AGENDA
HENDERSON WATER & SEWER COMMISSION
(270) 826-2421
March 16, 2015
Monday @ 4:30pm

A. ROLL CALL

B. INVOCATION

C. APPROVAL OF MINUTES
   • Approval of Minutes from February 23, 2015

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

E. BUSINESS
   • Action Report #2015-04 – South Wastewater Treatment Plant – Sludge Storage Building
   • Action Report #2015-05 – US 60 West Water Booster Station
   • Action Report #2015-06 – Bids for Materials for Inventory
   • Action Report #2015-07 – Transformers for South Plants

F. EXECUTIVE SESSION – None Requested
A. ROLL CALL

Present at the meeting was Commissioner Paul Bird, Chairman, who presided over the meeting; along with Commissioners George Jones, John Henderson, and Julie Wischer. Commissioner Gary Jennings was unable to attend the meeting. Tom Williams, General Manager, and Eric Shappell, Attorney, were also in attendance. Staff members present included Kevin Roberts, Greg Nunn, John Baker, Jeremy Duncan, Kathy Ambrose, and Patty Brown. Also attending were, Assistant City Manager, William “Buzzy” Newman, Mayor Steve Austin, and Frank Boyett with “The Gleaner”.

B. INVOCATION – Greg Nunn

C. APPROVAL OF MINUTES

- Approval of Minutes from January 26, 2015

Minutes were approved as submitted.

D. MONTHLY REPORTS

- Financial - Discussed and approved as submitted.

- Operations – Discussed and approved as submitted.

Kevin Roberts reported on the outage that occurred over the past weekend at the South Water Plant. He explained that Big Rivers’ pumps were down for several hours causing the water plant to lose flow. He displayed a graph, which was created by the new WIMS software, showing the level of water in all of the tanks and commented that enough water was left in the Chamberlain tank in Sebree to provide fire protection. Tyson’s production had to be shut down, until Big Rivers could get their pumps back on line. He said there was good cooperation between all parties involved and praised the operators for their hard work during this loss of water event. Weather was also considered a factor because there was snow and ice on the ground making getting around more difficult. Mr. Roberts also thanked Commissioner George Jones for his help in being a liaison between Big Rivers and HWU.

Commissioner Jones asked concerning the capacity of the lake that was used during the loss of flow from Big Rivers and commented that maybe the lake should be expanded further in case of another event such as this. The board and staff discussed the possibilities and concluded that one way would be to dredge the lake, which has silted in over the years. General Manager Williams reported that there is already a permanent line that is connecting the lake to the plant, but it has also silted in. Kevin Roberts stated that in its present condition the lake holds around one million gallons, which would probably last less than one day with Tyson in operation. Dredging would give more capacity.
John Baker commented on the insert that was included in the board packet. He noted that this insert will be included in customer’s bills this month and contains information about Code Red and also contains Stormwater data which helps meet MS4 requirements.

- **Engineering** – Discussed and approved as submitted.

  Tom Williams noted that construction wise things are pretty much at a standstill due to weather.

- **Human Resources** – Discussed and approved as submitted.

  Tom Williams pointed out that on January 27th the police department came by and conducted Active Shooter Training for some staff members that have frequent contact with the public and it was a very informative presentation.

- **Safety Report** – Discussed and approved as submitted.

  Jeremy Duncan mentioned that a lot of inside work and training has been done during the cold, snowy weather we have had. The use of Yaktrax for slippery walking areas has been emphasized also.

Commissioner Jones expressed his concern for the operators at the plants who work alone during the evenings and weekend and suggested hiring another operator. He stated that, especially in this type of cold, snowy weather, if someone were to slip and injure themselves there would be no one else available to help. Kevin Roberts reported that most of the time if an operator is going to be out working on something they are very good about letting an operator at another plant know as they leave and when they return. He stated that there are other tools available through the SCADA system that could send out a signal if a screen has not been activated in a certain amount of time. The board discussed several devices that could be used, but agreed that finding something that would work in every situation is a challenge. Commissioner Paul Bird noted that in emergency situations, like the one at the South Plant, the best plan is to call in other personnel to get involved.

- **General Manager’s** – Discussed and approved as submitted.

  Tom Williams provided the GM report and stated that work on the budget process will begin soon and that there were a few things concerning personnel that will be included as noted in his report. He stated that there have been changes made to positions, grades and classifications during the fiscal year and anticipates there will be more made to different positions in the coming budget. Some of these positions include Utility System Workers and Utility System Specialists who can study and test for Distribution and Collection licensure with progressive wage increases. Additionally, the same type promotion/progression process that was implemented for Water Operators will be implemented for the Wastewater Operators.

  Mr. Williams also advised the board that there has been some discussion concerning wastewater service on the Dempewolf Development on Merritt Drive. He reported that there is not a way to easily service it by just tapping into a line. One option is for them to put in a small private pump station that will only serve those 6 lots. They would be required to follow our standards and then we would take over responsibility for the pump station including all maintenance, power costs, and future pump replacement down the road. The other alternative is to do a gravity sewer line. This would cost more than the pump station, but staff
is trying to come up with an option that will let them pay the cost of a pump station, then we would pay the cost difference of putting in a gravity sewer line. Mr. Williams asked the board if they would be willing to consider this method in principle only. The board members agreed to have staff proceed, in principle only, with gathering information and pursuing the gravity sewer possibility for the Dempewolf Development on Merritt Drive.

Commissioner John Henderson asked if there were any regulatory updates. Tom Williams advised that the state has begun looking at the plant permits but there has not been any contact asking for additional information yet. He stated the only other thing outstanding is a MS4 permit requirement that has to be filed by April 1st and John Baker has this pretty much completed and ready to go.

E. BUSINESS

- Action Report #2015-02 – Mini-Excavator Purchase

After discussion, approved Action Report #2015-02, as submitted, for purchase of a new 2014 John Deere 85G Excavator from ERB Equipment in the amount of $105,635.00 with a credit of 3 month’s rent in the amount of $6,480.00 making the total amount of $99,155.00 to be taken from the Unidentified Capital Projects budget.

- Resolution #2015-03 – Sale of Surplus Real Property At 1730, 1732, & 1734 Roosevelt Street

After discussion, motion was made by Commissioner John Henderson and seconded by Commissioner Julie Wischer to approve Resolution #2015-03 for sale of surplus real property at 1730, 1732, & 1734 Roosevelt Street to The Brae, LLC (Brad Hazelwood) of Henderson in the amount of $1,700.00. This was the only bid received for the property. A Roll Call vote was taken with all commissioners present voting Aye. Commissioner Gary Jennings was not present for the vote.

F. EXECUTIVE SESSION – None Requested

Motion was made and approved to Adjourn.

The next regularly scheduled meeting will be held on Monday, March 16, 2015.
FINANCIAL REPORT
Henderson Water Utility
Financial Summary
For Eight Months Ended February 28, 2015
Henderson Water Utility  
Operating Revenues and Expenses Summary  
For the Eight Months Ended February 28, 2015

<table>
<thead>
<tr>
<th></th>
<th>February Actual</th>
<th>February Budget</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Fiscal Year Budget</th>
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<td><strong>Total Operating Revenues</strong></td>
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<td><strong>OPERATING EXPENSES</strong></td>
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<td>386,668</td>
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<td>1,250</td>
<td>3,103</td>
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<td>Public Contributions</td>
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<td>4,000</td>
<td>6,000</td>
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<td>30,920</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
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<td>10,943,660</td>
<td>16,339,177</td>
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<td><strong>Operating Income</strong></td>
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<td>$ 28,517</td>
<td>$ 1,950,864</td>
<td>$ 1,046,013</td>
<td>$ 1,487,266</td>
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</table>
Henderson Water Utility
Variance Analysis
Eight Months Ended 02/28/2015

Actual Operating Revenues $ 12,251,125
Budgeted Operating Revenues 11,989,673
Favorable (Unfavorable) Variance $ 261,452
Percentage Difference 2.18%

Billable Gallons
Through 2/28/2015 1,697,045,946
Through 2/28/2014 1,728,725,730
Difference (31,679,784)
Percentage Difference -1.83%

Actual Operating Expenses $ 10,300,261
Budgeted Operating Expenses 10,943,660
Favorable (Unfavorable) Variance $ 643,399
Percentage Difference 5.88%

Breakdown of Volumetric Differential For Eight Months Ended:

<table>
<thead>
<tr>
<th></th>
<th>Feb-15</th>
<th>Feb-14</th>
<th>Differential %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>417,604,165</td>
<td>434,510,522</td>
<td>-3.89%</td>
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<tr>
<td>Industrial</td>
<td>750,275,435</td>
<td>758,821,106</td>
<td>-1.13%</td>
</tr>
<tr>
<td>Commercial</td>
<td>529,166,346</td>
<td>535,394,102</td>
<td>-1.16%</td>
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Health Insurance Expense is lower partly due to lower cost experience.
Henderson Water Utility
Capital Expenditures Report
For the Eight Months Ended February 28, 2015

<table>
<thead>
<tr>
<th>Construction In Progress:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Beginning Balance</td>
<td>Current MTD Activity</td>
<td>Current YTD Activity</td>
<td>Project to Date Balance</td>
<td>Fiscal Year Budget</td>
<td>Capital Action Report No.</td>
</tr>
<tr>
<td>Center &amp; Julia</td>
<td>$1,382,288</td>
<td>$-</td>
<td>$-</td>
<td>$1,382,288</td>
<td>$100</td>
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<td>Pump Station Modifications</td>
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<td>-</td>
<td>27,545</td>
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<td>110,000</td>
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<td>2,078</td>
<td>2,078</td>
<td>185,000</td>
<td>185,000</td>
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<td>407,500</td>
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<td>Cooper Park Stormwater</td>
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<td>131,449</td>
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<tr>
<td>South Main &amp; Drury Stormwater</td>
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<td>10,153</td>
<td>35,000</td>
<td>35,000</td>
<td>14-51</td>
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<td>-</td>
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<td><strong>10,242,297</strong></td>
<td><strong>10,242,297</strong></td>
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<table>
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<tr>
<th>Buildings and Improvements:</th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Beginning Balance</td>
<td>Current MTD Activity</td>
<td>Current YTD Activity</td>
<td>Project to Date Balance</td>
<td>Fiscal Year Budget</td>
<td>Capital Action Report No.</td>
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<td>SOC Bldg Roof</td>
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<td>13,991</td>
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<td>34,125</td>
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<td>Blower Bldg # 1 Roof</td>
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<td>-</td>
<td>100</td>
<td>100</td>
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<td>SOC Mechanic Shop</td>
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<td>29,947</td>
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<td>Paving</td>
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<td><strong>-</strong></td>
<td><strong>64,225</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment and Vehicles:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Beginning Balance</td>
<td>Current MTD Activity</td>
<td>Current YTD Activity</td>
<td>Project to Date Balance</td>
<td>Fiscal Year Budget</td>
<td>Capital Action Report No.</td>
</tr>
<tr>
<td>Generator</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Tapping Machines</td>
<td>-</td>
<td>-</td>
<td>14,242</td>
<td>14,242</td>
<td>38,660</td>
<td>38,660</td>
</tr>
<tr>
<td>NWTP Sludge Bldg Heater</td>
<td>12,618</td>
<td>12,618</td>
<td>12,618</td>
<td>30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Order Mgt. System</td>
<td>-</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>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>ISCO 2150 CSO Point Automation</td>
<td>-</td>
<td>-</td>
<td>205</td>
<td>205</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>HVAC SP Bldg NWTP</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Portable Samplers</td>
<td>-</td>
<td>17,255</td>
<td>17,255</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confined Space Entry System</td>
<td>-</td>
<td>-</td>
<td>7,753</td>
<td>7,753</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Ford Escape (3)</td>
<td>-</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>23,005</td>
<td>23,005</td>
<td>14-42</td>
<td></td>
</tr>
<tr>
<td>Pickup Truck</td>
<td>16,094</td>
<td>47,263</td>
<td>47,263</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>14-35&amp;54</td>
</tr>
<tr>
<td><strong>Total Equipment and Vehicles</strong></td>
<td><strong>-</strong></td>
<td><strong>28,712</strong></td>
<td><strong>301,174</strong></td>
<td><strong>301,174</strong></td>
<td><strong>362,573</strong></td>
<td>**</td>
</tr>
</tbody>
</table>

| Total Capital Expenditures | $7,379,184 | $340,491 | $5,191,727 | $12,570,911 | $11,030,900 | **  |
Henderson Water Utility
Financial Statements
For Eight Months Ended February 28, 2015
**ASSETS**
Current assets:
- Cash $6,208,348
- Unrestricted Investments 2,100,348
- Restricted Investments 565,817
- Receivable-2014 Bonds 6,297,148
- Accounts receivable 1,294,373
- Inventories 923,759
  Total current assets 17,389,793

Noncurrent assets:
- Construction in progress 12,173,058
- Utility plant and equipment, net of accumulated depreciation 65,707,575
- Other assets 206,278
  Total noncurrent assets 78,086,911

Total assets $95,476,704

**LIABILITIES**
Current liabilities:
- Accounts payable $307,686
- Retainage payable 552,357
- Deposits payable 80,134
- Accrued liabilities 1,673,555
  Total current liabilities 2,681,202

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

Total liabilities 45,032,265

**NET POSITION**
Net investment in capital assets 41,965,526
Restricted for debt service 141,941
Unrestricted 8,336,972
  Total net position 50,444,439

Total liabilities and net position $95,476,704
## Henderson Water Utility

Statement of Revenues, Expenses, and Changes in Net Position

For the Eight Months Ended February 28, 2015

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>February Actual</th>
<th>February Budget</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Fiscal Year Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water sales and fees</td>
<td>$ 640,236</td>
<td>$ 591,693</td>
<td>$ 4,802,782</td>
<td>$ 5,005,552</td>
<td>$ 7,533,025</td>
</tr>
<tr>
<td>Wastewater services and fees</td>
<td>900,527</td>
<td>787,785</td>
<td>7,448,343</td>
<td>6,984,123</td>
<td>10,293,418</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td><strong>1,540,763</strong></td>
<td><strong>1,369,478</strong></td>
<td><strong>12,251,125</strong></td>
<td><strong>11,989,675</strong></td>
<td><strong>17,826,443</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>February Actual</th>
<th>February Budget</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Fiscal Year Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, wages, and benefits</td>
<td>442,157</td>
<td>567,038</td>
<td>3,944,305</td>
<td>4,552,939</td>
<td>6,804,455</td>
</tr>
<tr>
<td>Contractual services</td>
<td>164,170</td>
<td>163,731</td>
<td>1,397,693</td>
<td>1,350,643</td>
<td>2,032,275</td>
</tr>
<tr>
<td>Supplies and materials</td>
<td>129,649</td>
<td>131,479</td>
<td>1,044,968</td>
<td>1,068,882</td>
<td>1,594,798</td>
</tr>
<tr>
<td>Utilities expense</td>
<td>120,160</td>
<td>125,146</td>
<td>860,733</td>
<td>960,952</td>
<td>1,442,347</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>32,434</td>
<td>55,202</td>
<td>414,699</td>
<td>441,616</td>
<td>662,418</td>
</tr>
<tr>
<td>Other services and expenses</td>
<td>33,127</td>
<td>40,032</td>
<td>491,196</td>
<td>501,966</td>
<td>702,884</td>
</tr>
<tr>
<td>Depreciation</td>
<td>278,334</td>
<td>258,333</td>
<td>2,146,667</td>
<td>2,066,665</td>
<td>3,100,000</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td><strong>1,200,031</strong></td>
<td><strong>1,340,961</strong></td>
<td><strong>10,300,261</strong></td>
<td><strong>10,943,663</strong></td>
<td><strong>16,339,177</strong></td>
</tr>
</tbody>
</table>

**Operating income**

340,732

28,517

1,950,864

1,046,012

1,487,266

<table>
<thead>
<tr>
<th>Nonoperating Revenues (Expenses)</th>
<th>February Actual</th>
<th>February Budget</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Fiscal Year Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment income</td>
<td>75</td>
<td>2,083</td>
<td>17,725</td>
<td>16,667</td>
<td>25,000</td>
</tr>
<tr>
<td>Other income</td>
<td>3,814</td>
<td>-</td>
<td>9,598</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest expense</td>
<td>(105,255)</td>
<td>(108,350)</td>
<td>(787,658)</td>
<td>(866,797)</td>
<td>(1,300,196)</td>
</tr>
<tr>
<td>Amortization expense</td>
<td>(1,875)</td>
<td>(3,750)</td>
<td>(16,004)</td>
<td>(30,000)</td>
<td>(45,000)</td>
</tr>
<tr>
<td><strong>Total nonoperating revenues (expenses)</strong></td>
<td><strong>(103,241)</strong></td>
<td><strong>(110,016)</strong></td>
<td><strong>(776,339)</strong></td>
<td><strong>(880,131)</strong></td>
<td><strong>(1,320,196)</strong></td>
</tr>
</tbody>
</table>

Income before capital contributions and distribution

237,491 | (81,499) | 1,174,525 | 165,881 | 167,070

Capital contributions | - | - | 100,000 | 100,000 | 100,000

Distribution to City of Henderson | - | - | - | - | (400,000) |

Change in net position

237,491 | (81,499) | 1,274,525 | 265,881 | (132,930) |

Net position, beginning of period

50,206,948 | 49,546,311 | 49,169,914 | 49,198,931 | 49,169,914 |

Net position, end of period

Henderson Water Utility
Statement of Cash Flows
For the Eight Months Ended February 28, 2015

<table>
<thead>
<tr>
<th>Activity</th>
<th>February</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>$ 1,501,392</td>
<td>$ 12,013,462</td>
</tr>
<tr>
<td>Payments for goods and services</td>
<td>(605,629)</td>
<td>(4,248,554)</td>
</tr>
<tr>
<td>Payments for employees</td>
<td>(442,157)</td>
<td>(3,920,517)</td>
</tr>
<tr>
<td>Net cash provided (used) by operating activities</td>
<td>453,606</td>
<td>3,844,391</td>
</tr>
<tr>
<td><strong>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution to City of Henderson</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net cash provided (used) by noncapital financing activities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition and construction of capital assets</td>
<td>(238,053)</td>
<td>(6,381,607)</td>
</tr>
<tr>
<td>Principal payments on long-term debt</td>
<td>-</td>
<td>(2,306,553)</td>
</tr>
<tr>
<td>Interest payments on long-term debt</td>
<td>-</td>
<td>(535,915)</td>
</tr>
<tr>
<td>Bond proceeds</td>
<td>-</td>
<td>1,748,664</td>
</tr>
<tr>
<td>Capital contributions</td>
<td>-</td>
<td>100,000</td>
</tr>
<tr>
<td>Net cash provided (used) by capital and related financing activities</td>
<td>(238,053)</td>
<td>(7,375,411)</td>
</tr>
<tr>
<td><strong>CASH FLOWS FROM INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment and other income received</td>
<td>2,836</td>
<td>28,839</td>
</tr>
<tr>
<td>Proceeds from sales and maturities of investments</td>
<td>-</td>
<td>918,424</td>
</tr>
<tr>
<td>Purchase of investments</td>
<td>(27,781)</td>
<td>(236,141)</td>
</tr>
<tr>
<td>Net cash provided (used) by investing activities</td>
<td>(24,945)</td>
<td>711,122</td>
</tr>
<tr>
<td>Net increase (decrease) in cash</td>
<td>190,608</td>
<td>(2,819,898)</td>
</tr>
<tr>
<td>Cash, beginning of period</td>
<td>6,017,740</td>
<td>9,028,246</td>
</tr>
<tr>
<td>Cash, end of period</td>
<td><strong>$ 6,208,348</strong></td>
<td><strong>$ 6,208,348</strong></td>
</tr>
</tbody>
</table>
OPERATIONS REPORT
General Operations:

A. North WTP:

Treatment Quality:

1. All regulatory treatment goals were met.

2. One water quality call was received this past month from a trailer residence on Breckenridge Drive. All analyses came back normal.

3. Reports: We have begun preparing the annual CCR.

4. As a water plant that treats surface water (Ohio River), we are required by regulation to conduct periodic testing to determine the concentration levels of pathogens, such as Cryptosporidium and Giardia, in our source water. The regulation is the Long Term Enhanced Surface Water Treatment Rule, or LT2 for short. The results of this monitoring determine the level of treatment requirements we have to meet. The first round of this testing was conducted 6 years ago and the analyses resulted in no change to our treatment processes. It is time to conduct another round of testing to determine if the source water has changed significantly from 6 years ago. We will submit two samples per month for one year.

Operations:

1. High Service Pumps: Update: The soft start on High Service pump #2 has been installed but we are having problems with it shutting off and allowing the check valve to slam shut. This could cause damage to a water line so we are going to wait for the weather to stay above freezing for a few weeks in a row before working on this. 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.

2. Budget:

   a. Chemical expenditures were under budget for the month.

3. Average water treated & water pumped data trend:

![Graph showing water treated and pumped data]

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**: This has gone well this past month with Hazex keeping our building cleared out despite the challenging weather.

Operations:

1. **Plant Update**: Freezing temperatures haven’t been horrible this past month but there have been a few breaks, line freezes and blower shutdowns. Nothing major. Our crews were very quick to respond despite the weather. Not enough can be said about the quality of workforce we have here.

2. **Project – Overhead Doors**: This project has been completed. Hopefully this will help minimize the bird problem we are having but, more applicably, will help sludge freezing problems next winter.

3. **Personnel**:

   1. We are still at half operating staff at this plant due to injuries and physical rehab. The South Wastewater Plant operators are still covering as they are able but we’re still looking at several months before we’re through this.

   2. Operators’ licenses have been renewed and all are in good standing.

4. **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 under budget.

C. South WTP:

Treatment Quality:

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

2. Treatment has been good despite the hard weather. It can’t be explained how difficult this plant is to operate efficiently – that it is operated efficiently at all is to the credit of good and dedicated operators because there is nothing about the mechanical side of the plant that is a “help.” Nearly every aspect of this plant works against that goal. We are looking forward to the plant rehab and filter upgrade. We’ve prematurely aged a lot of operators!

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. **Maintenance Problems/Projects**: We have had a transformer (same location) blow twice in the past three weeks. This caused a shutdown of the plant for a few hours each time. Both times had enough capacity to absorb that. As a result of this, we are looking into the purchase of spare transformers to have on site should this happen again. Both times Kenergy responded very quickly and restored power. Electric Motors is being scheduled to come out and do some diagnostic electrical sleuthing to see if there is something on our end that is causing this.
3. **Personnel Update**: Nothing significant to report – training 2 new operators is progressing well.

4. **Budget**:
   
a. Chemical expenditures were under budget.

5. **Average Treated & Pumped water trend**:

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

   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 operating well – better than last year around this time. We believe that this is due to ammonia compounds that Tyson was using, and discharging, for disinfection purposes in the plant. Combined with the extreme cold temperatures it was causing the plant to not perform well. This year Tyson has not been feeding the compounds and the plant has been very stable.

   **Operations**:

   1. **Personnel**: Nothing to report.

   2. **Power Failures**: As mentioned in the SWTP section, there were two power failures due to a pole-mounted transformer going out at the SWTP. This resulted in only a few hours of down time. Both times, a new transformer was installed by Kenergy. We are in the process of securing pricing to purchase backups.

   3. **State Inspection**: KDOW performed a routine annual inspection on February 26th. Everything went well and the inspector was pleased with the quality of operations. He also expressed that KDOW is beginning to set the wheels in motion for levying fines on minor violations, overflows, bypass events, etc. (This is particularly applicable when power is lost at the plant like it was twice in the last 2 weeks. When this happens, effluent water bypasses out of the plant and into Grane Creek. We are investigating the ability to re-route/divert overflow into the old clarifiers, which have .2 MG capacity each, and/or the old aeration basins, which hold 4 MG each. This will be good insurance against potential violations and fines in the future due to circumstances that we have little control over.)
4. **Budget:**

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

   b. **Sludge Hauling & Disposal:** This was over budget this past month. The annual sludge analysis (TCLP) for the landfill requirements passed and the renewal permit application for Advanced Disposal was submitted and approved. The same results will be sent to Hopkins County Regional Landfill.

E. **Pretreatment Program:**

1. **Pretreatment & FOG Services:**

   a. Quarterly surcharges for 4th quarter 2014 were sent out last month.

   b. The Annual Pretreatment Compliance Report was submitted to KDOW. We are waiting to hear back from them.

   c. Advertising and Exam for the Environmental Compliance & Pretreatment Coordinator will be going out soon.

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 have interviewed several candidates and are making an offer to one we think will work out very well.

3. **(No Change)** 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.

4. **(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.

5. The Janalee Drive PS upgrade is approximately 95% complete, from an automation perspective. The radio communications have proven inadequate and our testing shows they will not work at all at this site. We are installing a fiber connection with HMP&L to take care of the communications.
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>Water Line and Service Maintenance</th>
<th>Qty.</th>
<th>Sewer Line and Service Maintenance</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Main Repairs</td>
<td>2</td>
<td>Sewer Main Repairs</td>
<td>0</td>
</tr>
<tr>
<td>Water Service Line Repairs</td>
<td>3</td>
<td>Sewer Service Line Repairs</td>
<td>1</td>
</tr>
<tr>
<td>Water Meter Inspection</td>
<td>8</td>
<td>Sewer Manhole Repairs</td>
<td>0</td>
</tr>
<tr>
<td>Water Meter Changes</td>
<td>12</td>
<td>Sewer Main Cleaning</td>
<td>0</td>
</tr>
<tr>
<td>Water Meter Repair</td>
<td>9</td>
<td>Sewer Main Unblocking</td>
<td>4</td>
</tr>
<tr>
<td>Water Meter Disconnected</td>
<td>3</td>
<td>Sewer Overflow Calls</td>
<td>0</td>
</tr>
<tr>
<td>Water Meter Raised/Lowered</td>
<td>1</td>
<td>Sewer Backup Calls</td>
<td>4</td>
</tr>
<tr>
<td>Water Meter Box Cleaned</td>
<td>1</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>2</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>12</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>2</td>
</tr>
<tr>
<td>Stormwater Maintenance</td>
<td>Qty.</td>
<td>Miscellaneous Services</td>
<td>Qty.</td>
</tr>
<tr>
<td>Storm line Repairs</td>
<td>0</td>
<td>Sink Hole Calls</td>
<td>2</td>
</tr>
<tr>
<td>Storm Intake Repairs</td>
<td>0</td>
<td>Inspect Misc. Items</td>
<td>9</td>
</tr>
<tr>
<td>Stormwater Flooding Calls</td>
<td>1</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>1</td>
</tr>
<tr>
<td>Pump Station Maintenance</td>
<td>Qty.</td>
<td>Regulatory Issues</td>
<td>Qty.</td>
</tr>
<tr>
<td>Pump Station Repairs</td>
<td>3</td>
<td>Downspout Removal Letters Mailed</td>
<td>0</td>
</tr>
<tr>
<td>Pump Station Inspections</td>
<td>69</td>
<td>We have mailed a total of 181 downspout letters to date.</td>
<td></td>
</tr>
<tr>
<td>Pump Station Cleaning</td>
<td>3</td>
<td>155 have complied and been inspected.</td>
<td></td>
</tr>
<tr>
<td>Pump Station Maintenance</td>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
H. SOC General:

1. We continue to work on the new Asset Management Program. Timmons Group has run into some issues with the software functioning properly since their programmer left in the middle of the project. They are requesting some help from Cityworks to work out the issues but they won’t be resolved in time for the planned Go-Live at the end of this month. Since we are having our budget workshops in April we will put the Go-Live back to May to give them plenty of time to work out the issues.

I. Collection System:

1. We continue to take 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 are still 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 have discovered that there is a 6” part of the way and a 4” line the remainder of the way from 8th to 11th streets. We are going to tap the 4” on 8th street to see what the condition is. With the warmer weather we can put out some pressure recorders to see what is happening in that area over night.

2. Crews have been working on a few water leaks but surprisingly enough, with the freezing and thawing, things have been running smoothly this month.

K. Stormwater Phase II:

1. HWU Staff have been updating previously completed MS4 Major Outfall inspection reports and importing the information into the HWU GIS database, as well as automating the inclusion of future inspection information into the GIS database.

The GIS database now contains an expanded archive of inspections that show a history on the condition of each major outfall, including:

- Location (Latitude / Longitude)
- Dimensions
- Flow amount
- Outfall shape and dimensions
- Conditions
- Vegetation density
- Odor (if any)
- Deposits / stains (if any)
- Pipe benthic growth (algae and/or other living organisms)
- Pool Quality
- Color
- Turbidity
- Floatables
- Other concerns
- Overall outfall severity (5-point scale ranging from “None” to “Severe”)

Although our previously-existing documentation did meet program requirements, the recent updates augment our reporting capability. In light of new MS4 monitoring requirements that are soon to be implemented, the updates will help automate and streamline our compliance reporting.
L. Information Systems Department:

1. UPDATE: Camera at SWWTP is installed and monitoring the sludge loading bay. Adding 3 IP cameras at SWTP and 1 at SWWTP.

2. Due to unforeseen problems with the Cityworks AMS server and various other needs before go-live, the training and go-live dates will have to be moved back.

M. GIS Department:

1. We continue to work 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 start back with us the first of April.

3. We continue to update GIS to reflect changes from recent construction projects and mapping projects.
<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>2/13/2015</td>
<td>135</td>
<td>1300 Taransay Dr.</td>
<td>Thanks for Mr. Clary and Mr. Bender to come so quickly to check the city sewer system.</td>
<td></td>
</tr>
<tr>
<td>2/20/2015</td>
<td>135</td>
<td>435 S. Alvasia St.</td>
<td>They were very friendly and professional. They got the work finished very fast and even had a quick snowball fight with my kids. Pretty awesome guys.</td>
<td></td>
</tr>
<tr>
<td>2/24/2015</td>
<td>124</td>
<td>317 12th St.</td>
<td>Big fellow with beard was very nice and friendly. Did not get his name. I was pleased.</td>
<td></td>
</tr>
</tbody>
</table>

48 Service Request Tags Given Out
15 Work Order Tags Given Out
04 Door Tags Returned
ENGINEERING REPORT
Engineering Report
16 March 2015

1. **North Wastewater Treatment Plant Upgrade Project**
   Nothing much to report on the North WWTP Improvements (Headworks), which 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. The contractor essentially shut down the job during the months of January and February.

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, this summer. Our paving will include some work that the neighboring homeowner has requested, to improve drainage, and we will also install a storm line that will take drainage down to the lower “bench” along the river.

3. **North Water Treatment Plant – Rehab and Basin Repair Project:**
   Bidding of the first phase of the project (flash mix repair, basin modifications, and leak repairs) 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:**
   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, but it now appears that it’s a systemic problem, rather than one or a few locations that we can easily fix. Will be cheaper in the long run to up-size pumps and provide more in-line storage, then pump and treat the additional flow.

   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 what we have with a completely new station with submersible pumps, at a site nearby. 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 Complete)**
   Installation complete, with some testing remain to do. We will soon have an accurate easement, ready to record.

6. **South Water Treatment Plant – Rehab Project:**
   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 on the Raw Water Line improvements 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. Near shutdown of the water plant on 21 February points out the need to complete this portion of the project as expeditiously as possible.

We have issued an RFP for the membrane equipment, and will accept those proposals on 26 March. As part of the process of choosing a manufacturer, we will have that company set up a pilot plant that will confirm the choice of the equipment. Our RFP includes 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 KDO 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 due to increased use by a new or existing industry.

7. **Frontier Tank Rehab and Painting Project:**
   Bids to be received on May 14th, with actual work 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, as well as additional venting, and handrails on the top for safety of personnel who maintain the tank and the SCADA/antenna equipment mounted there. The work will also include complete containment of the tank during painting, due to lead-based paint, and the presence of houses very close to the tank site.

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. Bids on the pipe materials and the erection of a metal building are the subject of an action report for this meeting. We will do the piping and foundation with our own crews. Quite a bit of painting and repair work needs to be done on the pump and electrical skids, which we may have done by an outside contractor.

9. **Bobby Gish (Admin) Building Roof:**
   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, with a follow-up on 6 March. We also have replaced carpet and adding some tile flooring in high traffic areas.

10. **Work Order Management System - Cityworks:**
    Go-Live and training scheduled for the last two weeks of March, although that is subject to change as we get closer; if it’s not ready and working in every respect, we’re not going to make the switch. 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:**
    Low bidder was Deig Bros. of Evansville at $90,747 for this side-saddle storage area, near the sludge load-out facility. This will give us more options for pressing sludge. Construction will start as soon as the weather cooperates; we will have some mechanical work to do in-house before this is complete and ready to use. This is the subject of an action report for this meeting.

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 one of three is already signed. This 
project will use the reclaimed pipe from the relocation of the North Fork force main. Bids on manholes and 
additional pipe materials are due on 18 March. Work may start before then, since we have the reclaimed 
pipe in hand.

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. Property owners that have 
the line on their property signed easements that waived protest of annexation, which should make some of 
this area available for incorporation into the City at a later date, if the Commission desires to go that route.

The County 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 will have a construction inspector on site, 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. 
Kickoff meeting will be held later in March.
HWU Human Resources Summary: March 16, 2015

Staffing Levels:

1. Automation Specialist [1 position]: Exam waiver was approved. Candidate declined conditional job offer; notified Department March 12th; waiting for next candidate choice.

2. Environmental Compliance & Pretreatment Coordinator [1 position]: Register expired March 2nd; department advised to retest, coordinating a proctor for an exam date.

3. Utility System Worker I [1 position]: Register in place with 3 applicants; department will advise how to proceed.

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

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

6. SOC – Temporary Office Worker [1 position]: Interviewed staffing agency candidates on March 12; staffing agency working on getting person ready to start.

7. SOC – Seasonal Worker [2 positions]:
   - 1 Seasonal Worker to assist with welding related duties: staffing agency employee started March 9
   - No request for action on the 2nd position.

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

<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,249</td>
<td>+ 12,249</td>
</tr>
</tbody>
</table>

| Days Away/Restricted Time Cases | + 2 |
| Days Away From Work Cases       | + 1 |
| Actual # Days Away From Work    | + 14 |
| Transfer/Restricted Cases       | + 1 |
| Actual # Days Restricted Duty   | + 30 |

<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
- Change data compared to data at the end of the previous month.

February data will be included in next month’s report.

Other:

- Additional sessions of the Active Shooter Training are available on March 16th, 17th and 19th for those that were unable to attend the January training.

- 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

- OSHA medical evaluations will be conducted on March 18th, 19th and 20th for affected personnel
SAFETY REPORT
A. Safety Committee:

The monthly safety committee meeting wasn’t held due to scheduling conflicts and weather conditions.

B. Training

Training performed in January:

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

2. PPE, and Lock Out/Tag Out training was given to the construction crew

3. Confined Space, Lock Out/Tag Out, Confined Space, Fork Lift, Fire Extinguisher, and First Aid/CPR/AED was given to the new SWTP operator

4. A 24 hour confined space class was given by the Safety Coordinator for 21 HWU employees Feb 10-12. This gave water and waste water operators as well as those with distribution license 16 hours of CEU credit toward their license.

C. Safety Inspections:

1. Administration Building
   - See facility audit below.

2. Systems Operation Center (SOC):
   - See facility audit below.

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 February were on the 2\textsuperscript{nd}, 5\textsuperscript{th}, 9\textsuperscript{th}, 23\textsuperscript{rd}, 24\textsuperscript{th}, 21\textsuperscript{st} and 25\textsuperscript{th}. 
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 2\(^{nd}\), 5\(^{th}\), 9\(^{th}\), 23\(^{rd}\), 24\(^{th}\), 21\(^{st}\) and 25\(^{th}\)

5. **WTP South:**
   - 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 4\(^{th}\), 9\(^{th}\), 23\(^{rd}\), 24\(^{th}\) and 27\(^{th}\)

6. **WWTP South:**
   - 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 4\(^{th}\), 9\(^{th}\), 23\(^{rd}\), 24\(^{th}\) and 27\(^{th}\)

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. **Administration Building:**
      
      There were no issues noted on the audit.

   2. **Systems Operation Center:**
      
      There were a few minor issues during the audit most of which have been corrected or are in the process of being corrected.

E. **Recordable Injuries:**

   1. There were no recordable injuries in February.

F. **Misc.:**

   1. Annual respirator physicals will occur in March and April for affected employees.
GENERAL MANAGER’S REPORT
General Manager Report
16 March 2015

Contract Customers

Had a fruitful meeting with Corydon to discuss their proposed sewer use ordinance and a possible new agreement between us. Hope to have something for you on both counts, next month. Our proposed agreement with Big Rivers is moving through their process, but our primary contact has retired, which may set us back slightly.

Budget

Budget work starts in earnest on April 1st (no foolin’). You will likely see the final draft version a week or 10 days prior to the May Board meeting. The process has been streamlined and simplified over the last 2 years, and we’ve gotten it to a point where it is immeasurably less painful than in years past.

Capital Projects – Big Ticket Items

From a capital budgeting standpoint, we seem to be in excellent shape at this point in the year. We will have bids on the North WTP Improvements, painting the Frontier Tank, and painting the Clearwell at the South WTP in time to include those projects in the coming year’s capital plan. Our positive revenue and expense picture to this point in the year would seem to bode well for our plans moving into next fiscal year, and I expect us to finish the year very close to plan. We are by no means “flush”, but we have adequate resources in the short term, and should end the year with a small surplus in the “Special Projects” line of the Capital report.

We will be bringing you an action report next month for replacement of our wash truck in an amount of just over $200,000. This is a critical item for our maintenance efforts, and points out that our capital spending plans must consider the condition of our extensive collection of rolling stock.

Late last year, you authorized us to hire an architect to assist in making some improvements to the Bobby Gish Administration Building, including looking at replacement of the roof, and possible repairs to the exterior finish, which is showing its age. The building is 24 years old, and has had very little exterior maintenance. Staff met with the architect a few weeks ago, and chose the attached from several options. With your concurrence, we will proceed with plans and obtain bids for this work, returning to you for approval of the project prior to award. These repairs are estimated not to exceed $150,000.

Regulatory Items

No noticeable progress in the last months on the KPDES permits for the wastewater plants.

No other outstanding regulatory issues that we’re aware of at this point.
Option 3

March 6, 2015
BUSINESS

- Action Report #2015-04 – South Wastewater Treatment Plant – Sludge Storage Building
- Action Report #2015-05 – US 60 West Water Booster Station
- Action Report #2015-06 – Bids for Materials for Inventory
- Action Report #2015-07 – Transformers for the South Plant
Background:

- From time to time, we have experienced difficulties with sludge operations at the South Wastewater Treatment Plant (SWWTP). Due to the way the plant was constructed, there is no way to store pressed sludge prior to delivering it to trucks for disposal. This restricts sludge pressing operations to when a truck is available for immediate loading. In the past, delays in sludge processing and hauling have led to permit violations and upsets of the plant processes. Cold weather also impacts our ability to load trucks, further complicating matters.

- We have studied various means of providing an area for sludge stockpiling, and had J.R. Wauford & Co. design a roughly thirty foot square pad, with concrete sidewalls and covered by a metal building, which will be located just east of the sludge press building. With some conveyor modifications, this building will allow storage of 60 to 100 cubic yards of sludge (several truckloads). Limitations of operations and space availability make a larger storage building impractical without substantially larger investment in re-configuration of the sludge press building and the load-out station.

- From the Wauford plans, we sought bids on the building and foundation, and those were opened on 27 February, and had a good response. The bid results are:

<table>
<thead>
<tr>
<th>South WWTP – Sludge Storage Building</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deig Bros. Lumber &amp; Const. Co., Inc. – Low of 6 Bidders</td>
<td>$ 90,747.00</td>
</tr>
<tr>
<td>Anticipated Costs for Equipment &amp; Conveyor Modifications</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Contingency (7%)</td>
<td>$ 9,253.00</td>
</tr>
<tr>
<td><strong>Total to be Authorized for this Project</strong></td>
<td><strong>$ 150,000.00</strong></td>
</tr>
</tbody>
</table>

- Note that we are including an amount for a new conveyor to stack the sludge in the new building, for conveyor modifications, and for a chute that will allow sludge to be taken from the stockpile by skid steer and reloaded onto the current conveyor to the sludge loading station. Some of these modifications will be performed by staff.

Legal Considerations:

- Procurements necessary for the completion of this project have and will follow the Kentucky Model Procurement Code.
Recommendations & Approvals:

- This project is an unbudgeted capital expense, and will be appropriated from the “Unidentified Capital Projects” line item in the 2014-2015 FY Capital Budget, as we have recently done with other capital projects. Total appropriation will be $150,000. We have not obtained bids on the conveyor modifications, and may return with an updated costs for those items at a later date.

- Board approval authorizes the General Manager to initiate all items necessary to complete this work, including issuance of any bids, purchase orders, engineering services, task orders, change orders, or other authorizations required.

Respectfully Submitted:

Kevin Roberts  
Director of Plant Operations

Approved for Submittal:

Tom Williams, P.E  
General Manager

Commission Action – 16 March 2015

PASSED:__________  FAILED:__________  TABLED:__________
Henderson Water Utility
Action Report #2015-05

To: Henderson Water & Sewer Commission
From: Tom Williams, P.E., General Manager
Subject: US 60 West Water Booster Station
Date: 16 March 2015

Background:
- **This is an update to Action Report 2014-45, dated 20 October 2014.**
- We constructed a temporary North Booster Station on Barret Boulevard when the old Atkinson Park Booster Station failed in 2008. This temporary station was constructed on skids, is somewhat portable, and can be reused.
- We are relocating the temporary North Booster Station from Barret Boulevard to a lot at the far southern corner of Fernwood Cemetery, to replace the Fair Street booster station which is near the end of its useful life. As part of this construction, we are acquiring pipe materials for our crew to use in plumbing the station in, our crews will construct a foundation and building pad, and we also have taken bids on installation of a metal building to house the pump and electrical skids reclaimed from the Barret Boulevard location.
- Bids for materials needed for the project were taken on 11 March 2015, and the low bid was submitted by HD Supply Waterworks, of Bowling Green, Kentucky, in an amount of $23,951.63.
- Bids for the metal building were also taken on 11 March 2015, and the low bid was submitted by Delg Bros., of Evansville, Indiana, in an amount of $36,811.00.
- Detailed tabulations of the bids are available on request.

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

Recommendations & Approvals:
- Both these bids and the work we plan to perform in-house fall within the budgeted amount of $185,000, approved in October 2014. If additional funds are needed, we will return to the Board for authorization.
- Board approval authorizes all work necessary to complete this project, including issuance of any bids, purchase orders, engineering services, task orders, change orders, or other authorizations required.

Respectfully Submitted for Approval:

Tom Williams, P.E.
General Manager

Commission Action – 16 March 2015

PASSED: ___________  FAILED: ___________  TABLED: ___________
Henderson Water Utility
Action Report #2015-06

To: Henderson Water & Sewer Commission
From: Kathy Ambrose, CPPO, CPPB Purchasing Manager
Subject: Bids for Materials for Inventory
Date: 16 March 2015

Background:
- HWU prepares annual bids for items in various categories that we maintain in inventory.
- Anticipated quantities listed in the bid document are based upon historical usage.
- Purchase Orders related to these bids will be issued on an as-needed basis to replenish inventory quantities. Purchases vary from year to year and among the various products.
- Inventory purchases are charged to the Operating Budget.
- The bids include co-operative language which would allow any local government or government-affiliated non-profit agency to purchase directly from the vendor at the awarded bid prices.
- Bids for DI Valves & Accessories needed for the inventory were taken on 6 March 2015, and the low bid was submitted by HD Supply of Bowling Green, in an amount of $15,783.91.
- Bids for DI Fittings & Accessory Packs were taken on 6 March 2015, and the low bid was submitted by Ferguson of Louisville, in an amount of $31,921.50.
- Bids for Sewer Pipe Fittings for inventory were taken on 6 March 2015, and the low bid was submitted by Ferguson of Louisville, in an amount of $42,525.68.
- Detailed tabulations of the bids are available on request.

Legal Considerations:
- This procurement is in accordance with KRS 45A.365 of the Model Procurement Code.
- The initial bid term is one year March 17, 2015 – March 16, 2016 with the ability to renew for two additional one-year terms.

Recommendations & Approvals:
- Staff recommends awarding these bids to the vendor with the lowest bid in each category.

Respectfully Submitted:
Kathy Ambrose, CPPO, CPPB Purchasing Manager

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

Commission Action – 16 March 2015

PASSED: ________________  FAILED: ________________  TABLED: ________________
Henderson Water Utility
Action Report #2015-07

To: Henderson Water & Sewer Commission
From: Tom Williams, P.E., General Manager
Subject: Transformers for the South Plants
Date: 16 March 2015

Background:
- At the South Plant complex, we own a total of 15 pole-mounted transformers, in four sizes ranging from 25 to 167 kVA. Our power supplier, Kenergy, has agreed to assist us in replacing those transformers when they have failed, but they do not normally stock a large number of these transformers as spares. (Note: we've formalized that agreement in writing for future reference).
- Recently, we've had two failures of a transformer within a period of a few weeks. Kenergy has loaned us transformers from their stock, which we now need to replace. These units have a 7 to 8 week delivery.
- We contacted HMPL for assistance in this procurement, and they have agreed to purchase these replacements through their normal suppliers, to be reimbursed by us at cost. This keeps us from having to go through a bid process, expediting the procurement.
- To mitigate the risk associated with these outages, we also will acquire a spare transformer in each size, which will be stored at the South wastewater plant.

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

Recommendations & Approvals:
- Staff recommends purchase of one each 25, 50, 100 and 167 kVA transformers (for a total of four) for use as backups for the South sites, and the purchase of one 100 kVA and one 167 kVA transformers to replace those borrowed from Kenergy. The spare transformers will be stored at the South Plants until needed. The cost of these six units is $14,094, with the low quote from GE Energy Management.
- This is an unbudgeted capital expense, and will be appropriated from the “Special Projects” line item in the 2014-2015 FY Capital Budget, as we have recently done with other capital projects, not to exceed $20,000, which allows some contingency.
- Board approval authorizes all work necessary to complete this project, including issuance of any bids, purchase orders, engineering services, task orders, change orders, or other authorizations required.

Respectfully Submitted for Approval:

Blog Signature

Tom Williams, P.E.
General Manager

Commission Action – 16 March 2015

PASSED: FAILED: TABLED:
EXECUTIVE SESSION

- None Requested