

**COMMONWEALTH OF KENTUCKY**  
**BEFORE THE PUBLIC SERVICE COMMISSION**

**In the Matter of:**

**ELECTRONIC APPLICATION OF                    )  
WARREN COUNTY WATER DISTRICT    ) CASE NO. 2024-00201  
FOR A GENERAL ADJUSTMENT OF       )  
RATES FOR SEWER 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.

Filed: August 14, 2024

Respectfully submitted,




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

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

*Counsel for Warren County Water  
District*

## **CERTIFICATE OF SERVICE**

In accordance with the Commission's Order of July 22, 2021 in Case No. 2020-00085 (Electronic Emergency Docket Related to the Novel Coronavirus COVID-19), this is to certify that the electronic filing has been transmitted to the Commission on August 14, 2024; and that there are currently no parties in this proceeding that the Commission has excused from participation by electronic means.

  
\_\_\_\_\_  
Damon R. Talley

**COMMONWEALTH OF KENTUCKY**  
**BEFORE THE PUBLIC SERVICE COMMISSION**

**In the Matter of:**

<b>ELECTRONIC APPLICATION OF</b>	)	
<b>WARREN COUNTY WATER DISTRICT</b>	)	<b>CASE NO. 2024-00201</b>
<b>FOR A GENERAL ADJUSTMENT OF</b>	)	
<b>RATES FOR SEWER SERVICE</b>	)	

**RESPONSE OF**  
  
**WARREN COUNTY WATER DISTRICT**  
  
**TO**  
  
**COMMISSION STAFF'S FIRST REQUEST FOR INFORMATION**  
  
**DATED JULY 22, 2024**

**FILED: August 14, 2024**

**COMMONWEALTH OF KENTUCKY**  
**BEFORE THE PUBLIC SERVICE COMMISSION**

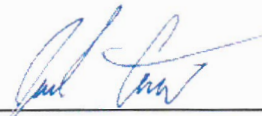
**In the Matter of:**

<b>ELECTRONIC APPLICATION OF</b>	)	
<b>WARREN COUNTY WATER</b>	)	
<b>DISTRICT FOR AN ADJUSTMENT</b>	)	<b>CASE NO. 2024-00201</b>
<b>OF RATES FOR SEWER SERVICE</b>	)	


**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 14, 2024

  
\_\_\_\_\_  
Jacob Cuarta, General Manager  
Warren County Water District

COMMONWEALTH OF KENTUCKY )  
 ) SS:  
COUNTY OF WARREN )

  
\_\_\_\_\_  
Jacob Cuarta  
General Manager  
Warren County Water District

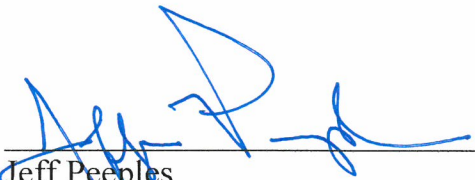
A circular notary seal for Alyssa Michelle Freeman. The outer ring contains the name "ALYSSA MICHELLE FREEMAN" at the top and "NOTARY PUBLIC" at the bottom. Inside the ring, the text "MY COMM. EXPIRES 11/29/2027" is at the top, "ID # KYNP83115" is in the center, and "STATE OF KENTUCKY" is at the bottom. The seal is surrounded by a decorative border of small dots.

Notary ID: K4NP83115

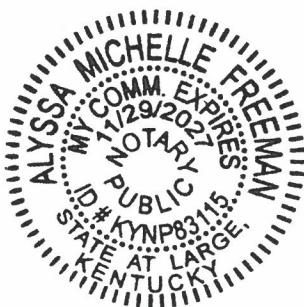
**SWORN CERTIFICATION AND VERIFICATION**

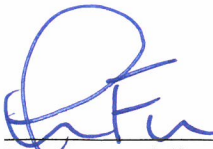
COMMONWEALTH OF KENTUCKY    )  
  ) SS:  
COUNTY OF WARREN                                )

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. 2024-00201, 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

## 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. 2024-00201, and the answers contained therein are true and correct to the best of his information, knowledge, and belief.

Ross Guffey, P.E.

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 9<sup>th</sup> day of August 2024.

  
Notary Public

# Notary Public

My Commission Expires: 6/20/2028

Notary ID: KYNP89582

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-1**

**Responding Witnesses: Jacob Cuarta and Jeff Peeples**

**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:**

- a. The general ledger for the calendar years 2022 and 2023; and the trial balance for the calendar years 2022 and 2023.**
- b. Adjusted Trial Balance showing unaudited account balances, audit adjustments, and audited balances for the calendar years 2022 and 2023.**
- c. Minutes from Warren District Sewer Division's commissioner meetings for the calendar years 2022, 2023, and 2024.**
- d. Certificates of Insurance policies for 2022, 2023 and 2024, if available.**
- e. Using a table format, provide an Excel spreadsheet format with all formulas, rows, and columns fully accessible and unprotected that, for each Warren District Sewer 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.**
- f. 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.**
- g. 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.**

- h. A document listing the name of all commissioners 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.).**
  - i. Provide Fiscal Court minutes that authorize the initial appointment, each reappointment, and specify the salary of each board member.**
  - j. Provide a list of trainings for each current Board member, any related records documenting that each Board member's attendance at those trainings, or if unable to provide the requested records, provide an explanation as to why the records are unavailable.**
- A-1.**
  - a. The general ledgers for calendar years 2022 and 2023 in Excel spreadsheet format are embedded in this Response and also filed separately as **Exhibit\_1-1a-GeneralLedgers.xlsx**. The trial balances for calendar years 2022 and 2023 in Excel spreadsheet format are embedded in this Response and filed separately as **Exhibit\_1-1a-TrialBalances.xls**.**
  - b. The requested information for the calendar years 2022 and 2023 in Excel spreadsheet format is embedded in this Response and filed separately as **Exhibit\_1-1b-AdjustedTrialBalances-2022.xlsx** and **Exhibit\_1-1b-AdjustedTrialBalances-2023.xlsx**.**
  - c. The minutes from the District's commissioner meetings for the calendar years 2022, 2023, and 2024 are attached as **Attachment 1-1c**.**
  - d. The District's certificates of insurance policies and invoices for insurance policies for 2022, 2023 and 2024 are attached as **Attachment 1-1d**.**

- e. The requested employee wage information for total District operations and the District's Sewer Division for the calendar years 2022, 2023 and 2024 in Excel spreadsheet format is embedded in this Response and filed separately as **Exhibit\_1-1e\_EmployeePayInformation.xlsx**.
- f. See **Attachment 1-1f** for all employee benefits, other than salaries and wages, provided to District employees for each of the previous five years.
- g. The requested information for the current employee and employer contribution rate for each employee benefit is embedded in this Response and filed separately as **Exhibit\_1-1g\_TotalEmployeeBenefitCosts.xlsx**. For the period from 2019 through 2023, the employee benefits and employee contribution rates to those benefits have remained unchanged. This exhibit contains 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."<sup>1</sup> All District employees are required to pay 30 percent of the cost of their medical insurance premiums. Those employees who choose not to participate in the District's Wellness Plan pay more than 30 percent of the cost of their medical insurance. As District employee contributions significantly exceed this 12 percent level, no adjustment is required.
- h. 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.

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

- i. See **Attachment 1-1i-1** which contains the minutes of the Warren County Fiscal Court meeting in which the appointments of the current members were approved or the Warren County Fiscal Court directing such appointment.

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. . .” Attached to this Response as **Attachment 1-1i-2** is a copy of the minutes from the Warren County Fiscal Court’s meeting of March 20, 1998, with the applicable portion highlighted.

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

Commissioners Tim Kanaly, Vince Berta and Dion Houchins were appointed following the enactment of KRS 74.020(8) and attended 12 hours of new commissioner training within 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.

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<sup>2</sup> *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).

<sup>3</sup> *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).

<sup>4</sup> *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.

<b>QUORUM CHECK</b>	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.
<b>MINUTES APPROVED</b>	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".
<b>OPERATING REPORTS</b>	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."
<b>DISBURSEMENTS</b>	Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."
<b>COMMISSIONER'S REPORT</b>	There were none.
<b>ATTORNEY'S REPORT</b>	Mr. Moore reported that he has been working on the closing for the Russellville Road property. He is anticipating a February closing date.
<b>LIST OF ACCOUNTS</b>	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."
<b>GENERAL MANAGER'S REPORT</b>	The General Manager reported on the following: <ol style="list-style-type: none"> <li>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.</li> </ol>

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."

Minutes  
Page 3  
January 25, 2022

**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.

<b>QUORUM CHECK</b>	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.
<b>MINUTES APPROVED</b>	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".
<b>OPERATING REPORTS</b>	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."
<b>DISBURSEMENTS</b>	Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."
<b>COMMISSIONER'S REPORT</b>	There were none.
<b>ATTORNEY'S REPORT</b>	Mr. Moore reported that the closing for the Russellville Road property is scheduled for Monday, February 28 <sup>th</sup> .
<b>LIST OF ACCOUNTS</b>	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."
<b>GENERAL MANAGER'S REPORT</b>	The General Manager reported on the following: <ol style="list-style-type: none"> <li>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</li> </ol>

& 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 4<sup>th</sup>.

Minutes  
Page 3  
February 22, 2022

**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.

<b>QUORUM CHECK</b>	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.
<b>MINUTES APPROVED</b>	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”.
<b>OPERATING REPORTS</b>	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.”
<b>DISBURSEMENTS</b>	Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted “aye.”
<b>COMMISSIONER’S REPORT</b>	Mr. Johnson is still in the hospital. Mr. Johnston was re-appointed to the Board by Warren Fiscal Court.
<b>ATTORNEY’S REPORT</b>	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.
<b>LIST OF ACCOUNTS</b>	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.”
<b>GENERAL MANAGER’S REPORT</b>	The General Manager reported on the following: <ol style="list-style-type: none"> <li>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</li> </ol>

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".

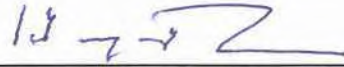
Minutes  
Page 3  
March 22, 2022

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', 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 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.

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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 14<sup>th</sup> 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.

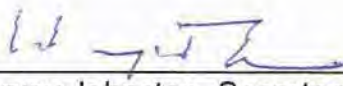
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9. Mr. Leisey reported on various construction activities including Pleasant Hill Tank Painting, HWY 185/Penns Chapel Water Main and Countryside Lift Station Rebuild projects. Mr. Leisey also provided updates to subdivision construction in Carter's 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.

<b>QUORUM CHECK</b>	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.
<b>MINUTES APPROVED</b>	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."
<b>OPERATING REPORTS</b>	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."
<b>DISBURSEMENTS</b>	Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."
<b>WRITE OFF TRANSACTIONS</b>	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."
<b>COMMISSIONER'S REPORT</b>	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.
<b>ATTORNEY'S REPORT</b>	Mr. Moore reported that he will be assisting the General Manager and Human Resources Manager on revising current personnel policies for staff.
<b>ELECTION OF OFFICERS</b>	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 29<sup>th</sup> 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 4<sup>th</sup> 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,



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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.

<b>QUORUM CHECK</b>	<p>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.</p> <p>Mr. Donnelly called the meeting to order and determined a quorum was present.</p>
<b>MINUTES APPROVED</b>	<p>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".</p>
<b>OPERATING REPORTS</b>	<p>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."</p>
<b>DISBURSEMENTS</b>	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."</p>
<b>WRITE OFF TRANSACTIONS</b>	<p>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."</p>
<b>COMMISSIONER'S REPORT</b>	<p>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.</p>
<b>ATTORNEY'S REPORT</b>	<p>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.</p>
<b>GENERAL MANAGER'S REPORT</b>	<p>The General Manager reported on the following:</p> <ol style="list-style-type: none"> <li>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</li> </ol>

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 Peeples 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.

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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 9<sup>th</sup>. 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.

<b>QUORUM CHECK</b>	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.
<b>MINUTES APPROVED</b>	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".
<b>OPERATING REPORTS</b>	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.
<b>DISBURSEMENTS</b>	Mr. Johnston made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."
<b>WRITE OFF TRANSACTIONS</b>	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."
<b>COMMISSIONER'S REPORT</b>	There was none.
<b>ATTORNEY'S REPORT</b>	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 15<sup>th</sup>. 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 19<sup>th</sup> 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:

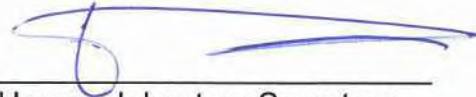
1. Resolution 2022-09-07 Approving and Authorizing Assistance Agreement with KRWFC was reviewed. Mr. Kanaly made a motion to approve the Assistance Agreement. Mr. Johnston seconded the motion, and all voted "aye."
2. Ms. Harmon reviewed the District's Health, Dental, & Vision Insurance Proposals. Mr. 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.

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**ADJOURN**

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

Respectfully submitted,



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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 27<sup>th</sup>. 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], [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.

<b>QUORUM CHECK</b>	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.
<b>MINUTES APPROVED</b>	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".
<b>OPERATING REPORTS &amp; BUDGET COMPARISON</b>	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."
<b>BUDGET AMENDMENTS</b>	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."
<b>DISBURSEMENTS</b>	Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."
<b>COMMISSIONER'S REPORT</b>	Mr. Cuarta reported that the WSB Joint Utility Meeting will be held on January 24, 2023.
<b>ATTORNEY'S REPORT</b>	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.
<b>WRITE OFF TRANSACTIONS</b>	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.

Minutes  
Page 3  
December 21, 2022

**ADJOURN**

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

Respectfully submitted,



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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.

<b>QUORUM CHECK</b>	<p>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 Peeples – Manager of Administration and Finance, Bryan Tillery – Manager of Operations and Water Quality and Clint Harbison – Senior Engineer.</p> <p>Mr. Donnelly called the meeting to order and determined a quorum was present.</p>
<b>MINUTES APPROVED</b>	<p>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".</p>
<b>OPERATING REPORTS</b>	<p>Mr. Peeples 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."</p>
<b>DISBURSEMENTS</b>	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."</p>
<b>COMMISSIONER'S REPORT</b>	<p>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 &amp; Allocations between the three utilities and recommended approval by each system.</p> <p>Mr. Cuarta provided the 2023 Rates and Allocations to the Warren County Board on January 26<sup>th</sup> electronically. All Board members approved the 2023 Rates and Allocations electronically by voting "aye".</p>
<b>ATTORNEY'S REPORT</b>	<p>There was none.</p>
<b>WRITE OFF TRANSACTIONS</b>	<p>Mr. Kanaly made a motion to write off transactions dated January 2023 for collection. Mr. Berta seconded the motion, and all voted "aye."</p>

**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

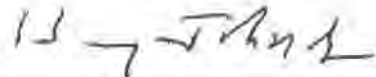
made for checks over \$10,000. Mr. Houchins seconded the motion, and all voted "aye."

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 21<sup>st</sup>, 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.

<b>QUORUM CHECK</b>	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, 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.
<b>ANNUAL AUDIT</b>	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."
<b>MINUTES APPROVED</b>	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."
<b>OPERATING REPORTS</b>	Mr. Peeples 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."
<b>DISBURSEMENTS</b>	Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Johnston seconded the motion, and all voted "aye."
<b>COMMISSIONER'S REPORT</b>	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.
<b>ATTORNEY'S REPORT</b>	There were none.
<b>WRITE OFF TRANSACTIONS</b>	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

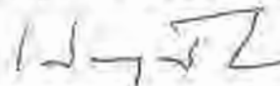
moving forward, Mr. Kanaly made a motion to approve Mr. Tillery to be the signatory for the monthly reports. Mr. Berta seconded the motion, and all voted "aye."

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. Leisey 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,



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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.

<b>QUORUM CHECK</b>	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 and Clint Harbison – Senior Engineer.
	Mr. Donnelly called the meeting to order and determined a quorum was present.
<b>MINUTES APPROVED</b>	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".
<b>OPERATING REPORTS</b>	Mr. Peebles 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."
<b>DISBURSEMENTS</b>	Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."
<b>COMMISSIONER'S REPORT</b>	There were none.
<b>ATTORNEY'S REPORT</b>	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.
<b>WRITE OFF TRANSACTIONS</b>	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."
<b>GENERAL MANAGER'S REPORT</b>	The General Manager reported on the following: <ol style="list-style-type: none"> <li>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</li> </ol>

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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,




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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], [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.

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June 28, 2023

9. Mr. Cuarta gave high praise for the District's on-call teams that worked through the storms the night of June 25<sup>th</sup>. 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,



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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.

<b>QUORUM CHECK</b>	<p>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</p> <p>Mr. Donnelly called the meeting to order and determined a quorum was present.</p>
<b>MINUTES APPROVED</b>	<p>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".</p>
<b>OPERATING REPORTS</b>	<p>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."</p>
<b>DISBURSEMENTS</b>	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Berta seconded the motion, and all voted "aye."</p>
<b>WRITE OFF TRANSACTIONS</b>	<p>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."</p>
<b>COMMISSIONERS' REPORT</b>	<p>Mr. Cuarta reported on a meeting with Mr. Joe Natcher regarding an easement.</p> <p>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.</p>
<b>ATTORNEY'S REPORT</b>	<p>There was none.</p>
<b>GENERAL MANAGER'S REPORT</b>	<p>The General Manager reported on the following:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>

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,

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 23, 2023, at 11:30 a.m. at the Water District Office at 523 US 31W Bypass, Bowling Green, Kentucky.

<b>QUORUM CHECK</b>	<p>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 Peeples – Manager of Finance and Administration, and Jill Harmon – Manager of Human Resources and Communications.</p> <p>Mr. Donnelly called the meeting to order and determined a quorum was present.</p>
<b>MINUTES APPROVED</b>	<p>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".</p>
<b>OPERATING REPORTS</b>	<p>Mr. Peeples 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."</p>
<b>DISBURSEMENTS</b>	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."</p>
<b>WRITE OFF TRANSACTIONS</b>	<p>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."</p>
<b>COMMISSIONERS' REPORT</b>	<p>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.</p>
<b>ATTORNEY'S REPORT</b>	<p>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.</p> <p>Mr. Cuarta reported that after conferring with Mr. Moore, the agreement with Everbridge, a mass notification company, has been executed.</p>

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## GENERAL MANAGER'S REPORT

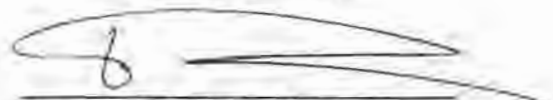
The General Manager reported on the following:

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.

<b>QUORUM CHECK</b>	<p>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.</p> <p>Mr. Donnelly called the meeting to order and determined a quorum was present.</p>
<b>MINUTES APPROVED</b>	<p>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".</p>
<b>OPERATING REPORTS</b>	<p>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."</p>
<b>DISBURSEMENTS</b>	<p>Mr. Johnston made a motion to approve the disbursements for the current period. Mr. Berta seconded the motion, and all voted "aye."</p>
<b>WRITE OFF TRANSACTIONS</b>	<p>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."</p>
<b>COMMISSIONERS' REPORT</b>	<p>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 25<sup>th</sup> at 3:00pm.</p>
<b>ATTORNEY'S REPORT</b>	<p>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.</p>

**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.

<b>QUORUM CHECK</b>	<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>
<b>MINUTES APPROVED</b>	<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>
<b>OPERATING REPORTS</b>	<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>
<b>DISBURSEMENTS</b>	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Johnston seconded the motion, and all voted "aye."</p>
<b>WRITE OFF TRANSACTIONS</b>	<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>
<b>COMMISSIONERS' REPORT</b>	<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 25<sup>th</sup> at 3:00pm for the new BGMU facility.</p>
<b>ATTORNEY'S REPORT</b>	<p>Mr. Moore reported that his update will be contained in the General Manager's Report.</p>

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**GENERAL  
MANAGER'S  
REPORT**

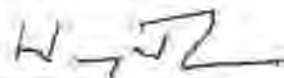
The General Manager reported on the following:

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 6<sup>th</sup>, the preproposal meeting that was held on October 11<sup>th</sup> and the acceptance of the proposals on November 9<sup>th</sup>. 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.

<b>QUORUM CHECK</b>	<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 Peeples – 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>
<b>MINUTES APPROVED</b>	<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>
<b>OPERATING REPORTS</b>	<p>Mr. Peeples 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>
<b>DISBURSEMENTS</b>	<p>Mr. Houchins made a motion to approve the disbursements for the current period. Mr. Kanaly seconded the motion, and all voted "aye."</p>
<b>WRITE OFF TRANSACTIONS</b>	<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>
<b>COMMISSIONERS' REPORT</b>	<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>
<b>ATTORNEY'S REPORT</b>	<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 5<sup>th</sup>.
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 16<sup>th</sup> and 17<sup>th</sup>. 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.

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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 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 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 Peeples – 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. Peeples 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 11<sup>th</sup> 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.

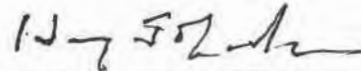
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8. With no other agenda items to be discussed, the Board went into closed session to discuss personnel matters.

**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."

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## 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.

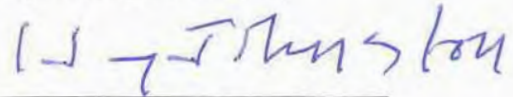
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4. The District has accumulated 151,335.0 hours without a lost time accident.
5. With no other agenda items to be discussed, the Board went into closed session to discuss personnel matters.

**ADJOURN**

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

Respectfully submitted,



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Harvey Johnston, Secretary

# MEETING MINUTES

## WARREN COUNTY WATER DISTRICT BOARD MEETING

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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

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### 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 surplussed. 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

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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

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### 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 Peebles, 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. Peebles 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. Peebles 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,

K. W. J. J.

# MEETING MINUTES

## WARREN COUNTY WATER DISTRICT BOARD MEETING

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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

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### 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 Peeples, 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. Peeples 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. Peeples 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,

B. Johnston III

# MEETING MINUTES

## WARREN COUNTY WATER DISTRICT BOARD MEETING

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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

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### 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 Peeples, 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. Peeples 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. Peeples 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 horizontal line.

# MEETING MINUTES

## WARREN COUNTY WATER DISTRICT BOARD MEETING

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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

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### 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 Peeples, 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. Peeples 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. Peeples 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 stroke.

## **Attachment 1-1d**

### **Insurance Certificates and Invoices**

# **Insurance Certificates**

*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.





## 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*

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.

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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

00209



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.



**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 304.13-181 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.

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

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

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

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.



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

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
<b>160047992</b>	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.



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

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



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

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.



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

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.

**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 42102COMPANY KENTUCKY LEAGUE OF CITIES INSURANCE  
A SERVICESCOMPANY  
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	<b>GENERAL LIABILITY</b> <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	<b>AUTOMOBILE LIABILITY</b> <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	
	<b>CRIME LIABILITY</b> ____ 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	
	<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b> THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCLUDED <input type="checkbox"/> EXCLUDED				STATUTORY LIMITS	
					EACH ACCIDENT	
					DISEASE/POLICY LIMIT	
					DISEASE-EACH EMPLOYEE	
A	<b>PHYSICAL DAMAGE</b>	L5746-2024-24822	7/1/2024	7/1/2025		
A	<b>PUBLIC OFFICIALS</b>	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

# 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

POLICY NUMBER:

P5746-2024-24823

EXPIRATION DATE:

7/1/2025

CONTINUED UNTIL

TERMINATED IF CHECKED ☐

THIS REPLACES PRIOR EVIDENCE DATED:

## 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:

\$64,838,958

\$1,000

\*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

## 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 10 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

ADDITIONAL INSURED

LOSS PAYEE

LOAN #

AUTHORIZED REPRESENTATIVE

*Suzanne Beal*

## **Insurance Invoices**

00540110  
00541

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

## 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 Recd \_\_\_\_\_ Date Comp 6-2-22  
 W 3 \_\_\_\_\_ Cont Code \_\_\_\_\_ Dist \_\_\_\_\_  
 Pol Amt \_\_\_\_\_ Gen Mgr JC

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



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

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<

Renewal Quote for Workers Compensation Coverage 431022- 07/01/2022-07/01/2023
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Proposed Effective Date: 07/01/2022      Proposed Expiration Date: 07/01/2023

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

Quote 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.

SKL  
6/3/22

**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.



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

**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
<b>Current Charges</b>				<b>\$23,650.85</b>

2023-2024 Worker's Comp

GL Acct # 162-0002-2

PWC  
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

To make a payment instantly, visit

[www.kemi.com/quikpay](http://www.kemi.com/quikpay)

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

**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



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

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](http://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 align="center">Renewal Quote for Workers Compensation Coverage 431022- 07/01/2023-07/01/2024</p>
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Proposed Effective Date: 07/01/2023      Proposed Expiration Date: 07/01/2024

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

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  
01452

cc: Public Entity Insurance Inc

00374100  
00374

Making workers' comp work

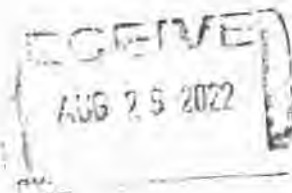
250 West Main Street, Suite 900 Lexington, KY 40507-1724 859-425-7800 www.kemi.com

August 25, 2022

00374



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 REC'D: In B065 35000 CRES: AGNT 638662 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 Credit 6761  
+ 4,199.46 Audit Adjust  
2021-2022 = \$25,527.48 Total W/C ✓  
2022-23 = \$22,240.31

		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
<b>Total</b>		<b>\$ 3,963,668.00</b>	<b>\$ 4,115,470.33</b>	<b>\$ 4,658,056.00</b>	<b>\$ 4,115,471.00</b>	<b>\$ 4,734,330.00</b>

01591110  
01593

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

**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
<b>Current Charges</b>			<b>\$24,297.36</b>

2023-24 Premium = \$23,650.85

LEWD  
2024-25-Workers Comp.

Date Rec'd \_\_\_\_\_ Date Comp 5-31-24  
Comp Code \_\_\_\_\_ Del \_\_\_\_\_  
Gen Code \_\_\_\_\_ Gen Mgr \_\_\_\_\_  
GL Acc # 162-0002-2

PLV 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

Invoice Number

431022

2960829

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

To make a payment instantly, visit

[www.kemi.com/quikpay](http://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:** 06/26/2024**Amount Due:** \$24,297.36



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

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 align="center">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

Quote 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



# 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
<p>Policy Period: 7/1/2022-7/1/2023 Policy Number: L5746-2022-22641</p>	\$ 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**

## Invoice


**Insurance  
Services**

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**



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**



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](http://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](http://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
<p>Policy Period: 7/1/2024-7/1/2025 Policy Number: P5746-2024-24823</p>	\$ 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**

**Employee 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-1**

### **Commissioner Appointments**

**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**

[REDACTED]  
[REDACTED]

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

**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

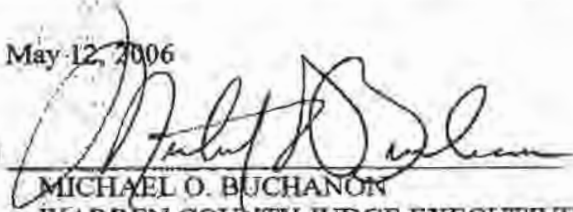
Term Expires March 31, 2008

(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**

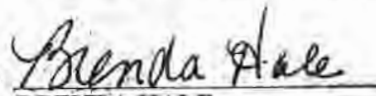
**This Order shall be in full force and effect upon signature, recordation.**

**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. Buchanon 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  
[REDACTED]  
[REDACTED]  
[REDACTED]

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:**

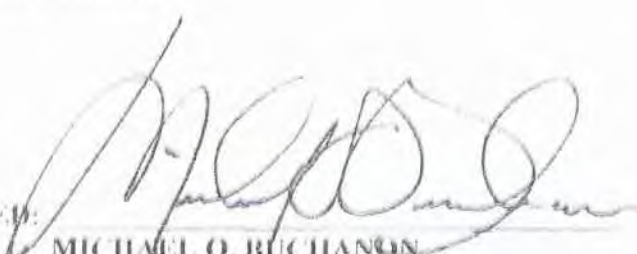
**Thomas A. Donnelly**

**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**

**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

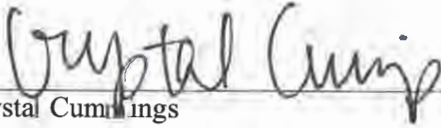
This Fiscal Court Order shall be in full force and effect upon signature and recordation.

This 11 Day of January, 2024.

APPROVED:

  
\_\_\_\_\_  
Doug Gorman  
Warren County Judge Executive

ATTEST:

  
\_\_\_\_\_  
Crystal Cummings  
Fiscal Court Clerk

313-A

**Dion Houchins**

Warren Fiscal Court  
Order #18-27  
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. BUCHANAN  
WARREN COUNTY JUDGE EXECUTIVE

ATTEST:

  
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**

94-35wc

## 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 Richlandville 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

11/10/94

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:

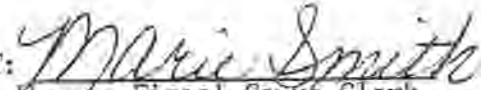
WHEREAS, KRS 74.020(6) provides in pertinent part "(6) Each commissioner shall receive an annual salary of not more than thirty-six hundred dollars (\$3,600), which shall be paid out of the Water District Fund. In the case of single county districts ... the salary shall be fixed by the county judge/executive 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 13<sup>th</sup> 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

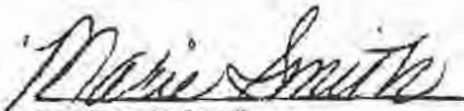
It appears to the Court that Harvey Johnston's appointment as Commissioner of Warren County Water District will expire on April 22, 1998, or until a successor is duly appointed.

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

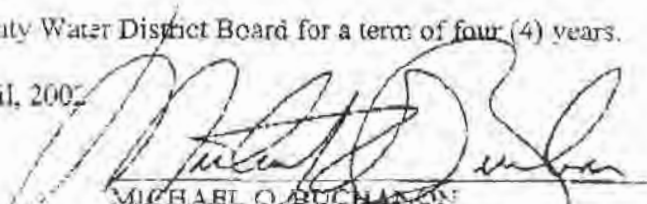
WHEREAS, Kentucky revised Statutes 74 et seq. authorizes the Fiscal Court of  
this Commonwealth to create Water Districts; and

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 22<sup>nd</sup> day of April, 2007

  
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

[REDACTED]

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

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

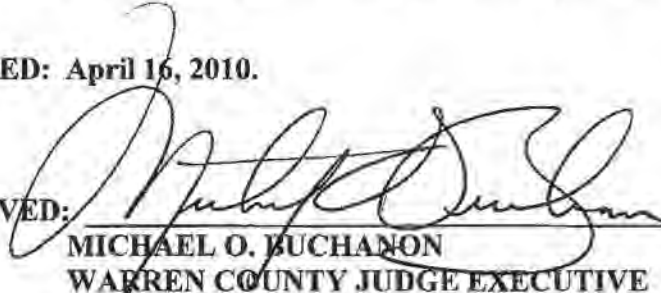
Harvey Johnston  
[REDACTED]  
[REDACTED]  
[REDACTED]

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

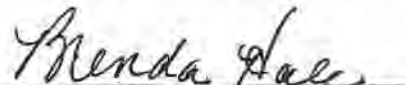
This Order shall be in full force and effect upon signature and recordation.

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  
[REDACTED]  
[REDACTED]  
[REDACTED]

Term expires: April 22, 2018

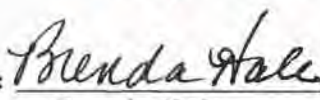
This Order shall be in full force and effect upon signature and recordation.

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 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)**

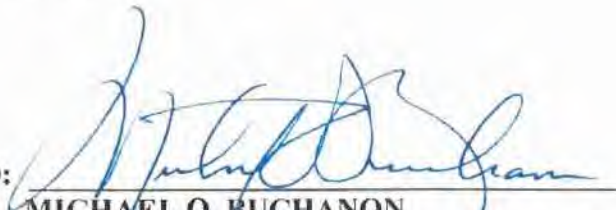
**██████████ Tim Kanaly**

**Term: October 19, 2025**

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

**This September 10, 2021.**

**APPROVED:**

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

**ATTEST:**

  
**Brenda Hale, Fiscal Court Clerk**

**Attachment 1-1i-2**

**Warren County Fiscal Court  
Salary Orders**

**ORDERS }****WARREN FISCAL COURT**

Term, Day 20th Day of, March 1996

EE2156

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<sup>1)</sup> and Ephram White.

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

\*\*\*\*\*

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

\*\*\*\*\*

Esquire Ephram White led pledge to flag.

\*\*\*\*\*

Judge Buchanan 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.

\*\*\*\*\*

**ORDERS }****WARREN FISCAL COURT**

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 supply 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.

March 9, 2023  
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<b>2022 Public Service Commission Water Training July 20-21, 2022</b>		
<b>PSC Attendance List - Case No. 2023-00021</b>		
<b>Name</b>	<b>Utility</b>	<b>Hours Earned</b>
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

March 9, 2023  
Page 3

<b>2022 Public Service Commission Water Training September 7-8, 2022</b>		
<b>PSC Attendance List - Case No. 2023-00021</b>		
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

<b>2022 Public Service Commission Water Training October 3-4, 2022</b>		
<b>PSC Attendance List - Case No. 2023-00021</b>		
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

March 9, 2023  
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<b>2022 Public Service Commission Water Training December 7-8, 2022</b>		
<b>PSC Attendance List - Case No. 2023-00021</b>		
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
<b>2022 Public Service Commission Water Training December 7-8, 2022</b>		
<b>PSC Attendance List - Case No. 2023-00021 Continued</b>		
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 Flaughner	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 Ditric #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

March 9, 2023

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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
<b>2022 Public Service Commission Water Training December 7-8, 2022</b>		
<b>PSC Attendance List - Case No. 2023-00021 Continued</b>		
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

March 9, 2023

Page 8

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: 7<sup>th</sup> 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](mailto: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

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

Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ [www.krwa.org](http://www.krwa.org)

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 7<sup>th</sup> 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.

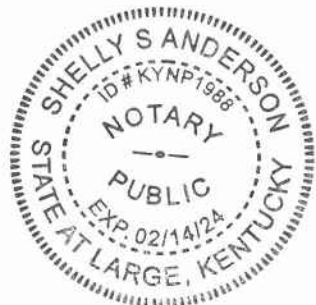
V - B  
 Signature of Participant

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 26<sup>th</sup> 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](http://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



**Thomas Donnelly**

Virtual Seminar: 7<sup>th</sup> 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](mailto: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.

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**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

Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ [www.krwa.org](http://www.krwa.org)

COMMONWEALTH OF KENTUCKY )  
 ) SS:  
 COUNTY OF Warren )

**AFFIDAVIT OF ATTENDANCE**

I, Thomas A. Sonnewy, being duly sworn, state that I  
 (Print Name of Participant)  
 attended by videoconference the 7<sup>th</sup> 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.

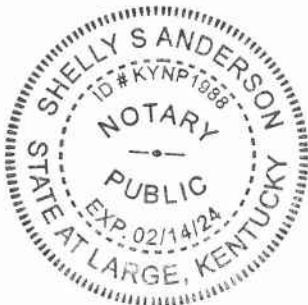
[Signature]  
 Signature of Participant

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 26<sup>th</sup> 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](http://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](http://www.krwa.org)

**Dion Houchins**



Matthew G. Bevin  
Governor

Charles G. Snavely  
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

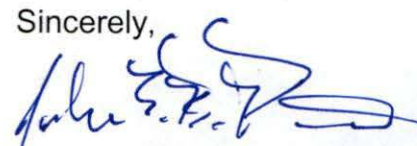
December 5, 2019

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 Tod	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: 7<sup>th</sup> 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](mailto:j.cole@krwa.org) or fax (270.796.8623).

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**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

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

Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ [www.krwa.org](http://www.krwa.org)

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 7<sup>th</sup> 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 26<sup>th</sup> 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. Fouchins*

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](http://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

**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](http://www.krwa.org)

**Harvey Johnston**

Virtual Seminar: 7<sup>th</sup> 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

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**Please print all information.**

**Organization:** Warren County Water District

**Supervisor:** Jacob Cuarta, General Manager

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)
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Janet Cole				9:00	10:00	RK
Jane Doe	W.D. Commissioner			10:15	11:00	RK

Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ [www.krwa.org](http://www.krwa.org)

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 7<sup>th</sup> 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.

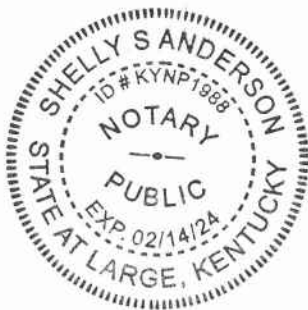
Signature of Participant

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 26<sup>th</sup> 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**

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](http://www.krwa.org)

**This is to acknowledge that**

*Harvey Johnston*

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](http://www.krwa.org)

**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: 7<sup>th</sup> 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](mailto: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

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

Kentucky Rural Water Association

1151 Old Porter Pike ♦ Bowling Green, KY 42103 ♦ Ph: 270.843.2291 ♦ Fx: 270.796.8623 ♦ [www.krwa.org](http://www.krwa.org)

COMMONWEALTH OF KENTUCKY )  
 ) SS:  
 COUNTY OF Warren )

**AFFIDAVIT OF ATTENDANCE**

I, Tim Kanaly, being duly sworn, state that I  
 (Print Name of Participant)  
 attended by videoconference the 7<sup>th</sup> 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.

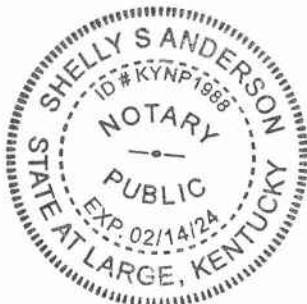
[Signature]  
 Signature of Participant

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 26<sup>th</sup> day of October 2022.



Shelly S. Anderson  
 Notary Public

My Commission Expires: 2/14/24

Notary ID: KYNP1988

This is to acknowledge that

*Tim Kanafy*

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](http://www.krwa.org)

**This is to acknowledge that**

*Tim Karnaly*

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**



**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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 Sewer Division currently maintains.**

**A-1-2. See Attachment 1-2 for 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 Primary Care & Telehealth Specialist Urgent Care	<b>Preferred PCP/ PCP</b> \$10 / \$20 copay after deductible \$50 copay after deductible \$20 copay after deductible	Deductible + 30% coinsurance Deductible + 30% coinsurance Deductible + 30% coinsurance
Preventive Services	Covered at 100%	Deductible + 30% coinsurance
Retail Prescription Drug (30 day) Tier 1 Tier 2 Tier 3 Tier 4	<b>Level 1/Level 2</b> \$10 / \$20 copay after deductible \$35 / \$45 copay after deductible \$75 / \$85 copay after deductible 25% coinsurance, \$350 max after deductible / 25% coinsurance, \$450 max after deductible	50% coinsurance 50% coinsurance 50% coinsurance 50% coinsurance
Mail Order Prescription Drug (90 day) Tier 1 Tier 2 Tier 3 Tier 4	\$25 copay after deductible \$105 copay after deductible \$225 copay after deductible 25% coinsurance, \$350 max after deductible	Not covered Not covered Not covered Not covered
Cost per Month	<b>With Wellness</b>	<b>Without Wellness</b>
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?

	<b>Anthem (Medical)</b> (833) 578-4443 www.anthem.com		<b>Anthem (Dental)</b> (844) 729-1565 www.anthem.com
	<b>EyeMed Customer Service (Vision)</b> (844) 225-3107 www.eyemed.com/en-us	Houchens Insurance Group™	Melissa Walls Account Manager 866-215-2414



# 2023

*January 1 - December 31*



Warren County  
Water District

## ***Employee Benefits Enrollment Guide***

# 2023 Employee Benefits Guide

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## 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	<b>Preferred PCP/ PCP</b>	
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)	<b>Level 1/Level 2</b>	
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	<b>With Wellness</b>	<b>Without Wellness</b>
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.

# 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	\$25 copay
Bifocal	\$25 copay
Trifocal	\$25 copay
Lenticular	\$25 copay
Contact Lenses (12 months)	
Conventional	\$150 allowance; 15% savings on amount over allowance
Disposable	\$150 allowance; no discount
Medically Necessary	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:

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- ◆ 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?

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	<b>EyeMed Customer Service (Vision)</b> (844) 225-3107 www.eyemed.com/en-us	Houchens Insurance Group™	Melissa Walls Account Manager 866-215-2414



# 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.



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## Medical

Anthem<sup>®</sup>

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	<b>Preferred PCP/ PCP</b>	
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)	<b>Level 1/Level 2</b>	
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.

# 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

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:

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- ◆ 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?

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	<b>EyeMed Customer Service (Vision)</b> (844) 225-3107 www.eyemed.com/en-us	Houchens Insurance Group™	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. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-3**

**Responding Witness: Jeff Peeples**

**Q-1-3. State whether Warren District Sewer Division participates in the County Employee Retirement System. If not, explain the method Warren District Sewer Division provides employees retirement benefits.**

**A-1-3.** The District does not participate in the County Employee Retirement System. Employees of the District are provided with a defined benefit retirement plan through the Retirement Security Plan ("RS Plan") administered by the National Rural Electric Cooperative Association ("NRECA"), 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**).

The District funds the entire cost of the RS Plan. Payments to the retirement plan on the employee's behalf begin one year after the employee begins employment. The contribution rate for year 2023 was 12.75 percent and the contribution rate for 2024 is 12.40 percent. NRECA determines the contribution rate. Several factors determine the contribution rate, including benefit level, retirement age, participant average age, and the plan's investment rate of return.

Additionally, after each year of service, the District contributes three (3) percent of the employee's base salary into a 401(a) plan, regardless of any employee contribution. The District will also contribute a 100 percent 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 percent of the employee's base salary into the District's 457(b) plan. The District's Board of Commissioners determined these contribution rates.

There have been no changes in the District's 401(a) Plan since the end of the test period.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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, also:**

- a. Provide the test year and current contribution rate Warren District Sewer Division contributes to retirement benefits.**
- b. Explain how the contribution rate is determined.**
- c. Explain any changes to Warren District Sewer Division's retirement benefit since the test year.**

**A-4. a.** The 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 60 and meeting a combined age plus years of service of at least 75. The District will pay up to 70 percent of the premium for employee and spouse coverage for a period not to exceed 5 years. Retired employees are ineligible under the plan at age 65 or when they qualify for coverage under Medicare or another agency.

- b.** The District's Board of Commissioners determined that the District's contribution towards medical and dental benefits for retired employees eligible for those benefits should be the same as that for active employees.
- c.** There have been no changes in the District's retirement benefits since the end of the test period.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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 Sewer Division's pension costs.**

A-1-5. The District's 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.

The District's revenue requirement also 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 is included in the calculation of the District's proposed sewer rates.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-6**

**Responding Witness: Jeff Peeples**

**Q-1-6. Concerning employee fringe benefits:**

- a. Provide a detailed list of all fringe benefits available to Warren District Sewer Division's employees. Indicate any fringe benefits that are limited to management employees.**
- b. 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.**
- a. See Attachment 1-1f** for a detailed list of all fringe benefits available to the District's employees.
  - b. See Attachment 1-6b.** References in Table 2 are to references listed and described in the Schedule of Adjusted Operations found at **Exhibit 7 of the Application**. The District made no material changes to the fringe benefits offered to employees during this 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**  
**Employee Overhead Expenses**

<b>Table 1</b>			
<b>WARREN COUNTY WATER DISTRICT COMPARATIVE COST TOTAL EMPLOYEE OVERHEAD</b>			
<b>Employee Overhead</b>	<b>2022</b>	<b>2023</b>	<b>June 2024 YTD</b>
Payroll Taxes	\$ 368,519	\$ 412,981	\$ 215,956
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 Costs	\$2,428,595	\$2,710,767	\$1,441,301

<b>Table 2</b>					
<b>SEWER DIVISION COMPARATIVE COST EMPLOYEE OVERHEAD EXPENSE</b>					
<b>Employee Overhead</b>	<b>2022</b>	<b>2023</b>	<b>Adjustments (SAO)</b>	<b>Ref.</b>	<b>Proforma</b>
Payroll Taxes	\$ 25,254	\$ 27,368	\$(27,368)	B,H	-
Wages	47,302	48,522	12,746	B	61,268
Workman's Comp	1,781	1,779	467	B	2,246
Fringe Benefits - Insurance	37,692	38,385	10,083	B	48,468
Fringe Benefits - Retirement	57,042	63,585	16,702	B	80,287
ProForma - COLA Impact on Benefits			4,578	C	4,578
ProForma - Merit Impact on Benefits			2,825	C	2,825
TOTAL Employee Overhead Expense	\$169,071	\$179,639			\$199,672

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-7**

**Responding Witness: Jeff Peeples**

**Q-1-7. Provide Warren District Sewer Division'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. See Attachment 1-7.**

**Attachment 1-7**  
**Cash Account Balances**

**CASH ACCOUNT BALANCES**  
WARREN COUNTY WATER DISTRICT - SEWER DIVISION

<b>YEAR 2023</b>	January 31, 2023	February 28, 2023	March 31, 2023	April 30, 2023	May 31, 2023	June 30, 2023	July 31, 2023	August 31, 2023	September 30, 2023	October 31, 2023	November 30, 2023	December 31, 2023
Sinking Funds	\$ 481,063	\$ 507,395	\$ 533,012	\$ 559,100	\$ 580,162	\$ 543,776	\$ 400,898	\$ 427,391	\$ 453,336	\$ 479,292	\$ 505,358	\$ 466,726
Construction Funds - RWFA, Series 2022D	7,197,459	7,223,585	7,250,062	7,276,418	7,151,697	7,190,017	6,927,901	6,954,453	6,537,733	6,560,563	6,502,126	6,481,506
Letter of Credit - KEDFA	288,888	289,185	289,514	289,832	290,161	290,480	290,809	291,138	291,456	291,785	292,104	292,433
Customer Deposits	415,122	415,122	415,122	415,122	415,122	415,122	415,122	415,122	415,122	415,122	415,122	440,122
Depreciation Reserve	5,211,132	5,240,202	6,269,809	6,342,506	6,368,313	6,381,363	6,430,441	6,473,075	6,716,362	6,765,436	6,822,137	6,838,127
Special Fund - AMR/AMI System	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	-	-	-	-
Construction Accounts	88,837	70,190	59,876	206,787	103,532	207,907	207,907	207,907	207,907	207,907	268,374	268,374
General Operations	2,333,408	2,277,775	1,257,654	1,299,700	1,399,899	1,265,259	1,445,742	1,442,915	1,248,218	1,539,741	1,032,022	1,905,302
Total	\$ 16,215,909	\$ 16,223,454	\$ 16,275,049	\$ 16,589,465	\$ 16,508,866	\$ 16,493,924	\$ 16,318,820	\$ 16,412,001	\$ 15,870,134	\$ 16,259,846	\$ 15,837,243	\$ 16,694,590

<b>YEAR 2024</b>	January 31, 2024	February 28, 2024	March 31, 2024	April 30, 2024	May 31, 2024	June 30, 2024
Restricted:						
Sinking Funds	\$ 212,718	\$ 220,489	\$ 245,209	\$ 270,032	\$ 294,878	\$ 257,150
Construction Funds - RWFA, Series 2022D	6,506,237	6,547,141	6,566,148	6,588,245	6,608,921	6,631,378
Letter of Credit - KEDFA	292,762	293,059	293,388	293,706	294,035	294,354
Customer Deposits	440,122	440,122	440,122	440,122	440,122	440,122
Depreciation Reserve	6,889,190	6,931,983	7,968,198	8,020,212	8,356,412	8,368,049
Construction Accounts	268,374	268,374	8,374	8,374	8,374	8,374
General Operations	1,982,898	2,031,494	1,335,442	1,429,285	1,152,521	1,075,028
Total	\$ 16,592,301	\$ 16,732,662	\$ 16,856,881	\$ 17,049,976	\$ 17,155,263	\$ 17,074,455

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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 sewer connections that Warren District Sewer Division installed in calendar years 2022, 2023, and year-to-date 2024.**

**A-1-8. See table below.**

<b>Year</b>	<b>Size 5/8"</b>	<b>Size 1"</b>	<b>Size 2"</b>	<b>Size 4"</b>	<b>Size 6"</b>	<b>Size 8"</b>	<b>Totals</b>
2022	602	22	8	0	0	0	632
2023	640	75	5	0	0	0	720
06/30/2024	287	42	6	1	0	0	336
Total	1,529	139	19	1	0	0	1,688

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-9**

**Responding Witness: None**

No question stated.

# WARREN COUNTY WATER DISTRICT

Case No. 2024-00201

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. See the table below for an analysis of the District's expenses for professional services during the test year (2023). See **Attachment 1-10** for the workpapers associated with the District's analysis.

<b>Analysis of Professional Services Expenses For the 12 Months Ended 12/31/2023</b>					
Line No.	Item (a)	Rate Case (b)	Annual Audit (c)	Other (d)	Total (e)
1	Legal			\$4,672.44	\$ 4,672.44
2	Engineering				
3	Accounting		\$14,000.00		\$14,000.00
4	Other				
5	Total		\$14,000.00	\$4,672.44	\$18,672.44

**Attachment 1-10**

**Professional Services Fees 2023**



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 4-3-23  
Dist  
Genl Mgr

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	
<b>Current Amount Due</b>	<b>\$ 18,000.00</b>	

WATER \$ 9,000  
SEWER 9,000

Date Rec'd 184-0000 Date Comp. 5-1-23  
W.O. Dist. 2,3  
Per Agent HP 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 10/32/23 Date Rec'd 10/23/23  
W.D. 632 Paid From 832 Dist. 2, 5, 8  
Paid From 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

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**~~

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. \_\_\_\_\_ Cost Code \_\_\_\_\_ Dist. \_\_\_\_\_  
 Pur. Agmt. \_\_\_\_\_ Gen. Mgr. *J* Gen. Mgr. *SE*

*SEE NEXT PAGE*

**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
<b>Total Current Charges This Matter</b>	<b>\$ 1,636.00</b>
 Balance as of July 6, 2023	 \$950.00
Less payments on prior billings	\$0.00
<b>Balance due on prior billings</b>	<b>\$950.00</b>
<b>Total Amount Due This Matter</b>	<b>\$2,586.00</b>

Keep this copy for your records.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1018510

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) <del>633</del> 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 <del>633</del> 578-
<b>Total Services</b>			<b>\$1,636.00</b>

<b>Summary of Services</b>					
<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	
<b>Total Services</b>		<b>4.20</b>		<b>\$1,636.00</b>	

TOTAL FEES &amp; 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
<b>Total Outstanding Invoices This Matter</b>				<b>\$950.00</b>
<b>Total Amount Due This Matter</b>				<b>\$2,586.00</b>

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
<b>Total Current Charges This Matter</b>	<b>\$ 486.00</b>

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. SEP 17 2023 Cost Code \_\_\_\_\_ Dist. \_\_\_\_\_  
 Pur. Agnt. \_\_\_\_\_ Dept. Mgr. J. Gen. Mgr. JK

**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
<b>Total Current Charges This Matter</b>	<b>\$ 486.00</b>

Keep this copy for your records.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1021404

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
<b>Total Services</b>			<b>\$486.00</b>

<b>Summary of Services</b>				
<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
	<b>Total Services</b>	<b>1.20</b>		<b>\$486.00</b>

<b>TOTAL FEES &amp; DISBURSEMENTS</b>	<b>\$486.00</b>
<b>Total Current Charges This Matter</b>	<b>\$486.00</b>

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: [REDACTED]  
Account Number: [REDACTED]  
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. Agt. \_\_\_\_\_ Dept. Mgr. [Signature] Gen. Mgr. [Signature]

2-2229<sup>15</sup>  
3-658<sup>35</sup>

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1024310

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.**

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1024310

<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
<b>Total Services</b>			<b>\$2,887.50</b>

<b>Summary of Services</b>				
<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
	<b>Total Services</b>	<b>7.90</b>		<b>\$2,887.50</b>

<b>TOTAL FEES &amp; DISBURSEMENTS</b>	<b>\$2,887.50</b>
<b>Total Current Charges This Matter</b>	<b>\$2,887.50</b>

Keep this copy for your records.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1024310**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
<b>Total Outstanding Invoices This Matter</b>				<b>\$486.00</b>
<b>Total Amount Due This Matter</b>				<b>\$3,373.50</b>

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
<b>Total Current Charges This Matter</b>	<b>\$ 7,362.50</b>

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

*[Handwritten signature]*  
Date Rec'd \_\_\_\_\_  
W.O. \_\_\_\_\_  
Cost Code \_\_\_\_\_  
Dist. \_\_\_\_\_  
Dept. Mgr. \_\_\_\_\_  
Par. Agent \_\_\_\_\_  
*[Handwritten signature]*

**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
<b>Total Current Charges This Matter</b>	<b>\$ 7,362.50</b>

Keep this copy for your records.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1027294

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.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1027294

<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

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Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1027294

<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
	<b>Total Services</b>	<b>19.90</b>		<b>\$7,362.50</b>

**TOTAL FEES & DISBURSEMENTS****\$7,362.50****Total Current Charges This Matter****\$7,362.50****Keep this copy for your records.**

SKO

Date 11/3/2023

Invoice 1027294

\$380.00

GEW

\$405.00

DRT

\$300.00

ES

TOTAL

Ln	Description	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Job	CC	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
<b>Total Current Charges This Matter</b>	<b>\$ 8,640.50</b>

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. Agent \_\_\_\_\_ Dept. Mgr. J 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

December 4, 2023  
Invoice #: 1030079  
Account #: 127064/172777

---

Re: General Regulatory Counseling

Fees rendered this bill	\$ 8,640.50
<b>Total Current Charges This Matter</b>	<b>\$ 8,640.50</b>

Keep this copy for your records.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1030079

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.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1030079

<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
	<b>Total Services</b>	<b>22.60</b>		<b>\$8,640.50</b>

**TOTAL FEES & DISBURSEMENTS****\$8,640.50****Total Current Charges This Matter****\$8,640.50****Keep this copy for your records.**

\$380.00 GEW			\$405.00 DRT			\$300.00 ES			TOTAL			Allocation %				Allocation \$		
Hours	Rate		Hours	Rate		Hours	Rate		Hours	Rate		Job	CC	Water	Sewer	Water	Sewer	Total
-	\$ -		-	\$ -		-	\$ -		-	\$ -		51225	833	50.0%	50.0%	-	-	-
20.00	7,600.00		1.90	769.50		-	-		21.90	8,369.50		<del>4119491</del>	933	50.0%	50.0%	4,184.75	4,184.75	8,369.50
0.50	190.00		-	-		-	-		0.50	190.00		14808	933	50.0%	50.0%	95.00	95.00	190.00
-	-		0.20	81.00		-	-		0.20	81.00		633	833	27.4%	72.6%	22.19	58.81	81.00
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>2.60 hrs</u>
TOTAL CHARGES FOR THIS BILL			<u>\$325.00</u>
NET BALANCE FORWARD			<u>\$0.00</u>
TOTAL BALANCE NOW DUE			<u><u>\$325.00</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.

8-22-23  
 633 833 Dist 213  
 Warren 142.50  
 Sewan 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



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	2.90 hrs		<u>\$362.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$362.50</u>
NET BALANCE FORWARD			\$0.00
<b>TOTAL BALANCE NOW DUE</b>			<b><u>\$362.50</u></b>

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  
 10-23-23  
 833  
 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

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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<b>TOTAL BALANCE NOW DUE</b>	<b><u>\$262.50</u></b>
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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 Date Rec'd 7-17-23 Date Comp 833 Dist 444  
 Cost Code 833 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	<u>\$0.00</u>

**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		<u>\$237.50</u>

**BILLING SUMMARY**

Partner, F. Hamp Moore, Jr.	1.90 hrs	125 /hr	237.50
TOTAL FEES			<u>\$237.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$237.50</u>
NET BALANCE FORWARD			<u>\$0.00</u>
<b>TOTAL BALANCE NOW DUE</b>			<b><u>\$237.50</u></b>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.  
 Thank you.

Disb. Comm. \_\_\_\_\_ Date Comp. 8-22-23  
 633 / 833 / 2 183.35  
 633 / 833 / 3 54.15

**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	<u>\$350.00</u>
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**BILLING SUMMARY**

Partner, F. Hamp Moore, Jr.	2.80 hrs	125 /hr	350.00
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TOTAL FEES	2.80 hrs	<u>\$350.00</u>
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TOTAL CHARGES FOR THIS BILL	<u>\$350.00</u>
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NET BALANCE FORWARD	\$0.00
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<b>TOTAL BALANCE NOW DUE</b>	<b><u>\$350.00</u></b>
------------------------------	------------------------

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.D. SEE ATTACHED Dist.  
 For Agent \_\_\_\_\_ Gen. Mgr. SC

Cole &amp; Moore

Date 10/25/2023

Invoice WCWD-23153-27040FHM

Ln	Description	\$125.00		\$0.00		\$0.00		TOTAL		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	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

**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 - 23153 - 27096 FHM

Jacob Cuarta, General Manager  
 Warren County Water District  
 PO Box 10180  
 Bowling Green, KY 42102

Not  
 Paid / Received  
 ↑

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
<b>TOTAL BALANCE NOW DUE</b>	<u><b>\$350.00</b></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. \_\_\_\_\_  
 F.O. \_\_\_\_\_ Dept. Mgr. \_\_\_\_\_ Gen. Mgr. \_\_\_\_\_  
 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

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
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Total fees for this matter	<u>\$300.00</u>
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**BILLING SUMMARY**

Partner, F. Hamp Moore, Jr.	2.40 hrs	125 /hr	300.00
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TOTAL FEES	2.40 hrs	<u>\$300.00</u>
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TOTAL CHARGES FOR THIS BILL	<u>\$300.00</u>
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NET BALANCE FORWARD	\$0.00
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<b>TOTAL BALANCE NOW DUE</b>	<b><u><u>\$300.00</u></u></b>
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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 \_\_\_\_\_ Date Comp. \_\_\_\_\_  
 W.O. See Attached  
 Pat. Agent \_\_\_\_\_ Dept. Mgr. S Gen. Mgr. X

## Cole &amp; Moore

Date 11/25/2023  
 Invoice WCWD-23176-27097 FHM

		\$125.00				\$0.00													
Ln	Description	FHM		Hours	Rate	Hours	Rate	TOTAL		Job	CC	Allocation %				Allocation \$			
		Hours	Rate					Hours	Rate			Water	Sewer	Simpson	Butler	Water	Sewer	Simpson	Butler
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

**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 - 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	3.70 hrs		<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>

To insure proper credit, send a copy of this statement with your payment. Please make checks payable to COLE & MOORE PSC.  
 Thank you.

SEE 1-16-24  
 ARGENTAS  
 J.P. [Signature]

LN	Description	\$125.00		\$0.00		TOTAL		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	51.25	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



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	<u>\$0.00</u>

**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		<u>\$562.50</u>

**BILLING SUMMARY**

633/833/2.5	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				<u>\$562.50</u>
TOTAL CHARGES FOR THIS BILL				<u>\$562.50</u>
NET BALANCE FORWARD				518.50

Date Rec'd: 5/18/23  
 By: [Signature]  
 Title: [Signature]  
 Title: [Signature]  
 Title: [Signature]

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		<hr/> \$562.50

**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	<hr/> \$1,412.50
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**BILLING SUMMARY**

Partner, F. Hamp Moore, Jr.	11.30 hrs	125 /hr	1,412.50
TOTAL FEES	11.30 hrs		<hr/> \$1,412.50
TOTAL CHARGES FOR THIS BILL			<hr/> \$1,412.50

633 833 6-22-23  
 hp Dist. Clerk Dist. 2/3  
 JF Gen. Mgr. X

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.

**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 - 99004 - 26792 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	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		<u>\$425.00</u>
TOTAL CHARGES FOR THIS BILL			<u>\$425.00</u>
NET BALANCE FORWARD			\$0.00
<b>TOTAL BALANCE NOW DUE</b>			<u><b>\$425.00</b></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 6/30/23 Date Comp 7-17-23  
 Bill To 633 Dist 633 ALL  
 By JH Genl Mgr 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

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	\$0.00

**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		\$512.50

**BILLING SUMMARY**

Partner, F. Hamp Moore, Jr.	4.10 hrs	125 /hr	512.50
TOTAL FEES			4.10 hrs \$512.50
TOTAL CHARGES FOR THIS BILL			\$512.50
NET BALANCE FORWARD			\$0.00
<b>TOTAL BALANCE NOW DUE</b>			<b>\$512.50</b>

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

rhp [Signature] 633/833/2 395.65

633/833/3 116.85

**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 <b>633/833/2,3</b>	2.90 hrs <b>362<sup>50</sup></b>
07/26/23 FHM	Conference with Vince Berta to report on consolidation issues; research KRS 275 <b>633/833/2,3</b>	1.80 hrs
07/27/23 FHM3	Drafting a deed on Horizon Development Group on old pump station location; research the property <b>633/833/2,3</b>	0.70 hrs
08/18/23 FHM	Procurement policy KRS 45A.343; competitive negotiation, bidding, thresholds <b>633/833/4LL</b>	2.90 hrs <b>362<sup>50</sup></b>
08/23/23 FHM	Prepare for and attend monthly board meeting <b>633/833/2,3</b>	2.90 hrs <b>362<sup>50</sup></b>
08/23/23 FHM	Procurement - Design Build Contract; RFP draft; meeting with client <b>43180/933/3</b>	2.80 hrs
08/23/23 FHM3	Edit deed on Horizon property; send final version over <b>633/833/2,3</b>	0.40 hrs
08/25/23 FHM	Arrowpoint Investment - Document review; telephone conference; revisions <b>633/833/2</b>	2.60 hrs

Date Rec'd **9-14-23**  
 Date Paid  
 By **hp**  
 For **R**  
 Gen. Mgr. **SL**

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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<b>TOTAL BALANCE NOW DUE</b>	<b><u><u>\$2,637.50</u></u></b>
------------------------------	---------------------------------

To insure proper credit, send a copy of this statement with your  
 payment. Please make checks payable to COLE & MOORE PSC.  
 Thank you.

## COLE &amp; 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
<b>325</b>	1087.5	362.5	<b>350</b>

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



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		<u>\$0.00</u>

**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		<u>\$662.50</u>

**BILLING SUMMARY**

Partner, F. Hamp Moore, Jr.	5.30 hrs	125 /hr	662.50
TOTAL FEES	5.30 hrs		<u>\$662.50</u>
TOTAL CHARGES FOR THIS BILL			<u>\$662.50</u>
NET BALANCE FORWARD			<u>\$0.00</u>
<b>TOTAL BALANCE NOW DUE</b>			<u><b>\$662.50</b></u>

Date Rec'd: 11-20-23  
 SEE ATTACHMENT  
 Date Comp: 11-20-23  
 Dist: JP  
 Gen Mgr: JC

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

		\$125.00		\$0.00		\$0.00		TOTAL				Allocation %		Allocation \$		
		FHM														
Ln	Description	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Job	CC	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	1.80 hrs		<u>\$225.00</u>
TOTAL CHARGES FOR THIS BILL			<u>\$225.00</u>
NET BALANCE FORWARD			\$662.50
<b>TOTAL BALANCE NOW DUE</b>			<u><b>\$887.50</b></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. \_\_\_\_\_  
 Pur. Agnt. \_\_\_\_\_ Dept. Mgr. \_\_\_\_\_ Gen. Mgr. \_\_\_\_\_



**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>

1-16-24  
 SEE ATTACHED  
 hp

## Cole &amp; Moore

Date 12/25/2023

Invoice WCWD-99004-27169 FHM

\$125.00

\$0.00

FHM

TOTAL

Allocation %

Allocation \$

Ln	Description	Hours	Rate	Hours	Rate	Hours	Rate	Job	CC	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. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-11**

**Responding Witness: Jeff Peeples**

**Q-1-11. Provide the following information:**

- a. 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.**
- b. 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.**
- c. 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. a. See Attachment 1-11a for an analysis of advertising expenditures.**
- b. See Attachment 1-11b for an analysis of Accounts No. 635 and No. 675.**
- c. The District did not have any Extraordinary Income or Extraordinary Deductions during the test period (2023).**

**Attachment 1-11a:**  
**2023 Advertising Expenses**

**Warren County Water District – Sewer Division**  
**Case No. 2024-00201**  
**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 (a)	Institutional Advertising (c)	Conservation Advertising (d)	Rate Case €	Other (f)	Total (g)
1	Newspaper						
2	Magazines and Other						
3	Television					\$ 90.72 <sup>A</sup>	\$ 90.72
4	Radio					\$179.55 <sup>B</sup>	\$179.55
5	Direct Mail						
6	Sales Aids						
7	Total					\$270.27	\$270.27
8	Amount Assigned to Kentucky Jurisdiction					\$270.27	\$270.27

A-Television public service announcement (PSA) on WBKO on October 23 to encourage the public to wash its hands.

B-Two radio PSAs on the freezing pipes (\$75.60), one radio PSA to encourage the public to wash its hands (\$47.25), and one radio advertisement extending holiday greetings to the public (\$56.70).

**Attachment 1-11b**

**2023 Miscellaneous General Expenses**

**Warren County Water District – Sewer Division**  
**Case No. 2024-00201**  
**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)
1	Industry Association Dues**		\$ 611.80
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	
7	Dues and Subscriptions**		\$4,227.11
8	Miscellaneous*	\$17,776.61	
9	Total	\$32,776.61	\$4,838.91
10	Amount Assigned to Kentucky Jurisdiction	\$32,776.61	\$4,838.91

\* Expenses included in this total that are \$500 per expenditure or more listed in Table 1

\*\* Expenses included in this total that are \$500 per expenditure or more listed in Table 2

**Table 1**  
**Recorded to 675 Account**

<b>#6 – Director’s Fees and Expenses</b>			
<b>Date</b>	<b>Reference</b>	<b>Amount</b>	<b>Detail</b>
1/9/2023	AP-030035	1,250.00	Commissioner's Fee
2/6/2023	AP-030134	1,250.00	Commissioner's Fee
3/13/2023	AP-030258	1,250.00	Commissioner's Fee
4/11/2023	AP-030369	1,250.00	Commissioner's Fee
5/9/2023	AP-030462	1,250.00	Commissioner's Fee
6/13/2023	AP-030612	1,250.00	Commissioner's Fee
7/11/2023	AP-030692	1,250.00	Commissioner's Fee
8/7/2023	AP-030782	1,250.00	Commissioner's Fee
9/12/2023	AP-030904	1,250.00	Commissioner's Fee
10/11/2023	AP-031014	1,250.00	Commissioner's Fee
11/13/2023	AP-031121	1,250.00	Commissioner's Fee
12/12/2023	AP-031235	1,250.00	Commissioner's Fee
\$500 Per Expenditure or More Total:		<b>\$15,000.00</b>	
Less than \$500 Total:			
Total:		<b>\$15,000.00</b>	
<b>#8 - Miscellaneous</b>			
<b>Date</b>	<b>Reference</b>	<b>Amount</b>	<b>Detail</b>
1/31/2023	3R-005132	750.00	Uniform Expense Amortization
2/28/2023	3R-005149	750.00	Uniform Expense Amortization
3/31/2023	3R-005165	750.00	Uniform Expense Amortization
4/30/2023	3R-005183	750.00	Uniform Expense Amortization
5/31/2023	3R-005199	750.00	Uniform Expense Amortization
6/30/2023	3R-005214	1,833.88	Kia Plum Spring Rehab Service Fee
6/30/2023	3R-005221	650.00	Uniform Expense Amortization
7/31/2023	3R-005237	725.00	Uniform Expense Amortization
8/31/2023	3R-005248	725.00	Uniform Expense Amortization
9/30/2023	3R-005264	1,719.00	Uniform Expense Amortization
10/31/2023	3R-005282	1,719.00	Uniform Expense Amortization
11/30/2023	3R-005296	1,719.00	Uniform Expense Amortization
12/31/2023	3R-005303	1,791.31	Kia Plum Spring Rehab Service Fee
12/31/2023	3R-005312	1,744.74	Uniform Expense Amortization
\$500 Per Expenditure or More Total:		\$16,376.93	
Less than \$500 Total:		<u>\$ 1,399.68</u>	
Total:		<b>\$17,776.61</b>	

**Table 2**  
**Recorded to 635 Account**

<b>Date</b>	<b>Amount</b>	<b>Detail</b>
9/1/2023	\$ 611.80	BG Chamber Of Commerce - Presidents Gold Membership 23-24
5/13/2023	\$1,400.72	Sage Software - 23-24 Sage 100c Premium Silver
5/12/2023	\$1,856.05	Itron Inc - Temetra Portal 23-24
\$500 Per Expenditure or More Total:		\$3,868.57
Less than \$500 Total:		<u>\$ 970.34</u>
Total:		<b>\$4,838.91</b>

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-12**

**Responding Witness: Jacob Cuarta and Jeff Peeples**

**Q-1-12. Provide an analysis of Warren District Sewer Division's expenses for research and development activities for the test year and the three most recent calendar years. The analysis should include the following:**

- a. The basis of fees paid to research organizations and Warren District Sewer Division's portion of the total revenue of each organization. Where the contribution is monthly, provide the current rate and the effective date.**
- b. Details of the research activities conducted by each organization.**
- c. Details of services and other benefits provided to Warren District Sewer Division by each organization.**
- d. Annual expenditures of each organization with a basic description of the nature of costs incurred by the organization.**
- e. Details of the expected benefits to Warren District Sewer Division.**

**A-1-12. a. The 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, including the Test Year (2023) and the current year.**

- b. Not applicable. See response to Question 12a.**
- c. Not applicable. See response to Question 12a.**
- d. Not applicable. See response to Question 12a.**
- e. Not applicable. See response to Question 12a.**

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-13**

**Responding Witness: Jacob Cuarta**

**Q-1-13. Describe Warren District Sewer Division'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. The 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. 2024-00201**

**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:**

- a. 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).**
- b. For each category identified in Item 12.a., 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.**
- c. 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 12.a, 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.**
- d. Provide monthly updates of the actual costs incurred in conjunction with this rate case, reported in the manner requested in Items 12.a. and 12.b., and a cumulative total of cost incurred to date for each category. Updates will be due when Warren District Sewer Division files its monthly financial**

**statements with the Commission, through the month of the public hearing.**

- A-1-14. a. See **Attachment 1-14a/b**.
- b. See **Attachment 1-14a/b**.
- c. See **Attachment 1-14c**.
- d. 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, therefore, is not required to file monthly financial statements with the Commission.

**Attachment 1-14a/b**

**Rate Case Expense Report**

Warren County Water District Case No. 2024-00200  Analysis of Cost of Case No. 2024-00201  As of August 7, 2024		
Line No.	Item	Amount
1.	Accounting	\$ 0.00
2.	Engineering	\$ 24,500.00
3.	Legal	\$ 40,370.00
4.	Consultants	\$ 0.00
5.	Other Expenses	\$ 0.00
6.	Total	\$ 64,870.00

### 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	\$ 3,582.00	186-1100-3
1052119	08/07/2024	Stoll Keenon Ogden PLLC	Legal Services		\$36,788.00	
1200606109	03/19/2024	HDR Engineering, Inc.	Cost-of Service Study	80836	\$ 1,750.00	186-1100-3
1200622684	05/23/2024	HDR Engineering, Inc.	Cost-of-Service Study	81626	\$12,250.00	186-1100-3
1200629533	06/14/2024	HDR Engineering, Inc	Cost-of-Service Study	81977	\$10,500.00	186-1100-3
<b>TOTAL</b>					<b>\$64,870.00</b>	

**SHORT FORM AGREEMENT BETWEEN OWNER AND  
HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** is made as of this 27<sup>th</sup> 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

Reference Invoice Number with Payment

HDR Invoice No. 1200606109  
Invoice Date March 19, 2024  
Invoice Amount Due \$3,500.00  
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

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/summary

Date Rec'd \_\_\_\_\_ Date Comp. \_\_\_\_\_  
W.O. See Above Dist. \_\_\_\_\_  
Pur. Agat. \_\_\_\_\_ Dept. Mgr. JP Gen. Mgr. JE

SHORT FORM AGREEMENT BETWEEN OWNER AND  
HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of this 27<sup>th</sup> 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



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

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. Agmt. \_\_\_\_\_ Dept. Mgr. J Gen. Mgr. K

**SHORT FORM AGREEMENT BETWEEN OWNER AND  
HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES**

*November* **THIS AGREEMENT** is made as of this 27<sup>th</sup> 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



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. 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

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. Agt. \_\_\_\_\_ Dept. Mgr. JP Gen. Mgr. JC

**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 #: 1049241  
Account #: 127064/182925

Re: General Rate Adjustment - Sewer Division 2024

Fees rendered this bill	\$ 3,582.00
<b>Total Current Charges This Matter</b>	<b>\$ 3,582.00</b>

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  
Pur. Acct. \_\_\_\_\_ Dept. Mgr. \_\_\_\_\_ Gen. Mgr. JK

**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 #: 1049241  
Account #: 127064/182925

---

Re: General Rate Adjustment - Sewer Division 2024

Fees rendered this bill	\$ 3,582.00
<b>Total Current Charges This Matter</b>	<b>\$ 3,582.00</b>

Warren County Water District

Stoll Keenon Ogden PLLC

Invoice No. 1049241

Professional Services for the period through 06/30/24, including the following:

Re: General Rate Adjustment - Sewer Division 2024

Our Reference: 127064/182925/DRT/2404

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
06/06/24	Prepared draft version of Table showing side by side comparison of present and proposed sewer rates; modified Table to make the sewer rate tiers (declining blocks) match the water rate tiers; prepared email memo to Tina Frederick with instructions for completing the Table	DRT	0.30
06/07/24	Reviewed email memo from Tina Frederick re Table for depicting the side-by-side comparison of the current sewer rates and the proposed sewer rates for each rate tier; reviewed the draft Table prepared by Tina Frederick; conferred with Tina Frederick re need to prepare an additional Table for the various meter sizes and for the Smith Grove Sewer Customers	DRT	0.30
06/07/24	Prepared a comparison chart for current and proposed sewer rates for 5/8 x 3/4-Inch water meters; prepared email memo to D. Talley re questions about the need to add rates for additional meter sizes	TCF	0.80
06/10/24	Prepared email memo to Tina Frederick and forwarded information to her to enable her to prepare Resolution authorizing General Manager to file PSC Application seeking sewer rate adjustment; reviewed draft version of the Resolution prepared by Tina Frederick; approved Resolution	DRT	NO CHARGE ✓
06/10/24	Prepared email memo to client and forwarded draft Resolution for review by client; requested client to verify the accuracy of certain facts stated in the Resolution	DRT	0.20
06/10/24	Prepared list of estimated Rate Case Expenses for Sewer Division rate case; prepared email memo to client and HDR listing these estimated Rate Case Expenses; requested HDR to include these in the Revenue Requirements	DRT	0.20
06/10/24	Prepared a Resolution authorizing the General Manager to file a PSC Application to adjust the sewer rates; prepared email memo to D. Talley and attached the Resolution for his review	TCF	0.30
06/11/24	Prepared chart showing meter size and current rate design by gallons for both sewer and water; prepared email memo to D. Talley and attached chart for his review	TCF	0.50
06/13/24	Prepared email memo to client and to HDR re need to prepare side-by-side comparison of the current rates, proposed rates, dollar increase, and percentage increase for each rate tier; forwarded template to them to use	DRT	0.20
06/13/24	Reviewed and revised earlier version of chart to be used to illustrate current and proposed sewer rates; included every meter size listed in WCWD's PSC approved Tariff for water service and for sewer service; prepared email memo to D. Talley and attached revised chart for his review	TCF	1.30

Keep this copy for your records.

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1049241

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
06/14/24	Participated in Teams meeting with client representatives, HDR, and Tina Frederick to answer legal questions re some of the proposed adjustments to the Rate Study for the Sewer Division; answered questions about PSC procedures; discussed potential legal issues re transitioning to a single rate structure for the Sewer Division and matching the minimum bill usage for both the Water and Sewer Divisions	DRT	NO CHARGE
06/14/24	Attended Teams meeting with Warren District, its rate consultant, and D. Talley concerning Application for Sewer Rate Adjustment	TCF	0.70
06/20/24	Conferred with D. Talley re deadline for filing sewer rate adjustment; prepared and submitted request to PSC for establishment of electronic docket; prepared and filed Notice of Intent to Apply for Sewer Rate Adjustment	GEW	1.40
06/25/24	Prepared for the WCWD Board meeting by reviewing the portions of the Board Booklet re the rate increase for the Sewer Division	DRT	NO CHARGE
06/26/24	Attended WCWD Board of Commissioners' meeting in Bowling Green to answer questions about proposed General Rate case for the Sewer Division and to obtain passage of Resolution authorizing the filing of the Application with the PSC to obtain a rate increase for the Sewer Division (Total time was 6.0 hours, but 3.0 hours was charged to Water Division)	DRT	3.00

**Total Services****\$3,582.00****Summary of Services**

<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
GEW	Wuetcher, G E	1.40	405.00	567.00
DRT	Talley, D R	4.20	405.00	1,701.00
TCF	Frederick, Tina	3.60	365.00	1,314.00
Total Services		9.20		\$3,582.00

**TOTAL FEES & DISBURSEMENTS****\$3,582.00****Total Current Charges This Matter****\$3,582.00****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  
jeffp@warrenwater.com

August 7, 2024  
Invoice #: 1052120  
Account #: 127064/182925

---

Re: General Rate Adjustment - Sewer Division 2024

Fees rendered this bill	\$ 36,788.00
<b>Total Current Charges This Matter</b>	<b>\$ 36,788.00</b>

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 #: 1052120  
Account #: 127064/182925

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Re: General Rate Adjustment - Sewer Division 2024

Fees rendered this bill	\$ 36,788.00
<b>Total Current Charges This Matter</b>	<b>\$ 36,788.00</b>

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1052120

Professional Services for the period through 07/31/24, including the following:

Re: General Rate Adjustment - Sewer Division 2024

Our Reference: 127064/182925/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 Sewer Division; prepared list of topics to discuss during Teams meeting	DRT	NO CHARGE
07/01/24	Participated in Teams meeting with Ross Guffey and Abbey Osborne re Rate Study for Sewer Division; discussed other schedules which HDR needs to provide for PSC rate adjustment Application for Sewer Division (Total time spent was 0.8 hours, but 0.4 hours was charged to Water Division)	DRT	0.40
07/09/24	Participated in Teams meeting with client representatives and HDR Rate Consultants to discuss Exhibits and other documents needed to file with the PSC Applications for an adjustment of water and sewer rates; assigned responsibility for each Exhibit and document (Total time was 1.4 hours, but 0.7 hours was charged to the Water Division)	DRT	0.70
07/09/24	Established SKO collabspace for transmission of documents between SKO and Warren County WD for Sewer Rate Case	GEW	0.50
07/15/24	Reviewed numerous documents to be used as Exhibits for the PSC Application for Rate Adjustment for the Sewer Rates	DRT	0.70
07/16/24	Began revising the narrative References portion of the Statement of Adjusted Operations (SAO) document to be filed with the SAO in the sewer rate proceeding	TCF	0.80
07/17/24	Prepared lengthy email memo to Jerry Wuetcher and listed areas of responsibilities for him to assume with respect to the rate adjustment for the Sewer Division; provided him with documents re the Sewer adjustment	DRT	0.20
07/17/24	Exchanged numerous email memos with Tina Frederick re the Statement of Adjusted Operations (SAO) for the Sewer Division rate adjustment; conferred with Tina Frederick re the narrative References to the SAO	DRT	NO CHARGE
07/17/24	Participated in Teams meeting with Jeff Peebles and Tina Frederick re Statement of Adjusted Operations (SAO) for the Sewer Division and narrative References to the SAO; discussed other aspects of the Sewer Division Rate adjustment Application and Exhibits	DRT	NO CHARGE
07/17/24	Prepared email memo to Abbey Osborne with HDR re questions about the Statement of Adjusted Operations (SAO) for the Sewer Division rate adjustment Application; reviewed reply email memo from Abbey Osborne re proposed sewer rates and changing minimum usage for some of the sewer rate tiers	DRT	0.30
07/17/24	Conferred with Jeff Peebles and Damon Talley regarding adjustments to the Schedule of Adjusted Operations; edited the References document to clarify the reasons for the adjustments	TCF	1.10

**Keep this copy for your records.**

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1052120

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
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; prepared memo to file (Total time of meeting was 1.2 hours but 50% of this time was billed to the Water Division)	DRT	0.60
07/18/24	Prepared Customer Notice of Adjustment of Sewer Rates; reviewed and revised Customer Notice to better display the changes in the usage rate tiers	GEW	2.00
07/18/24	Attended Teams meeting with HDR and Warren County WD representatives regarding sewer rates	TCF	1.00
07/19/24	Reviewed and revised prior draft of Customer Notice of adjustment of sewer rates; prepared additional tables to be included in the Customer Notice	GEW	2.00
07/22/24	Conferred with Jerry Wuetcher re the Customer Notice for Sewer customers; discussed best way to present certain information and Tables to be included in the Sewer Customer Notice	DRT	NO CHARGE
07/22/24	Reviewed email memo from Ross Guffey with HDR re Billing Analysis and other aspects of the Sewer Rate Study; reviewed draft version of the Billing Analysis prepared by Ross Guffey in the format preferred by PSC; exchanged follow-up email memos with Ross Guffey and client re the Billing Analysis; reviewed the Reconciliation between the income and usage generated by the Billing Analysis and the actual Test Year Sewer revenues collected by WCWD	DRT	1.80
07/22/24	Reviewed latest Proposed Sewer Rates prepared by Rate Consultant; compared them to the original version of the Proposed Sewer Rates	DRT	0.20
07/22/24	Reviewed Sewer Schedule of Adjusted Operations and underlying supporting data to confirm accuracy of revenue requirement calculation	ESC	0.60
07/22/24	Conferred with D. Talley re Notice for Sewer Rate Adjustment; reviewed revenue analysis prepared by HDR for current and proposed sewer rates	GEW	0.80
07/23/24	Reviewed email memo from HDR with revised Statement of Adjusted Operations (SAO) and References for Sewer; reviewed the revised Sewer SAO; reviewed the narrative References; exchanged follow-up email memos with Abbey Osborne	DRT	1.20
07/23/24	Reviewed email memo from Ross re Billing Analysis for Sewer; reviewed the Sewer Billing Analysis; reviewed another document provided by HDR to support the Billing Analysis; exchanged follow-up email memos with HDR	DRT	0.80
07/23/24	Reviewed Sewer Customer Notice to ensure accuracy of data and calculations; reviewed draft PSC Sewer Application for compliance with PSC regulations, grammar, and consistency	ESC	0.60

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Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1052120

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/23/24	Prepared Customer Notice for Sewer Rate Adjustment; made calculations for Average Customer Bills for each meter size; reviewed and revised the Customer Notice for Sewer Rate Adjustment based upon feedback from D. Talley	GEW	3.10
07/23/24	Prepared initial draft of Sewer Division Rate Adjustment Application and Table of Exhibits; reviewed and revised initial draft version	TCF	2.30
07/24/24	Reviewed numerous drafts of Customer Notice for the Sewer Customers; approved the final version	DRT	NO CHARGE
07/24/24	Prepared email memo to client and attached Customer Notice for Sewer Customers; suggested that client check the accuracy of the numbers in the Tables in the Customer Notice	DRT	0.20
07/24/24	Conferred with Abbey Osborne at HDR re Principal and Interest payments and Additional Working Capital calculations for Sewer debt; reviewed detailed email memo from Abbey re this topic; reviewed the revised SAO for Sewer Operations; prepared reply email memo to Abbey	DRT	0.40
07/24/24	Reviewed the revised Statement of Adjusted Operations for Sewer; made note to file re questions to address with HDR	DRT	0.30
07/24/24	Reviewed six (6) different Tables prepared by Jerry Wuetcher to be included in the Customer Notice for the Sewer Customers; approved format of the Tables; exchanged email memos with Jerry Wuetcher re these Tables	DRT	0.40
07/24/24	Reviewed various drafts of the narrative portion of the Customer Notice for Sewer Customers prepared by Tina Frederick; made suggested edits to improve the Customer Notice	DRT	0.30
07/24/24	Reviewed revised Excel Spreadsheet prepared by HDR re Billing Analysis for the Sewer Division; made list of topics to discuss with HDR	DRT	0.80
07/24/24	Checked the accuracy of the numbers in three (3) of the Tables included in the Customer Notice for Sewer Customers; made corrections to some of these numbers	DRT	0.50
07/24/24	Exchanged numerous email memos with other SKO attorneys re the Customer Notice for Sewer Customers; assigned tasks to other SKO attorneys re the PSC Application and Exhibits for the Sewer Division	DRT	NO CHARGE
07/24/24	Reviewed Sewer Customer Notice for content and accuracy	ESC	1.40
07/24/24	Added language to the rate tables for the Sewer Division Customer Notice; checked the calculations of the average bill using current and proposed rates; conferred with D. Talley and E. Childress concerning needed edits to Sewer Customer Notice and made edits where appropriate; sent Word version of Sewer Customer notice to D. Talley to share with Warren District for review	TCF	5.20
07/25/24	Supervised making corrections to Customer Notice for Sewer Customers	DRT	NO CHARGE

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Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1052120

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/25/24	Conferred with Jerry Wuetcher in a very long conference call to discuss various proposed Exhibits and 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 Water Rate Case)	DRT	0.40
07/25/24	Prepared lengthy email memo to Ross Guffey re Sewer Revenue Exhibit and Sewer Billing Analysis; conferred with Ross Guffey re this topic; reviewed reply email memo from him; reviewed the revised Sewer Billing Analysis and revised Sewer Revenue Exhibit; approved these revised documents; prepared follow-up email memo to Ross Guffey	DRT	1.40
07/25/24	Reviewed and revised draft PSC Application for General Sewer Rate Adjustment for typographical errors, formatting, and consistency	ESC	0.90
07/25/24	Prepared proposed Sewer Rate Tariff Sheets; prepared comparative Tariff Sheets (Exhibits 3 and 4)	GEW	1.10
07/25/24	Drafted Exhibit showing the proposed sewer rates for all rate tiers and the minimum purchase amounts for all meter sizes; sent Exhibit to D. Talley for review	TCF	1.00
07/26/24	Exchanged numerous email memos with client and newspaper re error in initial proof of Customer Notice for sewer rate case, reviewed and approved the revised proof of the Sewer Customer Notice; received confirmation from newspaper that revised Sewer Customer Notice will be published on July 30, August 6, and August 13	DRT	0.70
07/26/24	Prepared email memo to client and attached latest draft version of the Sewer Rate Application and the Table of Exhibits	DRT	0.20
07/26/24	Reviewed latest draft version of the PSC Application for the Sewer Division; made notes re missing information and Exhibits	DRT	0.80
07/26/24	Reviewed latest version of the Sewer Cost-of-Service Study (COSS) prepared by HDR	DRT	2.40
07/26/24	Reviewed Customer Notice proof from Bowling Green Daily newspaper for accuracy; reviewed revised Tariff Sheets for content and accuracy; finalized initial draft of Application for client's review	ESC	0.90
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
07/28/24	Reviewed latest version of the Statement of Adjusted Operations prepared by HDR for the Sewer Rate Case; looked up source documents to calculate 3-year average Principal and Interest Payments and DSC; prepared revised narrative explanation for References I, J, and K	DRT	0.60

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Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1052120

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
07/28/24	Prepared list of topics to include in Jeff Peeples' Written Testimony for the Sewer Rate Case; prepared first draft of portions of his Written Testimony	DRT	0.60
07/28/24	Prepared numerous Exhibits for Sewer Rate Application, including Exhibits 9, 10, 11, and revised other Exhibits; reviewed and revised early version of PSC Application for Sewer Rate Adjustment	GEW	7.50
07/29/24	Reviewed and approved revised Exhibit 23 prepared by Jeff; prepared reply email memo to Jeff re same	DRT	0.30
07/29/24	Exchanged email memos with Jeff re new positions; conferred with Jeff re new positions; discussed employees who work in both water and sewer; prepared memo to file	DRT	0.60
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 Water Rate Case)	DRT	0.40
07/29/24	Reviewed email memo from Jeff re Exhibits 19A, 19B, and 23 for Sewer rate case; reviewed all three (3) of these proposed Exhibits; prepared email memo to Jeff approving these Exhibits	DRT	0.40
07/29/24	Reviewed and approved Exhibit 23 Prepared by Jeff; prepared email memo to Jeff re same	DRT	0.30
07/29/24	Reviewed and revised draft Schedule of Adjusted Operations and Reference List for accuracy and readability	ESC	1.70
07/29/24	Conferred with Ross Guffey re various documents prepared by HDR for Sewer Rate Case; Prepared first draft of Guffey's Written Testimony to support Sewer Rate Application; reviewed and revised first draft of Guffey's Written Testimony; prepared numerous Sewer Rate Application Exhibits	GEW	9.50
07/29/24	Drafted Written Testimony for Manager of Finance and Administration; made edits to the SAO; conferred with D. Talley and E. Childress regarding the Employee Overhead adjustments and the language to use in the References	TCF	3.00
07/30/24	Reviewed various drafts of Jacob's Written Testimony for the Sewer case; approved final version; prepared email memo to Jacob and forwarded his proposed Written Testimony to him for his review	DRT	0.80
07/30/24	Reviewed various drafts of Jeff's Written Testimony for the Sewer Rate case; made suggested edits to Written Testimony; approved final version of Jeff's Written Testimony; prepared email memo to Jeff and forwarded his proposed Written Testimony to him for his consideration; highlighted differences between his Water Written Testimony and his Sewer Written Testimony	DRT	0.70
07/30/24	Prepared first draft of Written Testimony of Jacob Cuarta to support Sewer Rate Application	ESC	0.60
07/31/24	Conferred with Jeff in lengthy phone call re Proforma Adjustments	DRT	1.10

**Keep this copy for your records.**

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1052120

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
	for Plant Additions (Exhibit 21) and Statement of Adjusted Operations; conferred with HDR re Plant Adjustments; exchanged and reviewed series of emails among HDR, Jeff, and me re this matter; reviewed first draft of information prepared by Jeff to include in Exhibit 21		
07/31/24	Reviewed first draft of narrative portion of Exhibit 21 prepared by Tina Frederick; made suggested revisions to the narrative portion; added a new paragraph to the narrative portion of Exhibit 21	DRT	0.40
07/31/24	Reviewed Excel Spreadsheet prepared by client re Exhibit 21; reviewed and approved Word version of chart portion of Exhibit 21	DRT	0.30
07/31/24	Conferred with Jerry Wuetcher re need to add new paragraphs to PSC Application for Sewer Rate Case and additional Exhibits because of the PSC Sewer Regulations; exchanged follow-up email memos re this matter	DRT	0.50
07/31/24	Prepared email memo to client re need for Agreement with BGMU re treatment of sewage; reviewed reply email memo from Jeff; reviewed Agreement and Supplement to Agreement with BGMU provided by Jeff; prepared reply email memo to Jeff	DRT	0.60
07/31/24	Prepared lengthy email memo to Emily Childress to assign certain responsibilities to her re PSC Staff's Initial Request for Information; reviewed reply email memo from Emily Childress	DRT	0.40
07/31/24	Reviewed and approved approximately 15 Exhibits which will be filed with the PSC Sewer Rate Application; exchanged email memos with others re these Exhibits	DRT	1.50
07/31/24	Reviewed latest version of Statement of Adjusted Operations; noted and approved of changes from earlier version; made suggested revisions to the first two pages of this document	DRT	0.60
07/31/24	Reviewed the two (2) pages of narrative References which will become part of Exhibit 7 to PSC Sewer Rate Applications; compared some of the information to other documents being filed with the Application; made suggested revisions to the narrative References	DRT	0.60
07/31/24	Reviewed and approved final version of four-page Statement of Adjusted Operations (Exhibit 7) to the PSC Sewer Rate Application	DRT	NO CHARGE
07/31/24	Reviewed the near "final" version of the PSC Rate Case Application; suggested minor revisions to the Application; exchanged email memos with Jerry Wuetcher and Emily Childress re revisions to the Application	DRT	0.80
07/31/24	Finalized Jacob Cuarta's Written Testimony for filing as an Exhibit to support Sewer Application; reviewed additional Application materials for content and accuracy prior to filing; reviewed PSC Staff's First Request for Information and began drafting template for WCWD's Response	ESC	3.20
07/31/24	Prepared Guffey's Written Testimony; reviewed PSC Regulations re sewer rate cases; conferred with D. Talley re need for additional	GEW	12.50

**Keep this copy for your records.**

Warren County Water District

Stoll Keenon Ogden PLLC  
Invoice No. 1052120

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>
	Exhibits to comply with sewer regulations; prepared several additional paragraphs to be included in the Sewer Rate Application; forwarded revised Sewer Rate Application to D. Talley for his review; reviewed and edited additional Exhibits to be added to the PSC Application; revised Sewer Rate Application based upon feedback from other SKO attorneys; assembled PSC Application for filing; reviewed remainder of Exhibits; Bookmarked Application and all Exhibits; prepared Exhibit 1 (PSC Filing Checklist for Sewer Rate Cases); inserted hyperlinks into Exhibit 1; prepared PSc Transmittal Letter; uploaded Sewer Rate Application to PSC website		
07/31/24	Reviewed and edited Jeff Peeples' Written Testimony; reviewed and edited certain Exhibits and attachments for the Sewer Rate Adjustment PSC Application; reviewed and proposed edits to the PSC Application	TCF	3.70

**Total Services****\$36,788.00****Summary of Services**

<u>Init</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Value</u>
GEW	Wuetcher, G E	39.00	405.00	15,795.00
DRT	Talley, D R	27.70	405.00	11,218.50
ESC	Childress, Emily	9.90	320.00	3,168.00
TCF	Frederick, Tina	18.10	365.00	6,606.50
	Total Services	94.70		\$36,788.00

TOTAL FEES &amp; DISBURSEMENTS \$36,788.00

**Total Current Charges This Matter \$36,788.00****Keep this copy for your records.**

## **Attachment 14c**

### **Estimated Rate Case Expense**

**ESTIMATED RATE CASE EXPENSE**

<b>LEGAL EXPENSE</b>	
<b>Phase of Proceeding</b>	<b>Expected Hours</b>
Preparation of Application/Other Preparatory Actions	70
Discovery – Initial Request (Prior to Filing)	40
First Request After Filing	30
Second Request After Filing	10
Preparation/Representation at Hearing	30
Post-Hearing/Other Procedural Matters	22
Total Hours	202
Total Estimated Cost @ \$376/Hour*	<b>\$ 76,000</b>

<b>CONSULTANT EXPENSE</b>	
Rate Study	\$ 35,000
Preparation of Application/Assistance in Rate Case Discovery	\$ 12,172
Testimony at Hearing	\$ 2,000
Total Estimated Cost	<b>\$ 49,172</b>

<b>OTHER EXPENSES</b>	
Publication of Notice of Filing of Application	\$ 4,000
Publication of Notice of Scheduled Hearing	\$ 2,000
Total Estimated Cost	<b>\$ 6,000</b>

**TOTAL ESTIMATED EXPENSE: \$ 131,172**

\*Hourly Rate Based upon a weighted average of the hourly rate of the attorneys assigned to this matter.

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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. The District did not acquire any utility plant as an operating unit or system by purchase, merger, consolidation, liquidation, or otherwise during the test period. Furthermore, the District did not determine its proposed rates using a rate of return methodology and has not performed any rate base calculations.

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-16**

**Responding Witness: Jeff Peeples**

**Q-1-16. Provide the following:**

- a. 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.**
- b. An analysis of short-term debt as shown in Schedule D2 as of the end of the latest calendar year.**

A-1-16. a. Attached as **Attachment 1-16a** is a schedule of long-term debt listing all outstanding issues as of December 31, 2023.

- b. Attached as **Attachment 1-16b** is an analysis of the District's short-term debt as of the end of 2023 and as of July 31, 2024.

**Attachment 1-16a**  
**Outstanding Long-Term Debt**

Warren County Water District - Sewer 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	Total Principal	Total Interest	Servicing Fee	Total	Years	Annualized
1	Series 2019, USDA	4/15/2020	1/1/2060	\$ 623,000	2.375%	2.375%	2.375%	Bonds Payable	Unrated	\$ 25,631	645,000	380,249	-	1,025,249	40.00	25,631
2	KIA, Buchanan Park	5/15/2012	12/1/2040	452,762	3.00%	3.00%	3.00%	Note Payable	Unrated	53,700	823,900	284,938	18,869	1,127,707	21.00	53,700
3	Series 2013B, RWFA	2/27/2013	2/1/2028	41,229	2.30% - 3.30%	2.30%	3.30%	Note Payable	Unrated	10,576	129,967	28,674	-	158,641	15.00	10,576
4	KIA, Plum Springs Improvements	1/15/2020	12/1/2040	1,748,314	2.00%	2.00%	2.00%	Note Payable	Unrated	124,009	2,000,000	436,786	43,400	2,480,186	20.00	124,009
5	Series 2021A, RWFA	6/6/2021	2/1/2039	1,070,000	2.25% - 4.25%	4.25%	2.35%	Note Payable	Unrated	101,009	1,255,000	260,133	-	1,515,133	15.00	101,009
Total				\$ 3,935,305						\$ 314,925	4,853,867	1,390,780	62,269	6,306,916		314,926

Sewer Allocation  
Sewer Allocation  
Sewer Allocation

**Attachment 1-16b**  
**Outstanding Short-Term Debt**

Warren County Water District - Sewer 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	Annualized Cost	Total Principal	Total Interest	Servicing Fee	Total	Years	Annualized
1	Series 2022D, RWFA	10/27/2022	8/1/2024	\$ 8,254,620	3.50%	3.50%	3.50%	Loan Payable	Unrated	\$ 304,674	-	508,806	-	508,806	1.67	304,674

Sewer Allocation

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	Annualized Cost	Total Principal	Total Interest	Servicing Fee	Total	Years	Annualized
1	Series 2024D, RWFA	7/30/2024	8/1/2025	\$ 8,102,453	5.00%	5.00%	5.00%	Loan Payable	Unrated	\$ 406,248	-	406,248	-	406,248	1.00	406,248

Sewer Allocation

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-17**

**Responding Witness: Jeff Peeples**

**Q-1-17. State whether any changes have been made to Warren District Sewer Division's internal accounting manuals, directives, and policies and procedures since the District's most recent rate case. If so, provide each item that was changed and identify the changes.**

A-1-17. The 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 years.

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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. See **Attachment 18** for the District's long-term construction planning program.

## **Attachment 1-18**

### **Long-Term Construction Planning**



Warren County  
Water District

# 2021 Capital Improvement Plan Wastewater System Facilities

December, 2021



Prepared by the Engineering Staff of Warren County Water District

## **INTRODUCTION**

### **General**

Warren County Water District's Sewer Division (Warren Water) provides wastewater service in Warren County, KY outside the service area of Bowling Green Municipal Utilities (BGMU). Within Warren County, Warren Water serves approximately 38% of the City of Bowling Green's land area. Warren Water is the exclusive wastewater service provider in the communities of Smiths Grove, Plum Springs, and Oakland.

A Capital Improvement Plan (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 Wastewater Master Plan that establishes a road map for wastewater 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 remains in compliance with Kentucky Public Service Commission (PSC) 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 wastewater 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 longer 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 which have large wastewater flows, or any other factor or set of factors that would have a significant impact on the system.

### Existing Wastewater Collection System

Warren Water receives wastewater from 8,181 active customers (as of December 2020) through approximately 204 miles of collector and interceptor sewers. Wastewater is conveyed through the system with the use of over 70 wastewater lift stations.

Currently, all wastewater collected by Warren Water is metered for billing and discharged into the BGMU wastewater system for transport, treatment, and disposal. Wastewater is discharged to BGMU in five (5) locations around Bowling Green. A map of the existing wastewater collection system is attached as Appendix A.

### Requirements for Customer Demands

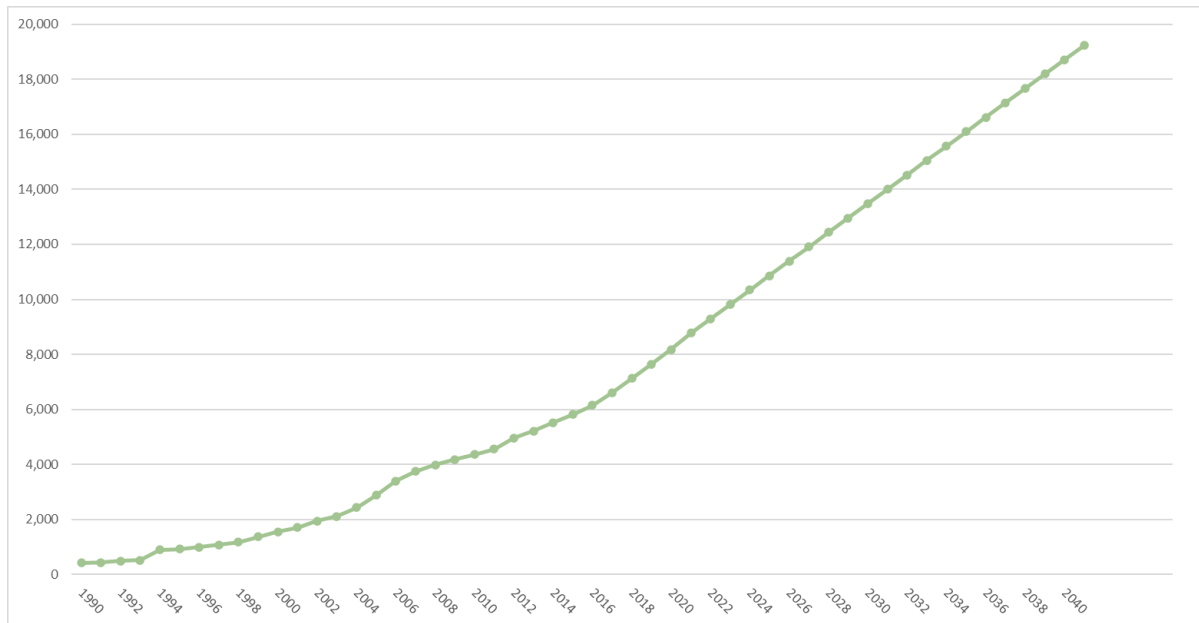
Warren County has been and continues to be one of the fastest growing counties in the Commonwealth of Kentucky. According to the State Data Center at the University of Louisville, Warren County's population increased

by 23% from the year 2000 to 2010. From 2010 to 2020 the population increased by 18.2% to 134,554 residents. 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. Many of these new households have been created in Warren Water's sewer service area. Warren County is continuing to grow and is projected to experience a population increase of approximately 35% in the next 20 years to a level of approximately 180,000 residents.

Growth on Warren Water's wastewater system is occurring at a greater rate than that of the county in general. In the last five (5) years, an average of approximately 500 customers per year have been added to the system. Chart 1 displays this projected growth pattern. This growth is very beneficial to Warren Water; however, the system's interceptor and lift station capacities must be increased to continue to meet the demand of these existing customers and provide for future growth.

**CHART 1**

### Warren Water Projected Sewer Customer Growth



## **SUMMARY OF 2019 REGIONAL WASTEWATER FACILITIES**

### **PLAN UPDATE**

In 2019, Warren Water and BGMU concluded a Regional Wastewater Facilities Plan Update (FPU). The FPU evaluated the core wastewater systems of both Warren Water and BGMU and recommended wastewater projects to be completed during the 20-year planning period, from 2016 – 2036. The FPU was undertaken to meet Kentucky Division of Water regulatory requirements, ensure cost effective growth of the wastewater

systems to meet the future wastewater demands, and to ensure Warren Water remains eligible for all possible funding sources.

Generally, the FPU focused on large area-wide projects and did not identify all the smaller regional projects within the service area. This CIP for Wastewater System Facilities incorporates the findings and recommendations of the FPU as well as addresses and identifies the next level of projects within the Warren Water wastewater system.

The FPU recommended two large wastewater projects to be completed during the planning period. One of the recommended projects is already complete, the 24-inch Veterans force main. Completion of the Veterans force main has shaped the scope of several of the proposed projects in this CIP. The other large project is to increase the capacity of the BGMU wastewater treatment plant. A 25% capacity increase is recommended to begin design in 2028 and cost approximately \$16,200,000.

## **PROJECTED SYSTEM DEMANDS**

To obtain projections for system demands, three types of flow were evaluated in the FPU: existing flows, future flows resulting from infill on the existing wastewater system, and flows resulting from new areas of wastewater service. Projections for infill flows were established by examining vacant land which has wastewater service available on or near the properties.

Future flows within new areas of wastewater service were established by first identifying areas of projected growth which would be provided wastewater service. Fourteen (14) areas were identified in the FPU within Warren Water's wastewater service area. Population projections were then established for each growth area. Finally, flow projections were created based on the

population projections, projected industrial areas, and other factors. The fourteen growth areas feed into five (5) primary discharge points on the BGMU system. Table 1 summarizes Warren Water's projected flows through the end of the planning period at these five discharge points. Appendix C is a more detailed analysis of the growth projections. Chart 2 graphically shows this same projected growth pattern. 2019 was used as the base year for projections due to system irregularities experienced in 2020 due to the Covid-19 pandemic.

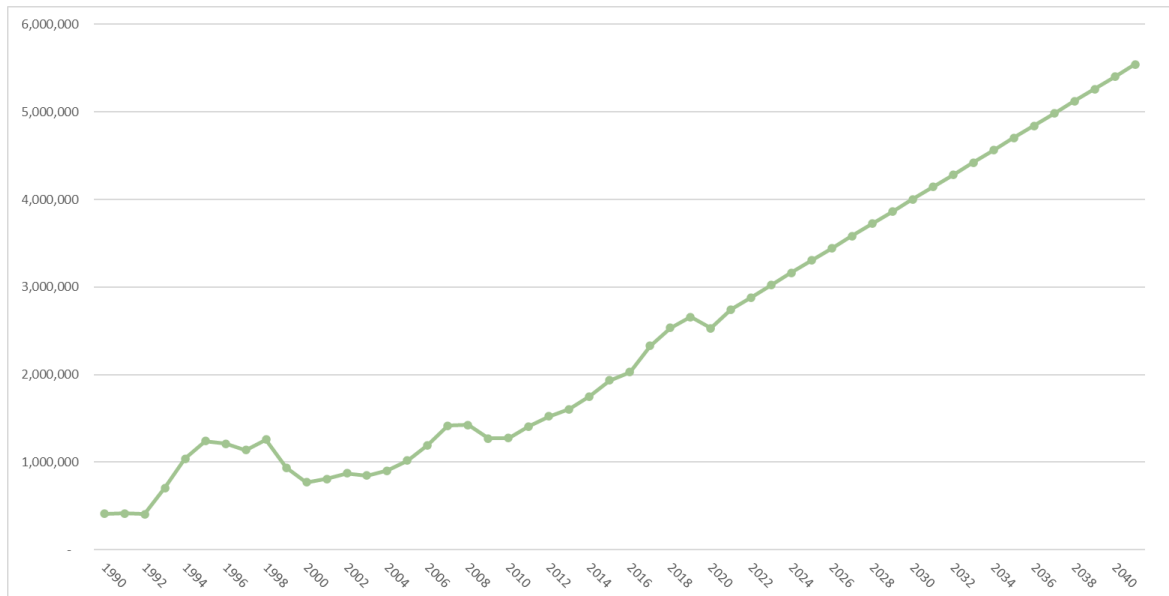
**TABLE 1**

**Warren Water Projected Sewer System Flows 2019-2041**

DISCHARGE METER	2019 ACTUAL FLOW (gpd)	2030 PROJECTED FLOW (gpd)	2041 PROJECTED FLOW (gpd)
Beech Bend MM	877,000	1,500,000	2,076,000
Ewing Ford MM	44,000	75,000	104,000
Parkway MM	412,000	867,000	1,200,000
Pioneer MM	661,000	822,000	1,022,000
Hwy 68W MM	662,000	916,000	1,138,000
<b>TOTAL:</b>	<b>2,658,000</b>	<b>4,180,000</b>	<b>5,540,000</b>

## CHART 2

### Warren Water Projected Sewer System Flows (GPD)



## REASONS FOR WASTEWATER 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. All lift stations in the system contain a least two pumps, and all lift stations are capable of transmitting the peak flow with the largest pump off-line; such that if a pump fails, the other pump or pumps will be able to maintain system operation.

Due to the critical nature of the public wastewater collection system, 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. For example, wastewater 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.

Some projects have been identified that, rather than alleviating a known deficiency, will increase the overall efficiency of the system. Warren Water continually 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 wastewater flows. As the number of customers increase and the total demand on the system becomes larger, improvements to the system must keep pace with this growth. Since the rate of growth is not consistent across the entire service area, and the capacity for growth of the existing components of the system are not the same, each area of the system was 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 lift 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.

## **DESCRIPTION OF PROPOSED PROJECTS**

### **General**

The projects proposed by this CIP have focused on improvements to the existing interceptor system and construction of projects will occur as wastewater flows approach the capacity of a given facility, or as new developments are constructed in previously unserved areas. A map is enclosed in Appendix B which shows the location of all proposed projects.

The scope of the following projects could change as a result of the construction of new wastewater facilities in the future. A force main which is projected to be a certain length may be shortened if gravity sewers are extended, as a result of development, to a point closer to the future lift station. This will result in lower construction costs and an increase in system efficiency. As the system has grown, several force mains have been manifolded together. Manifolded force mains have added to the complexity of the system and can cause challenges as utilization rates increase. Warren Water is in the process of developing a sewer model which will help us make better decisions as the system grows. This model is expected to be completed within the next year. The model will allow refinement of some of the projects contemplated in this document. Based on the additional information obtained from the sewer model, this plan will be updated in 2024.

The funding for the following projects will be provided by either Warren Water, developers, or both will share in the cost of a given project. Generally, Warren Water will fund projects which involve "backbone" facilities within the system.

As service is provided to developments in areas which currently do not have wastewater service, developers typically will fund the construction of the new wastewater facilities. All cost projections in this document are indicated in 2021 dollars.

## Improvements to Primary Interceptor System (0-5 Years)

### Hidden River Interceptor

The Hidden River No. 2 lift station, supplies all the flow to the Hidden River No. 1 lift station with the exception of approximately 200 homes. Therefore, the majority of the increase in flow to the Hidden River No. 1 lift station would pass through the Hidden River No. 2 lift station as well. Hidden River No. 2 lift station does not have adequate storage or pumping capacity to accommodate the increasing flows, which are projected to occur in the near future. This project consists of the design and construction of approximately 3,000 feet of 15-inch gravity sewer main from the Hidden River No. 2 lift station to the Hidden River No. 1 lift station. This interceptor will allow Hidden River No. 2 lift station to be removed from service, which will eliminate the need for future upgrades to the lift station and its force mains. The new interceptor will also provide a more reliable and efficient operation. The estimated total cost of this project is \$600,000.

### Pioneer Drive Force Main Upgrade

The Memphis Junction Lift Station receives all wastewater flows from the Nashville Road corridor. This area is projected to experience considerable growth due to infill and service to new areas. The lift station has been recently upgraded along with a section of force main. It is also planned to manifold another force main, originating on Hwy 68 West, to the Pioneer Drive force main. Approximately 2,100 feet of 24-inch force main will be constructed to replace the existing 10-inch force main on the north end of

Pioneer Drive. This force main will terminate at the beginning of the recently constructed Veterans Force Main (BGMU). The estimated total cost for this project is \$550,000.

#### Greystone Interceptor

The area between Russellville Road and Nashville Road in the vicinity of the South Industrial park is experiencing rapid development. This project consists of the design and construction of approximately 7,000' of 15-inch gravity sewer main from the existing 18" gravity on John Jones Road to the Greystone #2 lift station. This interceptor will allow development of the area along the route and eliminate an existing lift station. The estimated total cost of this project is \$2,100,000.

#### Three Springs Lift Station Upgrade

This project consists of the upgrade of the pumps and electrical systems at the Three Springs Lift Station (Basil Griffin Park) to result in a total flow rate of 1,000 gpm. This upgrade will be required due to development in the Three Springs Rd, Plano Rd, and Scottsville Rd. areas. The estimated total cost for this project is \$200,000.

#### Hwy 68 West Force Main Connector

The Hwy 68 West Lift Station currently receives flows from a portion of the South Central Kentucky Industrial Park (SCKIP), and areas along the Hwy 68 corridor as far west as Rockfield. This area is projected to experience significant growth. The lift station has been recently upgraded and now the limiting factor to growth is the force main capacity. Another large lift station, Springwater, has recently been manifolded into the same dual 8" force mains on Hwy 68. This project consists of 5,800' of 16" force main running from the Springwater lift station to the existing 16" force main on Pioneer Drive which

feeds the BGMU Veterans Force Main. The estimated total cost for this project is \$1,200,000.

#### Dillard Road Lift Station, Gravity Interceptor, and Force Main

The Nashville Road corridor has experienced a large amount of growth and this growth is projected to continue. To accommodate the wastewater flows resulting from development along Nashville Road from Dillard Road to Richpond Road and beyond, a new 1,500 gpm wastewater lift station is proposed to be located on the south side of Dillard Road near Nashville Road. Approximately 8,600 feet of 12-inch force main will transmit the wastewater from the lift station to the 15-inch gravity sewer which flows to the Memphis Junction lift station. The South Industrial lift station will be taken off the 15-inch gravity and an upgraded force-main extended to the Memphis Junction lift station. This project will also include 8,500' of 15" and 12" gravity sewer extended to Bettersworth Road, the existing Summit lift station, and the existing McLellan Farms lift station. The estimated total cost of this project is \$3,500,000.

#### Diesel Generator Additions

The Hwy 68 West lift station, South Industrial lift station, and Memphis Junction lift are the three (3) largest lift stations in the collections system that do not currently have a back-up power system. These stations are also too large to be effectively serviced by a portable diesel pump. This project will add diesel generators to each of these sites to ensure operation during a power outage. The estimated total cost for this project is \$350,000.

## Improvements to Primary Interceptor System (6-20 Years)

### Parkway Force Main Upgrade

This project consists of the upgrade of the Three Springs Lift Station system to result in a total flow rate of 2,000 gpm. This upgrade will be required due to development in the Three Springs Rd, Plano Rd, and Scottsville Rd. areas. To accommodate this larger flow rate, approximately 22,000 feet of 16-inch force main will be constructed parallel to the existing 10-inch force main to the discharge point at the intersection of Dishman Lane and Pioneer Drive (BGMU Veterans Force Main). The estimated total cost for this project is \$4,500,000.

### Hidden River No. 1 Lift Station Upgrade

This project consists of the upgrade of the pumps and electrical systems at the Hidden River No. 1 Lift Station to result in 1,625 gpm. To accommodate this larger flow rate, approximately 5,200 feet of 10-inch force main will be constructed parallel to the existing 8-inch force main to the intersection of Elrod Road and I-165. A portion of this 10-inch force main has been constructed as part of a large sub-division. From this point the two force mains will discharge into a proposed 12-inch force main which will be installed under I-165 and connect to the Parkway Interceptor Force Main. The estimated total cost for this project is 750,000.

### Plano Interceptor

The Plano area is rapidly growing with residential development. This project consists of the design and construction of approximately 8,800 feet of 15-inch gravity sewer main from the existing 21" gravity at the north-east corner of the intersection of I-65 and I-165, across I-165 to Carter Sims Road. This interceptor will add a large amount of sewer capacity to the Plano area and

will reduce the length of force main as well as manifolding for four (4) existing lift stations. The estimated total cost of this project is \$2,700,000.

#### Richpond Interceptor

As development in the Richpond area occurs, the flows to the Richpond Lift Station will exceed its flow capacity. This project consists of the design and construction of approximately 7,000 feet of 15-inch and 12-inch gravity sewer main to transmit wastewater from the Richpond Lift Station site to the proposed Dillard Road Lift Station. This project will allow several hundred acres to develop with sewer service. The estimated cost of this project is \$2,000,000.

#### Hunters Point Interceptor

The existing Hunters Point 10-inch gravity interceptor receives flows from the Cal Batsel Road, Hunters Crossing Subdivision, and The Summit Subdivision areas and discharges into the SCKIP Lift Station. Infill on existing wastewater main and future growth in this area will result wastewater flows exceeding the capacity of this interceptor. This project consists of 2,200 feet of 12-inch gravity sewer which will accommodate future flows. The estimated cost of this project is \$750,000.

#### Ewing Ford Lift Station Upgrade

The Ewing Ford Lift Station is located close to the intersection of Cemetery Road and Lovers Lane. This area is projected to experience significant growth in the coming years. A new hotel and convention center will be going online in 2022. Other commercial development is expected in the near future. As growth continues in this area, the upgrade of the lift station to 400 gpm will be required. A new force-main extension will be required to the intersection of Cherokee Drive and Ewing Ford Road to accommodate the increased flow

rate. An upgrade to 3-phase power will also be required. The estimated cost of the project is \$450,000.

### Porter Pike Area Improvements

The Porter Pike area has experienced a large amount of interest in development. To accommodate the wastewater flows resulting from this planned development, a new 700 gpm wastewater lift station is proposed to be located near the entrance to the Motorsports Park. Approximately 15,500 feet of 12-inch force main will transmit the wastewater from the lift station to the 20-inch force main near the intersection of Bristow Road and the CSX railroad. The estimated total cost of this project is \$2,100,000.

## Major Maintenance

### Lift Station Replacement and Rehabilitation

Due to the rolling topography that is present throughout much of the county, many areas can only be economically served by sewer lift stations. The system has now grown to over seventy (70) lift stations. Approximately twenty (20) of those stations are now twenty (20) years old and approaching the end of their useful life. Approximately \$500,000 per year will be required to replace or perform major maintenance on these stations for a total of \$10,000,000 over the planning period.

## Industrial Growth Improvements

### 24-Inch BGMU Force Main from Beech Bend to WWTP

As flows continue to increase and additional large wastewater customers locate in the Kentucky Transpark, increased capacity to transfer flow to the WWTP is necessary. BGMU's current gravity interceptor in this location is being strained. 9,400' of 24" force main will be constructed from WCWD's

Barren River crossing to BGMU's WWTP. The estimated cost of this project is \$4,000,000. It is anticipated that BGMU will construct and maintain this infrastructure.

### Transpark Area Improvements

Fifteen (15) years ago, major infrastructure was extended to the north-east side of Bowling Green to facilitate the Transpark construction. That infrastructure is nearing full capacity. As the Transpark continues to expand to the east, new infrastructure will be required to support the industrial growth. These new flows will have to be transported back to the WWTP. 58,000' of 24-inch force main will be constructed from WCWD's Barren River crossing to the next phase of the Transpark. A major regional lift station and a new secondary lift station will be constructed as part of the project. A new crossing of the Barren River will also be required. The estimated cost of this project is \$23,000,000.

### **Summary of Improvements to Primary Interceptor System**

The proposed improvements to the primary interceptor system will enhance Warren Water's ability to attract and support residential, commercial, and industrial development; and promote a more environmentally responsible growth pattern by reducing the total number of individual septic systems in the area. A summary of these projects is provided in Table 2, Table 3, Table 4, & Table 5.

**TABLE 2**

**Improvements to Primary Interceptor System (0-5 Years)**

PROJECT	ESTIMATED COST
<b>Hidden River Interceptor</b> 3,000 ft of 15-inch gravity	\$600,000
<b>Pioneer Drive Force Main Upgrade</b> 2,100 ft of 24-inch force main	\$550,000
<b>Greystone Interceptor</b> 7,000 ft of 15-inch gravity	\$2,100,000
<b>Three Springs Lift Station Upgrade</b> Larger Pumps	\$200,000
<b>Hwy 68 West Force Main Connector</b> 5,800 ft of 16-inch force main	\$1,200,000
<b>Dillard Road Lift Station, Gravity, Force Main</b> 8,600 ft of 12-inch force main 8,500 ft of 12-inch & 15-inch gravity	\$3,500,000
<b>Diesel Generator Additions</b> Generators added to three (3) large lift stations	\$350,000
	<b>\$8,500,000</b>

**TABLE 3**

**Improvements to Primary Interceptor System (6-20 Years)**

PROJECT	ESTIMATED COST
<b>Parkway Force Main Upgrade</b> 22,000 ft of 16-inch force main	\$4,500,000
<b>Hidden River No. 1 Lift Station Upgrade</b> Larger Pumps 5,200 ft of 10-inch force main	\$750,000
<b>Plano Interceptor</b> 8,800 ft of 15-inch gravity	\$2,700,000
<b>Richpond Interceptor</b> 7,000 ft of 15-inch and 12-inch gravity	\$2,000,000
<b>Hunters Point Interceptor</b> 2,200 ft of 12-inch gravity	\$750,000
<b>Ewing Ford Lift Station Upgrade</b> Larger Pumps, force-main extension, electrical upgrade	\$450,000
<b>Porter Pike Area Improvements</b> New regional lift station 15,500 ft of 12-inch force main	\$2,100,000
	<b>\$13,250,000</b>

**TABLE 4**

**Industrial Growth Improvements**

PROJECT	ESTIMATED COST
<b>24-inch BGMU Force Main</b> 9,400 ft of 24-inch force main (funded through wholesale rate increase)	\$4,000,000
<b>Transpark Area Improvements</b> New Barren River crossing New regional lift station and secondary lift station 58,000 ft of 24-inch force main	\$23,000,000
	<b>\$27,000,000</b>

**TABLE 5**

**Capital Improvement Plan Cost Summary**

PROJECT	ESTIMATED COST
<b>Improvements (0-5 years)</b>	\$8,500,000
<b>Improvements (6-20 years)</b>	\$13,250,000
<b>Major Maintenance</b>	\$10,000,000
<b>Industrial Growth Improvements</b>	\$27,000,000
	<b>\$58,750,000</b>

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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 Sewer Division's most recent depreciation schedule. 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. A copy of the District's most recent depreciation schedule for its sewer operations in Excel Spreadsheet format is embedded in this Response and filed separately as Exhibit 1-19\_SewerDepreciationSchedule.xlsx. Please note that the Column "Current YTD" represents the depreciation accrued since January 1, 2024. It does not represent normalized depreciation for Sewer Division assets, including post-test period additions. The District will furnish this information upon request.**

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-20**

**Responding Witness:**

No question stated.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-21**

**Responding Witness: Jacob Cuarta**

**Q-1-21. For years 2021, 2022, 2023, and 2024 to dates, 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 Sewer Division's most recent rate case, provide the salaries for the persons they replaced.**

A-1-21. The District does not have any executive officers unless its five (5) Commissioners are considered as executive officers. See the response to Question 1(h) of this Response for the amount paid to each Commissioner for the past five (5) years.

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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. The District has no written union or labor contracts.

# WARREN COUNTY WATER DISTRICT

Case No. 2024-00201

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. The table below provides the requested information on wage and salary increases for the calendar years 2022, and 2023, 2024 for the Sewer Division.

Cost of Living Adjustment & Merit Increases Warren County Water District - Sewer Division				
Budget Year	Budget Approved	Cost of Living		Merit Budgeted \$
		Budgeted %	Budgeted \$	
2022	11/23/2021	5.92%	\$30,818	\$10,477
2023	11/23/2022	7.59%	\$46,447	\$14,956
2024	11/29/2023	3.45%	\$21,080	\$17,858

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 date of the employee's position.

Both COLA and merit increases are included in Warren District's budget approved by the November Board of Commissioners meeting for the upcoming year.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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 the members of its Board of Commissioners. The District has no directors, and its employees are not represented by a labor union. The plan categories offered for medical, dental insurance, and vision insurance are: (1) Employee Only; (2) Employee and Child; (3) Employee and Spouse; and (4) Family.

The 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.

The 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. 2024-00201**

**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. The District pays 100 percent of the premium cost for term life insurance for each employee. 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. The District's employees are not represented by a labor union.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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. The District has no corporate officers, directors, or union employees. The District does not offer retirement benefits to the members of its Board of Commissioners. All full-time employees are eligible to participate in the District's offering of retirement plans, which include a pension program through the National Rural Electric Cooperative Association Retirement Security Plan, a 401(a) plan and 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. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-27**

**Responding Witness: Jeff Peeples**

**Q-1-27. State whether Warren District Sewer Division, 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.**

- a. 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.**
- b. If comparisons were not performed, explain why such comparisons were not performed.**

A-1-27. a. 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, Zipppia.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 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 KRWA & AWWA 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)

- b. Not applicable. See **Response to Question 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	
	Step 1	Step 2	Step 3	Step 4	Step 5	Minimum	Maximum	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

[illegible]

**Proposed Compensation Plan**  
**All Amounts based on Jan 1, 2019**

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			
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%
Applications Clerk	1	\$ 25,813	\$ 28,403	\$ 30,992	\$ 26,400	\$ 29,700	\$ 33,000	\$ 36,300	\$ 39,600	102%	116%	128%
Operations 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	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	77%	87%	95%
Water Quality Technician	5	\$ 36,421	\$ 40,269	\$ 44,117	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	81%	92%	101%
Accounting Clerk/AP	6	\$ 39,312	\$ 43,503	\$ 47,694	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000	88%	99%	109%
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	88%	99%	108%
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

Position	Minimum	25th Percentile	Mid-Point	75th Percentile	Maximum	Estimated Current Census Distribution															
						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	1	-	-	\$15.82	\$17.84	\$19.81	\$21.78	\$23.75					
Meterperson	\$32,900	\$37,100	\$41,200	\$45,300	\$49,400	-	-	1	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	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	\$22.06	\$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	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					
Design Engineer	\$0	\$0	\$0	\$0	\$0	-	1	-	-	-	-	\$30.91	\$34.76	\$38.61	\$42.45	\$46.35					
Systems & Database Administrator	\$64,300	\$72,300	\$80,300	\$88,300	\$96,400	-	-	-	-	-	-	\$30.91	\$34.76	\$38.61	\$42.45	\$46.35					
Construction Manager	\$65,900	\$74,100	\$82,400	\$90,600	\$98,800	-	-	-	-	1	-	\$31.68	\$35.63	\$39.62	\$43.56	\$47.50					
HR/Communications Administrator	\$61,900	\$69,700	\$77,400	\$85,200	\$92,900	-	-	-	1	-	-	\$29.76	\$33.51	\$37.21	\$40.96	\$44.66					
Manager of IT/GIS	\$69,800	\$78,500	\$87,200	\$96,000	\$104,700	-	-	1	-	-	-	\$33.56	\$37.74	\$41.92	\$46.15	\$50.34					
Manager of Operations/Water Quality	\$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  
CPI October 2020  
Increase

252.885  
260.388  
260.388

257.346  
260.388

1.18%  
1.18%

1.0297

# Major Benefits Comparison

October 2020

		<u>WCWD (Current)</u>	<u>WCWD (Proposed)</u>	<u>BGMU</u>	<u>WRECC</u>
Health Insurance	Medical	Deductible HSA/HRA Coverage after Deductible	\$3,000 Emp/\$6,000 Family \$1,000 Emp/\$2,000 Family 100%	\$3,000 Emp/\$6,000 Family \$1,250 Emp/\$2,500 Family 100%	\$250 Emp/\$500 Family None 80%
	Annual Emp. Cost	Employee Only Family	\$2,279 \$5,724	\$576 \$2,060	\$0 \$5,084
	Dental	Employee Only Family	\$151 \$518	\$96 \$359	\$297 \$906
	Vision	Employee Only Family	\$133 \$456	\$75 \$221	\$133 \$456
Retirement	Defined Benefit	Plan Cost	1%/yr of service of avg of high 5 12.5% Comp Emp 4%/Comp 7% Emp. Pays Admin Cost (1%) Up to 5 yrs until Medicare	Invested with 4% guar. Rate of return but only 75% above 4% 6% Emp/22% Comp Optional for employee Comp Pays Admin Cost Unlimited until Medicare	1%/yr of service of avg of high 5 13.8% Comp Emp 4%/Comp 1% Comp Pays Admin Cost Up to 5 yrs until Medicare
Leave	Annual	Health Insurance Coverage Participation	0-24 yrs - 120 hours 25+ yrs - 160 hours	0-9 yrs - 80 hours 10-15 yrs - 120 hours 15+ yrs - additional 8 hours per yr 240 hours max	0-7 yrs - 80 hours 8-219 yrs - 120 hours 20+ yrs - 160 hours
	Sick	Allowed as Personal Leave	96 hours 16 hours	144 hours 80 hours	96 hours 16 hours
Licensure Incentive	CDL Distribution/Collection Treatment Meter Testing	None None None None	1% Class III/IV - 2% Class I/II - 1%, Class III/IV - 2% 1%	None 3% per class 5% per class None	None None 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

	WSR	North KY WD	Hardin CWD#2	Hardin CWD#1	Edmonson CWD	Oldham CWD	SE & W Davless	Mountain WD	Madison CUD	Boone CWD	KV American	Average
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. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-28**

**Responding Witness: Jeff Peeples**

**Q-1-28. Regarding Warren District Sewer Division's employee compensation policy:**

- a. Provide Warren District Sewer Division's written compensation policy as approved by the board of directors.**
- b. Provide a narrative description of the compensation policy, including the reasons for establishing the policy and Warren District Sewer Division's objectives for the policy.**
- c. 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.**
- d. Explain when Warren District Sewer Division's compensation policy was last reviewed or given consideration by the board of directors.**
- e. Explain whether Warren District Sewer Division'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 directors' compensation policy.**

- A-1-28.**
- a. See Attachment 28a for the District's written compensation policy as approved by the Board of Commissioners.**
  - b. See Response to Question 1-27a.**
  - c. The compensation policy was developed by the District's management staff without assistance from any outside consultant.**
  - d. The District's Board of Commissioners reviewed and approved the District's compensation policy on November 24, 2020.**

- e. The expenses for wages, salaries, benefits, and other compensation included in the test period and any adjustments to the test period are compliant with the Board of Commissioners' compensation policy.

**Attachment 1-28a**

**Warren District Compensation Policy**

**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. 2024-00201**

**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 Sewer Division's last rate case or that are currently utilized by Warren District Sewer Division.**

**A-1-29. See the Response to Question 1-27a.**

# WARREN COUNTY WATER DISTRICT

Case No. 2024-00201

Response to Commission Staff's First Request for Information

Question No. 1-30

Responding Witness: Jeff Peeples

**Q-1-30. Provide the average number of customers on Warren District Sewer Division's system, by rate schedule, for 2021, 2022, 2023, and year to date 2024.**

A-1-30. The District has two rate schedules. One schedule applies to all customers residing outside the City of Smiths Grove. The other schedule applies to customers located within Smiths Groves. The average number of retail customers for each schedule for each of the requested calendar years is listed below:

<b>Average Customers By Year Outside Smiths Grove</b>				
<b>Meter Size</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>July 2024</b>
5/8"	7,475	8,174	8,826	9,277
1"	433	448	497	523
1.5"	44	42	41	40
2"	101	108	114	116
3"	10	10	10	10
4"	7	7	8	8
6"	1	1	1	1
<b>TOTAL</b>	8,071	8,790	9,497	9,975

<b>Average Customers By Year Inside Smiths Grove</b>				
<b>Meter Size</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>July 2024</b>
5/8"	413	418	418	416
1"	21	21	21	21
2"	10	10	10	9
<b>TOTAL</b>	444	449	449	447

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**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 a copy of each cost of service study, billing analysis, and all exhibits and schedules that were prepared in Warren District Sewer Division's rate application in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.**

**A-1-31. The requested files have been filed separately with the Response in a file named Exhibit\_1-31.zip.**

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-32**

**Responding Witness: Ross Guffey, P.E.**

**Q-1-32. To the extent not already provided, provide all workpapers, calculations, and assumptions the Warren District Sewer Division used to develop its pro forma financial information in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.**

**A-1-32. All requested materials and information have been provided.**

# WARREN COUNTY WATER DISTRICT

Case No. 2024-00201

Response to Commission Staff's First Request for Information

Question No. 1-33

Responding Witness: Jeff Peeples

**Q-1-33. Provide a detailed explanation of the allocation methodologies, if any, between water and sewer.**

A-1-33. See pages 5-8 of **Exhibit 8C of the Application** (Written Direct Testimony of Jeff Peeples) for a discussion of 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"). 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 a cost allocation 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 17 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 60% of the wages and costs associated with the front office staff dedicated solely to Warren District and the Sewer Division is charged with 40% of these costs.

The 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. Filed separately in Excel spreadsheet format as **Exhibit-1-33\_CostAllocation.xlsx** are the cost allocations for 2023 and the calculation for the 2023 Employee Overhead Rate.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-34**

**Responding Witness: Jeff Peeples**

**Q-1-34. 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-1-34. For an explanation of how shared costs are allocated to Butler County Water System Inc. and Simpson County Water District, see **Response to Question 1-33** and **Application, Exhibit 8C**.**

Warren District reports shared expenses as a reduction in gross expenditures for each expense classification. In other words, on Warren District's Sewer Division's Income Statement the amount shown as an expense for each expense category represents only the expense amount attributable to the salaries, sewage treatment cost, purchased power, materials and supplies, insurance, etc. incurred by Warren District's Sewer Division. All expenses associated with Butler Water, Simpson District, and Warren District's Water Division are excluded from these expense categories.

# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-35**

**Responding Witness: Jeff Peeples**

**Q-1-35. 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-1-35. See the table below.

<b>Year</b>	<b>Late Fee Occurrences</b>	<b>Amount</b>
2022	16,056	\$86,445.00
2023	17,077	\$84,207.00
1/1/24-6/30/24	9,146	\$53,682.00

# WARREN COUNTY WATER DISTRICT

Case No. 2024-00201

Response to Commission Staff's First Request for Information

Question No. 1-36

Responding Witness: Jeff Peeples

**Q-1-36. 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-1-36. The District collected the following nonrecurring charges during the 2023 Test Year:

Charge	Number of Occurrences	Revenue
Service Connection Charge	2,231	\$26,957.50
Service Connection Charge-After Hours	7	\$ 162.50
Delinquent Service Charge	0	\$ 0.00
Delinquent Service Charge To Reconnect	0	\$ 0.00
Delinquent Service Charge To Reconnect-After Hours	0	\$ 0.00
Meter Reading Recheck Charge	0	\$ 0.00
Service Investigation Charge	272	\$ 6,675.00
Service Investigation Charge-After Hours	0	\$ 0.00
Meter Investigation Charge	1	\$ 75.00
Returned Check Charge	0	\$ 0.00
Service Line Inspection Charge	0	\$ 0.00
<b>TOTAL:</b>	<b>2,511</b>	<b>\$33,870.00</b>

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.

**WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-37**

**Responding Witness: Jeff Peeples**

**Q-1-37. Provide updated cost justification sheets for all nonrecurring charges listed in Warren District Sewer District's tariff.**

**A-1-37. See Attachment 1-37** for the updated cost justification sheets for all nonrecurring charges listed in the District's sewer tariff.

## **Attachment 1-37**

### **Nonrecurring Charges Cost Justification Sheets**



**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

## B. Other (Itemize)

						-
						-
						-

**Total Miscellaneous Expense****\$ 7.86****Total Nonrecurring Charge Expense****\$ 49.92**

Tariff 25.00







**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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<b>Total Field Expense</b>	<b>\$ 27.17</b>
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## 2. Clerical and Office Expense

## A. Supplies

	-
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B. Labor	0.42	Hours	x	\$ 33.22	13.95
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<b>Total Clerical and Office Expense</b>	<b>\$ 13.95</b>
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## 3. Miscellaneous Expense

A. Transportation	0.76	Hours	x	\$ 10.00	7.58
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## B. Other (Itemize)

	-
	-
	-

<b>Total Miscellaneous Expense</b>	<b>\$ 7.58</b>
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<b>Total Nonrecurring Charge Expense</b>	<b>\$ 48.70</b>
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Tariff	\$ 25.00
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**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

**Total Clerical and Office Expense****\$ 7.75**

## 3. Miscellaneous Expense

## A. Transportation 1.16 Hours x \$ 10.00 11.64

## B. Other (Itemize)

Combined Communication After Hours Call 8.97

Service -

-

**Total Miscellaneous Expense****\$ 20.61****Total Nonrecurring Charge Expense****\$ 111.34**

Tariff \$ 65.00

**NONRECURRING CHARGE COST JUSTIFICATION**

Warren County Water District

Type of Charge: Service Investigation

## 1. Field Expense

## A. Materials (Itemize)

						-
						-
						-

## B. Labor (Time and Wage)

1.16	Hours	x	\$ 47.51			55.32
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**Total Field Expense****\$ 55.32**

## 2. Clerical and Office Expense

## A. Supplies

-

## B. Labor 0.23 Hours x \$ 33.22

7.75

**Total Clerical and Office Expense****\$ 7.75**

## 3. Miscellaneous Expense

## A. Transportation 1.16 Hours x \$ 10.00 11.64

## B. Other (Itemize)

						-
						-
						-

**Total Miscellaneous Expense****\$ 11.64****Total Nonrecurring Charge Expense****\$ 74.71**

Tariff \$ 25.00

**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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<b>Total Field Expense</b>		<b>\$ 55.03</b>
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## 2. Clerical and Office Expense

## A. Supplies

						-
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B.	Labor	0.2333	Hours	x	\$ 33.22	7.75
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<b>Total Clerical and Office Expense</b>		<b>\$ 7.75</b>
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## 3. Miscellaneous Expense

A.	Transportation	1.1583	Hours	x	\$ 10.00	11.58
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## B. Other (Itemize)

						-
						-
						-

<b>Total Miscellaneous Expense</b>		<b>\$ 11.58</b>
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<b>Total Nonrecurring Charge Expense</b>		<b>\$ 74.37</b>
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Tariff	\$	50.00
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# **WARREN COUNTY WATER DISTRICT**

**Case No. 2024-00201**

**Response to Commission Staff's First Request for Information**

**Question No. 1-38**

**Responding Witness: Jeff Peeples**

- Q-1-38. a. Provide the date that Warren District Sewer Division's billing cycle begins (meter read date).**
- b. 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-1-38. a. The District's meter read date is the 19th day of each month. The Sewer Division's billing cycle begins on this day.**
- b. An effective date of the 19th of the month for any rates that the Commission approves is the easiest and least troublesome and costly date for the District to implement billing of such rates.**