at Western Kentucky University.

Mr. Tillery provided an overview of the outcomes from a Request for Qualifications (RFQ) for Water Tank Asset Management Services. The objective of this service is to establish a partnership with a reputable firm to oversee significant management tasks, including but not limited to painting, inspections, and ensuring regulatory compliance. The selected firm would also assume accountability for any deficiencies in performance. Following thorough evaluation, Utility Service Group (USG) was selected. Mr. Kanaly made a motion to approve proceeding with executing an agreement with USG, Mr. Johnston seconded the motion, and all voted, "aye".

Mr. Harbison presented the results of the Request for Proposals for the Greenhill Area Water Line Improvements Project. Mr. Harbison recommended to the Board that we proceed with awarding the project to JC Brewer Construction for \$260,537. Mr. Kanaly made a motion to move forward with JC Brewer Construction, Mr. Johnston seconded the motion, and all voted, "aye".

Mr. Harbison provided a comprehensive update on the progress of the new elevated water tank situated at the Transpark. The bowl is tentatively slated for elevation on Saturday, May 4, 2024, with the overall project anticipated to conclude by late June. Notably, this tank will incorporate a mechanical mixer alongside a power ventilation system, effectively mitigating the accumulation of chlorine gas within the tank.

Mr. Harbison elaborated on the increase in projects currently undergoing review. This expansion can be attributed to the addition of two new Engineering staff members who have significantly contributed to streamlining the process. Presently, they are actively engaged in establishing a tracking system to ensure clarity regarding project due dates, status updates, and associated requirements. Additionally, they are in the process of developing their own review checklist to further enhance efficiency and accuracy.

Mr. Cuarta provided an update on the latest developments from Frankfort regarding the passage of the SB91 bill, which includes emergency provisions facilitating immediate funding availability. Governor Beshear signed the bill into effect on April 16th. It was noted that contract negotiations between the Economic Development Cabinet and the ITA will require some time, as they will be centered on a forgivable loan for job creation with AESC. Considering this information, we seek board approval to commence contract negotiations with the CMAR. Mr. Kanaly made a motion to approve moving forward. Mr. Johnston seconded the motion, and all voted, "aye."

Mr. Tillery provided an update into the ongoing service line inspections carried out by a contracted entity on behalf of Warren County Water District. He emphasized that the Environmental Protection Agency (EPA) mandates the District to conduct a comprehensive investigation of all service lines, including those on the customer's side, to ascertain the materials used, particularly focusing on identifying lead lines. It was emphasized that the District must furnish meticulous documentation to substantiate the absence of lead lines in service. The deadline for submitting the report to the Division of Water is set for October, following which it will be forwarded to the EPA for review.

The District has accumulated 186,657.0 hours without a lost time accident.

NEXT MEETING DATE

The next regularly scheduled meeting will be Wednesday, May 22, 2024, at 11:30 AM.

ADJOURN

Being that there was no further business, Mr. Kanaly made a motion to adjourn, Mr. Johnston seconded the motion, and all voted, "aye".

Respectfully submitted,

R. Johnston III

MEETING MINUTES

WARREN COUNTY WATER DISTRICT BOARD MEETING

Date: May 22, 2024

Time/Location: 11:30 AM/Warren County Water Office, 523 US 31 W Bypass,
Bowling Green, Kentucky

Meeting called to order by: Mr. Thomas Donnelly

QUORUM CHECK

Those members present were Mr. Thomas Donnelly, Chairman, Mr. Harvey Johnston, Secretary, Mr. Dion Houchins, Treasurer, and Mr. Vince Berta, Commissioner. Also, present were Mr. Jacob Cuarta, General Manager, Mr. Clint Harbison, Manager of Engineering, Mr. Bryan Tillery, Manager of Operations, and Mr. Jeff Peebles, Manager of Finance and Administration.

APPROVAL OF MINUTES

Mr. Johnston made a motion to approve the minutes of the meeting held on April 24, 2024, Mr. Berta seconded the motion, and all voted, "aye".

OPERATING REPORTS

Mr. Peebles presented the Operating Reports and Budget Comparisons for April 2024, Mr. Berta made a motion to approve the Operating Reports and Budget Comparisons, Mr. Houchins seconded the motion, and all voted, "aye".

DISBURSEMENTS

Mr. Peebles presented the Disbursements for the current period. Mr. Johnston made a motion to approve the Disbursements as presented, Mr. Houchins seconded the motion, and all voted, "aye".

COMMISSIONER'S REPORT

The Commissioners had nothing to report at this time.

ATTORNEY'S REPORT

Mr. Cuarta provided an update on the progression that has been made with the Badger Meter claim. Some data has been collected by the District and provided to Mr. Moore and he will have an update regarding the status of the claim for next month's meeting.

WRITE OFF TRANSACTIONS

Mr. Peebles reviewed the Write off Transactions to be transferred. Mr. Houchins made a motion to transfer the Write off Transactions dated May 2024 for collection. Mr. Johnston seconded the motion, and all voted, "aye".

GENERAL MANAGER'S REPORT

Mr. Cuarta discussed a recent public records request that was received. The process needs to be refined because as the organization grows, we are receiving a lot more requests. This issue is going to be presented to Butler and Simpson County as well because a more refined process needs to be adopted by all three systems.

Mr. Tillery presented the 2024 Water Quality Report. The District met compliance standards in all categories. The report's format adheres strictly to Environmental Protection Agency regulations, which mandate the inclusion of any substances detected at measurable levels.

Mr. Harbison provided an update on the draft agreement for the Construction Manager at Risk (CMAR) for the North Warren Water/Sewer project. A follow-up meeting with HDR was held to assist with the contract language. After Mr. Moore approves the updated language, the contract will be sent to the CMAR. A kickoff meeting is anticipated in the coming weeks to discuss the current design status, which has progressed since the requests for proposal were initially issued in October. Additionally, confirmation was received from the ITA yesterday that the Commissioner's Office should have the written agreement after July.

Mr. Harbison discussed the recent tank raising at the Transpark and presented drone footage to illustrate the process. The engineering team is working to expedite the next project for bid to take advantage of ARPA funding. The aim is to have a proposal ready for the June board meeting, or at the latest, the July meeting.

Mr. Harbison provided an update on the upcoming major sewer project on Dillard Road, which will soon begin the design phase. Additionally, there have been discussions about a new elementary school on Dillard Road. Developers are providing more information to facilitate the design process. The design is expected to come together by late summer or early fall and be completed by the established deadline. He also discussed the Viridian Apartments on Plano Road, comprising nearly 500 units, are preparing to start. They are in the process of submitting payments and signing inspection agreements. The Grove Park development is awaiting KY Division of Water approval to commence construction.

Mr. Cuarta discussed a meeting that he will be attending with Mr. Harbison this afternoon at the Chamber of Commerce regarding issues that developers are experiencing with getting projects evaluated in a timely manner in Frankfort.

Mr. Cuarta provided an update on the progress of the Cost-of-Service Study for Warren County's Alternative Rate Case. HDR is expected to present their findings on the proposed rate increase at the June board meeting. A meeting with HDR is scheduled for Friday, and the Public Service Commission filing deadline is July 31st.

The District has accumulated 199,479.5 hours without a lost time accident. 250,000 hours without a lost time accident is a milestone so discussions have started regarding how that will be celebrated. Once a decision has been made, options will be presented to the Board for final approval.

Mr. Cuarta discussed the upcoming election of officers, which will take place next month. As previously agreed by the Board, officer positions rotate every two years, necessitating reelection.

NEXT MEETING DATE

The next regularly scheduled meeting will be Wednesday, June 26, 2024, at 11:30 AM.

ADJOURN

Being that there was no further business, Mr. Johnston made a motion to adjourn, Mr. Houchins seconded the motion, and all voted, "aye".

Respectfully submitted,

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a series of loops and a long horizontal stroke.

MEETING MINUTES

WARREN COUNTY WATER DISTRICT BOARD MEETING

Date: June 26, 2024

Time/Location: 11:30 AM/Warren County Water Office, 523 US 31 W Bypass,
Bowling Green, Kentucky

Meeting called to order by: Mr. Thomas Donnelly

QUORUM CHECK

Those members present were Mr. Thomas Donnelly, Chairman, Mr. Tim Kanaly, Vice Chairman, Mr. Harvey Johnston, Secretary, Mr. Dion Houchins, Treasurer, Mr. Vince Berta, Commissioner, and Mr. Hamp Moore, Attorney. Also, present were Mr. Jacob Cuarta, General Manager, Mr. Clint Harbison, Manager of Engineering, Mr. Bryan Tillery, Manager of Operations, Mr. Jeff Peebles, Manager of Finance and Administration, Mr. Chris Wiseman, HIG, Mr. Christian Juckett, R & H, Mr. Damon Talley, SKO, Mr. Ross Guffey, HDR, and Ms. Abbey Osborne, HDR.

APPROVAL OF MINUTES

Mr. Houchins made a motion to approve the minutes of the meeting held on May 22, 2024, Mr. Berta seconded the motion, and all voted, "aye".

OPERATING REPORTS

Mr. Peebles presented the Operating Reports and Budget Comparisons for May 2024. Mr. Johnston made a motion to approve the Operating Reports and Budget Comparisons; Mr. Kanaly seconded the motion, and all voted, "aye".

DISBURSEMENTS

Mr. Peebles presented the Disbursements for the current period. Mr. Johnston made a motion to approve the Disbursements as presented, Mr. Houchins seconded the motion, and all voted, "aye".

COMMISSIONER'S REPORT

Mr. Cuarta inquired about the Commissioner's availability for a WSB/BGMU Joint Meeting the week of August 5th.

ELECTION OF OFFICERS

Mr. Donnelly made a motion to elect Mr. Kanaly as Chairman, Mr. Berta as Vice Chairman, Mr. Houchins remain Treasurer, and Mr. Johnston remain Secretary. Mr. Houchins seconded the motion, and all voted, "aye".

ATTORNEY'S REPORT

Mr. Moore reported on a certified letter received from legal counsel concerning an incident involving a Scott & Ritter employee during the installation of service line taps in a new development. He further updated the Board that the filing of the Badger Meter claim is scheduled within the upcoming weeks.

WRITE OFF TRANSACTIONS

Mr. Peebles reviewed the Write off Transactions to be transferred. Mr. Kanaly made a motion to transfer the Write off Transactions dated June 2024 for collection, Mr. Johnston seconded the motion, and all voted, "aye".

GENERAL MANAGER'S REPORT

Mr. Wiseman presented the Liability and Worker's Compensation Insurance Rates for the fiscal year 2024-2025 for Board approval. Upon request by Mr. Donnelly, Mr. Wiseman provided an overview of property claims submitted by the District over the past decade. Following this discussion, Mr. Donnelly proposed adjusting the deductible from \$1,000 to \$25,000. Mr. Kanaly made a motion to approve. Mr. Berta seconded the motion, Mr. Houchins abstained, and the rest voted, "aye".

Mr. Peebles presented the Cash and Investment Listing for both the water and sewer divisions.

Mr. Peebles issued a Request for Proposal (RFP) in October 2022 for a bond anticipation note intended to fund the new administration complex and the SCADA project. Due to delays with the new administration complex, a new RFP was issued for a bank anticipation note to support that project and others. Resolution 2024-06-09, approving and authorizing an assistance agreement with Rural Water Financing Agency was presented for approval. Mr. Kanaly made a motion to approve the resolution, Mr. Houchins seconded the motion, and all voted "aye".

Mr. Guffey presented the pro forma and rate comparison tables outlining the proposed rate adjustments for water and sewer services. Resolutions 2024-06-10 and 2024-06-11, authorizing the General Manager to file an application with the Public Service Commission to adjust retail water and sewer rates, were presented for approval. Mr. Kanaly made a motion to approve Resolution 2024-06-10. Mr. Houchins seconded the motion, and all voted "aye." Mr. Kanaly made a motion to approve Resolution 2024-06-11. Mr. Houchins seconded the motion, and all voted "aye."

Mr. Cuarta presented Resolution 2024-06-08 Authorizing Applications for Declaratory Order for approval. Mr. Kanaly made a motion to approve. Mr. Johnston seconded the motion, and all voted, "aye".

Mr. Harbison provided an update on the North Warren Water and Sewer project. District staff have been collaborating with Mr. Moore to finalize the agreement with the CMAR. Since the initial projects under construction list was drafted in the Board packet, three projects have advanced to active job status, resulting in 525 additional units currently under construction. Additionally, 975 units are in various stages of approval, and another 700 units are imminent.

The District has accumulated 212,486.0 hours without a lost time accident.

NEXT MEETING DATE

The next regularly scheduled meeting will be Wednesday, July 24, 2024, at 11:30 AM.

ADJOURN

Being that there was no further business, Mr. Kanaly made a motion to adjourn, Mr. Johnston seconded the motion, and all voted, "aye".

Respectfully submitted,

A handwritten signature in blue ink, consisting of a stylized 'L' followed by a series of loops and a horizontal line.

Attachment 1-1d

Insurance Certificates and Invoices

**COMMONWEALTH OF KENTUCKY
WORKERS' COMPENSATION NOTICE**

*Employees of this business are covered by the Kentucky Workers' Compensation Act
(KRS Chapter 342) Conspicuous Posting of this Notice is required by law*

00440
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Policy Number: 431022
Effective: 07/01/2024-07/01/2025

Warren County Water District

Location Name: Warren County Water District

Workers' Compensation Carrier:

Kentucky Employers' Mutual Insurance

250 W Main St Lexington, KY 40507

Contact KEMI Customer Service:

1-800-868-4553 or 1-859-425-7800

REPORT AN INJURY

EMPLOYEES: If injured, notify your supervisor immediately: when possible, notice should be in writing. Failure to notify your supervisor could result in denial of benefits. Obtain medical care. Your employer must pay for all necessary medical care to treat a workplace injury. The employee may select the physician or medical facility to render care. If the employer is enrolled in an approved Managed Care Plan, employee selection of physicians is limited to the Approved Provider Network, except in certain emergencies. For injuries requiring continuing care, the employee must designate a treating physician. A form to do so will be furnished by your employer or its insurance carrier.

This employer is participating in a Managed Care Plan for medical care. The Managed Care Plan is Occupational Managed Care Alliance (OMCA). For information call 1-800-868-4553 or 1-859-425-7800.

DISABILITY BENEFITS to replace wages lost due to a workplace injury are payable under the Workers' Compensation Act after seven (7) days of disability. A Claim must be filed with the Office of Workers' Claims within two years of the date of injury, or last payment of temporary total disability benefits.

NEED ASSISTANCE?

Contact your employer's claim representative. If your questions about workers' compensation rights are not promptly answered, call The Kentucky Office of Workers' Claims at 1-800-554-8601 to speak to an Ombudsman or Workers' Compensation Specialist.

EMPLOYER SUPERVISORS – NOTIFY MANAGEMENT IMMEDIATELY OF ALL INJURIES SO THAT TIMELY REPORTS CAN BE MADE AS REQUIRED BY LAW.



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EMPLOYER SUPERVISORS – NOTIFY MANAGEMENT IMMEDIATELY OF ALL INJURIES SO THAT TIMELY REPORTS CAN BE MADE AS REQUIRED BY LAW.



July 1, 2024



Warren County Water District
PO Box 10180
Bowling Green, KY 42102

INFORMATION PAGES
FOR POLICY NUMBER – **431022**
KEMI 007

1. Policyholder:

Warren County Water District
PO Box 10180

Bowling Green, KY 42102

Federal ID: 610866161
Entity type: Municipality

2. Policy Period:

<u>Effective:</u>	<u>Expires:</u>
12:01 AM 07/01/2024	12:01 AM 07/01/2025

3. Coverage, Limits and Endorsements:

- A. Part One of this policy applies only to the Workers' Compensation Laws of the Commonwealth of Kentucky.
- B. Part Two of this policy (Employers' Liability Insurance) is subject to the limits of our liability listed below:

Bodily Injury by Accident	\$4,000,000	each accident
Bodily Injury by Disease	\$4,000,000	policy limit
Bodily Injury by Disease	\$4,000,000	each employee

This policy includes these endorsements:

ENDORSEMENT CODE	ENDORSEMENT DESCRIPTION
KEMI 001 03	Special Fund Assessment
KEMI 002 03	Schedule of Additional Locations
KEMI 012 02	Premium Discount Endorsement
KEMI 014 04	Experience Modification Endorsement
KEMI_044_06	Terrorism Risk Insurance Program reauthorization Act Disclosure Endorsement
KEMI 045 05	Catastrophe (Other than Certified Acts of Terrorism)Endorsement
KEMI 053 02	Application of Premium Payments Endorsement
KEMI 061	Audit NonCompliance Charge Endorsement

4. Classifications

7520-000	Waterworks Operation & Drivers
8742-000	Salesmen Collectors or Messengers - Outside
8810-000	Clerical Office Employees NOC

CLASS RATING AND MANUAL PREMIUM DETAIL	EXPOSURE	RATE	PREMIUM
Warren County Water District			
07/01/2024 - 07/01/2025			
7520-000	2,261,009	1.68	\$37,985.00
8742-000	318,938	.2	\$638.00
8810-000	2,543,022	.12	\$3,052.00

Total Manual Premium:
\$41,675.00

PREMIUM CALCULATION DETAIL	TYPE	FACTOR	AMOUNT
07/01/2024 - 07/01/2025	Total Manual Premium		\$41,675.00
	Employers Liability Limits	.018	\$750.00
	Total Subject Premium		\$42,425.00
	Experience Modification Premium	.740	-\$11,030.00
	Total Modified Premium		\$31,395.00
	Schedule Rating Premium	.750	-\$7,849.00
Final Estimate	Total Standard Premium		\$23,546.00
	Premium Discount		-\$2,022.00
	Expense Constant		\$260.00
	Terrorism Charge		\$512.00
	Catastrophe Charge		\$512.00
	Estimated Annual Premium		\$22,808.00
	Kentucky Special Fund		\$1,489.36

PREMIUM CALCULATION DETAIL	TYPE	FACTOR	AMOUNT
	Assessment		
	Total Premium & Assessment		\$24,297.36

The INFORMATION PAGES and all the forms and endorsements and included with it, along with the policy document, complete this policy. Insurance under this policy is provided to the policyholder(s) listed in section 1 of the INFORMATION PAGES. In witness whereof the undersigned executed and attested this policy.

Jon Stewart

NOTICE OF INSURED'S RIGHTS

If you are insured under a workers' compensation insurance policy and believe that the rates or rating system have been incorrectly or improperly applied, you may request a review of the manner in which the rate or rating system has been applied. You must make your request in writing to the insurance company or advisory organization. The insurance company or advisory organization has thirty (30) days to grant or reject your request for a review and to notify you in writing whether your request has been granted or rejected. If your request is granted, the insurance company or advisory organization shall conduct the review within ninety (90) days of receiving your request. If your request is rejected or if you are dissatisfied with the results of the review you may appeal to the commissioner for further review. You must make your appeal within thirty (30) days of receipt of the rejection or of the results of the review. Your appeal is to be sent to:

Legal Division
Department of Insurance
P.O. Box 517
Frankfort, KY 40602

Your request for an appeal should include a statement of the facts and how the rates or rating system were incorrectly or improperly applied. Also, enclose copies of the results of the review and any other correspondence from the insurance company or advisory organization. If your appeal shows good cause, the commissioner shall hold a hearing. The commissioner may after the hearing issue a final order affirming, modifying or reversing the action of the insurance company or advisory organization.

1. This notice is required by KRS 304.13-161 and 806 KAR 13.140
2. Requests for review and appeals do not relieve the insured from making premium payments during the course of the review process.



KEMI PRIVACY POLICY

Kentucky Employers' Mutual Insurance (KEMI) is committed to maintaining the privacy and confidentiality of information about its customers. This notice is to let you know about the current privacy practices of KEMI. **YOU DO NOT NEED TO DO ANYTHING IN RESPONSE TO THIS NOTICE. THIS NOTICE IS SIMPLY TO INFORM YOU ABOUT HOW WE SAFEGUARD YOUR INFORMATION.**

DISCLOSURE OF INFORMATION

We do not disclose any nonpublic personal financial information, including health information, about our customers or former customers to anyone, except as permitted or required by law.

NON-PUBLIC PERSONAL INFORMATION WE COLLECT

As part of KEMI's normal operating procedures we need to obtain information in order to determine eligibility for our products and services and to perform our insurance functions. We may collect non-public personal information about you from the following sources:

- Information we receive from you on applications or other forms (including names, address, financial, and health information);
- Information about your transactions with us, or others (including claims and payment information); and
- Information we receive from a consumer reporting agency (including creditworthiness and credit history)

CONFIDENTIALITY AND SECURITY

We restrict access to non-public personal financial information about you to only those employees who need access to the information to perform their job functions to provide products or services to you. Employees who misuse information are subject to disciplinary actions. We maintain physical, electronic and procedural safeguards that comply with applicable regulations to guard your non-public personal financial information.

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

Effective Date: 07/01/2024
FOR POLICY NUMBER – **431022**
Warren County Water District
POLICY PERIOD 07/01/2024-07/01/2025
KEMI 001
KENTUCKY SPECIAL FUND ASSESSMENT

Assessment Charges - Kentucky

The amount charged to the insured for the special fund assessment under the Kentucky Workers' Compensation Law is not included as premium under the policy, pursuant to KRS 342.122, as now or hereafter amended. However, as KEMI is required to collect the assessment under the Kentucky Workers' Compensation Law, the assessment is included in the total amount due to KEMI.

The assessment percentage, in the amount and on the effective date shown, is determined by the Kentucky Workers' Compensation Funding Commission.

Assessment Percentage:	6.53%
Assessment Amount:	\$1,489.36
Effective Date:	07/01/2024

Please contact our office at 859-425-7800 or 1-800-640-5364 with any questions.

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

Effective Date: 07/01/2024
FOR POLICY NUMBER – **431022**
Warren County Water District
POLICY 07/01/2024-07/01/2025
KEMI 002

SCHEDULE OF NAMED INSUREDS AND WORKPLACES

	Effective Date	Expiration Date
Warren County Water District 104 S Tyler St Ste B Morgantown KY 42261	07/01/2024	07/01/2025
Warren County Water District 523 Us Hwy 31 - W Bypass Bowling Green KY 42102	07/01/2024	07/01/2025
Warren County Water District 108 Morgantown Rd Franklin KY 42134	07/01/2024	07/01/2025

Please contact our office at 859-425-7800 or 1-800-640-5364 with any questions.

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

Effective Date: 07/01/2024
FOR POLICY NUMBER – **431022**
Warren County Water District
POLICY 07/01/2024-07/01/2025
KEMI 012
PREMIUM DISCOUNT ENDORSEMENT

The premium for this policy may be eligible for a discount. This endorsement shows your estimated discount in the Schedule below. The final calculation of premium discount will be determined by our manuals and your premium basis as determined by audit. Premium subject to retrospective rating is not subject to premium discount.

Schedule

State	First \$5000	Next \$95000	Next \$400000	Balance
Kentucky	0.00%	10.90%	12.60%	14.40%

Please contact our office at 859-425-7800 or 1-800-640-5364 with any questions.

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

FOR POLICY NUMBER – **431022**
Policy Name – **Warren County Water District**
POLICY 07/01/2024-07/01/2025
KEMI 014
NOTICE OF EXPERIENCE RATING

The premium for this policy is adjusted by the experience rating modification factor shown on this endorsement and the Information Page. This factor may be revised and applied to the policy in accordance with our manuals and endorsements. We will issue an endorsement to show the revised factor, if different from the factor shown, when it is calculated.

Premium for this policy period is impacted by the following:

Risk ID	RED	Effective Date	Expiration Date	Factor	Type
160047992	07/01/2024	07/01/2024	07/01/2025	.74	Final

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

Effective Date - 07/01/2024
FOR POLICY NUMBER – **431022**
Warren County Water District
POLICY PERIOD 07/01/2024-07/01/2025
KEMI 044

TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier may charge premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers' compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

"Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

"Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.



“Insured Loss” means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers’ compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

“Insurer Deductible” means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
KY	(Payroll / 100) * 1%	\$512.00

Please contact our office at 859-425-7800 or 1-800-640-5364 with any questions.

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

Effective Date - 07/01/2024
FOR POLICY NUMBER – **431022**
Warren County Water District
POLICY PERIOD 07/01/2024-07/01/2025
KEMI 045

CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) PREMIUM ENDORSEMENT

This endorsement is notification that we are charging premium to cover the losses that may occur in the event of a Catastrophe (other than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers' compensation losses caused by a Catastrophe (other than Certified Acts of Terrorism). Coverage for such losses is subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations. This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement (KEMI 044), attached to this policy.

For purposes of this endorsement, Catastrophe (other than Certified Acts of Terrorism) is defined as: A single event or peril resulting in a group of claims with aggregate workers' compensation losses in excess of \$50 million. This \$50 million threshold applies per occurrence, across all states for which claims arise from a single event or peril.

The premium charge for the coverage your policy provides for workers' compensation losses caused by a Catastrophe (other than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
KY	(Payroll / 100) * 1%	\$512.00

Please contact our office at 859-425-7800 or 1-800-640-5364 with any questions

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

Effective Date: 07/01/2024
FOR POLICY NUMBER – **431022**
Warren County Water District
POLICY PERIOD 07/01/2024-07/01/2025
KEMI 053
APPLICATION OF PREMIUM PAYMENTS

KEMI reserves the right to alter or terminate a pay plan on an existing policy if payments are not received in a timely basis on the current or any prior policy. Restricted plans or 100% pay may be required if you fail to pay premiums by the due dates, carry balances from prior years or have other credit or financial issues.

If past due premium is owed and you provide a deposit or premium for a subsequent policy, that deposit or premium amount will be applied to the oldest premium amount owed to KEMI.

Any return premium due to you from other policy periods will be applied to any debts that remain outstanding. Additionally, any payments submitted by you or on your behalf for future coverage will be applied to the oldest premium amount owed to KEMI and additional coverage declined until your debt has been satisfied.

After the amount of premium owed becomes final, a credit may remain on a cancelled policy and will be reflected on the Final Audit Summary and/or policy invoice. KEMI will not issue a refund for any premium less than \$10 unless you specifically request KEMI to do so within 90 days of the issuance of the Final Audit Summary and/or policy invoice. You may contact KEMI at 1-800-640-5364 to request the refund.

July 1, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

ENDORSEMENTS

Effective Date: 07/01/2024
FOR POLICY NUMBER – **431022**
Warren County Water District
POLICY PERIOD 07/01/2024-07/01/2025
KEMI 061

AUDIT NONCOMPLIANCE CHARGE ENDORSEMENT

Part Five – Premium, Section E. (Audit) of the Workers Compensation and Employers Liability Insurance Policy is revised by adding the following:

If you do not allow us to examine and audit all of your records that relate to this policy, and/or do not provide audit information as requested, we may apply an Audit Noncompliance Charge. The method for determining the Audit Noncompliance Charge by state, where applicable, is shown in the Schedule below.

If you allow us to examine and audit all of your records after we have applied an Audit Noncompliance Charge, we will revise your premium in accordance with our manuals and Part 5-Premium, E. (Final Premium) of this policy.

Failure to cooperate with this policy provision may result in the cancellation of your insurance coverage, as specified under the policy.

Schedule

State(s)	Basis of Audit Noncompliance Charge	Maximum Audit Noncompliance Charge Multiplier
KY	Estimated Annual Premium	Up to 2 times

Please contact our office at 859-425-7800 or 1-800-640-5364 with any questions.

EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY): 7/25/2024

THIS IS EVIDENCE THAT THE INSURANCE AS IDENTIFIED BELOW HAS BEEN ISSUED, IS IN FORCE, AND CONVEYS ALL THE RIGHTS AND PRIVILEGES AFFORDED UNDER THE POLICY

PRODUCER KENTUCKY LEAGUE OF CITIES 100 E. VINE ST SUITE 800 LEXINGTON, KY 40507-3700 (859) 977-3700		COMPANY KENTUCKY LEAGUE OF CITIES INSURANCE SERVICES	
CODE:	SUB CODE:		
AGENCY CUSTOMER ID#: INSURED: Warren County Water District 523 US Hwy 31W Bypass Bowling Green, KY 42102		LOAN NUMBER: EFFECTIVE DATE: 7/1/2024 CONTINUED UNTIL TERMINATED IF CHECKED <input type="checkbox"/> THIS REPLACES PRIOR EVIDENCE DATED:	POLICY NUMBER: P5746-2024-24823 EXPIRATION DATE: 7/1/2025

PROPERTY INFORMATION LOCATION/DESCRIPTION BUILDINGS, CONTENTS, AND SCHEDULED PROPERTY OF THE Warren County Water District LISTED WITH THE COMPANY
--

COVERAGE INFORMATION		LIMITS	
COVERAGES/PERILS/FORMS		AMOUNT OF INSURANCE	DEDUCTIBLE*
SUBJECT TO POLICY SUBLIMITS, CONDITIONS, AND EXCLUSIONS, DIRECT LOSS REPLACEMENT COST AND TIME ELEMENT ON PROPERTY DECLARED TO THE COMPANY AS HAVING TOTAL VALUES OF: *FLOOD DEDUCTIBLE (ZONES B, C, & X ONLY) = \$25,000 PER OCCURRENCE *EARTHQUAKE DEDUCTIBLE = \$25,000 OR 2% OF TIV'S FOR EACH DAMAGED LOCATION PER OCCURRENCE		\$64,838,958	\$1,000

REMARKS (Including Special Conditions) Evidence of Property coverage is given.
--

CANCELLATION THIS POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL GIVE THE ADDITIONAL INTEREST IDENTIFIED BELOW <u>10</u> DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD AFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR AS REQUIRED BY LAW.

ADDITIONAL INTEREST			
NAME AND ADDRESS Warren County Water District P.O. Box 10180 Bowling Green, KY 42102		MORTGAGEE	
		LOSS PAYEE	
	LOAN #		
	AUTHORIZED REPRESENTATIVE Suzanne Beal		

CERTIFICATE OF INSURANCE

DATE
7/25/2024

PRODUCER

KENTUCKY LEAGUE OF CITIES INSURANCE SERVICES
100 E. VINE STREET, SUITE 800
LEXINGTON, KY 40507-3700

PHONE: (859)-977-3700

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVEYS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

INSURED

Warren County Water District
523 US Hwy 31W Bypass
Bowling Green, KY 42102

COMPANY KENTUCKY LEAGUE OF CITIES INSURANCE
A SERVICES

COMPANY
B

ATTN: Jacob Cuarta

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROT PUBLIC OFFICIALS LAW ENFORCEMENT	L5746-2024-24822	7/1/2024	7/1/2025	GENERAL AGGREGATE	UNLIMITED
					PRODUCTS-COMP/OP AGG	UNLIMITED
					PERSONAL & ADV INJURY	INCLUDED
					EACH OCCURRENCE	\$ 5,000,000
					FIRE DAMAGE (Any one fire)	\$ 100,000
					MED EXP (Any one person)	\$ 5,000
					COMBINED SINGLE LIMIT	\$ 5,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	L5746-2024-24822	7/1/2024	7/1/2025	BODILY INJURY (Per person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE	
	CRIME LIABILITY FORGERY OR ALTERATION THEFT, DISAPPEARANCE AND DESTRUCTION PUBLIC EMPLOYEE DISHONESTY MONEY ORDERS & COUNTERFEIT PAPER CURRENCY COVERAGE				LIMIT DEDUCTIBLE	
					LIMIT INSIDE PREMISES DEDUCTIBLE	
					LIMIT OUTSIDE PREMISES DEDUCTIBLE	
					LIMIT DEDUCTIBLE	
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: INCLUDED EXCLUDED				STATUTORY LIMITS	
					EACH ACCIDENT	
					DISEASE/POLICY LIMIT	
					DISEASE-EACH EMPLOYEE	
A	PHYSICAL DAMAGE	L5746-2024-24822	7/1/2024	7/1/2025		
A	PUBLIC OFFICIALS	L5746-2024-24822	7/1/2024	7/1/2025	LIMIT	\$ 5,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Evidence of Liability coverage is given.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Suzanne Reed

Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102

INVOICE

00540



Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Invoice Date
May 27, 2022
Invoice Number
2761091
Policy Number
431022
Current Balance
\$22,240.31
Due Date
06/26/2022

AGENT: PUBLIC ENTITY INSURANCE INC (859)296-4580

Current Transactions

Explanation		Policy Period		Amount
		From	To	
Premium Installment	#1	07/01/2022	07/01/2023	\$20,797.00
Special Fund Assessment Installment	#1	07/01/2022	07/01/2023	\$1,443.31
Current Charges				\$22,240.31

21-22 = \$21,328.02

22-23 Worker's Compensation

CL # 162-0002-2 \$22,240.31

kw 4/1/22 (see Attached History Premium)

Date Rec'd _____ Date Comp. 6-2-22
W.O. _____ Cost Code _____ Dist. _____
Pur. Agent _____ Dept. Mgr. _____ Gen. Mgr. JC

Previous Balance	-	Payment Received	+	Current Charges	=	Current Balance
\$0.00		\$0.00		\$22,240.31		\$22,240.31

May 27, 2022

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Kentucky Employers Mutual Insurance
250 W Main Street, Suite 900
Lexington, KY 40507
www.kemi.com
859-425-7800 / 800-640-5364

Quote Date: May 27, 2022

Prospective Insured:	Legal Entity:	Municipality
Name: Warren County Water District	FEIN:	610866161
Address: PO Box 10180		
City: Bowling Green, KY 42102		

Agency:	Public Entity Insurance Inc
Agent Number:	7828
Address:	505 Wellington Way Ste 275
City:	Lexington, KY 40503
Phone:	(859)296-4580<>

<p>Renewal Quote for Workers Compensation Coverage 431022- 07/01/2022-07/01/2023</p>
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Proposed Effective Date: 07/01/2022	Proposed Expiration Date: 07/01/2023
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Employer's Liability Limits:	Bodily Injury by Accident	\$4,000,000 each accident
(3.B)	Bodily Injury by Disease	\$4,000,000 policy limit
	Bodily Injury by Disease	\$4,000,000 each employee

00540300
00541Quote for Workers Compensation Coverage
431022-- 07/01/2022-07/01/2023

7520-000	Waterworks Operation & Drivers
8742-000	Salesmen Collectors or Messengers - Outside
8810-000	Clerical Office Employees NOC

CLASS RATING AND MANUAL PREMIUM DETAIL	EXPOSURE	RATE	PREMIUM
Warren County Water District			
07/01/2022 - 07/01/2023			
8810-000	1,960,440	.13	\$2,549.00
7520-000	1,935,297	1.95	\$37,738.00
8742-000	219,734	.25	\$549.00

PREMIUM CALCULATION DETAIL	TYPE	FACTOR	AMOUNT
07/01/2022 - 07/01/2023	Total Manual Premium		\$40,836.00
	Employers Liability Limits	.018	\$735.00
	Total Subject Premium		\$41,571.00
	Experience Modification Premium	.690	-\$12,887.00
	Total Modified Premium		\$28,684.00
	Schedule Rating Premium	.750	-\$7,171.00
Final Estimate	Total Standard Premium		\$21,513.00
	Premium Discount		-\$1,800.00
	Expense Constant		\$260.00
	Terrorism Charge		\$412.00
	Catastrophe Charge		\$412.00
	Estimated Annual Premium		\$20,797.00
	Kentucky Special Fund Assessment		\$1,443.31
	Total Premium & Assessment		\$22,240.31

TOTAL ESTIMATED ANNUAL POLICY PREMIUM

\$22,240.31

Payment Plan Eligibility: Annual Plan

Required Initial Installment Premium:

BILLING SCHEDULE BILL DATE	BILLING SCHEDULE BILL AMOUNT
05/27/2022	\$22,240.31

* Note: These payroll exposures are not the estimated payroll #s that I provided.
Per John, process with these numbers.

JKL

6/3/22



00540401
00541

This renewal quotation is based on the information provided by the expiring policy. Any changes in this information unknown at the time of this quotation could change the policy premium. Notify KEMI immediately of any and all changes. If not paid by the renewal date, coverage will expire.

cc: Public Entity Insurance Inc

Kentucky Employer's Mutual Insurance
Warren County Water District
Worker's Compensation
Invoice #: 2761091
Policy #: 431022
Policy Period: 7/1/22 - 7/1/23
Agent: Chris Wiseman - Van Meter Insurance Agency, Inc.

						(KEMI used 2019-20)				
		2018-19 Policy	2019-20 Policy	2020-21 Policy	2021-22 Policy		2022-23 Policy		2022-23 Policy	
Class	Class Description	2018 Est Payroll	2019 Est Payroll	2020 Est Payroll	2019 Est Payroll		Per Invoice		2022 Est Payroll	
8742	Outside Salesperson	200,904	201,024	\$ 216,672	201,024		219,734		\$ 254,871	
8810	Office Employees	1,797,963	1,883,811	1,937,863	1,883,811		1,960,440		2,373,249	
7520	Waterworks	1,606,395	1,771,150	1,854,395	1,771,150		1,935,297		2,106,210	
Totals		\$ 3,605,262	\$ 3,855,985	\$ 4,008,931	\$ 3,855,985		\$ 4,115,471		\$ 4,734,330	
Worker's Comp Premium		\$ 40,909.33	\$ 32,141.50	\$ 23,512.35	\$ 21,328.02		\$ 22,240.31			
Audit		\$ 6,176.11	\$ 1,210.78	\$ 2,013.29						

Notes:

The amounts that are on the invoice for the 2022-23 Policy are not the estimated payroll #'s provided.
John said to just process the invoice with the numbers that they used on the invoice and catchup when audited.

The amounts that were on the invoice for the 2021-22 Policy were the 2019-20 exposure amounts.
I was not asked to provide the 2021-22 Payroll Estimates.
I made a note regarding this on the invoice that we received for the 21-22 policy.

The estimated total wages for Worker's Compensation includes an estimated 10% for overtime
ular payrate, for non-salary employees) plus a 5% Annual Adjustment.

Overtime is computed at the regular pay rate for the Worker's Compensation calculations as instructed.

The payrates are as of 04/25/22 and do not include any cost of living or merit increases to provide a conservative amount.

The total payroll includes the WC Commissioner payments.

The worker's compensation audit will include a premium adjustment for the payrate variances.



**Insurance
Services**

Invoice

F.E.I.N. 61-1238903

Telephone: (800) 876-4552
(859) 977-3700

Make check payable and mail to:
Kentucky League of Cities Insurance Services
P.O. Box 34108
Lexington, KY 40588

Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102

Invoice Number: L5746-2022-22641-0

Date: 6/30/2022

Policy Number and Description	Amount
Policy Period: 7/1/2022-7/1/2023 Policy Number: L5746-2022-22641	\$ 82,950.06
A 5% late charge will be assessed on all late payments.	
Unless payment is received when due, coverage provided by this policy may be cancelled for nonpayment retroactive to the beginning of the policy inception date.	
Amount Due By 7/15/2022	\$ 82,950.06

Public Entity Insurance, Inc.
1240 Fairway Street
Bowling Green, KY 42103

Return Original With Payment



**Insurance
Services**

Invoice

F.E.I.N. 61-1238903

Telephone: (800) 876-4552
(859) 977-3700

Make check payable and mail to:
Kentucky League of Cities Insurance Services
P.O. Box 34108
Lexington, KY 40588

Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102

Invoice Number: P5746-2022-22642-0

Date: 6/30/2022

Policy Number and Description	Amount
Policy Period: 7/1/2022-7/1/2023 Policy Number: P5746-2022-22642	\$ 35,007.44
A 5% late charge will be assessed on all late payments.	
Unless payment is received when due, coverage provided by this policy may be cancelled for nonpayment retroactive to the beginning of the policy inception date.	
Amount Due By 7/15/2022	\$ 35,007.44

Public Entity Insurance, Inc.
1240 Fairway Street
Bowling Green, KY 42103

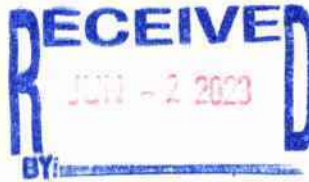
Return Original With Payment

INVOICE

01458



Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Invoice Date
May 30, 2023
Invoice Number
2861432
Policy Number
431022
Current Balance
\$23,650.85
Due Date
06/26/2023

AGENT: PUBLIC ENTITY INSURANCE INC (859)296-4580

Current Transactions

Explanation		Policy Period		Amount
		From	To	
Premium Installment	#1	07/01/2023	07/01/2024	\$22,116.00
Special Fund Assessment Installment	#1	07/01/2023	07/01/2024	\$1,534.85
Current Charges				\$23,650.85

2023-2024 Worker's Comp

GL Acct # 162-0002-2

pmc
6/2/23



Previous Balance	-	Payment Received	+	Current Charges	=	Current Balance
\$0.00		\$0.00		\$23,650.85		\$23,650.85

RETURN PAYMENT STUB

For billing inquiries, please call your agent or (859) 425-7800.

Policy Number

431022

Invoice Number

2861432

☐ Please check this box for change of address of email update (on reverse).

To make a payment instantly, visit

www.kemi.com/quikpay

If mailing payment, please:

1. Make checks payable to KEMI.
2. Include your Policy and Invoice Numbers on check.
3. Please do not staple check to payment stub.
4. Indicate change of address or e-mail update on reverse side of stub.
5. Write questions or comments on separate enclosure.

Kentucky Employers' Mutual Insurance
Payment Processing Center
P.O. Box 12500
Lexington, KY 40583-2500

Due Date: 06/26/2023

Amount Due: \$23,650.85

May 30, 2023

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Kentucky Employers Mutual Insurance
250 W Main Street, Suite 900
Lexington, KY 40507
www.kemi.com
859-425-7800 / 800-640-5364

Quote Date: May 30, 2023

Prospective Insured:	Legal Entity:	Municipality
Name: Warren County Water District	FEIN:	610866161
Address: PO Box 10180		
City: Bowling Green, KY 42102		

Agency:	Public Entity Insurance Inc
Agent Number:	7828
Address:	505 Wellington Way Ste 275
City:	Lexington, KY 40503
Phone:	(859)296-4580

<p>Renewal Quote for Workers Compensation Coverage 431022- 07/01/2023-07/01/2024</p>
--

Proposed Effective Date: 07/01/2023

Proposed Expiration Date: 07/01/2024

Employer's Liability Limits: (3.B)	Bodily Injury by Accident	\$4,000,000 each accident
	Bodily Injury by Disease	\$4,000,000 policy limit
	Bodily Injury by Disease	\$4,000,000 each employee

01458300
01462

Quote for Workers Compensation Coverage
431022-- 07/01/2023-07/01/2024

7520-000	Waterworks Operation & Drivers
8742-000	Salesmen Collectors or Messengers - Outside
8810-000	Clerical Office Employees NOC

CLASS RATING AND MANUAL PREMIUM DETAIL	EXPOSURE	RATE	PREMIUM
Warren County Water District			
07/01/2023 - 07/01/2024			
7520-000	2,133,086	1.85	\$39,462.00
8742-000	252,016	.24	\$605.00
8810-000	2,272,954	.12	\$2,728.00

PREMIUM CALCULATION DETAIL	TYPE	FACTOR	AMOUNT
07/01/2023 - 07/01/2024	Total Manual Premium		\$42,795.00
	Employers Liability Limits	.018	\$770.00
	Total Subject Premium		\$43,565.00
	Experience Modification Premium	.700	-\$13,069.00
	Total Modified Premium		\$30,496.00
	Schedule Rating Premium	.750	-\$7,624.00
Final Estimate	Total Standard Premium		\$22,872.00
	Premium Discount		-\$1,948.00
	Expense Constant		\$260.00
	Terrorism Charge		\$466.00
	Catastrophe Charge		\$466.00
	Estimated Annual Premium		\$22,116.00
	Kentucky Special Fund Assessment		\$1,534.85
	Total Premium & Assessment		\$23,650.85

TOTAL ESTIMATED ANNUAL POLICY PREMIUM

\$23,650.85

Payment Plan Eligibility: Annual Plan

Required Initial Installment Premium:

*Please Note: Premium is based on 2021-2022
Audited Payroll (See Attached)*

BILLING SCHEDULE BILL DATE	BILLING SCHEDULE BILL AMOUNT
05/27/2023	\$23,650.85

This renewal quotation is based on the information provided by the expiring policy. Any changes in this information unknown at the time of this quotation could change the policy premium. Notify KEMI immediately of any and all changes. If not paid by the renewal date, coverage will expire.



01458401
01462

cc: Public Entity Insurance Inc

2021-2022



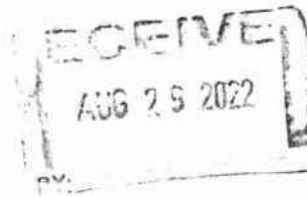
Making workers' comp work

250 West Main Street, Suite 900 Lexington, KY 40507-1724 859-425-7800 www.kemi.com

August 25, 2022



Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Final Audit Summary

Policy: 431022
Policy Name: Warren County Water District
Agent: Public Entity Insurance Inc
Policy Period: 07/01/2021 - 07/01/2022
Days in Force: 365
Audit Date: 08/25/2022
Audit Type: Online Audit

Code	Description	Payroll	Rate/ \$100	Premium
7520	Waterworks Operation & Drivers 1-Warren County Water District	\$2,133,086.00	\$2.14	\$45,648.00
8742	Salesmen Collectors or Messengers - Outside 1-Warren County Water District	\$252,016.00	\$0.26	\$655.00
8810	Clerical Office Employees NOC 1-Warren County Water District	\$2,272,954.00	\$0.13	\$2,955.00

Total Manual Premium		\$49,258.00
Employers Liability Limits	1.8%	\$887.00
Experience Modification	.66	-\$17,049.00
Premium 07/01/2021-07/01/2022		
Schedule Rating Premium	.75	-\$8,274.00
Premium Discount		-\$2,161.00
Expense Constant		\$260.00
Terrorism Charge	.01	\$466.00
Catastrophe Charge	.01	\$466.00
Total Premium		\$23,853.00
Kentucky Special Fund Assessment	7.02%	\$1,674.48
Grand Total		\$25,527.48 ✓

Additional Premium/Return Premium:

\$4,199.46 ✓

GL # 194-5001 - 2
2021-2022 Workers Compensation Audit + Premium Adjust

PLCY 431022 RECIP: In B065 35000 CRES: AGNT 636642 Page 1

plcy_fnl_audt_sum_08

* Please note: Kemi used 2019-2020 payroll #'s for the
W/C Estimate. The 2021-22 premium was \$21,328.02
2022-23 = \$22,240.31
2021-2022 \$25,527.48 ✓

		2019-20	2020-21	2021-22	2022-23	2022-23
		Payroll	Payroll	Payroll	Payroll	Payroll
		Audited	Audited	Audited	Per Invoice	Estimated
7520	Waterworks - Meter Readers, ect	1,841,180	1,935,297	2,133,086	1,935,297	2,106,210
8742	Outside Sales Persons - Inspectors	207,681	219,734	252,016	219,734	254,871
8810	Office Employees	1,914,807	1,960,439	2,272,954	1,960,440	2,373,249
Total		\$ 3,963,668.00	\$ 4,115,470.33	\$ 4,658,056.00	\$ 4,115,471.00	\$ 4,734,330.00



E.I.N. 611123333

Telephone: (800) 876-4552
(859) 977-3700

Warren County Water District
Jacob Cuarta
P.O. Box 10180
Bowling Green, KY 42102

Liability Invoice

Invoice date	7/3/2023
Invoice Number	L5746-2023-23691-00
Previous Balance	\$ 0
Payments	\$ 0.00
New Billings	\$ 84,175.66
Current Balance	\$ 84,175.66

Make check payable and mail to:
Kentucky League of Cities Insurance Services
P.O. Box 34108
Lexington, KY 40588

Invoice Policy Number: L5746-2023-23691 Policy Effective: 7/1/2023

Policy Type: Liability

Date	Item	Amount
6/1/2023	Previous Balance	\$ 0
6/1/2023	Policy # L5746-2023-23691. Billing #1	84,175.66
Unless Payment is received when due, coverage provided by this policy may be cancelled for non-payment in accordance with the insurance contract.		
Amount Due By 7/18/2023		\$ 84,175.66

Public Entity Insurance, Inc.
1240 Fairway Street
Bowling Green, KY 42103

Original Invoice



E.I.N. 611123333

Telephone: (800) 876-4552
(859) 977-3700

Warren County Water District
Jacob Cuarta
P.O. Box 10180
Bowling Green, KY 42102

Property Invoice

Invoice date	10/2/2023
Invoice Number	P5746-2023-23756-03
Previous Balance	\$ 0
Payments	\$ 0.00
New Billings	\$ 618.05
Current Balance	\$ 618.05

Make check payable and mail to:
Kentucky League of Cities Insurance Services
P.O. Box 34108
Lexington, KY 40588

InvoicePolicy Number: P5746-2023-23756 Policy Effective: 7/1/2023
Policy Type: Property

Date	Item	Amount
9/1/2023	Previous Balance	\$ 0
9/1/2023	Endorsement eff. 8/24/2023 Suite A-4 in Bldg A of Dishman Park Warehouses - CONTENTS ONLY (Building \$0,Contents \$500,000), 127 Dishman Lane Bowling Green Kentucky 42101	618.05
Unless Payment is received when due, coverage provided by this policy may be cancelled for non-payment in accordance with the insurance contract.		
Amount Due By 10/17/2023		\$ 618.05

Public Entity Insurance, Inc.
1240 Fairway Street
Bowling Green, KY 42103

Original Invoice



E.I.N. 611123333

Telephone: (800) 876-4552
(859) 977-3700

Warren County Water District
Jacob Cuarta
P.O. Box 10180
Bowling Green, KY 42102

Property Invoice

Invoice date	7/3/2023
Invoice Number	P5746-2023-23756-00
Previous Balance	\$ 0
Payments	\$ 0.00
New Billings	\$ 54,498.06
Current Balance	\$ 54,498.06

Make check payable and mail to:
Kentucky League of Cities Insurance Services
P.O. Box 34108
Lexington, KY 40588

Invoice Policy Number: P5746-2023-23756 Policy Effective: 7/1/2023
Policy Type: Property

Date	Item	Amount
6/1/2023	Previous Balance	\$ 0
6/1/2023	Policy # P5746-2023-23756. Billing #1	54,498.06
Unless Payment is received when due, coverage provided by this policy may be cancelled for non-payment in accordance with the insurance contract.		
Amount Due By 7/18/2023		\$ 54,498.06

Public Entity Insurance, Inc.
1240 Fairway Street
Bowling Green, KY 42103

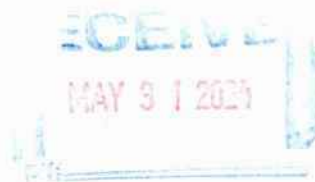
Original Invoice

INVOICE

01591



Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Invoice Date
May 28, 2024
Invoice Number
2960829
Policy Number
431022
Current Balance
\$24,297.36
Due Date
06/26/2024

AGENT: PUBLIC ENTITY INSURANCE INC (859)296-4580

Current Transactions

Explanation		Policy Period From To	Amount
Premium Installment	#1	07/01/2024 - 07/01/2025	\$22,808.00
Special Fund Assessment Installment	#1	07/01/2024 - 07/01/2025	\$1,489.36
Current Charges			\$24,297.36

2023-24 Premium = \$23,650.85

W.C.W.D.
2024-25-Workers Comp.

Date Rec'd _____ Date Comp. 5-31-24
W.O. _____ Cost Code _____ Dist. _____
Pur. Agent _____ Dept. Mgr. _____ Gen. Mgr. _____
GL Acc't # 162-0002-2

PL 6/1/24

Previous Balance	Payment Received	Current Charges	Current Balance
\$0.00	\$0.00	\$24,297.36	\$24,297.36

RETURN PAYMENT STUB

For billing inquiries, please call your agent or (859) 425-7800.
Policy Number 431022 Invoice Number 2960829

☐ Please check this box for change of address or email update (on reverse).

Kentucky Employers' Mutual Insurance
Payment Processing Center
P.O. Box 12500
Lexington, KY 40583-2500

To make a payment instantly, visit
www.kemi.com/quikpay

If mailing payment, please:

1. Make checks payable to KEMI.
2. Include your Policy and Invoice Numbers on check.
3. Please do not staple check to payment stub.
4. Indicate change of address or e-mail update on reverse side of stub.
5. Write questions or comments on separate enclosure.

Due Date: 06/26/2024

Amount Due: \$24,297.36

May 28, 2024

Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Kentucky Employers Mutual Insurance
250 W Main Street, Suite 900
Lexington, KY 40507
www.kemi.com
859-425-7800 / 800-640-5364

Quote Date: May 28, 2024

Prospective Insured:	Legal Entity:	Municipality
Name: Warren County Water District	FEIN:	610866161
Address: PO Box 10180		
City: Bowling Green, KY 42102		

Agency: Public Entity Insurance Inc
Agent Number: 7828
Address: 505 Wellington Way Ste 275
City: Lexington, KY 40503
Phone: (859)296-4580<>

<p>Renewal Quote for Workers Compensation Coverage 431022- 07/01/2024-07/01/2025</p>
--

Proposed Effective Date: 07/01/2024 Proposed Expiration Date: 07/01/2025

Employer's Liability Limits:	Bodily Injury by Accident	\$4,000,000 each accident
(3.B)	Bodily Injury by Disease	\$4,000,000 policy limit
	Bodily Injury by Disease	\$4,000,000 each employee

01591300
01593Quote for Workers Compensation Coverage
431022-- 07/01/2024-07/01/2025

7520-000	Waterworks Operation & Drivers
8742-000	Salesmen Collectors or Messengers - Outside
8810-000	Clerical Office Employees NOC

CLASS RATING AND MANUAL PREMIUM DETAIL	EXPOSURE	RATE	PREMIUM
Warren County Water District			
07/01/2024 - 07/01/2025			
7520-000	2,261,009	1.68	\$37,985.00
8742-000	318,938	.2	\$638.00
8810-000	2,543,022	.12	\$3,052.00

PREMIUM CALCULATION DETAIL	TYPE	FACTOR	AMOUNT
07/01/2024 - 07/01/2025	Total Manual Premium		\$41,675.00
	Employers Liability Limits	.018	\$750.00
	Total Subject Premium		\$42,425.00
	Experience Modification Premium	.740	-\$11,030.00
	Total Modified Premium		\$31,395.00
	Schedule Rating Premium	.750	-\$7,849.00
Final Estimate	Total Standard Premium		\$23,546.00
	Premium Discount		-\$2,022.00
	Expense Constant		\$260.00
	Terrorism Charge		\$512.00
	Catastrophe Charge		\$512.00
	Estimated Annual Premium		\$22,808.00
	Kentucky Special Fund Assessment		\$1,489.36
	Total Premium & Assessment		\$24,297.36

TOTAL ESTIMATED ANNUAL POLICY PREMIUM

\$24,297.36

Payment Plan Eligibility: Annual Plan

Required Initial Installment Premium:

BILLING SCHEDULE BILL DATE	BILLING SCHEDULE BILL AMOUNT
05/27/2024	\$24,297.36

This renewal quotation is based on the information provided by the expiring policy. Any changes in this information unknown at the time of this quotation could change the policy premium. Notify KEMI immediately of any and all changes. If not paid by the renewal date, coverage will expire.



01591401
01593

cc: Public Entity Insurance Inc



F.E.I.N. 61-1238903
Telephone: (800) 876-4552
(859) 977-3700

Premium Summary

Make check payable and mail to:
Kentucky League of Cities Insurance
Services
P.O. Box 34108
Lexington, KY 40588
Or pay via ACH at klc.org/SignIn

Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102

Policy Number: L5746-2024-24822
Date: 6/7/2024

Policy Number and Description	Amount
Policy Period: 7/1/2024-7/1/2025 Policy Number: L5746-2024-24822	\$ 93,272.86
A 5% late charge will be assessed on all late payments.	
Unless payment is received when due, coverage provided by this policy may be cancelled for nonpayment retroactive to the beginning of the policy inception date.	
Amount Due By 7/15/2024	\$ 93,272.86

Public Entity Insurance, Inc.
1240 Fairway Street
Bowling Green, KY 42103

Return Original with Payment



F.E.I.N. 61-1238903
Telephone: (800) 876-4552
(859) 977-3700

Premium Summary

Make check payable and mail to:
Kentucky League of Cities Insurance
Services
P.O. Box 34108
Lexington, KY 40588
Or pay via ACH at klc.org/SignIn

Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102

Policy Number: P5746-2024-24823
Date: 6/7/2024

Policy Number and Description	Amount
Policy Period: 7/1/2024-7/1/2025 Policy Number: P5746-2024-24823	\$ 69,817.11
A 5% late charge will be assessed on all late payments.	
Unless payment is received when due, coverage provided by this policy may be cancelled for nonpayment retroactive to the beginning of the policy inception date.	
Amount Due By 7/15/2024	\$ 69,817.11

Public Entity Insurance, Inc.
1240 Fairway Street
Bowling Green, KY 42103

Return Original with Payment

Attachment 1-1f

Warren District Fringe Benefits

WARREN COUNTY WATER DISTRICT
LIST OF FRINGE BENEFITS

No.	Year 2023	Year 2022	Year 2021	Year 2020	Year 2019	Description	Limited to Management	Do Commissioners Receive Benefit?
1	Medical & Prescription Insurance	Medical & Prescription Insurance	Medical & Prescription Insurance	Medical & Prescription Insurance	Medical & Prescription Insurance	Employee and the Water District share the cost with 70% being paid by the Water District. Employee's utilizing the High Deductible Medical Plan will be eligible to receive funds from the District in their Health Spending Account (HSA).	No	No
2	Dental Insurance	Dental Insurance	Dental Insurance	Dental Insurance	Dental Insurance	Employee and the Water District share the cost with 70% being paid by the Water District.	No	No
3	Basic Group Term Life and Accidental Death & Dismemberment Insurance	Basic Group Term Life and Accidental Death & Dismemberment Insurance	Basic Group Term Life and Accidental Death & Dismemberment Insurance	Basic Group Term Life and Accidental Death & Dismemberment Insurance	Basic Group Term Life and Accidental Death & Dismemberment Insurance	Warren County Water District pays 100% of the premium cost. Basic Life provides coverage equal to an employee's annual base salary rounded to the next thousand dollars times two. An equal amount of coverage is provided under the Accidental Death and Dismemberment Insurance for covered accidents resulting in death or certain dismemberment losses. The policy provides various fractions of full coverage for other dismemberment losses.	No	No
4	Long Term Disability	Long Term Disability	Long Term Disability	Long Term Disability	Long Term Disability	Coverage provides a disabled employee with 66 2/3 percent of their base salary after a 13-week waiting period. Cost is shared equally by the employee and the Water District.	No	No
5	Vision Insurance	Vision Insurance	Vision Insurance	Vision	Vision	Employee pays for entire cost of insurance.	No	No
6	Retirement & Security Plan (R&S Plan)	Retirement & Security Plan (R&S Plan)	Retirement & Security Plan (R&S Plan)	Retirement & Security Plan (R&S Plan)	Retirement & Security Plan (R&S Plan)	The Water District funds the entire cost of this Plan. Payments on the employee's behalf begin 1 year after employment. Contribution rates were 12.75% (2023); 12.83% (2022); 12.13% (2021); 11.56% (2020); 11.55% (2019).	No	No
7	401(a) Plan	401(a) Plan	401(a) Plan	401(a) Plan	401(a) Plan	After one year of service, the Water District contributes 3 percent of the employee's base salary into the 401(a) plan, regardless of any employee contribution. Additionally, the District will contribute a 100% matching contribution of up to 4 percent of the employee's base salary into the 401(a) plan provided that the employee contributes a minimum of 4% of their base salary into the 457(b) plan.	No	No

Attachment 1-1h

Commissioner Information

Commissioner Salaries						
Name	Current Term	2019	2020	2021	2022	2023
Berta, Vince	5/20/2022-5/31/2026				\$3,500.00	\$6,000.00
Donnelly, Thomas	1/11/2024-3/31/2028	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Houchins, Dion	9/25/2020-10/12/2024	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Taylor, Joe	N/A	\$6,000.00	\$3,500.00			N/A
Johnson, Glen	N/A	\$6,000.00	\$6,000.00	\$6,000.00	\$2,500.00	N/A
Johnston, R. Harvey	3/14/2022-4/22/2026	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Kanaly, Tim	9/10/2021-10/19/2025		\$2,500.00	\$6,000.00	\$6,000.00	\$6,000.00
TOTAL Compensation		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
ALLOCATION - Water Division		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
ALLOCATION - Sewer Division		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

FICA Tax Payments For Commissioners						
Name	Current Term	2019	2020	2021	2022	2023
Berta, Vince	5/20/2022-5/31/2026				\$267.75	\$459.00
Donnelly, Thomas	1/11/2024-3/31/2028	\$459.00	\$459.00	\$459.00	\$459.00	\$459.00
Houchins, Dion	9/25/2020-10/12/2024	\$459.00	\$459.00	\$459.00	\$459.00	\$459.00
Taylor, Joe	N/A	\$459.00	\$267.75			N/A
Johnson, Glen	N/A	\$459.00	\$459.00	\$459.00	\$191.25	N/A
Johnston, R. Harvey	3/14/2022-4/22/2026	\$459.00	\$459.00	\$459.00	\$459.00	\$459.00
Kanaly, Tim	9/10/2021-10/19/2025		\$191.25	\$459.00	\$459.00	\$459.00

Attachment 1-1i

Commissioner Appointments and Salaries

Vince Berta

Warren Fiscal Court
Order 22-11
WARREN COUNTY WATER DISTRICT BOARD

IT IS HEREBY ORDERED by Warren County Fiscal Court that the following
Appointment be made to the:

WARREN COUNTY WATER DISTRICT BOARD
(4-year terms)

Appointment

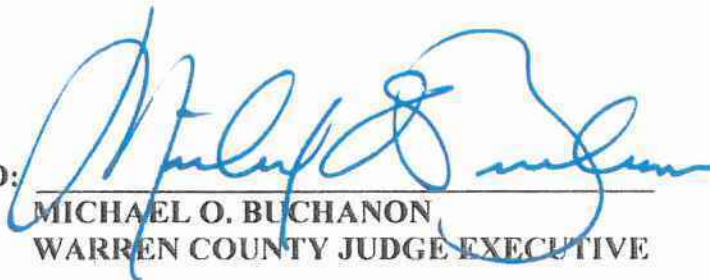
Vince Berta

Term Expires: May 31, 2026

**This Fiscal Court Order shall be in full force and effect upon signature and
recording.**

This May 20, 2022.

APPROVED:


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


Brenda Hale, Fiscal Court Clerk

Thomas Donnelly

WARREN FISCAL COURT
RESOLUTION # 06-25WC
RESOLUTION APPROVING THE
APPOINTMENT OF
THOMAS A. DONNELLY TO THE
WARREN COUNTY WATER DISTRICT BOARD

BE IT RESOLVED by the Warren Fiscal Court as follows:

The following Appointment as recommended by Judge Executive Michael O. Buchanan, Warren County Judge Executive and as indicated herein is hereby confirmed, approved and ratified by the Warren Fiscal Court of Warren County, Kentucky. Judge Buchanan will automatically serve, or his appointee, on this Board.

WARREN COUNTY WATER DISTRICT BOARD

Thomas A. Donnelly

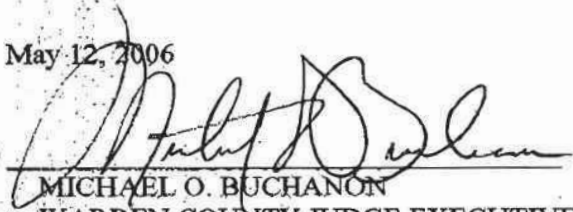
Term Expires March 31, 2008

(To fill unexpired term of James C. Scott)

This Resolution shall be in full force and effect upon signature, recordation.

ADOPTED: May 12, 2006

APPROVED


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


BRENDA HALE
FISCAL COURT CLERK

Warren Fiscal Court
Order #08-01

**ORDER APPROVING THE
RE-APPOINTMENT TO THE
WARREN COUNTY WATER DISTRICT BOARD**

IT IS HEREBY ORDERED by the Warren Fiscal Court as follows:

The following Re-Appointment as recommended by Judge Executive Michael O. Buchanan, Warren County Judge Executive and as indicated herein is hereby confirmed, approved and ratified by the Warren Fiscal Court of Warren County, Kentucky.

WARREN COUNTY WATER DISTRICT BOARD
(Four Year Term For Each Board Member)

Thomas A. Donnelly

Term Ends: March 31, 2012

This Order shall be in full force and effect upon signature, recordation.

ADOPTED: April 11, 2008

APPROVED:


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


BRENDA HALE
FISCAL COURT CLERK

186-F

Warren Fiscal Court
Order #12-03

ORDER APPROVING THE
RE-APPOINTMENT TO THE
WARREN COUNTY WATER DISTRICT BOARD

IT IS HEREBY ORDERED by the Warren Fiscal Court as follows:

The following Re-Appointment as recommended by Judge Executive Michael O. Buchanan and as indicated herein is hereby confirmed, approved and ratified by the Warren Fiscal Court of Warren County, Kentucky:

WARREN COUNTY WATER DISTRICT BOARD
(Four Year Term for each Board Member)

Thomas A. Donnelly

Term Ends: March 31, 2016


This Order shall be in full force and effect upon signature and recordation.

ADOPTED: March 21, 2012.

APPROVED:


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


Brenda Hale
Fiscal Court Clerk

*Approved
3/21/2012
B. Hale
Fiscal Court Clerk*

Warren Fiscal Court
Order #16-05

ORDER APPROVING THE RE-APPOINTMENT
TO THE WARREN COUNTY WATER DISTRICT
BOARD OF COMMISSIONERS

IT IS HEREBY ORDERED by Warren County Fiscal Court as follows:

The Warren County Water District Board of Commissioners has a member whose term on the Board will expire March 31, 2016. They would like to reappoint him to their Board of Commissioners:

WARREN COUNTY WATER DISTRICT BOARD OF COMMISSIONERS
(Four Year Terms)

Thomas A. Donnelly

Term Expires: March 31, 2020

This Fiscal Court Order shall be in full force and effect upon signature and recordation.

DATE: March 4, 2016

APPROVED:


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


Brenda Hale, Fiscal Court Clerk

Warren Fiscal Court
Order #20-01
RE-APPOINTMENT TO THE WARREN COUNTY WATER DISTRICT
BOARD OF COMMISSIONERS

IT IS HEREBY ORDERED by Warren County Fiscal Court as follows:

The Warren County Water District Board has a member whose term will expire on March 31, 2020 and they wish to re-appoint that person.

WARREN COUNTY WATER DISTRICT BOARD OF COMMISSIONERS
(Four Year Terms)

Re-Appoint:

Thomas A. Donnelly

Term to Expire: March 31, 2024


This Fiscal Court Order shall be in full force and effect upon signature and recordation.

This February 11, 2020

APPROVED:


MICHAEL O. BUCHANAN
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


Brenda Hale, Fiscal Court Clerk

395-E

Order 24-01
Warren County Fiscal Court

Warren County Water District Board of Commissioners

IT IS HEREBY ORDERED by Warren County Fiscal Court that the following appointment be made to the:

Board of Commissioners (4-year terms)

Appointment:

Thomas A. Donnelly

Term Expires: March 31, 2028

This Fiscal Court Order shall be in full force and effect upon signature and recordation.


This 11 Day of January, 2024.

APPROVED:



Doug Gorman
Warren County Judge Executive

ATTEST:



Crystal Cummings
Fiscal Court Clerk



Warren County
Water District

January 3, 2024

The Honorable Doug Gorman
Warren County Judge Executive
429 East 10th Street
Bowling Green, KY, 42101

Re: Board of Commissioners

Dear Judge Gorman:

In accordance with Warren County Fiscal Court Order #20-1, Thomas A. Donnelly's term on the Board of Commissioners of the Warren County Water District will expire March 31, 2024. Mr. Donnelly serves as Chairman of the Board and has been instrumental in establishing policies and planning the future direction of the Water District. We would appreciate your consideration in reappointing Mr. Donnelly to the Board of Commissioners.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Jacob C. Cuarta
General Manager

JCC:af

Providing high-quality
water and wastewater
services to families and
businesses throughout
Warren County.

*Delivering Quality
and Commitment
in Every Drop*

Dion Houchins



Warren County
Water District

September 28, 2020

Mr. Kent Chandler
Executive Director
Kentucky Public Service Commission
211 Sower Blvd.
Frankfort, KY 40601

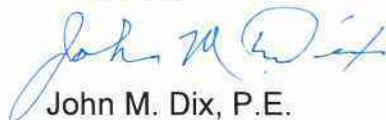
Re: Warren County Water District – Commissioner Re-appointment

Dear Mr. Chandler:

Enclosed please find Warren Fiscal Court Order #20-21, wherein Judge Executive Michael Buchanon re-appointed Mr. Dion Houchins on September 25, 2020 to serve on the Warren County Water District's Board of Commissioners. Mr. Houchins currently serves as Treasurer of the Board for the Water District and will continue to serve in this capacity. Mr. Houchins current term will run through October 12, 2024.

If you have any questions, please do not hesitate to contact me.

Sincerely,



John M. Dix, P.E.

JMD:ssa

Enclosure

Providing high-quality
water and wastewater
services to families and
businesses throughout
Warren County.

*Delivering Quality
and Commitment
in Every Drop*

APPOINTMENT TO THE
WARREN COUNTY WATER DISTRICT BOARD

IT IS HEREBY ORDERED by Warren County Fiscal Court as follows:

The Warren County Water District Board has a member who has moved out of town and they wish to appoint the following individual:

Warren County Water District Board

Dion Houchins Term Expires: 10/12/2020
(Filling the unexpired term of Henry Honaker)

This Fiscal Court Order shall be in full force and effect upon signature and recordation.

This August 10, 2018

APPROVED:

MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:

Brenda Hale
Brenda Hale, Fiscal Court Clerk

226-C

**Warren Fiscal Court
Order 20-21
RE-APPOINTMENT TO THE WARREN COUNTY
WATER DISTRICT BOARD OF COMMISSIONERS**

IT IS HEREBY ORDERED by Warren County Fiscal Court that the following Re-appointment be made to the:

WARREN COUNTY WATER DISTRICT BOARD OF COMMISSIONERS
4 Year Term

DION HOUCHINS

TERM EXPIRES: October 12, 2024

**This Fiscal Court Order shall be in full force and effect upon signature and
recording.**

This September 25, 2020.

APPROVED:



**MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE**

ATTEST:



Brenda Hale, Fiscal Court Clerk

Harvey Johnston

RESOLUTION OF THE WARREN FISCAL COURT RE:

ESTABLISHING THE NUMBER OF COMMISSIONERS CONSTITUTING THE BOARD OF THE WARREN COUNTY WATER DISTRICT AND THEIR TERMS, APPROVAL OF APPOINTMENT OF COMMISSIONERS TO WARREN COUNTY WATER DISTRICT AND ESTABLISHING THEIR ANNUAL SALARIES.

BE IT RESOLVED BY THE WARREN FISCAL COURT:

WHEREAS, the Warren County Water District is duly established and constituted pursuant to KRS 74.010 et seq. and is presently administered by a board of three (3) commissioners.

WHEREAS, the Richlandsville Water District, the North Side Water District, the South Warren Water District, and the Morgantown Road Water District, have all in the past been duly established and through appropriate mergers pursuant to the applicable provisions of KRS 74.010 et seq have resulted in the establishment of the Warren County Water District.

WHEREAS, by reason of the merger of the aforementioned water districts into the Warren County Water District and the applicable provisions of KRS 74.010 et seq, the number of commissioners constituting the district's Board of Commissioners has varied and now numbers only three (3).

WHEREAS, KRS 74.020(1)(a) provides that "...the Board of Commissioners shall be composed of either three (3) or five (5) members as the County Judge/Executive shall determine" and the County Judge/Executive has determined the Warren County Water District Board of Commissioners shall be composed of five (5) members.

WHEREAS, it is the intent of KRS 74.010 et seq that the terms of the Board of Commissioners of water districts be staggered.

NOW THEREFORE, be it further resolved:

The terms of the existing Board of Commissioners of the Warren County Water District are as follows and the appointments to the Board of Commissioners of the Warren County Water District as hereinafter set forth are approved.

A. Position No. 1:

(i) Barnett A. Sublett was duly appointed to a four (4) year term and approved by Order of the Fiscal Court dated January 10, 1992 commencing on April 23, 1990 and expiring on April 23, 1994. Barnett A. Sublett died

without a successor having been appointed.

(ii) Harvey Johnston be and is hereby appointed to a four (4) year term to the Board of Commissioners of the Warren County Water District, the term to expire on April 22, 1998.

B. Position No. 2:

(i) Glen Ray Johnson was duly appointed to a four (4) year term and approved by Order of the Fiscal Court dated May 11, 1990 commencing June 1, 1990 and expiring on June 1, 1994(Sic, May 31, 1994).

(ii) Glen Ray Johnson be and his appointment is hereby approved to a succeeding four (4) year term effective June 1, 1994 and the term to expire on May 31, 1998.

C. Position No. 3:

(i) L.E. Smith was duly appointed to a four (4) year term and approved by Order of the Fiscal Court dated September 11, 1992 commencing on January 1, 1992 and expiring January 1, 1996(Sic, December 31, 1995).

(ii) By reason of the aforementioned appointment, L.E. Smith continues to serve and the term of this position shall expire on December 31, 1995.

D. Position No. 4:

(i) This new and additional position is created by the County Judge/Executive and is for an initial term effective October 7, 1994 for a period of three (3) years and shall expire on October 12, 1997. Successive appointments thereafter shall be for a term of four (4) years to commence on October 13, 1997.

(ii) Joseph A. Cook be and is hereby appointed to a three (3) year term to the Board of Commissioners of the Warren County Water District effective October 13, 1994 with the term to expire on October 12, 1997.

E. Position No. 5:

(i) This new and additional position is created by the County Judge/Executive and is for an initial term effective October 13, 1994 for a period of two (2) years and shall expire on October 12, 1996. Successive appointments thereafter shall be for a term of four (4) years commencing on October 12, 1996.

(ii) Henry Honaker be and is hereby appointed with the approval of the Fiscal Court for a term of two (2) years October 13, 1994 with the term to expire on

October 12, 1996.

AND BE IT FURTHER RESOLVED:

WHEREAS, KRS 74.020(6) provides in pertinent part "(6) Each commissioner shall receive an annual salary of not more than thirty-six hundred dollars (\$3,600), which shall be paid out of the Water District Fund. In the case of single county districts ... the salary shall be fixed by the county judge/executive with the approval of the Fiscal Court; ..."

WHEREAS, the County Judge/Executive has determined that the annual salary for commissioners of the Warren County Water District shall be Two Thousand Four Hundred Dollars (\$2,400).

NOW THEREFORE, BE IT RESOLVED, that the annual salary for commissioners of the Warren County Water District shall be Two Thousand Four Hundred Dollars (\$2,400) as fixed by the County Judge/Executive to be paid out of the Warren County Water District Funds, such annual salary being hereby approved to remain in force and effect until a change is adopted and approved, all of which is approved by the Fiscal Court in the adoption of this resolution.

This 13th day of October, 1994.


WARREN COUNTY JUDGE EXECUTIVE

ATTEST: 
Warren Fiscal Court Clerk

STATE OF KENTUCKY

COUNTY OF WARREN

This is to certify that this is a true and correct copy of Resolution passed by Warren Fiscal Court on October 13, 1994 and recorded in Fiscal Court Order Book # 15, Supp. # 53, page 460-B thru 460-B-2.


MARIE SMITH
FISCAL COURT CLERK

WARREN FISCAL COURT


ORDER

IN RE: THE RE-APPOINTMENT OF
HARVEY JOHNSTON AND
CONFIRMATION OF MONTHLY
COMMISSIONERS FEE FOR
WARREN COUNTY WATER DISTRICT


It appears to the Court that Harvey Johnston's appointment as Commissioner of Warren County Water District will expire on April 22, 1998, or until a successor is duly appointed.

IT IS, THEREFORE ORDERED by the Court that Harvey Johnston be and is hereby re-appointed to the Board of Commissioners of the Warren County Water District for a term of four (4) years from April 22, 1998, and whose re-appointment will expire on April 22, 2002. \$300.00 monthly fee for Commissioners for Warren County Water District are hereby confirmed.

Entered this 20th day of March, 1998.


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTESTED:


MARIE SMITH
FISCAL COURT CLERK

RESOLUTION # 02-03

RESOLUTION APPROVING THE REAPPOINTMENT
OF A MEMBER OF THE WARREN COUNTY
WATER DISTRICT BOARD

This matter having come before the Warren Fiscal Court, and the Fiscal Court
being otherwise duly and sufficiently advised; and

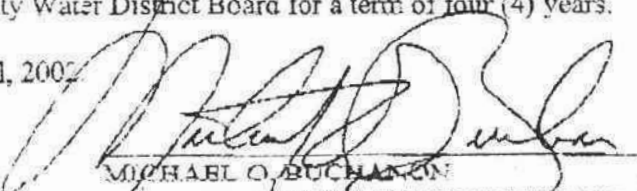
WHEREAS, Kentucky revised Statutes 74 et seq. authorizes the Fiscal Court of
this Commonwealth to create Water Districts; and

WHEREAS, the aforementioned statute also authorized Fiscal Court of the
Commonwealth to appoint a Board of Commissioners to manage the affairs of the Water
District; and


WHEREAS, it is in the best interest of the Fiscal Court of Warren County to
reappoint a member to the Warren County Water District Board.

IT IS NOW HEREBY ORDERED by the Fiscal Court of Warren County,
Commonwealth of Kentucky that Harvey Johnston shall be reappointed to serve as a
member of the Warren County Water District Board for a term of four (4) years.

This 12th day of April, 2002


MICHAEL O. BUCHANAN
WARREN COUNTY JUDGE EXECUTIVE

ATTESTED:


MARIE SMITH
DEPUTY FISCAL COURT CLERK

WARREN FISCAL COURT
RESOLUTION # 06-22WC
RESOLUTION APPROVING THE
RE-APPOINTMENT OF
HARVEY JOHNSTON TO THE
WARREN COUNTY WATER DISTRICT BOARD

BE IT RESOLVED by the Warren Fiscal Court as follows:

The following Re-Appointment as recommended by Judge Executive Michael O. Buchanan, Warren County Judge Executive and as indicated herein is hereby confirmed, approved and ratified by the Warren Fiscal Court of Warren County, Kentucky.

WARREN COUNTY WATER DISTRICT BOARD


Harvey Johnston

Term Expires April 22, 2010

This Resolution shall be in full force and effect upon signature, recordation.

ADOPTED: April 28, 2006

APPROVED


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


BRENDA HALE
FISCAL COURT CLERK

506-E

Attachment 1-1i

Page 21 of 35

Warren Fiscal Court
Order #10-10

**ORDER APPROVING THE
RE-APPOINTMENTS TO THE
BOARD OF COMMISSIONERS OF THE
WARREN COUNTY WATER DISTRICT**

IT IS HEREBY ORDERED by the Warren Fiscal Court as follows:

The following Re-Appointments as recommended by Judge Executive Michael O. Buchanan, and as indicated herein is hereby confirmed, approved and ratified by the Warren Fiscal Court of Warren County, Kentucky:

WARREN COUNTY WATER DISTRICT BOARD OF COMMISSIONERS

Harvey Johnston

**Four Year Term (4)
April 22, 2010 to April 22, 2014**


This Order shall be in full force and effect upon signature and recordation.

ADOPTED: April 16, 2010.

APPROVED:


**MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE**

ATTEST:


**Brenda Hale
Fiscal Court Clerk**

442-A

Warren Fiscal Court
Order #14-11

ORDER APPROVING
RE-APPOINTMENT TO THE
WARREN COUNTY WATER DISTRICT BOARD

IT IS HEREBY ORDERED by the Warren Fiscal Court as follows:

The Warren County Water District Board has a member whose term will expire on April 22, 2014 Harvey Johnston. The Board of the Water District has asked that Mr. Johnston be re-appointed to the board.

The following re-appointments has been recommended by Judge Executive Michael O. Buchanan and as indicated herein is hereby confirmed, approved and ratified by the Warren Fiscal Court of Warren County, Kentucky:

WARREN COUNTY WATER DISTRICT
(Four Year Term)

Harvey Johnston

Term expires: April 22, 2018


This Order shall be in full force and effect upon signature and recordation.

ADOPTED: April 7, 2014.

APPROVED:


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


Brenda Hale
Fiscal Court Clerk

Approved
4-7-14
B. Hale
Fiscal Court Clerk

Warren Fiscal Court
Order #18-10
RE-APPOINTMENT TO THE
WARREN COUNTY WATER DISTRICT BOARD

IT IS HEREBY ORDERED by Warren County Fiscal Court as follows:

The Warren County Water District Board of Commissioners has two
Members whose terms are expiring and they wish to have them re-appointed.

Glen Ray Johnson Term to Expire: May 31, 2022

Harvey Johnston Term to Expire: April 22, 2022

This Fiscal Court Order shall be in full force and effect upon signature and
recording.

This March 23, 2018

APPROVED:


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


Brenda Hale, Fiscal Court Clerk

*Approved
3/23/18*

Warren Fiscal Court
Order 22-06
WARREN COUNTY WATER DISTRICT BOARD

IT IS HEREBY ORDERED by Warren County Fiscal Court that the following Re-Appointments be made to the:

WARREN COUNTY WATER DISTRICT BOARD
(4-year terms)

Reappointment


Harvey Johnston

Term Expires: 4-22-2026

This Fiscal Court Order shall be in full force and effect upon signature and recordation.

This March 14, 2022.

APPROVED:



MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:



Brenda Hale, Fiscal Court Clerk

Tim Kanaly

**Warren Fiscal Court
Order 20-17
APPOINTMENT TO THE WARREN COUNTY
WATER DISTRICT BOARD OF COMMISSIONERS**

IT IS HEREBY ORDERED by Warren County Fiscal Court that the following appointment be made to fill the unexpired term on the Warren County Water District Board of Commissioners.

**WARREN COUNTY WATER DISTRICT BOARD OF COMMISSIONERS
4 Year Terms**

Tim Kanaly **Term Expires: 10/19/2021**
(Filling the unexpired term of Joe Taylor who resigned)

This Fiscal Court Order shall be in full force and effect upon signature and recordation.

This August 7, 2020.

APPROVED:



**MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE**

ATTEST:



Brenda Hale, Fiscal Court Clerk

Warren Fiscal Court
Order 21-16
WARREN COUNTY WATER DISTRICT BOARD

IT IS HEREBY ORDERED by Warren County Fiscal Court that the following Re-
appointment be made to the:

WARREN COUNTY WATER DISTRICT BOARD
(4 year term)


██████████ Tim Kanaly

Term: October 19, 2025

**This Fiscal Court Order shall be in full force and effect upon signature and
recording.**

This September 10, 2021.

APPROVED:


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:


Brenda Hale, Fiscal Court Clerk

Warren County Fiscal Court Record of Orders

Approving Warren County Water District

Board of Commissioners Salary Adjustment

Term, Day 20th Day of, March 1996

E52158

Pursuant to adjournment, Warren Fiscal Court met in regular session on March 20, 1998 at 10:00 A.M. in the Warren County Courtroom, Courthouse, 429 East 10th Street, Bowling Green, Ky.

PRESENT: Esquires Tony Payne, Doc Kaelin, Terry Stahl, Claudene Wheeler⁽¹⁾ and Ephram White.

ABSENT: Esquire Darel Carrier. PRESIDING: Honorable Michael O. Buchanon, Warren County Judge Executive:

Invocation was given by Rev. James Britt, Chaplain at Medical Center.

Esquire Ephram White led pledge to flag.

Judge Buchanon recognized Steven Anthony, Warren East High School who made Kentucky All Star Team.

Esquire Stahl moved, seconded by Esquire Kaelin to approve minutes of March 6, 1998. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Vickie Maglinger, Acting General Manager presented a 1997 Annual Report to the Court for TKR Cable TV.

Esquire Payne moved, seconded by Esquire Kaelin to approve work schedule for Warren County Road Department. (For report, See Fiscal Court Order Book # 16, Supp. # 68, page 221-A thru 221-A-16). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Wheeler moved, seconded by Esquire White to approve 2nd and Final Reading of Ordinance 98-6 WC Rezoning 8.27 acres located on Murphy Road and end of Hinton's Lane from MH-P to R-1 with Binding Elements presently owned by H.O.B. Properties a Kentucky Partnership. (For Ordinance, See Fiscal Court Order Book # 16, Supp. # 68, page 221-B thru 221-B-13). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Wheeler moved, seconded by Esquire White to approve 2nd and Final Reading of Ordinance 98-7 WC Rezoning 34.6059 acres located at Mt. Olivet Road from Agriculture to R-1 with binding elements presently owned by Kathy and Gary Cowles, Tim Poston and Thomas Avery, contract vendees. (For Ordinance, See Fiscal Court Order Book # 16, Supp. # 68, page 221-C thru 221-C-19). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Kaelin moved, seconded by Esquire Payne to approve 2nd and Final Reading of Ordinance 98-8 WC Approving Lighting Agreement between Warren Rural Electric Cooperative Corporation and Horizon Development Group. (For Ordinance, See Fiscal Court Order Book # 16, Supp. # 68, page 221-D thru 221-D-6). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

ORDERS }**WARREN FISCAL COURT**

Term, Day 20th Day of, March 1998

E52158

Esquire Wheeler moved, seconded by Esquire White to approve 2nd and Final Reading of Ordinance 98-9 WC Approving Lighting Agreement between Warren Rural Electric Cooperative Corporation and Point Breeze Subdivision. (For Ordinance, See Fiscal Court Order Book # 16, Supp. # 68, page 222-A thru 222-A-12). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Kaelin moved, seconded by Esquire Stahl to approve 2nd and Final Reading of Ordinance 98-10 WC Approving Lighting Agreement between Warren Rural Electric Cooperative Corporation and Hidden River Estates Section II-C. (For Ordinance, See Fiscal Court Order Book # 16, Supp. # 68, page 222-B thru 222-B-10). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Stahl moved, seconded by Esquire Kaelin to approve hiring Seasonal Workers Park Attendants, Laborers, Field Attendants and Program Supervisor for Parks and Recreation Department. (For Order, See Fiscal Court Order Book # 16, Supp. # 68, page 222-C thru 222-C-1). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Payne moved, seconded by Esquire Stahl to accept only bid submitted from Software Management, Inc. for Imaging System for Warren County Clerk's Office in the amount of \$136,071.00. (For bid, See Fiscal Court Order Book # 16, Supp. # 68, page 222-D thru 222-D-5). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire White moved, seconded by Esquire Wheeler granting authority to advertise bids for 1998 Dump Truck for Road Department. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Stahl moved, seconded by Esquire White granting authority to advertise bids for 1998 Equipment Trailer for Road Department. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Make Part of the Record Building Permit report for month of February, 1998. (For report, See Fiscal Court Order Book # 16, Supp. # 68, page 222-E).

Esquire Stahl moved, seconded by Esquire Payne to approve change order for renovation of Delafield Community Center to install approximately 130 feet of copper line from main water line in front kitchen to rear offices in the amount of \$1,570.00 and removal and disposal of termite infested walls in the amount of \$719.00. (For change order, See Fiscal Court Order Book # 16, Supp. # 68, page 222-F thru 222-F-1). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

ORDERS }

WARREN FISCAL COURT

Term, Day 20th Day of, March 19 98

E52158

Esquire Stahl moved, seconded by Esquire Kaelin to approve adjustment to annual salary of Board of Commissioners for Warren County Water District to the amount equal to the maximum allowable under the Kentucky Revised Statutes and reappoint Harvey Johnson. (For Order, See Fiscal Court Order Book # 16, Supp. # 68, page 223-A thru 223-A-1). Upon roll call, the vote was as follows Six yeas, no nays, 1 absent. It is so ordered.

Esquire Kaelin moved, seconded by Esquire Stahl to approve determination to proceed with Small Purchase Procedures of Warren County to purchase flagpoles for Warren County Courthouse. (For Determination, See Fiscal Court Order Book # 16, Supp. # 68, page 223-B thru 223-B-1). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire White moved, seconded by Esquire Wheeler granting authority to advertise Ordinance to Close Ed Hudson Road and appoint Steve Meeks, Ed Dyer and Todd Smyrichinsky as viewers. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Stahl moved, seconded by Esquire Payne to approve Service Agreement for uniforms for Road Department. (For Agreement, See Fiscal Court Order Book # 16, Supp. # 68, page 223-C). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Kaelin moved, seconded by Esquire Payne to approve personnel changes at Warren County Regional Jail. (For personnel changes, See Fiscal Court Order Book # 16, Supp. # 68, page 223-D thru 223-D-11). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Payne moved, seconded by Esquire Kaelin to approve agreement with BellSouth public Communications, Inc. for coin operated telephones located in Courthouse at the Justice Center (For agreement, See Fiscal Court Order Book # 16, Supp. # 68, page 223-E thru 223-E-3). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Payne moved, seconded by Esquire White to approve hiring truck driver 1 for Warren County Road Department. (For Order, See Fiscal Court Order Book # 16, Supp. # 68, page 223-F thru 223-F-1). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Kaelin moved, seconded by Esquire Stahl to approve Budget Transfer and Inter Fund Transfer. (For Transfer, See Fiscal Court Order Book # 16, Supp. # 68, page 223-G thru 223-G-2). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

ORDERS }

WARREN FISCAL COURT

Term, Day 20th Day of, March 1998

E52158

Esquire Kaelin moved, seconded by Esquire Payne to adopt Resolution 98-6 WC of the Fiscal Court of Warren County, Ky authorizing the County Judge Executive and County Clerk to execute a Deed to the Board of Education of Warren County, Kentucky and the Warren County School District Finance Corporation reconveying certain properties from the County through the Board to the Corporation originally conveyed to the County in connection with School Building Revenue Bond Issues. (For Resolution, See Fiscal Court Order Book # 16, Supp. # 68, page 224-A thru 224-A-6). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire White moved, seconded by Esquire Wheeler to approve 1st Reading of Ordinance 98-12 WC Establishing Hunterwood Way as a County Road and Authorizing Maintenance thereon. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Wheeler moved, seconded by Esquire White to approve 1st Reading of Ordinance 98-13 WC Establishing Richey Avenue, Plainfield Way and Plainfield Court as County Roads and Authorizing Maintenance thereon. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire White moved, seconded by Esquire Kaelin to approve 1st Reading of Ordinance 98-14 WC Establishing Belgium Court and Rembrandt Court as County Roads and authorizing maintenance thereon. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Stahl moved, seconded by Esquire Kaelin to approve 1st Reading of Ordinance 98-15 WC Establishing Deer Valley Avenue, Deer Valley Court and Oakview Court as County Roads and authorizing Maintenance thereon. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Kaelin moved, seconded by Esquire Stahl to approve 1st Reading of Ordinance 98-16 WC Establishing Deer Meadow Avenue, Trapper Way, Stonehurst Way, and Clayridge Court as County Roads and authorizing maintenance thereon. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Kaelin moved, seconded by Esquire Stahl TO ADOPT RESOLUTION NO. 98-7 WC OF THE FISCAL COURT OF THE COUNTY OF WARREN, KENTUCKY, REQUESTING THAT THE KENTUCKY ECONOMIC DEVELOPMENT FINANCE AUTHORITY ADOPT A RESOLUTION PROVIDING FOR THE ISSUANCE OF REVENUE BONDS IN AN AMOUNT NOT TO EXCEED \$19,000,000, THE PROCEEDS OF WHICH WILL BE LOANED TO THE CHRISTIAN CHURCH HOMES OF KENTUCKY, INC., A KENTUCKY NONPROFIT ORGANIZATION LOCATED WITHIN THE BOUNDARIES OF THE COUNTY, TO PROVIDE FINANCING FOR THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN FACILITIES CONSISTING OF HEALTH CARE AND HEALTH RELATED FACILITIES. (For Resolution, See Fiscal Court

Order Book # 16, Supp. # 68, page 224-B thru 224-B-5). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Term, Day 20th Day of, March 1998

E52158

Esquire Kaelin moved, seconded by Esquire Payne to approve lease between Warren County Fiscal Court and Lewis Chapel United Methodist Church for parking lot adjacent to church for purposes of providing parking for Hadley Park. (For lease, See Fiscal Court Order Book # 16, Supp. # 68, page 225-A thru 225-A-1). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Stahl moved, seconded by Esquire Payne to approve determination to proceed with Small Purchase Procedures of Warren County for Maintenance of elevator at Courthouse in the amount of \$258.00 and Elevators at Justice Center in the amount of \$258.00 with Dover Elevator Company and other quotes were submitted by Murphy Elevator in the amount of \$348.00 and Abell Elevator in the amount of \$312.97. (For determination, See Fiscal Court Order Book # 16, Supp. # 68, page 225-B thru 225-B-16). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Each Magistrate present was given a copy of claims to be paid and after examination of all claims by each Magistrate present the following motion was made:

Esquire Stahl moved, seconded by Esquire Payne to approve claims. (For claims, See Fiscal Court Order Book # 16, Supp. # 68, page 225-C thru 225-C-7). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Ed Dyer, Supervisor at Road Department reported that the department placed 121 tons of coal mix- placed 576 tons stone, 40 signs, grade roads, placed mail box rock, removed tires from roadway, CPR training and pesticide training was taken and attended CDL Drug Awareness Session. Attended blacktopp maintenance workshop in Nashville. He reported that he and Jerry are Road Scholars and he reported on Bennie York's condition as he had a stroke.

Phil Moore, Parks and Recreation Director reported that spring registration shows a 3 - 5% growth.

Jerry Peanuts Gaines reported that HB 52 and SB 13 pssed. He reported that 98.42% of taxes are collected.

Jailer Jackie Strode invited everyone to the open house and ribbon cutting on April 3, 1998 at the Class D. Facility.

Mae Burch, Assistant Director DES reported that Radio Committee has met regarding 800 Radio System. Did test on LPC and operation plan has been passed.

Craig Peay, Fire Coordinator reported that Fire Departments went full time on Radio System on March 10th. They want to discuss Hazardous Materials response in the next few months. Plano Fire Department need a vehicle. Hadley Fire Department has a class 9 rating and water is too small to get class 7 or better. Goals and Achievements for Fire Departments is made a part

ORDERS }

WARREN FISCAL COURT


Term, Day 20th Day of, March 19 98

E52158

Judge Buchanan announced that Fiscal Court will hold a Special Meeting on Friday March 27, 1998 at 10:00 A.M for purpose of 2nd Reading of Ordinance Amending Budget and other matters. On April 3, 1998 the time of meeting is set at 4:00 P.M.. It is so ordered.

Members of the Court wished Bennie York a speedy recovery and extended condolence to John Tudor family.

Esquire Kaelin moved, seconded by Esquire Stahl that Court adjourn to meet again for Special Meeting on March 27, 1998 at 10:00 A.M. Upon roll call, the vote was as follows, Six yeas, no nays, It is so ordered.


MICHAEL O. BUCHANON
WARREN COUNTY JUDGE EXECUTIVE

Pursuant to adjournment, Warren Fiscal Court met in Special Session on March 27, 1998 at 10:00 A.M. in the Warren County Courtroom, Courthouse, 429 East 10th Street, Bowling Green, Ky.

PRESENT: Esquires Darel Carrier, Doc Kaelin, Claudene Wheeler, Ephram White, and Tony Payne.

ABSENT: Esquire Terry Stahl. PRESIDING: Honorable Michael O. Buchanan, Warren County Judge Executive.

Rev. Freddy Brown, Pastor of State Street Baptist Church gave invocation.

Esquire Tony Payne led Pledge to Flag.

Jack Eversole, Executive Director of Barren River Area Development District made a status report to the Court regarding proposals submitted for Feasibility Study for Multi Modal Airpark. (For Responders, See Fiscal Court Order Book # 16, Supp. # 68, page 226-A thru 226-A-3).

Esquire White moved, seconded by Esquire Kaelin to authorize all 6 responders that submitted proposals for Feasibility Study be approved to make an oral presentation as soon as it can be arranged. Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Payne moved, seconded by Esquire Kaelin to approve 2nd and Final Reading of Ordinance 98-11 WC Amending Budget of Warren County. (For Ordinance, See Fiscal Court Order Book # 16, Supp. # 68, page 226-B thru 226-B-1). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Esquire Payne moved, seconded by Esquire Kaelin to approve appropriation in the amount of \$4,000 to Adult Learning Center. (For request, See Fiscal Court Order Book # 16, Supp. # 68, page 226-C). Upon roll call, the vote was as follows, Six yeas, no nays, 1 absent. It is so ordered.

Attachment 1-1j

Commissioner Training Information

Vince Berta

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
Fax: (502) 564-3460
psc.ky.gov

Kent A. Chandler
Chairman

Mary Pat Regan
Commissioner

March 9, 2023

Re: Case No. 2023-00021
Accreditation and Approval of a Public Service Commission Water Personnel
Training Seminar as a Water District Commissioner Training Program

Attached is a list of the persons who attended the 2022 Water Personnel Training Seminar held in person or on video conference platform GoToMeeting, on July 20-21, 2022, September 7-8, 2022, October 3-4, 2022, and December 7-8, 2022, which includes their name, utility or agency, and the number of hours they attended.

If you have any question please contact Commission Staff, at
PSCWaterTraining@ky.gov.

Sincerely,

A handwritten signature in blue ink that reads "Linda Bridwell".

Linda Bridwell
Executive Director.

2022 Public Service Commission Water Training July 20-21, 2022		
PSC Attendance List - Case No. 2023-00021		
Name	Utility	Hours Earned
James Brandon Creekmore	Cumberland Falls Highway Water District	12
Robert Miller	Kentucky Rural Water Association	12
Steven Cornn	Laurel County #2 Water District	12
Lawrence Riley	Jessamine-South Elkhorn Water District	12
Adrian Gossett	Green River Water District	12
Ricky McDaniel	Knott County Water District	6
Phillip Slone	Knott County Water District	6
Jeremy Goodson	Knott County Water District	6
Freddie Williams	Knott County Water District	6
Johnny Collette	Cumberland Falls Highway Water District	6
Teddy Dean Prewitt	Cumberland Falls Highway Water District	6
Everett Angel	Cumberland Falls Highway Water District	6
Ronald Canada	Cumberland Falls Highway Water District	6
Ronnie Gay	Leslie County Water District	6

2022 Public Service Commission Water Training September 7-8, 2022		
PSC Attendance List - Case No. 2023-00021		
Name	Utility	Hours Earned
Ashbel Brunson	Christian County Water District	6
Barbara Morris	Christian County Water District	6
David Johnson	Christian County Water District	6
Heath Howell	Christian County Water District	12
James Owen	Christian County Water District	12
Ronnie Adams	Christian County Water District	6
Lenny Stone	Columbia/Adair Utilities	12
Terry Partin	Columbia/Adair Utilities	12
William Field	Corinth Water District	6
Dennis Fleet	Crittenden Livingston Water District	12
Kyle Cannon	Grayson County Water District	12
Debbie Fowler	Green River Water District	12
John Bunnell	Green River Water District	12
Leland Glass	Green River Water District	12
Pat Tucker	Green River Water District	12
Ted Martin	Lake Barkley Water District	12
Mason Hyde	Lake Barkley Water District	12
James Schade	Ledbetter Water District	12
Terry Teitloff	Ledbetter Water District	12
Alan Fox	Ledbetter Water District	12
James Morrow	Ledbetter Water District	12
Arnie Puckett	Ledbetter Water District	12
Micah Joiner	Ledbetter Water District	6
Beau Roberts	Lyon County Water District	12
Charlie Murphy	Lyon County Water District	12
Don Robertson	Lyon County Water District	12
Erica Perkins	Lyon County Water District	12
Mat Blane	Lyon County Water District	12
Chris Sutton	Lyon County Water District	12
Billy Holland	Muhlenberg County Water District #3	12
Don Garrett	Muhlenberg County Water District #3	6
Doug Anderson	Muhlenberg County Water District #3	6
Christopher Lee Winstead	Nebo Water Water	12
Michal Shocklee	Nebo Water Water	6
S.C. Smotherman	North Logan Water District	6
Tim Barr	North Logan Water District	6

March 9, 2023

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Wallace Harper	North Logan Water District	6
James Dossett	North Logan Water District	6
James Dossett	North Marshall Water District	6
Reid Haire	Ohio County Water District	12

2022 Public Service Commission Water Training October 3-4, 2022		
PSC Attendance List - Case No. 2023-00021		
Name	Utility	Hours Earned
Sarah Price	Bath County Water District	12
Shelby Bennett	Bath County Water District	12
Elizah Razor	Bath County Water District	12
Mark Kazee	Cannonsburg Water District	6
Pam Vanhooose	Cannonsburg Water District	6
Robert McGuire	Cannonsburg Water District	6
Sam Hampton	Cannonsburg Water District	6
Martin Bays	Cannonsburg Water District	6
Ted Marcum	East Clark Water District	12
Kenneth Segress	East Clark Water District	6
Ernest Pasley	East Clark Water District	6
Shannon Young	Kirksville Water Association	12
Paul Chaney	Mountain Water District	6
Randy Tackett	Mountain Water District	12
Myrtle Runyon	Mountain Water District	12
Johnny Denison	Mountain Water District	6
Mitch Justice	Mountain Water District	12
Jeff Prater	Southern Water District	6
Steve Dawson	Southern Water District	6
Rick Roberts	Southern Water District	6
Carl Christiansen	West Shelby Water District	12

2022 Public Service Commission Water Training December 7-8, 2022		
PSC Attendance List - Case No. 2023-00021		
Name	Utility	Hours Earned
Cindy Darr	Muhlenberg County Water District #3	12
Theresa Brewer	Laurel County Water District #2	12
Carl Waits	Jessamine County Water District #1	6
Stephen Miller	US 60 Water District	6
Jack Stickney	Estill County Water District	6
Donald Daniels II	Souther Water District	6
Eddie Brown	Kenvirons	12
Ben Tooley	Muhlenberg County Water District #3	12
Eddie Cox	Jessamine County Water District #1	6
Bob Shepherd	Souther Water District	6
Brandon Hamilton	Kenvirons	12
George Dean	Jessamine County Water District #1	6
Patrick S Cook	South Anderson Water District	12
Wanya Morris	US 60 Water District	6
Tim Baker	South Anderson Water District	6
Shannon Yeast	South Anderson Water District	12
Charles Shockey	Big Sandy Water District	6
Darrell Bowling	Big Sandy Water District	6
Lloyd Lowe	Big Sandy Water District	6
Paul Thomas	Big Sandy Water District	6
William Hardin	Big Sandy Water District	6
David Koenig	Boone County Water District	6
Jeff Eger	Boone County Water District	6
Michael Giordano	Boone County Water District	6
Charlie Cain	Boone County Water District	6
Phil Crawford	Bracken County Water District	12
Rick King	Bracken County Water District	12
2022 Public Service Commission Water Training December 7-8, 2022		
PSC Attendance List - Case No. 2023-00021 Continued		
Steve Hunt	Christian County Water District	6
Ashley Lauderman	Corinth Water District	12

March 9, 2023

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Cherish Kennedy	Corinth Water District	12
Tara Wright	Corinth Water District	12
Bradley Smith	Dexter-Almo Heights Water District	12
Charles Smith	Dexter-Almo Heights Water District	12
Joe Dan Taylor	Dexter-Almo Heights Water District	12
Adam Mills	East Daviess County Water Association	12
Jason O'Bryan	East Daviess County Water Association	12
Jason JT Bell	East Daviess County Water Association	12
Kasey Emmick	East Daviess County Water Association	12
David Pribble	East Pendleton County Water Distrct	6
Kenneth W Lonaker	East Pendleton County Water Distrct	6
Lisa Cobb	East Pendleton County Water Distrct	6
Bill Flaughter	East Pendleton County Water Distrct	6
Daniel Blain Click	Estill County Water District	6
Zachary McCord	Gallatin County Water District	12
Gary Esham	Garrison Water District	6
Karin Collier	Garrison Water District	6
Luke Bentley	Garrison Water District	6
Mary Ann Larimore	Green-Taylor Water District	6
Dwith Lewis	Hyden-Leslie County Water District	6
Kevin Cook	Hyden-Leslie County Water District	6
William Wooton	Hyden-Leslie County Water District	6
LJ Turner	Hyden-Leslie County Water District	6
William Todd Horton	Hyden-Leslie County Water District	6
Howard Downing	Jessamine County Water Ditricht #1	12
Tom Beall	Jessamine-South Elkhorn Water District	6
Jerry Haws	Jessamine-South Elkhorn Water District	6
John Horne	Jessamine-South Elkhorn Water District	6
Clay Corman	Jessamine-South Elkhorn Water District	6
Ricky Jones	Jonathan Creek Water District	6
Ron Davis	Jonathan Creek Water District	6
Greg Crum	Martin County Water District	12

2022 Public Service Commission Water Training December 7-8, 2022		
PSC Attendance List - Case No. 2023-00021 Continued		
Nina McCoy	Martin County Water District	12
Billy Trammell	McCreary County Water District	12
Christopher Watters	McCreary County Water District	12
Coy Taylor	McCreary County Water District	6
David Kilby	McCreary County Water District	12
Derrick Taylor	McCreary County Water District	12
Doug Sexton	McCreary County Water District	6
James King	McCreary County Water District	12

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Jennifer Whitaker	McCreary County Water District	12
Jimmy Ross	McCreary County Water District	12
Randy Kidd	McCreary County Water District	6
Raymond Taylor	McCreary County Water District	6
Sam Strunk	McCreary County Water District	12
Joe Schuler	McKinney Water District	12
Matt Rankin	McKinney Water District	12
Mike Carrier	McKinney Water District	12
Bobby Mayhugh	Muhlenberg County Water District #1	6
Craig Porter	Muhlenberg County Water District #1	12
Jeff Kirby	Muhlenberg County Water District #1	12
Jeremy Brumfield	Muhlenberg County Water District #1	12
Mike Camplin	Muhlenberg County Water District #1	6
Billy Driskill	North Marshall Water District	6
Jamie Leonard	North Marshall Water District	6
Joe Draffen	North Marshall Water District	6
Kenneth Shadowen	North Marshall Water District	6
Susy Duncan	North Nelson Water District	6
Dale Gatewood	Northeast Woodford Water District	12
John S. Davis	Northeast Woodford Water District	6
Ken Brothers	Northeast Woodford Water District	6
Warner Broughman	Northeast Woodford Water District	6
Cletus Greer	Ohio County Water District	6
Michael Newman	Ohio County Water District	6
Lyndon Jay Raymond	Ohio County Water District	6
David Boden	Pendleton County Water District	6
Brent Moore	Pendleton County Water District	6
Doug Gosney	Pendleton County Water District	6
Joe Strange	Pendleton County Water District	6
Larry Adams	Pendleton County Water District	6
2022 Public Service Commission Water Training December 7-8, 2022		
PSC Attendance List - Case No. 2023-00021 Continued		
Bill Gilbert	Rattlesnake Ridge Water District	6
Jason Carroll	Rattlesnake Ridge Water District	6
Mike Copley	Rattlesnake Ridge Water District	6
Randy Steagall	Rattlesnake Ridge Water District	6
Steve Ison	Rattlesnake Ridge Water District	6
Deborah Duncan	South Hopkins Water District	6
Robert Tucker	South Hopkins Water District	6
Roy McGregor	South Hopkins Water District	6
Billy Joe Parker	Webster County Water District	12
James Ellis	West Shelby Water District	12

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Lisa Didier	West Shelby Water District	6
Melvin Phenix	West Shelby Water District	12
Michael Riggs	West Shelby Water District	6
Dan Hicks	Western Fleming County Water District	6
Greg Hugher	Western Fleming County Water District	6
Larry T. Ingram	Western Fleming County Water District	6
Vernon Barton	Western Fleming County Water District	6
Terry Thomas	Western Lewis Rectorville Water and Gas	6
Jerry Johnson	Western Lewis Rectorville Water and Gas	6
Bob Applegate	Western Lewis Rectorville Water and Gas	6
Joe Gantley	Western Lewis Rectorville Water and Gas	6
Keith Phillips	Western Lewis Rectorville Water and Gas	6
Ben Everly		6
Jared Miller		12
Jeremy Troxell		12
Jerry Ingram		12
Larry Moore		6
Tyler Troxell		12
Vince Berta		12
William King		12
James Riddle		6
Raymond Williams		6
BJ Slone		6

Virtual Seminar: 7th Annual Utility Law Series

Date: Wednesday, October 26, 2022

Time: 8:25 a.m.-4:30 p.m. Central Time (Credit: up to 6 hrs.)
(One hour lunch break: 12 noon-1:00 p.m. CT)



Multiple Viewer Form

Directions: Complete this form for those who plan to view this virtual session from the **same log-in location/computer** and return to Kentucky Rural Water Association after the completion of webinar via e-mail to j.cole@krwa.org or fax (270.796.8623).

This form must be **returned by November 1, 2022**. Hours will not be accepted after that time.

For Operators: Log-in time and log-out time should be noted. If individual leaves webinar and rejoins at a later time, list their information and in/out times for each session. A supervisor must initial to verify actual time participant viewed the webinar.

Please note: ** If not a certified operator, indicate title (i.e. commissioner, attorney, engineer) under the Agency Interest Number column. Commissioners **MUST** also complete the Affidavit in order to receive credit.

Please print all information.

Organization: Warren County Water District

Supervisor: Jacob Cuarta, General Manager

Jacob Cuarta

Name	Operator Agency Interest Number**	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Vince Berta						JC
Dion Houchins						JC
Harvey Johnston						JC
Thomas A. Donnelly						JC
Tim Kanaly						JC

Example:

Name	Operator Agency Interest Number	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Janet Cole	10010	1010	NA	8:00	8:30	RK
Janet Cole				9:00	10:00	RK
Jane Doe	W.D.Commissioner			10:15	11:00	RK

COMMONWEALTH OF KENTUCKY)

COUNTY OF Warren) SS:

AFFIDAVIT OF ATTENDANCE

I, Vince Berta, being duly sworn, state that I
(Print Name of Participant)

attended by videoconference the 7th Annual Water Law Series on October 26, 2022; that I am entitled to claim a total of 6 hours of water management training for my attendance; and that each hour of water management training claimed represents one hour of time I viewed the Webinar's proceedings.

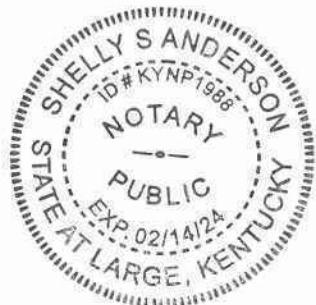
V - B
Signature of Participant

Warren County Water District
Organization

523 U.S. 31-W Bypass
Address of Organization

Bowling Green KY 42102
City State Zip

Subscribed and sworn to before me, a Notary Public in and before said County and State, this 26th day of October 2022.



Shelly S. Anderson
Notary Public

My Commission Expires: 2/14/24

Notary ID: KYNP1988

This is to acknowledge that

Vince Berta

attended the

2023 Management Conference

offered by

Kentucky Rural Water Association

on

February 22-23, 2023

at the

**Sloan Convention Center
Bowling Green, Kentucky**

and earned

six (6) hours of continuing education credit for water district commissioners.

Please retain this acknowledgement as a record of your attendance.

Janet Cole

Janet Cole, Education Coordinator
Kentucky Rural Water Association



Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ www.krwa.org

This is to acknowledge that

Vince Berta

attended the

Water District Commissioner Training

during the

2024 Management Conference

offered by

Kentucky Rural Water Association

on

February 21, 2024

at the

Sloan Convention Center | Bowling Green, Kentucky

and earned

six (6) hours of continuing education credit for water district commissioners.

Please retain this acknowledgement as a record of your attendance.

Janet Cole

Janet Cole, Education Coordinator
Kentucky Rural Water Association



Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ www.krwa.org

Thomas Donnelly

Virtual Seminar: 7th Annual Utility Law Series

Date: Wednesday, October 26, 2022

Time: 8:25 a.m.-4:30 p.m. Central Time (Credit: up to 6 hrs.)
(One hour lunch break: 12 noon-1:00 p.m. CT)



Multiple Viewer Form

Directions: Complete this form for those who plan to view this virtual session from the **same log-in location/computer** and return to Kentucky Rural Water Association after the completion of webinar via e-mail to j.cole@krwa.org or fax (270.796.8623).

This form must be **returned by November 1, 2022**. Hours will not be accepted after that time.

For Operators: Log-in time and log-out time should be noted. If individual leaves webinar and rejoins at a later time, list their information and in/out times for each session. A supervisor must initial to verify actual time participant viewed the webinar.

Please note: ** If not a certified operator, indicate title (i.e. commissioner, attorney, engineer) under the Agency Interest Number column. Commissioners **MUST** also complete the Affidavit in order to receive credit.

Please print all information.

Organization: Warren County Water District

Supervisor: Jacob Cuarta, General Manager

Jacob Cuarta

Name	Operator Agency Interest Number**	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Vince Berta						JC
Dion Houchins						JC
Harvey Johnston						JC
Thomas A. Donnelly						JC
Tim Kanaly						JC

Example:

Name	Operator Agency Interest Number	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Janet Cole	10010	1010	NA	8:00	8:30	RK
Janet Cole				9:00	10:00	RK
Jane Doe	W.D.Commissioner			10:15	11:00	RK

COMMONWEALTH OF KENTUCKY)
COUNTY OF Warren) SS:

AFFIDAVIT OF ATTENDANCE

I, Thomas A. Sonney, being duly sworn, state that I
(Print Name of Participant)
attended by videoconference the 7th Annual Water Law Series on October 26, 2022; that I am
entitled to claim a total of 6 hours of water management training for my attendance; and that
each hour of water management training claimed represents one hour of time I viewed the
Webinar's proceedings.

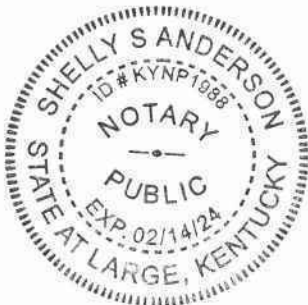
[Signature]
Signature of Participant

Warren County Water District
Organization

523 U.S. 31-W Bypass
Address of Organization

Bowling Green KY 42102
City State Zip

Subscribed and sworn to before me, a Notary Public in and before said County and State,
this 26th day of October 2022.



Shelly S. Anderson
Notary Public

My Commission Expires: 2/14/24

Notary ID: KYNP1988

This is to acknowledge that
Thomas A. (Tad) Donnelly

attended the

2023 Management Conference

offered by

Kentucky Rural Water Association

on

February 22-23, 2023

at the

**Sloan Convention Center
Bowling Green, Kentucky**

and earned

six (6) hours of continuing education credit for water district commissioners.

Please retain this acknowledgement as a record of your attendance.

Janet Cole

Janet Cole, Education Coordinator
Kentucky Rural Water Association



Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ www.krwa.org

This is to acknowledge that

Tad Donnelly

attended the

Water District Commissioner Training

during the

2024 Management Conference

offered by

Kentucky Rural Water Association

on

February 21, 2024

at the

Sloan Convention Center | Bowling Green, Kentucky

and earned

six (6) hours of continuing education credit for water district commissioners.

Please retain this acknowledgement as a record of your attendance.

Janet Cole

**Janet Cole, Education Coordinator
Kentucky Rural Water Association**



Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ www.krwa.org

Dion Houchins



Matthew G. Bevin
Governor

Charles G. Snavey
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
Fax: (502) 564-3460
psc.ky.gov

Michael J. Schmitt
Chairman

Robert Cicero
Vice Chairman

Talina R. Mathews
Commissioner

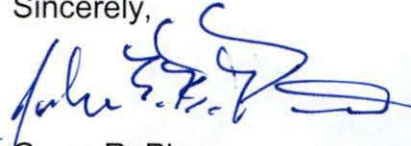
December 5, 2019

Re: Case No. 2019-00416
Accreditation and Approval of a Public Service Commission Water Personnel
Training Seminar as a Water District Commissioner Training Program

Attached is a list of the persons who attended the 2019 Water Personnel Training Seminar held at Pine Mountain State Resort Park located at Pine Mountain State Resort Park located at 1050 State Park Road, Pineville, KY, on October 8-9, 2019, which includes his/her title, utility or agency, and the number of hours he/she attended.

If you have any questions, please contact Andrew Melnykovich, Commission Staff, at 502-782-2564.

Sincerely,


For Gwen R. Pinson
Executive Director

Attachment



2019 Public Service Commission Water Training Seminar - October 8-9, 2019				
Pine Mountain - Attendance List - Case No. 2019-00416				
Last Name	First Name	Title	Utility Name	Hours
Cooper	Grant	Manager	Cawood Water District	*Registered but did not attend
Carver	Eric	Commissioner	Cumberland County Water District	12
Baird	Michael	Commissioner	Cumberland Falls Highway Water District	6
Creekmore	Jimmy	Commissioner	Cumberland Falls Highway Water District	12
Prewitt	Teddy	Commissioner	Cumberland Falls Highway Water District	12
Wilder	Jeff	Operator	Cumberland Falls Highway Water District	12
Alexander	Linda	Manager	East Logan Water District	10
Browning	Carroll	Commissioner	East Logan Water District	12
Cobb	Lisa	Commissioner	East Pendleton Water District	12
Crouch	Ralph	Commissioner	Henry County Water District	12
Gay	Ronnie	Commissioner	Hyden-Leslie County Water District	6
Helton	Timothy	Commissioner	Hyden-Leslie County Water District	*Registered but did not attend
Horton	William Todd	Commissioner	Hyden-Leslie County Water District	6
Roberts	Augustus	Chairman	Hyden-Leslie County Water District	6
Turner	Larry (L.J.)	Manager	Hyden-Leslie County Water District	12
McDaniel	Ricky	Commissioner	Knott County Water & Sewer District	12
Salmons	Jared	Manager	Knott County Water & Sewer District	*Registered but did not attend
Smith	David	Chairman	Knott County Water & Sewer District	*Registered but did not attend
Smith	Kyle	Chief Financial Officer	Knott County Water & Sewer District	6



2019 Public Service Commission Water Training Seminar - October 8-9, 2019				
Pine Mountain - Attendance List - Case No. 2019-00416				
Last Name	First Name	Title	Utility Name	Hours
Bays	Charles	Operator	Knox County Utility Commission	12
Miller	Stephen	Commissioner	Knox County Utility Commission	12
Ramey	Marshall	Superintendent/Operator	Knox County Utility Commission	12
Smith	Carolyn	Commissioner	Knox County Utility Commission	12
Stewart	Michelle	Office Admin.	Knox County Utility Commission	12
Denison	Johnny	Commissioner	Mountain Water District	12
Beasley	Walt	General Manager	Ohio County Water District	12
Walls	Ricky	Chairman	South 641 Water District	12
McGregor	Roy	Commissioner	South Hopkins Water District	6
Newsome	Bishop	Commissioner	Southern Water & Sewer District	12
Prater	Jeff	Board Chairman	Southern Water & Sewer District	12
Roberts	Rick	Board Secretary	Southern Water & Sewer District	12
Houchins	Dion	Commissioner	Warren County Water District	12
Durham	Bob	Secretary	Whitley County Water District	12
Meadors	Andy	Chairman	Whitley County Water District	12
Stanley	Ralph	Treasurer	Whitley County Water District	6

Virtual Seminar: 7th Annual Utility Law Series

Date: Wednesday, October 26, 2022

Time: 8:25 a.m.-4:30 p.m. Central Time (Credit: up to 6 hrs.)
(One hour lunch break: 12 noon-1:00 p.m. CT)



Multiple Viewer Form

Directions: Complete this form for those who plan to view this virtual session from the **same log-in location/computer** and return to Kentucky Rural Water Association after the completion of webinar via e-mail to j.cole@krwa.org or fax (270.796.8623).

This form must be **returned by November 1, 2022**. Hours will not be accepted after that time.

For Operators: Log-in time and log-out time should be noted. If individual leaves webinar and rejoins at a later time, list their information and in/out times for each session. A supervisor must initial to verify actual time participant viewed the webinar.

Please note: ** If not a certified operator, indicate title (i.e. commissioner, attorney, engineer) under the Agency Interest Number column. Commissioners **MUST** also complete the Affidavit in order to receive credit.

Please print all information.

Organization: Warren County Water District

Supervisor: Jacob Cuarta, General Manager

Jacob Cuarta

Name	Operator Agency Interest Number**	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Vince Berta						JC
Dion Houchins						JC
Harvey Johnston						JC
Thomas A. Donnelly						JC
Tim Kanaly						JC

Example:

Name	Operator Agency Interest Number	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Janet Cole	10010	1010	NA	8:00	8:30	RK
Janet Cole				9:00	10:00	RK
Jane Doe	W.D.Commissioner			10:15	11:00	RK

COMMONWEALTH OF KENTUCKY)

COUNTY OF Warren) SS:

AFFIDAVIT OF ATTENDANCE

I, Dion Houchins, being duly sworn, state that I
(Print Name of Participant)
attended by videoconference the 7th Annual Water Law Series on October 26, 2022; that I am
entitled to claim a total of 6 hours of water management training for my attendance; and that
each hour of water management training claimed represents one hour of time I viewed the
Webinar's proceedings.

D. W. Houchins
Signature of Participant

Warren County Water District
Organization

523 U.S. 31-W Bypass
Address of Organization

Bowling Green KY 42102
City State Zip

Subscribed and sworn to before me, a Notary Public in and before said County and State,
this 26th day of October 2022.

Shelly S. Anderson
Notary Public

My Commission Expires: 2/14/24

Notary ID: KYNPI988



This is to acknowledge that
Dion W. Houchins

attended the

2023 Management Conference

offered by

Kentucky Rural Water Association

on

February 22-23, 2023

at the

**Sloan Convention Center
Bowling Green, Kentucky**

and earned

six (6) hours of continuing education credit for water district commissioners.

Please retain this acknowledgement as a record of your attendance.

Janet Cole

Janet Cole, Education Coordinator
Kentucky Rural Water Association



Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ www.krwa.org

This is to acknowledge that

Dion Houchins

attended the

Water District Commissioner Training

during the

2024 Management Conference

offered by

Kentucky Rural Water Association

on

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Harvey Johnston

Virtual Seminar: 7th Annual Utility Law Series

Date: Wednesday, October 26, 2022

Time: 8:25 a.m.-4:30 p.m. Central Time (Credit: up to 6 hrs.)
(One hour lunch break: 12 noon-1:00 p.m. CT)



Multiple Viewer Form

Directions: Complete this form for those who plan to view this virtual session from the **same log-in location/computer** and return to Kentucky Rural Water Association after the completion of webinar via e-mail to j.cole@krwa.org or fax (270.796.8623).

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Please print all information.

Organization: Warren County Water District

Supervisor: Jacob Cuarta, General Manager

Jacob Cuarta

Name	Operator Agency Interest Number**	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Vince Berta						JC
Dion Houchins						JC
Harvey Johnston						JC
Thomas A. Donnelly						JC
Tim Kanaly						JC

Example:

Name	Operator Agency Interest Number	Drinking Water Certification # (List highest certification)	Wastewater Certification # (List highest certification)	Log-in	Log-out	Verified by Supervisor (Initial)
Janet Cole	10010	1010	NA	8:00	8:30	RK
Janet Cole				9:00	10:00	RK
Jane Doe	W.D.Commissioner			10:15	11:00	RK

COMMONWEALTH OF KENTUCKY)

COUNTY OF Warren) SS:

AFFIDAVIT OF ATTENDANCE

I, Harvey Johnston, being duly sworn, state that I
(Print Name of Participant)
attended by videoconference the 7th Annual Water Law Series on October 26, 2022; that I am
entitled to claim a total of 6 hours of water management training for my attendance; and that
each hour of water management training claimed represents one hour of time I viewed the
Webinar's proceedings.

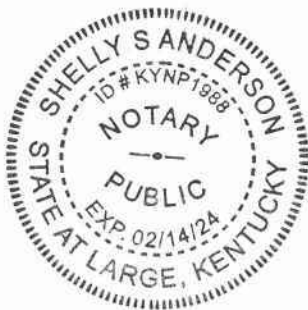
[Signature]
Signature of Participant

Warren County Water District
Organization

523 U.S. 31-W Bypass
Address of Organization

Bowling Green KY 42102
City State Zip

Subscribed and sworn to before me, a Notary Public in and before said County and State,
this 26th day of October 2022.



Shelly S. Anderson
Notary Public

My Commission Expires: 2/14/24

Notary ID: KYNP1988

This is to acknowledge that
R. Harvey Johnston

attended the

2023 Management Conference

offered by

Kentucky Rural Water Association

on

February 22-23, 2023

at the

**Sloan Convention Center
Bowling Green, Kentucky**

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Janet Cole

Janet Cole, Education Coordinator
Kentucky Rural Water Association



Kentucky Rural Water Association

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This is to acknowledge that
Harvey Johnston

attended the
Water District Commissioner Training
during the

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offered by

Kentucky Rural Water Association

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Tim Kanaly

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
Fax: (502) 564-3460

Michael J. Schmitt
Chairman

Kent A. Chandler
Vice Chairman

Talina R. Mathews
Commissioner

January 14, 2021

Re: Case No. 2020-00414
Accreditation and Approval of a Public Service Commission Water Personnel
Training Seminar as a Water District Commissioner Training Program

Attached is a list of the persons who attended the 2020 Water Personnel Training Seminar held on the video conference platform Bluejeans, on December 8-9, 2020, which includes his/her title, utility or agency, and the number of hours he/she attended.

If you have any questions, please contact Travis Leach, Commission Staff, at 502-782-2570.

Sincerely,

A handwritten signature in blue ink that reads "Linda C. Bridwell".

Linda Bridwell
Executive Director

Attachment

2020 Public Service Commission Virtual Water Training December 8-9, 2020			
PSC Attendance List - Case No. 2020-00414			
Name	Title	Utility	Hours Earned
Lloyd Lowe	Commissioner	Big Sandy Water District	12
David Ingram	Commissioner	Breathitt County Water District	12
Cherish Kennedy	Commissioner	Corinth Water District	12
Shannon Long	Commissioner	Corinth Water District	12
Everett D. Angel	Commissioner	Cumberland Falls Highway Water District	12
Johnny Collette	Commissioner	Cumberland Falls Highway Water District	12
Marshall Lovitt	Commissioner	Cumberland Falls Highway Water District	6
RL McCullah	Commissioner	Cumberland Falls Highway Water District	12
Charles Boren	Commissioner	Dexter-Almo Heights Water District	6
Kathryn Wyatt	Commissioner	Dexter-Almo Heights Water District	12
James Riddle	Commissioner	East 60 Water District	6
Earnest Pasley	Commissioner	East Clark County Water District	12
Brad Gregory	Commissioner	Elkhorn Water District	12
Steve Mika	Commissioner	Elkhorn Water District	6
Don Morse	Commissioner	Farmdale Water District	12
Dwight Lewis	Commissioner	Hyden-Leslie County Water District	12
Carl Waits	Commissioner	Jessamine County Water District #1	6
Eddie Cox	Commissioner	Jessamine County Water District #1	6
George Dean	Commissioner	Jessamine County Water District #1	6
Howard Downing	Commissioner	Jessamine County Water District #1	6
Ron Davis	Commissioner	Jonathan Creek Water District	12
Dion Slone	Commissioner	Knott County Water & Sewer District	12
Don Gibson	Commissioner	Knott County Water & Sewer District	12
Freddie Williams	Commissioner	Knott County Water & Sewer District	12
Jeremy Goodson	Commissioner	Knott County Water & Sewer District	12
Grover Roark	Commissioner	Magoffin County Water District	6
Cody Rakes	Commissioner	Marion County Water District	6
Cody Rakes	Commissioner	Marion County Water District	6
Michael Carrier	Commissioner	McKinney Water District	12
Randy Tackett	Commissioner	Mountain Water District	6
Ben Tooley	Commissioner	Muhlenberg County Water District #3	12
Cindy Darr	Commissioner	Muhlenberg County Water District #3	12
Jody Lange	Commissioner	Northern Kentucky Water District	6
Ron Lovan	Commissioner	Northern Kentucky Water District	6
Jody Lange, CPA	Commissioner	Northern Kentucky Water District Water	6
Allen Legrand	Commissioner	North Hopkins Water District	12
James Dossett	Commissioner	North Marshall Water District	12
Pat Hargadon	Commissioner	North Shelby Water District	6
Raven Turner	Commissioner	Peaks Mill Water District	12
Ross Thompson	Commissioner	Peaks Mill Water District	12

2020 Public Service Commission Virtual Water Training December 8-9, 2020			
PSC Attendance List - Case No. 2020-00414			
Name	Title	Utility	Hours Earned
LR Faulkner	Commissioner	Pendleton County Water District	12
Jason Carroll	Commissioner	Rattlesnake Ridge Water District	12
Randy Steagall	Commissioner	Rattlesnake Ridge Water District	6
Eddie Stevens	Commissioner	South Anderson Water District	12
Patrick Cook	Operator	South Anderson Water District	6
Shannon Yeast	Operator	South Anderson Water District	6
Tim Baker	Commissioner	South Anderson Water District	6
William Fox	Commissioner	Todd County Water District	12
Darra Smith	Commissioner	Trimble County Water District #1	6
Grover Roark	Commissioner	Trimble County Water District #1	6
Kristie Chatham	Commissioner	Trimble County Water District #1	6
Larry Brown	Commissioner	Trimble County Water District #1	12
Darra Smith	Commissioner	Trimble County Water District #1	6
Kristie Chatham	Commissioner	Trimble County Water District #1	6
Robin Hill	Commissioner	US 60 Water District	6
Stephen Millier	Commissioner	US 60 Water District	6
Wayne Morris	Commissioner	US 60 Water District	6
Tim Kanaly	Commissioner	Warren County Water District	12
Raymond Williams	Commissioner	West Shelby Water District	6
Grover Money	Commissioner	Western Fleming County Water District	6
Jeff Donovan	Commissioner	Western Fleming County Water District	12
Vernon Barton	Commissioner	Western Fleming County Water District	6
Larry T. Ingram	Commissioner	Western Fleming County Water District	6

Virtual Seminar: 7th Annual Utility Law Series

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Supervisor: Jacob Cuarta, General Manager

Jacob Cuarta

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Janet Cole				9:00	10:00	RK
Jane Doe	W.D.Commissioner			10:15	11:00	RK

COMMONWEALTH OF KENTUCKY)
COUNTY OF Warren) SS:

AFFIDAVIT OF ATTENDANCE

I, Tim Kanaly, being duly sworn, state that I
(Print Name of Participant)
attended by videoconference the 7th Annual Water Law Series on October 26, 2022; that I am
entitled to claim a total of 6 hours of water management training for my attendance; and that
each hour of water management training claimed represents one hour of time I viewed the
Webinar's proceedings.

[Signature]
Signature of Participant

Warren County Water District
Organization

523 U.S. 31-W Bypass
Address of Organization

Bowling Green KY 42102
City State Zip

Subscribed and sworn to before me, a Notary Public in and before said County and State,
this 26th day of October 2022.



Shelly S. Anderson
Notary Public

My Commission Expires: 2/14/24

Notary ID: KYNP1988

This is to acknowledge that

Tim Kanaly

attended the

2023 Management Conference

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Janet Cole, Education Coordinator
Kentucky Rural Water Association



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WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-2

Responding Witness: Jeff Peeples

Q 1-2. Provide each policy related to either employee or Board benefits that Warren District currently maintains.

A 1-2. See **Attachment 1-2** for copies of each employee benefit policy that the District currently maintains.

Attachment 1-2

Employee Benefit Policies

Operating Policy No. 114, II-J

Medical, Prescription Drug and Dental Insurance Summary

1. Medical (including Wellness plan option), prescription drug and dental insurance coverage is available to employees and dependent family members the first of the following month of employment.
2. Employees are responsible for keeping the Water District informed of any changes in family status.
3. Tiered rates, including Wellness Plan discounts, are provided for various family structures.
4. Employee and the Water District share the cost of the medical, prescription drug, and dental plan with up to 70 percent being paid by the Water District.
5. Employee's utilizing the High Deductible Medical Plan will be eligible to receive funds from the District in their Health Spending Account. The amount will be based on the plan tier selected and established by the Board of Commissioners.
6. Employees and/or spouses who do not meet the requirements of the Wellness Plan will be subject to repayment.
7. An employee or dependent who is otherwise eligible for coverage under the Water District's Plan will be considered ineligible under the following conditions: When such employee or dependent fails to enroll for coverage when eligible under Medicare, or another plan which is provided for the employee or dependent by their employer or other agency with 70% or more of the cost paid or reimbursed by the employer or other agency to the dependent for insurance.
8. Retired employees may remain in the medical, prescription drug, and dental insurance plans subject to the insurance plan specifications. Due to some insurance companies not allowing retirees in the company group plans, an alternative plan may be selected by the Water District with coverage as similar as possible to the company group plan. Premium payments are subject to the following conditions:
 - a. If an employee retires at a minimum age of 60 and age plus years of service equals 75, the Water District will pay up to 70 percent of the premium for employee and spouse coverage for a period not to exceed 5 years.
 - b. All other retirees and their spouses may be allowed to retain the coverage as set forth above with 100 percent of the premium being paid by the retiree.
9. In the event Medicare Insurance becomes effective for those on Long Term Disability Insurance (including dependents) they are subject to the requirements of the Water District's group plan and an alternative medical, prescription drug and dental insurance plan may be selected by the Water District, from the Water District's insurance company, with as similar as possible coverage as is available.

10. If for any reason, an employee becomes ineligible for coverage under the Water District's group plan, the employee's spouse will also become ineligible.
11. The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for continuation of coverage for a limited period in the event of certain qualifying events. The COBRA Act allows for collection of 102 percent of the premium.



2022

January 1 - December 31



Warren County
Water District

Employee Benefits Enrollment Guide

2022 Employee Benefits Guide

Warren County Water District recognizes the importance of being able to provide our employees and their families with quality benefits as part of their overall compensation package. Therefore, Warren County Water District has developed a comprehensive benefits package that delivers quality and value while satisfying the diverse needs of our workforce. This summary highlights the benefits options offered by Warren County Water District for January 1, 2022 through December 31, 2022.



Eligibility

Full-time employees working at least 30 hours per week, are eligible for the benefits outlined in this guide unless otherwise noted. Eligible employees may elect to cover a spouse or a dependent up to the age limitations specified by the insurance carrier. Benefits are effective first of the month following your date of hire and remain in effect through the end of the plan year unless you have a qualified life event which permits mid-year plan changes.



What is a Qualified Life Event?

Qualified life events include: Marriage, divorce, birth, adoption, death and/or loss of other coverage. You must notify Human Resources within 30 days of the qualifying event in order to make mid-year plan changes. If not submitted timely, you will not be able to make changes until the next annual open enrollment period.



Medical

Anthem.

Network: Blue Access		
Type of Service	In-Network	Out-of-Network
Deductible	\$3,000 - Single \$6,000 - Family	\$9,000 - Single \$18,000 - Family
Out-of-Pocket Maximum	\$3,500 - Single \$7,000 - Family	\$10,500 - Single \$21,000 - Family
Coinsurance	Deductible + 0%	Deductible + 30%
Emergency Room	\$300 copay after deductible	Deductible + 30% coinsurance
Inpatient & Outpatient	Deductible + 0% coinsurance	Deductible + 30% coinsurance
Office Visit	Preferred PCP/ PCP	
Primary Care & Telehealth	\$10 / \$20 copay after deductible	Deductible + 30% coinsurance
Specialist	\$50 copay after deductible	Deductible + 30% coinsurance
Urgent Care	\$20 copay after deductible	Deductible + 30% coinsurance
Preventive Services	Covered at 100%	Deductible + 30% coinsurance
Retail Prescription Drug (30 day)	Level 1/Level 2	
Tier 1	\$10 / \$20 copay after deductible	50% coinsurance
Tier 2	\$35 / \$45 copay after deductible	50% coinsurance
Tier 3	\$75 / \$85 copay after deductible	50% coinsurance
Tier 4	25% coinsurance, \$350 max after deductible / 25% coinsurance, \$450 max after deductible	50% coinsurance
Mail Order Prescription Drug (90 day)		
Tier 1	\$25 copay after deductible	Not covered
Tier 2	\$105 copay after deductible	Not covered
Tier 3	\$225 copay after deductible	Not covered
Tier 4	25% coinsurance, \$350 max after deductible	Not covered
Cost per Month	With Wellness	Without Wellness
Employee	\$161.30	There is a surcharge of \$50/month per each employee/spouse that does not participate in the Wellness Program to be added to the premium shown.
Employee + Spouse	\$293.28	
Employee + Children	\$258.10	
Family	\$405.86	

Health Savings Account (HSA) Annual Contribution: \$1,250 - Employee Only and \$2,500 - Employee + Spouse, Child and Family.

2022 Employee Benefits Guide



Dental



Vision



Network: Dental Complete	In-Network
Annual Deductible	\$50 - Single \$150 - Family
Annual Benefit	\$2,000 per covered person
Diagnostic & Preventive Services	100% (no deductible)
Basic Services	100% + deductible
Major Services	80% + deductible
Child Orthodontia (Children through age 18)	50%; \$2,000 lifetime maximum
Monthly	
Employee	\$9.60
Employee + Spouse	\$19.98
Employee + Children	\$23.36
Family	\$32.86

Network: EyeMed	In-Network
Annual Exam (12 months)	\$10 copay
Frames (24 months)	\$150 allowance; 20% savings on amount over allowance
Lenses (12 months) Single Bifocal Trifocal Lenticular	\$25 copay \$25 copay \$25 copay \$25 copay
Contact Lenses (12 months) Conventional Disposable Medically Necessary	\$150 allowance; 15% savings on amount over allowance \$150 allowance; no discount Paid in full
Monthly	
Employee	\$6.49
Employee + Spouse	\$12.97
Employee + Children	\$13.61
Family	\$18.93

GOT QUESTIONS?

CONTACT US!

If you have any questions regarding your benefits, such as the following examples, feel free to reach out to the contacts listed below:

- ◆ What if I lose my Medical, Dental or Vision ID card?
- ◆ How do I find out if a certain procedure is covered under my Medical Plan?
- ◆ How do I find out if a doctor or hospital is covered in-network?
- ◆ How much have I met towards my deductible and out-of-pocket maximum?

	Anthem (Medical) (833) 578-4443 www.anthem.com		Anthem (Dental) (844) 729-1565 www.anthem.com
	EyeMed Customer Service (Vision) (844) 225-3107 www.eyemed.com/en-us		Melissa Walls Account Manager 866-215-2414



2023

January 1 - December 31



Warren County
Water District

Employee Benefits Enrollment Guide

2023 Employee Benefits Guide

Warren County Water District recognizes the importance of being able to provide our employees and their families with quality benefits as part of their overall compensation package. Therefore, Warren County Water District has developed a comprehensive benefits package that delivers quality and value while satisfying the diverse needs of our workforce. This summary highlights the benefits options offered by Warren County Water District for January 1, 2023 through December 31, 2023.



Eligibility

Full-time employees working at least 30 hours per week, are eligible for the benefits outlined in this guide unless otherwise noted. Eligible employees may elect to cover a spouse or a dependent up to the age limitations specified by the insurance carrier. Benefits are effective first of the month following your date of hire and remain in effect through the end of the plan year unless you have a qualified life event which permits mid-year plan changes.



What is a Qualified Life Event?

Qualified life events include: Marriage, divorce, birth, adoption, death and/or loss of other coverage. You must notify Human Resources within 30 days of the qualifying event in order to make mid-year plan changes. If not submitted timely, you will not be able to make changes until the next annual open enrollment period.



Medical

Anthem

Network: Blue Access		
Type of Service	In-Network	Out-of-Network
Deductible	\$3,000 - Single \$6,000 - Family	\$9,000 - Single \$18,000 - Family
Out-of-Pocket Maximum	\$3,500 - Single \$7,000 - Family	\$10,500 - Single \$21,000 - Family
Coinsurance	Deductible + 0%	Deductible + 30%
Emergency Room	\$300 copay after deductible	Deductible + 30% coinsurance
Inpatient & Outpatient	Deductible + 0% coinsurance	Deductible + 30% coinsurance
Office Visit	Preferred PCP/ PCP	
Primary Care & Telehealth	\$10 / \$20 copay after deductible	Deductible + 30% coinsurance
Specialist	\$50 copay after deductible	Deductible + 30% coinsurance
Urgent Care	\$20 copay after deductible	Deductible + 30% coinsurance
Preventive Services	Covered at 100%	Deductible + 30% coinsurance
Retail Prescription Drug (30 day)	Level 1/Level 2	
Tier 1	\$10 / \$20 copay after deductible	50% coinsurance
Tier 2	\$35 / \$45 copay after deductible	50% coinsurance
Tier 3	\$75 / \$85 copay after deductible	50% coinsurance
Tier 4	25% coinsurance, \$350 max after deductible / 25% coinsurance, \$450 max after deductible	50% coinsurance
Mail Order Prescription Drug (90 day)		
Tier 1	\$25 copay after deductible	Not covered
Tier 2	\$105 copay after deductible	Not covered
Tier 3	\$225 copay after deductible	Not covered
Tier 4	25% coinsurance, \$350 max after deductible	Not covered
Cost per Month	With Wellness	Without Wellness
Employee	\$166.15	\$216.16
Employee + Spouse	\$302.06	\$352.06 / \$402.06*
Employee + Children	\$265.84	\$315.84
Family	\$418.04	\$468.04

Health Savings Account (HSA) Annual Contribution: \$1,250 - Employee Only and \$2,500 - Employee + Spouse, Child and Family.

*Rate for Employee + Spouse or family has 1 person excluded from Wellness.

*Rate for Employee + Spouse or family has both adults excluded from Wellness.

Attachment 1-2

2023 Employee Benefits Guide



Dental



Vision



Network: Dental Complete	In-Network
Annual Deductible	\$50 - Single \$150 - Family
Annual Benefit	\$2,000 per covered person
Diagnostic & Preventive Services	100% (no deductible)
Basic Services	100% + deductible
Major Services	80% + deductible
Child Orthodontia (Children through age 18)	50%; \$2,000 lifetime maximum
Monthly	
Employee	\$9.60
Employee + Spouse	\$19.88
Employee + Children	\$23.36
Family	\$32.86

Network: EyeMed	In-Network
Annual Exam (12 months)	\$10 copay
Frames (24 months)	\$150 allowance; 20% savings on amount over allowance
Lenses (12 months) Single Bifocal Trifocal Lenticular	\$25 copay \$25 copay \$25 copay \$25 copay
Contact Lenses (12 months) Conventional Disposable Medically Necessary	\$150 allowance; 15% savings on amount over allowance \$150 allowance; no discount Paid in full
Monthly	
Employee	\$6.49
Employee + Spouse	\$12.97
Employee + Children	\$13.61
Family	\$18.93



If you have any questions regarding your benefits, such as the following examples, feel free to reach out to the contacts listed below:

- ◆ What if I lose my Medical, Dental or Vision ID card?
- ◆ How do I find out if a certain procedure is covered under my Medical Plan?
- ◆ How do I find out if a doctor or hospital is covered in-network?
- ◆ How much have I met towards my deductible and out-of-pocket maximum?

	Anthem (Medical) (833) 578-4443 www.anthem.com		Anthem (Dental) (844) 729-1565 www.anthem.com
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2024

January 1 - December 31



Warren County
Water District

Employee Benefits Enrollment Guide

2024 Employee Benefits Guide

Warren County Water District recognizes the importance of being able to provide our employees and their families with quality benefits as part of their overall compensation package. Therefore, Warren County Water District has developed a comprehensive benefits package that delivers quality and value while satisfying the diverse needs of our workforce. This summary highlights the benefits options offered by Warren County Water District for January 1, 2024 through December 31, 2024.



Eligibility

Full-time employees working at least 30 hours per week, are eligible for the benefits outlined in this guide unless otherwise noted. Eligible employees may elect to cover a spouse or a dependent up to the age limitations specified by the insurance carrier. Benefits are effective first of the month following your date of hire and remain in effect through the end of the plan year unless you have a qualified life event which permits mid-year plan changes.



What is a Qualified Life Event?

Qualified life events include: Marriage, divorce, birth, adoption, death and/or loss of other coverage. You must notify Human Resources within 30 days of the qualifying event in order to make mid-year plan changes. If not submitted timely, you will not be able to make changes until the next annual open enrollment period.



Medical

Anthem

Network: Blue Access		
Type of Service	In-Network	Out-of-Network
Deductible	\$3,200 - Single \$6,400 - Family	\$9,600 - Single \$19,200 - Family
Out-of-Pocket Maximum	\$4,000 - Single \$8,000 - Family	\$12,000 - Single \$24,000 - Family
Coinsurance	Deductible + 0%	Deductible + 30%
Emergency Room	\$300 copay after deductible	Deductible + 30% coinsurance
Inpatient & Outpatient	Deductible + 0% coinsurance	Deductible + 30% coinsurance
Office Visit	Preferred PCP/ PCP	
Primary Care & Telehealth	\$10 / \$20 copay after deductible	Deductible + 30% coinsurance
Specialist	\$50 copay after deductible	Deductible + 30% coinsurance
Urgent Care	\$20 copay after deductible	Deductible + 30% coinsurance
Preventive Services	Covered at 100%	Deductible + 30% coinsurance
Retail Prescription Drug (30 day)	Level 1/Level 2	
Tier 1	\$10 / \$20 copay after deductible	50% coinsurance
Tier 2	\$35 / \$45 copay after deductible	50% coinsurance
Tier 3	\$75 / \$85 copay after deductible	50% coinsurance
Tier 4	25% coinsurance, \$350 max after deductible / 25% coinsurance, \$450 max after deductible	50% coinsurance
Mail Order Prescription Drug (90 day)		
Tier 1	\$20 copay after deductible	Not covered
Tier 2	\$88 copay after deductible	Not covered
Tier 3	\$188 copay after deductible	Not covered
Tier 4	25% coinsurance, \$350 max after deductible	Not covered
Cost per Month	With Wellness	Without Wellness
Employee	\$179.44	\$229.44
Employee + Spouse	\$326.22	\$376.22 / \$426.22*
Employee + Children	\$287.10	\$337.10
Family	\$451.48	\$501.48

Health Savings Account (HSA) Annual Contribution: \$1,250 - Employee Only and \$2,500 - Employee + Spouse, Child and Family.

*Rate for Employee + Spouse or family has 1 person excluded from Wellness.

*Rate for Employee + Spouse or family has both adults excluded from Wellness.

Attachment 1-2

2024 Employee Benefits Guide



Dental



Vision



Network: Dental Complete	In-Network
Annual Deductible	\$50 - Single \$150 - Family
Annual Benefit	\$2,000 per covered person
Diagnostic & Preventive Services	100% (no deductible)
Basic Services	100% + deductible
Major Services	80% + deductible
Child Orthodontia (Children through age 18)	50%; \$2,000 lifetime maximum
Monthly	
Employee	\$9.10
Employee + Spouse	\$18.88
Employee + Children	\$22.18
Family	\$31.22

Network: EyeMed	In-Network
Annual Exam (12 months)	\$10 copay
Frames (24 months)	\$0 copay, \$150 allowance; 20% savings on amount over allowance
Lenses (12 months) Single Bifocal Trifocal Lenticular	\$25 copay \$25 copay \$25 copay \$25 copay
Contact Lenses (12 months) Conventional Disposable Medically Necessary	\$150 allowance; 15% savings on amount over allowance \$150 allowance; no discount Paid in full
Monthly	
Employee	\$6.48
Employee + Spouse	\$12.96
Employee + Children	\$13.60
Family	\$18.92



If you have any questions regarding your benefits, such as the following examples, feel free to reach out to the contacts listed below:

- ◆ What if I lose my Medical, Dental or Vision ID card?
- ◆ How do I find out if a certain procedure is covered under my Medical Plan?
- ◆ How do I find out if a doctor or hospital is covered in-network?
- ◆ How much have I met towards my deductible and out-of-pocket maximum?

	Anthem (Medical) (833) 578-4443 www.anthem.com		Anthem (Dental) (844) 729-1565 www.anthem.com
	EyeMed Customer Service (Vision) (844) 225-3107 www.eyemed.com/en-us		Jeff Smeathers Account Manager Direct:(270)-529-1389

Operating Policy 114, II – D - H

Life Insurance

Basic Group Term Life and Accidental Death and Dismemberment Insurance Summary

1. Basic Life provides coverage equal to an employee's annual base salary rounded to the next thousand dollars times two.
2. An equal amount of coverage is provided under the Accidental Death and Dismemberment Insurance for covered accidents resulting in death or certain dismemberment losses. The policy provides various fractions of full coverage for other dismemberment losses.
3. Basic Life and AD&D Insurance with coverage as described above is paid for by the Water District. For more than \$50,000 in group term life insurance provided by an employer the IRS requires the calculation of a tax liability. The amount is determined by the employee's age and the amount of insurance over \$50,000.

Supplemental Life Insurance Summary

1. Employees select the amount of coverage desired with optional benefit levels from one to five times the employee's annual base salary.
2. Employees pay the entire cost.
3. This coverage provides benefits in addition to the Basic Life Insurance described above in Subsection II.D.

Supplemental Accidental Death and Dismemberment Insurance Summary

1. Employees select the amount of coverage desired with optional benefit levels from one to five times the employee's annual base salary.
2. Employees pay the entire cost.
3. This insurance provides benefits in addition to the Accidental Death & Dismemberment Insurance described above in Subsection II.D. and includes an option for family coverage.

Spouse Life and Child Life Insurance Summary

1. Employees select the amount of coverage desired for the spouse with optional benefit levels from \$10,000 to \$200,000. Child life coverage is \$10,000 or \$20,000 per child. Premium cost for the first \$10,000 of Spouse Life coverage is shared equally by the employee and the Water District. Employees pay the entire cost of benefit levels higher than \$10,000 of Spouse Life and all Child Life premiums.

Business Travel Accident Insurance Summary

2. Benefit is \$50,000 accidental death or dismemberment coverage.
3. Accident must occur while the employee is traveling to a final destination of 50 miles from their normal place of employment or outside the service area-whichever occurs first.
4. Water District pays the entire cost of coverage.

Operating Policy 114, II - I

Long-Term Disability Insurance

1. Coverage provides a disabled employee with $66\frac{2}{3}$ percent of their base salary after a 13-week waiting period.
2. Payment of benefits will be offset by any amounts received from Social Security and/or Workers Compensation.
3. Cost is shared equally by the employee and the Water District.
4. Benefit accrual for R&S contributions continues with the salary frozen.
5. No contributions may be made to the 401(a) and/or 457(b) plans during the period in which the employee is not receiving compensation from the Water District.
6. Basic Life and Accidental Death and Dismemberment Insurance coverage continues with premiums being waived 26 weeks after the employee becomes disabled.
7. Supplemental Accidental Death and Dismemberment Insurance coverage will cease 26 weeks after the employee becomes disabled.
8. Medical, Dental, and Spouse Life and Child Life Insurance coverage will continue, and premiums will be shared between the employee and the Water District as described in previous subsections.

Operating Policy No. 114, II - A

Retirement & Security Plan (R&S Plan)

1. A defined benefit plan designed to provide participants with a monthly income upon retirement.
2. Annual Estimated Benefit is calculated as - Benefit Level (1.6% eligible service years from 1-1-76 to 4-1-99, 1.85% eligible service years from 4-1-99 to 12-31-17, and 1.0% for service after 1-1-18) x Number of Continuous Years in the Program x Average of Highest 5 Salary Years.
3. The Water District funds the entire cost of this Plan.
4. Payments on the employee's behalf begin 1 year after employment
5. Employees are fully vested (have ownership) after 5 years in the Plan.

Operating Policy No. 114, II-B & C

401(a) and 457(b) plans

401(a) and 457(b) plans

1. The 457(b) plan is available for employee deferrals within 30 days of the qualifying event.
2. Traditional and Roth options will be provided and administered in accordance with the plan documents.
3. All eligible employees hired after June 1, 2015 will be auto enrolled in the 457(b) plan at the rate of 2%, unless the employee specifies otherwise and/or opts out of participation in the plan.
4. All eligible employees hired after June 1, 2015 will be also be auto escalated to the rate of 4% after 1 year of service, unless the employee specifies otherwise and/or opts out of participation in the plan.
5. After one year, the Water District contributes 3 percent of the employee's base salary into the 401(a) plan, regardless of any employee contribution.
6. Additionally, the District will contribute a 100% matching contribution of up to 4 percent of the employee's base salary into the 401(a) plan provided that the employee contributes a minimum of 4% of their base salary into the 457(b) plan.
7. Investment selections are made by the employee.
8. IRS imposes a dollar limit on the total amount of contributions which may also limit the percentage that can be contributed. All contributions, plus earnings, are payable to the employee upon separation subject to certain IRS restrictions.
9. Part-Time employees who have 1 year of service with a minimum of 1,000 hours worked are eligible for employee deferrals and employer match (subject to all other plan requirements).

401(a) and 457(b) loan options will be administered in accordance with the provider's policies but are summarized as follows:

1. Available for up to 50 percent of the current account balance with a minimum of \$1,000 up to a maximum of \$50,000.
2. Maximum term of non-home loan is 60 months.
3. Maximum term of home loan is 10 years.
4. Interest rate will be as set forth by the plan provider.
5. Loan set up and maintenance fees to be paid by the employee in accordance with the plan providers policies.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-3

Responding Witness: Jeff Peeples

Q 1-3. State whether Warren District participates in the County Employee Retirement System. If not, explain the method Warren District provides employees for retirement.

3a. Provide the test year and current contribution rate Warren District contributes to retirement benefits.

3b. Explain how the contribution rate is determined.

3c. Explain any changes to Warren District's retirement benefit since the test year.

A 1-3. Warren District does not participate in the County Employee Retirement System. Warren District provides employees two methods for retirement. First, the District provides employees with a defined benefit plan through the National Rural Electric Cooperative Association ("NRECA") Retirement & Security Plan ("R&S Plan"), which is a cost sharing multiple-employer plan that has the characteristics described in paragraph 2 of GASB Statement No. 78. For a detailed discussion of this plan, see Note 8 of the District's Financial Statements and Supplementary Information (Exhibit 13 to the Application). Second, the District provides its employees a 401(a)/457(b) Plan through Transamerica.

3a. The District funds the entire cost of the R&S Plan. Payments to NRECA on an employee's behalf begin after one year of employment. The contribution rate was 12.75 percent during the 2023 test year and is 12.40 percent for 2024.

After one year of service, the Water District contributes three (3) percent of an employee's base salary into the 401(a) Plan, regardless of any employee contribution. Additionally, the District will contribute a 100 percent matching contribution of up to four (4) percent of the employee's base salary into the 401(a) Plan provided that the employee contributes to the 457(b) Plan.

3b. The NRECA determines the annual contribution rate for the R&S Plan using several factors, including benefit level, retirement age, participant average age, and the plan's investment rate of return. The District's Board of Commissioners determined the District's contribution rates for the 401(a)/457(b) Plan.

3c. There were no changes to Warren District's retirement benefit between 2023 and 2024, aside from the slight decrease in the NRECA contribution rate for 2024.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-4

Responding Witness: Jeff Peeples

Q 1-4. Provide a complete description of Warren District's Other Post-Employment Benefits package(s) provided to its employees.

A 1-4. Warren District administers an Other Postemployment Benefits ("OPEB") plan providing medical and dental benefits to retired District employees and their spouses under certain conditions. Individuals who are employed by the District and are eligible to participate in the group health plan are eligible to continue healthcare benefits upon retirement after reaching age sixty (60) and meeting a combined age plus years of service of at least seventy-five (75). The Water District will pay up to seventy (70) percent of the premium for employee and spouse coverage for a period not to exceed five (5) years. Retired employees are ineligible under the plan at age sixty-five (65) or when they qualify for coverage under Medicare or other agency.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-5

Responding Witness: Jeff Peeples

Q 1-5. Provide a complete description of the financial reporting and ratemaking treatment of Warren District's pension costs.

A 1-5. Warren District pension costs are reported in Account 604 – Employee Overhead along with other benefits. The contribution paid by Warren District to National Rural Electric Cooperative Association (“NRECA”) Retirement Security Plan is included in the calculation of the proposed rates.

In addition, Warren District's Revenue Requirement includes the cost of its contributions to the 401(a) retirement plan (i.e. three (3) percent contribution and its dollar for dollar match, up to a maximum of four (4) percent, of the amount which employees voluntarily make to the 457(b) retirement plan). Recovery of these costs by Warren District is included in the calculation of the proposed rates.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-6

Responding Witness: Jeff Peeples

Q 1-6. Concerning employee fringe benefits:

- 6a. Provide a detailed list of all fringe benefits available to Warren District's employees. Indicate any fringe benefits that are limited to management employees.**
- 6b. Provide comparative cost information for the 12 months preceding the test year and following the test year. Explain any changes in fringe benefits occurring over this 24-month period.**

A 1-6.

- 6a. See Attachment 1-1f** for a detailed list of all fringe benefits available to the District's employees. None of these fringe benefits are limited to management employees. All full-time employees receive the same benefits. The members of Warren District's Board of Commissioners do not receive any of these benefits, except Warren District is required by law to pay the employer's portion of Federal Insurance Contribution Act ("FICA") taxes on the salary received by each commissioner.
- 6b. Attachment 1-6b** provides a comparison of the District's Water Division employee overhead expenses, which include fringe benefit

costs. The District did not make any material changes to the fringe benefits offered to employees during this time period. The changes in fringe benefit expense from year to year are a result of changes in the District's workforce and employee participation in the District's benefit plans, as well as external cost increases to medical insurance premiums.

Attachment 1-6b

Fringe Benefit Cost Comparison

WARREN COUNTY WATER DISTRICT
COMPARATIVE COST
TOTAL EMPLOYEE OVERHEAD

Employee Overhead	2022	2023	June 2024 YTD
Payroll Taxes	\$ 368,519	\$ 412,981	\$ 215,956
Benefit Wages	651,691	732,207	388,002
Workman's Comp	25,984	26,852	11,825
Fringe Benefits - Insurance	550,017	579,228	317,106
Fringe Benefits - Retirement	832,385	959,498	508,412
TOTAL Employee Overhead	\$ 2,428,595	\$ 2,710,767	\$ 1,441,301

WATER DIVISION
COMPARATIVE COST
EMPLOYEE OVERHEAD EXPENSE

Employee Overhead	2022	2023	Adjustments (SAO)	Ref.	Pro Forma
Payroll Taxes	\$ 135,334	\$ 151,971	\$ (151,971)	B,J	\$ -
Benefit Wages	250,347	269,440	38,298	B	307,738
Workman's Comp	9,380	9,881	1,404	B	11,285
Fringe Benefits - Insurance	198,562	213,146	30,296	B	243,442
Fringe Benefits - Retirement	300,500	353,079	50,186	B	403,265
ProForma - COLA Impact on Benefits			25,421	C	25,421
ProForma - Merit Impact on Benefits			15,687	C	15,687
TOTAL Employee Overhead Expense	\$ 894,124	\$ 997,517			\$ 1,006,838

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-7

Responding Witness: Jeff Peeples

Q 1-7. Provide Warren District's cash account balances at the beginning of the most recent calendar year and at the end of each month through the date of this request.

A 1-7. Attachment 1-7 provides Warren District's cash account balances.

Attachment 1-7

Cash Account Balances

CASH ACCOUNT BALANCES
WARREN COUNTY WATER DISTRICT - WATER DIVISION

YEAR 2023	January 31, 2023	February 28, 2023	March 31, 2023	April 30, 2023	May 31, 2023	June 30, 2023
Sinking Funds	\$ 262,568	\$ 330,462	\$ 396,648	\$ 446,135	\$ 510,926	\$ 526,273
Construction Funds - RWFA, Series 2022D	2,543,490	2,553,349	2,280,616	2,290,562	2,108,846	2,123,308
Letter of Credit - KEDFA	352,529	352,892	353,294	353,684	354,086	354,475
Customer Deposits	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000
Depreciation Reserve	2,965,428	2,988,651	3,024,811	3,029,410	3,067,221	3,119,542
Special Fund - Large Meter Replacement	300,000	300,000	300,000	300,000	300,000	300,000
Special Fund - AMR/AMI System	200,000	200,000	200,000	200,000	200,000	200,000
Construction Accounts	11,612	11,612	19,079	19,079	20,758	20,759
General Operations	1,486,602	1,911,362	1,747,595	1,440,220	894,602	831,728
Payroll	30,611	66,095	(62,333)	54,045	293,877	85,841
Total	\$ 9,372,840	\$ 9,934,423	\$ 9,479,710	\$ 9,353,135	\$ 8,970,316	\$ 8,781,926

YEAR 2023	July 31, 2023	August 31, 2023	September 30, 2023	October 31, 2023	November 30, 2023	December 31, 2023
Sinking Funds	\$ 469,218	\$ 536,700	\$ 604,018	\$ 671,497	\$ 739,257	\$ 738,503
Construction Funds - RWFA, Series 2022D	2,066,096	2,076,117	1,658,518	1,667,134	1,504,357	900,802
Letter of Credit - KEDFA	354,877	355,279	355,669	356,071	356,460	356,862
Customer Deposits	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,270,000
Depreciation Reserve	3,151,708	3,186,392	3,422,807	3,469,341	3,507,124	3,245,557
Special Fund - Large Meter Replacement	300,000	300,000	300,000	300,000	300,000	300,000
Special Fund - AMR/AMI System	200,000	200,000	-	-	-	-
Construction Accounts	20,759	20,759	20,759	81,225	45,905	25,493
General Operations	844,469	1,076,342	1,048,057	1,245,016	1,297,978	1,281,740
Payroll	205,322	114,456	123,222	226,088	429,050	109,959
Total	\$ 8,832,449	\$ 9,086,045	\$ 8,753,050	\$ 9,236,372	\$ 9,400,131	\$ 8,228,916

YEAR 2024	January 31, 2024	February 28, 2024	March 31, 2024	April 30, 2024	May 31, 2024	June 30, 2024
Sinking Funds	\$ 175,432	\$ 237,195	\$ 303,505	\$ 370,085	\$ 436,827	\$ 435,217
Construction Funds - RWFA, Series 2022D	910,135	486,609	493,784	502,123	509,927	518,402
Letter of Credit - KEDFA	357,264	357,627	358,029	358,419	358,820	359,210
Customer Deposits	1,270,000	1,270,000	1,270,000	1,270,000	1,270,000	1,270,000
Depreciation Reserve	3,282,009	2,817,769	3,353,587	2,652,297	3,192,120	3,208,795
Special Fund - Large Meter Replacement	300,000	300,000	300,000	300,000	300,000	300,000
Construction Accounts	97,628	98,672	26,672	26,672	26,672	26,672
Special Fund - Transpark II Contribution	-	-	2,709,479	2,473,189	2,129,873	2,138,622
General Operations	911,328	585,720	758,840	2,146,856	1,194,997	1,056,998
Payroll	163,747	54,932	170,781	76,247	56,087	48,735
Total	\$ 7,467,543	\$ 6,208,524	\$ 9,744,677	\$ 10,175,888	\$ 9,475,323	\$ 9,362,651

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-8

Responding Witness: Jeff Peeples

Q 1-8. Identify the number of new water connections that Warren District installed in calendar years 2022, 2023, and year-to-date 2024.

A 1-8. The Table below provides the number of new water connections for 2022, 2023, and through June 30, 2024, by meter size.

NEW METER INSTALLATIONS
YEARS 2022 – 2024
WARREN COUNTY WATER DISTRICT - WATER DIVISION

Year	5/8"	1"	2"	4"	6"	8"	TOTALS
2022	920	54	8	0	3	1	986
2023	1,048	133	6	3	6	0	1,196
2024 June YTD	396	49	7	3	0	2	457
Total	2,364	236	21	6	9	3	2,639

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-9

Responding Witness: Jeff Peeples

Q 1-9. Provide Warren District's cash account balances at the beginning of the most recent calendar year and at the end of each month through the date of this request.

A 1-9. See the Response to Question No. 1-7.

WARREN COUNTY WATER DISTRICT**Case No. 2024-00200****Response to Commission Staff's First Request for Information****Question No. 1-10****Responding Witness: Jeff Peeples**

Q 1-10. Provide a detailed analysis of expenses for professional services during the test year, as shown in Schedule B, and all workpapers supporting the analysis. At a minimum, the workpapers should show the payee, dollar amount, reference (i.e., voucher no., etc.), account charged, hourly rates and time charged to the company according to each invoice, and a description of the services provided.

A 1-10. The Table below contains the amounts spent on professional services by Warren District's Water Division in the test year. See Attachment 1-10 for the workpapers associated with the District's analysis.

Warren County Water District – Water Division
Analysis of Professional Services Expenses
For the 12 Months Ended 12/31/2023

Line No.	Item (a)	Rate Case (b)	Annual Audit(c)	Other (d)	Total (e)
1	Legal	-	-	18,418.74	18,418.74
2	Engineering	-	-	-	-
3	Accounting	-	14,000.00	533.25	14,533.25
4	Other	-	-	-	-
5	Total	-	14,000.00	18,951.99	32,951.99

Attachment 1-10

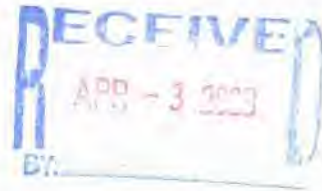
**Warren District's
Professional Services Fees 2023**



CRI CARR
RIGGS &
INGRAM

CPAs and Advisors

P O Box 104
Bowling Green, KY 42102-0104
(270) 782-0700



Warren County Water District
523 US Highway 31W Bypass
PO Box 10180
Bowling Green, KY 42102

Invoice No. 17557801 (include on check)
Date 03/23/2023
Client No. 96-04742.000

Professional services rendered as follows:

Progress Billing
Financial Audit for 2022

Current Amount Due

\$ 10,000.00

632-832-2 Water \$ 5,000
632-832-3 Sewer 5,000

Prep'd: _____ Date Cont'd: 4-3-23
Dist: _____
Dep't Mgr: J. Gen. Mgr: E

Please return this portion with your payment.
Client ID: 96-04742

Invoice: 17557801
Date: 03/23/2023

Warren County Water District

Net 10

Amount Due: \$ 10,000.00

Amount Enclosed: _____



CRI CARR
RIGGS &
INGRAM
CPAs and Advisors

P O Box 104
Bowling Green, KY 42102-0104
(270) 782-0700



Warren County Water District
523 US Highway 31W Bypass
PO Box 10180
Bowling Green, KY 42102

Invoice No. 17587110 (include on check)
Date 04/23/2023
Client No. 96-04742.000

Professional services rendered as follows:

Financial Audit for 2022	\$ 25,200.00	✓
Less Progress Billings	(10,000.00)	✓
Additional Assistance in Change in Accounting Estimate for 2022	DEPR. PERIODS. 2,800.00	
Current Amount Due	\$ 18,000.00	

Water \$ 9,000
Sewer 9,000

Date Rec'd 5-1-23
W.O. 184-0000 Dist. 2,3
Per Agent WP Dept. Mgr. J Gen. Mgr. X

Please return this portion with your payment.
Client ID: 96-04742

Invoice: 17587110
Date: 04/23/2023

Warren County Water District

Net 10

Amount Due: \$ 18,000.00

Amount Enclosed: _____

Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Carr, Riggs & Ingram, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Kentucky Public Service Commission. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Lanny White is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$25,200, plus out-of-pocket costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to management and those charged with governance of Warren County Water District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinion are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinion, we may decline to express opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we



CRI CARR
RIGGS &
INGRAM
CPAs and Advisors

P O Box 104
Bowling Green, KY 42102-0104
(270) 782-0700

Warren County Water District
523 US Highway 31W Bypass
PO Box 10180
Bowling Green, KY 42102

Invoice No. 17814612 (include on check)
Date 10/23/2023
Client No. 96-04742.000

Professional services rendered as follows:

Conference Call -
Consultation on Maintenance Costs on Tanks and
Meters Lives for GAAP Reporting

Current Amount Due \$ 675.00

Date Rec'd 632 Date Orig'd 832 11-2-23
W.D. Paid Date Dist 2, 5, 8
Paid By hp Over J Gen. Mgt. JC

Please return this portion with your payment.
Client ID: 96-04742

Invoice: 17814612
Date: 10/23/2023

Warren County Water District

Net 10

Amount Due: \$ 675.00

Amount Enclosed: _____

Stoll Keenon Ogden PLLC
P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

March 3, 2023
Invoice #: 1003884
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 81.00
Total Current Charges This Matter	\$ 81.00

Please return this page with payment to:

Stoll Keenon Ogden PLLC
PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number:
Account Number:
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

Date Rec'd 3/10/23 Date Comp. 3/10/23
Pur. Agt. JS Dist. JS
Dept. Mgr. JS Gen. Mgr. JS
51225-2/101/2
8

Stoll Keenon Ogden PLLC
P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

March 3, 2023
Invoice #: 1003884
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 81.00
Total Current Charges This Matter	\$ 81.00

Professional Services for the period through 02/28/23, including the following:

Re: General Regulatory Counseling
Our Reference: 127064/172777/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
02/28/23	Reviewed email memo from Jeff with list of topics to discuss; reviewed additional list of topics contained in Ryan's email memo; exchanged additional email memos with Ryan; prepared reply email memo to Jeff	DRT	0.20
Total Services			\$81.00

<u>Init</u>	<u>Timekeeper</u>	Summary of Services		
		<u>Hours</u>	<u>Rate</u>	<u>Value</u>
DRT	Talley, D R	0.20	405.00	81.00
	Total Services	0.20		\$81.00

TOTAL FEES & DISBURSEMENTS	\$81.00
Total Current Charges This Matter	\$81.00

Stoll Keenon Ogden PLLC

P.O. Box 150

112 North Lincoln Boulevard

Hodgenville, Kentucky 42748

(270) 358-3187

Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

April 7, 2023
Invoice #: 1007187
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill \$ 2,426.00

Total Current Charges This Matter \$ 2,426.00

Please return this page with payment to:

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PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number:
Account Number:
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

51225 701 2
Date Rec'd _____ Date Com'd _____
W.C. ~~51225~~ Cost Code ~~701~~ Dist. ~~2~~
Pun. Agmt. _____ Dept. Mgr. _____ Gen. Mgr. _____

Stoll Keenon Ogden PLLC

P.O. Box 150

112 North Lincoln Boulevard

Hodgenville, Kentucky 42748

(270) 358-3187

Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

April 7, 2023
Invoice #: 1007187
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill \$ 2,426.00

Total Current Charges This Matter \$ 2,426.00

Professional Services for the period through 03/31/23, including the following:

Re: General Regulatory Counseling
Our Reference: 127064/172777/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
03/06/23	Reviewed email memo from Ryan re feasibility of offering a special (higher) to a potential large customer; prepared reply email memo to Ryan; forwarded Ryan's email memo to Jerry Wuetcher	DRT	0.20
03/06/23	Reviewed lengthy email memo from Jerry Wuetcher re feasibility of charging a different rate to the prospective customer via a Special Contract approved by the PSC; prepared reply email memo to Jerry Wuetcher	DRT	NO CHARGE
03/06/23	Prepared follow-up email memo to Ryan and forwarded Jerry Wuetcher's email memo	DRT	0.10
03/06/23	Prepared email memo to Ryan and requested executed copies of the Agreement between Kentucky and ITA and between ITA and WCWD re the funding for the \$46 million of improvements to be constructed by WCWD	DRT	0.30
03/08/23	Conferred with Jerry to discuss topics for videoconference with WCWD Management Staff on March 9, 2023; discussed information needed for Motion for a Declaratory Order; made other preparations for March 9 videoconference with WCWD Management Staff	DRT	NO CHARGE
03/08/23	Conferred with D. Talley to review agenda for videoconference meeting with WCWD	GEW	1.10
03/09/23	Participated in videoconference meeting with Jacob, Jeff, Ryan, and Jerry Wuetcher to discuss numerous Projects and proposed rate cases; discussed and developed legal strategies; made list of Next Steps and information to be provided to client	DRT	1.90
03/09/23	Reviewed state grant and beneficiary agreements; participated in videoconference conference with WCWD Management Team and D. Talley to discuss rate case issues and numerous topics	GEW	2.30
03/10/23	Reviewed email memo from Jeff; reviewed Joint Operations Agreement with other utilities; reviewed 2023 Rates and Allocation of Costs	DRT	0.30
Total Services			\$2,426.00

Summary of Services

<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
GEW	Wuetcher, G E	3.40	380.00	1,292.00
DRT	Talley, D R	2.80	405.00	1,134.00
	Total Services	6.20		\$2,426.00

TOTAL FEES & DISBURSEMENTS \$2,426.00

Total Current Charges This Matter \$2,426.00

Stoll Keenon Ogden PLLC

P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

August 7, 2023
Invoice #: 1018510
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill \$ 1,636.00

Total Current Charges This Matter \$ 1,636.00 ✓

Balance as of July 6, 2023 ~~\$950.00~~

Less payments on prior billings ~~\$0.00~~

Balance due on prior billings ~~\$950.00~~

Total Amount Due This Matter ~~\$2,586.00~~

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Lexington KY 40579-1969

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Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number:
Account Number:
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

Date Rec'd _____ Date Comp. _____
W.O. _____ Cost Code _____ Dist. _____
Pur. Agent _____ Dist. Mgr. _____ Gen. Mgr. _____

SAC NEXT PAGE

Attachment 1-10

Page 12 of 74

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P.O. Box 150

112 North Lincoln Boulevard

Hodgenville, Kentucky 42748

(270) 358-3187

Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

August 7, 2023
Invoice #: 1018510
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill \$ 1,636.00

Total Current Charges This Matter \$ 1,636.00

Balance as of July 6, 2023 \$950.00

Less payments on prior billings \$0.00

Balance due on prior billings \$950.00

Total Amount Due This Matter \$2,586.00

Keep this copy for your records.

Attachment 1-10

Page 13 of 74

Professional Services for the period through 07/31/23, including the following:

Re: General Regulatory Counseling
Our Reference: 127064/172777/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/05/23	Prepared Notice of Intent to file Applications for Declaratory Order (water and wastewater) 633 43180 / 933 / 3	GEW	1.10 418-
07/07/23	Participated in Teams Meeting with Jacob, Jeff, Ryan, and Jerry Wuetcher to discuss rate cases and other issues; developed strategy and Timeline for filing Butler and Simpson ARF rate cases and Motion for Extension of Time to file Warren County Water District's General Rate Case; discussed Badger Meter warranty issues; prepared memo to file 633 / 701 / 4LL	DRT	1.60 648-
07/07/23	Participated in Video conference with client and Damon Talley re rate case issues and meter warranty 633 / 711 / 4LL	GEW	1.50 578 578-
Total Services			\$1,636.00

Summary of Services				
<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
GEW	Wuetcher, G E	2.60	380.00	988.00
DRT	Talley, D R	1.60	405.00	648.00
Total Services		4.20		\$1,636.00

TOTAL FEES & DISBURSEMENTS	\$1,636.00
Total Current Charges This Matter	\$1,636.00

Outstanding Invoices

<u>Date</u>	<u>Invoice No.</u>	<u>Billed Amount</u>	<u>Payment/Credits</u>	<u>Balance Due</u>
07/06/23	1015781	\$ 950.00	\$ 0.00	\$ 950.00
Total Outstanding Invoices This Matter				\$950.00
Total Amount Due This Matter				\$2,586.00

Keep this copy for your records.

Stoll Keenon Ogden PLLC
P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

September 5, 2023
Invoice #: 1021404
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 486.00
Total Current Charges This Matter	\$ 486.00

Please return this page with payment to:

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PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number:
Account Number:
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

Date Rec'd _____ Date Comp. _____
W.O. See Attachment Cost Code _____ Dist. _____
Pur. Agnt. _____ Dept. Mgr. J. Gen. Mgr. SC

Stoll Keenon Ogden PLLC

P.O. Box 150

112 North Lincoln Boulevard

Hodgenville, Kentucky 42748

(270) 358-3187

Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

September 5, 2023
Invoice #: 1021404
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 486.00
Total Current Charges This Matter	\$ 486.00

Keep this copy for your records.

Professional Services for the period through 08/31/23, including the following:

Re: General Regulatory Counseling
Our Reference: 127064/172777/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
08/22/23	Reviewed email memo from Jeff re short-term Lease of storage space; prepared reply email memo and answered his question and confirmed that PSC approval is not necessary <i>633/833/2</i>	DRT	0.30
08/31/23	Reviewed email memo from Jacob re CPCN Application for proposed Office Complex; prepared reply email memo; reviewed follow-up email memo from Jacob explaining Progressive Design Build (PDB) method of construction; prepared second reply email memo to Jacob <i>43180/933/3</i>	DRT	0.60
08/31/23	Reviewed email memo from Jeff re need to file Motion for Extension of Time to file Rate case for WCWD and list of reasons; prepared reply email memo to Jeff requesting additional information <i>51225/833/2,3</i>	DRT	0.30

Total Services

\$486.00

Summary of Services

<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
DRT	Talley, D R	1.20	405.00	486.00
	Total Services	1.20		\$486.00

TOTAL FEES & DISBURSEMENTS

\$486.00

Total Current Charges This Matter

\$486.00

Keep this copy for your records.

Stoll Keenon Ogden PLLC

P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

October 4, 2023
Invoice #: 1024310
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill \$ 2,887.50

Total Current Charges This Matter \$ 2,887.50 ✓

Balance as of September 5, 2023 \$486.00

Less payments on prior billings \$0.00

Balance due on prior billings \$486.00

Total Amount Due This Matter \$3,373.50

Please return this page with payment to:

Stoll Keenon Ogden PLLC
PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number:
Account Number:
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

Date Rec'd _____ Date Comp. _____
W.O. 51225 Cost Code 933 Dist. 213
Pur. Agmt. _____ Dept. Mgr. JP Gen. Mgr. SC

2-2229¹⁵
3-6583⁵

Professional Services for the period through 09/30/23, including the following:

Re: General Regulatory Counseling

Our Reference: 127064/172777/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
09/01/23	Reviewed email memo from Jeff with list of reasons for using 2023 as the Test Year for WCWD's General Rate Adjustment case; prepared reply email memo to Jeff	DRT	0.20
09/04/23	Reviewed all the PSC Orders requiring the WCWD Water & Sewer Divisions to file a General Rate Adjustment Application by March 24, 2023; prepared email memo to SKO attorney Felisa Moore with work assignment to commence preparing the separate Motions for an Extension of Time in which to file the Rate Application for the Water and Sewer Divisions	DRT	0.50
09/05/23	Reviewed draft Entry of Appearance prepared by SKO attorney Felisa Moore for the Water Division and for the Sewer Division; prepared email memo to Felisa Moore and suggested minor revisions to both Entry of Appearances; reviewed and approved revised version of both Entries of Appearance	DRT	NO CHARGE
09/05/23	Reviewed email memo from Mr. Talley regarding registering to file with the PSC on behalf of WCWD; registered to file and contacted Mr. Bruner to complete registration process; prepared email memo to Mr. Talley regarding same	FSM	0.40
09/05/23	Reviewed email memos from Mr. Talley regarding preparation of Entries of Appearance for Case No. 2021-007 and Case No. 2022-233; prepared drafts of Entries of Appearance; prepared email memo to Mr. Talley and attached drafts of both Entries of Appearance for his review and comment	FSM	1.10
09/05/23	Reviewed email memo from Mr. Talley regarding revisions to Entries of Appearance; completed revisions; prepared email memo to Mr. Talley and forwarded the revised Entries of Appearance	FSM	0.30
09/05/23	Prepared PSC Transmittal Letters to accompany Entries of Appearance; filed same electronically; prepared email memo to Mr. Talley regarding same	FSM	1.10
09/08/23	Prepared for Teams Meeting with WCWD Management Team	DRT	NO CHARGE
09/08/23	Obtained copy of HCWD2's PSC Application for CPCN to construct New Headquarters Facilities; prepared email memo to WCWD's Management Team and forwarded Application for CPCN	DRT	0.20
09/08/23	Participated in Teams Meeting with Jeff and Ryan and discussed proposed Motion for Extension of Time to File WCWD General Rate Adjustment Applications; discussed ARF Applications to be filed by KRWA for Butler and Simpson systems; also discussed CPCN for WCWD proposed office and operations center	DRT	0.90
09/08/23	Reviewed Jeff's very detailed Request for Proposal (RFP) to KRWA to prepare Rate Study and Cost-of-Service-Study for both the Water	DRT	0.20

Keep this copy for your records.

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
	Division and Sewer Division for WCWD; prepared email memo to Jeff and approved the RFP		
09/12/23	Prepared email memo to Robert Miller with KRWA and client re division of work between SKO and KRWA in General Rate Adjustment to facilitate the Rate Study Proposal being prepared by Miller on behalf of KRWA	DRT	0.20
09/18/23	Began registration process with Kentucky Public Service Commission to prepare for future electronic filings	ES	NO CHARGE
09/19/23	Conferred with Mr. Talley regarding preparation of a Motion for Extension of Time to file Rate case; prepared draft of Motion for Extension of Time; prepared email memo to Mr. Talley and attached draft Motion for Extension of Time	FSM	1.90
09/26/23	Participated in Teams Meeting with Jacob, Jeff, and Ryan re information needed to prepare Motion for Extension of Time to file water and sewer rate cases for WCWD; discussed possible rate consultants to prepare the Cost-of-Service Study; prepared memo to file	DRT	0.50
09/26/23	Prepared lengthy introductory email memo to Brent Tippey re Request for Proposal from HDR for performing Cost-of-Service Study and rate case assistance for WCWD; provided list of milestone events and dates which HDR will need to meet; reviewed reply email memo from Brent Tippey	DRT	0.40
Total Services			\$2,887.50

Summary of Services				
<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
DRT	Talley, D R	3.10	405.00	1,255.50
FSM	Moore, F S	4.80	340.00	1,632.00
ES	Childress, Emily	0.00	0.00	0.00
	Total Services	7.90		\$2,887.50

TOTAL FEES & DISBURSEMENTS	\$2,887.50
Total Current Charges This Matter	\$2,887.50

Keep this copy for your records.

Outstanding Invoices

<u>Date</u>	<u>Invoice No.</u>	<u>Billed Amount</u>	<u>Payment/Credits</u>	<u>Balance Due</u>
09/05/23	1021404	\$ 486.00	\$ 0.00	\$ 486.00
Total Outstanding Invoices This Matter				\$486.00
Total Amount Due This Matter				\$3,373.50

Keep this copy for your records.

Stoll Keenon Ogden PLLC

P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

November 3, 2023
Invoice #: 1027294
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 7,362.50
Total Current Charges This Matter	\$ 7,362.50

Please return this page with payment to:

Stoll Keenon Ogden PLLC
PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number:
Account Number:
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

[Handwritten signature]
Date Rec'd _____
W.O. _____
Cost Code _____
Dist. _____
Gen. Mgt. _____
Part. Agmt. _____

Stoll Keenon Ogden PLLC

P.O. Box 150

112 North Lincoln Boulevard

Hodgenville, Kentucky 42748

(270) 358-3187

Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

November 3, 2023
Invoice #: 1027294
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 7,362.50
Total Current Charges This Matter	\$ 7,362.50

Professional Services for the period through 10/31/23, including the following:

Re: General Regulatory Counseling

Our Reference: 127064/172777/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>	
10/09/23	Exchanged email memos with Jerry Wuetcher re whether rate consultant needs to prepare a Proposal for both the Water Division and the Sewer Division or a combined Proposal	DRT	NO CHARGE	X
10/09/23	Participated in Teams Meeting with WCWD's Management Team, Brent Tippey and other members of HDR's Rate Consultant Team to discuss obtaining a Proposal from HDR for preparing the Rate Study, Cost-of-Service Study, and provide other assistance for both the WCWD's Water Division and Sewer Division General Rate cases; prepared memo to file following the Teams Meeting	DRT	0.90	1
10/09/23	Prepared email memorandum to D. Talley re drafting requests for proposals to perform rate studies and provide expert testimony	GEW	0.30	1
10/17/23	Commenced preparing portions of Application for Declaratory Order; reviewed and revised first draft of incomplete Application for Declaratory Order	GEW	6.10	2
10/18/23	Prepared list of information required about the proposed projects; prepared lengthy email memo to client explaining need for need for additional information; prepared response to email memo from J. Cuarta re PSC treatment of depreciation expense and implications for Application for Declaratory Order; conferred with D. Talley to discuss response to J. Cuarta's question	GEW	3.50	2
10/19/23	Participated in videoconference with client's management team to discuss information needed to prepare Application for Declaratory Order	GEW	0.50	2
10/20/23	Reviewed email memo from Jerry re revised Resolution and successful TEAMS Meeting with Jerry Wuetcher and WCWD's Management Staff; reviewed and approved the revised Resolution; prepared follow-up email memo to Jerry Wuetcher	DRT	NO CHARGE	X
10/20/23	Reviewed email memo from Jerry Wuetcher re need for Resolution authorizing filing of Application for Declaratory Order; reviewed draft Resolution; made list of minor edits to be made to Resolution; prepared email memo to Jerry Wuetcher and explained rationale for the suggested edits	DRT	0.30	2
10/20/23	Prepared Resolution authorizing the filing of Application for Declaratory Order	GEW	1.00	2
10/23/23	Reviewed Excel Spreadsheets prepared by Jeff which demonstrate that WCWD's Water and Sewer Divisions still have a positive cash flow; prepared email memo to Jeff and confirmed that the Excel Spreadsheet will work as an Exhibit to the Motion for an Extension of Time	DRT	0.30	1
10/23/23	Prepared email memo to SKO attorney Emily Childress and	DRT	NO CHARGE	X

Keep this copy for your records.

Attachment 1-10

Page 24 of 74

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>	
	forwarded her the PSC Orders requiring WCWD to file a general rate case for both the Water and Sewer Divisions by March 2024; provided background information to Emily Childress so she could commence preparing the Motion for an Extension of Time to file for rate adjustment			
10/24/23	Reviewed incomplete Motion for Extension of Time prepared by Emily Childress; made list of revisions; prepared email memo to Emily Childress and attached list of revisions; explained rationale for these revisions	DRT	0.30	/
10/24/23	Reviewed prior information provided by client re reasons for needing extension and reasons why 2023 will be a more representative year than 2022 to use as a Test Year; prepared six (6) lengthy paragraphs to add to Motion for an Extension of Time	DRT	1.10	/
10/24/23	Exchanged additional email memos with Emily Childress; reviewed Exhibit A to Motion prepared by Emily Childress	DRT	NO CHARGE	X
10/24/23	Began drafting Motion for Extension of Time to File Application for General Rate Adjustment	ES	1.70	/
10/25/23	Prepared email memo to Jacob and Jeff to obtain additional information to include in the Motion for Extension of Time; reviewed reply email memos from them	DRT	0.30	/
10/25/23	Reviewed email memo from Emily Childress; reviewed Wednesday morning's draft version of Motion for Extension of Time; made some minor suggested revisions to it; forwarded those suggested revisions to Emily Childress	DRT	0.40	/
10/25/23	Prepared new paragraph to be included in the Motion for Extension of Time concerning the reasons why 2023 will be a more appropriate Test Year than 2022	DRT	0.50	/
10/25/23	Reviewed and approved Wednesday afternoon's revised version of Motion for Extension of Time	DRT	0.20	/
10/25/23	Prepared email memo to client and forwarded latest draft version of Motion for Extension of Time; summarized some of the key provisions of the Motion for Extension of Time and requested client to closely review the accuracy of paragraphs 8 and 11 of Motion for Extension of Time	DRT	0.20	/
10/25/23	Exchanged other email memos with Jacob and Jeff and with Emily Childress re Motion for Extension and whether Board Resolution will be needed before Motion is filed	DRT	NO CHARGE	X
10/25/23	Revised Motion for Extension of Time to File Application for General Rate Adjustment; added arguments for why the District needs an extension and why 2023 is most representative Test Year	ES	1.10	/
10/25/23	Reviewed and responded to email memo from J. Cuarta re Board Resolution	GEW	0.10	/
10/27/23	Exchanged email memos with Jacob and Jeff to confirm that they do not have any additional revisions to the latest version of the Motion	DRT	NO CHARGE	X

Keep this copy for your records.

Attachment 1-10

Page 25 of 74

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>	
	for Extension of Time to File Application for General Adjustment of Rates			
10/27/23	Exchanged email memos with Emily Childress re latest version of Motion for Extension of Time; reviewed and approved final version of Motion for Extension of Time; reviewed PSC website to confirm that PSC posted the Motion for Extension of Time in correct case file	DRT	NO CHARGE	X
10/27/23	Finalized Motion for Extension of Time to File Application for General Rate Adjustment; filed Motion with accompanying Exhibit with PSC; filed PSC Transmittal Letter with Kentucky Public Service Commission	ES	1.10	I
Total Services			\$7,362.50	

Summary of Services					
<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>	
GEW	Wuetcher, G E	11.50	380.00	4,370.00	
DRT	Talley, D R	4.50	405.00	1,822.50	
ES	Childress, Emily	3.90	300.00	1,170.00	
Total Services		19.90		\$7,362.50	

TOTAL FEES & DISBURSEMENTS	\$7,362.50
Total Current Charges This Matter	\$7,362.50

SKO

Date 11/3/2023

Invoice 1027294

Ln	Description	\$380.00 GEW		\$405.00 DRT		\$300.00 ES		TOTAL		Job	CC	Allocation %		Allocation \$		
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Water	Sewer	Total
1	Rate Case	0.30	\$ 114.00	4.50	\$ 1,822.50	3.90	\$ 1,170.00	8.70	\$ 3,106.50	51225	833	50.0%	50.0%	1,553.25	1,553.25	3,106.50
2	Declaratory Order	11.20	4,256.00	-	-	-	-	11.20	4,256.00	49491	933	50.0%	50.0%	2,128.00	2,128.00	4,256.00
	Total	11.50	\$4,370.00	4.50	\$ 1,822.50	3.90	\$ 1,170.00	19.90	\$ 7,362.50	46491				3,681.25	3,681.25	7,362.50

Stoll Keenon Ogden PLLC
P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

December 4, 2023
Invoice #: 1030079
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 8,640.50
Total Current Charges This Matter	\$ 8,640.50

Please return this page with payment to:

Stoll Keenon Ogden PLLC
PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number:
Account Number:
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

Date Rec'd _____ Date Comp. _____
W.O. _____
Per. Agent _____ Dept. Mgr. _____ Gen. Mgr. _____
See attached

Stoll Keenon Ogden PLLC
P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
e-mail to client: Attn: Jacob Cuarta
jacobc@warrenwater.com

December 4, 2023
Invoice #: 1030079
Account #: 127064/172777

Re: General Regulatory Counseling

Fees rendered this bill	\$ 8,640.50
Total Current Charges This Matter	\$ 8,640.50

Professional Services for the period through 11/30/23, including the following:

Re: General Regulatory Counseling

Our Reference: 127064/172777/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>	
11/09/23	Reviewed HDR's Proposal for preparing Cost-of-Service Study and assisting with preparation of General Rate Applications for both Water and Sewer Divisions	DRT	NO CHARGE	
11/14/23	Reviewed email memo from Jeff re renewing the BAN, obtaining a Line of Credit, and other PSC related issues; prepared reply email memo to Jeff and answered his questions.	DRT	0.20	✓
11/21/23	Commenced preparing the Application for Declaratory Order for the proposed Water Facilities	GEW	1.10	✓
11/25/23	Continued preparing Application for Declaratory Order for the proposed Water Facilities	GEW	4.10	✓
11/26/23	Completed the initial draft of the Application for Declaratory Order for the proposed Water Facilities; reviewed and revised the initial draft; Prepared initial draft of the Application for Declaratory Order for the proposed Sewer Facilities	GEW	8.50	✓
11/27/23	Reviewed first draft of PSC Application for Declaratory Order re proposed Water facilities for the Transpark; reviewed Exhibit List; made list of suggested revisions; drafted new language to add to certain paragraphs of the Application; prepared email memo to Jerry and discussed rationale for some of the proposed changes to the Application	DRT	1.10	✓
11/27/23	Reviewed second draft version of the PSC Application for a Declaratory Order for the proposed Water facilities; prepared email memo to Jerry Wuetcher and approved the second draft version of the Application	DRT	0.30	✓
11/27/23	Reviewed first draft of the PSC Application seeking a Declaratory Order for the proposed Sewer Facilities; made suggested revisions to the Sewer Application; prepared email memo to Jerry Wuetcher and noted changes to be made to the Exhibit List for both the Water and the Sewer Applications	DRT	0.50	✓
11/27/23	Conferred with Jerry Wuetcher re new developments with the Flow For Our Future Project, extremely high cost estimates and need for additional funding from the 2024 General Assembly; discussed legal strategy; reviewed Jerry's email memo to client re recommendation that we cease working on the PSC Applications for Declaratory Orders	DRT	NO CHARGE	
11/27/23	Prepared the balance of the Application for Declaratory Order for the proposed Sewer Facilities; made additional revisions to the Application for Declaratory Order for the proposed Water Facilities based upon feedback from D. Talley; made additional revisions to the Application for Declaratory Order for the proposed Sewer Facilities based upon feedback from D. Talley	GEW	5.80	✓

Keep this copy for your records.

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
11/28/23	Exchanged series of email memos between Jacob and Jerry Wuetcher re the Applications for Declaratory Orders and re the Transpark II Agreement	DRT	NO CHARGE
11/29/23	Conferred with Jerry Wuetcher re obligations of WCWD under the Transpark II Agreement; exchanged email memos with Jerry Wuetcher re closing the two (2) Intent to File Applications for Declaratory Order cases	DRT	NO CHARGE
11/29/23	Reviewed Warren County Water District's Transpark II Agreement with Bowling Green and Warren County re construction of water storage tank and other facilities; conferred with D. Talley re the Agreement	GEW	0.50 ✓
11/30/23	Reviewed email memo from Jerry Wuetcher re filing Motion to Close the Water and the Sewer Declaratory Application cases; reviewed and approved the Motion for the Water case; reviewed and approved the Motion for the Sewer case; prepared reply email memo to Jerry Wuetcher	DRT	NO CHARGE
11/30/23	Prepared Motions to close both the Application for a Declaratory Order for the proposed Water Facilities case and the Application for a Declaratory Order for the proposed Sewer Facilities case and to remove them from the PSC docket	GEW	0.50 ✓

Total Services**\$8,640.50****Summary of Services**

<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
GEW	Wuetcher, G E	20.50	380.00	7,790.00
DRT	Talley, D R	2.10	405.00	850.50
	Total Services	22.60		\$8,640.50

TOTAL FEES & DISBURSEMENTS**\$8,640.50****Total Current Charges This Matter****\$8,640.50**

Stoll Keen & Ogden

Date 12/4/2023

Invoice 1030079

Ln	Description	\$380.00 GEW		\$405.00 DRT		\$300.00 ES		TOTAL		Job	CC	Allocation %		Allocation \$		
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Water	Sewer	Total
1	Rate Case	-	\$ -	-	\$ -	-	\$ -	-	\$ -	51225	833	50.0%	50.0%	-	-	-
2	Declatory Order	20.00	7,600.00	1.90	769.50	-	-	21.90	8,369.50	49491	933	50.0%	50.0%	4,184.75	4,184.75	8,369.50
3	Transpark II	0.50	190.00	-	-	-	-	0.50	190.00	14808	933	50.0%	50.0%	95.00	95.00	190.00
4	BAN	-	-	0.20	81.00	-	-	0.20	81.00	633	833	27.4%	72.6%	22.19	58.81	81.00
Total		20.50	\$7,790.00	2.10	\$ 850.50	-	\$ -	22.60	\$ 8,640.50					4,301.94	4,338.56	8,640.50

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

July 25, 2023

Billed through 07/25/23

Bill number WCWD - 20122 - 26847 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Warren County Water District adv.
Shannon Basham & Morehead Trailer Park

Balance forward as of last bill dated 11/25/20	\$237.50
Payments received since last bill (last payment 12/22/20)	237.50
Net balance forward	<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

07/24/23 FHM	Conference; document review	2.60 hrs
Total fees for this matter		<u>\$325.00</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	2.60 hrs	125 /hr	325.00
TOTAL FEES			<u>\$325.00</u>
TOTAL CHARGES FOR THIS BILL			<u>\$325.00</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u>\$325.00</u>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

File # 633 Date 8-22-23
Dist 213
WATER 142.50
SEWER 142.50

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

September 25, 2023

Billed through 09/25/23

Bill number WCWD - 22021 - 26995 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

- 11/14/22
[RECEIVED]
OCT 23 2023

Warren County Water District vs. PSC Rate Case

Balance forward as of last bill dated 09/25/22	\$300.00
Payments received since last bill (last payment 11/14/22)	300.00
Net balance forward	<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

09/05/23 FHM	Conference; review rate tariff; document review	2.90 hrs
Total fees for this matter		<u>\$362.50</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	2.90 hrs	125 /hr	362.50
TOTAL FEES			<u>\$362.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$362.50</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u>\$362.50</u>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

6/22/25
5
170
10-23-23
\$33
2,3
JC

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

February 25, 2023

Billed through 02/25/23

Bill number WCWD -23030 - 26569 FHM3

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District adv. Commonwealth of KY and Leon Tarter

FOR PROFESSIONAL SERVICES RENDERED

02/08/23 FHM	Review and research KTC condemnation case; review County Clerk records to verify easement (right of way); conference	3.20 hrs
02/09/23 FHM	Meeting with Tarter Attorney Davenport; prepare pleadings; conference with client; confirm service of process	2.90 hrs

Total fees for this matter	<u>\$762.50</u>
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BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	6.10 hrs	125 /hr	762.50
TOTAL FEES	6.10 hrs		<u>\$762.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$762.50</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u>\$762.50</u>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

Date Rec'd 6/33 Date Comp 3/20/23
W.C. 633 Cost Code 833 Dist 2
Pln. 1/2 Dept. Mgr. J Gen. Mgr. J

Attachment 1-10

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

June 25, 2023

Billed through 06/25/23

Bill number WCWD - 23102 - 26791 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District vs. Tanner Embry

FOR PROFESSIONAL SERVICES RENDERED

06/20/23 FHM	Conference concerning employment application; document preparation; research employment discrimination	2.10 hrs
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Total fees for this matter	<u>\$262.50</u>
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BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	2.10 hrs	125 /hr	262.50
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TOTAL FEES	2.10 hrs		<u>\$262.50</u>
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TOTAL CHARGES FOR THIS BILL			<u>\$262.50</u>
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NET BALANCE FORWARD			\$0.00
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TOTAL BALANCE NOW DUE			<u>\$262.50</u>
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To insure proper credit, send a copy of this statement with your
payment. Please make checks payable to COLE & MOORE PSC.
Thank you.



Date Rec'd 7-17-23
Cost Code 633 Dist 444
Gen. Mgr. [Signature]

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

July 25, 2023

Billed through 07/25/23

Bill number WCWD - 23102 - 26848 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Warren County Water District vs. Tanner Embry

Balance forward as of last bill dated	06/25/23	\$262.50
Payments received since last bill (last payment	07/25/23)	262.50
Net balance forward		<hr/> \$0.00

FOR PROFESSIONAL SERVICES RENDERED

06/27/23 FHM	Review employment application; Pre-employment investigation; truth of disclosure	1.90 hrs
Total fees for this matter		<hr/> \$237.50

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	1.90 hrs	125 /hr	237.50
TOTAL FEES	1.90 hrs		<hr/> \$237.50
TOTAL CHARGES FOR THIS BILL			<hr/> \$237.50
NET BALANCE FORWARD			<hr/> \$0.00
TOTAL BALANCE NOW DUE			<hr/> \$237.50

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

Disb. Clerk _____ Date Comp. 8-22-23
001 _____
hpo _____
633 / 833 / 2
633 / 833 / 3

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

August 25, 2023

Billed through 08/25/23

Bill number WCWD -23144 - 26961 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Warren County Water District - Transamerica Pension Service Agreement
Amendment

FOR PROFESSIONAL SERVICES RENDERED

08/04/23 FHM	Document review; conference; preparation; consent to amendment requirement	2.08 hrs
08/08/23 FHM	Approval requirements; research; document review	2.40 hrs
Total fees for this matter		<u>\$560.00</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	4.48 hrs	125 /hr	560.00
TOTAL FEES			<u>560.00</u>
TOTAL CHARGES FOR THIS BILL			<u>560.00</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u>\$560.00</u>

To insure proper credit, send a copy of this statement with your
payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

184-5001-2
9-14-23
hy UP SC

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

August 25, 2023

Billed through 08/25/23

Bill number WCWD -23144 - 26961 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District - Transamerica Pension Service Agreement
Amendment

FOR PROFESSIONAL SERVICES RENDERED

08/04/23 FHM	Document review; conference; preparation; consent to amendment requirement	2.08 hrs
08/08/23 FHM	Approval requirements; research; document review	2.40 hrs
Total fees for this matter		<u>\$560.00</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	4.48 hrs	125 /hr	560.00
TOTAL FEES			<u>4.48 hrs</u> <u>\$560.00</u>
TOTAL CHARGES FOR THIS BILL			<u>\$560.00</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u>\$560.00</u>

To insure proper credit, send a copy of this statement with your
payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

September 25, 2023

Billed through 09/25/23

Bill number WCWD - 23148 - 26996 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Warren County Water District vs. Badger Warranty Issues

FOR PROFESSIONAL SERVICES RENDERED

09/19/23 FHM	Meeting with client to review warranty claim and defenses; research and review	3.90 hrs
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Total fees for this matter	\$487.50
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BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	3.90 hrs	125 /hr	487.50
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TOTAL FEES	3.90 hrs	\$487.50
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TOTAL CHARGES FOR THIS BILL	\$487.50
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NET BALANCE FORWARD	\$0.00
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TOTAL BALANCE NOW DUE	\$487.50
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To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

633
hp
833
R.
10-23-23
2,518
JC

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

NOV 20 2023

October 25, 2023

Billed through 10/25/23

Bill number WCWD - 23148 - 27039 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District vs. Badger Warranty Issues

Balance forward as of last bill dated	09/25/23	\$487.50
Payments received since last bill (last payment	10/31/23)	487.50
Net balance forward		<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

10/02/23 FHM	Research and review Budget M-25 meter warranty enforcement; defenses	3.90 hrs
10/17/23 FHM	Invoice review, warranty research alternate dispute options; research	2.80 hrs
Total fees for this matter		<u>\$837.50</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	6.70 hrs	125 /hr	837.50
TOTAL FEES	6.70 hrs		<u>\$837.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$837.50</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u>\$837.50</u>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

Date Rec'd _____ Date Comp. 11-20-23
W.O. SEE ATTACHED
For Approval _____ Dept. Mgr. _____ Gen. Mgr. _____

Attachment 1-10

Cole & Moore

Date 10/25/2023

Invoice WCWD-23148-27039FHM

Ln	Description	\$125.00 FHM		\$0.00		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	Badger Warranty	3.90	\$ 487.50	-	\$ -	3.90	\$ 487.50	8570	833	79.0%	0.0%	8.8%	12.2%	385.13	-	42.90	59.48	487.50
2	Badger Warranty	2.80	350.00	-	-	2.80	350.00	8570	833	79.0%	0.0%	8.8%	12.2%	276.50	-	30.80	42.70	350.00
	Total	6.70	\$ 837.50	-	\$ -	6.70	\$ 837.50							661.63	-	73.70	102.18	837.50

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

November 25, 2023

Billed through 11/25/23

Bill number WCWD - 23148 - 27095 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District vs. Badger Warranty Issues

Balance forward as of last bill dated 10/25/23	\$837.50
Payments received since last bill (last payment 10/31/23)	0.00
Net balance forward	<u>\$837.50</u>

FOR PROFESSIONAL SERVICES RENDERED

11/07/23 FHM	Review and research warranty case law; prepare demand; conference	2.90 hrs
11/10/23 FHM	Review warranty records; damage limitation; alternative dispute resolution; draft warranty claim; design facts	3.80 hrs
11/15/23 FHM	Review meter testing protocol; coincide protocol with warranty standards	2.70 hrs
Total fees for this matter		<u>\$1,175.00</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	9.40 hrs	125 /hr	1,175.00
TOTAL FEES			<u>\$1,175.00</u>
TOTAL CHARGES FOR THIS BILL			<u>\$1,175.00</u>
NET BALANCE FORWARD			\$837.50
TOTAL BALANCE NOW DUE			<u>\$2,012.50</u>

Date Recd _____ Date Comp. _____
W.D. See Attached Dist. _____
F. Cuarta _____ Gen. Mgr. _____

Bill number WCWD - 23148 - 27095
Warren County Water District

PAGE 2

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payment. Please make checks payable to COLE & MOORE PSC.

Thank you.

Cole & Moore

Date 11/25/2023

Invoice WCWD-23148-27095 FHM

Ln	Description	\$125.00 FHM		\$0.00		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	Badger Warranty	9.40	\$ 1,175.00	-	\$ -	9.40	\$ 1,175.00	8570	833	79.0%	0.0%	8.8%	12.2%	928.25	-	103.40	143.35	1,175.00
2	Badger Warranty	-	-	-	-	-	-	8570	833	79.0%	0.0%	8.8%	12.2%	-	-	-	-	-
	Total	9.40	\$ 1,175.00	-	\$ -	9.40	\$ 1,175.00							928.25	-	103.40	143.35	1,175.00

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666



December 25, 2023

Billed through 12/25/23

Bill number WCWD - 23148 - 27167 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District vs. Badger Warranty Issues

Balance forward as of last bill dated 11/25/23	\$2,012.50
Payments received since last bill (last payment 12/28/23)	2,012.50
Net balance forward	<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

12/08/23 FHM	Address engineering issues; design and manufacture; locate expert review; conference	2.90 hrs
--------------	--	----------

Total fees for this matter	<u>\$362.50</u>
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BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	2.90 hrs	125 /hr	362.50
TOTAL FEES	2.90 hrs		<u>\$362.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$362.50</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u><u>\$362.50</u></u>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
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1-16-24
SEE ATTACHED
J. Moore

Cole & Moore

Date 12/25/2023

Invoice WCWD-23148-27167 FHM

Ln	Description	\$125.00		\$0.00		TOTAL	
		FHM					
		Hours	Rate	Hours	Rate	Hours	Rate
1	Declaratory Order	2.90	\$ 362.50	-	\$ -	2.90	\$ 362.50
2		-	-	-	-	-	-
	Total	2.90	\$ 362.50	-	\$ -	2.90	\$ 362.50

Badger
Warrant

Job	CC	Allocation %				Allocation \$				
		Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
49491	933	50.0%	50.0%	0.0%	0.0%	181.25	181.25	-	-	362.50
8570	633	0.0%	0.0%	0.0%	0.0%	-	-	-	-	-
		79		B.B	12.2	181.25	181.25	-	-	362.50
						286.37		3190	4423	

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921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

September 25, 2023

Billed through 09/25/23

Bill number WCWD - 23151 - 26997 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Warren County Water District - Arrowpoint Investments, LLC

FOR PROFESSIONAL SERVICES RENDERED

08/30/23 FHM	Review proposal for Dishman Lane storage space; document review and revision; conference	3.20 hrs
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Total fees for this matter	\$400.00
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BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	3.20 hrs	125 /hr	400.00
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TOTAL FEES	3.20 hrs	\$400.00
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TOTAL CHARGES FOR THIS BILL	\$400.00
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NET BALANCE FORWARD	\$0.00
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TOTAL BALANCE NOW DUE	\$400.00
------------------------------	-----------------

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Thank you.

633 10-23-23
833
J. Moore
J. Moore

Cole & Moore PSC

Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

NOV 2 2023

October 25, 2023

Billed through 10/25/23

Bill number WCWD -23153 - 27040 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District vs. Utility Tax - Electric Power

FOR PROFESSIONAL SERVICES RENDERED

10/06/23 FHM	Research; review wholesale exemption; conference	2.80 hrs
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Total fees for this matter	\$350.00
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BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	2.80 hrs	125 /hr	350.00	
TOTAL FEES			2.80 hrs	\$350.00
TOTAL CHARGES FOR THIS BILL				\$350.00
NET BALANCE FORWARD				\$0.00
TOTAL BALANCE NOW DUE				\$350.00

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payment. Please make checks payable to COLE & MOORE PSC.
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Date Rec'd _____ Date Comp. 11/20/23
W.D. SEE ATTACHED Dist.
Per Agent _____ Gen. Mgr. SC

Cole & Moore

Date 10/25/2023
Invoice WCWD-23153-27040FHM

Ln	Description	\$125.00 FHM		\$0.00		\$0.00		TOTAL		Job	CC	Allocation %		Allocation \$		
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Water	Sewer	Total
1	Wholesale Exempt	2.80	\$ 350.00	-	\$ -	-	\$ -	2.80	\$ 350.00	633	833	77.2%	22.8%	270.20	79.80	350.00
2		-	-	-	-	-	-	-	-			0.0%	0.0%	-	-	-
	Total	2.80	\$ 350.00	-	\$ -	-	\$ -	2.80	\$ 350.00					270.20	79.80	350.00

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Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

November 25, 2023

Billed through 11/25/23

Bill number WCWD -23153 - 27096 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

*Not
Pr 10/24/2023
↑*

Warren County Water District vs. Utility Tax - Electric Power

Balance forward as of last bill dated 10/25/23	\$350.00
Payments received since last bill (last payment 01/01/00)	0.00
Net balance forward	<u>\$350.00</u>

BILLING SUMMARY

NET BALANCE FORWARD	\$350.00
TOTAL BALANCE NOW DUE	<u>\$350.00</u> ✓

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Thank you.

Date Rec'd _____ Date Comp. _____
W.O. _____
F. Sub. _____ Dept. Mgr. _____ Gen. Mgr. *JC*

Cole & Moore

Date 11/25/2023

Invoice WCWD-23153-27096 FHM

Ln	Description	\$125.00		\$0.00		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	Electric Power	2 4/5	\$ 350.00	-	\$ -	2.80	\$ 350.00	633	833	77.2%	22.8%	0.0%	0.0%	270.20	79.80	-	-	350.00
2		-	-	-	-	-	-			0.0%	0.0%	0.0%	0.0%	-	-	-	-	-
	Total	2.80	\$ 350.00	-	\$ -	2.80	\$ 350.00							270.20	79.80	-	-	350.00

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Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

November 25, 2023

Billed through 11/25/23

Bill number WCWD - 23176 - 27097 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102

Warren County Water District vs. HDR-COSS

FOR PROFESSIONAL SERVICES RENDERED

11/18/23 FHM	Document review; conference; correspondence; research	2.40 hrs
Total fees for this matter		<u>\$300.00</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	2.40 hrs	125 /hr	300.00
TOTAL FEES			<u>\$300.00</u>
TOTAL CHARGES FOR THIS BILL			<u>\$300.00</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u><u>\$300.00</u></u>

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payment. Please make checks payable to COLE & MOORE PSC.
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Date Rec'd _____ Date Comp. _____
W.O. See Attached
Per Agent _____ Dept. Mgr. _____ Gen. Mgr. X

Cole & Moore

Date 11/25/2023
Invoice WCWD-23176-27097 FHM

Ln	Description	\$125.00		\$0.00		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	Rate Study - HDR	2.40	\$ 300.00	-	\$ -	2.40	\$ 300.00	51225	833	50.0%	50.0%	0.0%	0.0%	150.00	150.00	-	-	300.00
2		-	-	-	-	-	-			0.0%	0.0%	0.0%	0.0%	-	-	-	-	-
	Total	2.40	\$ 300.00	-	\$ -	2.40	\$ 300.00							150.00	150.00	-	-	300.00

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Attorneys at Law
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Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

December 25, 2023

Billed through 12/25/23

Bill number WCWD - 23176 - 27168 FHM

Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
Bowling Green, KY 42102



Warren County Water District vs. HDR-COSS

Balance forward as of last bill dated 11/25/23	\$300.00
Payments received since last bill (last payment 12/28/23)	300.00
Net balance forward	<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

11/28/23 FHM	Review cost of service study protocol; document review; conference	3.70 hrs
Total fees for this matter		<u>\$462.50</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	3.70 hrs	125 /hr	462.50
TOTAL FEES			<u>\$462.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$462.50</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u><u>\$462.50</u></u>

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Thank you.

1-16-24
SEE ARGENTAS
JP
J

Cole & Moore

Date 12/25/2023
Invoice WCWD-23176-27168 FHM

Ln	Description	\$125.00 FHM		\$0.00		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	Rate Case	3.70	\$ 462.50	-	\$ -	3.70	\$ 462.50	51225	833	50.0%	50.0%	0.0%	0.0%	231.25	231.25	-	-	462.50
2		-	-	-	-	-	-			0.0%	0.0%	0.0%	0.0%	-	-	-	-	-
Total		3.70	\$ 462.50	-	\$ -	3.70	\$ 462.50							231.25	231.25	-	-	462.50

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

February 25, 2023

Billed through 02/25/23

Bill number WCWD - 99004 - 26543 FHM

Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

Warren County Water District
General File

Balance forward as of last bill dated 01/25/23	\$362.50
Payments received since last bill (last payment 03/03/23)	362.50
Net balance forward	<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

01/26/23 FHM 633-833-2	Conference with Johnston and Donnelly concerning ratification of Rates and allocation for 2023 budget year; research	2.20 hrs 275 ⁰⁰
01/27/23 FHM3 44430-933-8 RM	Drafting deed for Butler County property; edit deed	1.60 hrs 200 ⁰⁰
01/30/23 FHM3 96107-433-3 RM	Review of Easement issue on Hidden River; provide update	0.70 hrs 87 ⁵⁰
02/13/23 FHM 43180/933/3	New office zoning; meeting with CCPC staff to review zoning options; meeting with Rachel Hurt	2.90 hrs 302 ⁵⁰

Total fees for this matter	<u>\$925.00</u>
----------------------------	-----------------

DISBURSEMENTS

01/31/23 44430-933-8 RM	Muhlenberg County Clerk - Copy of deeds	8.50
Total disbursements for this matter		<u>\$8.50</u>

Date Rec'd Date Paid 3-20-23
- See above -
J. R. M.
RM

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	5.10 hrs	125 /hr	637.50
Partner, F. Hampton Moore, III	2.30 hrs	125 /hr	287.50
TOTAL FEES			7.40 hrs
TOTAL DISBURSEMENTS			
TOTAL CHARGES FOR THIS BILL			
NET BALANCE FORWARD			
TOTAL BALANCE NOW DUE			

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payment. Please make checks payable to COLE & MOORE PSC.
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Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666



April 25, 2023

Billed through 04/25/23

Bill number WCWD - 99004 - 26684 FHM

Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

Warren County Water District
General File

Balance forward as of last bill dated	03/25/23	\$1,571.00
Payments received since last bill (last payment	05/03/23)	1,571.00
Net balance forward		<hr/> \$0.00

FOR PROFESSIONAL SERVICES RENDERED

04/03/23 FHM	Meeting with CRI Auditor Drew Cassady to discuss pending litigation/claims disclosure; preparation of opinion report to auditor	2.70 hrs
04/20/23 FHM3	Drafting Month to Month lease with McCay and Associates	1.80 hrs
Total fees for this matter		<hr/> \$562.50

BILLING SUMMARY

633/833/2.3	Partner, F. Hamp Moore, Jr.	2.70 hrs	125 /hr	337.50
8595/833/2	Partner, F. Hampton Moore, III	1.80 hrs	125 /hr	225.00
TOTAL FEES				<hr/> 4.50 hrs \$562.50
TOTAL CHARGES FOR THIS BILL				<hr/> \$562.50
NET BALANCE FORWARD				<hr/> \$0.00

Date Rec'd
W.C.
Sgt. Mgr.
5/18/23
562.50
5/18/23
Sgt. Mgr.

Bill number WCWD - 99004 - 26684

PAGE 2

Warren County Water District

TOTAL BALANCE NOW DUE

\$562.50

To insure proper credit, send a copy of this statement with your
payment. Please make checks payable to COLE & MOORE PSC.

Thank you.

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666



May 25, 2023

Billed through 05/25/23

Bill number WCWD - 99004 - 26745 FHM

Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

Warren County Water District
General File

Balance forward as of last bill dated 04/25/23	\$562.50
Payments received since last bill (last payment 05/03/23)	0.00
Net balance forward	<u>\$562.50</u>

FOR PROFESSIONAL SERVICES RENDERED

04/26/23 FHM	Attend monthly board meeting; preparation; review monthly reports; conference	3.80 hrs
05/18/23 FHM	Preparation of opinion correspondence; document review; conference with client	2.30 hrs
05/18/23 FHM	Preparation of opinion correspondence; document review; conference with client	2.30 hrs
05/22/23 FHM	Board meeting; review and summarize architect agreement with PFCW, Paducah	2.90 hrs
Total fees for this matter		<u>\$1,412.50</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	11.30 hrs	125 /hr	1,412.50
TOTAL FEES			<u>\$1,412.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$1,412.50</u>

File # 633 Date 6-22-23
Dist 213
hp Dist. Mar. 833
Dist. Mar. 833

Attachment 1-10

Bill number WCWD - 99004 - 26745
Warren County Water District

PAGE 2

NET BALANCE FORWARD

\$562.50

TOTAL BALANCE NOW DUE

\$1,975.00

To insure proper credit, send a copy of this statement with your
payment. Please make checks payable to COLE & MOORE PSC.

Thank you.

Attorneys at Law

June 25, 2023

Bill number WCWD - 99004 - 26792 FHM

Balance forward as of last bill dated	05/25/23	\$1,975.00
Payments received since last bill (last payment	06/29/23)	1,975.00
Net balance forward		<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

06/23/23 FHM	Conference with Clint Harbison; procurement code, policy revisions; research	3.40 hrs
Total fees for this matter		<u>\$425.00</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	3.40 hrs	125 /hr	425.00
TOTAL FEES	3.40 hrs		\$425.00
TOTAL CHARGES FOR THIS BILL			\$425.00
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			\$425.00

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.

Thank you.

Attachment 1-10

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

July 25, 2023

Billed through 07/25/23

Bill number WCWD - 99004 - 26849 FHM



Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

Warren County Water District
General File

Balance forward as of last bill dated 06/25/23	\$425.00
Payments received since last bill (last payment 07/25/23)	425.00
Net balance forward	<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

06/28/23 FHM	Attend Board Meeting; review procurement policies: OAG 78-725, KRS 424.260	2.90 hrs
07/25/23 FHM	Scheduling with Joint Board Meeting	1.20 hrs
Total fees for this matter		<u>\$512.50</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	4.10 hrs	125 /hr	512.50
TOTAL FEES			<u>\$512.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$512.50</u>
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			<u>\$512.50</u>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.

Thank you.

B-22-23
633 / 833 / 1-10
633 / 833 / 1-10
Attachment 1-10
Page 64 of 745

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

August 25, 2023

Billed through 08/25/23

Bill number WCWD - 99004 - 26962 FHM

Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780



Warren County Water District
General File

Balance forward as of last bill dated 07/25/23	\$512.50
Payments received since last bill (last payment 07/25/23)	0.00
Net balance forward	<u>\$512.50</u>

FOR PROFESSIONAL SERVICES RENDERED

07/26/23 FHM	Attend monthly board meeting; review board material; preparation of procurement policy 633/833/2,3	2.90 hrs ^{302⁵⁰}
07/26/23 FHM	Conference with Vince Berta to report on consolidation issues; research KRS 275 633/833/2,3	1.80 hrs
07/27/23 FHM3	Drafting a deed on Horizon Development Group on old pump station location; research the property 633/833/2,3	0.70 hrs
08/18/23 FHM	Procurement policy KRS 45A.343; competitive negotiation, bidding, thresholds 633/833/4LL	2.90 hrs ^{302⁵⁰}
08/23/23 FHM	Prepare for and attend monthly board meeting 633/833/2,3	2.90 hrs ^{302⁵⁰}
08/23/23 FHM	Procurement - Design Build Contract; RFP draft; meeting with client 43180/933/3	2.80 hrs
08/23/23 FHM3	Edit deed on Horizon property; send final version over 633/833/2,3	0.40 hrs
08/25/23 FHM	Arrowpoint Investment - Document review; telephone conference; revisions 633/833/2	2.60 hrs

Date Recd: 9-14-23
By: [Signature]
For: [Signature]

Bill number WCWD - 99004 - 26962
Warren County Water District

PAGE 2

Total fees for this matter	<u>\$2,125.00</u>
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BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	15.90 hrs	125 /hr	1,987.50
Partner, F. Hampton Moore, III	1.10 hrs	125 /hr	137.50

TOTAL FEES	17.00 hrs	<u>\$2,125.00</u>
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TOTAL CHARGES FOR THIS BILL	<u>\$2,125.00</u>
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NET BALANCE FORWARD	\$512.50
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TOTAL BALANCE NOW DUE	<u><u>\$2,637.50</u></u>
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Thank you.

COLE & MOORE

633/833/2	633/833/2,3	633/833/ALL	43180/933/3
2.6	2.9	2.9	2.8
	1.8		
	0.7		
	2.9		
	0.4		
2.6	8.7	2.9	2.8
325	1087.5	362.5	350

633/833

WATER **1396.91**

SEWER **316.46**

SIMPSON **25.74**

BUTLER **35.89**

125 HOURLY RATE
2125 TOTAL INVOICE

633/833/2, 3 WATER **839.55**
SEWER **247.95**

633/833/ALL WATER **232.36**
SEWER **68.51**
SIMPSON **25.74**
BUTLER **35.89**

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

RECEIVED
NOV 20 2023

October 25, 2023

Billed through 10/25/23

Bill number WCWD - 99004 - 27041 FHM

Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

Warren County Water District
General File

Balance forward as of last bill dated	08/25/23	\$2,637.50
Payments received since last bill (last payment	09/26/23)	2,637.50
Net balance forward		<hr/> \$0.00

FOR PROFESSIONAL SERVICES RENDERED

09/27/23 FHM	Personnel issues; organizational chart; engineer staffing	2.60 hrs
10/05/23 FHM	Conference with Tad Donnelly, Ryan Leisey resignation; conference iwth client; organizational planning; research personel policies for Notice requirements	2.70 hrs
Total fees for this matter		<hr/> \$662.50

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	5.30 hrs	125 /hr	662.50
TOTAL FEES	5.30 hrs		<hr/> \$662.50
TOTAL CHARGES FOR THIS BILL			<hr/> \$662.50
NET BALANCE FORWARD			<hr/> \$0.00
TOTAL BALANCE NOW DUE			<hr/> \$662.50

Date Rec'd: 11-20-23
SEE ATTACHMENT
Dist. Gen. Mgr.

Bill number WCWD - 99004 - 27041

PAGE 2

Warren County Water District

To insure proper credit, send a copy of this statement with your
payment. Please make checks payable to COLE & MOORE PSC.

Thank you.

Cole & Moore

Date 10/25/2023

Invoice WCWD-99004-27041FHM

Ln	Description	\$125.00 FHM		\$0.00		\$0.00		TOTAL		Job	CC	Allocation %		Allocation \$		
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Water	Sewer	Total
1	General	2.60	\$ 325.00	-	\$ -	-	\$ -	2.60	\$ 325.00	633	833	77.2%	22.8%	250.90	74.10	325.00
2	General	2.70	337.50	-	-	-	-	2.70	337.50	633	833	77.2%	22.8%	260.55	76.95	337.50
	Total	5.30	\$ 662.50	-	\$ -	-	\$ -	5.30	\$ 662.50					511.45	151.05	662.50

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666

November 25, 2023

Billed through 11/25/23

Bill number WCWD - 99004 - 27098 FHM

Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

Warren County Water District
General File

Balance forward as of last bill dated 10/25/23	\$662.50
Payments received since last bill (last payment 09/26/23)	0.00
Net balance forward	<u>\$662.50</u>

FOR PROFESSIONAL SERVICES RENDERED

11/16/23 FHM	Review remote work policies; tax implications; conference; work related injuries	1.80 hrs
Total fees for this matter		<u>\$225.00</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	1.80 hrs	125 /hr	225.00
TOTAL FEES			<u>1.80 hrs</u> <u>\$225.00</u>
TOTAL CHARGES FOR THIS BILL			<u>\$225.00</u>
NET BALANCE FORWARD			\$662.50
TOTAL BALANCE NOW DUE			<u><u>\$887.50</u></u>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.
Thank you.

Date Rec'd _____ Date Comp. _____
W.O. _____ Est. Code _____
Pur. Agnt. _____ Dept. Mgr. _____ Gen. Mgr. _____

Attachment 1-10

Cole & Moore

Date 11/25/2023

Invoice WCWD-99004-27098 FHM

Ln	Description	\$125.00		\$0.00		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	General counsel	1.80	\$ 225.00	-	\$ -	1.80	\$ 225.00	633	833	77.2%	22.8%	0.0%	0.0%	173.70	51.30	-	-	225.00
2		-	-	-	-	-	-			0.0%	0.0%	0.0%	0.0%	-	-	-	-	-
	Total	1.80	\$ 225.00	-	\$ -	1.80	\$ 225.00							173.70	51.30	-	-	225.00

Cole & Moore PSC
Attorneys at Law
921 College Street - P.O. Box 10240
Bowling Green, KY 42102-7240
Fed Id 61-1389369 - Phone 270-782-6666



December 25, 2023

Billed through 12/25/23

Bill number WCWD - 99004 - 27169 FHM

Jacob Cuarta
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

Warren County Water District
General File

Balance forward as of last bill dated 11/25/23	\$887.50
Payments received since last bill (last payment 01/09/24)	887.50
Net balance forward	<u>\$0.00</u>

FOR PROFESSIONAL SERVICES RENDERED

11/27/23 FHM	Review Procurement policies, bidding, competitive negotiation; conference with client Harbison; research	3.70 hrs
12/04/23 FHM	Conference with staff concerning transfer of 125 Plan; notice requirements	2.20 hrs
12/07/23 FHM	Freeport Road easement; Tarter right-of-way; conference with Clint Harbison; meetings (2) with David Broderick	3.70 hrs
12/19/23 FHM	Review Board packet; prepare report; preparation	1.20 hrs
12/20/23 FHM	Board meeting; preparation and report	2.30 hrs
Total fees for this matter		<u>\$1,637.50</u>

BILLING SUMMARY

Partner, F. Hamp Moore, Jr.	13.10 hrs	125 /hr	1,637.50
TOTAL FEES	13.10 hrs		<u>\$1,637.50</u>

1-10-24
SEE ATTACHED
hp

Cole & Moore

Date 12/25/2023

Invoice WCWD-99004-27169 FHM

Ln	Description	\$125.00 FHM		\$0.00		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	Procurement	3.70	\$ 462.50	-	\$ -	3.70	\$ 462.50	633	833	64.1%	18.9%	7.1%	9.9%	296.46	87.41	32.84	45.79	462.50
2	Transfer 125 Plan	2.20	275.00	-	-	2.20	275.00	633	833	64.1%	18.9%	7.1%	9.9%	176.28	51.98	19.53	27.23	275.00
3	Tarter Easement	3.70	462.50	-	-	3.70	462.50	13641	933	100.0%	0.0%	0.0%	0.0%	462.50	-	-	-	462.50
4	General - Board Mtg	1.20	150.00	-	-	1.20	150.00	633	833	77.2%	0.0%	0.0%	22.8%	115.80	-	-	34.20	150.00
5	General - Board Mtg	2.30	287.50	-	-	2.30	287.50	633	833	77.2%	0.0%	0.0%	22.8%	221.95	-	-	65.55	287.50
	Total	13.10	\$ 1,637.50	-	\$ -	13.10	\$ 1,637.50							1,272.99	139.39	52.36	172.76	1,637.50

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-11

Responding Witness: Jeff Peeples

Q 1-11. Provide the following information:

- 11a. A detailed analysis of charges booked for advertising expenditures during the test year. Include a complete breakdown of Account No. 660 – Advertising Expenses, and any other advertising expenditures included in any other expense accounts, as shown in Schedule C1. The analysis should specify the purpose of the expenditure and the expected benefit to be derived.**
- 11b. An analysis of Account No. 675 – Miscellaneous General Expenses for the test year. Include a complete breakdown of this account as shown in Schedule C2 and provide detailed workpapers supporting this analysis. At a minimum, the analysis should show the date, vendor, reference (i.e., voucher no., etc.), dollar amount, and brief description of each expenditure of \$500 or more, provided that lesser items are grouped by classes as shown in Schedule C2.**
- 11c. An analysis of Accounts No. 433 and 434 – Extraordinary Income and Extraordinary Deductions for the test year. Include a complete breakdown of this account as shown in Schedule C3 and provide detailed workpapers supporting this analysis. At a minimum, the analysis should show the date, vendor, reference (i.e., voucher no., etc.), dollar amount, and a brief description of each expenditure of \$500 or more, provided that lesser items are grouped by classes as shown in Schedule C3.**

A 1-11.

- 11a. See Attachment 1-11a for a detailed analysis of Account No. 660.**

- 11b. See **Attachment 1-11b** for an analysis of Account Nos. 675 and 635.
- 11c. Warren District had no Extraordinary Income or Extraordinary Deductions for the 2023 test year.

Attachment 1-11a

2023 Advertising Expenses

Warren County Water District - Water Division
Case No. 2024-00200

Analysis of Advertising Expenses
 (Recorded to Account No. 635)
 For the 12 Months Ended 12/31/2023

Line No.	Item (a)	Sales or Promotional Advertising (b)	Institutional Advertising (c)	Conservation Advertising (d)	Rate Case (e)	Other (f)	Total (g)
1	Newspaper					537.40	537.40
2	Magazines and Other					1,946.89	1,946.89
3	Television					1,742.68	1,742.68
4	Radio					1,158.95	1,158.95
5	Direct Mail						-
6	Sales Aids						-
7	Total	-	-	-	-	5,385.92	5,385.92
8	Amount Assigned to Kentucky Jurisdictional	-	-	-	-	5,385.92	5,385.92
Note: Specify the purpose of the expenditures and the expected benefit to be derived							

VENDOR	AMOUNT
BOWLING GREEN NEWS MEDIA, LLC	137.64
BOWLING GREEN NEWS MEDIA, LLC	249.00
BOWLING GREEN NEWS MEDIA, LLC	150.76
WBKO	950.00
WBKO	307.68
FOREVER COMMUNICATIONS	250.00
FOREVER COMMUNICATIONS	64.10
FOREVER COMMUNICATIONS	300.00
FOREVER COMMUNICATIONS	192.30
WNKY-NBC	485.00
COMMONWEALTH BROADCASTING - 00-COMMONW	160.25
COMMONWEALTH BROADCASTING - 00-COMMONW	192.30
A THRYV INC - 00-YP	1,511.89
THE ORIGINAL YP NETWORK - 00-YELLOWP	435.00
TOTAL	5,385.92

PURPOSE
PUBLIC NOTICE
MAY-23 FLAG PAGES
SPECIAL BOARD MEETING NOV 23
JUN-23 VALUE OF WATER PSA
OCT-23 WASH YOUR HANDS PSA
WASH YOUR HANDS PSA
FREEZING PIPES PSA
MILITARY SALUTES
HOLIDAY GREETING
WASH YOUR HANDS PSA
WASH YOUR HANDS PSA
FREEZING PIPES PSA
ADVERTISING OF WATER DISTRICT'S CONTACT INFORMATION
ADVERTISING OF WATER DISTRICT'S CONTACT INFORMATION

Attachment 1-11b

2023 Miscellaneous General Expenses

Warren County Water District
Case No. 2024-00200

Analysis of Miscellaneous General Expenses
For the 12 Months Ended 12/31/2023

Line No.	Item (a)	Acct 675 Amount (b)	Acct 635 Amount (c)	COMMENTS
1	Industry Association Dues		\$ 9,624.52	Expenses included in this total that are \$500 per expenditure or more are listed in attachment 2
2	Stockholder and Debt Service Expenses			
3	Institutional Advertising			
4	Conservation Advertising			
5	Rate Department Load Studies			
6	Director's Fees and Expenses	\$ 15,000.00		Expenses included in this total that are \$500 per expenditure or more are listed in attachment 1
7	Dues and Subscriptions		\$ 22,080.98	Expenses included in this total that are \$500 per expenditure or more are listed in attachment 2
8	Miscellaneous	\$ 55,503.12		Expenses included in this total that are \$500 per expenditure or more are listed in attachment 1
9	Total	\$ 70,503.12	\$ 31,705.50	
10	Amount Assigned to Kentucky Jurisdictional	\$ 70,503.12	\$ 31,705.50	

Note: Include detailed workpapers supporting this analysis. Expenditures under \$500 are to be grouped by the classes shown on this Schedule.

ATTACHMENT 1 - RECORDED TO 675 ACCOUNT

#6 - DIRECTOR'S FEES AND EXPENSES

DATE	REFERENCE	AMOUNT	DETAIL
1/17/2023	PR-002098	1,250.00	PAYROLL JOURNAL
2/13/2023	PR-002106	1,250.00	PAYROLL JOURNAL
3/10/2023	PR-002109	1,250.00	PAYROLL JOURNAL
4/10/2023	PR-002114	1,250.00	PAYROLL JOURNAL
5/5/2023	PR-002123	1,250.00	PAYROLL JOURNAL
6/16/2023	PR-002130	1,250.00	PAYROLL JOURNAL
7/17/2023	PR-002135	1,250.00	PAYROLL JOURNAL
8/14/2023	PR-002141	1,250.00	PAYROLL JOURNAL
9/8/2023	PR-002146	1,250.00	PAYROLL JOURNAL
10/6/2023	PR-002152	1,250.00	PAYROLL JOURNAL
11/6/2023	PR-002158	1,250.00	PAYROLL JOURNAL
12/19/2023	PR-002165	1,250.00	PAYROLL JOURNAL

\$500 PER EXPENDITURE OR MORE TOTAL 15,000.00

LESS THAN \$500 TOTAL -

TOTAL 15,000.00

#8 - MISCELLANEOUS

DATE	REFERENCE	AMOUNT	DETAIL
1/31/2023	2R-008234	2,400.00	UNIFORM EXPENSE AMORTIZATION
2/28/2023	2J-011075	1,350.00	REGIONS BANK TRANSFER
2/28/2023	2R-008273	2,500.00	UNIFORM EXPENSE AMORTIZATION
3/31/2023	2R-008312	2,500.00	UNIFORM EXPENSE AMORTIZATION
4/30/2023	2R-008328	2,400.00	UNIFORM EXPENSE AMORTIZATION
5/31/2023	2R-008398	2,400.00	UNIFORM EXPENSE AMORTIZATION
6/30/2023	2R-008430	1,849.23	M-TOWN ROAD KIA SERVICE FEE
6/30/2023	2R-008435	2,400.00	UNIFORM EXPENSE AMORTIZATION
7/31/2023	2R-008470	2,600.00	UNIFORM EXPENSE AMORTIZATION
8/31/2023	2R-008497	2,650.00	UNIFORM EXPENSE AMORTIZATION
9/30/2023	2R-008534	6,164.00	UNIFORM EXPENSE AMORTIZATION
10/31/2023	2R-008574	6,164.00	UNIFORM EXPENSE AMORTIZATION
11/30/2023	2R-008609	6,164.00	UNIFORM EXPENSE AMORTIZATION
12/31/2023	2J-011386	676.36	2023 BANK SERVICE FEES
12/31/2023	2R-008635	1,810.12	M-TOWN ROAD KIA SERVICE FEE
12/31/2023	2R-008647	5,793.09	UNIFORM EXPENSE AMORTIZATION
1/8/2023	2J-010823	626.02	ONE TIME LEAK ADJUSTMENT

\$500 PER EXPENDITURE OR MORE TOTAL 50,446.82

LESS THAN \$500 TOTAL 5,056.30

TOTAL 55,503.12

ATTACHMENT 2 - RECORDED TO 635 ACCOUNT

DATE	AMOUNT	DETAIL
9/1/2023	\$ 2,071.52	BG CHAMBER OF COMMERCE - PRESIDENTS GOLD MEMBERSHIP 23
4/25/2023	\$ 1,175.20	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE - ESRI ARCGIS ENTERPRISE CREATOR ANNUAL SUBSCRIPTION
5/13/2023	\$ 4,750.72	SAGE SOFTWARE - 23-24 SAGE 100C PREMIUM SILVER
5/12/2023	\$ 4,846.59	ITRON INC - MILOGOLINE - HOSTED
5/12/2023	\$ 6,304.06	ITRON INC - TEMETRA PORTAL 23-24
8/10/2023	\$ 584.40	KELLER SCHROEDER - VMWARE VSPHERE 3 YR SUBSCRIPTION
1/25/2023	\$ 1,350.00	KY CHAMBER OF COMMERCE - 2023 MEMBERSHIP DUES
9/18/2022	\$ 4,303.00	AMERICAN WATER WORKS ASSOC. - AWWA - 2023 MEMBERSHIP DUES
10/17/2022	\$ 1,900.00	KY RURAL WATER ASSOC. - 2023 MEMBERSHIP DUES
1/3/2023	\$ 2,520.00	KY RURAL WATER ASSOC. - COMPLIANCE CHECK ANNUAL ENROLLMENT
PER EXPENDITURE OR MORE TOTAL		29,805.49
LESS THAN \$500 TOTAL		1,900.01
TOTAL		31,705.50

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-12

Responding Witness: Jacob Cuarta

Q 1-12. Provide an analysis of Warren District's expenses for research and development activities for the test year and 2021, 2022, and 2023. The analysis should include the following:

- 12a. The basis of fees paid to research organizations and Warren District's portion of the total revenue of each organization. Where the contribution is monthly, provide the current rate and the effective date.**
- 12b. Details of the research activities conducted by each organization.**
- 12c. Details of services and other benefits provided to Warren District by each organization. -**
- 12d. Annual expenditures of each organization with a basic description of the nature of costs incurred by the organization.**
- 12e. Details of the expected benefits to Warren District.**

A 1-12.

- 12a. Warren District paid no fees to research organizations and did not expend any funds for research and development during the three (3) most recent calendar years and in year-to-date 2024.**
- 12b. Not applicable. See Response to Question No. 1-12a.**
- 12c. Not applicable. See Response to Question No. 1-12a.**
- 12d. Not applicable. See Response to Question No. 1-12a.**
- 12e. Not applicable. See Response to Question No. 1-12a.**

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-13

Responding Witness: Jacob Cuarta

Q 1-13. Describe Warren District's lobbying activities and provide a schedule showing the name, salary, and job title of each individual whose job function involves lobbying on the local, state, or national level.

A 1-13. Warren District does not engage in any lobbying activities and has no personnel whose job function involves lobbying on the local, state, or national level.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-14

Responding Witness: Jeff Peeples

Q 1-14. Provide the following information concerning the costs for the preparation of this case:

- 14a. Provide a detailed schedule of expenses incurred to date for the following categories: (1) Accounting; (2) Engineering; (3) Legal; (4) Consultants; and (5) Other Expenses (Identify separately).**
- 14b. For each category identified in Item 14a, the schedule should include the date of each transaction, check number or other document reference, the vendor, the hours worked, the rates per hour, amount, a description of the services performed, and the account number in which the expenditure was recorded. Provide copies of contracts or other documentation that support charges incurred in the preparation of this case. Identify any costs incurred for this case that occurred during the test year.**
- 14c. Provide an itemized estimate of the total cost to be incurred for this case. Expenses should be broken down into the same categories as identified in Item 14a, with an estimate of the hours to be worked and the rates per hour. Include a detailed explanation of how the estimate was determined, along with all supporting workpapers and calculations.**
- 14d. Provide monthly updates of the actual costs incurred in conjunction with this rate case, reported in the manner requested in Items 14a and 14b, and a cumulative total of cost incurred to date for each category. Updates will be due when Warren District files its monthly financial statements with the Commission, through the month of the public hearing.**

A 1-14.

- 14a. See **Attachment 1-14a/b** for a detailed schedule of the requested expense categories through August 7, 2024.
- 14b. See **Attachment 1-14a/b** for the documentation supporting the rate case expense incurred to date.
- 14c. See **Attachment 1-14c** for the itemized estimate of total rate case expense.
- 14d. The District will file monthly updates of rate case expenses on the last working day of each month, beginning September 30, 2024. Please note that the District has not applied for a rate adjustment using a forecasted test period and is therefore not required to file monthly financial statements with the Commission.

Attachment 1-14a/b

Rate Case Expense Report

<p style="text-align: center;">Warren County Water District Case No. 2024-00200</p> <p style="text-align: center;">Analysis of Cost of Case No. 2024-00200</p> <p style="text-align: center;">As of August 7, 2024</p>		
Line No.	Item	Amount
1.	Accounting	\$ 0.00
2.	Engineering	\$ 24,500.00
3.	Legal	\$ 49,297.50
4.	Consultants	\$ 0.00
5.	Other Expenses	\$ 0.00
6.	Total	\$ 73,797.50

Individual Expenses to Date						
Invoice	Date	Vendor	Nature of Expense	Check No.	Amount	USoA Account
1049239	07/03/2024	Stoll Keenon Ogden PLLC	Legal Services	82180	\$ 4,322.00	186-1100-2
1052119	08/07/2024	Stoll Keenon Ogden PLLC	Legal Services		\$44,975.50	
1200606109	03/19/2024	HDR Engineering, Inc.	Cost-of Service Study	80836	\$ 1,750.00	186-1100-2
1200622684	05/23/2024	HDR Engineering, Inc.	Cost-of-Service Study	81626	\$12,250.00	186-1100-2
1200629533	06/14/2024	HDR Engineering, Inc	Cost-of-Service Study	81977	\$10,500.00	186-1100-2
TOTAL					\$73,797.50	

Stoll Keenon Ogden PLLC

**P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389**

Warren County Water District
jeffp@warrenwater.com

July 3, 2024
Invoice #: 1049239
Account #: 127064/182924

Re: General Rate Adjustment - Water Division 2024

Fees rendered this bill	\$ 4,322.00
Total Current Charges This Matter	\$ 4,322.00

Please return this page with payment to:

Stoll Keenon Ogden PLLC
PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number: [REDACTED]
Account Number: [REDACTED]
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

Date Rec'd _____ Date Comp. _____
W.O. SEE ATTACHED
Per. Agt. _____ Dept. Mgr. J. Gen. Mgr. SC

Stoll Keenon Ogden PLLC
P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
jeffp@warrenwater.com

July 3, 2024
Invoice #: 1049239
Account #: 127064/182924

Re: General Rate Adjustment - Water Division 2024

Fees rendered this bill	\$ 4,322.00
Total Current Charges This Matter	\$ 4,322.00

Keep this copy for your records.

Professional Services for the period through 06/30/24, including the following:

Re: General Rate Adjustment - Water Division 2024
Our Reference: 127064/182924/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
06/10/24	Prepared email memo to Tina Frederick and forwarded sufficient information to her to enable her to prepare Resolution authorizing General Manager to file PSC Application seeking rate adjustment; reviewed first and second draft versions of the Resolution; approved Resolution	DRT	NO CHARGE ✓
06/10/24	Prepared email memo to client and attached proposed Resolution; reviewed reply email memo from client; prepared follow-up email memo to client and addressed issues raised by client	DRT	0.40
06/10/24	Prepared email memo to HDR re Rate Case Expenses; prepared list of estimated Rate Case Expenses and requested that HDR include these in the Statement of Adjusted Operations	DRT	0.20
06/10/24	Prepared Resolution 2024-06-01 authorizing the General Manager to file an Application for a general adjustment of the water rates; sent Resolution to D. Talley for review	TCF	0.60
06/11/24	Prepared email memo to client and to HDR re Comparison Chart of existing water and sewer rate tiers and usage amounts; attached Comparison Chart to email	DRT	0.20
06/13/24	Reviewed accuracy of Chart to be used as a template for preparing the side-by-side comparison of each rate tier, current rates, proposed rates, dollar increase, and percentage increase for the Water Division; prepared email memo to client and HDR with instructions re use of the chart	DRT	0.20
06/13/24	Reviewed email memo from client re Resolution authorizing the filing of a General Rate Adjustment Application for the Water Division and possible revision to the Resolution; prepared reply email memo to client recommending that no additional changes be made; reviewed follow-up email memo from client	DRT	0.20
06/14/24	Participated in Teams meeting with client, HDR, and Tina Frederick to answer legal questions and PSC procedural questions re Rate Study; discussed documents needed for PSC Application	DRT	NO CHARGE
06/14/24	Attended Teams meeting with Warren District, its rate consultant, and D. Talley concerning Application for Water Rate Adjustment	TCF	0.70
06/20/24	Conferred with D. Talley re deadline for filing PSC Application for Water Rate Adjustment; prepared and submitted request to PSC for establishment of electronic docket for Water Rate Adjustment; prepared and filed Notice of Intent to apply for Water Rate Adjustment with the PSC	GEW	1.40
06/25/24	Prepared for WCWD Board meeting by reviewing portions of the Board Booklet pertaining to the rate increase for the Water Division	DRT	NO CHARGE

Keep this copy for your records.

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
06/26/24	Attended WCWD Board of Commissioners' meeting in Bowling Green to answer questions about proposed General Rate case for the Water Division and to obtain passage of Resolution authorizing the filing of the Application with the PSC to obtain a rate increase for the Water Division (Total time was 6.0 hours, but 3.0 hours was charged to Sewer Division)	DRT	3.00
06/28/24	Exchanged several email memos with Ross Guffey and Abbey Osborne with HDR re assignment of responsibilities and Next Steps in preparing the various documents for filing with the PSC for the Water Rate Case	DRT	0.30
06/28/24	Reviewed and analyzed numerous documents contained in the Excel File prepared by HDR as part of the Cost of Service Study for the Water Division; prepared list of questions and missing information to discuss with HDR	DRT	2.50
06/30/24	Reviewed Cost of Service Study documents prepared by HDR	GEW	1.10
Total Services			\$4,322.00

Summary of Services				
<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
GEW	Wuetcher, G E	2.50	405.00	1,012.50
DRT	Talley, D R	7.00	405.00	2,835.00
TCF	Frederick, Tina	1.30	365.00	474.50
Total Services		10.80		\$4,322.00

TOTAL FEES & DISBURSEMENTS	\$4,322.00
Total Current Charges This Matter	\$4,322.00

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Stoll Keen & Ogden

Date 7/3/2024

Invoice 1049239

Ln	Description	\$405.00 DRT		\$405.00 GEW		\$365.00 TCF		\$320.00 ESC		TOTAL		Job	CC	Allocation %				Allocation \$				
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler	Total
1	Rate Case - Warren	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	51225	701	50.0%	50.0%	0.0%	0.0%	-	-	-	-	-
2	Rate Case - Simpson	-	-	-	-	-	-	-	-	-	-	51225	701S	0.0%	0.0%	100.0%	0.0%	-	-	-	-	-
3	Rate Case - Butler	-	-	-	-	-	-	-	-	-	-	51225	701S	0.0%	0.0%	0.0%	100.0%	-	-	-	-	-
4	Rate Case - Warren (Water)	7.00	2,835.00	2.50	1,012.50	1.30	474.50	-	-	10.80	4,322.00	51225	701	100.0%	0.0%	0.0%	0.0%	4,322.00	-	-	-	4,322.00
5	Rate Case - Warren (Sewer)	-	-	-	-	-	-	-	-	-	-	51225	701	0.0%	100.0%	0.0%	0.0%	-	-	-	-	-
6	Declaratory Order	-	-	-	-	-	-	-	-	-	-	49491	933	50.0%	50.0%	0.0%	0.0%	-	-	-	-	-
Total		7.00	\$ 2,835.00	2.50	\$ 1,012.50	1.30	\$ 474.50	-	\$ -	10.80	\$ 4,322.00											4,322.00

Stoll Keenon Ogden PLLC

P.O. Box 150

112 North Lincoln Boulevard

Hodgenville, Kentucky 42748

(270) 358-3187

Tax ID # 61-0421389

Warren County Water District
jeffp@warrenwater.com

August 7, 2024
Invoice #: 1052119
Account #: 127064/182924

Re: General Rate Adjustment - Water Division 2024

Fees rendered this bill \$ 44,975.50

Total Current Charges This Matter \$ 44,975.50

Balance as of July 3, 2024 \$4,322.00

Less payments on prior billings \$0.00

Balance due on prior billings \$4,322.00

Total Amount Due This Matter \$49,297.50

Please return this page with payment to:

Stoll Keenon Ogden PLLC
PO Box 11969
Lexington KY 40579-1969

Or pay electronically via ACH to:

Stoll Keenon Ogden PLLC
Fifth Third Bank, Cincinnati OH
ABA/Bank Routing Number: [REDACTED]
Account Number: [REDACTED]
Please reference your account and invoice #s
Email remittance to:
payments@skofirm.com

Stoll Keenon Ogden PLLC
P.O. Box 150
112 North Lincoln Boulevard
Hodgenville, Kentucky 42748
(270) 358-3187
Tax ID # 61-0421389

Warren County Water District
jeffp@warrenwater.com

August 7, 2024
Invoice #: 1052119
Account #: 127064/182924

Re: General Rate Adjustment - Water Division 2024

Fees rendered this bill	\$ 44,975.50
Total Current Charges This Matter	\$ 44,975.50
 Balance as of July 3, 2024	 \$4,322.00
Less payments on prior billings	\$0.00
Balance due on prior billings	\$4,322.00
Total Amount Due This Matter	\$49,297.50

Professional Services for the period through 07/31/24, including the following:

Re: General Rate Adjustment - Water Division 2024

Our Reference: 127064/182924/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/01/24	Prepared for Teams meeting with HDR re Rate Study for Water Division	DRT	NO CHARGE
07/01/24	Participated in Teams meeting with Ross Guffey and Abbey Osborne with HDR re Rate Study for Water Division and other information to be provided by HDR for PSC Application for Water Division (Total time was 0.8 hours but 0.4 hours was charged to Sewer Division rate case)	DRT	0.40
07/01/24	Reviewed email memo from Abbey Osborne following Teams meeting; prepared follow-up email to Abbey Osborne	DRT	0.30
07/01/24	Prepared email memo to Tina Frederick re need for her to prepare list of Exhibits for rate adjustment Application for Water Division; reviewed email memo from Tina Frederick; reviewed list of Exhibits prepared by Tina Frederick	DRT	0.40
07/02/24	Reviewed email memo from Jeff re list of schedules and exhibits needed to be prepared for PSC Application for water rate adjustment; prepared reply email memo to Jeff	DRT	0.30
07/08/24	Researched Regulatory requirements for PSC Applications seeking a general adjustment in rates and sent D. Talley a list of financial documents needed	TCF	1.10
07/09/24	Prepared email memo to client and HDR and provided list of Exhibits and schedules needed for PSC Application for the Water Division rate case	DRT	0.20
07/09/24	Prepared for Teams meeting with client and HDR consultants; prepared list of topics to discuss during Teams meeting	DRT	NO CHARGE
07/09/24	Participated in Teams meeting with client representatives and HDR Rate Consultants to discuss various Exhibits and schedules which will need to be prepared for filing with the PSC Application for an adjustment of water and sewer rates (Total time was 1.4 hours, but 0.7 hours was charged to the Sewer Division)	DRT	0.70
07/09/24	Established SKO collabspc for transmission of documents between SKO and Warren County WD	GEW	0.50
07/10/24	Prepared email memo to Jeff requesting Customer Usage History Report for BGMU; reviewed reply email memo from Jeff with attached Customer Usage History; reviewed this document; prepared follow-up email memo to Jeff	DRT	0.50
07/10/24	Prepared Narrative portion of the Application for a General Adjustment of Rates for Water Service and the Table of Exhibits; sent to D. Talley and G. Wuetcher for review	TCF	3.10

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Attachment 1-14a/b

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<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/15/24	Exchanged email memos with Tina Frederick re preparation of Wholesale Customer Notice for Water Division Rate adjustment; provided necessary information to enable Tina Frederick to prepare the template for the Wholesale Customer Notice and the transmittal letter to BGMU	DRT	NO CHARGE
07/15/24	Reviewed numerous documents provided by Jeff to be used as Exhibits for the Application for Adjustment of the Water Rates	DRT	1.20
07/15/24	Prepared email memo to Abbey Osborne with HDR re water rates and latest version of the Statement of Adjusted Operations for the Water Division; reviewed reply email memo from Abbey Osborne; prepared follow-up email memo to Abbey Osborne	DRT	0.30
07/15/24	Prepared the Wholesale Customer Notice and transmittal letter to Bowling Green Municipal Utilities; sent to D. Talley	TCF	0.50
07/16/24	Reviewed documents provided by HDR; began edits to the References document to accompany the SAO in the rate proceeding	TCF	1.50
07/17/24	Exchanged numerous email memos with Tina Frederick re the Water Rate Adjustment; conferred with her re the Statement of Adjusted Operations References for the Water Division	DRT	NO CHARGE
07/17/24	Prepared email memo to Jeff containing list of information about new employee positions, approval dates, start dates, and other known and measurable topics for the Water Division rate adjustment; exchanged numerous email memos with Jeff; reviewed answers to questions and other documents provided by Jeff	DRT	0.30
07/17/24	Participated in Teams meeting with Jeff Peebles and Tina Frederick re Statement of Adjusted Operations (SAO) for Water Division and narrative References to the SAO; discussed other aspects of the Water Division Rate adjustment Application and Exhibits	DRT	NO CHARGE
07/17/24	Prepared email memo to Abbey Osborne with HDR re wholesale water rate and other questions about the Statement of Adjusted Operations for the Water Division rate adjustment Application; reviewed reply email memo from Abbey Osborne	DRT	0.20
07/17/24	Conferred with D. Talley re Customer Notice; reviewed WCWD's existing water Tariff Sheets	GEW	0.40
07/17/24	Edited the References document that will accompany the Statement of Adjusted Operations to explain the adjustments made; reviewed documents provided by WCWD and requested an updated Joint Operations Agreement	TCF	1.60
07/18/24	Participated in Teams meeting with Ross Guffey, Jeff Peebles, and Tina Frederick to discuss Billing Analysis, average customer usage, final version of Rate Study, and other documents to be provided by HDR for both the Water and the Sewer rate adjustments (Total time of meeting was 1.2 hours but 50% of this time was billed to the Sewer Division)	DRT	0.60
07/18/24	Reviewed draft version of Wholesale Customer Notice; confirmed	DRT	0.80

Keep this copy for your records.

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
	the correct amount of the proposed wholesale rate; prepared email memo to Tina Frederick re correct wholesale rate and percentage increase; calculated the average monthly wholesale usage by BGMU; reviewed and approved the final version of the Wholesale Customer Notice; reviewed and approved the final version of the transmittal letter from WCWD to BGMU's General Manager		
07/18/24	Prepared email memo to client with instructions about emailing Wholesale Customer Notice and transmittal letter to BGMU; attached Wholesale Customer Notice and transmittal letter	DRT	0.20
07/18/24	Exchanged numerous email memos with Tina Frederick and Ross Guffey re follow-up to Teams meeting	DRT	NO CHARGE
07/18/24	Edited Table of Exhibits and PSC Application for Water Rate Adjustment; incorporated the Joint Operations Agreement and the Rates and Allocations Memo into the Table of Exhibits and added narrative language to the PSC Application concerning joint operations; edited other areas of the Application narrative	TCF	2.10
07/19/24	Reviewed numerous schedules and documents provided by client and Rate Consultant re the Rate Adjustment for the Water Division	DRT	1.10
07/19/24	Reviewed Table and Excel file prepared by HDR re Average Usage by Water Customers for each meter size; conferred with Tina Frederick re this document and other aspects of the PSC Application for the Water Division	DRT	NO CHARGE
07/19/24	Exchanged email memos with Jeff Peeples and HDR re additional information needed re Debt instruments and other matters; received requested information from client	DRT	0.50
07/19/24	Participated in Teams meeting with Tina Frederick and Emily Childress re Statement of Adjusted Operations and the narrative Reference descriptions for the Water Rate Adjustment; exchanged follow-up email memos with both of them	DRT	NO CHARGE
07/19/24	Participated in Teams meeting with T. Frederick and D. Talley to discuss Schedule of Adjusted Operations and Revenue Requirement Calculation information	ESC	0.80
07/19/24	Reviewed WCWD's Statement of Adjustment Operations prepared by HDR for accuracy against supporting documentation; conferred with T. Frederick re the same	ESC	2.40
07/19/24	Reviewed spreadsheets sent by J. Peeples and conferred with E. Childress and D. Talley concerning the adjustment to Employee Overhead and Additional Working Capital; revised language explaining the Employee Overhead adjustment and sent to J. Peeples for approval	TCF	2.20
07/22/24	Exchanged numerous email memos with Abbey Osborne re calculation of 3-year average Principal and Interest payments for Water Division; reviewed Excel file provided by Abbey Osborne	DRT	0.40
07/22/24	Worked on various aspects of the Water Rate case Application,	DRT	3.10

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<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
	including the Customer Notice for retail water customers, PSC Application, and Table of Exhibits; prepared first draft of the Customer Notice for Water customers; reviewed and revised numerous versions of the Customer Notice; calculated proposed Minimum Bill amounts for larger size meters using the new Minimum volumes for the larger meters; exchanged numerous email memos and exchanged numerous documents with other SKO attorneys; reviewed numerous proposed Exhibits for the Application		
07/22/24	Supervised work being performed by other SKO attorneys on the Water Rate Application and various Exhibits	DRT	NO CHARGE
07/22/24	Reviewed Water Schedule of Adjusted Operations and underlying supporting data to confirm accuracy of revenue requirement calculation	ESC	0.60
07/22/24	Calculated dollar and percent increases for each meter size using Current and Proposed Rates; drafted Customer Notice for Water Division PSC Application for Rate Adjustment; revised Table of Exhibits for Water Division Application	TCF	4.80
07/23/24	Exchanged numerous email memos with HDR and client re Water Billing Analysis and proposal to increase Fire Service Rates; reviewed Warren's existing Fire Service Tariff; prepared email memo explaining why Fire Service Rates should not be revised with General Rate Application; conferred with Ross Guffey re various components of its Billing Analysis for Water and other matters	DRT	1.50
07/23/24	Supervised preparation and revision of Customer Notice for Water customers; exchanged numerous email memos re this matter	DRT	NO CHARGE
07/23/24	Reviewed revised Billing Analysis for Water with Fire Service rate increase removed; prepared follow-up email memo to Ross Guffey	DRT	0.40
07/23/24	Reviewed email memo from Jeff with the attached Known and Measurable Spreadsheet; reviewed portions of the Known and Measurable Spreadsheet; prepared reply email memo to Jeff	DRT	0.60
07/23/24	Reviewed email memo from Jeff re Operating Budgets for Water; reviewed Water Operating Budgets for 2023 and 2024; prepared reply email memo to Jeff	DRT	0.50
07/23/24	Reviewed revised version of Statement of Adjusted Operations (SAO) for water and the attached narrative References from Abbey Osborne; closely scrutinized the Principal and Interest portions of the SAO; prepared lengthy email memo to Abbey re this topic; reviewed follow-up email memo from Abbey Osborne with more details; prepared another email memo to Abbey Osborne	DRT	1.10
07/23/24	Reviewed Water Customer Notice to verify compliance with regulations and to ensure accuracy of data and calculations; reviewed draft Application for compliance with regulations, grammar, and consistency	ESC	1.70
07/23/24	Reviewed and revised latest version of Water Division Customer Notice and Rate Adjustment Application to incorporate suggested edits by D. Talley	TCF	0.80

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/24/24	Reviewed and approved revised Customer Notice for Water rates	DRT	NO CHARGE
07/24/24	Prepared email memo to client and attached Customer Notice for Water Customers; prepared detailed instructions for client to use in arranging publication of Customer Notice in newspaper for three (3) consecutive weeks and need to review proof before Customer Notice is published	DRT	0.20
07/24/24	Conferred with Abbey at HDR re Principal and Interest payments and Additional Working Capital calculations; reviewed detailed email memo from Abbey re this topic; reviewed the revised SAO; prepared reply email memo to Abbey	DRT	0.40
07/24/24	Prepared detailed email memo to client and included detailed information concerning posting the Customer Notice for Water Customers	DRT	0.20
07/24/24	Reviewed the revised SAO and made note of changes	DRT	0.40
07/24/24	Exchanged numerous email memos with other SKO attorneys and assigned various tasks to each of them re the PSC Application and Exhibits for the Water Division	DRT	NO CHARGE
07/25/24	Exchanged email memos with client and Emily Childress re newspaper proof of Water Customer Notice; informed client that proof was accurate and ready for publication	DRT	NO CHARGE
07/25/24	Conferred with Jerry Wuetcher in a very long conference call to discuss various proposed Exhibits, possible changes to some of the existing Exhibits; discussed PSC Application details, and case strategy for both Water and Sewer rate cases; exchanged follow-up emails (Total time was 0.8 hours, but 0.4 hours was billed to Sewer Rate Case)	DRT	0.40
07/25/24	Reviewed proposed new Water Tariff Sheets prepared by Jerry Wuetcher to be used as Exhibit sin Water Rate Case; prepared email memo to Jerry Wuetcher and approved these Exhibits	DRT	NO CHARGE
07/25/24	Reviewed and revised latest draft version of PSC Application for Water General Rate Adjustment for typographical errors, formatting, and consistency; reviewed proof of Customer Notice prior to newspaper publication to ensure accuracy	ESC	1.10
07/25/24	Prepared proposed water Tariff Sheets to be included in PSC Application; prepared comparative Tariff Sheet Exhibit; prepared first draft of Guffey's Written Testimony for water case; reviewed Cost of Service Study prepared by HDR; conferred with D. Talley re revisions to PSC Water Application; reviewed and revised portions of Guffey's Written Testimony	GEW	7.10
07/25/24	Prepared first draft of Exhibit displaying the proposed rates to be included in the Water Rate Adjustment Application; reviewed and revised first draft of Exhibit; prepared email memo to D. Talley and attached Exhibit for his review; reviewed reply email from D. Talley with suggested edits; made edits per feedback from D. Talley	TCF	2.10

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/26/24	Conferred with Jerry Wuetcher to discuss Guffey's Written Testimony for the water rate case, division of labor, assignment of responsibility for different Exhibits, and other matters about the water rate case; prepared email memo to file	DRT	0.30
07/26/24	Exchanged numerous email memos with Ross Guffey re COSS and his Written Testimony for the water rate case	DRT	0.30
07/26/24	Exchanged numerous email memos with Tina Frederick, Emily Childress, and Jerry Wuetcher re the water rate case Application and Exhibits	DRT	NO CHARGE
07/26/24	Conferred with Tina Frederick on multiple occasions re missing Exhibits for water rate case Application, preparation of Jeff Peeples Written Testimony, and other matters	DRT	NO CHARGE
07/26/24	Reviewed and approved two (2) Exhibits prepared by Jeff Peeples; exchanged email memos with Jeff Peeples re proposed Exhibit 24; provided sample document for him to use as a template	DRT	0.60
07/26/24	Prepared email memo to client and attached latest draft version of the PSC Application for the Water Division and the Table of Exhibits	DRT	0.20
07/26/24	Reviewed latest version of the Cost-of-Service Study (COSS) prepared by HDR for the Water Division; compared it to earlier versions	DRT	1.50
07/26/24	Exchanged numerous other email memos with client re Job Descriptions and other matters	DRT	NO CHARGE
07/26/24	Prepared outline of Jacob Cuarta's Written Testimony for the Water case; prepared portions of his Written Testimony	DRT	2.30
07/26/24	Reviewed latest draft version of PSC Application for the water rate case; reviewed and approved the Table of Exhibits for the water rate case	DRT	0.50
07/26/24	Prepared list of questions to discuss with Jeff Peeples re Water Rate Application and Exhibits; conferred with Jeff to obtain answers to these questions; prepared email memo to Jeff after phone conference and provided additional information and documents requested by Jeff	DRT	0.80
07/26/24	Reviewed revised Tariff Sheets for content and accuracy; finalized initial draft of Application for client's review	ESC	1.10
07/26/24	Prepared numerous Exhibits for PSC Application for water, including Exhibits 9, 10, 11, 12 and revised other Exhibits	GEW	7.10
07/26/24	Reviewed COSS document prepared by HDR for Water Rate Adjustment Application and conferred with D. Talley concerning its conformity with accepted PSC practice	TCF	0.60
07/26/24	Compiled notes concerning topics that must be covered in Written Testimony of Jacob Cuarta and Jeff Peeples; created and OCR'd PDF files for Exhibits 2-6 of the PSC Water Application	TCF	2.10

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/26/24	Began drafting Jeff Peeples Written Testimony; reviewed and revised first draft of his Written Testimony	TCF	1.50
07/27/24	Prepared email memo to Jeff re Post Test Period Customers' Exhibit; reviewed reply email memo from Jeff; reviewed draft of this Exhibit prepared by Jeff; prepared follow-up email memo to Jeff re the Exhibit; conferred with Jeff to better understand the Exhibit	DRT	0.50
07/27/24	Prepared detailed outline of Jeff Peeples Written Testimony; prepared first draft of portions of Jeff's Written Testimony	DRT	0.70
07/27/24	Reviewed first draft of portions of Written Testimony of Jeff Peeples prepared by Tina Frederick; made suggested revisions to portions of the Written Testimony	DRT	0.60
07/27/24	Prepared two (2) new sections to be included in the Written Testimony for Jeff Peeples	DRT	0.60
07/27/24	Prepared first draft of Written Testimony for Manager of Finance and Administration; sent to D. Talley for his review; reviewed email memo from D. Talley outlining numerous edits and topics to expand; made revisions and additions as instructed by D. Talley	TCF	2.80
07/28/24	Reviewed very lengthy email memo from Jerry re suggested changes and additions to the PSC Application for the Water Rate Case and some of the missing Exhibits; re-read portions of the latest draft version of the PSC Application; prepared detailed reply email memo to Jerry and addressed each of his points	DRT	0.60
07/28/24	Reviewed and made suggested revisions to multiple versions of Jeff Peeples' Written Testimony for the Water Rate case; prepared additional Questions and Answers to add to his Written Testimony	DRT	1.10
07/28/24	Reviewed latest version of the Statement of Adjusted Operations prepared by HDR; looked up source documents to calculate 3-year average Principal and Interest Payments and DSC; prepared revised narrative explanation for References K, L, and M	DRT	0.60
07/28/24	Exchanged numerous email memos with Tina Frederick re PSC Application and various Exhibits	DRT	NO CHARGE
07/28/24	Drafted portions of Written Testimony of Jacob Cuarta to support PSC Water Rate Application	ESC	1.30
07/28/24	Drafted additional sections of Written Testimony for Jeff Peeples for Water Rate Application; reviewed and revised his entire Written Testimony; prepared email memo to D. Talley for his review; reviewed D. Talley's suggested edits; made his requested edits; prepared email memo to D. Talley and forwarded latest version of Peeples' Written Testimony to D. Talley	TCF	3.10
07/29/24	Exchanged email memos with Jerry Wuetcher re numerous Exhibits to the PSC Water Rate application; reviewed and approved 8 Exhibits to the Application	DRT	1.10
07/29/24	Reviewed and approved latest draft version of Jeff's Written Testimony for the Water Rate Case; prepared email memo to Jeff	DRT	0.50

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Attachment 1-14a/b

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<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
	and attached draft version of his Written Testimony		
07/29/24	Reviewed early draft of Table listing new positions created by WCWD; conferred with Jeff Peeples re his Written Testimony and new positions; prepared memo to file after phone conference	DRT	0.60
07/29/24	Reviewed and approved latest draft version of Jacob Cuarta's Written Testimony; prepared email memo to Jacob and forwarded his proposed Written Testimony to him for review and comments	DRT	0.40
07/29/24	Exchanged numerous email memos with Emily Childress and Tina Frederick re clarifying portions of the Statement of Adjusted Operations prepared by HDR	DRT	NO CHARGE
07/29/24	Participated in Teams meeting with Emily Childress and Tina Frederick to resolve issues with the draft Statement of Adjusted Operations for Water and the draft Statement of Adjusted Operations for Sewer (Total time was 0.8 hours, but 0.4 hours was billed to Sewer Rate Case)	DRT	0.40
07/29/24	Conferred with Jerry Wuetcher re PSC Application for Water Rate Case; discussed missing Exhibits; discussed strategy; prepared memo to file	DRT	0.50
07/29/24	Exchanged numerous email memos with Emily Childress and Tina Frederick as a follow-up to the Teams meeting resolving the issues with some of the entries in the Statement of Adjusted Operations for the water rate case	DRT	0.40
07/29/24	Drafted portions of Written Testimony of Jacob Cuarta to support Water Rate Application; reviewed and revised latest complete version of Cuarta's Written Testimony; reviewed and revised draft Schedule of Adjusted Operations and narrative References for accuracy and readability; corresponded with D. Talley re the same	ESC	3.80
07/29/24	Made edits to Written Testimony per instruction of the Manager of Finance and Administration; created PDF from an Excel spreadsheet detailing added employees for use as an Appendix to Written Testimony; created appendices documents for inclusion in Written Testimony of Manager of Finance and Administration	TCF	2.70
07/30/24	Conferred with Jeff re Exhibit for New Positions; revised this Exhibit; revised Jeff's Written Testimony to include more allocation information about CSR employees, etc.	DRT	0.70
07/30/24	Reviewed PSC Regulations re Plant Additions; prepared template for Exhibit 22 (Plant Additions); conferred with Jeff re Exhibit 22; exchanged numerous email memos with Jeff and Tina Frederick re Plant Additions; prepared first draft of narrative pages to be incorporated into Exhibit 22; reviewed and revised various versions of Exhibit 22 and narrative pages	DRT	1.80
07/30/24	Prepared additional sections to be added to Jacob's Written Testimony; reviewed and approved final version; prepared email memo to Jacob explaining portions which were added to his Written Testimony	DRT	0.70

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/30/24	Reviewed latest version of Exhibit 8 (Statement of Adjusted Operations) to Water Application; made suggested revisions to Exhibit 8; reviewed and approved final version of Exhibit 8	DRT	0.80
07/30/24	Reviewed latest version of PSC Application; made suggested edits to it; reviewed and approved latest version of Table of Exhibits for Application	DRT	1.10
07/30/24	Exchanged numerous email memos with other SKO attorneys re various details of Application and Exhibits; conferred with other SKO attorneys	DRT	NO CHARGE
07/30/24	Reviewed most of the proposed Exhibits to be incorporated as part of the Water Rate Application; made suggestions to other SKO attorneys re revising some of the Exhibits	DRT	1.50
07/30/24	Proofread final version of PSC Application for quality control; viewed PSC website to verify that Application was uploaded to the correct case file; verified that all Bookmarks work	DRT	NO CHARGE
07/30/24	Revised and finalized Written Testimony of Jacob Cuarta to support Water Rate Application	ESC	1.10
07/30/24	Made final revisions to the PSC Application for Water Rate Adjustment; revised some of the Exhibits; assembled PSC Application; bookmarked all of the Exhibits; completed Exhibit 1 (PSC Filing Requirements Checklist); inserted hyperlinks into Exhibit 1; prepared PSC Transmittal letter; uploaded PSC Application for Water Rate Adjustment to PSC website	GEW	10.50
07/30/24	Drafted Exhibit 22 (Proforma Adjustments for Plant Additions) and revised as directed by J. Peeples and D. Talley; added references to applicable regulations to Exhibit 22; reviewed and revised Peeples' Written Testimony and created Exhibit 9C for inclusion in Application; reviewed and made minor edits to Guffey's Written Testimony; verified that the Customer Notice on Warren's website was present and correct and that the hyperlinks to Application materials were correct; verified the Customer Notice on Facebook had been published and was posted	TCF	5.20
07/31/24	Reviewed PSC Staff's First Request for Information and began drafting template for WCWD's Response	ESC	1.90
Total Services			\$44,975.50

Summary of Services

<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
GEW	Wuetcher, G E	25.60	405.00	10,368.00
DRT	Talley, D R	38.90	405.00	15,754.50
ESC	Childress, Emily	15.80	320.00	5,056.00
TCF	Frederick, Tina	37.80	365.00	13,797.00
Total Services		118.10		\$44,975.50

TOTAL FEES & DISBURSEMENTS	\$44,975.50
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Total Current Charges This Matter	\$44,975.50
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Outstanding Invoices

<u>Date</u>	<u>Invoice No.</u>	<u>Billed Amount</u>	<u>Payment/Credits</u>	<u>Balance Due</u>
07/03/24	1049239	\$ 4,322.00	\$ 0.00	\$ 4,322.00
Total Outstanding Invoices This Matter				\$4,322.00
Total Amount Due This Matter				\$49,297.50

**SHORT FORM AGREEMENT BETWEEN OWNER AND
HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES**

November **THIS AGREEMENT** is made as of this 27th day of November, 2023, between **WARREN COUNTY WATER DISTRICT** (“OWNER”), with offices at 523 US 31-W Bypass, Bowling Green, KY 42101 and HDR ENGINEERING, INC., (“ENGINEER” or “CONSULTANT”) for services in connection with the project known as **COST OF SERVICE WATER STUDY** (“Project”);

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services (“Services”) in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The HDR Engineering, Inc. Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached “HDR Engineering, Inc. Terms and Conditions for Professional Services.”

SECTION IV. COMPENSATION

Compensation for ENGINEER’S services under this Agreement shall be on a Lump Sum basis. The amount of the lump sum is **Seventy Thousand Dollars (\$70,000)** to be invoiced based on percentage completion and based on the following distribution of compensation:

Cost of Service Water Study – Water Division	\$35,000
Cost of Service Water Study – Sewer Division	\$35,000

Upon written authorization, PSC filing assistance can be provided as Time and Materials based on actual hourly rate x 3.2 multiplier for overhead and profit in accordance with the below listed hourly rate ranges, plus expenses invoiced at cost.

HDR Engineering, Inc. 2023-2024 Hourly Billing Rates	
Labor Category	Billing Rate*
Administrative/Accounting	\$80 - \$140
CADD Technician Civil 1	\$76 - \$130
CADD Technician Civil 2	\$110 - \$130
CADD Technician Civil 3	\$118 - \$150
Civil EIT	\$88 - \$135
Designer Sr.	\$124 - \$245
Engineering/Project Coordinator	\$90 - \$150
Environmental Planner/Project Manager	\$106 - \$340
GIS Analyst	\$70 - \$100
GIS Application Developer Sr.	\$140 - \$210
GIS Manager Sr.	\$194 - \$240
Principal	\$250 - \$375
Program Manager	\$160 - \$420
Project Engineer	\$100 - \$205
Project Engineer Sr.	\$147 - \$295
Project Manager	\$156 - \$250
Project Manager Sr.	\$180 - \$380
Technical Advisor/Lead	\$250 - \$400
Lodging, Printing, Shipping, Outside Consultants, etc.	Actual Cost
*Actual hourly rate x 3.2 will apply up to maximum rate shown per labor category. Maximum rates are effective thru 12/28/2024 and will increase by 5% each year.	

SECTION V. PERIOD OF SERVICE

Upon receipt of written authorization to proceed, ENGINEER shall perform the services within the time period(s) described in Exhibit A.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

SECTION VI. SPECIAL PROVISIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

WARREN COUNTY WATER DISTRICT
"OWNER"

BY: 

NAME: Jacob Cuarta

TITLE: General Manager

ADDRESS: 523 US 31-W Bypass
Bowling Green, KY 42101

HDR ENGINEERING, INC.
"ENGINEER"

BY: 

NAME: Kyle R. Guthrie

TITLE: Vice President/Area Mgr

ADDRESS: 120 Brentwood Commons
Way, Suite 525
Brentwood, TN 37027

EXHIBIT A
SCOPE OF SERVICES



October 25, 2023

Jacob Cuarta, MPH
General Manager
Warren County Water District
P.O. Box 10180
Bowling Green, KY 42102-4780

RE: Proposal for Cost-of-Service Water Study

Dear Mr. Cuarta,

Thank you for the opportunity to submit a proposal for providing professional engineering services to Warren County Water District. Per our recent meeting, HDR was requested to provide a fee for both Warren County Water Division and Sewer Division Cost-of-Service (COS) study. Simpson County and Butler County Divisions are not included in this proposal. As you know, a COS study is an extensive review of rates, fees, revenues, and expenses of a utility and involves detailed cost analysis and allocation.

HDR understand the importance of a COS study in the eyes of the Kentucky Public Service Commission (PSC) who will ultimately decide the rates and fees that many be huge by a regulated utility (or a municipal utility selling to a regulated utility). The preparation of defensible study that identifies how costs are allocated, the necessity of expense and considers known adjustments is vital to the acceptance of the adjusted tariffs by the PSC. To that end, we have identified the anticipated task and work elements that we have typically performed in successful COS studies.

- Obtain and review last three years of Financial Audits.
- Review operating and maintenance expenses down to the ledger level for the recent audit year which the PSC will required to be the Test Year.
- Full review of outstanding debt for the utility, the issuance of upcoming utility financing, capital funding, enterprise fund assessment or returns.
- Categorical review of annual depreciation, remaining asset life and current capital recovery being utilized.
- Obtain and review staff allocations, wages, benefits, and their incorporation into utility fund expenses.
- Obtain and review sales and usage data for the last three calendar years. Daily operation information will be needed for the same period. This information is vital to the successful outcome of the investigation.
- Obtain and utilize existing water hydraulic model to determine the effect of wholesale customers or other large, primary user on the overall performance of the water distribution network.
- Develop revenue requirements for each customer classification and individually by large user or wholesaler based upon allocated expenses and compared with overall system usage.



Here is a list of assumptions:

- Requested data will be provided in electronic format, preferably in Excel format.
- Warren County Water District will provide an existing hydraulic model, in EPANET, WaterGEMs, or InfoWater.
- Assumes two virtual meetings and two in-person meetings.

The findings of this investigation will be summarized in Cost-of-Service Summary Report for each Division which will include adequate detail to be used in support of a PSC filing for a rate increase. HDR anticipates the test year will be from January 1, 2023 to December 31, 2023. We are requesting 120 days to perform the work following the closure of the fiscal year and availability of requested information.

HDR proposes to perform the work identified herein for the lump sum amount of \$35,000 for Water Division and \$35,000 for the Sewer Division. This work will produce a study compatible for use in Public Service Commission filings.

As requested, HDR has excluded support for a PSC case filing from the lump sum totals above. HDR proposes as an hourly basis at the attached billing rates for the following items and related PSC filing elements:

- Providing assistance in preparing the General Rate Adjustment Application and Exhibits for the Water Division and the Sewer Division.
- Assisting with preparing Pre-Filed Written Testimony.
- Assisting with answering PSC Staff Requests for Information (Data Requests).
- Preparing for, and appearing and testifying at, the Formal PSC Hearing, if one is conducted.

Thank you again for the opportunity to provide this proposal. If you have any questions or need clarification, please call me at (859) 629-4825.

Sincerely,
HDR Engineering, Inc

Ross Guffey, PE
Water/Wastewater Section Manager

Ben R. Edelen, PE
Sr. Vice President

EXHIBIT B
TERMS AND CONDITIONS

HDR Engineering, Inc. Terms and Conditions for Professional Services

1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$2,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$2,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. If flying an Unmanned Aerial System (UAS or drone), ENGINEER will procure and maintain aircraft unmanned aerial systems insurance of \$1,000,000 per occurrence.

OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

3. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER

beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

5. CONTROLLING LAW

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

7. SUCCESSORS, ASSIGNS AND BENEFICIARIES

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will

entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9. TERMINATION OF AGREEMENT

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make payments to ENGINEER within thirty (30) days of OWNER's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. HAZARDOUS MATERIALS

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral

understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

17. ALLOCATION OF RISK

OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF \$1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY.

18. LITIGATION SUPPORT

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

19. NO THIRD PARTY BENEFICIARIES

No third party beneficiaries are intended under this Agreement. In the event a reliance letter or certification is required under the scope of services, the parties agree to use a form that is mutually acceptable to both parties.

20. UTILITY LOCATION

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

21. UNMANNED AERIAL SYSTEMS

If operating UAS, ENGINEER will obtain all permits or exemptions required by law to operate any UAS included in the services. ENGINEER's operators have completed the training, certifications and licensure as required by the applicable jurisdiction in which the UAS will be operated. OWNER will obtain any necessary permissions for ENGINEER to operate over private property, and assist, as necessary, with all other necessary permissions for operations.

22. OPERATIONAL TECHNOLOGY SYSTEMS

OWNER agrees that the effectiveness of operational technology systems ("OT Systems") and features designed, recommended or assessed by ENGINEER are dependent upon OWNER's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT System in accordance with applicable industry standards (i.e. ISA, NIST, etc.)

and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

23. FORCE MAJEURE

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.



HDR Engineering, Inc.
Lexington, KY 40202
Phone: (859) 629-4800

Invoice

Mr. Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
523 US 31W Bypass
Bowling Green, KY 42102

Reference Invoice Number with Payment

HDR Invoice No. 1200606109
Invoice Date March 19, 2024
Invoice Amount Due \$3,500.00
Payment Terms Net 30

Remit to P.O. Box 74008202
Chicago, IL 60674-8202
Electronic Payment: Bank of America
Account #
Transit #
ABA #

Transmitted via Email to: jacobc@warrenwater.com

Cost of Service Water Study

Professional Services

From: November 27, 2023 To: February 24, 2024

Professional Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced
Cost of Service Water Study - Water Division	35,000.00	5.00%	1,750.00	0.00	1,750.00
Cost of Service Water Study - Sewer Division	35,000.00	5.00%	1,750.00	0.00	1,750.00
	70,000.00		\$3,500.00	\$0.00	\$3,500.00
Amount Due this Invoice					\$3,500.00

HDR Internal Reference Only

Client Number	6117
Cost Center	10079
Project Number	10392053

51225-2 / 701-2 1750-
51225-3 / 701-3 1750-
w/attached

Date Rec'd _____ Date Comp. _____
W.O. See Above Dist. _____
Pur. Agent _____ Dept. Mgr. _____ Gen. Mgr. J

Attachment 1-14a/b



Invoice

HDR Engineering, Inc.
Lexington, KY 40202
Phone: (859) 629-4800

Reference Invoice Number with Payment

HDR Invoice No. 1200622684
Invoice Date May 23, 2024
Invoice Amount Due \$24,500.00
Payment Terms Net 30

Mr. Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
523 US 31W Bypass
Bowling Green, KY 42102

Remit to P.O. Box 74008202
Chicago, IL 60674-8202
Electronic Payment: Bank of America
Account #
Transit #
ABA #

Transmitted via Email to: jacobc@warrenwater.com

Cost of Service Water Study

Professional Services

From: February 25, 2024 To: May 4, 2024

Professional Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced
Cost of Service Water Study - Water Division	35,000.00	40.00%	14,000.00	1,750.00	12,250.00
Cost of Service Water Study - Sewer Division	35,000.00	40.00%	14,000.00	1,750.00	12,250.00
	70,000.00		\$28,000.00	\$3,500.00	\$24,500.00
Amount Due this Invoice					\$24,500.00

HDR Internal Reference Only	
Client Number	6117
Cost Center	10079
Project Number	10392053

Date Rec'd _____ Date Comp. _____
W.O. 51225 Cost Code 701 Dist. 2,3
Pwr. Agt. _____ Dept. Mgr. J. Gen. Mgr. K



Invoice

HDR Engineering, Inc.
Lexington, KY 40202
Phone: (859) 629-4800

Mr. Jacob Cuarta, General Manager
Warren County Water District
PO Box 10180
523 US 31W Bypass
Bowling Green, KY 42102

Reference Invoice Number with Payment

HDR Invoice No. 1200629533
Invoice Date June 14, 2024
Invoice Amount Due \$21,000.00
Payment Terms Net 30

Remit to P.O. Box 74008202
Chicago, IL 60674-8202
Electronic Payment: Bank of America
Account #
Transit #
ABA #

Transmitted via Email to: jacobc@warrenwater.com

Cost of Service Water Study

Professional Services

From: May 5, 2024 To: June 1, 2024

Professional Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced
Cost of Service Water Study - Water Division	35,000.00	70.00%	24,500.00	14,000.00	10,500.00
Cost of Service Water Study - Sewer Division	35,000.00	70.00%	24,500.00	14,000.00	10,500.00
	70,000.00		\$49,000.00	\$28,000.00	\$21,000.00
Amount Due this Invoice					\$21,000.00

HDR Internal Reference Only	
Client Number	6117
Cost Center	10079
Project Number	10392053

WATER 10,500-

SEWER 10,500-

Date Rec'd _____ Date Comp. _____
W.O. 51225 Cost Code 701 Dist. 213
Pur. Asst. _____ Dept. Mgr. JP Gen. Mgr. JC

Attachment 1-14a/b

Attachment 1-14c

Estimated Rate Case Expense

ESTIMATED RATE CASE EXPENSE

LEGAL EXPENSE	
Phase of Proceeding	Expected Hours
Preparation of Application/Other Preparatory Actions	110
Discovery – Initial Request (Prior to Filing)	50
First Request After Filing	40
Second Request After Filing	20
Preparation/Representation at Hearing	60
Post-Hearing/Other Procedural Matters	50
Total Hours	330
Total Estimated Cost @ \$376/Hour*	\$ 124,000

CONSULTANT EXPENSE	
Rate Study	\$ 35,000
Preparation of Application/Assistance in Rate Case Discovery	\$ 24,485
Testimony at Hearing	\$ 4,000
Total Estimated Cost	\$ 63,485

OTHER EXPENSES	
Publication of Notice of Filing of Application	\$ 4,000
Publication of Notice of Scheduled Hearing	\$ 2,000
Total Estimated Cost	\$ 6,000

TOTAL ESTIMATED EXPENSE: \$ 193,485

*Hourly Rate Based upon a weighted average of the hourly rate of the attorneys assigned to this matter.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-15

Responding Witness: Jacob Cuarta

Q 1-15. Provide the journal entries relating to the purchase of utility plant acquired as an operating unit or system by purchase, merger, consolidation, liquidation, or otherwise currently included in rate base. Also, provide a schedule showing the calculation of the acquisition adjustment at the date of purchase for each item of utility plant, the amortization period, and the unamortized balance at the beginning of the test year.

A 1-15. Warren District did not acquire any utility plant as an operating unit or system by purchase, merger, consolidation, liquidation, or otherwise during the test year.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-16

Responding Witness: Jeff Peeples

Q 1-16. Provide the following:

- 16a. A list of all outstanding issues of long-term debt as of the end of the latest calendar year together with the related information as shown in Schedule D1.**
- 16b. An analysis of short-term debt as shown in Schedule D2 as of the end of the latest calendar year.**

A 1-16.

- 16a. Attached as **Attachment 1-16a** is a schedule of long-term debt listing all outstanding issues as of the end of 2023.
- 16b. An analysis of the District's short-term debt as of the end of 2023 and as of July 31, 2024 is provided as **Attachment 1-16b**.

Attachment 1-16a

Long-Term Debt Outstanding

Warren County Water District - Water Division
Schedule of Outstanding Long-Term Debt
For the Year Ended December 31,2023

Line No.	Description	Date of Issue	Date of Maturity	Amount Outstanding	Interest Rate	Rate at Issue	Rate at Maturity	Type	Bond Rating	Annualized Cost*
1	Series 2005A, USDA	6/27/2006	1/1/2045	\$ 928,000	4.25%	4.25%	4.25%	Bond Payable	Unrated	\$ 63,600
2	Series 2013B, RWFA	2/27/2013	2/1/2028	583,771	2.30% - 3.30%	2.30%	3.30%	Note Payable	Unrated	150,139
3	Series 2016G, RWFA	5/12/2016	2/1/2030	1,250,000	2.25% - 3.25%	3.25%	3.25%	Note Payable	Unrated	200,834
4	Series 2020, KIA	2/12/2021	12/1/2040	1,770,415	3.00%	3.00%	3.00%	Note Payable	Unrated	135,996
5	Series 2021A, RWFA	6/6/2021	2/1/2039	1,370,000	2.25% - 4.25%	4.25%	2.35%	Note Payable	Unrated	112,837
	Total			\$ 5,902,186						\$ 663,406

*Annualized Cost Calculation						
Description	Total Principal	Total Interest	Servicing Fee	Total	Years	Annualized
Series 2005A, USDA	1,250,000	1,293,985	-	2,543,985	40.00	63,600
Series 2013B, RWFA	1,845,033	407,058	-	2,252,091	15.00	150,139
Series 2016G, RWFA	2,295,000	516,678	-	2,811,678	14.00	200,834
Series 2020, KIA	2,000,000	675,151	44,777	2,719,928	20.00	135,996
Series 2021A, RWFA	1,675,000	356,070	-	2,031,070	18.00	112,837
	9,065,033	3,248,942	44,777	12,358,752		663,407

Water Allocation
Water Allocation

Attachment 1-16b

Short-Term Debt Analysis

Warren County Water District - Water Division
Schedule of Outstanding Short-Term Debt
For the Year Ended December 31,2023

Line No.	Description	Date of Issue	Date of Maturity	Amount Outstanding	Interest Rate	Rate at Issue	Rate at Maturity	Type	Bond Rating	Total Interest
1	Series 2022D, RWFA	10/27/2022	8/1/2024	\$ 3,615,380	3.50%	3.50%	3.50%	Loan Payable	Unrated	\$ 192,029

As of July 31, 2024

Line No.	Description	Date of Issue	Date of Maturity	Amount Outstanding	Interest Rate	Rate at Issue	Rate at Maturity	Type	Bond Rating	Total Interest
1	Series 2024D, RWFA	7/30/2024	8/1/2025	\$ 3,777,547	5.00%	5.00%	5.00%	Loan Payable	Unrated	\$ 189,402

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-17

Responding Witness: Jeff Peebles

Q 1-17. State whether any changes have been made to Warren District's internal accounting manuals, directives, and policies and procedures since its most recent rate case. If so, provide each item that was changed and identify the changes.

A 1-17. Warren District has not made any changes to its internal accounting manuals, directives, and policies and procedures with respect to rate making within the last five (5) years.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-18

Responding Witness: Jacob Cuarta

Q 1-18. Provide Warren District's long-term construction planning program.

A 1-18. Attached to this Response as **Attachment 1-18** is Warren District's 2021 Water System Facilities Capital Improvement Plan. The planning period for the Capital Improvement Plan includes 2021 through 2041.

Attachment 1-18

Long-Term Construction Planning



Warren County
Water District

2021 Capital Improvement Plan Water System Facilities



EXECUTIVE SUMMARY

A Capital Improvement Plan (CIP) identifies and prioritizes capital infrastructure improvements required to maintain and improve water service. This will allow Warren County Water District (Warren Water) to successfully carry out its commitment to “provide quality and commitment in every drop.” This CIP is an update to the 2013 CIP for Water System Facilities. The updates include adjustments for changes in growth trends and projects that have been completed.

Significant growth has continued in Warren Water’s service area. The 2010 population of Warren County was 113,792 according to the US Census, an increase of 23% from 2000. The 2020 census data counted the Warren County population at 134,554, an increase of 18.2% from 2010. Each of the last two decades showed a population increase of approximately 21,000 residents or approximately 2,100 new residents per year. Utilizing an average of 2.5 residents per household, this results in approximately 850 new households per year. Most of this growth has been within WCWD’s service area. Continuation of this growth pattern results in the population of Warren County growing through the planning period of 2041 to approximately 180,000 residents. This growth is expected to increase Warren Water’s 2019 average daily demand from 8,837,000 gallons per day to 13,300,000 gallons per day in 2041. Likewise, peak daily demand is anticipated to increase to 22,650,000 gallons per day in 2041 from 14,352,000 gallons per day reached in June, 2012.

The proposed CIP includes 17 projects with a total estimated cost of approximately \$25,815,300. The capital projects in the CIP are organized into three (3) phases based on the time frame recommended for implementation. Design and construction for projects in Phase 1 is recommended from 2022 to 2026. Phase 2 projects have been designated for construction from 2027 to 2031. Phases 3 has been designated for construction from 2032 to 2041.

The improvements proposed in the CIP will increase transmission capacity throughout the service area to keep pace with proposed increases in demand. The proposed improvements will also increase service quality and reliability.

Certain notable improvements are listed below:

- Significant improvements to transmission capacity and reliability to Three Springs and Plano.
- Improvements to pressure, transmission capacity, storage capacity, and system reliability in areas surrounding Morgantown Road (Hwy 231) on the western side of Warren County.
- Replacement of storage and transmission facilities in Smiths Grove which will improve service.
- Improvements to storage and transmission facilities in the Russellville Road area.
- Improvements to the Transpark area to facilitate continued industrial growth.

Table 1 summarizes the proposed improvements for the planning period. Implementation of the plan will increase storage capacity while being aware of the water quality issues that can be caused by excess storage capacity. Finally, this CIP leverages previous improvements and proposes strategic new improvements to result in an overall increase in system reliability and efficiency.

TABLE 1
Overall Capital Improvement Plan Summary

Phase	Net Increased Storage Capacity (Gal)	Total System Storage Capacity (Gal)	Average System Demand (GPD)	Project Cost (2021 \$)
Existing		12,000,000	8,837,000	
1 - 2026	2,950,000	14,950,000	10,060,000	\$12,138,500
2 - 2031	400,000	15,350,000	11,285,000	10,196,800
3 - 2041	500,000	15,850,000	13,300,000	3,480,000
			TOTAL	\$25,815,300

INTRODUCTION

General

Warren Water provides water service to Warren County, KY outside the service area of Bowling Green Municipal Utilities (BGMU). Within Warren County, Warren Water serves approximately 45% of the City of Bowling Green's land area, as well as the communities of Smiths Grove, Plum Springs, Oakland, and Woodburn.

A CIP is a long-range plan, which identifies capital projects, estimates the cost of the projects, and provides a planning schedule for the implementation of the projects. This CIP is a Water Master Plan that establishes a road map for water improvements currently anticipated for Warren County during the planning period. The planning period of this CIP is 2021 through 2041.

The purpose of this CIP is to identify projects that are required to:

1. Increase system capacity as system demands increase.
2. Ensure that the system continues to deliver a quality product and remains in compliance with Kentucky Public Service Commission (PSC), Division of Water (DOW), and Environmental Protection Agency (EPA) requirements.
3. Replace facilities which will reach the end of their service life within the planning period.
4. Ensure the most efficient use of Warren Water's funds that will result in the best service to all customers.

This report is also intended to provide Warren Water's Management and Board of Commissioners with a tool to use in planning and coordinating the financial and logistical requirements for improvements to the water system.

As with all studies of this type which rely on projections of future occurrences, the certainty regarding the underlying predictions and corresponding recommendations

diminishes as the time frame moves further into the future. Therefore, while recommendations listed for the near term projects should be implemented as described herein, the recommendations for medium and long term projects should be re-examined prior to implementation. This study will be updated as necessary so that adjustments may be made to account for unanticipated growth in specific areas, the announcement of new industrial customers that are large water users, or any other factor or set of factors that would have a significant impact on the system.

Existing Water Distribution System

Warren Water provides potable water to 30,914 active customers (as of December 2020) through approximately 1,175 miles of transmission and distribution pipeline. The system utilizes 27 storage tanks and conveys water throughout the system with the use of 30 pump stations and control valves.

The system is divided into 35 areas of service called District Metered Areas (DMAs). A DMA is a delineated pipe network within the system. All water entering a DMA or exiting into another DMA is metered. This allows water consumption to be calculated separately for each DMA. DMAs may also have dissimilar pressure grades because, in many cases, pump stations or pressure reducing valves (PRV's) are situated at DMA dividing points. Appendix A contains an existing system map depicting all DMAs, storage tanks, pump stations, and control valves.

Requirements for Customer Demands

Warren County has been and continues to be one of the fastest growing counties in the Commonwealth of Kentucky. According to US Census data, Warren County's population increased by 18.2% from the year 2010 to 2020. In 2010 the population was 113,792, and by 2020 the population had grown to 134,554. Based on population projections by the Kentucky State Data Center, it is projected that

Warren County will experience a population increase of approximately 40% through the end of the planning period. Figure 1 shows the historic and projected customer base for Warren County Water District from 2009 to 2041.

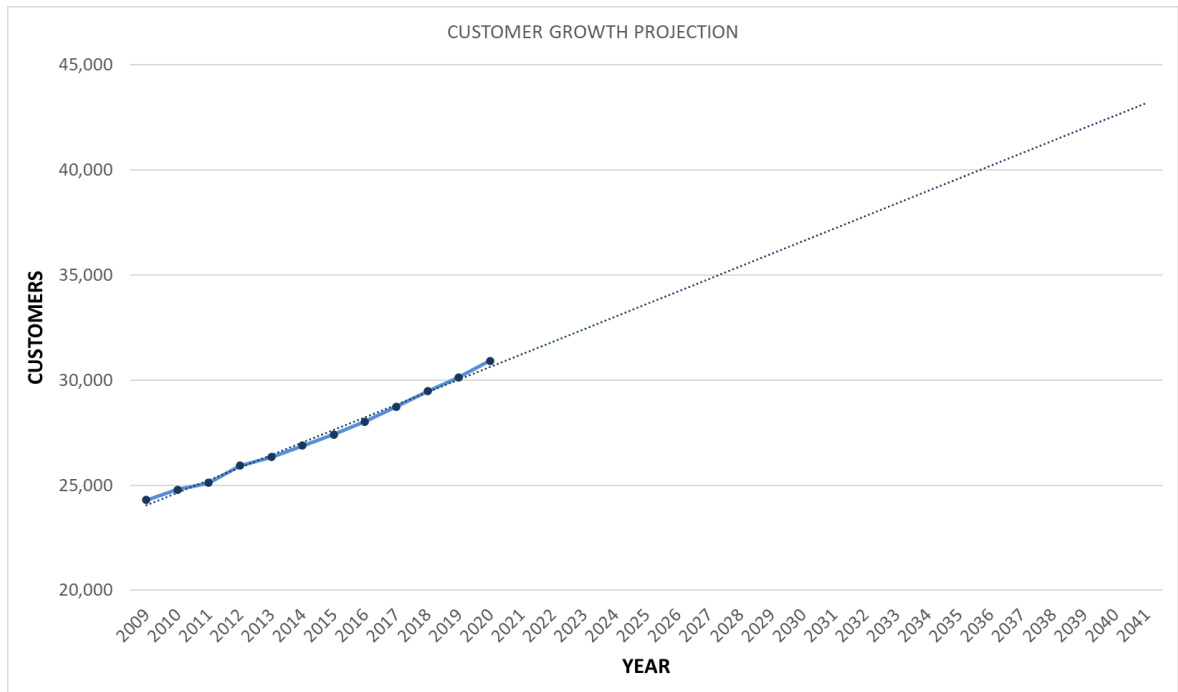


Figure 1: Customer Growth Projection

Growth on Warren Water's system is occurring at a rate slightly higher than that of the County population due to the majority of new businesses and industry locating in the District's service area. Over the last 5 years WCWD has added an average of 700 new customers per year. This growth is very beneficial to Warren Water, however the system's transmission and storage capacity must be increased to continue to meet the demand of these existing customers and provide for future growth.

The average quantity of water used by a particular customer varies from year to year. Due to continuous conservation efforts throughout the country and implementation of water saving appliances, Warren Water has seen a significant reduction in the usage per customer over the past 20 years. Average residential customer consumption has decreased from 6,000 gallons per month to roughly 4,500 gallons per month, a reduction of 25%. This reduction in average usage makes predicting future consumption particularly challenging. Several businesses are also actively pursuing “Green” initiatives that will reduce water consumption. The chart below illustrates this dramatic decline in residential consumption (Figure 2). Another major factor that influences this variance is the amount of precipitation during a given year, especially during the summer months. When there is little precipitation, lawn and plant watering and other related water usage causes the overall system demand to be higher than normal.

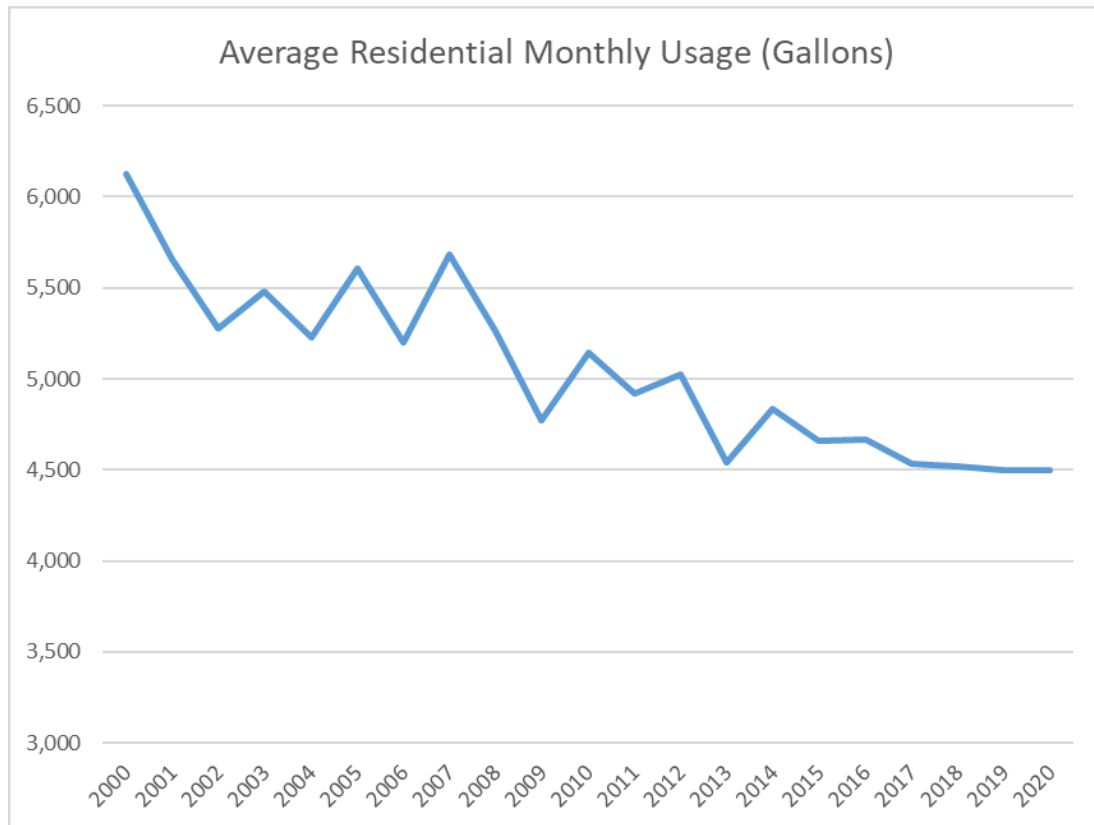


Figure 2: Average Monthly Residential Usage

Warren Water is under the jurisdiction of the Kentucky Public Service Commission (PSC). Regulations of the PSC require that all water systems have storage facilities with a capacity equal to the average daily demand on the system. During 2019, the average daily consumption on the system was approximately 8,837,000 gallons per day (gpd). The existing system has a storage capacity of 12,000,000 gallons, a surplus of 3,163,000 gallons. However, projections indicate that the system's average daily demand will climb to approximately 13,300,000 gpd by the year 2041. Therefore, a minimum of 1,300,000 gallons of additional storage capacity will be required by the end of the planning period.

As system demands increase, pumping and transmission main capacities must also keep pace. Such improvements will be required in future years. All of the projects outlined herein will be designed to meet the demands expected through the planning period. The PSC and the Kentucky Division of Water (DOW) require that all water systems maintain a minimum of 30 pounds per square inch (psi) at all customer meters. When demands increase to certain levels and lower operating pressures result, improvements will be required to meet the standards required by PSC and DOW.

Requirements for Fire Protection

PSC regulations require that a minimum of 250 gallons per minute (gpm) be available at any location that a fire hydrant is to be installed. Warren County ordinances and regulations require 250 gpm at 20 psi residual pressure for fire hydrants that are installed in residential areas and 600 gpm at 20 psi residual pressure for fire hydrants installed in commercial or industrial areas. The City of Bowling Green requires that 600 gpm at 20 psi residual pressure be available to all hydrants inside the city's corporate limits. Fire flows must be considered when improvements are being made to meet system demand. Improvements must not compromise the system's existing fire protection capability.

A Fire Protection Plan was created by Warren Water in 1993 which involved a series of projects which would result in the availability of fire flows and the installation of a fire hydrant within 2.5 miles of all locations in Warren County. Many of the projects in this proposal have been completed during the past 28 years. Some of the projects outlined in this CIP will result in the further completion of this goal. A map located in Appendix B outlines the areas of existing fire protection, areas of fire protection which will be added as a result of this CIP, and areas from the original proposal which will

still be required to meet the goal of placing a fire hydrant within 2.5 miles of all points in Warren County.

PROJECTED SYSTEM DEMANDS

To obtain projections for future system demand, a variety of factors were considered. For residential demands, projected populations, average persons per household, and historical average customer usage are the primary factors that influence projected water demands. For the major commercial and industrial areas, the five (5) year growth trend was utilized. Large increases in demand could occur in undeveloped industrial areas such as the continuously expanding Kentucky Transpark.

The average quantity of water used by a particular customer varies from year to year. The major factor that influences this variance is the amount of rainfall during a given year, especially during the summer months. When there is little rain, lawn irrigation and other outdoor water use causes system demand to significantly exceed average levels. Since there is no way to predict when these conditions will occur, Warren Water must be prepared at all times. Therefore, the system demand projections presented herein represent “dry year” demand, which is the demand that would be anticipated in a year with less than average rainfall.

Demand projections for this Plan have been based on projections contained in the 2013 Capital Improvement Plan, with various modifications and refinements. 2019 was used as the base year due to abnormal usage patterns in 2020 because of the Covid-19 protocols implemented throughout the customer base. Actual system demand was tabulated for each DMA within the system. This established a baseline for demand projections. A peaking factor (the ratio of the maximum daily flow and average daily flow) was also tabulated for each DMA based on 2012 data. Peak demand is used in the sizing of pumps and water mains.

System demand projections have been prepared for two conditions. Table 2 indicates the projected demand for each DMA on an average day. Table 3 indicates the projected demand for each DMA on a peak day, the highest anticipated daily demand during a given year. It is important to note that the projected peak system demand is approximately 82% of the sum of the total individual area peak demands due to individual area peaks occurring on different days and the overall system peaking factor being reduced as the overall system volume increases. This concept is important when distinguishing between the capacity needed at the water treatment plant verses individual pumping stations, storage tanks, and transmission lines. By 2041, the average daily demand is projected to increase by approximately 50 percent and the peak daily demand is projected to increase by approximately 45 percent. Appendix D contains Average and Peak Demands Analysis by DMA, grouped by water purchase location. Appendix E contains the Analysis of Pump Station and Tank Capacity.

Once system demand projections were established, a comparison was made of the projected demand and the existing capacity of transmission mains, pump stations, and storage tanks. If existing facilities are not sufficient to supply the projected demand, upgrades are required. Subsequent sections of this document outline the necessary upgrades.

TABLE 2
Projected Average Day Water Demand 2019-2041 (GPD)

DMA No. & Name		2019 ¹ Average Demand	2031 Average Demand	2041 Average Demand
01	BG North	57,000	58,000	60,000
02	Kelly Vance	685,000	685,000	685,000
02A	Porter Pike	222,000	228,000	232,000
03	Mizpah	533,000	1,109,000	1,588,000
05	Detour Rd	204,000	204,000	204,000
06	Girken	73,000	91,000	105,000
07	Richardsville	122,000	122,000	122,000
07A	Ben Leo	59,000	59,000	59,000
08	Sandhill	117,000	124,000	130,000
09	Smiths Grove	83,000	83,000	83,000
09A	Oakland	196,000	196,000	196,000
10	Hays	213,000	264,000	307,000
11	Barren County	49,000	52,000	54,000
11S	Cemetery Rd	278,000	312,000	339,000
11T	Barrington Manor	151,000	151,000	151,000
11U	Drakes Creek	349,000	475,000	579,000
12	Bluegrass	491,000	609,000	707,000
13	Plano	408,000	530,000	633,000
15	South Alvaton	163,000	202,000	214,000
16	Boyce	122,000	122,000	122,000
17	Hwy 240	54,000	54,000	54,000
17A	Three Springs	1,029,000	1,400,000	1,708,000
18	Nashville Rd	1,362,000	2,179,000	2,860,000
19	Old Hwy 31W South	257,000	319,000	370,000
19A	Woodburn	102,000	102,000	102,000
20	Grider Pond	245,000	245,000	245,000
21	Hwy 68 West	279,000	312,000	340,000
22	Rockfield	136,000	136,000	136,000
23	Fuqua Rd	102,000	104,000	106,000
24	Hwy 231N	252,000	282,000	307,000
24A	Morgantown Rd #1	116,000	144,000	167,000
25	Morgantown Rd #2	95,000	95,000	95,000
26	Hadley	69,000	69,000	69,000
28	Beech Bend Rd	17,000	17,000	17,000
29	Glen Lilly	147,000	151,000	153,000
TOTAL		8,837,000	11,285,000	13,300,000

¹ Jan. 1st, 2019-Dec. 31st, 2019 Actual Demand

TABLE 3

Projected Peak Day Water Demand 2031-2041 (GPD)

DMA No. & Name		2012 ¹ Peaking Factor	2012 ¹ Peak Demand	2019 ¹ Peak Demand	2031 ² Proj. Peak Demand	2041 ² Proj. Peak Demand
01	BG North	1.65	80,100	82,000	96,000	98,000
02	Kelly Vance	2.06	1,316,100	1,372,000	1,412,000	1,412,000
02A	Porter Pike	1.80	396,500	405,000	409,000	417,000
03	Mizpah	1.67	576,600	1,037,000	1,853,000	2,654,000
05	Detour Rd	2.12	394,900	423,000	433,000	433,000
06	Girken	2.02	117,000	181,000	183,000	213,000
07	Richardsville	2.15	284,600	234,000	261,000	261,000
07A	Ben Leo	2.30	147,400	114,000	135,000	135,000
08	Sandhill	2.67	292,500	196,000	330,000	345,000
09	Smiths Grove	2.33	171,700	121,000	193,000	193,000
09A	Oakland	1.95	351,700	299,000	382,000	382,000
10	Hays	2.10	367,200	358,000	556,000	645,000
11	Barren County	3.14	114,200	106,000	165,000	172,000
11S	Cemetery Rd	2.65	706,000	1,121,000	1,121,000	1,121,000
11T	Barrington Manor	3.26	654,300	341,000	493,000	493,000
11U	Drakes Creek	3.80	1,148,700	641,000	1,806,000	2,204,000
12	Bluegrass	1.98	888,400	806,000	1,206,000	1,401,000
13	Plano	2.13	780,500	770,000	1,130,000	1,348,000
15	South Alvaton	2.36	365,500	286,000	474,000	505,000
16	Boyce	2.50	301,500	323,000	323,000	323,000
17	Hwy 240	2.84	196,200	126,000	153,000	153,000
17A	Three Springs	2.54	1,980,200	2,070,000	3,555,000	4,339,000
18	Nashville Rd	1.54	1,134,200	1,885,000	3,356,000	4,405,000
19	Old Hwy 31W South	1.58	357,600	423,000	503,000	585,000
19A	Woodburn	2.87	285,800	221,000	293,000	293,000
20	Grider Pond	2.37	582,000	377,000	582,000	582,000
21	Hwy 68 West	2.14	549,900	434,000	668,000	727,000
22	Rockfield	1.93	269,700	204,000	262,000	262,000
23	Fuqua Rd	1.72	170,500	192,000	192,000	192,000
24	Hwy 231N	1.58	316,000	362,000	446,000	485,000
24A	Morgantown Rd #1	2.24	172,100	177,000	322,000	374,000
25	Morgantown Rd #2	2.27	181,100	212,000	215,000	215,000
26	Hadley	2.35	171,700	144,000	162,000	162,000
28	Beech Bend Rd	3.03	63,900	79,000	79,000	79,000
29	Glen Lilly	1.95	254,600	219,000	294,000	300,000

¹ Actual Peak Demand Data

² Projected Peak Demands

TABLE 4
Summary of Projected Average & Peak Day Demand
2012-2041 by Water Purchase Location (GPD)

	2012 Average Demand	2012 Peaking Factor	2012 Peak Demand	2019 Average Demand	2019 Peak Demand	2031 Average Demand	2031 Peak Demand	2041 Average Demand	2041 Peak Demand
North	2,272,000	1.67	3,788,000	2,613,000	3,664,000	3,276,000	4,652,000	3,825,000	5,432,000
Cemetery Road	4,512,000	2.09	9,420,000	5,528,000	8,440,000	7,251,000	13,508,000	8,668,000	15,875,000
Morgantown Road	565,000	1.89	1,066,000	679,000	887,000	741,000	1,185,000	792,000	1,267,000
Beech Bend Road	21,000	3.05	64,000	17,000	70,000	17,000	79,000	17,000	79,000
System	7,370,000	1.95	14,338,000	8,837,000	13,061,000	11,285,000	19,424,000	13,302,000	22,653,000

REASONS FOR WATER SYSTEM IMPROVEMENTS

System improvements are required due to three primary causes. Some improvements are needed due to an existing system deficiency. Other improvements are required to replace facilities which have reached the end of their service life. Other improvements are required due to increases in customer demand.

There are several situations in which improvements are required due to existing system deficiencies. Redundant facilities are required at critical locations in the system or in locations that have a high risk of damage, such as river crossings. All pump stations in the system are capable of supplying the required demand so that if any one

pump fails, the remaining pump(s) will be able to maintain system operation. If a critical system location is identified that does not have redundancy, facilities should be constructed to provide the necessary back-up.

Replacement of a water main is sometimes necessary when frequent line breaks or leaks are experienced on a particular pipeline. There can be several causes of these failures such as pipe material or quality of installation. Replacement of a main or construction of a parallel main is sometimes required to increase the flow or pressure in an area, or to upgrade the system in an area to accommodate fire flows.

Due to the critical nature of the public water supply, facilities must be replaced as they reach the end of their expected service life. The expected life of a system component varies depending upon the type of facility and material used for construction. For example, water pipelines would generally have a longer service life than the electrical motor on a pump. Facilities which are approaching the end of their service life can be identified by frequent failures, increasing maintenance costs, observed degradation, and/or insufficient size or height.

Some projects have been identified that will increase the overall efficiency of the system. Warren Water always strives to design and construct system additions in the most efficient manner possible. This may result in lower energy costs and/or greater system reliability.

The major factor that necessitates system improvements is increases in customer demand. As the number of customers increase and the total demand on the system becomes larger, the system must keep pace with this growth. Since the rate of growth is not consistent across the entire service area, and the capacity of system components for growth are not the same, each DMA within the system must be

considered individually. Once examined, growth-based improvement projects were identified.

Once all system deficiencies and growth-based needs were recognized, solutions to these issues were identified. Every effort was made to resolve as many deficiencies as possible when developing an improvement project. For example, if a pump station must be replaced because it has reached the end of its service life, the new station was sized to accommodate the projected increases in demand for the area. The location of pump stations were also examined to identify if, due to the construction of new water mains after the construction of the pump station, a more effective location may be selected.

DESCRIPTION OF PROPOSED PROJECTS

General

The projects proposed in this Plan have been evaluated and prioritized by relative importance with respect to time and need. The priority for many projects was based on the time in which the demand is projected to exceed the transmission capacity in a particular area of the system. The projects which involve the replacement of facilities that are projected to reach the end of their service life during the planning period are prioritized based on the time in which the facility is projected to reach the end of its service life.

The proposed projects have been divided into three phases. Phase 1 contains projects which are recommended to be complete between 2022 and 2026. Phase 2 contains projects which are recommended to be complete between 2027 and 2031. Phase 3 is recommended to be completed between 2032 and 2041.

The following information is provided for each project: a brief description of the project, the projected deficiency or other reason the project should be implemented, estimated cost, and recommended time frame for design and construction. All cost projections in this document are indicated in 2021 dollars. A map is enclosed as Appendix C which depicts the location of all proposed projects.

Phase 1 Projects (2022-2026)

Transpark III – Phase 2 (2022)

The local Chamber of Commerce has been very successful at attracting industry to Warren County. Specifically, the Transpark continues to expand. 18,800' of new 12" water line is planned to serve the latest area of Transpark III expansion. The water line will extend from the existing water line at the end of Production Avenue to the existing 12" water line at the intersection of Oakland Road and Freeport Road. A new

2,000,000 gallon composite style elevated tank will also be constructed along this route, approximately 1,800' north-west of the existing Oakland Tank. A new pump station will be needed to fill the proposed tank. The proposed pump station will draw suction from the 16-inch water line at the Mizpah Tank. Water will flow from the pump station to the proposed tank through a loop created by an existing 12" line running along 31-W and Oakland Road, a proposed section of 12" line extended along Mizpah Road to 31-W and the previously mentioned 12" water line. The cost of the project is estimated to be approximately \$6,000,000.

Woodburn Tank Replacement (2022)

Due to its age, condition, and regulatory requirements for removal of the existing paint, the existing Woodburn Tank will reach the end of its service life during the planning period. Due to the lower elevations served since its original construction, a lower tank overflow elevation of 815 feet may be used. The proposed capacity of the tank is 300,000 gallons. The cost of this project is estimated be approximately \$900,000.

Hwy 68 West Elevated Tank (2023)

The existing Hwy 68 West Source is located along Hwy 68 from the William H. Natcher Parkway to Richpond Rockfield Road, and includes surrounding areas. There is a large variance in the elevation from the relatively low areas near the parkway to the higher areas further from Bowling Green. To adequately serve the customers in the higher elevation areas, the Hwy 68 West Tank, which serves this area, must have a relatively high overflow elevation. This causes the pressures closer to Bowling Green to be higher than necessary. In addition, growth has occurred in the lower elevation area and additional storage capacity is needed.

This project consists of the construction of a new 1,000,000 gallon composite elevated storage tank. This configuration will allow the pressures in the lower elevation areas of the existing source to be lowered to more ideal levels and provide additional storage capacity. The existing Hwy 68 West tank will be supplied by a new pump station which will draw suction from the proposed tank.

To facilitate the dividing of this DMA, a proposed 12-inch water main will be constructed from Hwy 68 to the proposed tank. This main will allow the tank to be filled by the existing 68W pump station and will supply water to the lower elevation areas. The existing 68W pump station will also receive significant rehabilitation. The existing main from Hwy 68 to the existing tank will supply the higher elevation areas of the source. A dividing valve will also have to be installed. The projected cost of this project is approximately \$2,700,000.

Smiths Grove Improvements – Phase 1 (2023)

Due to its condition, size, and height, the existing tank serving the Smiths Grove Source is approaching the end of its service life. Rather than constructing a new elevated storage tank adjacent to the existing tank site near the intersection of S. Main and Laurel Streets in Smiths Grove, a site in the next phase of the Kentucky Transpark III will be utilized for a new elevated storage tank. Until this tank is constructed, the water supply for Smiths Grove will come from the Mizpah tank. Water will flow from the Oakland DMA through approximately 10,000 linear feet of proposed 8-inch water main, adjacent to Little Knob Road and Hedge Street, to Smiths Grove. Once in Smiths Grove, the water main will be connected to three existing mains to ensure system reliability and adequate fire protection capabilities throughout the community. To facilitate the required Re-sourcing associated with this project, a 4-inch water line, approximately 2,100 feet in length, is proposed adjacent to Smiths

Grove-Scottsville Road. There will be a new master meter installed near the intersection of Little Knob Road and KY-101. To maintain fire protection on the south side of Smiths Grove, a PRV fed by the Hays DMA will be installed at the intersection of KY-101 and 68/80. The cost of the project is estimated to be approximately \$600,000.

Plano Pump Station Relocation (2023)

The water demand in the Plano area is continuing to grow at a fast pace. In order to avoid constructing more storage capacity in the Greenwood area, the Plano pump station (below grade steel canister style) will be relocated to pull water from the Three Springs tank. It is anticipated that the new location for the Plano Pump station will be adjacent to the existing Greenwood pump station. As part of this project a generator and transfer switches will be added to increase reliability of the three(3) pump station site. The cost of this relocation and electrical upgrade is estimated to be approximately \$600,000.

Greenhill Pump Station Upgrade (2023)

The water demand in the South Alvaton Source is projected to exceed the capacity of the Greenhill Pump Station in the near future. Therefore the pumps must be upgraded to 350 gpm to accommodate the demand through the planning period. VFDs will be added to increase operational flexibility and efficiency. 3,400' of class 160 - 6" pipe will also be replaced with 8" pipe for system reliability and increased capacity. The cost of this upgrade is estimated be approximately \$275,000.

Water Line Replacements - Phase 1 (2026)

The Water District infrastructure has reached the age where certain sections of line are experiencing a frequent number of failures. This project will replace or abandon the top

twenty (20) sections of lines with a high leak history. It is recommended that this project be completed as funding is available. The estimated cost of design and construction of this project is approximately \$1,063,500. The specific sections of water lines to be replaced have been identified in Appendix F.

Table 5 summarizes the Phase 1 projects.

TABLE 5
Phase 1 Project Summary

Item No.	Project Description	Recommended Year for Completion	Project Total
1	Transpark III – Phase 2 18,800 ft of 12" water line 2,000,000 gallon elevated tank & pump station	2022	\$ 6,000,000
2	Woodburn Tank Replacement 300,000 gallon elevated tank	2022	\$ 900,000
3	Hwy 68 West Elevated Tank 1,000,000 gallon elevated tank & pump station	2023	\$ 2,700,000
4	Smiths Grove Improvements – Phase 1 10,000 ft of 8" & 2,100 ft of 4" water line	2023	\$ 600,000
5	Plano Pump Station Relocation & Generator Addition	2023	\$ 600,000
6	Greenhill Pump Station Upgrade 350 gpm pumps, VFDs, & 3,400' of 8" pipe	2023	\$ 275,000
7	Water Line Replacements – Phase 1 Replacement of 20 sections of water line	2026	\$ 1,063,500
PHASE 1 TOTAL			\$ 12,138,500

Phase 2 Projects (2027-2031)

Three Springs Area Transmission Improvements (2027)

This project will increase transmission capacity to the Three Springs Tank. The project consists of approximately 11,000 linear feet of 20-inch water line from a point near the existing Greenwood Pump Station to the Three Springs Tank. The proposed improvements will result in a capacity at the Greenwood No. 2 Pump Station of 7,500 gpm which is reasonably close to the projected required peak flows of the area through the end of the planning period. However, this pump station feeds a large portion of the system with high growth potential and should be monitored closely. The estimated cost of this project is approximately \$2,200,000.

Drakes Creek Pump Station Upgrade (2027)

The water demand from the Drakes Creek Pump Station is projected to exceed the capacity of the station around the year 2027. Therefore the pumps and associated electrical systems at the station must be upgraded to approximately 2,600 gpm to accommodate this demand. No additional transmission piping will be required to accommodate the upgrade. The cost of this upgrade is estimated be approximately \$400,000.

Sandhill Area Improvements (2027)

The Sandhill Tank, a ground storage standpipe, supplies water to the Sandhill area. Due to its location and condition, this tank will require significant maintenance during the planning period. However, rather than incurring the expense associated with maintaining or replacing this tank, the area can be supplied from the existing Girkin Tank. The Girkin Tank has excess capacity compared to the projected demand of the area that it currently serves, and the overflow elevation is the same as the Sandhill

Tank at 856 feet. To facilitate this change in operation a new master meter is proposed at the intersection of Girkin and Mt. Olivet-Girkin Roads.

As a result of this project the expense associated with maintaining or replacing the Sandhill Tank is eliminated. Additionally, since the Sandhill Pump Station will no longer be required to fill the Sandhill Tank, the expense associated with operating and maintaining the pump station will be eliminated. By reducing average water age, water quality will be improved in the northern sections of the Sandhill area. The estimated cost of this project is approximately \$120,000.

Glen Lily Area Improvements (2028)

The area near the intersection of Morgantown Road and Veterans Memorial Lane has experienced substantial growth in recent years. This area and areas to the north along Veterans Memorial Lane are projected to continue this trend for growth. The existing water tank and pump station that serve this area will not be able to accommodate the projected level of growth. For the water system to keep pace with the projected growth, new facilities must be constructed. Additionally, a number of homes near the existing Morgantown Tank experience low pressures due to the elevation of the reservoir.

This project consists of the construction of a new 500,000 gallon ground storage tank to be located north of Glen Lily Road and east of I-165. A new 1,100 gpm pump station will be located near the existing water purchase meter at the intersection of Morgantown and Old Morgantown Roads. To connect the pump station to the tank, a new transmission line is proposed. The transmission line includes approximately 3,000 linear feet of 12-inch water line adjacent to Morgantown Road, from the end of an existing 12-inch water line, to Veterans Memorial Lane. A 12-inch water line will

then continue adjacent to Veterans Memorial Lane and Glen Lily Road to the proposed tank, approximately 9,500 linear feet, with an additional 1,550 linear feet of 8-inch line running to Bill Dedman Road.

The project will also include the construction of a new pump station to be located near the intersection of Morgantown Road and Guinn Court to replace the existing Morgantown No. 2 Pump Station. This pump station will result in a more efficient operation and allow the pressure at homes along Morgantown Road to be increased. Approximately, 2,050 linear feet of 6-inch water line is proposed from Mark Trail to Glen Lily Road to convey water (along with other existing lines) from the proposed tank to the proposed pump station.

An additional improvement associated with this project will be to bring the entire Hwy 231 Source under the influence of the proposed tank. This will be accomplished by lowering the overflow elevation of the proposed tank to 700 feet. The Hwy 231 source is currently served by the BGMU pressure zone. Changes in BGMU's operation, specifically the construction of the "Big Red" Tank and the establishment of a lower pressure zone at the purchase meter, have significantly decreased the pressures in the Hwy 231 Source. Some areas within the source now have a pressure that approaches a level that Warren Water considers to be unacceptably low. To prevent the pressures from rising too high in the lower lying areas of the source, pressure regulators will be installed on meters in some locations.

This project will result in an increased level of service for this area even as it experiences growth. A water main will be constructed adjacent to a significant section of Veterans Memorial Lane which currently has no water service. In addition, pressures in the Hwy 231 Source area will be increased and fire protection capabilities will be enhanced. The overall operational efficiency will be improved for this entire section of the water system. The estimated cost for this project totals \$2,700,000.

Porter Pike Area Improvements – Phase 2 (2029)

The Porter Pike area of Warren County, east of Interstate 65 is currently supplied water through a water main adjacent to Porter Pike. If service is interrupted to this water main, approximately 450 customers are out of service. In addition, the majority of the water mains in this area are dead end mains. Dead end mains are only connected to the system in one location. These mains typically have lower water quality compared to looped water mains.

This project will resolve these issues and provide a greater level of service reliability for customers in this area. A total of 6 separate, relatively short, water mains are proposed, each of which will connect two or more existing mains. The new mains will be constructed adjacent to Red Pond Road, Petty Road, Goshen Church South Road, Bethel Lane, Gotts-Hydro Road, and Carl Jordan Road. The lines will total approximately 14,600 linear feet of 4-inch water line. In addition, two pressure reducing valves will be installed which will provide a backup water supply from the Oakland Source to the portion of the Porter Pike Source east of I-65.

This project will significantly improve the quality of service provided in this area. The water supply will be more reliable and water quality will be improved. This project will also make fire protection available for the first time along approximately 14 miles of roadway. The estimated cost of this project totals \$550,000.

Water Line Replacements - Phase 2 (2030)

This project will replace or abandon the next twenty (20) sections of lines with a high leak history. It is recommended that this project be completed as funding is available. The estimated cost of design and construction of this project is approximately \$4,226,800. The specific sections of water lines to be replaced have been identified in Appendix F. The Phase 2 project scope should be evaluated again in 3 years.

TABLE 6
Phase 2 Project Summary

Item No.	Project Description	Estimated Year for Completion	Project Total
1	Three Springs Transmission Upgrade 11,000' of 20" water main	2027	\$ 2,200,000
2	Drakes Creek Pump Station Upgrade 2,600 gpm pumps	2027	\$ 400,000
3	Sandhill Area Improvements Master meter & tank abandonment	2027	\$ 120,000
4	Glen Lily Area Improvements 500,000 Gallon Ground Storage Reservoir New Morgantown No. 1 PS with Capacity of 1,100 gpm New Morgantown No. 2 PS with Capacity of 250 gpm Meter Regulator Installations 3,000 ft of 12" WL on Morgantown Rd 8,350 ft of 12" WL on Veterans Mem. Ln & Glen Lilly Rd 1,100 ft of 12" WL from Glen Lilly Rd. to Tank Site 1,550 ft of 8" WL Glen Lily Rd 2,050 ft of 6" WL from Mark Trail to Glen Lily Rd	2028	\$ 2,700,000
5	Porter Pike Area Improvements – Phase 2 3,200 ft of 4" WL on Red Pond Rd 2,200 ft of 4" WL on Petty Rd 4,200 ft of 4" WL on Bethel Ln 1,700 ft of 4" WL on Goshen Church South Rd 1,400 ft of 4" WL on Gotts-Hydro Rd 1,900 ft of 4" WL on Carl Jordan Rd (2) PRV Stations	2029	\$ 550,000
6	Water Line Replacements – Phase 2 Replacement of 20 sections of water line	2030	\$4,226,800
PHASE 2 TOTAL			\$ 10,196,800

Phase 3 Projects (2032-2041)

Nashville Road / 68W Pump Station Suction Upgrade (2032)

Both the Nashville Road pump station and the 68W pump station have a section of 12" Asbestos Cement (AC) water line as part of there transmission system. AC line of this vintage is approaching the end of its useful life. This section of line is critical to the operation of both stations. The 12" line is also a hydraulic bottle neck for the Nashville Road pump station. This line will be replaced with 2,500' of 20" DIP to increase system reliability and capacity. The cost of this upgrade is estimated to be approximately \$630,000.

Old Scottsville Road Area Improvements (2033)

The existing Drakes Creek Source has experienced a very high rate of growth over the past two decades and growth in this area is projected to continue in the future. This project will increase the storage capacity in this area with the construction of a proposed 500,000 gallon elevated storage tank. The proposed tank will serve a new DMA which will be created from the southwestern portion of the Drakes Creek DMA and the Olde Stone development which is currently supplied from the Plano DMA.

The proposed tank will draw water from the Pleasant Hill Tank through a proposed control valve to be located near the intersection of Pleasant Hill and Old Greenhill Roads. In addition to the improvements to the storage facilities in the area, approximately 17,400 feet of 12-inch water main will be constructed adjacent to Greathouse and Old Scottsville Roads to supply adequate flow and pressures to areas of projected growth within the new Source. When implementing this project, construction of three 6-inch water mains will be required to maintain existing fire protection throughout the area. Approximately 80 linear feet will be installed at the

intersection of Old Greenhill and Old Scottsville Roads, approximately 1,000 linear feet will be installed adjacent to Roy Thomas Road, and approximately 2,800 linear feet will be installed adjacent to Old Scottsville Road near Carver Lane. The estimated cost of this project is approximately \$2,700,000.

Hays Pump Station Upgrade (2033)

The water demand from the Hays Pump Station is projected to exceed the capacity of the station around the year 2033. Therefore the pumps and associated electrical systems at the station must be upgraded to approximately 570 gpm to accommodate this demand. No additional transmission piping will be required to accommodate the upgrade. The cost of this upgrade is estimated be approximately \$150,000.

High Service Pump Station Upgrade (As needed)

The High Service Pump Station, located at the BGMU WTP, supplies water to the southwestern half of the system. This station transports approximately 63% of the total water distributed by WCWD. The station has been upgraded twice in the last ten years. The current capacity will satisfy the systems needs through 2031 and will be close to satisfying the system needs through the planning period. The station capacity verses system needs should be evaluated again in 2031.

TABLE 7

Phase 3 Project Summary

Item No.	Project Description	Estimated Year for Completion	Project Total
1	Nashville Road / 68W Pump Station Suction Upgrade 2500' of 20" water line	2032	\$ 630,000
2	Old Scottsville Road Area Improvements 500,000 Gallon Elevated Storage Tank	2033	\$ 2,700,000
3	Hays Pump Station Upgrade 570 gpm pumps	2033	\$ 150,000
PHASE 3 TOTAL			\$ 3,480,000

CAPITAL IMPROVEMENT PLAN SUMMARY

The proposed Capital Improvement Plan is summarized generally in Table 9. The various phases of construction will allow Warren Water to keep pace with the projected increases in system demand throughout the service area. The capital projects will also allow Warren Water to maintain storage capacity above the average daily demand throughout the planning period. This will ensure a high level of service reliability, and fulfill the requirements of the Kentucky PSC regarding storage capacity. However, increasing storage capacity must be considered carefully. Excess storage capacity can result in a decrease in water quality. As water quality regulatory requirements continue to increase, Warren Water must strike a balance between emergency capacity and water quality. Careful planning and operation can result in a system that can operate effectively, even during emergencies, while maintaining the highest standards for water quality.

The proposed improvements will enhance Warren Water's ability to attract and support residential, commercial, and industrial development; meet fire protection standards more readily; and increase reliability throughout the water system.

TABLE 9

Overall Capital Improvement Plan Summary

Item No.	Category Description	Estimated Year for Completion	Project Total
1	Phase 1 Projects Total	2026	\$ 12,138,500
2	Phase 2 Projects Total	2031	\$ 10,196,800
3	Phase 3 Projects Total	2041	\$ 3,480,000
CIP TOTAL			\$ 25,815,300

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-19

Responding Witness: Jeff Peeples

Q 1-19. Provide a copy of Warren District's depreciation schedule for 2023 and any additions throughout 2024. The schedule should include a list of all facilities by account number, service life and accrual rate for each plant item, the methodology that supports the schedule, and the date the schedule was last updated.

A 1-19. Filed separately as **Exhibit_1-19** is an Excel spreadsheet with three tabs: a depreciation schedule for 2023, a depreciation schedule as of June 30, 2024, and a summary of both depreciation schedules. Please note on the tab labeled "June 2024 Depreciation Schedule" that the Column "Current YTD" represents the depreciation accrued since January 1, 2024. **It does not represent normalized depreciation for Water Division assets, including post-test period additions. The District will furnish this information upon request.**

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-20

Responding Witness: Jacob Cuarta

Q 1-20. Provide detailed descriptions of all early retirement plans or other staff reduction programs Warren District has offered or intends to offer its employees during the test year. Include all cost-benefit analyses associated with these programs.

A 1-20. Warren District did not have any early retirement plans or other staff reduction programs during the test year and has no plans to implement such programs.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-21

Responding Witness: Jacob Cuarta

Q 1-21. For the three most recent calendar years and the test year if it is not one of the three most recent calendar years, provide a schedule reflecting the job title, duties and responsibilities of each executive officer, the number of employees who report to each officer, and to whom each officer reports, and the percentage annual increase and the effective date of each increase. For employees elected to executive officer status since the test year in Warren District's most recent rate case, provide the salaries for the persons they replaced.

A 1-21. Warren District does not have any executive officers unless its five (5) Commissioners are considered as executive officers. See the Response to Question No. 1-1h for the amount paid to each Commissioner for the three (3) most recent calendar years.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-22

Responding Witness: Jacob Cuarta

Q 1-22. Provide all current labor contracts and the most recent labor contracts previously in effect.

A 1-22. Warren District has no written union or labor contracts.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-23

Responding Witness: Jeff Peeples

Q 1-23. For each employee group, state the amount, percentage increase, and effective dates for general wage increases and, separately, for merit increases granted in the past two calendar years and the test year if it is not a recent calendar year.

A 1-23. Warren District employees receive cost of living adjustments ("COLA") and merit increases annually. The COLA is made on January 1st based upon the Consumer Price Index ("CPI") for the twelve-month period ending October 31st. Employees are eligible for merit increases based upon job performance on the anniversary of their hire date.

Both COLA and merit increases are included in Warren District's budget approved by the November Board of Commissioners meeting for the upcoming year.

Information regarding the District's COLA and merit adjustments granted in 2022, 2023, and 2024 is shown on the two tables below for all of the District's employees and for the District's Water Division employees, respectively:

Cost of Living Adjustment & Merit Increases
Warren County Water District - All Employees

Budget Year	Budget Approved	Cost of Living		Merit
		Budgeted %	Budgeted \$	Budgeted \$
2022	11/23/2021	5.92%	\$ 222,300	\$ 75,575
2023	11/23/2022	7.59%	\$ 316,571	\$ 81,280
2024	11/29/2023	3.45%	\$ 162,917	\$ 93,046

Cost of Living Adjustment & Merit Increases
Warren County Water District - Water Division

Budget Year	Budget Approved	Cost of Living		Merit
		Budgeted %	Budgeted \$	Budgeted \$
2022	11/23/2021	5.92%	\$ 143,174	\$ 48,675
2023	11/23/2022	7.59%	\$ 200,200	\$ 52,344
2024	11/29/2023	3.45%	\$ 109,682	\$ 59,821

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-24

Responding Witness: Jeff Peeples

Q 1-24. Provide a listing of all health care plan categories, dental plan categories, and vision plan categories available to corporate officers individually and to groups defined as Directors, Managers, Supervisors, Exempt, Non-Exempt, Union, and Non-Union Hourly employees (e.g., single, family, etc.). Include the associated employee contribution rates and employer contribution rates of the total premium cost for each category, and each plan's deductible(s) amounts.

A 1-24. The same medical, dental, and vision insurance plans are offered to all full-time employees. The District does not offer medical, dental, or vision insurance benefits to its Board of Commissioners. Warren District has no Directors and its employees are not represented by a labor union. The plan categories offered for medical, dental, and vision are: (1) Employee Only; (2) Employee and Spouse; (3) Employee and Child; and (4) Family.

Warren District pays seventy (70) percent of the premiums for medical and prescription insurance. Employees are responsible for thirty (30) percent of the cost. The in-network deductibles are \$3,200 for single plans and \$6,400 for family plans. The out-of-network deductibles are \$9,600 for single plans and \$19,200 for family plans.

Warren District pays seventy (70) percent of the monthly premium costs for dental insurance. Employees are responsible for thirty (30) percent of the cost. The in-network deductibles are \$50 for single plans and \$150 for family plans.

Employees are responsible for 100 percent of the cost of vision insurance. The vision insurance plans do not have a deductible.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-25

Responding Witness: Jeff Peeples

Q 1-25. Provide a listing of all life insurance plan categories available to corporate officers individually and to groups defined as Directors, Managers, Supervisors, Exempt, Non-Exempt, Union, and Non-Union Hourly employees. Include the associated employee contribution rates and employer contribution rates of the total premium cost for each plan category.

A 1-25. Warren District pays 100 percent of the premium cost for term life insurance for each of its employees. The District's plan provides coverage equal to an employee's annual base salary rounded to the nearest thousand dollars and multiplied by two. It does not provide any additional life insurance coverage for its General Manager or other supervisory employees. The District does not offer life insurance benefits to its Board of Commissioners. None of the District's employees are represented by a labor union.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-26

Responding Witness: Jeff Peeples

Q 1-26. Provide a listing of all retirement plans available to corporate officers individually and to groups defined as Directors, Managers, Supervisors, Exempt, Non-Exempt, Union, and Non-Union Hourly employees. Include the associated employee contribution rates, if any, and employer contribution rates of the total cost for each plan category.

A 1-26. Warren District has no Corporate Officers, Directors, or Union employees.

The District does not offer retirement benefits to its Board of Commissioners. All full-time employees are eligible to participate in Warren District's offering of retirement plans, which include a pension program through the National Rural Electric Cooperative Association Retirement Security Plan ("R&S Plan") and a 401(a)/457(b) Plan. See the Response to Question No. 1-3 for a description of these retirement plans and the associated employer and employee contribution rates.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-27

Responding Witness: Jeff Peeples

Q 1-27. State whether Warren District, through an outside consultant or otherwise, performed a study or survey to compare its wages, salaries, benefits, and other compensation to those of other utilities in the region, or to other local or regional enterprises.

27a. If comparisons were performed, provide the results of the study or survey, including all workpapers and discuss the results of such comparisons. State whether any adjustments to wages, salaries, benefits, and other compensation in the rate application are consistent with the results of such comparisons.

27b. If comparisons were not performed, explain why such comparisons were not performed.

A 1-27.

27a. In 2020, the District's management staff performed a Compensation Evaluation for the primary purpose of restructuring its antiquated grade/step wage and salary system, which was developed in the 1980s and had changed little over the past four decades. The existing system did not promote or reward performance—the District had employees reaching their maximum compensation grade in four years or less. The management staff was also

concerned that the wage and salary system was not competitive with other local utilities, as the District had experienced employees leaving for other utilities. With that, management staff's goal was to develop a market-based wage and salary system that would be competitive with other employers of this rapidly growing region of Kentucky while meeting the long-range business goals of the District.

To perform the Compensation Evaluation, the District established a baseline of 2019 and reviewed data presented in (1) the 2019 Kentucky Rural Water Association ("KRWA") Salary Survey for Districts over 5,000 customers and Municipals over 5,000 customers; and (2) the 2019 American Water Works Association ("AWWA") Salary Survey for mid-size utilities. Data from the Bureau of Labor Statistics, Indeed.com, Salary.com, Zippia.com, and Payscale.com were considered as needed.

Utilizing the data, a midpoint wage was established for each of the District's employee positions. Using guidelines from the Society of Human Resource Managers ("SHRM"), the District established a position pay range of 40% (20% below midpoint, 20% above midpoint). The District then adjusted the 2019 wage data using the

Consumer Price Index for All Urban Consumers (“CPI-U”) to establish the 2021 Salary Structure. Each subsequent year, the Salary Structure is adjusted utilizing the annual CPI-U.

Wage levels for new employee positions or position changes are evaluated by the District’s management staff with midpoints and ranges established consistently with the results of the Compensation Evaluation. The wage, salary, and benefit expenses and adjustments included in this rate application are consistent with the results of the Compensation Evaluation and the policies adopted by the District.

The worksheets used in the analysis, attached as **Attachment 1-27a**, include a salary data analysis, a comparison of benefits offered by the competing utilities in Warren County, and a Benchmark Comparison Matrix that identifies key benchmarks such as cost of salary, wages, and benefits per customer for Kentucky water utilities.

Based on the Compensation Evaluation, the following changes were recommended to the Board of Commissioners on October 27, 2020 and approved on November 24, 2020:

Operating Policy 110 – Reporting Time and Payroll Practices

- Changed to 8 hours the amount of Personal Leave that can be used for rest period

Operating Policy 111 – Salary & Wage Administration

- Removed reference to grade & step system
- Referenced using surveys including KRW & AWW to set position compensation
- Established merit increases that would be 0-4% normally
- Changed COLA to annually based on CPI-U
- Established incentives for certifications/licensing for Distribution (III or IV 2%), Treatment (I or II 1% III or IV 2%), Collection (III or IV 2%), Meter Testing (1%), & CDL (1%)

Operating Policy 112 – Leave Regulations

- Established three tiers for annual leave (0 to 14 years - 120 hours; 15 to 24 years - 140 hours; over 25 years -160 hours)
- Removed 520-hour restriction to use personal leave
- Established that up to 40 hours of personal leave can be used annually for the care or death of immediate family
- Increased wellness awards to \$150 and \$75
- Updated FMLA policy to align with current regulatory requirements

Operating Policy 113 – Holidays

- Deleted Safety Holiday and added the day after Thanksgiving

Operating Policy 114 – Benefit Plans

- Referenced Health Spending Account (HSA) that has been in place since 2013
- Removed outdated offerings (cancer policy, Homestead Fund, Whole Life)

27b. Not applicable. See the Response to Question No. 1-27a.

Attachment 1-27a

Wage and Benefit Study Workpapers

WAGES AND SALARIES FOR WARREN COUNTY WATER DISTRICT

January 1, 2020

Grade	===== Hourly Rates =====					===== Bi-weekly =====		Annual Minimum	Annual Maximum
	Step 1	Step 2	Step 3	Step 4	Step 5	Minimum	Maximum		
1c	\$10.37	\$10.92	\$11.41	\$11.95	\$12.46	\$829.60	\$996.80	\$21,569.60	\$25,916.80
1b	\$11.46	\$12.10	\$12.63	\$13.21	\$13.78	\$916.80	\$1,102.40	\$23,836.80	\$28,662.40
1a	\$12.63	\$13.25	\$13.92	\$14.54	\$15.17	\$1,010.40	\$1,213.60	\$26,270.40	\$31,553.60
2	\$13.85	\$14.67	\$15.24	\$15.93	\$16.66	\$1,108.00	\$1,332.80	\$28,808.00	\$34,652.80
3	\$15.12	\$15.87	\$16.68	\$17.46	\$18.17	\$1,209.60	\$1,453.60	\$31,449.60	\$37,793.60
4	\$16.44	\$17.31	\$18.07	\$19.04	\$19.80	\$1,315.20	\$1,584.00	\$34,195.20	\$41,184.00
5	\$17.81	\$18.82	\$19.61	\$20.61	\$21.58	\$1,424.80	\$1,726.40	\$37,044.80	\$44,886.40
6	\$19.23	\$20.33	\$21.30	\$22.37	\$23.33	\$1,538.40	\$1,866.40	\$39,998.40	\$48,526.40
7	\$20.72	\$21.89	\$22.97	\$24.08	\$25.26	\$1,657.60	\$2,020.80	\$43,097.60	\$52,540.80
8	\$22.37	\$23.62	\$24.79	\$25.96	\$27.19	\$1,789.60	\$2,175.20	\$46,529.60	\$56,555.20
9	\$23.99	\$25.31	\$26.61	\$27.88	\$29.22	\$1,919.20	\$2,337.60	\$49,899.20	\$60,777.60
10	\$25.60	\$27.05	\$28.52	\$29.95	\$31.30	\$2,048.00	\$2,504.00	\$53,248.00	\$65,104.00
11	\$27.33	\$28.93	\$30.43	\$32.00	\$33.56	\$2,186.40	\$2,684.80	\$56,846.40	\$69,804.80
12	\$29.20	\$30.94	\$32.52	\$34.11	\$35.80	\$2,336.00	\$2,864.00	\$60,736.00	\$74,464.00
13	\$31.10	\$32.80	\$34.60	\$36.39	\$38.16	\$2,488.00	\$3,052.80	\$64,688.00	\$79,372.80
14						\$2,638.22	\$3,248.09	\$68,593.72	\$84,450.34
15						\$2,796.80	\$3,447.23	\$72,716.80	\$89,627.98
16						\$2,959.02	\$3,655.56	\$76,934.52	\$95,044.56
17						\$3,125.17	\$3,869.82	\$81,254.42	\$100,615.32
18						\$3,298.76	\$4,090.92	\$85,767.76	\$106,363.92
19						\$3,474.67	\$4,318.71	\$90,341.42	\$112,286.46
20						\$3,654.33	\$4,550.72	\$95,012.58	\$118,318.72
21						\$3,841.53	\$4,792.06	\$99,879.78	\$124,593.56
22						\$4,028.77	\$5,038.40	\$104,748.02	\$130,998.40
23						\$4,232.47	\$5,304.03	\$110,044.22	\$137,904.78
24						\$4,446.41	\$5,583.71	\$115,606.66	\$145,176.46
25						\$4,671.24	\$5,878.05	\$121,452.24	\$152,829.30
26						\$4,907.44	\$6,187.89	\$127,593.44	\$160,885.14
27						\$5,155.56	\$6,514.10	\$134,044.56	\$169,366.60
28						\$5,416.24	\$6,857.48	\$140,822.24	\$178,294.48

Detailed Position Analysis

9/17/2020

All Amounts based on Jan 1, 2019

All Amounts based on Jan 1, 2019	Current WCWD System				KRWLA All Utilities (132)			KRWLA District's > 5,000 Cust (22)			KRWLA Muni's > 5,000 Cust (17)			KRWLA Muni's > 5,000 (No LWC)			AWWA		Allocation			Midpoint Salary			Other Salary Survey Information										
	Position	Grade	Low	Mid	High	Low	Avg	High	Low	Avg	High	Low	Avg	High	Low	Avg	High	Pos. ID	All Utilities	KYTN Utilities	KYTN % of All	Districts- 5,000	Muni's- 5,000	AWWA KYTN	Calculated	% of Current	Use	Comments	Zippla	Glassdoor	Salary.com	Payscale.com	Indeed	BLS	Other Avg
Cashier/Service Clerk (WC) Part Time	1	\$25,813	\$28,403	\$30,992	\$16,640	\$36,193	\$72,925	\$18,720	\$31,841	\$56,618	\$17,194	\$40,217	\$72,925	\$25,480	\$35,881	\$57,262					50.0%	50.0%	0.0%	\$33,861	119.2%	\$28,000	Adjusted based on PT Status								
Cashier/Service Clerk (BC) Part-Time	1	\$25,813	\$28,403	\$30,992	\$16,640	\$36,193	\$72,925	\$18,720	\$31,841	\$56,618	\$17,194	\$40,217	\$72,925	\$25,480	\$35,881	\$57,262					50.0%	50.0%	0.0%	\$33,861	119.2%	\$30,000	Adjusted based on PT Status								
Cashier/Service Clerk	2	\$28,309	\$31,180	\$34,050	\$16,640	\$36,193	\$72,925	\$18,720	\$31,841	\$56,618	\$17,194	\$40,217	\$72,925	\$25,480	\$35,881	\$57,262					50.0%	50.0%	0.0%	\$33,861	108.6%	\$33,000									
Operations Clerk	1	\$25,813	\$28,403	\$30,992	\$16,640	\$36,193	\$72,925	\$18,720	\$31,841	\$56,618	\$17,194	\$40,217	\$72,925	\$25,480	\$35,881	\$57,262					50.0%	50.0%	0.0%	\$33,861	119.2%	\$33,000									
Applications Clerk	3	\$30,888	\$34,008	\$37,128	\$16,640	\$36,193	\$72,925	\$18,720	\$31,841	\$56,618	\$17,194	\$40,217	\$72,925	\$25,480	\$35,881	\$57,262					50.0%	50.0%	0.0%	\$33,861	99.6%	\$35,000	Adj. up based on responsibilities.								
Cashier/Service Clerk (SC)	3	\$30,888	\$34,008	\$37,128	\$16,640	\$36,193	\$72,925	\$18,720	\$31,841	\$56,618	\$17,194	\$40,217	\$72,925	\$25,480	\$35,881	\$57,262					50.0%	50.0%	0.0%	\$33,861	99.6%	\$37,000	Adj. up for remote location								
Administrative Assistant	4	\$33,613	\$37,045	\$40,477																	34.0%	33.0%	33.0%	-	0.0%	\$37,000	Based on Indeed Avg		\$38,414	\$39,629	\$37,315	\$39,850	\$38,802		
BC Office Coordinator	5	\$38,635	\$42,719	\$46,803																	34.0%	33.0%	33.0%	-	0.0%	\$37,000	Set based on responsibilities								
Water Quality Technician	5	\$36,421	\$40,269	\$44,117	\$16,640	\$30,093	\$50,000	\$20,800	\$30,553	\$40,976	\$18,720	\$33,799	\$50,000				D120	\$42,000	\$40,452		0.0%	0.0%	100.0%	\$40,452	100.5%	\$40,000									
Accounting Clerk/AP	6	\$39,312	\$43,503	\$47,694	\$16,640	\$36,193	\$72,925	\$18,720	\$31,841	\$56,618	\$17,194	\$40,217	\$72,925	\$25,480	\$35,881	\$57,262	A210	\$48,755	\$42,250	86.7%	0.0%	50.0%	50.0%	\$39,066	89.8%	\$40,000	Adj. up based on other survey	\$36,220	\$40,129	\$39,183	\$38,650	\$37,225	\$41,230	\$38,773	
AMR/AMI Technician	5	\$36,421	\$40,269	\$44,117	\$19,615	\$34,326	\$61,070	\$20,800	\$29,767	\$42,619	\$27,000	\$39,706	\$61,070	\$27,000	\$33,269	\$61,070					0.0%	100.0%	0.0%	\$39,706	98.6%	\$40,000	Adj. up based on Munis								
Collector/Utilityperson	5	\$36,421	\$40,269	\$44,117																	34.0%	33.0%	33.0%	-	0.0%	\$40,000	Set based on ex. Classification								
Meterperson	5	\$36,421	\$40,269	\$44,117																	34.0%	33.0%	33.0%	-	0.0%	\$40,000	Set based on ex. Classification								
Leak Detection Technician	6	\$39,312	\$43,503	\$47,694	\$20,613	\$45,536	\$70,409	\$23,920	\$38,928	\$49,504	\$21,840	\$51,221	\$70,409	\$21,840	\$39,334	\$63,586	D260	\$43,893	\$42,276		0.0%	0.0%	100.0%	\$42,276	97.2%	\$42,000									
Wastewater Technician	5	\$36,421	\$40,269	\$44,117	\$22,984	\$38,001	\$60,070	\$24,440	\$33,515	\$43,264	\$22,984	\$40,034	\$60,070	\$22,984	\$40,034	\$60,070	D220	\$51,667	\$53,019	102.6%	34.0%	33.0%	33.0%	\$42,103	104.6%	\$42,000									
Treat. Plant & Dist. System Operator	6	\$39,312	\$43,503	\$47,694	\$17,388	\$39,781	\$80,226	\$24,960	\$38,846	\$55,640	\$19,760	\$46,633	\$80,226	\$19,760	\$41,797	\$80,226	T210	\$50,000	\$42,660	85.3%	34.0%	33.0%	33.0%	\$42,674	98.1%	\$44,000	Midpoint used all Muni's & Distrib								
Repairperson/Operator	5	\$36,421	\$40,269	\$44,117	\$26,000	\$42,895	\$64,210	\$26,728	\$39,895	\$64,210	\$26,000	\$46,997	\$59,987	\$26,000	\$38,437	\$54,038					50.0%	50.0%	0.0%	\$43,446	107.9%	\$44,000	survey based on equip. operator								
Engineering Technician	7	\$42,370	\$46,998	\$51,626	\$32,136	\$54,879	\$92,862	\$43,500	\$50,250	\$67,700	\$32,136	\$55,517	\$92,862	\$32,136	\$40,595	\$56,243					50.0%	50.0%	0.0%	\$45,423	96.6%	\$46,000									
Construction Inspector	5	\$36,421	\$40,269	\$44,117	\$32,136	\$54,879	\$92,862	\$43,500	\$50,250	\$67,700	\$32,136	\$55,517	\$92,862	\$32,136	\$40,595	\$56,243					50.0%	50.0%	0.0%	\$45,423	112.8%	\$46,000									
AMR/AMI Technician, Lead	7	\$42,370	\$46,998	\$51,626	\$19,615	\$34,326	\$61,070	\$20,800	\$29,767	\$42,619	\$27,000	\$39,706	\$61,070	\$27,000	\$33,269	\$61,070					0.0%	100.0%	0.0%	\$39,706	84.5%	\$46,000	Adj. up based on responsibilities								
Lead Leak Detection Technician	7	\$42,370	\$46,998	\$51,626	\$20,613	\$45,536	\$70,409	\$23,920	\$38,928	\$49,504	\$21,840	\$51,221	\$70,409	\$21,840	\$39,334	\$63,586	D260	\$43,893	\$42,276		0.0%	0.0%	100.0%	\$42,276	90.0%	\$46,000	Adj. up based on responsibilities								
Serviceperson	7	\$42,370	\$46,998	\$51,626	\$20,613	\$45,536	\$70,409	\$23,920	\$38,928	\$49,504	\$21,840	\$51,221	\$70,409	\$35,464	\$45,062	\$67,642	T160	\$51,823	\$56,175	108.4%	34.0%	33.0%	33.0%	\$46,644	99.2%	\$47,000									
Accountant	8	\$45,718	\$50,648	\$55,578	\$29,000	\$46,085	\$75,566	\$31,242	\$39,532	\$48,152	\$36,712	\$52,983	\$75,566	\$36,712	\$55,068	\$69,602	A220	\$56,722	\$66,872	100.3%	34.0%	33.0%	33.0%	\$50,381	99.5%	\$50,000									
GIS Technician	5	\$36,421	\$40,269	\$44,117	\$30,992	\$58,464	\$85,565	\$33,000	\$43,501	\$61,502	\$30,992	\$61,456	\$85,565	\$30,992	\$59,321	\$80,704	D250	\$66,331	\$71,310	107.5%	34.0%	33.0%	33.0%	\$57,899	143.8%	\$54,000									
AMR/AMI Supervisor	9	\$49,026	\$54,382	\$59,738	\$28,184	\$56,144	\$118,675	\$28,184	\$49,747	\$58,614	\$31,824	\$60,372	\$118,675	\$31,824	\$44,179	\$64,521					50.0%	50.0%	0.0%	\$55,060	101.2%	\$54,000									
Construction Coordinator	9	\$49,026	\$54,382	\$59,738																	34.0%	33.0%	33.0%	-	0.0%	\$54,000	Set based on ex. Classification								
Construction Foreman	9	\$49,026	\$54,382	\$59,738	\$25,688	\$51,948	\$111,465	\$43,618	\$55,184	\$69,451	\$35,214	\$62,047	\$111,465	\$35,214	\$51,840	\$70,221	D270	\$54,000	\$47,621	88.2%	50.0%	50.0%	0.0%	\$53,512	98.4%	\$54,000									
Customer Service Coordinator	8	\$45,718	\$50,648	\$55,578														A160	\$67,162	\$64,687		0.0%	0.0%	100.0%	\$64,687	127.7%	\$54,000	Adj. dn based on Indeed avg					\$46,915	\$55,801	
Customer Service/Operations Coordinator	8	\$45,718	\$50,648	\$55,578														A160	\$67,162	\$64,687		0.0%	0.0%	100.0%	\$64,687	127.7%	\$54,000	Adj. dn based on Indeed avg							
Distribution System Coordinator- S.C.	9	\$49,026	\$54,382	\$59,738	\$19,760	\$54,386	\$98,260	\$37,648	\$50,649	\$63,357	\$40,518	\$63,528	\$98,260	\$40,518	\$56,269	\$75,845	D140	\$59,006	\$52,980	89.8%	34.0%	33.0%	33.0%	\$53,273	98.0%	\$54,000									
IT Technician	9	\$49,026	\$54,382	\$59,738	\$44,625	\$82,395	\$185,297				\$44,625	\$82,395	\$185,297	\$46,821	\$58,258	\$69,642	A300	\$49,989	\$48,147		0.0%	67.0%	33.0%	\$54,921	101.0%	\$54,000									
Wastewater System Foreman	9	\$49,026	\$54,382	\$59,738	\$42,640	\$54,418	\$79,180				\$42,640	\$54,418	\$79,180	\$42,640	\$54,418	\$79,180					0.0%	100.0%	0.0%	\$54,418	100.1%	\$54,000									
Water Accountability Supervisor	9	\$49,026	\$54,382	\$59,738	\$19,760	\$54,386	\$98,260	\$37,648	\$50,649	\$63,357	\$40,518	\$63,528	\$98,260	\$40,518	\$56,269	\$75,845					50.0%	50.0%	0.0%	\$53,459	98.3%	\$54,000									
Accounting Supervisor- Customer Account	10	\$52,333	\$58,157	\$63,981														A230	\$66,837	\$63,810	95.5%	0.0%	0.0%	100.0%	\$63,810	109.7%	\$60,000	Adj. dn based on other survey	\$59,830			\$61,042	\$65,403	\$62,092	
Accounting Supervisor- Financial Reportin	10	\$52,333	\$58,157	\$63,981														A230	\$66,837	\$63,810	95.5%	0.0%	0.0%	100.0%	\$63,810	109.7%	\$60,000	Adj. dn based on other survey	\$59,830			\$61,042	\$65,403	\$62,092	
Billing & Customer Service Supervisor	12	\$59,696	\$66,435	\$73,174	\$17,580	\$45,142	\$83,283	\$																											

Proposed Compensation Plan

All Amounts based on Jan 1, 2019

Position	Current WCWD System				Proposed WCWD System					Comparison		
	Grade	Low	Mid	High	Minimum	25th Percentile	Mid-Point	75th Percentile	Maximum	Min/Low	MidPT/Mid	Max/High
Cashier/Service Clerk (WC) Part Time	1	\$ 25,813	\$ 28,403	\$ 30,992	\$ 22,400	\$ 25,200	\$ 28,000	\$ 30,800	\$ 33,600	87%	99%	108%
Cashier/Service Clerk (BC) Part-Time	1	\$ 25,813	\$ 28,403	\$ 30,992	\$ 24,000	\$ 27,000	\$ 30,000	\$ 33,000	\$ 36,000	93%	106%	116%
Cashier/Service Clerk	2	\$ 28,309	\$ 31,180	\$ 34,050	\$ 26,400	\$ 29,700	\$ 33,000	\$ 36,300	\$ 39,600	93%	106%	116%
Operations Clerk	1	\$ 25,813	\$ 28,403	\$ 30,992	\$ 26,400	\$ 29,700	\$ 33,000	\$ 36,300	\$ 39,600	102%	116%	128%
Applications Clerk	3	\$ 30,888	\$ 34,008	\$ 37,128	\$ 28,000	\$ 31,500	\$ 35,000	\$ 38,500	\$ 42,000	91%	103%	113%
Cashier/Service Clerk (SC)	3	\$ 30,888	\$ 34,008	\$ 37,128	\$ 29,600	\$ 33,300	\$ 37,000	\$ 40,700	\$ 44,400	96%	109%	120%
Administrative Assistant	4	\$ 33,613	\$ 37,045	\$ 40,477	\$ 29,600	\$ 33,300	\$ 37,000	\$ 40,700	\$ 44,400	88%	100%	110%
BC Office Coordinator	5	\$ 38,635	\$ 42,719	\$ 46,803	\$ 29,600	\$ 33,300	\$ 37,000	\$ 40,700	\$ 44,400	77%	87%	95%
Water Quality Technician	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	88%	99%	109%
Accounting Clerk/AP	6	\$ 39,312	\$ 43,503	\$ 47,694	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	81%	92%	101%
AMR/AMI Technician	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	88%	99%	109%
Collector/Utilityperson	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	88%	99%	109%
Meterperson	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	88%	99%	109%
Leak Detection Technician	6	\$ 39,312	\$ 43,503	\$ 47,694	\$ 33,600	\$ 37,800	\$ 42,000	\$ 46,200	\$ 50,400	85%	97%	106%
Wastewater Technician	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 33,600	\$ 37,800	\$ 42,000	\$ 46,200	\$ 50,400	92%	104%	114%
Treat. Plant & Dist. System Operator	6	\$ 39,312	\$ 43,503	\$ 47,694	\$ 35,200	\$ 39,600	\$ 44,000	\$ 48,400	\$ 52,800	90%	101%	111%
Repairperson/Operator	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 35,200	\$ 39,600	\$ 44,000	\$ 48,400	\$ 52,800	97%	109%	120%
Engineering Technician	7	\$ 42,370	\$ 46,998	\$ 51,626	\$ 36,800	\$ 41,400	\$ 46,000	\$ 50,600	\$ 55,200	87%	98%	107%
Construction Inspector	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 36,800	\$ 41,400	\$ 46,000	\$ 50,600	\$ 55,200	101%	114%	125%
AMR/AMI Technician, Lead	7	\$ 42,370	\$ 46,998	\$ 51,626	\$ 36,800	\$ 41,400	\$ 46,000	\$ 50,600	\$ 55,200	87%	98%	107%
Lead Leak Detection Technician	7	\$ 42,370	\$ 46,998	\$ 51,626	\$ 36,800	\$ 41,400	\$ 46,000	\$ 50,600	\$ 55,200	87%	98%	107%
Serviceperson	7	\$ 42,370	\$ 46,998	\$ 51,626	\$ 37,600	\$ 42,300	\$ 47,000	\$ 51,700	\$ 56,400	89%	100%	109%
Accountant	8	\$ 45,718	\$ 50,648	\$ 55,578	\$ 40,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 60,000	87%	99%	108%
GIS Technician	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	119%	134%	147%
AMR/AMI Supervisor	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	88%	99%	108%
Construction Coordinator	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	88%	99%	108%
Construction Foreman	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	88%	99%	108%
Customer Service Coordinator	8	\$ 45,718	\$ 50,648	\$ 55,578	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	94%	107%	117%
Customer Service/Operations Coordinator	8	\$ 45,718	\$ 50,648	\$ 55,578	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	94%	107%	117%
Distribution System Coordinator- S.C.	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	88%	99%	108%
IT Technician	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	88%	99%	108%
Wastewater System Foreman	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	88%	99%	108%
Water Accountability Supervisor	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 43,200	\$ 48,600	\$ 54,000	\$ 59,400	\$ 64,800	88%	99%	108%
Accounting Supervisor- Customer Accounts	10	\$ 52,333	\$ 58,157	\$ 63,981	\$ 48,000	\$ 54,000	\$ 60,000	\$ 66,000	\$ 72,000	92%	103%	113%
Accounting Supervisor- Financial Reporting	10	\$ 52,333	\$ 58,157	\$ 63,981	\$ 48,000	\$ 54,000	\$ 60,000	\$ 66,000	\$ 72,000	92%	103%	113%
Billing & Customer Service Supervisor	12	\$ 59,696	\$ 66,435	\$ 73,174	\$ 48,000	\$ 54,000	\$ 60,000	\$ 66,000	\$ 72,000	80%	90%	98%
Treatment & Dist. System Supervisor	9	\$ 49,026	\$ 54,382	\$ 59,738	\$ 48,000	\$ 54,000	\$ 60,000	\$ 66,000	\$ 72,000	98%	110%	121%
Operations Supervisor	10	\$ 52,333	\$ 58,157	\$ 63,981	\$ 49,600	\$ 55,800	\$ 62,000	\$ 68,200	\$ 74,400	95%	107%	116%
	\$0				\$ -	\$ -	\$ -	\$ -	\$ -			
Design Engineer	12	\$ 59,696	\$ 66,435	\$ 73,174	\$ 62,400	\$ 70,200	\$ 78,000	\$ 85,800	\$ 93,600	105%	117%	128%
Systems & Database Administrator	15	\$ 71,456	\$ 79,765	\$ 88,074	\$ 64,000	\$ 72,000	\$ 80,000	\$ 88,000	\$ 96,000	90%	100%	109%
Construction Manager	14	\$ 67,404	\$ 75,195	\$ 82,986	\$ 60,156	\$ 67,676	\$ 75,195	\$ 82,715	\$ 90,234	89%	100%	109%
HR/Communications Administrator	15	\$ 71,456	\$ 79,765	\$ 88,074	\$ 67,775	\$ 76,247	\$ 84,719	\$ 93,191	\$ 101,663	95%	106%	115%
Manager of IT/GIS	18	\$ 84,281	\$ 94,401	\$ 104,520	\$ 86,969	\$ 97,840	\$ 108,711	\$ 119,582	\$ 130,453	103%	115%	125%
Manager of Operations/Water Quality	19	\$ 88,775	\$ 99,558	\$ 110,340	\$ 87,642	\$ 98,597	\$ 109,552	\$ 120,507	\$ 131,462	99%	110%	119%
Manager of Finance & Administration	22	\$ 102,932	\$ 115,830	\$ 128,727	\$ 85,975	\$ 96,722	\$ 107,469	\$ 118,216	\$ 128,963	84%	93%	100%
Manager of Engineering	24	\$ 113,602	\$ 128,131	\$ 142,659	\$ 91,392	\$ 102,816	\$ 114,240	\$ 125,664	\$ 137,088	80%	89%	96%
General Manager	28	\$ 138,381	\$ 156,792	\$ 175,203	\$ 117,518	\$ 132,207	\$ 146,897	\$ 161,587	\$ 176,276	85%	94%	101%
Average			\$ 55,928				\$ 55,620			91%	102%	112%

Proposed 2021 Compensation Plan with Estimated 2021 COLA

Estimated Current Census Distribution

Position	25th		75th		Maximum	Estimated Current Census Distribution										
	Minimum	Percentile	Mid-Point	Percentile		Below	0-25	25-50	50-75	75-100	Over					
Cashier/Service Clerk (WC) Part Time	\$23,100	\$25,900	\$28,800	\$31,700	\$34,600	-	-	1	-	-	-	\$11.11	\$12.45	\$13.85	\$15.24	\$16.63
Cashier/Service Clerk (BC) Part-Time	\$24,700	\$27,800	\$30,900	\$34,000	\$37,100	-	1	-	-	-	-	\$11.88	\$13.37	\$14.86	\$16.35	\$17.84
Cashier/Service Clerk	\$27,200	\$30,600	\$34,000	\$37,400	\$40,800	-	-	-	-	3	-	\$13.08	\$14.71	\$16.35	\$17.98	\$19.62
Operations Clerk	\$27,200	\$30,600	\$34,000	\$37,400	\$40,800	-	1	-	-	-	-	\$13.08	\$14.71	\$16.35	\$17.98	\$19.62
Applications Clerk	\$28,800	\$32,400	\$36,000	\$39,600	\$43,200	-	-	-	-	1	-	\$13.85	\$15.58	\$17.31	\$19.04	\$20.77
Cashier/Service Clerk (SC)	\$30,500	\$34,300	\$38,100	\$41,900	\$45,700	-	-	-	1	-	-	\$14.66	\$16.49	\$18.32	\$20.14	\$21.97
Administrative Assistant	\$30,500	\$34,300	\$38,100	\$41,900	\$45,700	-	-	-	1	-	-	\$14.66	\$16.49	\$18.32	\$20.14	\$21.97
BC Office Coordinator	\$30,500	\$34,300	\$38,100	\$41,900	\$45,700	-	-	-	1	-	-	\$14.66	\$16.49	\$18.32	\$20.14	\$21.97
Water Quality Technician	\$32,900	\$37,100	\$41,200	\$45,300	\$49,400	-	-	2	1	-	-	\$15.82	\$17.84	\$19.81	\$21.78	\$23.75
Accounting Clerk/AP	\$32,900	\$37,100	\$41,200	\$45,300	\$49,400	-	-	-	-	-	1	\$15.82	\$17.84	\$19.81	\$21.78	\$23.75
AMR/AMI Technician	\$32,900	\$37,100	\$41,200	\$45,300	\$49,400	-	-	1	2	1	-	\$15.82	\$17.84	\$19.81	\$21.78	\$23.75
Collector/Utilityperson	\$32,900	\$37,100	\$41,200	\$45,300	\$49,400	-	-	1	-	-	-	\$15.82	\$17.84	\$19.81	\$21.78	\$23.75
Meterperson	\$32,900	\$37,100	\$41,200	\$45,300	\$49,400	-	-	1	-	-	-	\$15.82	\$17.84	\$19.81	\$21.78	\$23.75
Leak Detection Technician	\$34,600	\$38,900	\$43,200	\$47,600	\$51,900	-	-	1	-	1	-	\$16.63	\$18.70	\$20.77	\$22.88	\$24.95
Wastewater Technician	\$34,600	\$38,900	\$43,200	\$47,600	\$51,900	-	-	1	-	-	-	\$16.63	\$18.70	\$20.77	\$22.88	\$24.95
Treat. Plant & Dist. System Operator	\$36,200	\$40,800	\$45,300	\$49,800	\$54,400	-	-	1	1	-	-	\$17.40	\$19.62	\$21.78	\$23.94	\$26.15
Repairperson/Operator	\$36,200	\$40,800	\$45,300	\$49,800	\$54,400	-	2	1	-	-	-	\$17.40	\$19.62	\$21.78	\$23.94	\$26.15
Engineering Technician	\$37,900	\$42,600	\$47,400	\$52,100	\$56,800	-	-	-	-	1	-	\$18.22	\$20.48	\$22.79	\$25.05	\$27.31
Construction Inspector	\$37,900	\$42,600	\$47,400	\$52,100	\$56,800	-	1	2	-	-	-	\$18.22	\$20.48	\$22.79	\$25.05	\$27.31
AMR/AMI Technician, Lead	\$37,900	\$42,600	\$47,400	\$52,100	\$56,800	-	-	-	2	-	-	\$18.22	\$20.48	\$22.79	\$25.05	\$27.31
Lead Leak Detection Technician	\$37,900	\$42,600	\$47,400	\$52,100	\$56,800	-	-	1	-	-	-	\$18.22	\$20.48	\$22.79	\$25.05	\$27.31
Serviceperson	\$38,700	\$43,600	\$48,400	\$53,200	\$58,100	-	-	1	2	-	-	\$18.61	\$20.96	\$23.27	\$25.58	\$27.93
Accountant	\$41,200	\$46,300	\$51,500	\$56,600	\$61,800	-	-	-	-	1	-	\$19.81	\$22.26	\$24.76	\$27.21	\$29.71
GIS Technician	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	1	-	-	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
AMR/AMI Supervisor	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	-	-	1	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Construction Coordinator	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	-	1	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Construction Foreman	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	1	2	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Customer Service Coordinator	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	-	1	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Customer Service/Operations Coordinator	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	1	-	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Distribution System Coordinator- S.C.	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	-	-	1	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
IT Technician	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	1	-	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Wastewater System Foreman	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	-	1	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Water Accountability Supervisor	\$44,500	\$50,000	\$55,600	\$61,200	\$66,700	-	-	1	-	-	-	\$21.39	\$24.04	\$26.73	\$29.42	\$32.07
Accounting Supervisor- Customer Accounts	\$49,400	\$55,600	\$61,800	\$68,000	\$74,100	-	-	-	1	-	-	\$23.75	\$26.73	\$29.71	\$32.69	\$35.63
Accounting Supervisor- Financial Reporting	\$49,400	\$55,600	\$61,800	\$68,000	\$74,100	-	-	-	1	-	-	\$23.75	\$26.73	\$29.71	\$32.69	\$35.63
Billing & Customer Service Supervisor	\$49,400	\$55,600	\$61,800	\$68,000	\$74,100	-	-	-	-	-	1	\$23.75	\$26.73	\$29.71	\$32.69	\$35.63
Treatment & Dist. System Supervisor	\$49,400	\$55,600	\$61,800	\$68,000	\$74,100	-	-	1	-	-	-	\$23.75	\$26.73	\$29.71	\$32.69	\$35.63
Operations Supervisor	\$51,100	\$57,500	\$63,800	\$70,200	\$76,600	-	-	-	1	-	-	\$24.57	\$27.64	\$30.67	\$33.75	\$36.83
	\$0	\$0	\$0	\$0	\$0							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design Engineer	\$64,300	\$72,300	\$80,300	\$88,300	\$96,400	-	1	-	-	-	-	\$30.91	\$34.76	\$38.61	\$42.45	\$46.35
Systems & Database Administrator	\$65,900	\$74,100	\$82,400	\$90,600	\$98,800	-	-	-	-	1	-	\$31.68	\$35.63	\$39.62	\$43.56	\$47.50
Construction Manager	\$61,900	\$69,700	\$77,400	\$85,200	\$92,900	-	-	-	1	-	-	\$29.76	\$33.51	\$37.21	\$40.96	\$44.66
HR/Communications Administrator	\$69,800	\$78,500	\$87,200	\$96,000	\$104,700	-	-	1	-	-	-	\$33.56	\$37.74	\$41.92	\$46.15	\$50.34
Manager of IT/GIS	\$89,500	\$100,700	\$111,900	\$123,100	\$134,300	-	-	-	1	-	-	\$43.03	\$48.41	\$53.80	\$59.18	\$64.57
Manager of Operations/Water Quality	\$90,200	\$101,500	\$112,800	\$124,100	\$135,400	-	-	1	-	-	-	\$43.37	\$48.80	\$54.23	\$59.66	\$65.10
Manager of Finance & Administration	\$88,500	\$99,600	\$110,700	\$121,700	\$132,800	-	-	-	-	1	-	\$42.55	\$47.88	\$53.22	\$58.51	\$63.85
Manager of Engineering	\$94,100	\$105,900	\$117,600	\$129,400	\$141,200	-	-	-	-	1	-	\$45.24	\$50.91	\$56.54	\$62.21	\$67.88
General Manager	\$121,000	\$136,100	\$151,300	\$166,400	\$181,500	-	-	-	-	1	-	\$58.17	\$65.43	\$72.74	\$80.00	\$87.26
Totals						-	7	21	21	14	2					

CPI October 2018	252.885	257.346		
CPI October 2020	260.388	260.388	1.18%	1.18%

Increase 1.0297

Major Benefits Comparison

October 2020

			WCWD (Current)	WCWD (Proposed)	BGMU	WRECC
Health Insurance	Medical	Deductible	\$3,000 Emp/\$6,000 Family	\$3,000 Emp/\$6,000 Family	\$3,000 Emp/\$6,000 Family	\$250 Emp/\$500 Family
		HSA/HRA	\$1,000 Emp/\$2,000 Family	\$1,250 Emp/\$2,500 Family	\$1,750 Emp/\$3,500 Family	None
		Coverage after Deductible	100%	100%	100%	80%
	Annual Emp. Cost	Employee Only	\$2,279	\$2,220	\$576	\$0
		Family	\$5,724	\$5,635	\$2,060	\$5,084
	Dental	Employee Only	\$151	\$151	\$96	\$297
		Family	\$518	\$518	\$359	\$906
	Vision	Employee Only	\$133	\$133	\$75	\$133
Family		\$456	\$456	\$221	\$456	
Retirement	Defined Benefit	Plan	1%/yr of service of avg of high 5	1%/yr of service of avg of high 5	Invested with 4% guar. Rate of return but only 75% above 4%	1%/yr of service of avg of high 5
		Cost	12.5% Comp	12.5% Comp	6% Emp/22% Comp	13.8% Comp
	401/457		Emp 4%/Comp 7%	Emp 4%/Comp 7%	Optional for employee	Emp 4%/Comp 1%
			Emp. Pays Admin Cost (1%)	Emp. Pays Admin Cost (1%)	Comp Pays Admin Cost	Comp Pays Admin Cost
Health Insurance Coverage Participation			Up to 5 yrs until Medicare	Up to 5 yrs until Medicare	Unlimited until Medicare	Up to 5 yrs until Medicare
Leave	Annual		0-24 yrs - 120 hours	0-14 yrs - 120 hours	0-9 yrs - 80 hours	0-7 yrs - 80 hours
			25+ yrs - 160 hours	15-24 yrs - 140 hours	10-15 yrs - 120 hours	8-219 yrs - 120 hours
	Sick		96 hours	96 hours	144 hours	96 hours
Allowed as Personal Leave			16 hours	40 hours	80 hours	16 hours
Licensure Incentive		CDL	None	1%	None	None
		Distribution/Collection	None	Class III/IV - 2%	3% per class	None
		Treatment	None	Class I/II - 1%, Class III/IV - 2%	5% per class	None
		Meter Testing	None	1%	None	None
Life Insurance			2 x Sal. - 100% Comp.	2 x Sal. - 100% Comp.	2 x Sal. - 100% Comp.	3 x Sal. - 100% Comp.
Long Term Disability			50% by Comp.	50% by Comp.	100% by Comp.	50% by Comp.
Cost of Living Adjustment			Jan & Jul based on 6 month CPI	Jan based on 12 month CPI	Jul as set by Board	Jul based on 12 month CPI
Lump Sum Annual Adjustment			5%	5%	2%	4%

Salary, Wages, & Benefit Comparison

PSC Regulated Utilities

October, 2020

	<u>WSB</u>	<u>North Ky WD</u>	<u>Hardin CWD#2</u>	<u>Hardin CWD#1</u>	<u>Edmonson CWD</u>	<u>Oldham CWD</u>	<u>SE & W Daviess</u>	<u>Mountain WD</u>	<u>Madison CUD</u>	<u>Boone CWD</u>	<u>Ky American</u>	<u>Average</u>
Accounts (Customers)	46,190	84,139	28,888	10,395	10,655	8,515	12,945	16,611	11,183	26,666	131,104	
Full-Time Employees	63	154	86	40	24	24	14	66	19	28	141	
Part Time Employees	2	3	1	0	0	3	0	0	0	1	0	
Total	65	157	87	40	24	27	14	66	19	29	141	
Revenue	\$ 21,548,296	\$ 57,567,894	\$ 14,719,389	\$ 9,497,537	\$ 3,163,343	\$ 5,007,253	\$ 4,481,940	\$ 8,617,595	\$ 4,944,182	\$ 16,030,943	\$ 98,258,432	
Operating Exp	\$ 14,821,287	\$ 28,189,959	\$ 9,153,721	\$ 7,349,595	\$ 1,937,089	\$ 3,405,323	\$ 4,007,989	\$ 7,037,872	\$ 4,175,154	\$ 14,464,520	\$ 35,857,247	
Purchase Water	\$ 8,522,818	\$ -	\$ 568,130	\$ 355,177	\$ -	\$ -	\$ 2,289,145	\$ 1,055,679	\$ 2,587,403	\$ 10,464,161	\$ 344,687	
Oper. Exp less Purch Wtr	\$ 6,298,469	\$ 28,189,959	\$ 8,585,591	\$ 6,994,418	\$ 1,937,089	\$ 3,405,323	\$ 1,718,844	\$ 5,982,193	\$ 1,587,751	\$ 4,000,359	\$ 35,512,560	
Sal & Wages	\$ 2,110,820	\$ 9,122,236	\$ 3,873,065	\$ 1,333,796	\$ 915,724	\$ 1,211,244	\$ 716,805	\$ 1,926,622	\$ 583,865	\$ 1,289,863	\$ 7,312,374	
As % of Oper. Expense	33.5%	32.4%	45.1%	19.1%	47.3%	35.6%	41.7%	32.2%	36.8%	32.2%	20.6%	34.2%
Benefits	\$ 1,264,838	\$ 5,423,579	\$ 2,007,305	\$ 2,386,025	\$ 256,866	\$ 829,168	\$ 388,152	\$ 768,796	\$ 425,366	\$ 1,183,594	\$ 1,804,184	
As % of Oper. Expense	20.1%	19.2%	23.4%	34.1%	13.3%	24.3%	22.6%	12.9%	26.8%	29.6%	5.1%	21.0%
Total Sal, Wages, & Ben.	\$ 3,375,658	\$ 14,545,815	\$ 5,880,370	\$ 3,719,821	\$ 1,172,590	\$ 2,040,412	\$ 1,104,957	\$ 2,695,418	\$ 1,009,231	\$ 2,473,457	\$ 9,116,558	
As % of Oper. Expense	53.6%	51.6%	68.5%	53.2%	60.5%	59.9%	64.3%	45.1%	63.6%	61.8%	25.7%	55.2%
Ben/Salary Ratio	59.9%	59.5%	51.8%	178.9%	28.1%	68.5%	54.2%	39.9%	72.9%	91.8%	24.7%	66.4%
Sal, Wages, Ben/Account	\$ 73.08	\$ 172.88	\$ 203.56	\$ 357.85	\$ 110.05	\$ 239.63	\$ 85.36	\$ 162.27	\$ 90.25	\$ 92.76	\$ 69.54	\$ 150.66
Oper. Exp/Account	\$ 136.36	\$ 335.04	\$ 297.20	\$ 672.86	\$ 181.80	\$ 399.92	\$ 132.78	\$ 360.13	\$ 141.98	\$ 150.02	\$ 270.87	\$ 279.91
Revenue/Account	\$ 466.51	\$ 684.20	\$ 509.53	\$ 913.66	\$ 296.89	\$ 588.05	\$ 346.23	\$ 518.79	\$ 442.12	\$ 601.18	\$ 749.47	\$ 556.06
Sal & Wages/Employee	\$ 32,474	\$ 58,103	\$ 44,518	\$ 33,345	\$ 38,155	\$ 44,861	\$ 51,200	\$ 29,191	\$ 30,730	\$ 44,478	\$ 51,861	\$ 41,720
Benefits/Employee	\$ 19,459	\$ 34,545	\$ 23,072	\$ 59,651	\$ 10,703	\$ 30,710	\$ 27,725	\$ 11,648	\$ 22,388	\$ 40,814	\$ 12,796	\$ 26,683
Cost/Employee	\$ 51,933	\$ 92,649	\$ 67,590	\$ 92,996	\$ 48,858	\$ 75,571	\$ 78,926	\$ 40,840	\$ 53,117	\$ 85,292	\$ 64,656	\$ 68,402

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-28

Responding Witness: Jeff Peeples

Q 1-28. Regarding Warren District's employee compensation policy:

- 28a. Provide Warren District's written compensation policy as approved by the board of directors.**
- 28b. Provide a narrative description of the compensation policy, including the reasons for establishing the policy and Warren District's objectives for the policy.**
- 28c. Explain whether the compensation policy was developed with the assistance of an outside consultant. If the compensation policy was developed or reviewed by a consultant, provide any study or report provided by the consultant.**
- 28d. Explain when Warren District's compensation policy was last reviewed or given consideration by the board of directors.**
- 28e. Explain whether Warren District's expenses for wages, salaries, benefits, and other compensation included in the test year and any adjustments to the test year, are compliant with the board of director's compensation policy.**

A 1-28.

- 28a. See Attachment 1-28a for the District's Board-approved written compensation policies.**
- 28b. See the Response to Question No. 1-27a.**
- 28c. The compensation policy was developed by the District's management staff without assistance from an outside consultant.**

- 28d. The District's compensation policy was reviewed and approved by the Board of Commissioners on November 24, 2020.
- 28e. Yes, the District's expenses included in the test year and its adjustments to the test year comply with the compensation policy as approved by the District's Board of Commissioners.

Attachment 1-28a

Warren District Compensation Policies

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY 110**

SUBJECT: REPORTING TIME AND PAYROLL PRACTICES

I. PROCEDURES:

A. Normal Reporting and Working Time

1. Each employee shall be at their designated reporting location as determined by the General Manager and ready to perform their work duty at 7:30 a.m. except those designated to work other hours. The end of the workday is normally 4:00 p.m. for field personnel and 4:30 p.m. for office personnel. Field personnel shall work on their regular job assignments allowing only sufficient time to return to the office by 4:00 p.m. Anyone leaving work other than during normal lunch times shall report such time as sick or annual leave. Such leave or any deviation in regularly scheduled lunch periods shall be pre-arranged with the employee's Supervisor, Department Manager or General Manager.
2. It is understood some employees are required by their job to report to work earlier and work longer hours as determined by the General Manager.

B. Normal Breaks and Time Used

1. One break (15 minutes) may be taken in the morning and one break in the afternoon including smoking breaks. The lunch break will last 60 minutes (30 minutes for applicable employees) from the time the employee leaves his/her work site until he/she returns. Time taken for breaks and lunch shall be coordinated with their Supervisor and shall be from the work location. The break and lunch periods shall include travel time and time in a restaurant or any other location. Time spent deviating and going to a restaurant or other location by way of the standard route to the job site shall be considered the full break for that period. The most efficient route to the job site shall be the standard route traveled.

C. Discipline for Violation of Normal Reporting and Working Time, Normal Breaks and Time Used

1. Failure to follow the reporting, break, lunch, and quit work times shall result in Progressive Discipline up to termination of employment.

D. Payroll Periods

1. Employees will be paid on alternate Thursdays, and the last day of the pay period for employees shall be the Friday previous to date of payment.

E. Work Week

1. A normal work week for non-exempt, regular, full-time employees is 40 hours. Reporting and quitting times for all jobs shall be determined by the General Manager. All travel time from the normal reporting site to the work site during regular work hours shall be considered as time worked. The normal reporting site may be changed and determined by the General Manager. The work week begins on Saturday and runs through Friday.

F. Overtime

1. All time worked by non-exempt employees in excess of 40 hours per week shall be paid at the rate of 1-1/2 times the regular rate of pay. For this purpose, authorized Sick, Personal, Annual or Holiday Leave taken shall be counted as hours worked.
2. Executive, Administrative, and Professional employees paid a monthly salary and exempt under the Wage and Hour Act shall not be entitled to overtime pay.

II. STANDBY DUTY:

- A. Employees subject to standby duty are expected to hold themselves in reasonable readiness (See Policy 129-Breath Alcohol Testing). Standby duty schedules are distributed in each Department/District Office designating the employees required to provide support outside of regular business hours. Employees will not be required to remain at home or any other specified location but must be able to report to the required work location as soon as possible but within one hour of notification and will be expected to notify the Standby Duty Crew Leader on how to be reached by phone or other acceptable method.
- B. Employees working after regular working hours shall receive overtime pay for actual time worked (provided that the employee meets the requirements of Paragraph I.F.1).
- C. An employee who is required to work after regular hours and does not get at least 5 continuous hours "off-duty" between 10:30 p.m. and 7:30 a.m. ending Monday through Friday, may be relieved from duty the following day as required to allow for a rest period of up to 8 hours at the option of the Department Manager, if circumstances permit. The portion of such rest period that occurs during the employee's regular shift will be charged to Sick Leave taken as Personal Leave and will not count towards any Personal Leave limits or eligibility for wellness awards. Employees with less than one-year of service, will be eligible to receive Emergency Leave Fund hours, up to and not exceeding twenty (20) hours.

- D. Employees assigned to standby duty are scheduled to work weekly shifts. The Water District recognizes the commitment required to work standby duty and shall provide the employee one (1) hour of overtime compensation for each day served in standby duty in addition to actual hours worked.
- E. Employees assigned to standby duty are expected to serve the scheduled period. If an employee is unable to serve at the scheduled time, the employee is responsible for obtaining substitute that has equal qualifications to perform the work required for standby duty. All substitutions must be approved by the Standby Duty Crew Leader and Department Manager.

III. TRAVEL AND MEALTIMES:

- A. Ordinary travel time from home to work before the regular workday and from work to home at the end of the workday is not considered hours worked; therefore, no compensation is due.
 - 1. When an employee who has gone home after completing the day's work is subsequently called out, all time spent on travel to and from the Water District Office shall be counted as hours worked.
 - 2. Breaks may be taken during emergency call out time over 4 hours and shall be considered as hours worked. Break time not utilized during the overtime hours are not to be combined with break time during regular working time. Time spent at meals shall not be considered as hours worked and if a meal is taken during regular work hours after completing emergency call out work, the time spent during the mealtime shall not be counted as hours worked. Mealtime utilized after emergency call out time will not be combined with regular mealtime.
 - 3. Meals (breakfast and dinner) eligible for reimbursement from the Water District are:
 - a. Breakfast meal if missed while working emergency call out work continuously prior to and including the period from 6:00 a.m. through 7:30 a.m.
 - b. Dinner meal if missed while working emergency call out work continuously prior to and including the period from 5:00 p.m. through 7:30 p.m.
 - c. Lunch meals are generally not eligible, however when emergency work occurs through regular lunch time, the Supervisor may approve an exception.

- d. Employees who are sent to seminars, schools, or other training programs off Water District premises shall be paid their regular wages or salaries. When required seminars are scheduled during a weekend or holiday, employees will be paid overtime during their normal working hours on those non-working days in accordance with the Fair Labor Standards Act (FLSA).

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY NO. 111**

SUBJECT: SALARY AND WAGE ADMINISTRATION

I. POLICIES:

- A. To provide guidelines for systematic and fair performance appraisal of each regular, full-time employee including counseling and training to help all employees meet satisfactory performance levels and achieve their full potential.
- B. To provide fair and equitable wages that fit within budget restraints and long-range business goals.

II. SALARY AND WAGE PLAN:

- A. In accordance with the above objectives, the following salary and wage plan is established providing:
 - 1. A consistent, equitable means of evaluating positions based on knowledge, supervision, responsibility, complexity, and external contacts.
 - 2. Use of compensation surveys and other data in the utility field including surveys from Kentucky Rural Water Association and American Water Works Association for comparing salaries and wages within the industry on a state, regional, and national basis and adjusting to remain competitive and retain a quality work force.
 - 3. A performance appraisal method which compares essential functions and objectives as outlined in job descriptions.

III. ADMINISTRATION OF THE SALARY AND WAGE PLAN:

- A. Job descriptions, which are the basis for position reclassification, are reviewed annually as an essential part of the performance appraisal. Department Managers and the Human Resources/Communications Manager are responsible for keeping job descriptions current. At their discretion, job descriptions are submitted to the Management Staff for evaluation with approval of the General Manager.
- B. All employees shall have a performance evaluation annually. Merit increases in compensation will normally range from 0 – 4% and will be based on employee performance provided the employee's compensation has not exceeded the position pay range. All salary increases must be approved by the General Manager.
- C. The General Manager will evaluate positions as needed at the request of the Manager.
- D. A cost-of-living adjustment is made on January 1. The adjustment is based on the change in the Consumer Price Index (CPI-U) for the 12-

month period ending October 31. Cost-of-living increases are limited to a total of 8 percent in a calendar year.

- E. Employees will be given information regarding the salary range for their position or a position for which they are applying upon request.
- F. An employee's annual performance review date may change if the employee changes positions. Pay increases are normally reflected on the first full payroll period following the effective date of the change in pay.
- G. Any employee who meets the qualification requirements may obtain a Distribution, Treatment, Collection, or Commercial Driver's License. An employee may obtain a Meter Testing certification provided that the certification will assist in job performance and is approved by the Department Manager.
 - 1. The employee is responsible for test preparation. The District will pay for one test and test expenses including the preparatory class prior to testing. Any retest costs or expenses shall be paid by the employee. The employee will be responsible for tracking their required continuing education units necessary for renewal and will coordinate with their Department Manager on selecting continuing education topics. Except for managers, employees who achieve a license will receive a one-time adjustment in their base pay as follows:

Distribution Class III or IV	2%
Distribution Class I or II	1%
Collection Class III or IV	2%
Treatment Class I or II	1%
Treatment Class III or IV	2%
Meter Testing	1%
Commercial Driver's License	2%
 - 2. Except for a Commercial Driver's License, the above incentive adjustment will only apply to the license that applies to the principal job duties and will apply to one license only.
- H. If an employee has received a one-time adjustment in their base pay for obtaining a license but fails to maintain the license, they will have their base pay reduced by the adjustment percentage previously awarded.
- I. Each year at the Employee/Commissioners Awards event a lump sum adjustment shall be paid to each employee based on 5% of the employee's projected year end gross pay. Eligible employees must be employed prior to lump sum adjustment processing by Finance Department.

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY NO. 112**

SUBJECT: LEAVE REGULATIONS

I. POLICY:

- A. To establish and interpret conditions and provisions under which regular, full-time employees shall be granted leave, including leave required by the Family and Medical Leave Act of 1993 (FMLA).

II. PROCEDURES:

- A. Absences (including FMLA leave) shall be charged to accrued Sick or Annual Leave if such leave is available. Leave without pay shall be granted only in extraordinary circumstances. When it is known that an employee will be absent from work for a long period of time their accumulated leave time may be prorated to cover payment of the employee's share of the benefits for as long as possible as provided for within the benefit policies.

- B. Annual Leave (See "D" Family and Medical Leave):

1. Annual Leave shall be accrued as follows:

<u>Years of Service</u>	<u>Hours per Year</u>
0-14	120
15-24	140
25 or more	160

2. All Annual Leave shall require prior approval of the Department Manager or Supervisor. Circumstances requiring special approval will be:
- Taking more than 10 working days at any one time.
 - Taking more than the total number of hours earned in a calendar year.
 - Annual Leave may not be taken in excess of accumulation.
3. In a calendar year, an employee shall take a **minimum** of 80 hours of Annual Leave or have that amount charged against their accumulation. However, a new employee may accumulate all accrued Annual Leave not taken during the payroll year in which employed. At the end of the calendar year, any unused Annual Leave below the minimum required will be contributed to an Emergency Leave Fund for fellow employees with a special need. In addition, at the end of each year, if employees have accrued annual leave for that year above the 80-hour minimum and not used it, they may choose to donate any number of those hours to the Emergency Leave Fund. (See Policy 112, II. E. 1.).
4. Annual Leave may be paid to employees in case of absence due to illness or injury after Sick Leave is exhausted.

5. Once a year, in January, employees upon written request to the Human Resources Manager may be paid for any "banked" Annual Leave in excess of 240 hours. Requests for such payment must be made by the preceding December 31.
6. Employees on Long Term Disability may after one year withdraw the balance of any unused accumulated banked Annual Leave.
7. All employees shall record Annual Leave on daily time sheets.
8. Upon termination of employment or retirement, employees shall be paid for all accumulated Annual Leave .
9. An employee with at least 30 years of service may elect to remain on the payroll and use up to 3 months Annual Leave and/or Sick Leave due to be paid in accordance with Policy 112, II. C. 9. just prior to the official date of retirement.
10. The leave year begins on January 1 of each year and leave is accrued throughout the year.

C. Sick Leave (See "D" Family and Medical Leave):

1. Employees shall accrue Sick Leave at the rate of 8 hours per month worked. Sick Leave may not be used in excess of accumulation.
2. There shall be no limit to the amount of Sick Leave that may be accrued to an employee's credit.
3. No Sick Leave shall be paid an employee after the employee has completed the 13-week waiting period for Long-Term Disability. Any overpayment made prior to approval of Long-Term Disability shall be refunded.
4. A physician's certificate of existence or continuance of an illness or disability may be required. This could also include being examined by another physician of the Water District's choice and at the Water District's expense.
5. Pregnancy, childbirth, or related medical conditions shall be treated like any other cause of illness or disability under all benefit plans offered by the Water District. The time the employee is medically unable to work is determined on an individual basis by the employee and her physician. If the employee is deemed medically able by her physician to return to work in less than the 12 weeks granted under the Family and Medical Leave Act (FMLA), Sick or Annual Leave must be taken for the remainder of the 12-week period to the extent Leave time is available. The employee may not be off more than 12 weeks including the time taken utilizing accrued Sick and Annual Leave, unless authorized by management.
6. In the event of adoption of a minor child, Sick Leave shall be granted if accumulated to the primary care giver, not to exceed

6 weeks. If the employee chooses or needs time beyond this 6-week period, FMLA Leave must be taken which will run concurrently with the employee's remaining accumulated Annual Leave.

7. An employee may take up to 40 hours Sick Leave as Personal Leave in a calendar year for the care/death of an immediate family member. Immediate family shall include spouse, child, parent, siblings, grandparent, spouse's parent, spouse's grandparent, grandchild, aunt/uncle, or niece/nephew. The above Personal Leave shall be approved by the Department Manager. Personal Leave may also be granted as described in Policy 110, II.C.
8. To qualify for a Wellness Award, employees must have completed 1 full year of service. Employees who use 24 hours or less of Sick Leave during a calendar year shall be paid a \$150 Wellness Award. Employees who use between 25 and 32 hours of Sick Leave shall be paid a \$75 Wellness Award. The utilization of Personal Leave will not count against Wellness Award eligibility. These awards will normally be presented at the first Employee Meeting of the next year.
9. At retirement, an employee shall be paid for all Sick Leave in excess of 800 hours at the rate of 1 day's pay for each 100 hours or fraction thereof. Example: Employee has 1,927 hours of Sick Leave. 1,927 hours less 800 hours equals 1,127 hours - divided by 100 hours equals 11.27 days. Employee would be paid for 12 days. Payment shall also be made in this manner to employee's beneficiary in the event of death.
10. Sick Leave for all employees will be reported on time sheets.

D. Family and Medical Leave (See "B" Annual Leave and "C" Sick Leave):

1. The Water District provides family and medical leaves of absence to employees in accordance with the Family and Medical Leave Act of 1993, as amended (FMLA).
2. Eligible employees may request a family and medical leave for the following:
 - a. The birth of a child and to bond with the newborn child.
 - b. The placement with the employee for adoption or foster care, and to bond with that child.
 - c. To care for an immediate family member (spouse, child, or parent- but not a parent "in-law") with a serious health condition.
 - d. To take medical leave when the employee is unable to work because of a serious health condition.
 - e. For qualifying exigencies arising out of the fact that the

employee's spouse, son, daughter or parent is on covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

- f. To care for a spouse, son, daughter, parent or next-of-kin (defined as the nearest blood relative) who has a serious injury or illness incurred in the line of active-duty military service.
- 3. Unless otherwise noted, this policy covers your spouse and children under eighteen (18), including natural, adopted or stepchildren, foster children, or legal wards. If over eighteen (18), the child must be unable to care for himself or herself due to a serious illness to be covered. Parents covered under this policy include your natural, adoptive or foster parent, stepparent, or legal guardian.
- 4. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition involving any of the following:
 - a. An overnight stay in a hospital or other medical care facility.
 - b. Conditions that incapacitate the employee or family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a healthcare provider, or a single appointment and follow-up care such as prescription medication).
 - c. Chronic conditions that cause occasional periods when the employee or family member are incapacitated and require treatment by a health care provider at least twice a year; and
 - d. Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).
- 5. Length of a Family and Medical Leave of Absence
 - a. You may request up to twelve (12) weeks of family or medical leave within any twelve (12) month calendar period (January 1-December 31). Combined family and medical leaves of absence may not go over this limit. If leave is requested for the birth of an employee's child or placement with an employee a child for adoption or foster care, leave must be taken within twelve (12) months after the birth or placement of the child.
 - b. An eligible employee may take up to twelve (12) weeks of Family and Medical Leave within any twelve (12) month calendar period to handle qualifying exigencies related to an immediate family member's (defined as spouse, son, daughter or parent of the employee) active-duty military service or call to active-duty military service.

- (1) Qualifying exigencies.
 - (2) Short-notice deployment.
 - (3) Military events and related activities.
 - (4) Certain temporary childcare arrangements and school activities (but not on-going childcare).
 - (5) Financial and legal arrangements.
 - (6) Counseling by a nonmedical counselor.
 - (7) Rest and recuperation.
 - (8) Post-deployment activities.
- c. An eligible employee may take up to twenty-six (26) weeks of Family and Medical Leave within any twelve (12) month period to care for a spouse, son, daughter, parent or next-of-kin (defined as nearest blood relative) who has a serious injury or illness incurred in the line of active-duty military service. This type of leave may also extend to family members of veterans who are persons that served in the active military, naval, or air service and that were discharged or released therefrom under conditions other than dishonorable.

6. Requesting a Family or Medical Leave of Absence

- a. To be eligible for family and medical leave, you must have been employed for twelve (12) months and have worked at least 1,250 hours during those twelve (12) months. You should submit your request for a family and medical leave of absence at least thirty (30) days in advance for foreseeable events and as soon as possible for an unforeseen event by completing the *Application and Designation for Family and Medical Leave* form. If you fail to give timely advance notice when the need for a family and medical leave is foreseeable, the Water District may delay your leave until thirty (30) days after you provide notice to the Water District of the need for a family or medical leave.
- b. You must submit a health care provider's statement showing the need for the leave, its beginning date, and expected end date and a completed *Application and Designation for Family and Medical Leave* form. If there are changes to this information later, report them to the Water District at once. If it is necessary to verify the statement, the Water District may require, at its own expense, a second medical opinion from a health care provider approved (but not employed) by the Water District.
- c. If the second opinion differs from the first, the Water District may require a third opinion (at the Water District's expense). The opinion of the third health care provider approved by

both the Water District and the employee is final and binding for the Water District and the employee.

- d. The Water District requires that an employee first use accumulated vacation, sick leave, paid holidays, and personal days during the family and medical leave period. Leave time will run concurrently with family and medical leave. Once accumulated vacation, sick leave, personal days and paid holidays are exhausted, any remaining family and medical leave will be unpaid.
- e. Absences due to reported work-related injuries or illnesses covered by workers' compensation will be recorded as family and medical leave provided all other requirements of the act are met (i.e. the problem involves a serious health condition, the employee is eligible, etc.) Any employee placed on family and medical leave as a result of a reported work-related injury or illness and who is released to return to work prior to the expiration of twelve (12) work weeks of leave, will be returned to their former job or to an equivalent job, provided the employee is able to perform the essential functions of the job.

7. Intermittent Leave

- a. Leave for serious health conditions may be taken intermittently or on a reduced leave schedule when that type of scheduling is medically necessary and required by a treating physician. The Water District may require that you transfer to a temporary alternative job for which you are qualified and that better accommodates the intermittent or reduced hour leave than your regular job. The temporary position will have pay and eligible benefits equivalent to your regular job and may be in another office. When you no longer need to continue on leave and are able to return to full-time work, you will be placed in the same or an equivalent position.

8. Continuing Benefits

- a. While on FMLA leave, certain employee benefits will continue in accordance with the benefit plan.
- b. For the employee's portion of the benefit premiums, deductions from payroll shall continue as long as paid leave is available. After all applicable paid leave is exhausted the employee's portion of the benefit premiums shall be paid directly to the District.
- c. If an employee fails to continue benefit payments, the Water District may discontinue coverage during the leave period. You will be provided written notice at least fifteen (15) days before any such coverage is to cease, advising that coverage will be dropped on a specified date if payment is

not received by that date.

- d. Employees do not accrue benefits such as vacation, sick leave, or holiday benefits, during unpaid family and medical leave. You will start accruing benefits again when you return to active employment in accordance with the specific benefit plan.

9. Returning to Work

- a. So that we can schedule your return to work, we ask that you notify the department manager or the Human Resources Manager as soon as possible of the date that you will return to work. Upon returning from family and medical leave, you will be restored to the position you held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The right of an employee to reinstatement under the FMLA expires at the end of the FMLA leave period.
- b. At the end of the leave of absence, you must submit a health care provider's statement of fitness to return to work to the Human Resources Manager. If you fail to provide either a fitness for duty certification or a new medical certification for a serious health condition at the end of your family and medical leave, it could result in termination. If you do not report to work promptly at the end of a family and medical leave of absence, we will assume that you have voluntarily resigned your employment with the Water District.

E. Emergency Leave Fund for Employees with Special Needs

- 1. The Emergency Leave Fund for Employees with Special Needs is established with a balance available from any employee who may forfeit Annual Leave hours at the end of each year. This fund is designed to benefit employees who have exhausted their leave and are facing hardship with special needs. The fund will be directed by Management.
- 2. Employees may also donate Annual Leave hours to sustain this fund. (See Policy 112, II.B.4.)

F. Workers Compensation

Lost time from work-related accidents or illnesses is covered by Workers Compensation. The difference between Workers Compensation payments and the regular basic weekly earnings may be paid at employee's option from accrued Sick Leave or Annual Leave.

G. Military Leave

1. Employees who are called, or volunteer, for military duty shall be granted employment rights in accordance with applicable federal and state laws.
2. Employees needing such military reserve or National Guard leave are encouraged to give as much notice as possible.
3. Annual leave shall be used for military leave until all accrued annual leave is exhausted. "Banked" annual leave may be used for military leave if requested by the employee. Thereafter, military service leave shall be unpaid.

H. Jury Duty

1. An employee who is summoned to jury duty shall notify their Supervisor promptly of the dates scheduled to serve.
2. At time of jury service, employees shall obtain a signed form from the Circuit Clerk verifying time(s) served.
3. An employee required to serve on a jury will be paid their regular rate of pay for the actual time spent as a juror which falls during the employee's regularly scheduled workday. The employee shall report to work at the regular scheduled time prior to time reporting for jury duty and then return to work if released from duty during regular working hours.

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY NO. 113**

SUBJECT: HOLIDAYS

I. HOLIDAYS:

- A. Employees classified as regular, full-time employees are eligible for holiday pay.
- B. Employees will be granted their regular work hours with pay on the following holidays or days celebrated as such: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve, and Christmas Day.
- C. If the holiday falls on Saturday, Friday will be observed as the holiday. If the holiday falls on Sunday, Monday will be observed as the holiday.
- D. Employees will be granted a Birthday Holiday to be taken in their birth month.

II. PAYMENT FOR HOLIDAYS:

- A. Work performed on the above holidays, or days celebrated as such, will be paid at the rate of time and one-half in addition to the time granted.

III. UNITED WAY DAY POLICY:

- A. Employees who sign up prior to January 1 and contribute Care Share (equivalent to at least 1 hour of pay per month) are eligible for 1 day off with pay during the year of the contribution provided the employee continues the contribution through December 31 of that calendar year.
- B. Employees who sign up prior to January 1 and contribute Care Share Plus (equivalent to at least 2 hours of pay per month) are eligible for 2 days off with pay during the year of contribution provided the employee continues the contribution through December 31 of that calendar year.
 - 1. For example: The pledge that an employee makes in 2022 is for the Year 2023 campaign. Therefore, the amount pledged will be withheld during the year 2023 and the day off must occur in the year 2023.
- C. Employees hired after January 1 will not be eligible for the day off with pay until the following January.
- D. Employees who participate in the United Way Day Off Program, take the day(s) off, but terminate before December 31 will have the day(s) deducted from annual leave if they choose not to fulfill the entire pledge.

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY NO. 114**

SUBJECT: BENEFIT PLANS

I. OVERVIEW:

- A. Regular, full-time employees, as well as part-time employees who meet the eligibility requirements, are encouraged to participate in the Retirement and Security Plan (R&S) and the 401(a) and 457(b) retirement plans as they become eligible. Employees are also encouraged to participate in all plans in which the Water District pays all, or a portion, of the premium.
- B. The normal retirement date for employees is age 62. However, an employee may elect early retirement at any time after age 55 in accordance with plan specifications.
- C. An employee with 30 years of service may elect to stop work up to 3 months prior to their official retirement date provided there is sufficient Annual and/or Sick Leave to do so. During this period, the employee will remain on the payroll with full benefits in accordance with plan specifications.
- D. Employees electing to work past age 62 shall continue to participate in all benefit plans in accordance with plan specifications.
- E. Included in the Retirement Programs are the 401(a) and 457(b) plans and the Retirement & Security (R&S) Plan. Group insurance programs include Basic Life and Accidental Death and Dismemberment Insurance, Supplemental Life Insurance, Long-Term Disability Insurance, Business Travel Accident Insurance, Supplemental Accidental Death and Dismemberment Insurance, Spouse Life and Child Life Insurance, and Medical and Dental Insurance.
- F. All regular, full-time employees may have an option to participate in other payroll-deducted plans.

II. BENEFIT PLANS:

- A. Retirement & Security Plan (R&S Plan)
 - 1. A defined benefit plan designed to provide participants with a monthly income upon retirement.
 - 2. Annual Estimated Benefit is calculated as - Benefit Level (1.6% eligible service years from 1-1-76 to 4-1-99, 1.85% eligible service years from 4-1-99 to 12-31-17, and 1.0% for service after 1-1-18) x Number of Continuous Years in the Program x Average of Highest 5 Salary Years.
 - 3. The Water District funds the entire cost of this Plan.
 - 4. Payments on the employee's behalf begin 1 year after employment.

5. Employees are fully vested (have ownership) after 5 years in the Plan.

B. 401(a) and 457(b) plans

1. The 457(b) plan is available for employee deferrals within 30 days of the qualifying event.
2. Traditional and Roth options will be provided and administered in accordance with the plan documents.
3. All eligible employees hired after June 1, 2015 will be auto enrolled in the 457(b) plan at the rate of 2%, unless the employee specifies otherwise and/or opts out of participation in the plan.
4. All eligible employees hired after June 1, 2015 will be also be auto escalated to the rate of 4% after 1 year of service, unless the employee specifies otherwise and/or opts out of participation in the plan.
5. After one year, the Water District contributes 3 percent of the employee's base salary into the 401(a) plan, regardless of any employee contribution.
6. Additionally, the District will contribute a 100% matching contribution of up to 4 percent of the employee's base salary into the 401(a) plan provided that the employee contributes a minimum of 4% of their base salary into the 457(b) plan.
7. Investment selections are made by the employee.
8. IRS imposes a dollar limit on the total amount of contributions which may also limit the percentage that can be contributed. All contributions, plus earnings, are payable to the employee upon separation subject to certain IRS restrictions.
9. Part-Time employees who have 1 year of service with a minimum of 1,000 hours worked are eligible for employee deferrals and employer match (subject to all other plan requirements).

C. 401(a) and 457(b) loan options will be administered in accordance with the provider's policies but are summarized as follows:

1. Available for up to 50 percent of the current account balance with a minimum of \$1,000 up to a maximum of \$50,000.
2. Maximum term of non-home loan is 60 months.
3. Maximum term of home loan is 10 years.
4. Interest rate will be as set forth by the plan provider.
5. Loan set up and maintenance fees to be paid by the employee in accordance with the plan providers policies.

D. Basic Group Term Life and Accidental Death and Dismemberment Insurance Summary

1. Basic Life provides coverage equal to an employee's annual base salary rounded to the next thousand dollars times two.
2. An equal amount of coverage is provided under the Accidental Death and Dismemberment Insurance for covered accidents resulting in death or certain dismemberment losses. The policy provides various fractions of full coverage for other dismemberment losses.
3. Basic Life and AD&D Insurance with coverage as described above is paid for by the Water District. For more than \$50,000 in group term life insurance provided by an employer the IRS requires the calculation of a tax liability. The amount is determined by the employee's age and the amount of insurance over \$50,000.

E. Supplemental Life Insurance Summary

1. Employees select the amount of coverage desired with optional benefit levels from one to five times the employee's annual base salary.
2. Employees pay the entire cost.
3. This coverage provides benefits in addition to the Basic Life Insurance described above in Subsection II.D.

F. Supplemental Accidental Death and Dismemberment Insurance Summary

1. Employees select the amount of coverage desired with optional benefit levels from one to five times the employee's annual base salary.
2. Employees pay the entire cost.
3. This insurance provides benefits in addition to the Accidental Death & Dismemberment Insurance described above in Subsection II.D. and includes an option for family coverage.

G. Spouse Life and Child Life Insurance Summary

1. Employees select the amount of coverage desired for the spouse with optional benefit levels from \$10,000 to \$200,000. Child life coverage is \$10,000 or \$20,000 per child. Premium cost for the first \$10,000 of Spouse Life coverage is shared equally by the employee and the Water District. Employees pay the entire cost of benefit levels higher than \$10,000 of Spouse Life and all Child Life premiums.

H. Business Travel Accident Insurance Summary

1. Benefit is \$50,000 accidental death or dismemberment coverage.
2. Accident must occur while the employee is traveling to a final destination of 50 miles from their normal place of employment or outside the service area-whichever occurs first.

3. Water District pays the entire cost of coverage.

I. Long-Term Disability Insurance Summary

1. Coverage provides a disabled employee with 66 2/3 percent of their base salary after a 13-week waiting period.
2. Payment of benefits will be offset by any amounts received from Social Security and/or Workers Compensation.
3. Cost is shared equally by the employee and the Water District.
4. Benefit accrual for R&S contributions continues with the salary frozen.
5. No contributions may be made to the 401(a) and/or 457(b) plans during the period in which the employee is not receiving compensation from the Water District.
6. Basic Life and Accidental Death and Dismemberment Insurance coverage continues with premiums being waived 26 weeks after the employee becomes disabled.
7. Supplemental Accidental Death and Dismemberment Insurance coverage will cease 26 weeks after the employee becomes disabled.
8. Medical, Dental, and Spouse Life and Child Life Insurance coverage will continue, and premiums will be shared between the employee and the Water District as described in previous subsections.
9. See other related Policies 112-II-C-3 and C-4, Policy 104 II-C.

J. Medical, Prescription Drug and Dental Insurance Summary

1. Medical (including Wellness plan option), prescription drug and dental insurance coverage is available to employees and dependent family members the first of the following month of employment.
2. Employees are responsible for keeping the Water District informed of any changes in family status.
3. Tiered rates, including Wellness Plan discounts, are provided for various family structures.
4. Employee and the Water District share the cost of the medical, prescription drug, and dental plan with up to 70 percent being paid by the Water District.
5. Employee's utilizing the High Deductible Medical Plan will be eligible to receive funds from the District in their Health Spending Account. The amount will be based on the plan tier selected and established by the Board of Commissioners.
6. Employees and/or spouses who do not meet the requirements of the Wellness Plan will be subject to repayment.

7. An employee or dependent who is otherwise eligible for coverage under the Water District's Plan will be considered ineligible under the following conditions: When such employee or dependent fails to enroll for coverage when eligible under Medicare, or another plan which is provided for the employee or dependent by their employer or other agency with 70% or more of the cost paid or reimbursed by the employer or other agency to the dependent for insurance.
 8. Retired employees may remain in the medical, prescription drug, and dental insurance plans subject to the insurance plan specifications. Due to some insurance companies not allowing retirees in the company group plans, an alternative plan may be selected by the Water District with coverage as similar as possible to the company group plan. Premium payments are subject to the following conditions:
 - a. If an employee retires at a minimum age of 60 and age plus years of service equals 75, the Water District will pay up to 70 percent of the premium for employee and spouse coverage for a period not to exceed 5 years.
 - b. All other retirees and their spouses may be allowed to retain the coverage as set forth above with 100 percent of the premium being paid by the retiree.
 9. In the event Medicare Insurance becomes effective for those on Long Term Disability Insurance (including dependents) they are subject to the requirements of the Water District's group plan and an alternative medical, prescription drug and dental insurance plan may be selected by the Water District, from the Water District's insurance company, with as similar as possible coverage as is available.
 10. If for any reason, an employee becomes ineligible for coverage under the Water District's group plan, the employee's spouse will also become ineligible.
 11. The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for continuation of coverage for a limited period in the event of certain qualifying events. The COBRA Act allows for collection of 102 percent of the premium.
- K. Section 125 Plan Summary
1. IRS allows pre-tax dollars to be used for medical and dental premiums and dependent care.

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY NO. 115**

SUBJECT: EMPLOYEE AND DIRECTOR BUSINESS AND TRAVEL EXPENSE

I. AUTHORIZATION

- A. All authorization for travel and expense payment will be made by the General Manager or a Department Manager subject to approval by the General Manager.

II. EXPENSE ITEMS TO BE REIMBURSED

- A. Reimbursable expenses are registration fees, transportation, lodging and tax, meals, tips, business telephone calls, taxi, parking, tolls, and Water District guests' meals. Receipts or written documentation must be presented for reimbursement of all charges.
- B. Personal telephone calls, movies, liquor charges, and other entertainment expenses will not be reimbursed by the Water District. If such charges appear on the hotel bill, they will be charged to the employee/Commissioner.
- C. Transportation will be reimbursed at the rate per mile set by the IRS. Mileage incurred for use of personal vehicles is acceptable for short trips with limited mileage; however, rental or pool vehicles are encouraged when their cost is the most economical means of transportation. For extended trips, mileage reimbursement is limited to the amount of the standard economy airfare in effect at the time travel arrangements are made.

III. SPOUSES, CHILDREN, AND/OR GUESTS

- A. In the event that spouses, children, and/or guests accompany employees/Commissioners on business trips, all additional expenses incurred in connection with their accompanying shall be borne by the employee/Commissioner. The only exception would be the cost of attending an official business meeting, luncheon, or dinner.
- B. The Water District will pay the entire cost of a single standard room for each night of travel for employees/commissioners. If spouses, family members, or guests are traveling with the employee/Commissioner, the actual cost of the room over and above the single, standard rate will be paid by the employee/Commissioner.

IV. ADVANCED EXPENSES

- A. The Department Manager authorizing the trip shall issue a request for funds to cover the estimated travel costs. The funds advanced will be set up as a receivable from the employee. When travel is completed, the employee will make an accounting for expenses subject to approval of the Department Manager and the General Manager. Expenses accounted for will credit the employee's account, as will any part of the advance not accounted for which is

returned. If expenses of the employee are greater than the advance, a check for the difference will be issued to the employee. An Expense Report Form must be completed and submitted for approval, along with receipts, within 10 working days after travel is complete. If receipts are lost or not available for such expenses as tips, cabs, etc., written verification will be accepted for payment of such expenses. **No expenses will be paid without valid receipts or written explanation of charges.**

- B. Advance expense checks may be requested for travel two weeks prior to actual departure. Reasonable meal allowances will be allowed.

V. REVIEW & APPROVAL PROCEDURES

- A. Expense reports will be reviewed and approved by the General Manager and the Department Manager authorizing the travel. All expense reports, both employee and managers, may also be subject to review by the Board of Commissioners.

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY NO. 116**

SUBJECT: TUITION-AID PROGRAM

I. POLICY:

- A. The Water District recognizes the desire of employees to add to their formal education and that continued education can develop an employee's capabilities. When such schooling is related to job duties, the employee classified as regular full-time may be eligible for financial assistance under the Tuition-Aid Program. Certain college degree and non-degree programs may also apply.

II. PROCEDURES:

The following guidelines are established for consideration of tuition aid:

- A. Must be regular full-time employees and be employed by the Water District for one year.
- B. Course must be related to work or would further improve employee's ability and performance. A maximum of 2 courses may be taken in a semester.
- C. Course of training must be on employee's time and not interfere with normal workday and/or duties of the organization.
- D. Tuition aid is limited to courses, which are approved by the State Board of Education, Vocational Training Department, or other recognized educational approving authority.
- E. Application in writing for tuition aid should be made to the Department Manager and approved by the General Manager and the Board of Commissioners prior to registration for the course.
- F. The Water District will pay tuition only for approved courses. Expenses for books and other supplies are not covered. If the employee should fail to complete the course in the regular prescribed time, or if grades are less than a 2.0 average, the employee shall repay the tuition amount to the Water District. A copy of the grade transcript must be provided to the Department Manager following completion of the course, which will be filed in the employee's personnel file maintained by Human Resources.
- G. If an employee who has received tuition aid terminates or separates from employment for any reason within 5 years of receiving such aid, the employee shall repay a prorated amount of the tuition assistance received. The amount repaid to the District shall be the tuition amount less 20 percent for each full year of employment after the tuition aid is paid. These repayments to the District do not apply to the required course work described in Paragraph H. below.

- H. The Water District will pay the expense of tuition and books for any course required by the Water District or for continuing education units (CEUs) required by regulatory or licensing agencies where such license or registration is applicable to Water District business as approved by the General Manager. The employee will also be compensated for time spent in classroom study.

**WARREN COUNTY WATER DISTRICT
OPERATING POLICY NO. 117**

SUBJECT: WORKERS COMPENSATION INSURANCE

I. POLICY:

- A. To provide comprehensive workers compensation insurance at no cost to employees.
- B. To inform employees of the Water District's philosophy regarding return to work and modified work duty.
- C. To support and encourage the injured employee during rehabilitation.

II. PROCEDURES:

- A. Employees who sustain work-related injuries or illnesses must inform their supervisor and complete all required forms immediately. Failure to report any accident or illness at the time of occurrence will result in an investigation by the insurance carrier and could delay payment of benefits.
- B. Neither the Water District nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Water District.
- C. Employees are expected to make every effort possible to return to work following an industrial accident or exposure. The Water District will consult with physicians and make accommodation for employees whenever possible in order to ensure their return to work; however, it is the responsibility of the employee to notify their Department Manager of their condition and work out arrangements for return to work. Employees may be temporarily reassigned at a wage rate established for each particular job classification while performing limited or light duty. Limited or light duty will be limited to 6 weeks. The General Manager shall review and determine availability of work for temporary reassignment before approval is granted.
- D. The Water District will make a prompt, thorough investigation of all accidents through the employee and other witnesses in order to prevent similar accidents in the future.
- E. Employees receiving workers compensation benefits may elect to receive full salary after forfeiture of workers compensation checks to the Water District. Any remaining portion beyond the workers compensation benefits will be paid from Sick or Annual Leave benefits when available.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-29

Responding Witness: Jeff Peeples

Q 1-29. To the extent not provided in the responses above, provide all wage, compensation, or employee benefits studies, analyses, or surveys conducted since Warren District's last rate case or that are currently utilized by Warren District Water Division.

A 1-29. See the Response to Question No. 1-27a.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-30

Responding Witness: Ross Guffey, P.E., HDR Engineering, Inc.

Q 1-30. To the extent not already provided, provide a copy of each cost of service study, billing analysis, and all exhibits and schedules that were prepared in Warren District's rate application in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

A 1-30. Filed separately with this Response is a zip folder titled "**Exhibit_1-30.zip**" containing eight (8) Excel workbook files that reflect exhibits found in the District's application or prepared in conjunction with the submitted cost-of-service study.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-31

Responding Witness: Ross Guffey, P.E.

Q 1-31. To the extent not already provided, provide all workpapers, calculations, and assumptions Warren District used to develop its pro forma financial information in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

A 1-31. All requested materials and information have been provided.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-32

Responding Witness: Jeff Peeples

Q 1-32. Provide a detailed explanation of the allocation methodologies, if any, between water and sewer.

A 1-32. The allocation of expenses among the Warren Water Division, the Warren Sewer Division, Butler County Water System Inc. ("Butler Water"), and Simpson County Water District ("Simpson District") is discussed at pages five to eight of the Written Direct Testimony of Jeff Peeples found at Exhibit 9C of the Application. Warren District, Butler Water, and Simpson District are jointly managed and operated by Warren District.

There is a "Joint Utility Committee" made up of a representative from each water utility. This Joint Utility Committee reviews and approves rates and allocations at the beginning of each year. The rates and allocations are set forth in the Rates and Allocations Memo. The allocations are based upon the prior year's total number of customers, and each utility's percentage of the total. For the purposes of the allocation, Warren District has always treated the Water Division and the Sewer Division as two (2) separate utilities, which happen to be governed by the same Board of Commissioners.

From an allocation of cost perspective Warren District operates four (4) utilities: Warren Water; Warren Sewer; Butler Water; and Simpson District. The 2024 allocation was Warren water 64.1%, Warren Sewer 19.4%, Butler Water 9.6%, and Simpson District 6.9%. Exhibit 18 of the Application contains the Joint Operations Agreement and the Rate and Allocations Memos for the 2023 and 2024.

The costs associated with front office Customer Service Representatives whose work is exclusively performed for Warren District are split 60/40 between the Water Division and the Sewer Division. The Water Division is charged with sixty (60) percent of the wages and costs associated with the front office staff dedicated solely to Warren District and the Sewer Division is charged with forty (40) percent of these costs.

Warren District allocates employment costs such as payroll taxes, medical insurance, retirement, employee leave, workman's compensation, and holiday pay through the use of an Employee Overhead Rate. The Employee Overhead Rate is applied to wages worked. The rate is determined by dividing the estimated overhead costs by the projected total wages worked. For year 2023, the initial overhead rate was 62.2%, and the final overhead rate was 64.66%. The Employee Overhead Rate reimbursement amount is charged to

the Warren Water Division, Warren Sewer Division, Butler Water, and Simpson District by multiplying employee wages worked for each division/utility by the Employee Overhead Rate. Attached as **Attachment 1-32** are the cost allocations for 2023 and the calculation for the 2023 Employee Overhead Rate.

Attachment 1-32

Warren District Cost Allocations 2023

ALLOCATION OF ADMINISTRATIVE COSTS Year 2023

SUMMARY OF TOTAL WATER DISTRICT CUSTOMERS SERVED AS OF: December 31, 2022

<u>Water District</u>	<u>Number Customers</u>	<u>Yr 2023 Percentage</u>	<u>Yr 2022 Percentage</u>	<u>Difference</u>
Warren	32,333	64.1%	64.6%	-0.50%
Sewer	9,528	18.9%	18.0%	0.90%
Butler	5,010	9.9%	10.2%	-0.30%
Simpson	<u>3,596</u>	<u>7.1%</u>	<u>7.2%</u>	-0.10%
TOTAL	<u>50,467</u>	<u>100.0%</u>	<u>100.0%</u>	

ALLOCATION BY DISTRICT

<u>Names</u>	<u>Function</u>	<u>Dept Code</u>	<u>Warren County</u>	<u>Warren Sewer</u>	<u>Butler County</u>	<u>Simpson County</u>
Cuarta	General Mgr	2H	64.1%	18.9%	9.9%	7.1%
Dix	Mgmt Advisor	2H	64.1%	18.9%	9.9%	7.1%
Peeples	Mgr - Finance	2H	64.1%	18.9%	9.9%	7.1%
Tillery	Mgr - Wtr Qlty / Oper	2H	64.1%	18.9%	9.9%	7.1%
Edmonds	Billing Admin	2H	64.1%	18.9%	9.9%	7.1%
Hale	Cust Serv Coord	2H	64.1%	18.9%	9.9%	7.1%
Phillippi	Oper Coord	2H	64.1%	18.9%	9.9%	7.1%
Johnson	Sys/Database Admn	2H	64.1%	18.9%	9.9%	7.1%
Davidson	IT Technician	2H	64.1%	18.9%	9.9%	7.1%
Harmon	Mgr - HR \ Comm Rel	2H	64.1%	18.9%	9.9%	7.1%
Anderson	Admin Asst	2H	64.1%	18.9%	9.9%	7.1%
Lawrence	Acctg Supv - Cust Accts	2J	64.1%	18.9%	9.9%	7.1%
Daugherty	Acctg Supv - Reports	2J	64.1%	18.9%	9.9%	7.1%
Watt	Accountant	2J	64.1%	18.9%	9.9%	7.1%
Gentry	Accounting Clerk	2J	64.1%	18.9%	9.9%	7.1%
Haley	Accounting Clerk	2J	64.1%	18.9%	9.9%	7.1%
Goodall	Operations Clerk	2I	60.0%	40.0%	-	-
Green	Applications Clerk	2I	60.0%	40.0%	-	-
Willis	CSR	2I	60.0%	40.0%	-	-
Meredith	CSR	2I	60.0%	40.0%	-	-
Thornton	CSR	2I	60.0%	40.0%	-	-
Belcher	CSR	2I	60.0%	40.0%	-	-
Solomon	CSR	5F	-	-	-	100.0%
Phelps	CSR	8F	-	-	100.0%	-
Morris	CSR	8F	-	-	100.0%	-

Warren / Butler / Simpson
District Allocations
Year 2023

ALLOCATIONS:

(1) All Districts:

	<u>Allocate %</u>	<u># of Customers</u>
Warren	64.1%	32,333
Sewer	18.9%	9,528
Butler	9.9%	5,010
Simpson	<u>7.1%</u>	<u>3,596</u>
	100.0%	50,467

(2) Warren, Simpson, Butler:

	<u>Allocate %</u>	<u># of Customers</u>
Warren	79.0%	32,333
Butler	12.2%	5,010
Simpson	<u>8.8%</u>	<u>3,596</u>
	100.0%	40,939

(3) Warren Co. & Sewer Division:

	<u>Allocate %</u>	<u># of Customers</u>
Warren	77.2%	32,333
Sewer	<u>22.8%</u>	<u>9,528</u>
	100.0%	41,861

(4) Warren & Simpson:

	<u>Allocate %</u>	<u># of Customers</u>
Warren	90.0%	32,333
Simpson	<u>10.0%</u>	<u>3,596</u>
	100.0%	35,929

(5) Warren & Butler:

	<u>Allocate %</u>	<u># of Customers</u>
Warren	86.6%	32,333
Butler	<u>13.4%</u>	<u>5,010</u>
	100.0%	37,343

(6) Simpson & Butler:

	<u>Allocate %</u>	<u># of Customers</u>
Simpson	41.8%	3,596
Butler	<u>58.2%</u>	<u>5,010</u>
	100.0%	8,606

(7) Warren, Sewer, Simpson:

	<u>Allocate %</u>	<u># of Customers</u>
Warren	71.1%	32,333
Sewer	21.0%	9,528
Simpson	<u>7.9%</u>	<u>3,596</u>
	100.0%	45,457

(8) Warren, Sewer, Butler:

	<u>Allocate %</u>	<u># of Customers</u>
Warren	69.0%	32,333
Sewer	20.3%	9,528
Butler	<u>10.7%</u>	<u>5,010</u>
	100.0%	46,871

WARREN \ SEWER \ SIMPSON \ BUTLER
Expense and Capital Distribution of Allocated Administrative Wages
Year 2023

SUMMARY OF TIME CARD WAGES
Based Upon Year 2022

<u>District</u>	<u>Expensed</u>	<u>Capitalized & Other</u>	<u>Total</u>
Warren County Water District	\$ 1,030,501	\$ 737,531	\$ 1,768,032
Sewer Division	114,011	184,969	298,980
Simpson County Water District	148,282	80,155	228,437
Butler County Water System	<u>308,239</u>	<u>44,840</u>	<u>353,079</u>
TOTALS	\$ 1,601,034	\$ 1,047,494	\$ 2,648,528
% Breakdown - Applied Current Year	60.0%	40.0%	100.0%
% Breakdown - Applied Prior Year	59.0%	41.0%	100.0%

Application of Expense & Capital Allocation:

WARREN COUNTY WATER DISTRICT

Employee Overhead Rate

Year 2023

<u>No.</u>	<u>Employee Costs</u>	<u>Year 2023</u>		<u>Prior Year</u>	
		<u>Projected</u>	<u>Costs</u>	<u>Annual</u>	<u>Costs</u>
				<u>\$</u>	<u>%</u>
				<u>Difference</u>	<u>Difference</u>
1	Payroll Taxes	\$ 391,000	\$ 368,519	\$ 22,481	6.1%
2	Birthday Holiday	19,000	15,291	3,709	24.3%
3	United Way Day Holiday	25,000	16,467	8,533	51.8%
4	Sick Leave	100,000	157,579	(57,579)	-36.5%
5	401(a) Contribution	305,000	238,206	66,794	28.0%
6	Insurance - Medical \ Drugs	526,500	476,454	50,046	10.5%
7	Insurance - Dental	35,000	32,091	2,909	9.1%
8	Insurance - LT. Disability	10,000	9,468	532	5.6%
9	Insurance - Life	20,500	20,227	273	1.3%
10	Pension	673,700	594,179	79,521	13.4%
11	Annual Leave Accrual	329,000	298,555	30,445	10.2%
12	Wellness Awards	7,500	11,777	(4,277)	-36.3%
13	Workman's Compensation	27,000	25,984	1,016	3.9%
14	Holiday Pay	204,000	163,798	40,202	24.5%
15	5% Annual Adjustment	256,000	224,210	31,790	14.2%
Total Employee Overhead Costs		2,929,200	2,652,805	276,395	10.4%
Wage Base		\$ 4,706,763	\$ 4,106,220	600,543	14.6%
Budgeted Employee Overhead Rate		<u>62.2%</u>	<u>64.6%</u>	-2.4%	
Employee Overhead Rate - Applied		62.2%			

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-33

Responding Witness: Jeff Peeples

Q 1-33. Describe how charges are determined for unrelated utilities for which it provides service. Provide a description whether charges for services provided to unrelated entities is reported as an income classification or is recorded as a reduction in gross spending for each expense classification.

A 1-33. For an explanation of how shared costs are allocated to Butler County Water System Inc. and Simpson County Water District by Warren District, see the Written Direct Testimony of Jeff Peeples at Exhibit 9C of the Application and the Response to Question No. 1-32.

Warren District reports these expenses as a reduction in gross expenditures for each expense classification. In other words, on Warren District's Income Statement, the amount shown as an expense for each expense category represents only the expense amount attributable to the salaries, purchased water, purchased power, materials and supplies, insurance, etc. incurred by Warren District's Water Division. All expenses associated with Butler Water, Simpson District, and Warren District's Sewer Division are excluded from these expense categories.

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-34

Responding Witness: Jeff Peeples

Q 1-34. Provide the number of occurrences and the dollar amount for late fees that were assessed during the calendar years 2022, 2023, and year to date 2024.

A 1-34. See the Table below for the number of occurrences and the amount of late fees assessment during calendar years 2022, 2023, and year to date 2024:

Summary of Late Fees

Warren County Water District - Water Division

Time Period	Number of Occurrences	Total Amount
2022	53,768	\$ 195,713.53
2023	55,426	\$ 207,918.87
June 2024 YTD	27,920	\$ 111,911.00

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-35

Responding Witness: Jeff Peeples

Q 1-35. Provide the total amount collected for each nonrecurring charge and the number of occurrences for each nonrecurring charge that was assessed during the test year.

A 1-35. The Table below summarizes the number of occurrences for each nonrecurring charge assessed during the test year and the total amount collected for each charge. In those instances in which a customer receives water and sewer service and the tariff for each division provides for the assessment of the same nonrecurring charge, only one nonrecurring charge is assessed and the payment is equally allocated to each division.

During the 2023 test year, the District made one reimbursement in the amount of \$150.00 to a customer who was inadvertently charged the incorrect amount for a Service Line Inspection Charge.

WARREN COUNTY WATER DISTRICT – WATER DIVISION
Nonrecurring Charges Year 2023

GENERAL LEDGER ACCOUNT #	TYPE OF CHARGE	# OF OCCURRENCES	AMOUNT
471-0000-2	Service Connection Charge	5,198	\$98,845.00
471-0000-2	Service Connection Charge-After Hours	45	\$2,502.50
471-0000-2	Delinquent Service Charge	3,793	\$80,675.00
471-0000-2	Delinquent Service Charge to Reconnect	1,918	\$46,515.00
471-0000-2	Delinquent Service Charge to Reconnect- After Hours	458	\$29,120.00
471-0000-2	Meter Reading Recheck Charge	0	\$0.00
471-0000-2	Service Investigation Charge	23	\$625.00
471-0000-2	Service Investigation Charge-After Hours	2	\$130.00
471-0000-2	Meter Test Request	0	\$0.00
471-0000-2	Meter Investigation Charge	67	\$375.00
471-0000-2	Returned Check Charge	413	\$8,900.00
471-0000-2	Service Line Inspection Charge	1	\$(150.00)
	TOTAL	11,918	\$267,537.50

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-36

Responding Witness: Jeff Peeples

Q 1-36. Provide updated cost justification sheets for all nonrecurring charges listed in Warren District's tariff.

A 1-36. See **Attachment 1-36** for the updated cost justification sheets for all nonrecurring charges listed in the District's Water Tariff.

Attachment 1-36

Nonrecurring Charges Cost Justification Sheets

NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Delinquent Service

1. Field Expense

A. Materials (Itemize)

	-
	-
	-

B. Labor (Time and Wage)

0.53 Hours	x	\$ 45.05	23.81
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Total Field Expense **\$ 23.81**

2. Clerical and Office Expense

A. Supplies

1.11

B. Labor	0.20 Hours	x	\$ 33.22	6.63
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Total Clerical and Office Expense **\$ 7.74**

3. Miscellaneous Expense

A. Transportation	0.53 Hours	x	\$ 10.00	5.29
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B. Other (Itemize)

	-
	-
	-

Total Miscellaneous Expense **\$ 5.29**

Total Nonrecurring Charge Expense **\$ 36.84**

Tariff 25.00

NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Meter Investigation

1. Field Expense

A. Materials (Itemize)

	-
	-
	-

B. Labor (Time and Wage)

0.95 Hours	x	\$ 44.17	41.74
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Total Field Expense **\$ 41.74**

2. Clerical and Office Expense

A. Supplies

-

B. Labor	1.22 Hours	x	\$ 33.22	40.41
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Total Clerical and Office Expense **\$ 40.41**

3. Miscellaneous Expense

A. Transportation	0.945 Hours	x	\$ 10.00	9.45
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B. Other (Itemize)

	-
	-
	-

Total Miscellaneous Expense **\$ 9.45**

Total Nonrecurring Charge Expense **\$ 91.60**

Tariff 75.00

NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Meter Reading Recheck

1. Field Expense

A. Materials (Itemize)

	-
	-
	-

B. Labor (Time and Wage)

0.79 Hours	x	\$ 39.42	30.99
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Total Field Expense **\$ 30.99**

2. Clerical and Office Expense

A. Supplies

-

B. Labor	0.33 Hours	x	\$ 33.22	11.07
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Total Clerical and Office Expense **\$ 11.07**

3. Miscellaneous Expense

A. Transportation	0.79 Hours	x	\$ 10.00	7.86
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B. Other (Itemize)

	-
	-
	-

Total Miscellaneous Expense **\$ 7.86**

Total Nonrecurring Charge Expense **\$ 49.92**

Tariff 25.00

Warren County Water District

1. Field Expense

	-
	-
	-

1.75 Hours	x	\$ 41.05		71.84
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2. Clerical and Office Expense

B.	Labor	0.13 Hours	x	\$ 33.22	<u>4.43</u>
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3. Miscellaneous Expense

B.	Other (Itemize)		-
			-
			-

Tariff	\$	50.00
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NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Returned Check

1. Field Expense

A. Materials (Itemize)

	<u>-</u>
	<u>-</u>
	<u>-</u>

B. Labor (Time and Wage)

Hours	x	\$	-	<u>-</u>
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Total Field Expense **\$ -**

2. Clerical and Office Expense

A. Supplies

-

B. Labor 0.60 Hours x \$ 33.22 19.93

Total Clerical and Office Expense **\$ 19.93**

3. Miscellaneous Expense

A. Transportation 0 Hours x \$ - 0

B. Other (Itemize)

Bank Fee - Returned Check 12.00

-

-

Total Miscellaneous Expense **\$ 12.00**

Total Nonrecurring Charge Expense **\$ 31.93**

Tariff \$ 25.00

NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Service Connection - After Hours

1. Field Expense

A. Materials (Itemize)

	-
	-
	-

B. Labor (Time and Wage)

0.76 Hours x \$ 53.78	40.75
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Total Field Expense **\$ 40.75**

2. Clerical and Office Expense

A. Supplies

-

B. Labor 0.42 Hours x \$ 33.22	13.95
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Total Clerical and Office Expense **\$ 13.95**

3. Miscellaneous Expense

A. Transportation 0.76 Hours x \$ 10.00	7.58
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B. Other (Itemize)

Combined Communications - After Hour Call	8.97
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Service	-
---------	---

	-
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Total Miscellaneous Expense **\$ 16.55**

Total Nonrecurring Charge Expense **\$ 71.25**

Tariff \$ 65.00

NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Service Connection

1. Field Expense

A. Materials (Itemize)

	-
	-
	-

B. Labor (Time and Wage)

0.76	Hours	x	\$ 35.86	27.17
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Total Field Expense **\$ 27.17**

2. Clerical and Office Expense

A. Supplies

-

B. Labor	0.42	Hours	x	\$ 33.22	13.95
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Total Clerical and Office Expense **\$ 13.95**

3. Miscellaneous Expense

A. Transportation	0.76	Hours	x	\$ 10.00	7.58
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B. Other (Itemize)

	-
	-
	-

Total Miscellaneous Expense **\$ 7.58**

Total Nonrecurring Charge Expense **\$ 48.70**

Tariff \$ 25.00

NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Service Investigation - After Hours

1. Field Expense

A. Materials (Itemize)

	-
	-
	-

B. Labor (Time and Wage)

1.16 Hours	x	\$ 71.27	82.98
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Total Field Expense **\$ 82.98**

2. Clerical and Office Expense

A. Supplies

-

B. Labor	0.23 Hours	x	\$ 33.22	7.75
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Total Clerical and Office Expense **\$ 7.75**

3. Miscellaneous Expense

A. Transportation	1.16 Hours	x	\$ 10.00	11.64
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B. Other (Itemize)

Combined Communication After Hours Call	8.97
---	------

Service	-
---------	---

	-
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Total Miscellaneous Expense **\$ 20.61**

Total Nonrecurring Charge Expense **\$ 111.34**

Tariff \$ 65.00

Warren County Water District

1. Field Expense

	-
	-
	-

1.16 Hours	x	\$ 47.51	55.32
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Total Field Expense	\$ 55.32
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7.75

Total Clerical and Office Expense	\$ 7.75
--	----------------

A.	Transportation	1.16 Hours	x	\$ 10.00	11.64
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	-
	-
	-

Total Miscellaneous Expense	\$ 11.64
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\$ 74.71

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NONRECURRING CHARGE COST JUSTIFICATION

Warren County Water District

Type of Charge: Service Line Inspection Charge

1. Field Expense

A. Materials (Itemize)

	-
	-
	-

B. Labor (Time and Wage)

1.16 Hours	x	\$ 47.51	55.03
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Total Field Expense **\$ 55.03**

2. Clerical and Office Expense

A. Supplies

-

B. Labor	0.2333 Hours	x	\$ 33.22	7.75
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Total Clerical and Office Expense **\$ 7.75**

3. Miscellaneous Expense

A. Transportation	1.1583 Hours	x	\$ 10.00	11.58
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B. Other (Itemize)

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	-
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Total Miscellaneous Expense **\$ 11.58**

Total Nonrecurring Charge Expense **\$ 74.37**

Tariff \$ 50.00

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-37

Responding Witness: Jeff Peeples

Q 1-37. Provide the following information:

- 37a. The date that Warren District's billing cycle begins (meter read date).**
- 37b. State whether the date that the billing cycle begins is the date that would be best stated as the effective date of any order the Commission issues concerning rates in this case.**

A 1-37.

- 37a. Warren District's meter read date is the 19th of each month.**
- 37b. Yes. This date would be best stated as the effective date of any rates approved by the Commission in this case.**

WARREN COUNTY WATER DISTRICT

Case No. 2024-00200

Response to Commission Staff's First Request for Information

Question No. 1-38

Responding Witness: Jacob Cuarta

Q 1-38. Provide an overview of any actions planned or taken by Warren District to reduce its water loss, including any water loss reduction plan.

A 1-38. Through the implementation of various advanced technologies and traditional methods, Warren District has identified several key areas where water loss is prevalent. Our approach has included the following procedures:

1. Supervisory Control and Data Acquisition (SCADA) Systems:

- **Implementation:** The District's SCADA system continuously monitors water flow and pressure throughout the distribution network.
- **Findings:** Data anomalies such as unexpected drops in pressure or unusual flow patterns have pinpointed potential leak locations and inefficiencies in the system.

2. District Metering Areas (DMA):

- **Implementation:** Warren District has subdivided its service area into 35 distinct DMAs, each monitored by precise flow meters.
- **Findings:** Comparative analysis of water input versus consumption in these zones has highlighted areas with significant discrepancies, indicating potential leaks or unaccounted-for water usage. Currently, DMAs with high unaccounted-for water usage are: Detour Road; Oakland; Grider Pond; and Highway 68 West.

3. Flow Meters:

- **Implementation:** High-accuracy flow meters have been installed at strategic points within the distribution network.
- **Findings:** These meters provide granular data on flow rates, helping to identify both minor and major leaks in real-time.

4. Leak Sensors:

- **Implementation:** Acoustic leak detection sensors have been deployed across various parts of the network.
- **Findings:** These sensors detect sound waves generated by leaks, allowing Warren District to locate even the smallest of leaks with high precision.

5. Traditional Leak Detection Methods:

- **Implementation:** Manual inspections and acoustic listening devices are used periodically to check for leaks in pipes and fittings.
- **Findings:** These methods, although labor-intensive, have been effective in identifying leaks that are not detectable by automated systems.

PLAN TO REDUCE WATER LOSS

Based on Warren District's findings, The District has developed a multifaceted plan to reduce water loss in the identified areas:

1. Leak Repair and Infrastructure Upgrades:

- **Immediate Repairs:** Prioritize and repair identified leaks promptly to minimize water loss.
- **Pipeline Replacement:** Replace aging and corroded pipes, especially in areas with recurrent leak issues.
- **Valve Replacement:** Upgrade old and malfunctioning valves to ensure proper control over water flow.

2. Enhanced Monitoring and Maintenance:

- **Regular Inspections:** Increase the frequency of manual inspections and maintenance checks in high-risk areas.
- **Real-Time Monitoring:** Expand the use of SCADA and DMA systems for continuous, real-time monitoring to quickly identify and address new leaks.

3. Water Pressure Management:

- **Pressure Reducing Valves (PRVs):** Install PRVs in areas with high water pressure to reduce stress on pipes and lower the incidence of leaks.
- **Pressure Management:** Continuously monitor and adjust pressure settings to maintain optimal levels across the distribution network.

4. Community Engagement and Public Awareness:

- **Education Campaigns:** Launch public awareness campaigns to educate consumers on the importance of water conservation and encourage reporting of leaks.
- **Incentive Programs:** Offer incentives for households and businesses to upgrade to water-efficient fixtures and appliances.

5. Advanced Leak Detection Technologies:

- **Smart Sensors:** Invest in more advanced leak detection technologies such as smart water meters that provide real-time data to both the utility and consumers.
- **Remote Sensing:** Utilize satellite and drone technology for aerial surveys and thermal imaging to detect leaks in hard-to-reach areas.

6. Data Analysis and Continuous Improvement:

- **Data Analytics:** Employ advanced data analytics to analyze trends and predict potential leak locations.

- **Feedback Loop:** Establish a continuous improvement feedback loop where data from repairs and interventions are used to refine and improve our leak detection and prevention strategies.

7. Water Accountability Personnel:

- **Execution:** The District has a dedicated team of six highly trained water accountability professionals. These experts specialize in leak detection, meter testing, and the implementation of comprehensive water accountability programs. The team employs state-of-the-art technologies, including ground-sensing microphones, correlators, portable ultrasonic metering devices, and a network of acoustical loggers. Utilizing these advanced tools, the team conducts daily reviews of District Metered Area (DMA) data collected from the Supervisory Control and Data Acquisition (SCADA) system. By analyzing data for anomalies over the previous 24-hour period, they can promptly identify and address potential issues. Personnel are then strategically deployed to investigate and resolve any detected irregularities, ensuring efficient and effective water loss management.