A. ROLL CALL

B. INVOCATION

C. APPROVAL OF MINUTES
   • Approval of Minutes from January 26, 2015

D. MONTHLY REPORTS
   • Financial
   • Operations
   • Engineering
   • Human Resources
   • Safety Report
   • General Manager’s

E. BUSINESS
   • Action Report #2015-02 – Mini-Excavator Purchase
   • Resolution #2015-03 – Sale of Surplus Real Property At 1730, 1732, & 1734 Roosevelt Street

F. EXECUTIVE SESSION – None Requested
ACTION MINUTES OF MEETING
January 26, 2015
A. ROLL CALL

Present at the meeting was Commissioner Paul Bird, Chairman, who presided over the meeting; along with Commissioners George Jones, Gary Jennings, and Julie Wischer. Commissioner John Henderson was unable to attend the meeting. Tom Williams, General Manager, and Eric Shappell, Attorney, were also in attendance. Staff members present included Rodney Michael, Greg Nunn, John Baker, Jeremy Duncan, Kevin Roberts, Kathy Ambrose, Ken Ferry, Paul Hudnall, and Patty Brown. There were no media representatives present.

B. INVOCATION – Kathy Ambrose

C. RECOGNITION OF PAUL HUDNALL – 20 YEARS OF SERVICE

Paul Hudnall was presented with a Certificate of Appreciation for 20 years of service to Henderson Water Utility beginning February 1, 1995. Chairman of the Board, Paul Bird and General Manager, Tom Williams, acknowledged his dedicated service and also presented him with a jacket on behalf of the Water and Sewer Board of Commissioners.

D. APPROVAL OF MINUTES

- Approval of Minutes from December 15, 2014

Minutes were approved as submitted.

E. MONTHLY REPORTS

- Financial – Discussed and approved as submitted.

- Operations – Discussed and approve as submitted.

Rodney Michael noted that the new Asset Management Program, Cityworks, has been delayed somewhat due to the resignation of the programmer from Timmons that was working on the project. Mr. Michael reported that most of the work is complete and they have assigned another programmer. The training and go live date will probably be pushed back to sometime in March.

- Engineering – Discussed and approved as submitted.

Tom Williams reviewed some of the items listed in the engineering report including the membrane treatment equipment that is included in the South Water Treatment Plant Rehab Project. He also informed the board that the County has requested that HWU take over the resident engineering for the Finley Addition Sewer System Project in order to save some funds that can be used elsewhere on the project. The duties would include inspections, approval of shop drawings, pay estimate certifications, and other things an engineer would
normally do. He further stated that we had planned to have a construction inspector on site fulltime anyway to insure that construction meets our standards. Attorney Eric Shappell addressed his concerns that doing this could open the utility up to additional liability. After discussion, the motion was made and approved to move forward with a letter-form agreement with the County concerning the Finley Addition Sewer Project which states that HWU will perform the Resident Engineer functions on this project spelling out duties and taking over this work. The board thanked Attorney, Eric Shappell for bringing his concerns about this action to the attention of the board.

- **Human Resources** – Discussed and approved as submitted.
  
  Tom Williams commented on the Automation Specialist position and explained that a waiver request is before the civil service commission that would allow us to hire without testing. He also stated that HR has been very cooperative in helping us go through this process.

- **Safety Report** – Discussed and approved as submitted.
  
  Jeremy Duncan reviewed the information provided in the safety report, stating that there was an additional incident involving a worker who was working at a pump station and injured by a falling board which caused a concussion. He also noted that OSHA came in and did a courtesy audit at the South Water Treatment Plant and found nothing out of order and indicated that they were going to use some pictures they took to illustrate good examples in their presentation.

- **General Manager’s** – Discussed and approved as submitted.
  
  - Policy and Procedures Manual Documents for Board Review and Approval
    - Financing of Extensions to the Water and Sewer Systems
    - Information Security – Protection of Personal Information

  Tom Williams explained the two policy items included in the GM report. The Personal Information Security policy is a requirement of state law that was passed last year and became effective January 1st. The Financing of Extensions to the Water and Sewer Systems policy is a simpler version of what we have currently and is being put into the correct format. Motion was made and approved to accept the Financing of Extensions to the Water and Sewer System policy and the Information Security – Protection of Personal Information policy as presented.

**F. BUSINESS**

- **Resolution #2015-01 – Intention to Seek Sealed Bids on Surplus Real Property At 1730, 1732 & 1734 Roosevelt Street**

  After discussion, motion was made by Gary Jennings and seconded by George Jones to approve Resolution #2015-01- Intention to Seek Sealed Bids on Surplus Real Property At 1730, 1731 & 1734 Roosevelt Street. A Roll Call vote was taken with all commissioners present voting Aye. Commissioner John Henderson was not present for the vote.

- **Election of Officers**

  After discussion, motion was made and approved to nominate the same officers presently serving the Henderson Water and Sewer Commission Board; Commissioner
Paul Bird as Chairman and Commissioner George Jones as Secretary. Motion carried.

G. EXECUTIVE SESSION – None Requested

*No Executive Session. Motion was made and approved to adjourn.*
FINANCIAL REPORT
Henderson Water Utility
Financial Summary
For Seven Months Ended January 31, 2015
### Henderson Water Utility

**Operating Revenues and Expenses Summary**

**For the Seven Months Ended January 31, 2015**

<table>
<thead>
<tr>
<th></th>
<th>January Actual</th>
<th>January Budget</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Fiscal Year Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Sales</td>
<td>316,028</td>
<td>571,480</td>
<td>4,127,298</td>
<td>4,379,958</td>
<td>7,457,765</td>
</tr>
<tr>
<td>Water Penalties</td>
<td>1,943</td>
<td>2,324</td>
<td>19,735</td>
<td>16,271</td>
<td>27,893</td>
</tr>
<tr>
<td>Water Fees</td>
<td>1,800</td>
<td>3,947</td>
<td>15,513</td>
<td>27,631</td>
<td>47,367</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td>1,136,957</td>
<td>838,940</td>
<td>6,425,659</td>
<td>6,064,424</td>
<td>10,067,281</td>
</tr>
<tr>
<td>Wastewater Penalties</td>
<td>2,912</td>
<td>3,045</td>
<td>29,596</td>
<td>21,317</td>
<td>36,543</td>
</tr>
<tr>
<td>Wastewater Fees</td>
<td>10,166</td>
<td>15,800</td>
<td>92,561</td>
<td>110,597</td>
<td>189,594</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>1,469,806</strong></td>
<td><strong>1,435,537</strong></td>
<td><strong>10,710,362</strong></td>
<td><strong>10,620,196</strong></td>
<td><strong>17,826,443</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OPERATING EXPENSES</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>304,514</td>
<td>359,965</td>
<td>2,206,886</td>
<td>2,519,757</td>
<td>4,319,582</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>23,511</td>
<td>26,160</td>
<td>158,020</td>
<td>183,123</td>
<td>313,925</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>100,428</td>
<td>108,167</td>
<td>669,166</td>
<td>757,167</td>
<td>1,298,000</td>
</tr>
<tr>
<td>Pension Benefits</td>
<td>52,868</td>
<td>61,125</td>
<td>385,223</td>
<td>427,875</td>
<td>733,500</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>7,231</td>
<td>8,320</td>
<td>58,883</td>
<td>74,877</td>
<td>99,836</td>
</tr>
<tr>
<td>Other Employee Benefits</td>
<td>3,533</td>
<td>3,951</td>
<td>11,370</td>
<td>13,657</td>
<td>23,412</td>
</tr>
<tr>
<td>Car Allowance</td>
<td>1,800</td>
<td>1,350</td>
<td>12,600</td>
<td>9,450</td>
<td>16,200</td>
</tr>
<tr>
<td>Electricity</td>
<td>105,468</td>
<td>117,525</td>
<td>727,898</td>
<td>822,673</td>
<td>1,410,297</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>7,556</td>
<td>7,500</td>
<td>12,675</td>
<td>13,131</td>
<td>32,050</td>
</tr>
<tr>
<td>Chemicals</td>
<td>87,250</td>
<td>89,321</td>
<td>630,241</td>
<td>625,245</td>
<td>1,071,848</td>
</tr>
<tr>
<td>Inventory Expense</td>
<td>12,094</td>
<td>13,333</td>
<td>88,003</td>
<td>93,333</td>
<td>160,000</td>
</tr>
<tr>
<td>Fuel</td>
<td>3,808</td>
<td>14,167</td>
<td>73,388</td>
<td>99,167</td>
<td>170,000</td>
</tr>
<tr>
<td>Small Equipment &amp; Tools</td>
<td>25,445</td>
<td>30,125</td>
<td>79,924</td>
<td>72,275</td>
<td>123,900</td>
</tr>
<tr>
<td>Safety Supplies</td>
<td>13,210</td>
<td>4,333</td>
<td>26,438</td>
<td>30,333</td>
<td>52,000</td>
</tr>
<tr>
<td>Clothing/Cleaning Allowance</td>
<td>17,325</td>
<td>17,050</td>
<td>17,325</td>
<td>17,050</td>
<td>17,050</td>
</tr>
<tr>
<td>Vehicle Repair</td>
<td>1,808</td>
<td>5,850</td>
<td>20,129</td>
<td>40,950</td>
<td>70,200</td>
</tr>
<tr>
<td>Other Equipment Repair</td>
<td>10,019</td>
<td>25,000</td>
<td>159,890</td>
<td>175,000</td>
<td>300,000</td>
</tr>
<tr>
<td>Other Structures Repair</td>
<td>7,118</td>
<td>21,695</td>
<td>176,588</td>
<td>151,865</td>
<td>260,340</td>
</tr>
<tr>
<td>SCADA Expense</td>
<td>2,073</td>
<td>2,657</td>
<td>25,658</td>
<td>18,596</td>
<td>31,878</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>48,333</td>
<td>49,917</td>
<td>338,335</td>
<td>349,417</td>
<td>599,000</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>113,087</td>
<td>104,955</td>
<td>821,359</td>
<td>734,685</td>
<td>1,259,460</td>
</tr>
<tr>
<td>Professional Services</td>
<td>-</td>
<td>2,917</td>
<td>6,260</td>
<td>20,417</td>
<td>35,000</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>8,989</td>
<td>4,693</td>
<td>42,567</td>
<td>32,850</td>
<td>56,315</td>
</tr>
<tr>
<td>Audit Expense</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Trust Fees</td>
<td>37</td>
<td>1,250</td>
<td>3,065</td>
<td>8,750</td>
<td>15,000</td>
</tr>
<tr>
<td>Public Contributions</td>
<td>-</td>
<td>3,958</td>
<td>1,250</td>
<td>27,708</td>
<td>47,500</td>
</tr>
<tr>
<td>Insurance</td>
<td>65,013</td>
<td>67,500</td>
<td>196,165</td>
<td>202,500</td>
<td>270,000</td>
</tr>
<tr>
<td>Technology Expense</td>
<td>2,101</td>
<td>10,917</td>
<td>72,630</td>
<td>76,417</td>
<td>131,000</td>
</tr>
<tr>
<td>Office &amp; Field Supplies</td>
<td>13,623</td>
<td>14,688</td>
<td>108,007</td>
<td>102,813</td>
<td>176,250</td>
</tr>
<tr>
<td>Telephone</td>
<td>3,542</td>
<td>3,956</td>
<td>23,425</td>
<td>27,695</td>
<td>47,477</td>
</tr>
<tr>
<td>Medical Exams</td>
<td>362</td>
<td>500</td>
<td>3,010</td>
<td>3,500</td>
<td>6,000</td>
</tr>
<tr>
<td>Travel and Training</td>
<td>5,057</td>
<td>3,865</td>
<td>37,778</td>
<td>27,055</td>
<td>46,380</td>
</tr>
<tr>
<td>Dues and Subscriptions</td>
<td>3,810</td>
<td>1,194</td>
<td>10,876</td>
<td>8,357</td>
<td>14,327</td>
</tr>
<tr>
<td>Printing</td>
<td>-</td>
<td>358</td>
<td>2,835</td>
<td>2,508</td>
<td>4,300</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,861</td>
<td>596</td>
<td>4,480</td>
<td>4,171</td>
<td>7,150</td>
</tr>
<tr>
<td>Depreciation</td>
<td>278,333</td>
<td>258,333</td>
<td>1,868,333</td>
<td>1,808,333</td>
<td>3,100,000</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>1,331,207</strong></td>
<td><strong>1,425,390</strong></td>
<td><strong>9,100,230</strong></td>
<td><strong>9,602,700</strong></td>
<td><strong>16,339,177</strong></td>
</tr>
</tbody>
</table>

**Operating Income**

$138,599  $10,147  $1,610,132  $1,017,496  $1,487,266
Henderson Water Utility
Variance Analysis
Seven Months Ended 01/31/2015

Actual Operating Revenues  $ 10,710,362
Budgeted Operating Revenues  10,620,196
Favorable (Unfavorable) Variance  $ 90,166
Percentage Difference  0.85%

Billable Gallons
Through 1/31/2015  1,487,292,567
Through 1/31/2014  1,503,605,098
Difference  (16,312,531)
Percentage Difference  -1.08%

Actual Operating Expenses  $ 9,100,230
Budgeted Operating Expenses  9,602,700
Favorable (Unfavorable) Variance  $ 502,470
Percentage Difference  5.23%

Breakdown of Volumetric Differential For Seven Months Ended :

<table>
<thead>
<tr>
<th></th>
<th>Jan-15</th>
<th>Jan-14</th>
<th>Differential %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>366,609,071</td>
<td>374,156,094</td>
<td>-2.02%</td>
</tr>
<tr>
<td>Industrial</td>
<td>656,993,208</td>
<td>670,155,729</td>
<td>-1.96%</td>
</tr>
<tr>
<td>Commercial</td>
<td>463,690,288</td>
<td>459,293,275</td>
<td>0.96%</td>
</tr>
</tbody>
</table>

January actual revenues reflect adjustments to major contract revenues which lowered water sales revenue partially offset by increased wastewater sales revenue.

Small Equipment was over budget due to the procurement of two pumps during January.

Safety Supply expense was over budget for the month due to the expensing of the boot allowance and the procurement of safety glasses for the 14/15 fiscal year.
### Henderson Water Utility

**Capital Expenditures Report**

**For the Seven Months Ended January 31, 2015**

#### Construction In Progress:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Beginning Balance</th>
<th>Current MTD Activity</th>
<th>Current YTD Activity</th>
<th>Project to Date Balance</th>
<th>Fiscal Year Budget</th>
<th>Total Capital Budget</th>
<th>Action Report No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center &amp; Julia</td>
<td>$1,382,288</td>
<td>$ -</td>
<td>$1,382,288</td>
<td>$100</td>
<td>2,520,000</td>
<td>100</td>
<td>08-03</td>
</tr>
<tr>
<td>Pump Station Modifications</td>
<td>27,545</td>
<td>-</td>
<td>27,545</td>
<td>100</td>
<td>110,000</td>
<td>100</td>
<td>13-14</td>
</tr>
<tr>
<td>NWWTP Headworks Project</td>
<td>5,496,283</td>
<td>223,072</td>
<td>4,173,757</td>
<td>9,670,040</td>
<td>8,200,000</td>
<td>13,630,139</td>
<td>13-24</td>
</tr>
<tr>
<td>NWTP Rehab</td>
<td>88,200</td>
<td>39,565</td>
<td>103,604</td>
<td>191,804</td>
<td>154,000</td>
<td>154,000</td>
<td>14-20 &amp; 21</td>
</tr>
<tr>
<td>Green River Road Project</td>
<td>300,301</td>
<td>1,455</td>
<td>6,352</td>
<td>306,653</td>
<td>-</td>
<td>407,500</td>
<td>13-05 &amp; 07</td>
</tr>
<tr>
<td>SWTP Rehab</td>
<td>19,500</td>
<td>47,000</td>
<td>107,500</td>
<td>127,000</td>
<td>300,100</td>
<td>545,000</td>
<td>3-23 &amp; 14-37</td>
</tr>
<tr>
<td>Tiger Ditch Stormwater</td>
<td>10,925</td>
<td>1,020</td>
<td>51,103</td>
<td>62,028</td>
<td>100</td>
<td>98,000</td>
<td>13-38</td>
</tr>
<tr>
<td>Countryview Subdivision Stormwater</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>200,000</td>
<td></td>
</tr>
<tr>
<td>Cooper Park Stormwater</td>
<td>-</td>
<td>10,472</td>
<td>739</td>
<td>739</td>
<td>-</td>
<td>14-30</td>
<td></td>
</tr>
<tr>
<td>Riverport Loop Water Line</td>
<td>75</td>
<td>42,450</td>
<td>52,741</td>
<td>-</td>
<td>34,125</td>
<td>34,125</td>
<td>14-48</td>
</tr>
<tr>
<td>South Main &amp; Drury Stormwater</td>
<td>-</td>
<td>10,153</td>
<td>10,153</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>14-14</td>
</tr>
<tr>
<td>Special Projects</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>54,142</td>
<td>54,142</td>
<td>14-42</td>
</tr>
</tbody>
</table>

**Total Construction In Progress**: 7,325,042 322,659 4,536,236 11,861,278 9,936,797

#### Buildings and Improvements:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Beginning Balance</th>
<th>Current MTD Activity</th>
<th>Current YTD Activity</th>
<th>Project to Date Balance</th>
<th>Fiscal Year Budget</th>
<th>Total Capital Budget</th>
<th>Action Report No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC Bldg Roof</td>
<td>-</td>
<td>13,991</td>
<td>13,991</td>
<td>34,125</td>
<td>34,125</td>
<td>34,125</td>
<td>14-23</td>
</tr>
<tr>
<td>Blower Bldg # 1 Roof</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>SOC Mechanic Shop</td>
<td>11,692</td>
<td>18,255</td>
<td>29,947</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>14-14</td>
</tr>
<tr>
<td>Paving</td>
<td>42,450</td>
<td>10,291</td>
<td>52,741</td>
<td>-</td>
<td>52,741</td>
<td>52,741</td>
<td>14-48</td>
</tr>
</tbody>
</table>

**Total Buildings and Improvements**: 54,142 - 42,537 96,679 64,225

#### Equipment and Vehicles:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Beginning Balance</th>
<th>Current MTD Activity</th>
<th>Current YTD Activity</th>
<th>Project to Date Balance</th>
<th>Fiscal Year Budget</th>
<th>Total Capital Budget</th>
<th>Action Report No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generator</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Tapping Machines</td>
<td>-</td>
<td>14,242</td>
<td>14,242</td>
<td>38,660</td>
<td>38,660</td>
<td>38,660</td>
<td>14-32 &amp; 52</td>
</tr>
<tr>
<td>Work Order Mgt. System</td>
<td>-</td>
<td>8,189</td>
<td>99,794</td>
<td>99,794</td>
<td>135,000</td>
<td>135,000</td>
<td>14-27</td>
</tr>
<tr>
<td>VFD Controls</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ISCO 2150 CSO Point Automation</td>
<td>-</td>
<td>205</td>
<td>205</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>HVAC SP Bldg NWWTP</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Portable Samplers</td>
<td>-</td>
<td>17,255</td>
<td>17,255</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Confined Space Entry System</td>
<td>-</td>
<td>7,753</td>
<td>7,753</td>
<td>8,000</td>
<td>8,000</td>
<td>8,000</td>
<td>14-47</td>
</tr>
<tr>
<td>Ford Escape (3)</td>
<td>-</td>
<td>23,005</td>
<td>92,020</td>
<td>92,020</td>
<td>69,015</td>
<td>69,015</td>
<td>14-42</td>
</tr>
<tr>
<td>Van</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>23,005</td>
<td>23,005</td>
<td>23,005</td>
<td>14-42</td>
</tr>
<tr>
<td>Pickup Truck</td>
<td>-</td>
<td>31,169</td>
<td>31,169</td>
<td>31,169</td>
<td>31,169</td>
<td>31,169</td>
<td>14-42</td>
</tr>
<tr>
<td>North &amp; South WWTP ATV</td>
<td>-</td>
<td>10,024</td>
<td>10,024</td>
<td>27,324</td>
<td>27,324</td>
<td>27,324</td>
<td>14-35 &amp; 54</td>
</tr>
</tbody>
</table>

**Total Equipment and Vehicles**: - 31,194 272,462 - 332,573

**Total Capital Expenditures**: $7,379,184 353,853 $4,851,235 $12,230,419 $11,030,900
Henderson Water Utility
Financial Statements
For Seven Months Ended January 31, 2015
### ASSETS
Current assets:
- Cash $6,017,740
- Unrestricted Investments 2,102,136
- Restricted Investments 536,287
- Receivable-2014 Bonds 6,297,148
- Accounts receivable 1,243,034
- Inventories 923,759
- Total current assets 17,120,104

Noncurrent assets:
- Construction in progress 11,861,278
- Utility plant and equipment, net of accumulated depreciation 65,957,197
- Other assets 208,945
- Total noncurrent assets 78,027,420

Total assets $95,147,524

### LIABILITIES
Current liabilities:
- Accounts payable $314,763
- Retainage payable 550,896
- Deposits payable 79,269
- Accrued liabilities 1,577,115
- Current portion of long-term debt 67,470
- Total current liabilities 2,589,513

Noncurrent liabilities:
- Long-term debt 42,351,063
- Total noncurrent liabilities 42,351,063

Total liabilities 44,940,576

### NET POSITION
- Net investment in capital assets 41,906,035
- Restricted for debt service 141,941
- Unrestricted 8,158,972
- Total net position 50,206,948

Total liabilities and net position $95,147,524
### Henderson Water Utility

**Statement of Revenues, Expenses, and Changes in Net Position**

*For the Seven Months Ended January 31, 2015*

<table>
<thead>
<tr>
<th></th>
<th>January 2015 Actual</th>
<th>January 2015 Budget</th>
<th>Year to Date 2015 Actual</th>
<th>Year to Date 2015 Budget</th>
<th>Fiscal Year 2015 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water sales and fees</td>
<td>$319,771</td>
<td>$577,752</td>
<td>$4,162,546</td>
<td>$4,423,859</td>
<td>$7,533,025</td>
</tr>
<tr>
<td>Wastewater services and fees</td>
<td>1,150,035</td>
<td>857,785</td>
<td>6,547,816</td>
<td>6,196,338</td>
<td>10,293,418</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>1,469,806</td>
<td>1,435,537</td>
<td>10,710,362</td>
<td>10,620,197</td>
<td>17,826,443</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, wages, and benefits</td>
<td>493,885</td>
<td>567,038</td>
<td>3,502,148</td>
<td>3,985,901</td>
<td>6,804,455</td>
</tr>
<tr>
<td>Contractual services</td>
<td>170,446</td>
<td>163,731</td>
<td>1,233,523</td>
<td>1,186,912</td>
<td>2,032,275</td>
</tr>
<tr>
<td>Supplies and materials</td>
<td>159,132</td>
<td>148,529</td>
<td>915,319</td>
<td>937,403</td>
<td>1,594,798</td>
</tr>
<tr>
<td>Utilities expense</td>
<td>113,024</td>
<td>125,025</td>
<td>740,573</td>
<td>835,806</td>
<td>1,442,347</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>21,018</td>
<td>55,202</td>
<td>382,265</td>
<td>386,414</td>
<td>662,418</td>
</tr>
<tr>
<td>Other services and expenses</td>
<td>95,369</td>
<td>107,532</td>
<td>458,069</td>
<td>461,934</td>
<td>702,884</td>
</tr>
<tr>
<td>Depreciation</td>
<td>278,333</td>
<td>258,333</td>
<td>1,868,333</td>
<td>1,808,332</td>
<td>3,100,000</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>1,331,207</td>
<td>1,425,390</td>
<td>9,100,230</td>
<td>9,602,702</td>
<td>16,339,177</td>
</tr>
<tr>
<td>Operating income</td>
<td>138,599</td>
<td>10,147</td>
<td>1,610,132</td>
<td>1,017,495</td>
<td>1,487,266</td>
</tr>
<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>4,395</td>
<td>2,083</td>
<td>17,650</td>
<td>14,583</td>
<td>25,000</td>
</tr>
<tr>
<td>Other income</td>
<td>(29)</td>
<td>-</td>
<td>5,784</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest expense</td>
<td>(105,254)</td>
<td>(108,350)</td>
<td>(682,403)</td>
<td>(758,448)</td>
<td>(1,300,196)</td>
</tr>
<tr>
<td>Amortization expense</td>
<td>(1,874)</td>
<td>(3,750)</td>
<td>(14,129)</td>
<td>(26,250)</td>
<td>(45,000)</td>
</tr>
<tr>
<td>Total nonoperating revenues (expenses)</td>
<td>(102,762)</td>
<td>(110,016)</td>
<td>(673,088)</td>
<td>(770,114)</td>
<td>(1,320,196)</td>
</tr>
<tr>
<td>Income before capital contributions and distribution</td>
<td>35,837</td>
<td>(99,869)</td>
<td>937,034</td>
<td>247,381</td>
<td>167,070</td>
</tr>
<tr>
<td>Capital contributions</td>
<td>-</td>
<td>-</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Distribution to City of Henderson</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(400,000)</td>
</tr>
<tr>
<td>Change in net position</td>
<td>35,837</td>
<td>(99,869)</td>
<td>1,037,034</td>
<td>347,381</td>
<td>(132,930)</td>
</tr>
<tr>
<td>Net position, beginning of period</td>
<td>50,171,111</td>
<td>49,646,180</td>
<td>49,169,914</td>
<td>49,198,928</td>
<td>49,169,914</td>
</tr>
<tr>
<td>Net position, end of period</td>
<td>$50,206,948</td>
<td>$49,546,311</td>
<td>$50,206,948</td>
<td>$49,546,309</td>
<td>$49,036,984</td>
</tr>
</tbody>
</table>
Henderson Water Utility  
Statement of Cash Flows  
For the Seven Months Ended January 31, 2015

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH FLOWS FROM OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts from customers</td>
<td>$ 731,557</td>
<td>$ 10,512,070</td>
</tr>
<tr>
<td>Payments for goods and services</td>
<td>(592,182)</td>
<td>(3,642,925)</td>
</tr>
<tr>
<td>Payments for employees</td>
<td>(493,885)</td>
<td>(3,478,360)</td>
</tr>
<tr>
<td>Net cash provided (used) by operating activities</td>
<td>(354,510)</td>
<td>3,390,785</td>
</tr>
</tbody>
</table>

| **CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES** |               |               |
| Distribution to City of Henderson              | -             | -             |
| Net cash provided (used) by noncapital financing activities | -             | -             |

| **CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES** |               |               |
| Acquisition and construction of capital assets | (372,663)     | (6,143,554)   |
| Principal payments on long-term debt           | -             | (2,306,553)   |
| Interest payments on long-term debt            | -             | (535,915)     |
| Bond proceeds                                 | 664,760       | 1,748,664     |
| Capital contributions                         | 50,000        | 100,000       |
| Net cash provided (used) by capital and related financing activities | 342,097       | (7,137,358)   |

| **CASH FLOWS FROM INVESTING ACTIVITIES** |               |               |
| Investment and other income received          | 5,819         | 26,003        |
| Proceeds from sales and maturities of investments | -             | 918,424       |
| Purchase of investments                       | (32,000)      | (208,360)     |
| Net cash provided (used) by investing activities | (26,181)      | 736,067       |

Net increase (decrease) in cash  
(38,594)  
(3,010,506)

Cash, beginning of period  
6,056,334  
9,028,246

Cash, end of period  
$ 6,017,740  
$ 6,017,740
Operations Report
02-23-2015

General Operations:

A. North WTP:

Treatment Quality:

1. All regulatory treatment goals were met.

2. Two water quality calls were received this past month.
   - 1303 Glengary Way reported that the water was cloudy and had an alkaline (chalky) taste. All lab analyses were normal. The cloudiness of the water was due to air, which was isolated to the hot water supply side. Customer was satisfied with findings.
   - 2974 Briarcliff Trail reported yellowish water in her supply. She advised that she is not home often. Samples were taken and all lab analyses came back normal. She was advised to flush her plumbing system by running water through all of her fixtures for 10 minutes. A work order was also logged for our distribution crew to flush the most immediate hydrant from the residence.

3. Our DOW State Certification for the laboratory for 2015 has been received. We will be audited in June of 2015.

Operations:

1. Fluoride Feeder: Our fluoride feeder is beginning to have multiple maintenance problems. Nothing that is critical – just lots of small stuff. This is often a tell-tell sign of major failure. We will likely be budgeting for a replacement of this system in the upcoming budget year. The current machine is quite old.

2. High Service Pumps: A new soft start was replaced on the High Service #1 pump and all is working properly. By the end of the week, the new soft start for High Service pump #2 should be installed as well.

3. Budget:
   a. Chemical expenditures were under budget for the month.

4. Average water treated & water pumped data trend:

   ![Graph](image)

Note: These values are current readings, but the actual billed readings are approximately 45 days behind.
B. North WWTP:

Treatment Quality:

1. **Effluent Quality**: All regulatory treatment goals were met.

2. **Biosolids Quality**: The cold weather and personnel injuries had the sludge removal backed up at times. When we were able to run the press, we ran it pretty hard so this accounts mostly for why the sludge disposal costs were a little over budget.

3. **Reports**: The Annual 503 Sludge Report is completed and has been mailed to the appropriate offices.

Operations:

1. **Plant Update**: Work is nearing completion on the installation of the overhead doors. Ironically, it’s the cold weather that has slowed the progress on getting this finished up.

2. **Personnel**: Due to the injured operators at this plant, we began cross-training some of the newer operators at the South Treatment Plant sooner than anticipated. However, this has worked out very well. The two operators that are cross-training (Chris Bassett and Steve Bickwermet) are fantastic hires and really took it upon themselves to help out. With these two operators, the future is very bright.

3. **Budget**:
   
a. Chemical expenditures were under budget for the month.

b. Fuel (Off-Road Diesel) was under budget for the month.

c. Sludge Hauling and Disposal was slightly over budget.

C. South WTP:

Treatment Quality:

1. All regulatory and in-house treatment goals were met.

2. Weather continues to create treatment challenges but were particularly difficult this past month with the extreme cold weather. The good thing is that the water quality was excellent despite the challenges.

Operations:

1. **Sodium Chlorite Tank Update**: No Change: *Now that the NWTP has installed a working replacement of what was originally designed, work will proceed with installing the same here.*

2. **Personnel Update**: (UPDATE): Our newest operator began training on the 16\(^{th}\). This brings us up to full staff again, which puts everyone on a path to (relative) happiness.

3. **Budget**:
   
a. Chemical expenditures were under budget.
4. Average Treated & Pumped water trend:

![SWTP Treated (MGD) vs SWTP Pumped (MGD)](image)

Note: These values are current readings, but the actual billed readings are approximately 45 days behind.

D. South WWTP:

**Treatment Quality:**

1. **Effluent Quality:** All reportable treatment goals were met.

2. **Plant Update:** The plant is handling the cold weather very well. There have been a few minor electrical/mechanical malfunctions but we consider that to be good training material for the new operators. We don’t go around throwing wrenches in sprockets but when it does happen we make sure that it’s a training opportunity.

**Operations:**

1. **Personnel:** Chris Bassett received his Class 1 certification this past month.

2. **Cross Training:** Cross training of some of the operators between the North and South Wastewater plant began this past month. All is working great with this.

3. **Mule:** Tom’s report mentioned that we are not buying any ponies…but we do have a couple mules. The upgrades to the one at this plant have proved very beneficial already. The newer model goes through the snow a lot better and the heater keeps the operators warm. They are very grateful for the vehicle and the upgrades to it.

4. **Budget:**
   
a. **Chemicals:** Chemicals were under budget this past month.

   b. **Sludge Hauling & Disposal:** This was under budget this past month.

E. **Pretreatment Program:**

1. **Pretreatment & FOG Services:**
   
a. Quarterly surcharges for 4th quarter 2014 will be sent out by the end of the month.

   b. The Annual Pretreatment DMR was completed and submitted.
F. Automation Department:

1. **(No Change)** We will be incorporating our CSO Monitoring System into our GIS with a publicly accessible website. This involves linking some database queries from SCADA to GIS. We anticipate having this done as time permits, depending on the timeframe of going live with Cityworks.

2. **Personnel:** One of our Automation Specialists, Gene Mackey, will be retiring at the end of March, 2015, after 16 years of service. Gene has a tremendous amount of institutional knowledge in a highly specialized field. In effort to capture as much of his knowledge as possible before he retires, we have been working with the City to hire a replacement. Unfortunately, after two rounds of exams, no one has made a passing grade. We requested and obtained an exam waiver from the Civil Service Commission. Additionally, we have advertised for applications with a deadline of February 16th. Six candidates have been interviewed so far, with some promising results. Incoming applications will be evaluated with necessary interviews.

3. The Myrene Drive area I/I data collection has been completed, from an Automation perspective. Six collection instruments were deployed. One location, on Barker Drive, is suspect. All data has been turned over to Wauford Engineering. Five of the six instruments have been removed with the one on Barker Drive remaining.

4. We are in the process of modifying the North Water Treatment Plant Filter operation so that continuous trending is delineated whenever a filter wash takes place. This should save the Chief Operators a considerable amount of time each month when preparing operations reports to file with the DOW. We will accomplish this by installing switches that are tied into SCADA where the database memory register can be monitored by WIMS. Industrial grade switches have been installed, as well as all signal & power cable. The PLC is due for a software update and we will be performing the update at the same time that new logic is uploaded for the filter operation.

5. **(No Change)** As part of our annual service agreement, we have received a significant upgrade to our Wonderware suite of products. This upgrade brings higher quality HMI design ability to maximize operator focus and increase situational awareness. We will be converting our treatment plant applications to the upgraded software as time permits.

6. New iPads for all treatment plants have been deployed. These iPads will provide the operators with a means to remotely access SCADA and respond to alarms, make adjustments, control conditions from anywhere on the campus.

7. The Janalee Drive PS upgrade is approximately 95% complete, from an automation perspective. The radio communications have proven inadequate and we are in the process of testing a wireless access point product that we have used for WiFi access at the treatment plants. These devices can be set to communicate point-to-point.

8. Our CSO server has been updated to include all of the individual CSO point data prior to the time that wireless communication was implemented. This is useful for annual reporting and historical records.
G. Customer Service:

Customer Service Calls and Work Orders (NORTH):

These are the customer calls we responded to and by no means represent all of the calls that came in. We provided the following services to customers last month:

<table>
<thead>
<tr>
<th>Service</th>
<th>Qty.</th>
<th>Service</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Line and Service Maintenance</td>
<td></td>
<td>Sewer Line and Service Maintenance</td>
<td></td>
</tr>
<tr>
<td>Water Main Repairs</td>
<td>7</td>
<td>Sewer Main Repairs</td>
<td>2</td>
</tr>
<tr>
<td>Water Service Line Repairs</td>
<td>7</td>
<td>Sewer Service Line Repairs</td>
<td>7</td>
</tr>
<tr>
<td>Water Meter Inspection</td>
<td>18</td>
<td>Sewer Manhole Repairs</td>
<td>0</td>
</tr>
<tr>
<td>Water Meter Changes</td>
<td>11</td>
<td>Sewer Main Cleaning</td>
<td>2</td>
</tr>
<tr>
<td>Water Meter Repair</td>
<td>14</td>
<td>Sewer Main Unblocking</td>
<td>9</td>
</tr>
<tr>
<td>Water Meter Disconnected</td>
<td>2</td>
<td>Sewer Overflow Calls</td>
<td>3</td>
</tr>
<tr>
<td>Water Meter Raised/Lowered</td>
<td>1</td>
<td>Sewer Backup Calls</td>
<td>16</td>
</tr>
<tr>
<td>Water Meter Box Cleaned</td>
<td>2</td>
<td>Sewer Odor Calls</td>
<td>1</td>
</tr>
<tr>
<td>Fire Hydrant Repairs</td>
<td>0</td>
<td>Sewer Service Line Locates</td>
<td>3</td>
</tr>
<tr>
<td>Low Water Pressure Calls</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Leak Calls</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Quality Calls</td>
<td>2</td>
<td>Water Taps</td>
<td>0</td>
</tr>
<tr>
<td>No Water Calls</td>
<td>3</td>
<td>Sewer Taps</td>
<td>0</td>
</tr>
<tr>
<td>Shut Water off/Turn Water On Calls</td>
<td>19</td>
<td>Sewer Tap Locates</td>
<td>0</td>
</tr>
<tr>
<td>Install Temporary Hydrants</td>
<td>0</td>
<td>Water Meter Installation</td>
<td>3</td>
</tr>
<tr>
<td>Stormwater Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm line Repairs</td>
<td>0</td>
<td>Sink Hole Calls</td>
<td>3</td>
</tr>
<tr>
<td>Storm Intake Repairs</td>
<td>0</td>
<td>Inspect Misc. Items</td>
<td>16</td>
</tr>
<tr>
<td>Stormwater Flooding Calls</td>
<td>0</td>
<td>Smoke Test Lines</td>
<td>0</td>
</tr>
<tr>
<td>Clean/Unblock Intakes</td>
<td>0</td>
<td>Camera Inspect Lines</td>
<td>0</td>
</tr>
<tr>
<td>Pump Station Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pump Station Repairs</td>
<td>3</td>
<td>Regulatory Issues</td>
<td></td>
</tr>
<tr>
<td>Pump Station Inspections</td>
<td>13</td>
<td>Downspout Removal Letters Mailed</td>
<td>0</td>
</tr>
<tr>
<td>Pump Station Cleaning</td>
<td>1</td>
<td>We have mailed out a total of 181</td>
<td></td>
</tr>
<tr>
<td>Pump Station Maintenance</td>
<td>10</td>
<td>downspout letters to date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>155 have complied and been</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>inspected.</td>
<td></td>
</tr>
</tbody>
</table>
H. SOC General:

1. We continue to work on the new Asset Management Program. We are scheduled to have training on the new City Works third week of March and go live with it the following week.

I. Collection System:

1. We have been taking advantage of the cold weather and are getting some of our required training out of the way this month.

2. The crews have been working on some water, sewer and stormwater repairs this month. Things are running smoothly this month in this area.

J. Distribution System:

1. We have been doing some investigation work on Craig Drive to see if we can determine the cause of some of the low pressure calls from there. We investigated the condition of the line and the pressures in that area to determine if replacing a section of a 2” line that runs about 400’ from the end of the 6” line to 8th street will help the situation. We believe this line extension should give better flow to the area and create a good loop for that area. We will know more information in the next few weeks after the blizzard of 2015 is over.

2. Crews have been working on a few water leaks but things have been running smoothly this month.

K. Stormwater Phase II:

1. HWU Staff are finalizing an MS4 monitoring program plan that must be submitted by the end of March, 2015. In the program plan, we have identified three “typical” sites, and then propose to monitor stream quality immediately upstream and downstream from where runoff enters our MS4 conveyances. The sites include areas of commercial development, industrial development, and residential development.

KDOW, the Kentucky Division of Water, will review our submittal and if approved, the plan will become a requirement in the next 5-year MS4 General Permit.

Our current 5-year General Permit, which expires on March 31, 2015, contains the following section:

The permittee shall develop an appropriate monitoring program that evaluates the effectiveness of the MS4 program and provides feedback for the permittee to change or improve the stormwater quality management program appropriately. The MS4 program monitoring plan shall be submitted to the Division of Water for approval before the end of the permit period. The MS4 program monitoring plan, as approved by the Division of Water, shall be implemented in the following permit period.
L. Information Systems Department:

1. Adding 3 IP cameras at SWTP and 1 at SWWTP.

2. Mark Harmon from Timmons Group will be on site the week of 3/16/15 for training on Cityworks and again the next week, 3/23/15 for Go-Live on the product.

M. GIS Department: (No Change)

1. We are working on the new Cityworks Software to get our Asset information in the correct formats.

2. Our seasonal employee is off for 3 months now but will continue after that.

3. We continue to update GIS to reflect changes from recent construction projects and mapping projects.
Henderson Water Utility urges you to sign up for FREE CodeRED notifications on your mobile device.

Your land line is already automatically included in the CodeRED Emergency Communications Network database, but **cell phone numbers are ONLY included if you “Opt In” by signing up for the free service.**

With CodeRED, you will be notified by HWU officials in the event of an emergency such as a major water outage or boil water advisory. Phone calls will go out to homes and businesses in the affected area only. You will not receive a call if your residence is outside the alert area. In addition to a phone call, you will also receive a link to an interactive map that will be posted on Henderson Water Utility’s Facebook page. The map will show the area that is affected by the alert.

CodeRED, a service similar to “Reverse 911”, will notify you via automated phone call, e-mail, or text message. You can receive all three types of alerts, when available. It’s totally free, although standard cell phone voice call, data plan, and text messaging charges apply. But you must sign up to get the notices on your smartphone!

CodeRED is also used by other emergency response teams in Henderson to announce other kinds of alerts. Examples include: evacuation notices, bio-terrorism alerts, and missing child reports.

### Sign up for CodeRED


Or scan the QR Code with your smartphone.

---

**Caller ID:** You will know the call is from CodeRED when your Caller ID displays

- 866-419-5000 or Emergency Comm for Emergency Notifications
- 855-969-4636 or ECN Community for General Notifications

If you would like to hear the last message delivered to your phone, simply dial the number back.

---

### “Like” Henderson Water Utility on Facebook

Another way to stay informed about emergencies such as a major water outage or boil water advisory is to “Like” Henderson Water Utility on Facebook.

If you “Like” the Henderson Water Utility Facebook page, notifications will appear in your Facebook news feeds.

Also be sure to follow @HWUwater on Twitter!

---

### Henderson Water Utility's website

Henderson Water Utility’s newly-redesigned website at [www.hkywater.org](http://www.hkywater.org) is a great place to go to stay informed about emergencies such as a major water outage or boil water advisory. If there is an active emergency, the home page will display a map of the affected area and other relevant information. With your smartphone, scan the QR Code (Quick Response Code) at the right, or just enter [www.hkywater.org](http://www.hkywater.org) in the address bar in your browser.

(Revised 02-20-2015)
When it Rains it Drains

What is Stormwater?
Stormwater runoff occurs when precipitation from rain or melting snow flows over the ground. Impervious surfaces like driveways, sidewalks, streets, and rooftops prevent stormwater from naturally soaking into the ground. To manage this, communities have storm sewers that help to carry stormwater away from homes and businesses.

Did you Know?
When it rains, the stormwater runoff is carried away by pipes and ditches of our storm sewers. These pipes and ditches are different than our regular sewers because the water goes directly into our streams, rivers, and lakes. Unlike sewage, stormwater runoff does not drain to a treatment plant. As it flows, stormwater picks up debris, chemicals, dirt, and other pollution and carries it into our waterways where it can harm fish, frogs, and other aquatic plants and animals. This is the same water that we use for swimming, fishing, and drinking.

New Importance
Communities like Henderson are facing new federal regulations to reduce pollution. These regulations focus on improving the quality of our streams by reducing the amount of pollution carried by stormwater runoff into our waterways.

10 Simple Steps to Improve the Quality of Our Streams
1. Don’t dump anything down storm drains.
2. Use pesticides and fertilizers sparingly.
3. Put litter in its place.
4. Pick up after your pet.
5. Sweep driveways (do not spray wash).
6. Collect yard waste & keep it out of storm drains.
7. Use a car wash (they recycle dirty water).
8. Recycle used motor oil.
9. Check your car for leaks (fix them!).
10. Have your septic tank inspected every 3-5 years.

What’s Happening?
Communities around the country are taking action to improve pollution controls. Some of the activities include:

- Increasing public awareness and involvement.
- Eliminating illegal connections and discharges to the storm sewer system.
- Increasing sediment controls at construction sites.
- Requiring controls in new development to remove pollutants from stormwater.
- Improving pollution prevention from community facilities such as maintenance garages, equipment areas, and work areas.

Did you Know…
Polluted stormwater runoff is a leading cause of impairment to unhealthy US waterways – nearly 40%.

Grass clippings left on the street or in the gutter become pollution in our ditches, creeks and rivers. Don’t let your yard waste blow out into the roadway. Collect the yard waste for disposal if it does get off of your property.

At Home and at Work
There are many ways to reduce pollution at home and work, beginning with the 10 Simple Steps.

Businesses such as restaurants, automotive services, construction/development, landscaping and agriculture can also take steps to reduce runoff pollution, including:

- Promote recycling.
- Keep dumpster doors closed and covered to help keep them clean and avoid leaks.
- Use yard and deicing chemicals sparingly.
- Cover or seed exposed soil so it doesn’t erode.
- Dispose of hazardous materials (paint, chemicals) at proper facilities (not the trash).
- Store and apply manure away from waterways.

How Can You Help?
Get Involved – Show support and contact your local stormwater program for ways to volunteer.

Stay Informed – Take an active interest in our waterways. Find out what’s threatening them and what’s being done to protect them.

Do Your Part – Do not pollute, and report pollution entering our stormwater.

Remember that YOU are the SOLUTION to POLLUTION.

Understanding Stormwater
To find out more about stormwater, visit:

Environmental Protection Agency:
www.epa.gov/npdes/stormwater
www.epa.gov/owow/nps/

For Kids:
www.epa.gov/owow/nps/kids/

Kentucky:
www.water.ky.gov

Henderson:
www.hkywater.org
E-mail: stormwater@hkywater.org
Phone: (270) 826-2824

www.hkywater.org
<table>
<thead>
<tr>
<th>Date</th>
<th>Crew #</th>
<th>Address</th>
<th>Comments</th>
<th>Rodney’s Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/21/15</td>
<td>124</td>
<td>2725 Tippecanoe</td>
<td>No comments.</td>
<td></td>
</tr>
<tr>
<td>1/27/15</td>
<td>124</td>
<td>1685 Bruce St.</td>
<td>Thanks! Still showering in Indiana. Sleeping here very often, but laundry still being done in Indiana. Boy, is the neighborhood changing, so sad to see, but happy you are watchful.</td>
<td></td>
</tr>
<tr>
<td>1/27/15</td>
<td>124</td>
<td>2018 Summerhill</td>
<td>Changed out old water meter. Checked for leak, all looked good. Still have lower water pressure in house. Thanks,</td>
<td>Water pressure was checked out on our side and the problem was in the house.</td>
</tr>
</tbody>
</table>

37 Service Request Tags Given Out
23 Work Order Tags Given Out
03 Door Tags Returned
ENGINEERING REPORT
1. **North Wastewater Treatment Plant Upgrade Project**
   The North WWTP Improvements (Headworks) continues at a slow pace due to weather. At this point, it appears that construction will run 4 to 6 months past the original scheduled end date, which means completion in September or November 2015. With our Agreed Order deadline of 26 December 2017, the only exposure for us will be the costs of the construction engineering and inspection, which involves a person on site every day that work is performed. We will attempt to keep those costs to a minimum, but have the right to request that the contractor reimburse us through liquidated damages. The quality of the work is excellent and we have no qualms about that. The contractor essentially shut down the job during the months of January and February.

   We have identified additional work in the old clarifiers and in the original digester building that needs to be done. We are planning to split the additional items into at least a couple of small contracts, to be bid in the summer or fall. The clarifier work will be easier to do after the plant construction is complete, as we’ll then have a third clarifier to work with. A portion of that work was in the NWWTP contract, so we’ll take that out, pay the contractor for materials already purchased, and provide those materials to the clarifier renovation contractor. Waste sludge pumps and some electrical work in the digester building can be bid at any time. This work will likely be done within the money previously allocated for the overall NWWTP project.

2. **Janalee Drive Pump Station and Force Main Upgrade Project**
   Work inside the station is now largely complete.

   Minor items like fencing and seeding will be done in the spring. We will take paving of the parking area out of the contractor’s scope due to the lateness of the season, and will perform that under the City’s paving contract, next summer. Our paving will include some work that the neighboring homeowner has requested, to improve drainage.

3. **North Water Treatment Plant – Rehab and Basin Repair Project**
   Design for the critical improvements (flash mix repair, basin modifications, and leak repairs) is well-along, with 90% plans received and reviewed, and final plans due around the first of March. Bidding of the first phase of the project will be in April, so that costs can be considered in our upcoming budget cycle. Timing of the construction will be set to accommodate increased need for water production in the summer months, which will stretch out
the completion time by some amount; a preliminary schedule to accomplish this will be included in the bid documents. Staff has been pleased with the work of Clark Dietz on this project so far.

4. **Myrene Drive Sewer Pump Station: (no change since last report)**
   A complete investigation of all the pump stations in the Atkinson Park sewer-shed is included in this study. Additional flow monitoring within the Myrene Drive sewer-shed has been performed by our staff; we are attempting to locate a sizeable source of inflow during rainfall events. Preliminary report from Wauford delivered, has been reviewed by staff, and we have returned it for some revisions. It is clear from this review that the Atkinson Park pump station is overdue for renovation, and we are having Wauford produce an estimate of those costs for inclusion in our strategic plan, which will include options to renovate the station similar to the Janalee project, or to replace the station with a completely new station with submersible pumps, at a nearby location. The current location next to the Park entrance road is cramped and a traffic/safety hazard. The station is also approaching 60 years old. It’s good to save old structures when it makes economic sense, but at some point, a whole new approach may be warranted. Another project identified in this report is retiring the “temporary” pump station at the end of Spruce Drive that’s over 20 years old, which could be eliminated with a project to lay 800 feet of sanitary sewer. That will be another strategic plan project for future consideration.

5. **Riverport Water Line Loop – Mosaic Phase:**
   Project is a cooperative one between us and a local industry, and will enhance fire protection and advance our ultimate plans for this portion of our distribution system. We received bids for materials on October 10th, but delayed award of that bid until an easement and a cost-sharing agreement with Mosaic were finalized. Construction started on 15 December, and is now largely complete. We have not recorded the easement as yet; it must be marked with iron pins prior to recording, and rather than mark it twice (since construction would have obliterated the pins) we’re holding the easement for recording once that marking is complete; gives us another chance to check it.

6. **South Water Treatment Plant – Rehab Project:**
   Contract signed to move forward with design of work at this plant in the coming fiscal year. Draft of new agreement with Big Rivers has been reviewed with them, and we are hoping to have something for Board action soon. Wauford has submitted preliminary plans for our review. Unknown locations of some utilities on the site will lead to us including a larger than normal contingency in this project budget.

   We have received approval of the Preliminary Engineering report from KDOW, a big step forward in this process, which allows us to submit the final plans for the phased projects under that report, for quicker approval.

   We will issue an RFP for the membrane equipment, chose a manufacturer, and have that company set up a pilot plant that will confirm the choice of the equipment. Our RFP will include an option to purchase the membranes at a fixed price for 5 years. This will allow us to complete the plant upgrade design and submit the plans to KDOW for approval. That’s as far as that process will go, at this time, but that will position us to pull the trigger on an upgrade, should that become necessary due to problems at the existing plant, or location of a large industrial water user.

7. **Frontier Tank Rehab and Painting Project:**
   Kickoff meeting held on 5 January. We will time the bidding for April, with painting starting in June or July. That fits into our capital planning, which anticipates the first payment to the contractor next fiscal year. We will be making some safety upgrades to the tank as part of the project, including upgrading handrails on the “balcony” walkway around the tank. Project will also provide additional venting, access and handrails on the tank for safety of personnel who maintain the tank and the SCADA/antenna equipment mounted at the top. The work will also include complete containment of the tank during all phases of painting, due to lead-based paint, and the
presence of houses very close to the tank site. Graphics on the tank will be similar to those on the College Tank, with “Henderson, Kentucky” in large letters, and a cardinal (as is seen on most of the City Limits signs).

8. **US 60 West Water Booster Station (South Pressure Zone):**
   We have finalized plans for this water booster station and the associated water line connections, which will be located on US 60 West near the Fairmont wastewater pump station at the South extremity of the cemetery. The foundation will be constructed in a manner that will allow us to replicate the Atkinson Park Booster Station building in the future, when funding is available. Has received KDOW approval, and is awaiting procurement of materials and time in the crew schedule. We will do the piping and foundation, and have a metal building contractor erect the covering structure.

9. **Bobby Gish (Admin) Building Roof:** *(no change since last report)*
   We chose Hafer Associates of Evansville to assist us in replacing or repairing the roof on the Admin Building, and making some minor exterior repairs to the building, which is 24 years old and in need of some work. Initial meeting held on 7 October. We will bring any proposed repairs back to the Board for authorization. We also are replacing carpet and adding some tile flooring in high traffic areas.

10. **Work Order Management System - Cityworks:**
    Go-Live and training schedule in flux, due to a change in our vendor’s workforce (our programmer/designer went to work as a contract employee for his wife). Still very happy with the quality of the work being performed by our consultant (Timmons Group), and are working with the City to add some other departments to this same software system, which will have great benefits to all of us.

11. **South WWTP – Sludge Storage Building:**
    Wauford produced plans for this side-saddle storage area, near the sludge load-out facility, which does not include any space for storage of sludge when a truck is unavailable. This will give us more options for pressing sludge. Will be bid for work by an outside contractor; bids due this week.

12. **Cooper Park Stormwater Project:**
    The City applied for and received a grant for this project to address stormwater issues in an older subdivision north and east of Clay Street and North Fork Canoe Creek. We prepared plans the City has received approval from KY EMA for us to move forward with procurement and construction. We have included some additional work in this neighborhood that will be above and beyond the work in the grant project, including upgrading a water line, which makes sense while we have the street torn up. We have prepared easements for the line from this neighborhood to the North Fork Canoe Creek, and will be talking to property owners soon. This project will use the reclaimed pipe from the relocation of the North Fork force main.

13. **Highway #41A South/Finley Addition Sewer System Project:**
    The County took bids in December, and awarded a partial project at the Fiscal Court meeting on 13 January. The project that is to be constructed at this time is the portion along US 41A, and on Springfield and Winchester Drives. The other portions of the project are unfunded at this time.

    The County has asked that we perform the Resident Engineer functions on this project, in order to save some of their funds that can then be spent on the project. We were planning to have a construction inspector on site with their consultant’s representative, to insure that the construction met our standards, so adding the duties of construction inspection, approving pay estimates and holding meetings will not be a big additional workload for us. We have received back a signed letter-form agreement to the County, spelling out our duties in taking over this work, which should last through the summer.
14. **Countryview Subdivision Stormwater Project:**

We have a joint project in the current budget to begin provision of storm sewers in this neighborhood, and had thought we could do the design engineering in-house. Due to workload, that hasn’t happened. With the City’s concurrence, we issued an RFP for a consultant to do the work of providing plan documents. It’s likely this will stretch over several years, and the construction may be performed with our own forces. Task order for the work has been signed with Clark Dietz. Kickoff meeting set for March 4th.
HUMAN RESOURCE REPORT
**Staffing Levels:**

1. Automation Specialist [1 position]: Exam waiver was approved. Interviews completed February 13; new applications sent to department February 17th.

2. Utility System Worker II [1 position]: Promotion is effective March 2nd.

3. SWTP Water Treatment Operator [1 position]: New employee started February 16th.

4. Environmental Compliance & Pretreatment Coordinator [1 position]: No request for action.

5. Seasonal Treatment Intern [2 positions]: No request for action.

6. SOC – Seasonal Construction Utility System Worker [1 position]: No request for action.

7. SOC – Seasonal Worker [2 positions]:
   - 1 Seasonal Worker to assist with welding related duties: Submitted seasonal job order to staffing agency
   - No request for action on the 2nd position.

**Safety Report (as of 1/31/2015):**

<table>
<thead>
<tr>
<th></th>
<th>HWU</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>12,249</td>
<td>+ 12,249</td>
</tr>
<tr>
<td>Total Cases</td>
<td>3</td>
<td>+ 3</td>
</tr>
<tr>
<td>Days Away/Restricted Time Cases</td>
<td>2</td>
<td>+ 2</td>
</tr>
<tr>
<td>Days Away From Work Cases</td>
<td>1</td>
<td>+ 1</td>
</tr>
<tr>
<td>Actual # Days Away From Work</td>
<td>14</td>
<td>+14</td>
</tr>
<tr>
<td>Transfer/Restricted Cases</td>
<td>1</td>
<td>+ 1</td>
</tr>
<tr>
<td>Actual # Days Restricted Duty</td>
<td>30</td>
<td>+ 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Rates</th>
<th>HWU</th>
<th>Change</th>
<th>2012 NAICS 2213</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Recordable Rate</td>
<td>48.98</td>
<td>0.00</td>
<td>2.8</td>
</tr>
<tr>
<td>DART Incident Rate</td>
<td>32.66</td>
<td>0.00</td>
<td>1.4</td>
</tr>
<tr>
<td>DAFW Rate</td>
<td>16.33</td>
<td>0.00</td>
<td>0.8</td>
</tr>
<tr>
<td>Trans / Restrict. Rate</td>
<td>16.33</td>
<td>0.00</td>
<td>0.6</td>
</tr>
</tbody>
</table>

- 2012 NAICS is the classification for Utilities: Water, Sewage, and other systems
- DART = Days Away, Restricted, or Transferred
- DAFW = Days Away From Work
- How incident rates are calculated: \([(\# \text{ Cases}) \times 200,000] / \text{Employee Hours Worked}\)
- Change data compared to data at the end of the previous month.

- Three recordable incidents in January.
- Comprehensive fixed facility safety audits of the South Water Treatment and South Wastewater Treatment buildings were conducted in January. No safety issues were found at the South Water Treatment Plant. Three minor safety issues were found at the South Wastewater Plant; one was corrected immediately, decals were ordered for the fuel tank and a work order was placed to correct the third issue. Both locations were last audited in October 2014. There were no repeat issues identified during the SWWTP audit.

**Other:**

- Supervisor Safety Training day occurred January 14th at HCC
- Henderson Police department conducted Active Shooter Training for HWU staff on January 27th. For those unable to attend have the opportunity to attend the same training at the Municipal Center on March 16th, 17th, and 19th.
- Upcoming City-wide training is planned in the coming months
  - Workzone safety (basic flagger) class is scheduled for May 7th
  - Lean training for superintendents and managers is being scheduled
- Kentucky OSH training and education division conducted a complimentary audit of the South Water Treatment Plant on January 22nd
- OSHA medical evaluations will be conducted on April 7th, 8th and 9th for affected personnel
SAFETY REPORT
A. Safety Committee:

The monthly safety committee meeting was held at the SWWTP on 1/28/15. Discussion focused on PPE requirements and upcoming training.

B. Training

Training performed in January:

1. Safety meetings are continuing for the crews at the SOC.

2. Confined Space, Cold Weather Tips, and Accident and Injury reporting training was given to the construction crew

3. Active shooter training was provided by HPD SGT Jeff Welch to HWU staff that have frequent contact with the public. This was a very informational training that we plan to integrate for more employees in the future.

C. Safety Inspections:

1. Administration Building
   - There were no issues noted during site visits.

2. Systems Operation Center (SOC):
   - There were no issues noted during site visits.

3. WTP North:
   - There were no significant safety issues found during periodic site visits. These visits unlike the complete audits below may not cover every area of the facility on the day visited. Site visit dates in January were on the 5th, 12th, 14th, 15th, 21st, 26th, 27th, and 28th.

4. WWTP North:
   - There were no significant safety issues found during periodic site visits. These visits unlike the complete audits below may not cover every area of the facility on the day visited. Site visit dates in January were on the 5th, 12th, 14th, 15th, 21st, 26th, 27th, and 28th.
5. WTP South:
   • See facility audit below.

6. WWTP South:
   • See facility audit below.

7. Water Distribution/ Collection System:
   • There were no safety issues with employees observed during safety site visits and proper PPE and signage was being used.

D. Comprehensive Safety Audits:

1. South Water Treatment Plant:
   There were no issues noted on the audit. There is a recommendation for a overhead lift in the high service building in case a pump must be changed.

2. South Waste Water Treatment Plant:
   There were a few minor issues during the audit most of which have been corrected.

E. Recordable Injuries:

1. There were three recordable injuries in January. A waste water operator injured his shoulder when he fell while exiting a skid steer this resulted in a few lost days. The second injury occurred when the locator was removing a manhole lid causing pain in the shoulder and neck area this also caused a few lost time days. Both of these workers are currently on modified duty. Last was the injury we discussed at the last meeting involving the pump maintenance worker receiving a concussion from a falling post at Jana Lee pump station.

F. Misc.:

1. OSHA performed a courtesy audit on 1/22/15 at the South Water Treatment Plant to look for any items that are out of compliance with OSHA standards. There were no deficiencies found. The inspector even took some photos of things to use as good examples in their presentations. Good work from everyone at the SWTP this was a very good accomplishment.
GENERAL MANAGER’S REPORT
General Manager Report
23 February 2015

HWU Policies

For the first time in several months, we are submitting no new policies to you this month. We believe we’ve gotten through most of the things that needed to be formalized and written down, now. Thanks for your patience. Getting all these things down in a rational format has been a chore, but well worth the effort.

Budget

Budget time is approaching. Over the last several years, we’ve made a lot of changes to positions, grades and classifications during the fiscal year. In this budget, we’ll be proposing changes that reflect previous ones, and are trying to anticipate all the changes needed, so we don’t have to do so many ad hoc.

In particular, in 2010 we set up a system for Water Operators to be able to promote from a WTO I position to a WTO II upon completion of testing for a higher certification, and in 2014 we furthered that by allowing progressive wage increases at each stage of this higher testing and certification. There are other classifications within our roster where HWU can benefit from our employees achieving something similar. Specifically, we will be mirroring the Water-side promotion/progression process for the Wastewater Operators. This has been brought to our attention by the wastewater operators as a question of fairness, and we agree it is something we should address.

We also gain knowledge and ability by our Utility System Workers and Crew Leaders studying and testing for Distribution and Collection licensure, so we’ll institute a policy to implement progressive raises tied to licensure for those classifications in the new fiscal year, with your approval.

Waxing Philosophical

I just read an article about The Last Place on Earth, a book that recounts the race to the South Pole between Norwegian explorer Roald Amundsen and his British rival, Robert Scott. Each had a well-researched plan for getting there, both were seasoned explorers. Scott had more money, but Amundsen was a better planner.

They started at about the same time, but Amundsen arrived at the Pole five weeks ahead of Scott. How did he do it? He used simple instruments to calculate his path, and trained his entire team to use them. Amundsen relied on proven technology (sled dogs). Amundsen had one goal, the Pole.

Scott used a more complicated celestial instrument, taking only one with him, which promptly broke in the cold conditions. Scott tried to do experiments, take data and document the terrain all along the trip, rather than concentrating on the goal.
Amundsen took fewer men, 5 versus 17, so he was weighed down less by supplies. Scott needed some way to carry provisions for all those people, so he took ponies along. Unfortunately, he found out too late that ponies sweat when they exert themselves, so they got wet and froze to death.

Bottom line, both got to the Pole, but only Amundsen returned. Scott and several of his party perished.

Amundsen was later quoted as saying, “Victory awaits him who has everything in order---people call that luck. Defeat is certain for him who has neglected to take the necessary precautions in time; this is called bad luck”.

We can be “lucky”, if we do as Amundsen did, keeping money, resources and uncertainty in mind as we move forward, and if we plan and execute well. In the next couple of months you’re going to see our latest ideas and plans for reducing risk and spending money wisely coming before you in projects for tank painting, water lines, and plant upgrades and expansions. And we’re not too far off from finishing the last CSO control project and being done with that long chapter.

This is an exciting time. We’re going to stay focused, prepared and warm.

And we’re not buying ponies.
BUSINESS

- Action Report #2015-02 – Mini-Excavator Purchase
- Resolution #2015-03 – Sale of Surplus Real Property At 1730, 1732, & 1734 Roosevelt Street
Henderson Water Utility
Action Report # 2015-02

To: Henderson Water & Sewer Commission
From: Rodney Michael, Director of Field Operations
Subject: Mini-Excavator Purchase
Date: 23 February 2015

Background:
- For the past several years we have leased a mini-excavator with the intention of purchasing one as soon as financially feasible.
- When we began the Riverport Loop project in December 2014, we needed an additional mini-excavator to complete that job. In order to compare the most current models on the State Contract, we returned our rented equipment and leased a Volvo ECR88D ($98,436) as well as a John Deere 85G ($105,635); those are list prices.
- Over the past two months, the John Deere, offered by ERB Equipment, met all of our expectations both with the equipment as well as customer service. During this same time we discovered that the Volvo offered by Rudd Equipment has a high markup on repair parts as well as a few undesirable customer service issues.
- While the published State contract price for the John Deere is $7,199 more than the Volvo, ERB Equipment has agreed to reduce the purchase price of the equipment by the 3 months rent which we have paid ($6,480), reducing the cost difference to $719.

Budget/Financial Considerations:
- Funds for this equipment will be taken from the “Unidentified Capital Projects” line in the FY 2014-15 Capital budget.

<table>
<thead>
<tr>
<th>Proposed Budget</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 (new) John Deere 85G Excavator</td>
<td>$ 105,635.00</td>
</tr>
<tr>
<td>3 month’s rent (credit)</td>
<td>-$6,480.00</td>
</tr>
<tr>
<td><strong>Total from Unidentified Capital Projects</strong></td>
<td><strong>$99,155.00</strong></td>
</tr>
</tbody>
</table>

Legal Considerations:
- Procurements necessary for the completion of this purchase have and will follow the Kentucky Model Procurement Code.

Recommendations & Approvals:
- Staff recommends the purchase of the John Deere 85G Excavator from ERB Equipment. The appropriation will be for $100,000, to include a small contingency.
- Board approval authorizes all work necessary to complete this procurement, including issuance of any additional purchase orders or other authorizations required to complete the work without unnecessary delays.

Respectfully Submitted:
Rodney Michael
Director of Field Operations

Approved for Submittal:
Tom Williams, P.E
General Manager

Commission Action – 23 February 2015

PASSED:          FAILED:          TABLED:
HENDERSON WATER AND SEWER COMMISSION
RESOLUTION OF THE BOARD OF COMMISSIONERS

Resolution No. 2015-03
Sale of Surplus Real Property
At 1730, 1732 & 1734 Roosevelt Street

The following Resolution was duly adopted by the Board of Commissioners of the Henderson Water & Sewer Commission at a regular meeting held on Monday, 23 February 2015, at which meeting a quorum was present.

WHEREAS, the Henderson Water Utility operates and maintains wastewater treatment and collection facilities serving the City of Henderson and Henderson County; and

WHEREAS, in 2010 the Henderson Water Utility purchased properties at 1730, 1732 & 1734 Roosevelt Street, (PVA # 56A-50, 56A-57 and 56A-83), being Lots 15, 16, 17, 18 & 19 of Block No. 4 of Banks’ Addition to Audubon, (hereinafter “the Property”) in the City of Henderson to enable construction of the Canoe Creek Interceptor Sewer and Force Main project, as part of Henderson’s Long-Term Control Plan for Reduction of Combined Sewer Overflows, the Deeds for said Properties being recorded in the Henderson County Clerk’s office at Deed Book 575, Pages 211, 215 & 712; and

WHEREAS, construction of the Canoe Creek project is complete, and no new construction on the Property is planned; and

WHEREAS, the City of Henderson Water and Sewer Commission has determined the Property should be sold by sealed bids per KRS 82.083, and in conformance with KRS 45A.365; and
WHEREAS, sealed competitive bids were opened on 20 February 2015, and one bid was received, for $1,700.00, submitted by The Brae, LLC (Brad Hazelwood), of Henderson.

NOW, THEREFORE, the Henderson Water and Sewer Commission recommends to the City of Henderson Board of Commissioners that the Property be sold to The Brae, LLC, Henderson, Kentucky, for the amount of $1,700.00, subject to the reservation of easements for sewer lines and force mains constructed on the property as shown on the attached Exhibit A.

The General Manager is hereby directed to deliver this resolution to the City of Henderson for action by the City Commission.

IN WITNESS WHEREOF, having come before the Water and Sewer Commission on Monday, 23 February 2015, and upon Motion made by Commissioner ______________, and seconded by Commissioner _________________, the Water and Sewer Commission voted as follows:

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner, Paul Bird</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner, George Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner, John Henderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner, Gary Jennings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner, Julie Wischer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

___________________________
Tom Williams, P.E.
General Manager