A G E N D A

HENDERSON WATER & SEWER COMMISSION
(270) 826-2421
August 17, 2020
Monday @ 4:30pm

A. ROLL CALL

B. REQUEST TO ADDRESS THE BOARD

C. APPROVAL OF MINUTES
   • Approval of Minutes from July 20, 2020

D. MONTHLY REPORTS
   • Financial (Report will be passed out at meeting)
   • Plant Operations
   • Field Operations
   • Engineering
   • Human Resources & Safety
   • General Manager’s
     o Revisions to the FOG Policy

E. BUSINESS
   • Action Report # 2020-18 – Property at 1383 Commonwealth Drive
   • Action Report # 2020-19 – Janitorial Services
   • Resolution # 2020-20 – Declaration of Intent Related to Financing

F. EXECUTIVE SESSION – None
REQUEST TO ADDRESS THE BOARD
ACTION MINUTES OF MEETING
July 20, 2020
A. ROLL CALL

Present at the meeting was Commissioner Paul Bird, Chairman, who presided over the meeting, along with Commissioners George Jones, John Henderson, Gary Jennings, and Julie Wischer. General Manager Tom Williams and Eric Shappell, Attorney, were also present. Other staff members present were Todd Bowley, Kevin Roberts, Bart Boles, Kathy Manker, Tim Fischbeck, and Deniese Jones. Others in attendance were City Manager, William “Buzzy” Newman and City of Henderson Public Information Officer, Donna Stinnett. There were no members of the media in attendance.

This meeting of the Henderson Water & Sewer Commission was held on Monday, July 20, 2020, at 4:30 p.m., prevailing time, with no primary location designated for this video teleconference meeting as the result of the state of emergency declared by the President of the United States and the Governor of Kentucky due to the global COVID-19 pandemic, and in accordance with recommended and mandated precautions related to COVID-19 per the Kentucky Attorney General Opinion 20-05, public attendance was not permitted at this meeting due to the highly contagious nature of COVID-19. It is not feasible for HWU to maintain order and abide by recommended and mandated precautions while providing a central physical location for public viewing. This meeting was conducted in accordance with KRS 61.826.

B. REQUEST TO ADDRESS THE BOARD - None

C. RECOGNITION FOR 25 YEARS OF SERVICE

- John Zahn – July 6, 1995 – Utility System Worker II

Although John Zahn was not in attendance, the board congratulated his service anniversary.

D. APPROVAL OF MINUTES

- Approval of Minutes from June 15, 2020

Motion was made by Commissioner Julie Wischer and seconded by Commissioner Gary Jennings to approve the June 15, 2020 minutes as presented. All commissioners voted aye. No opposition. Motion carries.
E. MONTHLY REPORTS

• Financial (Verbal Summary) – Discussed and approved as submitted.

Mr. Bowley noted that June is ever changing because of the end of the fiscal year payables. Due to this, he summarized the financials verbally for the board. Todd advised that revenues were over budget for June even before any contractual adjustments. The usage trend had no significant changes with an overall decrease of 1.8%. He highlighted that the cash balance was at $9.9M and the pilot payment of $450k to the city had been paid. Todd pointed out to the board that even with the pilot payment, our cash was up $2M from last year.

Expenses continued to run high for electricity and sludge. He informed the board that the pension liability increased from $9.9M to $10.8M, but that the OPEB liability went down from $2.9M to $2.6M.

• Plant Operations – Discussed and approved as submitted.

Kevin Roberts conveyed to the board that HWU reached out to the Henderson County School Corporation to make sure that when students return to school that they will need to flush their water system. He noted that HWU developed an SOP for them to follow and offered to help in any way that they need us to. The school corporation responded that they would contact HWU if they had any questions or wanted any testing done.

Mr. Roberts indicated that the secondary clarifier looks amazing and is the cleanest it has ever been. He reported to the group that on the pretreatment side, we issued an NOV to the F5 car wash. The F5 car wash is located on the parking lot of Sureway East. The car wash needs to have their storm grates cleaned so that they do not compromise our system.

• Field Operations – Discussed and approved as submitted.

The board expressed how pleased they were with how the water main break on Green St. was handled and said the crews did a great job.

Kevin Roberts directed attention to the valve exercise program. He indicated that HWU had been renting a valve exercise trailer system and will also be trying out a truck mounted system. Mr. Roberts described how the system works and the importance of the valve exercising program. He advised that both systems cost about the same and after trying both out, HWU will decide which they prefer.

Kevin outlined for the board a list of capital equipment that needs to be replaced along with estimates of cost. One of the items being a new track-hoe. One of the track-hoes that HWU owns broke down in the middle of Green St. while repairing the water main leak. Tom indicated that there is about $500k worth of equipment that needs to be bought in this fiscal year.

• Engineering – Discussed and approved as submitted.

Bart Boles discussed the engineering report with the board. He noted that the secondary clarifier project went well with just a little work left. Tom stated that the South plant is in
good shape now except for the clear well. HWU has applied for a grant for a portion of that cost.

Mr. Boles advised that Deig Brothers will be starting work July 27th on the Myrene Drive force main project. They will be starting with directional drilling causing a lot less disruption than there would have been with all open cut.

Bart noted that the Chestnut/Norris stormwater project is moving along and will be finished soon. The large amounts of rain the last few weeks caused some delay along with adding a couple of extra stormwater lines there.

Mr. Williams indicated to the group that HWU just received the grant agreement back from the state on the generators project and that the bid would be going out soon.

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

  Tom Williams reported to the board that HWU has got a few positions that are going to be filled over the next few months.

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

  Mr. Williams stated that HWU is putting money from capital allocations towards a study for a GAC filter project. It is a possible future project needed if we become required to filter out PFAS and PFOA. Tom mentioned to the board that there were a couple of tap fees waived for houses built by Habitat for Humanity.

  Tom reviewed the service fees rate table with the board and recommended a motion and vote for the change of COD fees in table E. He noted that the ordinance had been changed to require a COD surcharge last fall, but HWU failed to update the fee table to add the COD fee. These fees were passed by our HWU board and do not have to go to the city commission. Motion was made by Commissioner Julie Wischer and seconded by Commissioner Gary Jennings. All commissioners voted aye. No opposition. Motion carries.

**F. BUSINESS**


  Tom Williams informed the board that HWU did an RFP in May and has chosen a couple of engineering firms. GCC Engineers from Paducah will be doing design work for a solar panel project at the NWWTP. With the new generation rate from HMPL, HWU will be getting a break on power costs 24/7, even when the sun is not up.

  HWU is also relocating transformers for the blower buildings from poles to ground mounted transformers which are a safer design and less susceptible to damage. Three I Engineers is going to be doing this project. Three I Engineers is also going to be awarded a miscellaneous electrical services agreement for anything we might need in the next 3 or 4 years.

  Motion was made by Commissioner George Jones and seconded by Commissioner Julie Wischer to approve Action Report 2020-15 – Electrical Design Services as detailed in the written Action Report. All commissioners voted aye, no opposition. Motion carried.

  Action Minutes 2020July20
• Action Report # 2020-16 – Residential Water Meter Project – FY 2020

Tom conveyed to the board that he has been working for 10 years to get HWU to start replacing water meters and we have finally gotten to the point where we can start this project. HWU hopes to enter into a contract with United Systems in the next few weeks for the meters.

Motion was made by Commissioner Julie Wischer and seconded by Commissioner Gary Jennings to approve Action Report 2020-16 – Water meters as detailed in the written Action Report. All commissioners voted aye, no opposition. Motion carried.

• Action Report # 2020-17 – Final Design of Sand Lane Pump Station

Tom Williams noted that in the area of Fairground Ln. and Sandefur Dr. along that section of Sand Ln. toward Green St., HWU has no way to service any of that property. HWU is looking to build one large pump station to service that area in the future. It would also replace Rolling Hills and Fair St. pump stations which are old and need to be retired. This is something that HWU will not be doing for 4 to 5 years, but needs to plan for it. Donahue Associates will be working on this for us and HWU will be taking money out of the capital budget and putting it towards final design.

Motion was made by Commissioner George Jones and seconded by Commissioner Gary Jennings to approve Action Report 2020-17 – Sand Ln. pump station as detailed in the written Action Report. All commissioners voted aye, no opposition. Motion carried.

G. EXECUTIVE SESSION – Requested

• To Discuss Matter Regarding Future Acquisition or Sale of Real Property, Pursuant to KRS 61.810 (1) (b)

Motion was made by Commissioner George Jones to go into Executive Session to discuss matters regarding future acquisition or sale of real property pursuant to KRS 61.810 (1) (b). Commissioner Julie Wischer seconded the motion. Motion passed with all ayes, no opposition.

Upon return from Executive Session, motion to adjourn was made by Commissioner Julie Wischer, seconded by Commissioner George Jones, with all commissioners voting aye, no opposition. Motion carried.

The next regularly scheduled board meeting will be held Monday, August 17, 2020.
FINANCIAL REPORT
PLANT OPERATIONS REPORT
General Operations:

A. Treatment Plants – Overview:

1. Operations:

   KYDOW Inspection: On July 21st the South Water Treatment Plant had its annual inspection with Kentucky Division of Water. This was the first inspection with our new inspector, Jennifer Miller. Ms. Miller also inspected our South Wastewater Treatment Plant earlier in the year. This year’s inspection was conducted differently in many ways due to COVID-19 restrictions which KYDOW has placed on its inspectors. Instead of entering the plant, Operations Staff provided all documentation and pictures electronically. Ms. Miller then visited each of our tanks and tested chlorine levels in our South distribution system, with the Treatment Manager. Both wore masks, drove separate vehicles, and maintained social distance. While this inspection was performed with restrictions, the inspector was quite pleased with all areas and the knowledge of our staff with which she spoke. No violations were noted, nor were any suggestions of improvement provided.

2. System Water Quality:

   Water Quality Calls: There was one water quality call in July.

   721 Barret Blvd: On July 22nd a customer called and stated that there were worms in the tank on his vaporizer. He requested that his water be tested since he fills the tank of his vaporizer from his sink. The water quality specialist sampled water from the home as well as hydrants before and after the home. There were no issues found with the water. All chemistries were normal, and Bac-Ts were negative. Examination of the worms and some internet identification indicated the worms were likely moth fly larva. It was suggested that the customer clean the tank regularly rather than simply refilling it. The following day the customer made a point to contact the Treatment Manager to inform that the Specialist had not only been courteous and knowledgeable but had gone above and beyond to provide excellent customer service.

3. Personnel:

   Staffing Levels:

   a. Water Quality: Full operational staff.


   c. North Wastewater: Full operational staff.

   d. South Water: Dakota Matheny began his work as the relief shift operator on 8/3/2020. He has since been training with the operators, and while still quite new, is showing promise.

   e. South Wastewater: Full operational staff.

g. Treatment Intern: This position is currently unfilled.

4. Projects:

Safety: Small safety projects continue as the “low-hanging fruit” is picked at the plants. Staff installed additional signage and hearing protection stations. They are updating and installing new SDS stations and will soon begin labeling all chemical lines with yellow safety labels.

Sludge Dewatering: Operations and maintenance staff are reviewing specifications for the pilot testing of two screw presses from different companies in the fall. These trials should give us significantly more data on potential options for future sludge pressing.

Plant Beautification Efforts: This effort is continuing throughout the plants on an ongoing basis.

B. North WTP:

1. Treatment Quality:

Water Quality Goals: All regulatory goals were met.

2. Operations & Projects:

Treatment Challenges: Plant staff has spent the last month preparing for disinfection by-products testing. As reported a few months ago, this is the most difficult quarter for testing due to heat, but previous results have provided an excellent point to work with since compliance is based on a running quarterly annual average.

Operations: Average water consumption increased by nearly a million gallons per day in July compared to the previous month. Operations staff has reviewed the usage and has not seen excessive usage in any one area that would indicate a leak. As of the beginning of August, usage rates appear to have normalized, again suggesting that it was used water and not leaked, though we may know more when the billing cycle concludes.

3. Average Water Treated and Water Pumped Data Trend:

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

1. **Treatment Quality:**

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

   **Biosolids Quality & Hauling:** Hazex continues to meet hauling demands.

2. **Operations & Projects:**

   **Dry Weather Flow:** Dry weather flow had appeared to set in this month with flows as low as 4.3 MGD in late July. However, heavy rains caused surges of flows up to 15.5 MGD again in early August. These variations prove the usefulness of being able to easily switch clarifiers between series and parallel operations.

   **Headworks H₂S:** Staff continues to monitor hydrogen sulfide levels on the headworks, and levels show to be quite high. While we suspect that these levels have always been this high during the summer months, we now have data proving it. This has led to the plan of putting a large fan in the area that should provide fresh air during times of little wind, as well as us moving forward with the investigation of a chemical solution within the lines entering the plant. H₂S also has a corrosive impact on concrete and metal.

   ![Graph showing hydrogen sulfide levels](image_url)

   **UV Lamps:** Replacement of lamps and seals will commence mid-August, weather-permitting. Preparations for purchase of another bank of lamps and seals is currently underway.
D. South WTP:

1. Treatment Quality:

   **Water Quality Goals:** All regulatory goals were met.

2. Operations & Projects:

   **Treatment Challenges:** Odd rain patterns continue to cause issues, though operations staff continues to maintain quality drinking water for our customers.

   **Ongoing Beautification:** Operations staff has tried to use the summer temperatures to our advantage and complete a few jobs. Some of these include cleaning and repainting doors, replacing some of the wall panels in the chemical and filter buildings, as well as other odd outside jobs. While these things tend to be further down the priority list than most, the completion of them is a subtle but needed improvement.

3. **Average Water Treated and Water Pumped Data Trend:**

   ![Graph of average water treated and pumped data trend]

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

E. South WWTP:

1. Treatment Quality:

   **Effluent Quality:** The plant continues to perform well, and all regulatory goals were met.

   **Biosolids Quality:** Hazex continues to meet hauling demands.

2. Operations & Projects:

   **Magnesium Hydroxide:** We continue to work with the supplier, including the one installing a pump at our location to alleviate any settling in the line. The last two shipments have had settling occur in the tanker truck, with the supplier deciding to not invoice for these. The increased usage we were seeing appears to have been due to loading from our customers, and not due to the chemical change. We will continue investigating to determine if the chemical needs to be rebid.

   **Blowers:** Maintenance continues to work on the aeration blowers that are out of service. They have a game plan and are working toward having them all in service ensuring redundancy. This became particularly important this month when Blower #5 failed and had to be sent for repairs.
F. **Plant & Pump Station Maintenance:**

**NWWTP Digester #1:** Repairs to the digester have begun. Diffusers have been replaced, and piping is being laid. The project is currently on hold until we receive the correct 8-inch pipe clamps.

**NWTP Backwash Actuators:** Both Valves have now been installed by Bowling Inc. We are working on getting the actuators installed and wired. These valves, both installed during the 1989 expansion, were also found to have bad rubber seals.

**NWTP Basin 1 Drawdown Actuator:** The new valve, actuator, and extension tubes have been ordered from King Mechanical. They will be installed once they arrive. We have met with King Mechanical twice now, as they are beginning to fabricate the extension tubes. The actuator and plug have been received. Once the tubes are received, we will begin the installation. We are waiting for King Mechanical to finish the fabrication so we can get our electric installed to the new actuator.

**Industrial Park Pump Station:** Pump #2 was found to be single-phased due to a screw backing out inside one of the starters. We are waiting for Galloway to run some new conduit and a junction box which will make installation and removal significantly easier. Once this work is completed, we will install the pump.

**SWWTP- Decant Pump Station:** Both pumps were shorted to ground and determined to be non-repairable. New Homa pumps have been ordered from KLM Sales and will be installed once they are on site.

**Fair Street Booster:** This pump has been repaired, and we have repaired the suction fitting on the volute. Timmons has sealed off the electrical conduit. We will make a few modifications to the conduit before installing the pump on August 12th.

**Atkinson Park Pump Station:** We replaced the impeller on pump #1 due to cavitation and general wear. We are hoping the new impeller cuts down on the number of times the pump needs to be cleared of the “Flushable” wipes. The new impeller appears to be passing more of the wipes though as it wears. We expect to see increased clogging again due to the location of the pump.

G. **Pretreatment Program & FOG Services:**

**Industrial Pretreatment Activity:** Third quarter surcharging was sent out this past month.

H. **Distribution Operator Update:**

**Fire Hydrant Flushing:** Fall flushing will begin this month.

**Fire Hydrant Painting:** Painting the remainder of our fire hydrants should start around the end of September when the contractor has finished other jobs.

**Corrosion Control Monitoring:** After correcting an internal setting and calibration, these devices are working properly. Staff will soon begin reviewing the data to help make operational decisions for corrosion control.

**4 Star Tank Rehabilitation:** A start date of August 24th has been set for the blasting and painting of 4 Star Tank.
FIELD OPERATIONS REPORT
General Operations:

A. Overview:

1. Operational:

   Valve Exercising: A tremendous amount of progress was made with valve-exercising while we had a rental unit. Not only have we zeroed in on what we want, but a significant portion of our system’s valves have been turned and had valuable data collected.

   The map below represents 194 exercised valves. As you can see on the table to the left, there is a lot of data being captured. Some of it is data that is also being corrected, which increases the reliability of what field crews depend on in emergency situations.

   We are moving forward with preparing a bid specification for the purchase of a truck-mounted unit, hopefully to be mounted on a truck that we already have in our fleet. Total cost of this is going to be in the $90,000 range.

2. Personnel:

   Specialist: Fully staffed.
Collection System Operator: Pending.

Utility System Worker 1: Fully staffed.

Utility System Worker 2: Fully staffed.

Utility System Worker 3: Fully staffed.

Crew Leader: Fully staffed.

B. Automation Department:

WWTP Digester 3&4: There was a problem with the plant Wi-Fi resetting itself every 15 minutes looking for a better signal. This was a problem in the communications settings and has been fixed.

Fair St. Booster: A contractor hit the overhead power line for the station on July 29th which left us with no way to fill the College tank. We coordinated with Galloway Electric and HMPL to assess and repair the damage. The overhead wiring, conduit, damaged wire, and the electrical inspection were completed, and the station was back online in three hours.

City-Wide SCADA Wireless: We have received a quote from MASH Networks and are reviewing the information.

C. SOC General / HWU General:

Other Capital items that are in the queue for replacement of current end-of-life equipment:

- Mini Backhoe ($40,000): This will be a replacement for a current mini.

- Sewer Inspection Push Camera Unit ($25,000): This will be a replacement for a current system that is at end-of-life.

- Track-Hoe ($280,000): This is tentative but would be a replacement for two units at the end-of-life. Not having a dependable unit runs the risk of not being able to respond quickly to emergency line breaks/repairs. However, it is not a routinely needed piece of equipment, making it hard to allocate the amount of money towards purchasing/leasing. With an infrastructure that’s aging and unpredictable, we are discussing if deferring this cost is an acceptable risk (seeing that breaks NEVER happen during normal business hours).
D. Customer Service: Customer Service Calls and Work Orders (NORTH):

1. The tabulation below shows calls we responded to last month. This tabulation by no means represents all of the calls that came in. We provided the following services:

<table>
<thead>
<tr>
<th>Water Line and Service Maintenance</th>
<th>Qty.</th>
<th>Sewer Line and Service Maintenance</th>
<th>Qty.</th>
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</thead>
<tbody>
<tr>
<td>Water Main Repairs</td>
<td>3</td>
<td>Sewer Main Repairs</td>
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<tr>
<td>Water Service Line Repairs</td>
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<td>Water Meter Inspection</td>
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<td>Sewer Manhole Repairs</td>
<td>1</td>
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<td>Water Meter Changes</td>
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<td>Sewer Main Cleaning</td>
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<td>Water Meter Repair</td>
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<td>Sewer Main Grease Removal</td>
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<td>Sewer Overflow Calls</td>
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<td>Water Meter Reposition</td>
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<td>Sewer Backup Calls</td>
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<td>Water Meter Box Cleaned</td>
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<td>Sewer Blocked Calls</td>
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<tr>
<td>Water Meter Locate</td>
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<td>Sewer Odor Calls</td>
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<td>Water Meter Leak Detection</td>
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<td>Sewer Service Line Locates</td>
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<td>Fire Hydrant Repairs</td>
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<td>Low Water Pressure Calls</td>
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<td>Water Leak Calls</td>
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<td>Water Quality Calls</td>
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<td>No Water Calls</td>
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<td>Turn Water Off/On Calls</td>
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<td>Install Temporary Hydrants</td>
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<table>
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<th>Stormwater Maintenance</th>
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<td>Storm Intake Repairs</td>
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<td>Stormwater Flooding Calls</td>
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<td>Clean/Unblock Intakes</td>
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<td>Sewer Taps</td>
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<td>Sewer Tap Locates</td>
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<td>Water Meter Installation</td>
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<th>Miscellaneous Services</th>
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<td>Sink Hole Calls</td>
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<td>Inspect Misc. Items</td>
<td>27</td>
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<tr>
<td>Smoke Test Lines</td>
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<tr>
<td>Camera Inspect Lines</td>
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<td>Downspout Letters Mailed To Date</td>
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<tr>
<td>Downspout Removal Requests: Total Complied and Re-inspected</td>
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**HWU Service Call Summary**

- **1 - Water Line and Service Maintenance** (Total Calls in 18 Sub-Categories)
- **2 - Stormwater Maintenance** (Total Calls in 4 Sub-Categories)
- **3 - Pump Station Maintenance** (Total Calls in 4 Sub-Categories)
- **4 - Sewer Line and Service Maintenance** (Total Calls in 10 Sub-Categories)
- **5 - New Services** (Total Calls in 4 Sub-Categories)
- **6 - Miscellaneous Services** (Total Calls in 4 Sub-Categories)
- **7 - Regulatory Issues** (Downspout Letters Mailed)
E. Collection System:

Crews are performing routine maintenance and repairs.

Tom and Ken continue to coordinate with the Ellis Park design team on where and how their wastewater may discharge into our collection system. **(No Recent Updates)**

The Myrene Drive Pump Station force main project officially started on July 27th. After two submittals by the contractor about possible deviations from the design, Ken Ferry met with the contractor and our engineer on site on August 4th to discuss the project. Deig Brothers is currently potholing all known utilities in the designed pipeline route in order to best determine a pipeline depth that will keep it accessible for future maintenance and repair while keeping the number of air release valve structures at or near the design quantity and keeping the project within the current budget. Actual construction is now anticipated to begin around August 17th.

F. Distribution System:

After getting all of the lines exposed on the Seller’s Ditch Project and seeing how little room we had to work with, we thought it would be best to Insta-Valve the line on both sides of the creek and then cut out enough of the old main to just pull the new poly main over into line with it and connect it using a 12” flange x 10” MJ reducer. Trying to do it how we had originally planned would not work. We were going to use two 45-degree fittings, but once they were put together, they would not align the two pipes. Those parts are on order and should be in any day.
G. *Stormwater Projects:*

Crews are performing routine maintenance and repairs.

H. *Stormwater Phase II:*

Bart Boles wrapped up the gathering of documentation requested by the Division of Water and submitted it before the August 7th deadline as a follow-up to the virtual audit of our annual report that was held last month.

I. *Information Systems Department:*

**Windows Server License:** We purchased Windows Server Datacenter 2019 with Software Assurance (SA) and Server Client Access Licenses (CALs). The total cost for Server licenses and CALs was $16,683.36. Datacenter allows us to install an unlimited number of Windows 2019 virtual machines on our VMWare cluster. The alternative is purchasing a new license each time a new virtual machine is created/upgraded. The Server licenses are perpetual; however, the SA component, comparable to a subscription, gives us access to any future Windows Server release for a period of two years for no additional charge; furthermore, after two years we can renew SA for a reduced cost. Several CALs equaling the number of users who will be accessing a server must be purchased. In our case we purchased 70. Microsoft Server products require a CAL for each unique client regardless of how many will be connecting at any single point in time. Funds for this expenditure were taken from the “Unallocated Capital Funds” line of the FY 2020-2021 Capital Budget.

**Water Meters:** City and HWU IT met with United System and Software to discuss the IT portion of the AMR/AMI meter project. We discussed the integration with the City’s ERP, New World, meter reader logistics and communications.

J. *GIS Department:*

No updates to report.
<table>
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<tr>
<th>Date</th>
<th>Crew</th>
<th>Address</th>
<th>Comments</th>
<th>Jamie's Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/7/2020</td>
<td>Wade Powell, Adam Skaggs, and Donell Horn</td>
<td>914 Oakcrest Drive</td>
<td>Kathy Dale called to thank our guys for coming out immediately and taking care of the stormwater problem she had just reported to us the day prior. She was very appreciative.</td>
<td></td>
</tr>
<tr>
<td>7/14/2020</td>
<td>Louis Ashby and Aaron Rosenhamer</td>
<td>1951 Springfield Drive</td>
<td>Patricia Girten called to thank us for coming out the same day as she called to fill in a sink hole in her yard where a crew did stormline work earlier this year. She said they did a great job.</td>
<td></td>
</tr>
<tr>
<td>7/22/2020</td>
<td>John Zahn and Dion McGuire</td>
<td>237 Hackberry Drive</td>
<td>Linda Royster called to tell us how happy she was that we came out only an hour after she called us requesting that her water meter lid be raised.</td>
<td></td>
</tr>
</tbody>
</table>

00 Service Request Tags Given Out
00 Work Order Tags Given Out
00 Door Tags Returned
ENGINEERING REPORT
A. Water Projects

1. South Water & Wastewater Plants – Influent/Effluent Lines and River Intake: (No Change)
   Plans to implement our 2014 study to reconstruct our potable influent and wastewater effluent lines, as well as modifications to the Big Rivers intake structure on the Green River were developed by J.R. Wauford Engineering.

   HWU had planned to bid the Raw Water Influent and Effluent line portion of the project during March 2020, with bids being due in April 2020, and construction to follow during the summer of 2020. The modifications to Big Rivers Intake structure were scheduled to begin the following year in the summer of 2021. However, during mid-march, A Big Rivers representative contacted us and stated that Big Rivers management had decided that they would not move forward with any project to allow us to locate raw water pumps in their intake structure, or any other modifications to our current agreement with them.

   HWU has worked with Wauford since that time, and has arrived at a preliminary plan to locate a new, HWU-owned Raw Water Intake on the Green River, near Sebree, specifically near the KY 56 bridge across the River, east of the Sebree interchange on I-69. This location allows us to be upstream of the hazards of a leaking ash landfill on the Big Rivers property. We anticipate a design effort for this project taking us late into calendar year 2020, so that construction of the new intake might be accomplished in the 2020-2021 fiscal year. Design and bidding costs for the new intake structure and influent/effluent lines is expected to be $478,000, with the first $100,000 in funds being appropriated from the current 2019-2020 Capital Budget.

   HWU realizes moving upstream will cause a large increase in cost, due to the increased length of the raw water supply line and having to construct a new intake structure. We believe some of the $8.0 million new project cost will come from bonding, grants and our cash reserves.

   Tom met with Tyson on the 10th of June to brief them on this project, the Tyson Tank painting project, and the Clearwell.

2. South Main Street Water Transmission Main – Hancock to Yeaman: (No change)
   Strand Associates has prepared plans for this project, which is estimated at $1.5 to 1.8 million and will be critical if a large water user locates in the South/College pressure zone (Riverport area). At this point, funds for this project are planned for FY 2020, and our model shows it to be a priority, even without new industrial use in the South/College pressure zone.

3. SWTP Clearwell
   This project was identified in the 2013-2014 South WTP Improvements report and has been on hold since we attempted to bid it the first time in 2015. At that time, painting and repair of the steel tank was going to cost nearly as much as complete replacement with a concrete tank, and the concrete version had a lower life-cycle cost, since it didn’t have to be painted every 15-20 years. This project has now been readied for bidding, and we’re awaiting the results of a grant application to a couple of agencies to defray a portion of the cost.
4. **South Water Treatment Plant Backwash Pump System**: This project came out of an operational review of the South WTP, which shows that the filters undergo backwash for extended periods, reducing the production of water for sale. To speed up the backwash process, we have designed a pumped backwash system that will provide more head differential, speeding the process and allowing the filters to be returned to service much faster after cleaning. Project will cost around $420,000.

5. **Residential Meter Replacement**: Board approval granted in August 2019 to move forward with replacement of up to 1,000 meters in this fiscal year. An RFP document went out on February 5th and six proposals were received on March 18th. We’ve reviewed the proposals and put together a scoring grid. We met with both companies separately in June to discuss their proposals. The decision was made to award the contract to United Systems after speaking with the two low bidders. It has been a slow process, but we feel this is time well spent, as the total investment in meters and AMI/AMR may approach $3 million over time. Board approval given in July 2020 to proceed with an Advanced Metering Infrastructure (AMI) project, and we have now executed an agreement and ordered the first 480 meters for this project. Moving forward over the next few months to provide data to the contractor, United Systems, to design the data collection system, and to implement required software upgrades in the billing system.

6. **Sellars Ditch Water Main Crossing**: This bored replacement for a 10” main parallel to Old Madisonville Road was approved at the September meeting. We had a similar situation for a downstream crossing in 2017, parallel to U.S. 41A, and successfully bored that in an emergency situation. The current project involves similar work, as the existing main, circa 1967, has become exposed by erosion of the creek bank.

Mofield Brothers Construction completed the Sellers Ditch installation of 660 feet of HDPE Water Main during the last week of February with no issues. HWU was progressing well with the tie-ins but had to order a few more valves to finish. There was a delay in getting these valves in due to the long lead time. HWU is expected to finish the project during the week of August 14th, weather permitting.

7. **South Water Treatment Plant – Painting/Repair of Secondary Clarifier**: The Secondary Clarifier at the South WTP, original to the plant in 1996, is being blasted, painted and repaired under a contract with Mohon Blastings and Coatings of Beechmont, KY. This project was completed during July 2020.

8. **Four Star Tank Painting and Renovation**: We secured the title to the Four Star Tank in 2019, and have designed, bid, and awarded a project to paint and rehab it, at a budgeted cost of $720,600, including design and inspection fees. J.R. Wauford is responsible for engineering and project management. G&L Sandblasting and Coatings was the successful bidder at $642,000 and is set to begin work in August. We had a pre-construction meeting on July 22, 2020 with Wauford, G&L Sandblasting, and Mid-South Tank Consultants, who will be responsible for inspecting the coating systems. The Notice to Proceed for this project is August 24, 2020 with a completion date of December 21, 2020.
9. **Washington / Vine Water Main: (No Change)**

We have a project under design with Strand, that picks up the new 20” line at Washington/Green, and runs it down Washington to Alvasia, and across to the Vine Street line. This Project provides an alternate pathway in the HWU distribution system to get water to the Vine Street tank. The tank is currently served by a 20” cast iron main that runs down Green Street, is more than 100 years old, and has experienced several breaks. The new line takes a different pathway to the tank and allows the tank to be filled if the old line breaks and is shut down. The project cost breakdown is as follows: Design/Bidding Services: $70,600; Construction Engineering: $19,300; Estimated Construction Cost: $1.5 M. HWU expects this project to start in 3-5 years, with an April 2024 bid date, June 2024 construction date, and be completed in October 2024.

HWU received approval for this project on May 22nd from KDO. Permit Instructions were also sent as a part of the project approval from KDO.

**B. Wastewater Projects**

10. **Atkinson Sewershed Study - Myrene Drive & Atkinson Park Sewer Pump Station and Force Mains:**

Official startup of the new Pump Station took place during the first week of March 2020 with M. Bowling Construction turning the station over to HWU shortly thereafter. The new Myrene Drive Pump Station is now fully functional and complete. Minor work remains, including landscape work and seeding.

The Myrene Drive Force Main project, which runs from this station to the Atkinson Park Pump Station, consists of over 4,600 of 12” pipe, installed along Sunset Lane, Johnson Drive, Springwood Drive, and North Elm Street. Bids were received on June 4th from two separate Contractors. The successful bidder was Deig Brothers of Evansville, IN at $1.3 million.

Deig Bros. has begun potholing of existing utilities, and this may lead to a change in plans related to directional drilling. Portions of the directional drilling would have been required to be so deep that it may not be practical to do all the sections we had hoped. Still working with the Contractor and Engineer on possible changes.

**C. Stormwater and Separation Projects**

11. **Countryview Subdivision Stormwater Project: (No change)**

Phase one of this project was completed during the calendar year 2019, including paving.

Work has also begun on design of the next phase, with Qk4 leading that effort. Our plan is to design in this FY, and jointly fund with the City a next phase of construction in the 2020-2021 FY, probably bidding that in summer of 2020.

12. **Atkinson Street Stormwater Project – Helm to Clay: (No Change)**

We have designed a project to address standing water on the portion of Atkinson Street near the offices of Home Oil & Gas, which occurs during many rain events. Heavy traffic in this area throws water from the street up against and into Home Oil’s offices. The project separates a small area from the combined system, which is over-taxed during storms, and redirects the flow in a dedicated stormwater pipe to a ditch behind the Home Oil complex. Home Oil has dedicated an easement for this work, and we are working on specifications and bid documents in hopes of getting this done in 2020.
13. Chestnut/Norris Stormwater Project:
This small stormwater project will allow us to separate 9.1 acres of land out of the combined sewer system and reduce overflows at the Ragan Street CSO location. Bids were received on 13 May, and the project was approved during the May Board Meeting. M. Bowling began work on this project during the week of June 1-5. This project was completed during the last week of July 2020.

14. Center & Julia Phase III-B Stormwater Project: (No Change)
This stormwater project includes a crossing under the CSX tracks near the old depot. We have signed a task order with J.R. Wauford for updated survey and design work. We have provided insurance information to CSX for our permit, and have received a revised invoice, reflecting savings from insurance we already carry that was included on the first invoice; this cut the cost from about $40k to $20,400. The permit has a five-year time limit to start construction, so we’ve moved the project up in the Strategic Plan to accommodate that timeframe.

HWU has received the approved Stream Construction permit and the Water Quality Certification from KDOE. We’ve met with all the property owners and have all easements signed. SHPO satisfied with documentation presented on the “historic” culvert, and we have received the final permit required from the US Army Corps of Engineers.

D. General Administrative / SOC

15. Solar Power Project at NWWTP
We have a new project under design to install solar panels near HWU’s North Wastewater Treatment Plant. This Project has been awarded to GCC Engineers, LLC, of Paducah. GCC will prepare a preliminary design report assessing layout/location on property near the existing plant site and include preliminary cost estimates and estimates of savings and a payback period. This project is made possible by HMPL’s adoption of a “Distributed Energy Generation” rate, which may lead to savings on power use at this plant. The Schematic design up through an ROI analysis will be performed for $6,500. We are currently in the first stage of design services with GCC.

16. Install Backup Generators at Critical HWU locations (No Change)
Three I Engineering has prepared plans to install Backup Generators at the Main Office, North Water Plant, North Wastewater Plant, South Water Plant, and South Wastewater Plant. The funding will come from a 138k grant that was approved from the Kentucky Office of Homeland Security. We’re preparing bid documents with hopes of having bids due sometime in September.
HUMAN RESOURCE & SAFETY REPORT
HWU Human Resources Summary: August 17, 2020

**Staffing Levels:**

1. Water Treatment Operator I [1 SWTP position]: employee started August 3rd
2. Collection System Operator [1 position]: waiting on direction from department
3. Locator/Geospatial Technician [1 position]: waiting on director from department
4. Project Engineer [1 position]: summer intern being vetted for position
5. Administrative Assistant [1 position]: no request for action
6. **Treatment Plants – Seasonal Worker [4 positions]:** no request for action
7. **Seasonal Treatment Intern [2 positions]:** no request for action

**Safety Report (as of 7/31/2020):**

<table>
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<tr>
<th>Incident Rates</th>
<th>HWU</th>
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<table>
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<tr>
<th>Hours Worked</th>
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<tbody>
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</tr>
<tr>
<td>➔ Transfer/Restricted Cases</td>
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<td>0</td>
</tr>
<tr>
<td>➔ Actual # Days Restricted Duty</td>
<td>0</td>
<td>0</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: \# Cases x 200,000 / Employee Hours Worked
- Change data compared to data at the end of the previous month.

**Other:**

- First reading of city ordinance updating employee manual removing civil service hiring and testing process regulations occurred on August 11th.
- For the period of March 23 – July 31, HWU employees that were directed to stay at-home and/or for emergency paid sick leave pursuant to the federal Families First Coronavirus Response Act (FFCRA) were paid 5,208 hours at a total of $100,594.78.

**Upcoming City-wide Events:**

- 76 of 82 HWU staff have completed the online drug & alcohol awareness training.
GENERAL MANAGER’S REPORT
General Manager Report
17 August 2020

Regulatory Issues
Nothing to report.

COVID
We are back to full strength on the Field and Maintenance crews, as of 4 May, and note no problems so far. Crews and office staff continue to maintain physical separation as much as possible, and we are continuing disinfection and sanitization of surfaces, and other best practices. Offices reopened on 18 May, but that wasn’t a big deal, since we have little outside traffic. To date, negligible impact on our operations, and everyone seems to have adjusted to the new normal.

8th & Green Streets – Water Leak
Just for the record, the (nearly) complete expense for the mid-June leak on Green Street was $52,724.61. Take-away from this is, we can spend a lot of money in a brief time and a small space. The majority of that was for paving and street repair.

Civil Service
We have talked for several years about the Civil Service system, and how it hamstring us in a lot of ways, whether from hiring employees, diversifying our workforce, and especially in succession planning. After one last push, the City Commission has agreed to consider making that change. Under this plan, existing employees who have Civil Service protection will not lose it, but any new employee, or any old employee who promotes into a new, non-Civil Service position, will be outside the old system, and basically an employee-at-will. The City’s ordinance that implements this change is available for review on request. It had first read on 11 August and will take effect, if passed on 2nd read next week, on 1 September.

One aspect of this is a stipulation that no immediate relative of a City Commissioner or HWU Board member may be hired, nor can a Commissioner or Board member serve as a reference for any prospective applicant.

We’ll move forward soon with filling the new slots that were in our FY 2020-2021 budget, including a Collection System Operator, and an additional Locator.

Safety
Also in a personnel mode, we have been working with the City to hire a replacement Safety and Training Manager, and have had a great deal of interest (over 40 applications), which we whittled down to 7 for Zoom interviews, and then 3 in-person interviews. While not quite ready to announce, we are excited in having a new person, and a new paradigm where Safety reports directly to me and to the City Manager. We are going to use this opportunity to reinvigorate a program that has frankly lagged where it should be. Instilling a culture of Safety is our goal.
**Engineer**

This is the month for personnel announcements.

We had a *project engineer* intern selection process early this calendar year, and *Warner Mattingly* has been with us all summer. We’re happy with his progress, he’s now returning to UK for his last semester, and we have let him know that when he graduates, there’s a place for him here. Excited to take this step, which is a big deal as we approach the time where our senior engineering talent will be retiring. Warner will be a contract employee, and one of the stipulations of that contract will be getting his PE license within a reasonable period.

**Easement Correction**

*At River’s Edge Subdivision*, off South Main Street, we have a force main pipe installed in 2015 that is off its dedicated easement. In discussions with the property owners, they have agreed to enlarging the easement, if we will pay the costs of installing the final coat of asphalt on their street, Rivers Edge Drive. We estimate the cost of this at $5,000. Given what we’ve paid for other riverfront easements, this is a reasonable request, so with your approval we will proceed with that expense and get the corrected easement documents recorded.

**Policy Revision – F-500 – FOG**

Discussions with larger users under the *Fats, Oils and Grease Management* policy have led us to make a relatively minor change. Large institutions (Class 5, being hospitals, schools, etc.) are currently required to install 2,000-gallon grease interceptor tanks. What we’ve learned since this policy has been in effect is that the increase from a 1,500-gallon tank to a 2,000-gallon tank greatly increases costs, due to needing a crane to set the larger tank. We’re modifying the policy to require only a 1,500-gallon tank for these installations, or to allow multiple smaller units to be used in series, where shown to be required.

With your approval of this change, we’ll help local institutions, while still protecting our collection system from these substances.
1.0 POLICY STATEMENT: The City Code of Ordinances contains the following sections:

**Chapter 23-27 Use of public sewers**

(e) Prohibited discharges into sanitary sewer and combined sewer. No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will interfere with performance of the POTW. These general prohibitions apply to all such users of a POTW whether or not the user is subject to national categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements. A user shall not contribute the following substances to the POTW:

(4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the wastewater facilities.

**Chapter 23-98 Water and sewer charges**

(a) Special rates:

(1) If the sewage, water or other liquid wastes being discharged into the sewers from any building or premises is determined by the city to contain unduly high concentrations of any substances which add to the operating cost of the sewer facilities of the city, the city may establish special rates or charges as to such class of building or premises, or the city may require the owner or other interested party to specially treat such sewage, water or other liquid wastes before it is discharged into the sewers.

(2) The city may establish rules and regulations regarding the use of the sewer facilities which may control the amount and characteristics of wastes permitted to be discharged therein where such quantities or characteristics may be injurious to the works or deleterious to their operation.

Environmental regulations and best practices require the Henderson Water Utility (HWU) to prevent sewer system blockages and obstruction in its sewer system caused by fats, oils and grease (FOG). Pollution discharge limits are specified in the City Code of Ordinances.

The management of an effective FOG program with commercial and industrial facilities, and food service establishments (FSEs), will help to prevent sewer system overflows and will reduce operational costs to HWU.

2.0 SCOPE AND IMPLEMENTATION

2.1 DEFINITIONS:

a) **HWU**: Henderson Water Utility, a division of the City of Henderson, Kentucky.

b) **Fats, Oils & Grease (FOG)**: Organic polar compounds derived from animal and/or plant sources. FOG may be referred to as "grease" or "greases" herein.

c) **Food Service Establishment (FSE)**: Any establishment, business or facility engaged in preparing, serving, packaging, or making food available for sale or consumption. Single family residences are not an FSE, however, multi-residential facilities may be considered a FSE at the discretion of HWU. Food Service Establishments will be classified as follows:
"stub-out" locations to accommodate a minimum 1,000 gallon grease interceptor for each unit of the multi-unit facility.

3) HWU may allow sharing of grease interceptors by FSEs, with HWU approval of the grease interceptor sizing.

4) New multi-unit facility owners should consider suitable physical property space and sewer gradient that will be conducive to the installation of an exterior, in-ground grease interceptor when determining the building location.

5) FSEs located in a new multi-unit facility shall have a minimum of a 1,000 gallon grease interceptor installed, unless that FSE is identified as a Class 1 facility. Class 1 FSE facilities are exempt from the requirements to install grease interceptors. Sanitary wastewater, or black water, shall not be connected to GCE.

d) **Variance to Grease Interceptor Installation:** At the discretion of the General Manager, some FSEs may receive a variance from the required installation of a grease interceptor.

e) **Approval of Grease Control Equipment:** All new FSEs and FSEs that have upgraded their facilities must contact HWU for final approval of the grease control equipment. This will include onsite inspection of the grease control equipment by HWU. Failure of the FSE to contact HWU to conduct the inspection of the new GCE will result in escalation of enforcement action.

f) **Grease Control Equipment Sizing:**

Unless otherwise stipulated by HWU, minimum acceptable size of grease control equipment for each FSE Classification will be as follows:

**Class 1:** Deli, Ice Cream shops, Beverage Bars, Coffee Shops, Mobile Food Vendors - 25 gpm/50 pound Grease Trap

**Class 2:** Limited-Service Restaurants / Caterers - 1,000 gallon Grease Interceptor

**Class 3:** Full Service Restaurants - 1,000 gallon Grease Interceptor

**Class 4:** Buffet and Cafeteria Facilities - 1,500 gallon Grease Interceptor

**Class 5:** Institutions (School, Hospital, Jail/Prison, etc.) - 2,000 gallon Grease Interceptor, or multiple, two 1,000 to 1,500 gallon units installed in series, if shown to be required.

The grease control equipment minimum acceptable size for the above listed FSE classifications (Class 1 through 5) must be met. The FSE shall submit calculations based on code, industry standard or best practices, if different sizes are proposed. Sizing of the GCE is the sole responsibility of the FSE.

For discharges from a dishwasher, the GCE size shall be increased a minimum of thirty percent (30%) of the minimum sizing requirement, to prevent short-circuiting when the extremely hot water from a dishwasher is introduced to the GCE.

HWU will review GCE sizing information received from the completed Grease Control Inquiry Form or the FSE’s engineer, architect or contractor. HWU will make a decision to approve or require additional grease interceptor volume based on the type of FSE, the number of fixture units, and additional calculations.
Note: For Category 4, any penalties and/or costs to be assessed at the maximum penalty allowable by applicable law and included as part of the legal action.

Assessments for damages or destruction of the facilities of the WWTP, and any penalties, costs, and attorney’s fees incurred by HWU as the result of the illegal activity, as well as the expenses involved in enforcement, are not part of this penalty assessment procedure.

3.0 RESPONSIBILITY: The HWU Environmental Compliance and Pretreatment Coordinator/Director of Plant Operations shall be responsible for the overall coordination for this process, under the direction of the Director of Plant Operations and may assign duties under this policy to other staff.

Exceptions to this policy must be approved by the General Manager.

APPROVED:

___________________________________________
Tom Williams, P.E.
General Manager
BUSINESS

- Action Report # 2020-18 – Property at 1383 Commonwealth Drive
- Action Report # 2020-19 – Janitorial Services
- Resolution # 2020-20 – Declaration of Intent Related to Financing
Henderson Water Utility
Action Report #2020 - 18

To: Henderson Water & Sewer Commission
From: Tom Williams, P.E., General Manager
Subject: Property at 1383 Commonwealth Drive
Project No: 22.1804.0023
Date: 17 August 2020

Background:

- HWU operates our Systems Operation Center out of buildings located at 230 North Alvasia Street. Adjacent to that property is our SCADA Building and the attached Training Room at 208 N. Alvasia, which are separated from the SOC by an alley.
- The current SOC office building is at capacity, is nearing the end of its useful life, and will require replacement or complete remodeling in the not-so distant future. The building was part of a reclaimed lumber yard, is of wooden construction, is difficult to heat and cool, and is not ADA compliant.
- Field staff occupies a series of small frame structures between the alley and the larger SOC building. These offices also house some of our staff that procures and manages parts and small equipment. Portions of that structure were constructed using telephone poles with metal siding and it is falling apart.
- We had previously considered acquiring property across Alvasia Street from the SOC, but never came to full agreement on price with the current owner. Other times that we considered replacing the SOC included the Combined Services Center movement in 2007, and we looked at the Adams Street Development property around 5 years ago. Nothing came of those efforts.
- We acquired the building at 841 Third Street in April 2020 as a heated space to park the VAC and Wash Trucks, which have water tanks that must be stored inside during winter.

Recent Developments:

- We became aware in July 2020 of the availability of a 20,000 square foot warehouse/industrial building at 1383 Commonwealth Drive, the current home of Morris Tool & Plastic. Located on six acres, adjacent to the City’s Municipal Services Center, and in the Hoge Farm industrial park, this building has the potential to serve our needs well into the future.
- Location near the MSC will allow joint use of some facilities. The lot is large enough to accommodate construction of covered storage for equipment and vehicles, as well as a small addition to house our vehicle maintenance shop. We also anticipate being able to provide inside storage for the Vac/Wash trucks, and for small parts inventory.
- Extensive negotiations with the current owners, Richard and David Morris, have resulted in a preliminary agreement valuing the building and land at $1,250,000.

Financial/Budget/Legal Considerations:

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

- Staff proposes to acquire this building and to begin a planning process for remodeling to fit our short- and long-term needs for a new and expanded SOC.
- This project is an unbudgeted capital expense and will be appropriated from cash reserves. Appropriation will be $1,500,000, and includes property acquisition at $1.25 million, and funds to begin planning and design of modifications to accommodate our future use of the property.
- Under a Buy/Sell agreement negotiated with the Morris’s, we will take possession in less than 9 months, more likely at the end of this calendar year.
- Board approval authorizes the General Manager to initiate all work necessary to complete the acquisition of this property, including issuance of any bids, purchase orders, architectural or engineering services, task orders, change orders, or other authorizations required.
- Further Board approval will be sought prior to initiating any remodeling or construction project, and for eventual disposal of the properties at the current SOC location.

Respectfully Submitted for Approval:

__________________________
Tom Williams, P.E.
General Manager

Commission Action – 17 August 2020

PASSED:_____________  FAILED:_____________  TABLED:_____________
Henderson Water Utility
Action Report # 2020 - 19

To: Henderson Water & Sewer Commission
From: Kathy Manker, Purchasing Manager
Subject: Janitorial Services
Date: 17 August 2020

Background:
- Henderson Water Utility has many facilities with no staff members dedicated to cleaning. This is a service which we acquire through the bid process.
- While our current contract, bid last year, was eligible for an additional term, we decided to re-bid so that we could expand and better clarify the scope of this contract.
- Seven vendors were notified of the bid, plus it was advertised in The Gleaner, Facebook, Twitter, and published on our website.
- One qualified vendor, Epic Systems, submitted a bid. Epic Systems is the vendor who has our current contract.

Budget & Policy Considerations:
- The current annual cost is $15,510.84. The new contract cost will be $22,704.16, an increase of 46%.
- It is HWU’s established policy to take the bid(s) evaluated to be in the best interest of the Utility based upon the specifications set out in the original proposal document.

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

Recommendation & Approvals:
- Staff recommends awarding the contract for Janitorial Services to Epic Systems for the initial term of one year (September 2, 2020 – September 1, 2021) with the option of renewing within the terms of the bid document for an additional two, one-year terms if mutually agreeable.
- Board approval authorizes the General Manager to initiate all purchase orders, or other authorizations required to complete the implementation of this service without unnecessary delays.

Respectfully Submitted:

Kathy Manker, CPPO, CPPB
Purchasing Manager

Approved for Submittal:

Tom Williams, P.E.
General Manager

Commission Action – 17 August 2020

PASSED: _______  FAILED: _______  TABLED: _______
Resolution No. 2020 - 20
Declaring Official Intent Related To Financing

The following Resolution was duly adopted by the Board of Commissioners of the Henderson Water & Sewer Commission at a regular monthly meeting duly held on Monday, 17 August 2020, at which meeting a quorum was present.

BE IT RESOLVED, that the Henderson Water and Sewer Commission by and through its Board of Commissioners hereby requests that the City of Henderson, Kentucky (the “City”), by and through the City Commission, adopt a Resolution relating to financing the costs of new municipal water system improvements and additions (hereafter collectively “the Project”).

The resolution of the City shall constitute a declaration of official intent of the City to finance, through the issuance of one or more series of its general obligation bonds, revenue bonds or bond anticipation notes (collectively the “Bonds”) in an amount up to $6,000,000 of the costs of acquisition, construction and installation of the Project. All properties and facilities constituting the Project have an economic life of at least one year.

The Project consists of a new Raw Water Intake and Raw Water Pipeline, to be constructed on the Green River, at a point near Sebree, Kentucky, with a capacity of at least 8 million gallons per day, and at a total cost estimated to be $8.5 million. Project costs will include design, procurement and installation of equipment and piping, land and easement acquisition, and costs of startup, testing and inspection.
The Henderson Water and Sewer Commission acknowledges, and to the extent legally permissible to do so hereby resolves, that pending issuance of the Bonds, the City desires to proceed with payment of certain costs of the Project from existing funds, with the City’s intent and reasonable expectation of being reimbursed for such expenditures from the proceeds of the Bonds. The maximum principal amount of Bonds expected to be issued for the purposes of reimbursing the City and paying costs of the Project is $6,000,000.

The General Manager is authorized to deliver this Resolution to the City of Henderson.

**IN WITNESS WHEREOF,** having come before the Board of Commissioners on Monday, 17 August 2020, and upon Motion made by Commissioner ____________, and seconded by Commissioner ______________, the Board of Commissioners voted as follows:

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<th>Commissioner</th>
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<td>Commissioner, Paul Bird</td>
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<td>Commissioner, Julie Wischer</td>
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_________________________
Tom Williams, P.E.
General Manager
EXECUTIVE SESSION

- None Requested