AGENDA

HENDERSON WATER & SEWER COMMISSION
(270) 826-2421

October 19, 2020
Monday @ 4:30pm

A. ROLL CALL

B. REQUEST TO ADDRESS THE BOARD

C. APPROVAL OF MINUTES
   • Approval of Minutes from September 21, 2020

D. MONTHLY REPORTS
   • Financial
   • Plant Operations
   • Field Operations
   • Engineering
   • Human Resources
   • Safety and Training
   • General Manager’s

E. BUSINESS
   • Action Report # 2020-29 – Beechwood Storm Sewer Project
   • Action Report # 2020-30 – Hach Service Contract Renewals
   • Action Report # 2020-31 – Valve Exerciser Equipment and Truck

F. EXECUTIVE SESSION – None
REQUEST TO ADDRESS THE BOARD
ACTION MINUTES OF MEETING
September 21, 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, Bart Boles, Kathy Manker, Tim Fischbeck, and Deniese Jones. Others in attendance were Mayor, Steve Austin and City Manager, William “Buzzy” Newman. There were no members of the media in attendance.

This meeting of the Henderson Water & Sewer Commission was held on Monday, September 21, 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. APPROVAL OF MINUTES

- Approval of Minutes from August 17, 2020

Motion was made by Commissioner John Henderson and seconded by Commissioner Julie Wischer to approve the August 17, 2020 minutes as presented. All commissioners voted aye. No opposition. Motion carries.

D. MONTHLY REPORTS

- Financial – Discussed and approved as submitted.

Todd Bowley went over the financials with the board. Todd reported that revenues after 2 months are trending below our budget line but noted that it is not a significant variance. It could just be Covid-related fluctuations in usage or the fact that the aging of some of our receivables are going up. Mr. Bowley highlighted that expenses are under budget by about 280k for the year with electricity, chemicals, and sludge being some of the biggest ones that are under.
Todd explained to the group that HWU had about 300k in total capital spending activity with 250k of that being the initial down-payment on the new SOC location. Mr. Bowley indicated that we have a lot of capital projects going right now but bills have not come in for those yet. He also mentioned that cash flows were good for the month, up almost 800k. Todd explained to the board that with their approval, the city would like for HWU to start paying our pilot payments quarterly instead of annually. The group thought that made sense and agreed with no objections.

- **Plant Operations – Discussed and approved as submitted.**

  Tom Williams pointed out to the board that HWU had 3 KWWOA award winners. SWTP received the Water Treatment Plant Operations Award, Chuck Gee received the Wastewater Operator of the year, and Jim Harper received the Drinking Water Operator of the year.

  Tom then commented on the chart showing the August testing for disinfection by-products. He noted that we do the testing quarterly in the North system and once a year in the South system with August typically being the worst month for the numbers but still well below the MCLs for both TTHMs and HAA5s. He expressed that we work hard to get those numbers down by treating with carbon right before we test, which is legal to do.

- **Field Operations – Discussed and approved as submitted.**

  Mr. Williams mentioned to the board that we worked on the Vine Street Tank off-line and because of that we found the stress points in the central pressure system in the form of leaks. We had a bunch of them, but our guys do a really good job of getting them repaired quickly. It did however create quite a bit of overtime for that week.

  Tom advised the group that HWU had a kick-off meeting for the water meter project and showed the group some information and door tags/hangers that we will be using during the project. He noted the new meter does not have any moving parts and has an electronic read that updates every 30 seconds. The meter will send back information anytime there is reversed flow or has been tampered with and will also let us know if there has been continuous flow for 7 days which could indicate a leak on the customer’s side. Mr. Williams indicated to the board that we will be radio reading the meters in drive by mode for the first few months until we get the radio system set up and the city’s billing system worked out. Eventually we can do away with meter readers for both gas and water meters.

  Discussion turned to water loss and how to reduce our percentage of loss. Tom told the board that to reduce loss, HWU would have to turn its attention to leak detection and the replacement of old lines. He noted that HWU has been looking into some equipment that attaches to the meter sets that acoustically listens for sound changes which could indicate a leak, but he thinks that the automatic system that would work with these new meters has a better chance to work. He stated that we will be doing some testing of it in the future and see how it goes.
• **Engineering** – *Discussed and approved as submitted.*

*Bart Boles reported to the board that the 4-Star Tank painting and renovation has begun and the contractor is working on some basic clean-up work and sandblasting to get the tank ready for painting. He indicated the project is progressing well.*

*Mr. Boles advised that we are moving along nicely on the Myrene Drive force main project. Deig Brothers were on Sunset Lane and had got to Pines Drive and had turned the corner heading toward Barker Road. The first section of the drilled pipe is going to be started on the 28th with that work being done by the sub-contractor.*

*Bart went over the solar power project with the group noting that HWU had received the preliminary design information and are evaluating that information at this time.*

*The board questioned if the estimates on several of the projects were still up to date. Tom advised that the estimates for all projects except the intake project should be pretty close. He stated that the 8 million estimate is a very preliminary number and after a meeting with J.R. Wauford on October 6th that we should have better numbers. Buzzy reiterated that he and Tom would be working together on finding grants for that project and that he felt good about it.*

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

*Tom Williams conveyed to the board that HWU has got several positions that we are in the process of filling. He stated that starting next month we will have a separate safety/training report from our new Safety Coordinator, who is Sam Lingerfelt. Sam worked as the Safety Coordinator previously before moving on to do other work for the city.*

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

*Mr. Williams noted that by the end of the month HWU will have about 11 positions that are occupied by non-civil service employees. He indicated to the board that Tim Fischbeck and Wayne Griffin are working on the city-wide wireless SCADA pilot project and that they took the initiative on new technologies and trying to make HWU more efficient. If it works, we will be bringing it to the board to expand it.*

*Tom informed the board that HWU has met with Tim Skinner and hopes to have some preliminary information, better cost information, and some pictures for the group to look at in the next meeting.*

*Mr. Williams was pleased to announce that HWU received a 500k grant from the Delta Regional Authority for the Clearwell project. He thanked all the people who made it possible, including those at the Henderson Economic Development.*
E. BUSINESS

- **Action Report # 2020-21 – Painting and Upgrades to Fire Hydrants**

  Tom Williams recounted to the board that we had this set up to do over about a 5-year period and have decided to go ahead and finish getting this done. He noted the contractor that did the last batch did a really good job and has agreed to do the rest for the same price.

  Motion was made by Commissioner Gary Jennings and seconded by Commissioner John Henderson to approve Action Report 2020-21 – Painting and Upgrades to Fire Hydrants as detailed in the written Action Report. All commissioners voted aye, no opposition. Motion carried.


  Mr. Williams reflected to the group that the back-up camera van HWU has now is 20 years old and is about at the end of life. He indicated that HWU wants to purchase a 2021 transit van off the state contract to replace old back-up camera van.

  Motion was made by Commissioner George Jones and seconded by Commissioner Gary Jennings to approve Action Report 2020-22 – Transit Van Purchase-Backup for Camera Van as detailed in the written Action Report. All commissioners voted aye, no opposition. Motion carried.

- **Resolution # 2020-23 – Recommending Adoption of Revisions to Chapter 23 of the City Code of Ordinances**

  Tom expressed to the board that while walking through the meter project we realized that we needed to beef up some of the language in the ordinance about theft of service and tampering. We have nothing in the ordinance that specifically addresses those issues and are now going to make it a violation in the ordinance.

  After discussion, motion was made by Commissioner Julie Wischer, seconded by Commissioner Gary Jennings to approve Resolution 2020-23 – Recommending Adoption of Revisions to Chapter 23 of the City Code of Ordinances as described in the resolution. Roll call vote was taken as follows: Commissioner Paul Bird, aye; Commissioner George Jones, aye; Commissioner John Henderson, aye; Commissioner Gary Jennings, aye; Commissioner Julie Wischer, aye. Resolution approved.

- **Resolution # 2020-24 – Annual Merit Adjustment Director of Operations**

  Mr. Williams informed the board that Resolutions 2020-24, 2020-25, and 2020-26 are the annual merit raises for Kevin Roberts, Bart Boles, and himself. Tom recommended to the board that Kevin and Bart both receive the maximum 1% increase. He noted that he did their evaluations and was happy with their performances. He said they do excellent work for HWU. The board also echoed those comments for the performance of the General Manager as well.
The board decided to make one motion but to do the roll call votes individually. After discussion, motion was made by Commissioner Gary Jennings, seconded by Commissioner Julie Wischer to approve all 3 resolutions for annual merit adjustments. Roll call vote was taken as follows: Commissioner Paul Bird, aye; Commissioner George Jones, aye; Commissioner John Henderson, aye; Commissioner Gary Jennings, aye; Commissioner Julie Wischer, aye. Resolution approved.

- Resolution # 2020-25 – Annual Merit Adjustment Project Engineer

Roll call vote was taken as follows: Commissioner Paul Bird, aye; Commissioner George Jones, aye; Commissioner John Henderson, aye; Commissioner Gary Jennings, aye; Commissioner Julie Wischer, aye. Resolution approved.

- Resolution # 2020-26 – Annual Merit Adjustment for General Manager

Roll call vote was taken as follows: Commissioner Paul Bird, aye; Commissioner George Jones, aye; Commissioner John Henderson, aye; Commissioner Gary Jennings, aye; Commissioner Julie Wischer, aye. Resolution approved.

- Action Report # 2020-27 – Generators for SOC-Admin-Plants

Mr. Williams explained to the board that HWU received 136k dollar grant from Kentucky Department of Homeland Security for this project. We have talked about this a few times in the past and we finally got bids. The low bid was from Premier Electric Inc., which is not somebody that has done business with us in the past, but they have a good reputation and their bid was in order. He recommended an award to them.

Motion was made by Commissioner Gary Jennings and seconded by Commissioner Julie Wischer to approve Action Report 2020-27 – Generators for SOC-Admin-Plants as detailed in the written Action Report. All commissioners voted aye, no opposition. Motion carried.

- Action Report # 2020-28 – Hydrant Adapters – STORZ

We bid the nozzles for the hydrants on Friday and they came in at about the same price we were paying before.

Motion was made by Commissioner George Jones and seconded by Commissioner Gary Jennings to approve Action Report 2020-28 – STORZ as detailed in the written Action Report. All commissioners voted aye, no opposition. Motion carried.

F. EXECUTIVE SESSION - None

Motion to adjourn was made by Commissioner Julie Wischer, seconded by Commissioner Gary Jennings, with all commissioners present voting aye, no opposition. Motion carried.

The next regularly scheduled board meeting will be held on Monday, October 19, 2020.
FINANCIAL REPORT
Financial Summary

For the Three Months Ended September 30, 2020
Henderson Water Utility  
Operating Revenues and Expenses Summary  
For the Three Months Ended September 30, 2020

<table>
<thead>
<tr>
<th>OPERATING REVENUES</th>
<th>September Actual</th>
<th>September 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</td>
<td>$ 854,678</td>
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<td>$ 2,546,396</td>
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<td>Water Fees</td>
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<td>4,144</td>
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<tr>
<td>Wastewater Services</td>
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<td>3,276,269</td>
<td>3,392,400</td>
<td>12,850,000</td>
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<tr>
<td>Wastewater Penalties</td>
<td>20</td>
<td>3,958</td>
<td>(76)</td>
<td>11,875</td>
<td>47,500</td>
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<tr>
<td>Wastewater Fees</td>
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<td>25,000</td>
<td>41,481</td>
<td>50,000</td>
<td>375,000</td>
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<td>Stormwater Impact Fee</td>
<td>61,169</td>
<td>61,270</td>
<td>179,864</td>
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<td>Stormwater Penalties</td>
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<td>417</td>
<td>-</td>
<td>1,250</td>
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<tr>
<td>Stormwater Fees</td>
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<td>125</td>
<td>500</td>
<td>375</td>
<td>1,500</td>
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<td><strong>Total Operating Revenues</strong></td>
<td><strong>2,036,835</strong></td>
<td><strong>2,099,753</strong></td>
<td><strong>6,048,521</strong></td>
<td><strong>6,184,660</strong></td>
<td><strong>23,659,240</strong></td>
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</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>September Actual</th>
<th>September Budget</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Fiscal Year Budget</th>
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<tbody>
<tr>
<td>Salaries and Wages</td>
<td>333,722</td>
<td>347,000</td>
<td>989,400</td>
<td>1,041,000</td>
<td>4,511,000</td>
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<td>Payroll Taxes</td>
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<td>26,702</td>
<td>74,082</td>
<td>80,106</td>
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<td>Health Insurance</td>
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<td>132,000</td>
<td>368,259</td>
<td>396,000</td>
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<td>Pension &amp; OPEB Benefits</td>
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<td>82,269</td>
<td>233,081</td>
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<td>Workers Compensation</td>
<td>5,257</td>
<td>8,825</td>
<td>26,206</td>
<td>44,125</td>
<td>105,900</td>
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<td>Other Employee Benefits</td>
<td>1,298</td>
<td>1,731</td>
<td>4,168</td>
<td>5,192</td>
<td>20,766</td>
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<td>Car Allowance</td>
<td>900</td>
<td>900</td>
<td>2,700</td>
<td>2,700</td>
<td>10,800</td>
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<td>Electricity</td>
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<td>214,262</td>
<td>559,901</td>
<td>642,785</td>
<td>2,571,140</td>
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<td>Natural Gas</td>
<td>228</td>
<td>300</td>
<td>557</td>
<td>90</td>
<td>26,050</td>
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<td>Chemicals</td>
<td>142,028</td>
<td>125,333</td>
<td>357,341</td>
<td>376,000</td>
<td>1,504,000</td>
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<td>Inventory Expense</td>
<td>98,481</td>
<td>16,667</td>
<td>150,832</td>
<td>50,000</td>
<td>200,000</td>
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<td>Fuel</td>
<td>7,166</td>
<td>8,506</td>
<td>21,465</td>
<td>25,519</td>
<td>102,075</td>
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<td>Tools &amp; Small Equipment</td>
<td>7,698</td>
<td>8,037</td>
<td>26,405</td>
<td>24,111</td>
<td>96,445</td>
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<td>Safety Expenses &amp; Clothing Supplies</td>
<td>29,872</td>
<td>30,000</td>
<td>44,777</td>
<td>41,117</td>
<td>66,700</td>
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<td>Lab Supplies and Testing</td>
<td>18,220</td>
<td>26,656</td>
<td>64,205</td>
<td>79,968</td>
<td>319,870</td>
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<tr>
<td>Clothing/Cleaning Allowance</td>
<td>150</td>
<td>-</td>
<td>150</td>
<td>-</td>
<td>28,100</td>
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<td>Vehicle Repair</td>
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<td>5,850</td>
<td>24,904</td>
<td>17,550</td>
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<td>Other Equipment Repair</td>
<td>18,762</td>
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<td>66,808</td>
<td>93,930</td>
<td>375,720</td>
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<td>Other Structures Repair</td>
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<td>35,533</td>
<td>50,174</td>
<td>106,600</td>
<td>426,400</td>
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<td>SCADA Expense</td>
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<td>3,196</td>
<td>8,542</td>
<td>9,589</td>
<td>38,354</td>
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<td>Administrative Services</td>
<td>56,667</td>
<td>56,667</td>
<td>169,997</td>
<td>170,000</td>
<td>680,000</td>
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<td>Contractual Services</td>
<td>26,503</td>
<td>34,531</td>
<td>89,156</td>
<td>103,593</td>
<td>414,373</td>
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<td>Contractual Labor</td>
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<td>11,500</td>
<td>21,399</td>
<td>34,500</td>
<td>138,000</td>
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<tr>
<td>Sludge Hauling and Disposal</td>
<td>85,356</td>
<td>108,868</td>
<td>256,390</td>
<td>326,605</td>
<td>1,306,420</td>
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<tr>
<td>Professional Services</td>
<td>277</td>
<td>2,917</td>
<td>2,352</td>
<td>8,750</td>
<td>35,000</td>
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<tr>
<td>Equipment Rental</td>
<td>5,726</td>
<td>3,713</td>
<td>19,231</td>
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<td>44,556</td>
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<td>Audit Expense</td>
<td>-</td>
<td>5,000</td>
<td>-</td>
<td>5,000</td>
<td>25,000</td>
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<td>Insurance</td>
<td>50,998</td>
<td>83,125</td>
<td>51,685</td>
<td>83,125</td>
<td>332,500</td>
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<tr>
<td>Technology Expense</td>
<td>15,044</td>
<td>15,327</td>
<td>36,378</td>
<td>45,982</td>
<td>183,927</td>
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<tr>
<td>Office &amp; Field Supplies</td>
<td>15,052</td>
<td>9,797</td>
<td>33,310</td>
<td>29,391</td>
<td>117,565</td>
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<td>Telephone &amp; Internet</td>
<td>5,194</td>
<td>7,743</td>
<td>13,507</td>
<td>23,228</td>
<td>92,910</td>
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<td>Medical Exams</td>
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<td>650</td>
<td>1,389</td>
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<td>Travel, Training &amp; Education</td>
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<td>Dues and Subscriptions</td>
<td>2,705</td>
<td>2,059</td>
<td>3,765</td>
<td>6,178</td>
<td>24,710</td>
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<td>Advertising and Printing</td>
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<td>1,095</td>
<td>2,782</td>
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<td>Miscellaneous</td>
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<td>630</td>
<td>1,525</td>
<td>1,889</td>
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<td>Bad Debt Expense</td>
<td>9,943</td>
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<td>18,837</td>
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<td>-</td>
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<tr>
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<td>322,500</td>
<td>967,500</td>
<td>967,500</td>
<td>3,870,000</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>1,705,454</strong></td>
<td><strong>1,777,152</strong></td>
<td><strong>4,765,082</strong></td>
<td><strong>5,123,974</strong></td>
<td><strong>20,839,049</strong></td>
</tr>
</tbody>
</table>

| Operating Income (Loss) | $ 331,381 | $ 322,601 | $ 1,283,439 | $ 1,060,686 | $ 2,820,191 |
### Operating Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 6,048,521</td>
<td>$ 6,184,660</td>
</tr>
<tr>
<td>Favorable (Unfavorable) Variance</td>
<td>$ (136,139)</td>
<td></td>
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<tr>
<td>Percentage Difference</td>
<td>-2.20%</td>
<td></td>
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### Billable Gallons

<table>
<thead>
<tr>
<th></th>
<th>Through 9/30/20</th>
<th>Through 9/30/19</th>
<th>Difference</th>
<th>Percentage Difference</th>
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<tbody>
<tr>
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<td>See note below.</td>
<td>0</td>
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### Operating Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 4,765,082</td>
<td>$ 5,123,974</td>
</tr>
<tr>
<td>Favorable (Unfavorable) Variance</td>
<td>$ 358,892</td>
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<tr>
<td>Percentage Difference</td>
<td>7.00%</td>
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### Breakdown of Volumetric Differential For Year to Date Ended

<table>
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<tr>
<th></th>
<th>Sep-20</th>
<th>Sep-19</th>
<th>Differential %</th>
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</thead>
<tbody>
<tr>
<td>Residential</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Industrial (includes IP)</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Commercial (includes Tyson &amp; HCWD)</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>

### Notes

**Revenue Summary:**

Revenues for the month and YTD continue to trend slightly below budget.

**Expense Summary:**

Total Expenses were under budget for the month. Inventory expense is exceeding budget at moment as we have purchased parts & materials for meter project that will be expenses as used beginning in October.

**Usage Trend:**

Will present at meeting. No known issues, compiling of data was delayed for audit work.

**Summary:**

Cash flow for month was positive with increase of approx. $200k, including first quarterly PILOT payment to city of $125,000.
### Henderson Water Utility

#### Capital Expenditures Report

For the Three Months Ended September 30, 2020

<table>
<thead>
<tr>
<th>Project #</th>
<th>Prior Years Appropriations</th>
<th>FY 2020 Appropriations</th>
<th>Future Year Appropriations</th>
<th>Total Budget</th>
<th>Beginning Balance</th>
<th>Current MTD Activity</th>
<th>Current YTD Activity</th>
<th>Project to Date Balance</th>
<th>Capital Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Fiscal Year Inital Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center &amp; Julia Stormwater Phase 3B</td>
<td>19-02/Budget</td>
<td>100,700</td>
<td>20,000</td>
<td>-</td>
<td>120,700</td>
<td>127,011</td>
<td>3,802</td>
<td>3,802</td>
<td>130,813</td>
</tr>
<tr>
<td>SWTP Rehab</td>
<td>15-09</td>
<td>777,980</td>
<td>-</td>
<td>-</td>
<td>777,980</td>
<td>857,739</td>
<td>-</td>
<td>(82,259)</td>
<td>775,479</td>
</tr>
<tr>
<td>SWTP Clearwell</td>
<td>15-09</td>
<td>82,259</td>
<td>82,259</td>
<td>(5)</td>
<td>82,259</td>
<td>82,259</td>
<td>-</td>
<td>-</td>
<td>(0)</td>
</tr>
<tr>
<td>Countryview Subdivision- HWU portion</td>
<td>Budget</td>
<td>92,498</td>
<td>-</td>
<td>92,498</td>
<td>25,129</td>
<td>82,259</td>
<td>-</td>
<td>82,259</td>
<td>25,129</td>
</tr>
<tr>
<td>Countryview Stormwater- City Contrib</td>
<td>Budget</td>
<td>50,258</td>
<td>-</td>
<td>50,258</td>
<td>25,129</td>
<td>82,259</td>
<td>-</td>
<td>82,259</td>
<td>25,129</td>
</tr>
<tr>
<td>Countryview Stormwater Phase 2</td>
<td>18-21</td>
<td>92,498</td>
<td>-</td>
<td>184,995</td>
<td>50,258</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>354,474</td>
</tr>
<tr>
<td>Myraine Dr Force Main</td>
<td>20-13/Budget</td>
<td>113,000</td>
<td>1,346,408</td>
<td>1,459,408</td>
<td>119,932</td>
<td>310,386</td>
<td>311,143</td>
<td>411,075</td>
<td>1,028,333</td>
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<tr>
<td>Atkinson Park Force Main</td>
<td>15-14/Budget</td>
<td>36,000</td>
<td>-</td>
<td>36,000</td>
<td>35,737</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>35,737</td>
</tr>
<tr>
<td>Atkinson Park Pump Station</td>
<td>15-14/Budget</td>
<td>32,000</td>
<td>-</td>
<td>32,000</td>
<td>31,898</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>31,898</td>
</tr>
<tr>
<td>Spurce Dr Sewer</td>
<td>15-14/Budget</td>
<td>28,500</td>
<td>-</td>
<td>28,500</td>
<td>28,201</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>28,201</td>
</tr>
<tr>
<td>Emergency Generator System</td>
<td>17-11/Budget</td>
<td>40,000</td>
<td>-</td>
<td>40,000</td>
<td>11,492</td>
<td>77</td>
<td>77</td>
<td>11,568</td>
<td>28,432</td>
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<tr>
<td>S Main St Water Main Project</td>
<td>17-15/Budget</td>
<td>88,000</td>
<td>-</td>
<td>88,000</td>
<td>73,308</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>73,308</td>
</tr>
<tr>
<td>SWTP Backwash Pumps Proj</td>
<td>GM Rpt/Budget</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
<td>23,530</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>23,530</td>
</tr>
<tr>
<td>Chestnut and Norris Stormwater</td>
<td>20-10</td>
<td>79,140</td>
<td>10,000</td>
<td>89,140</td>
<td>79,137</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100,617</td>
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<tr>
<td>Bentley Hughes Pump Station</td>
<td>18-36/Budget</td>
<td>180,725</td>
<td>-</td>
<td>180,725</td>
<td>20,715</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,715</td>
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<tr>
<td>Judson Place Stormwater</td>
<td>18-36/Budget</td>
<td>44,400</td>
<td>200,000</td>
<td>244,400</td>
<td>22,426</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>23,826</td>
</tr>
<tr>
<td>Atkinson &amp; Clay Stormwater</td>
<td>18-36/Budget</td>
<td>50,400</td>
<td>120,000</td>
<td>170,400</td>
<td>25,386</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25,386</td>
</tr>
<tr>
<td>Bobas Drive</td>
<td>GM Rpt</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td>7,640</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7,640</td>
</tr>
<tr>
<td>Sand Lane Pump Station</td>
<td>19-04/Budget</td>
<td>90,000</td>
<td>114,780</td>
<td>204,780</td>
<td>89,759</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>89,759</td>
</tr>
<tr>
<td>Ohio Drive Widening</td>
<td>GM Rpt</td>
<td>49,000</td>
<td>-</td>
<td>49,000</td>
<td>48,798</td>
<td>8,973</td>
<td>8,973</td>
<td>57,771</td>
<td>(8,771)</td>
</tr>
<tr>
<td>Washington-Vine Water Line</td>
<td>19-04/Budget</td>
<td>97,875</td>
<td>-</td>
<td>97,875</td>
<td>64,100</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>64,100</td>
</tr>
<tr>
<td>4 Star Tank Rehab Project</td>
<td>20-12/Budget</td>
<td>470,600</td>
<td>250,000</td>
<td>720,600</td>
<td>19,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>19,500</td>
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<tr>
<td>IP Sewer Pump Station</td>
<td>Budget/19-04</td>
<td>14,250</td>
<td>-</td>
<td>14,250</td>
<td>14,250</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>14,250</td>
</tr>
<tr>
<td>Clay-Dixon Stormwater Separation</td>
<td>Budget</td>
<td>125,000</td>
<td>-</td>
<td>125,000</td>
<td>103,662</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>103,662</td>
</tr>
<tr>
<td>Fair Street Water Booster Station</td>
<td>Budget/19-12</td>
<td>75,000</td>
<td>-</td>
<td>75,000</td>
<td>49,253</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>49,253</td>
</tr>
<tr>
<td>Residential Water Meter Proj FY20</td>
<td>19-25</td>
<td>414,805</td>
<td>600,000</td>
<td>1,014,805</td>
<td>650</td>
<td>306</td>
<td>306</td>
<td>956</td>
<td>1,014,809</td>
</tr>
<tr>
<td>Ellis Park Utilities</td>
<td>GM</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td>8,156</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,156</td>
</tr>
<tr>
<td>SWTP Secondary Clarifier Paint Proj</td>
<td>20-04</td>
<td>84,000</td>
<td>-</td>
<td>84,000</td>
<td>64,870</td>
<td>25,550</td>
<td>29,536</td>
<td>94,406</td>
<td>(10,406)</td>
</tr>
<tr>
<td>Sludge Project</td>
<td>GM</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td>7,364</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,448</td>
</tr>
<tr>
<td>NWWTP Backwash Valve</td>
<td>GM</td>
<td>17,704</td>
<td>-</td>
<td>17,704</td>
<td>13,833</td>
<td>3,864</td>
<td>3,864</td>
<td>17,697</td>
<td>7</td>
</tr>
<tr>
<td>SWTP Intake and Pipeline Project</td>
<td>20-06</td>
<td>100,000</td>
<td>378,000</td>
<td>478,000</td>
<td>80,113</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>80,113</td>
</tr>
<tr>
<td>NWWTP Centrifugal Blower</td>
<td>20-08</td>
<td>46,000</td>
<td>-</td>
<td>46,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>46,000</td>
</tr>
<tr>
<td>Wireless SCADA Project</td>
<td>GM</td>
<td>5,775</td>
<td>-</td>
<td>5,775</td>
<td>5,771</td>
<td>343</td>
<td>343</td>
<td>6,113</td>
<td>(338)</td>
</tr>
<tr>
<td>Graham Hill Tank Rehab</td>
<td>GM</td>
<td>20,500</td>
<td>-</td>
<td>20,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,500</td>
</tr>
<tr>
<td>Tyson Tank Rehab</td>
<td>GM</td>
<td>20,500</td>
<td>-</td>
<td>20,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,500</td>
</tr>
<tr>
<td>NWWTP- GAC Study</td>
<td>Budget/GM</td>
<td>-</td>
<td>73,000</td>
<td>-</td>
<td>13,117</td>
<td>19,503</td>
<td>19,503</td>
<td>53,497</td>
<td></td>
</tr>
<tr>
<td>NWWTP Transformer Conversion</td>
<td>GM</td>
<td>-</td>
<td>12,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12,000</td>
</tr>
<tr>
<td>NWWTP- Distributed Energy</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
</tbody>
</table>

**Current Fiscal Year Capital Projects**
### Henderson Water Utility
### Capital Expenditures Report
### For the Three Months Ended September 30, 2020

<table>
<thead>
<tr>
<th>Budget</th>
<th>Cost Activity</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project # No.</td>
<td>Appropriations</td>
</tr>
<tr>
<td>Unallocated Capital Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Fiscal Year 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc Stormwater &amp; Small Sewer Projects</td>
<td>Budget</td>
<td>100,000</td>
</tr>
<tr>
<td>Total Construction In Progress</td>
<td></td>
<td>3,591,399</td>
</tr>
</tbody>
</table>

### Buildings and Improvements:
#### Previous Fiscal Year Initiated Projects

| Current Fiscal Year Capital Projects | 1804.0023 | 20-18 | - | - | - | 1,500,000 | (7) | - | 75 | 250,375 | 250,375 | 1,249,625 |
| Total Buildings and Improvements | - | - | - | - | - | 1,500,000 | - | - | 75 | 250,375 | 250,375 | 1,249,625 |

### Equipment and Vehicles:
#### Equipment:
- Kawasaki Mule & Trailer: 1700-0019 N/A 14,725 - 14,725 - 14,723 | 14,723 | 2
- Equipment: Budget - 200,000 - 200,000 - 200,000 - 200,000

#### Vehicles:
- Fleet Vehicles: 1800 20-02 98,003 100,000 - 198,003 - 36,939 | 36,939 | 161,064

#### Total Equipment and Vehicles:
- 112,728 316,684 | 429,412 | 36,939 | 68,345 | 68,345 | 361,067

#### Total Capital Expenditures:
- $3,704,127 $4,500,000 | - $8,737,496 | $2,200,060 | $423,063 | $739,862 | $2,939,922 | $5,662,836

### Capital Appropriations
- FY 2021 Budgeted $4,500,000
- FY 2020 Carryover - Unallocated funds from FY2020 budget
- Total Available $4,500,000

### Notes:
1. Project being funded 50% by City of Henderson, no budgeted appropriation. Phase 1 completed FY20, cost of $595,005.
2. Project expenditures will possibly be reimbursement by City from Industrial Park funds.
3. City Project to widen Ohio Drive, relocation of lines, hydrants, etc. No Reimbursement
4. Alkinson Park Sewer/combined projects were split into 5 separate accounts in March 2020, allocated PY Appropriations and Beginning Balance accordingly
5. SWTP Clearwell costs were split from SWTP Rehab costs in July 2020
6. Allocated $248,669 in unallocated FY20 capital funds to Meter project per Board instruction
7. Project approved with use of “Reserve” funds. Allocated monies not from $4.5 mil FY21 capital funds
Financial Statements

For the Three Months Ended September 30, 2020
Henderson Water Utility
Statement of Net Position
September 30, 2020

## ASSETS AND DEFERRED OUTFLOWS

<table>
<thead>
<tr>
<th>Current assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$11,829,419</td>
</tr>
<tr>
<td>Designated Cash for Contractual Adjustments, net (estimate)</td>
<td>-</td>
</tr>
<tr>
<td>Unrestricted Investments</td>
<td>36,140</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>1,609,683</td>
</tr>
<tr>
<td>Unbilled revenue</td>
<td>1,581,922</td>
</tr>
<tr>
<td>Inventories</td>
<td>607,458</td>
</tr>
<tr>
<td>Other current assets</td>
<td>74,495</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>15,739,117</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Noncurrent assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction in progress/Current year capital expenditures</td>
<td>2,939,922</td>
</tr>
<tr>
<td>Utility plant and equipment, net of accumulated depreciation</td>
<td>79,368,594</td>
</tr>
<tr>
<td>Other assets</td>
<td>162,446</td>
</tr>
<tr>
<td><strong>Total noncurrent assets</strong></td>
<td><strong>82,470,962</strong></td>
</tr>
</tbody>
</table>

Deferred outflows of resources: 3,474,640

**Total assets and deferred outflows:** 101,684,719

## LIABILITIES AND DEFERRED INFLOWS

<table>
<thead>
<tr>
<th>Current liabilities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>638,177</td>
</tr>
<tr>
<td>Retainage payable</td>
<td>26,686</td>
</tr>
<tr>
<td>Accrued expenses</td>
<td>-</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>323,035</td>
</tr>
<tr>
<td>Other accrued liabilities</td>
<td>1,140,752</td>
</tr>
<tr>
<td>Current portion of long-term debt</td>
<td>2,411,671</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td><strong>4,540,321</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Noncurrent liabilities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits payable</td>
<td>180,751</td>
</tr>
<tr>
<td>Accrued pension liability</td>
<td>10,884,480</td>
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<tr>
<td>Accrued OPEB liability</td>
<td>2,602,354</td>
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<tr>
<td>Equipment notes payable</td>
<td>209,628</td>
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<tr>
<td>Long-term debt</td>
<td>28,200,867</td>
</tr>
<tr>
<td><strong>Total noncurrent liabilities</strong></td>
<td><strong>42,078,080</strong></td>
</tr>
</tbody>
</table>

Deferred inflows of resources: 1,856,383

**Total liabilities and deferred inflows:** 48,474,784

## NET POSITION

| Net investment in capital assets        | 51,699,404 |
| Unrestricted                            | 1,510,531 |
| **Total net position**                 | **$53,209,935** |
## Henderson Water Utility

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

For the Three Months Ended September 30, 2020

<table>
<thead>
<tr>
<th></th>
<th>September</th>
<th>September</th>
<th>Year to Date</th>
<th>Year to Date</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water sales and fees</td>
<td>858,483</td>
<td>$861,050</td>
<td>$2,550,483</td>
<td>$2,544,950</td>
<td>$9,645,000</td>
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<tr>
<td>Wastewater sales and fees</td>
<td>1,116,683</td>
<td>1,176,892</td>
<td>3,317,674</td>
<td>3,454,275</td>
<td>13,272,500</td>
</tr>
<tr>
<td>Stormwater fees</td>
<td>61,669</td>
<td>61,812</td>
<td>180,364</td>
<td>185,435</td>
<td>741,740</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>2,036,835</td>
<td>2,099,753</td>
<td>6,048,521</td>
<td>6,184,660</td>
<td>23,659,240</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, wages, and benefits</td>
<td>563,036</td>
<td>599,427</td>
<td>1,697,896</td>
<td>1,815,930</td>
<td>7,649,091</td>
</tr>
<tr>
<td>Contractual services</td>
<td>181,599</td>
<td>223,196</td>
<td>558,525</td>
<td>659,587</td>
<td>2,643,349</td>
</tr>
<tr>
<td>Supplies and materials</td>
<td>303,615</td>
<td>215,199</td>
<td>665,175</td>
<td>596,714</td>
<td>2,317,190</td>
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<tr>
<td>Utilities expense</td>
<td>181,190</td>
<td>214,562</td>
<td>560,458</td>
<td>643,685</td>
<td>2,597,190</td>
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<tr>
<td>Repairs and maintenance</td>
<td>49,544</td>
<td>75,890</td>
<td>150,428</td>
<td>227,669</td>
<td>910,674</td>
</tr>
<tr>
<td>Other services and expenses</td>
<td>103,970</td>
<td>126,380</td>
<td>165,100</td>
<td>212,889</td>
<td>851,555</td>
</tr>
<tr>
<td>Depreciation</td>
<td>322,500</td>
<td>322,500</td>
<td>967,500</td>
<td>967,500</td>
<td>3,870,000</td>
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<tr>
<td>Total operating expenses</td>
<td>1,705,454</td>
<td>1,777,152</td>
<td>4,765,082</td>
<td>5,123,974</td>
<td>20,839,049</td>
</tr>
<tr>
<td>Operating income (loss)</td>
<td>331,381</td>
<td>322,601</td>
<td>1,283,439</td>
<td>1,060,686</td>
<td>2,820,191</td>
</tr>
<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>3,329</td>
<td>2,083</td>
<td>9,678</td>
<td>6,250</td>
<td>25,000</td>
</tr>
<tr>
<td>Other income</td>
<td>11,929</td>
<td>833</td>
<td>16,558</td>
<td>2,500</td>
<td>10,000</td>
</tr>
<tr>
<td>Interest expense</td>
<td>(65,760)</td>
<td>(65,760)</td>
<td>(197,325)</td>
<td>(197,325)</td>
<td>(754,475)</td>
</tr>
<tr>
<td>Total nonoperating revenues (expenses)</td>
<td>(50,502)</td>
<td>(62,843)</td>
<td>(171,089)</td>
<td>(188,575)</td>
<td>(719,475)</td>
</tr>
<tr>
<td>Income (loss) before capital contributions and distributions</td>
<td>280,879</td>
<td>259,758</td>
<td>1,112,350</td>
<td>872,111</td>
<td>2,100,716</td>
</tr>
<tr>
<td>Grants and Capital contributions</td>
<td>-</td>
<td>16,667</td>
<td>-</td>
<td>50,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Distribution to City of Henderson</td>
<td>(125,000)</td>
<td>(125,000)</td>
<td>(125,000)</td>
<td>(125,000)</td>
<td>(500,000)</td>
</tr>
<tr>
<td>Change in net position</td>
<td>$155,879</td>
<td>$151,424</td>
<td>$987,350</td>
<td>$797,111</td>
<td>$1,800,716</td>
</tr>
<tr>
<td>Net position, beginning of period</td>
<td>53,054,056</td>
<td>52,868,272</td>
<td>52,222,585</td>
<td>52,222,585</td>
<td>52,349,802</td>
</tr>
<tr>
<td>Net position, end of period</td>
<td>$53,209,935</td>
<td>$53,019,696</td>
<td>$53,209,935</td>
<td>$53,019,696</td>
<td>$54,150,518</td>
</tr>
</tbody>
</table>
Henderson Water Utility  
Statement of Cash Flows  
For the Three Months Ended September 30, 2020

<table>
<thead>
<tr>
<th>Cash Flows From Operating Activities</th>
<th>September</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from customers</td>
<td>$ 1,950,600</td>
<td>$ 6,351,029</td>
</tr>
<tr>
<td>Payments for goods and services</td>
<td>(723,234)</td>
<td>(1,681,780)</td>
</tr>
<tr>
<td>Payments for employees</td>
<td>(607,319)</td>
<td>(1,830,745)</td>
</tr>
<tr>
<td><strong>Net cash provided (used) by operating activities</strong></td>
<td><strong>620,047</strong></td>
<td><strong>2,838,504</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Flows From Noncapital Financing Activities</th>
<th>September</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution to City of Henderson</td>
<td>(125,000)</td>
<td>(125,000)</td>
</tr>
<tr>
<td><strong>Net cash provided (used) by noncapital financing activities</strong></td>
<td><strong>(125,000)</strong></td>
<td><strong>(125,000)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Flows From Capital and Related Financing Activities</th>
<th>September</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition and construction of capital assets</td>
<td>(311,288)</td>
<td>(846,976)</td>
</tr>
<tr>
<td>Proceeds from issuance of debt</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Principal payments on long-term debt</td>
<td>(4,917)</td>
<td>(14,706)</td>
</tr>
<tr>
<td>Interest payments on long-term debt</td>
<td>(546)</td>
<td>(1,683)</td>
</tr>
<tr>
<td>Proceeds from sale of capital assets</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Grants and Capital contributions</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net cash provided (used) by capital and related financing activities</strong></td>
<td><strong>(316,751)</strong></td>
<td><strong>(863,365)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Flows From Investing Activities</th>
<th>September</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment and other income received</td>
<td>15,258</td>
<td>26,723</td>
</tr>
<tr>
<td><strong>Net cash provided (used) by investing activities</strong></td>
<td><strong>15,258</strong></td>
<td><strong>26,723</strong></td>
</tr>
<tr>
<td>Net increase (decrease) in cash</td>
<td>193,554</td>
<td>1,876,862</td>
</tr>
<tr>
<td>Cash, beginning of period</td>
<td>11,635,865</td>
<td>9,952,557</td>
</tr>
<tr>
<td>Cash, end of period</td>
<td><strong>$ 11,829,419</strong></td>
<td><strong>$ 11,829,419</strong></td>
</tr>
</tbody>
</table>
PLANT OPERATIONS REPORT
General Operations:

A. Treatment Plants – Overview:

1. Operations:

   Pandemic Preparedness: Our operations staff have continued to follow guidelines throughout the year to try and ensure they are protected and able to provide continuity of service to our community. Though we have been careful, we have had several operators who have been asked to quarantine for short periods while awaiting test results due to possible exposures. This has proven the need for the “5th Operator” (relief) position. Without this position, it would be a much greater hardship to keep the plants operating.

   COVID-Fatigue is very real, especially after dealing with it daily for nearly nine months now. With the recent resurgence, we have redoubled efforts which includes limiting contact between operators at shift change, Chief Operators working from home when possible, continued and increased sanitation, and the continued effort to be mindful on a daily basis.

   We are dedicated to providing consistent and predictable service to our community through these trying times and will continue to take every precaution we can to keep our community and our employees safe and healthy.

2. System Water Quality:

   Water Quality Calls: There were two water quality calls in September, though both were related to the same issue.

   131 and 137 Rankin Ave: On September 19th, customers called from both addresses on Rankin Avenue stating that their water had a yellow hue that had only recently begun. Vine Street Tank was offline so repairs could be made to the valves which isolate the tank. When this happens water movement in this area often changes direction and can pick up sediment within the line. The Water Quality Specialist checked hydrants both above and below Rankin Avenue and found that the one on Mill Street showed signs of discoloration. Bac-T and ATP results from the hydrants were normal, and the hydrants were thoroughly flushed. The situation was explained to the customers, who were advised to flush their internal plumbing. The water returned to normal, and the customers were happy with our quick response and assistance.

3. Personnel:

   Staffing Levels:

   a. Water Quality: Full operational staff.


   c. North Wastewater: Full operational staff.
d. South Water: We recently hired someone for the vacant WTO1 position, but on his first day he found that the physical requirements for the job were harder than he expected and tendered his resignation. We are now moving forward with advertising to hire for the position under the new hiring policy.

e. South Wastewater: Full operational staff.


g. Treatment Intern: This position is currently unfilled.

4. Projects:

Sludge Dewatering: Operations and maintenance staff continue to prepare for the upcoming pilot tests of two different screw presses. These pilot tests will begin the week of October 19th and will run for three weeks between the two plants. These trials should give us significantly more data on potential options for future sludge pressing.

Safety: Now that Sam Lingerfelt is the new Safety and Training Coordinator, we have been taking a deeper look at safety issues within the plants. We are addressing many of the issues that were mentioned in the safety audit earlier this year, but also anything else we find. While safety will always be a moving target, we are making every effort to consistently hit the mark.

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: Transition from summer to autumn, and from warmer water to cooler, can cause upsets within the plant. Operations staff work hard to ensure that the transition goes smoothly, and this is particularly important as we have two relatively new operators who have only seen this transition once.

Basin Cleaning: Yearly cleaning of Pulsator #2 began on October 12th. This cleaning involves taking it completely offline and having an outside contractor remove all sludge from the basin and any buildup within the internal workings. This cleaning is expected to be complete and the basin back online by October 16th.

Operator Certification: We have two operators who are eligible to obtain licenses in the near future.
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:

   UV Lamps: We have now replaced the first bank of lamps and seals as well as a few of the drivers. The next bank of lamp and seals to be replaced will be ordered soon.

   Actuator: The new motorized actuator for the slide gate at #1 aeration basin is being scheduled for installation by the vendor. They have the product but need to make some minor adjustments for fit. This should help to adjust flows through the online basins quickly and efficiently to help ensure consistently even sludge age through multiple basins.

   Operator Certification: One operator advanced to the next certification level, and another is scheduled to test within a couple of weeks.

   Laboratory Certification: We are finalizing the work to submit our annual application for laboratory certification. This will be submitted soon.

D. South WTP:

1. Treatment Quality:

   Water Quality Goals: All regulatory goals were met.

2. Operations & Projects:

   Treatment Challenges: Particularly on a smaller river such as the Green, the transition from summer to autumn, can cause upsets within the plant. Water temperature changes, rain-causing chemistry changes, and field runoffs all contribute to dramatic changes in water quality that can be challenging to predict and/or treat. Operations staff work hard to ensure that all of this goes
smoothly, and this is particularly important as we have a new operator who has been here just over a year.

**Operator Certification:** One of our operators is scheduled to test for the highest level of licensing in November.

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

![Graph](image)

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

4. **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:**

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

      **Laboratory Certification:** We are finalizing the work to submit our annual application for laboratory certification. This will be submitted soon.

5. **Plant & Pump Station Maintenance:**

   **NWWTP Digester #1:** Repairs have been completed, and the Digester is back in service.

   **NWTP Backwash Actuators:** The actuator for Filter #1’s backwash has been wired up and programmed. We are currently working with Trivaco to get the other actuator online. The valve is currently in place and functional.

   **NWTP Basin 1 Drawdown Actuator:** The new extension tube and shaft have been installed, and the actuator has been mounted and wired. Everything looks great, and the operators can use the “Local” switch to open and close the valve until we can schedule programming of the unit, hopefully within the next couple of days.
SWWTP Decant Pump Station: Both Pumps have been installed and Pump #2’s starter was replaced. The Decant Station is now fully back in service.

NWTP Chemical Feed Point: Over the years, the final chemical feed point at the NWTP has had issues with clogging. While we have performed quick repairs and cleaning in the past, we took the time to have the plant shut down for a few hours and completely cleaned out the entire feed pipe. At the same time, operations staff took the opportunity to install staggered feeds for Caustic, Bleach and Fluoride to try to eliminate this problem in the future.

G. Pretreatment Program & FOG Services:

Industrial Pretreatment Activity: 2020 waste applications have been received, and new permits will be issued soon.

H. Distribution Operator Update:

Fire Hydrant Flushing: Flushing has started with hopes of finishing up next month.

Fire Hydrant Painting: Painting has not started yet but should begin soon.

4-Star Tank Rehabilitation: The project has started and has gone well. Contractors are close to finishing and are looking to add the logo soon.

Tank Inspections: Green River Road Tank has been scheduled for its one-year warranty inspection on October 22nd. This inspection will help ensure there are no premature failures on any of the work from the rehab project.

Graham Hill Tank: Due to a leak around the base of this ground tank, this tank is out of service until repairs are made. Plans were already in motion for this tank to be rehabilitated next year, so we may choose to keep it out of service until then.

Vine Street Tank Valves: The repairs to the valves at Vine Street Tank have been completed. The tank was taken offline and drained for this repair and has now been disinfected and returned to service.
FIELD OPERATIONS REPORT
General Operations:

A. Overview:

1. Operational:

Water Meters: Meter installations are rolling, and we’ve made excellent progress. As expected, there have been several things needing to be worked out on the fly (deeper meter pits than anyone can reach, multiple sizes of meter lids that need replacing, and customers coming out to talk to our field staff as they’re on their way, under order, to get tested for COVID-19).

Below is a picture of the area where our crews have been working in the back areas of Balmoral. The red wrenches represent meters left to install, or Open Work Orders. On October 5th, when we started, the page was filled with red wrenches. We have made some good progress, which is pictured by the graph on the right (Closed – Completed – Open Work Orders)!

146 meters have been installed as of last Wednesday. This averages out to around 24 meters installed per day. As we have just started out seeing what works best and settling into a rhythm, we’re not as efficient as we need to be. This isn’t to say that 24 meters per day is bad; it’s not at all. However, we’re throwing more resources towards this than we can commit to moving forward and expect to keep pace with the rest of the work needing to be done.

In the coming weeks, we will be looking to improve efficiency in both equipment and dedicated personnel. While the number of installations per day might decline, we’re not on a deadline for this. We had planned for a minimum completion timeframe of three years. Depending on what efficiencies we find, this target might remain intact. However, it might also be stretched to five years.

We’ll be ordering the first phase of equipment necessary for us to move to a completely automated system within the month. The next phase of meters will be ordered either at the same time or soon afterwards.
2. **Personnel:**

   **Specialist:** Fully staffed.

   **Collection System Operator:** Fully staffed.

   **Utility System Worker 1:** Fully staffed.

   **Utility System Worker 2:** Fully staffed.

   **Utility System Worker 3:** Fully staffed.

   **Crew Leader:** Fully staffed...kind of. One of our Crew Leaders, Bobby Hewgley, accepted and has moved into the position of Collection System Operator. However, one of our retired Crew Leaders, Kevin Capps, has returned to work for us through the temporary service in this vacant spot. Rarely do things work out like this!

B. **Automation Department:**

   **City-Wide SCADA Wireless:** The equipment for this project is being quoted. We will move forward once received and reviewed.

   **North Fork PS:** We worked with Wauford and the maintenance department to put the programming in place for the station to be able to run with a LEAD and LAG pumps when needed. The manual tests worked fine, and we will know for sure how it performs when we have another large rain event.

C. **SOC General / HWU General:**

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

   - **Trailer-Mounted Vacuum (+/- $25,000):** This will be used in a variety of ways, specifically with the meter installation project. This will be used for cleaning out meter pits quickly (instead of hand-digging) but will also be used for tasks where the Vac Truck is tied up or too large to be practically used. We are looking into renting a unit first to ensure it’s what we want and need.

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

   - **Sewer Inspection Push Camera Unit ($25,000 $10,000):** The cost on this is being lowered due to looking at a different system that will work for us. It’s a stand-alone system that will not integrate with our CCTV sewer inspection camera (this may be pursued at a later time).

   - **Track-Hoe ($280,000):** This is tentative but would be a replacement for two units at 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>
</tr>
</thead>
<tbody>
<tr>
<td>Water Main Repairs</td>
<td>15</td>
<td>Sewer Main Repairs</td>
<td>2</td>
</tr>
<tr>
<td>Water Service Line Repairs</td>
<td>9</td>
<td>Sewer Service Line Repairs</td>
<td>1</td>
</tr>
<tr>
<td>Water Meter Inspection</td>
<td>3</td>
<td>Sewer Manhole Repairs</td>
<td>1</td>
</tr>
<tr>
<td>Water Meter Changes</td>
<td>13</td>
<td>Sewer Main Cleaning</td>
<td>7</td>
</tr>
<tr>
<td>Water Meter Repair</td>
<td>1</td>
<td>Sewer Main Grease Removal</td>
<td>0</td>
</tr>
<tr>
<td>Water Meter Disconnected</td>
<td>0</td>
<td>Sewer Overflow Calls</td>
<td>1</td>
</tr>
<tr>
<td>Water Meter Reposition</td>
<td>0</td>
<td>Sewer Backup Calls</td>
<td>11</td>
</tr>
<tr>
<td>Water Meter Box Cleaned</td>
<td>6</td>
<td>Sewer Blocked Calls</td>
<td>0</td>
</tr>
<tr>
<td>Water Meter Locate</td>
<td>1</td>
<td>Sewer Odor Calls</td>
<td>2</td>
</tr>
<tr>
<td>Water Meter Leak Detection</td>
<td>4</td>
<td>Sewer Service Line Locates</td>
<td>2</td>
</tr>
<tr>
<td>Water Meter Changes</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Hydrant Repairs</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Water Pressure Calls</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Leak Calls</td>
<td>36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Quality Calls</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Water Calls</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn Water Off/On Calls</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install Temporary Hydrants</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stormwater Maintenance</th>
<th>Qty.</th>
<th>New Services</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm line Repairs</td>
<td>3</td>
<td>Water Taps</td>
<td>1</td>
</tr>
<tr>
<td>Storm Intake Repairs</td>
<td>1</td>
<td>Sewer Taps</td>
<td>1</td>
</tr>
<tr>
<td>Stormwater Flooding Calls</td>
<td>0</td>
<td>Sewer Tap Locates</td>
<td>2</td>
</tr>
<tr>
<td>Clean/Unblock Intakes</td>
<td>0</td>
<td>Water Meter Installation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pump Station Maintenance</td>
<td>Qty.</td>
<td>Miscellaneous Services</td>
<td>Qty.</td>
</tr>
<tr>
<td>Pump Station Repairs</td>
<td>4</td>
<td>Sink Hole Calls</td>
<td>6</td>
</tr>
<tr>
<td>Pump Station Inspections</td>
<td>18</td>
<td>Inspect Misc. Items</td>
<td>31</td>
</tr>
<tr>
<td>Pump Station Cleaning</td>
<td>24</td>
<td>Smoke Test Lines</td>
<td>0</td>
</tr>
<tr>
<td>Pump Station Maintenance</td>
<td>1</td>
<td>Camera Inspect Lines</td>
<td>3</td>
</tr>
</tbody>
</table>

HWU Service Call Summary

1 - Water Line and Service Maintenance (Total Calls in 18 Sub-Categories)
2 - Stormwater Maintenance (Total Calls in 18 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)

Total Complied and Re-inspected: 222
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. Open-cut installation has been completed on Myrene Drive, Sunset, and Barker up to near Jamestown. The bore installations on Jamestown and between Jamestown and Johnson Drive were completed the week of September 28th. Work is progressing as smoothly as can be expected with all of the other utilities having to be worked around.

F. Distribution System:

The Sellers Ditch project is now complete and is in the testing and disinfection process.

G. Stormwater Projects:

Crews are performing routine maintenance and repairs.

H. Stormwater Phase II:

No updates to report.
I. Information Systems Department:

Citywide Wireless SCADA (Update): We are moving forward with the Pilot. Working with the Automation department, we developed a list of hardware items needed to do a 10-station pilot. We are getting competitive quotes. Also, HMP&L has scheduled to install a fiber optic connection to the Vine Street Tank.

Meters (Update): As mentioned last month, we are working with GIS and City IT departments to develop an automated method of transmitting meter cards from Cityworks. The mechanism which will automate the meter card transmission has been developed and is currently being tested.

Open Enrollment: Due to COVID-19, Open Enrollment, which kicked off on Monday October 12th, is occurring virtually via Zoom meetings. The Star Robbins representatives will be meeting with each employee in a private office setting with a computer and video camera. IT is more involved this year than in previous years.

J. GIS Department:

Water Meters: HWU GIS continues to map meter route areas and adjusting workflows in Cityworks for the water meter replacement project. We have also collected GPS locations on about half of the water meters within phase one of the project, staying ahead of the field crews.
<table>
<thead>
<tr>
<th>Date</th>
<th>Crew / Employee</th>
<th>Address</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>00 Service Request Tags Given Out</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02 Work Order Tags Given Out</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00 Door Tags Returned</td>
</tr>
</tbody>
</table>
ENGINEERING REPORT
A. Water Projects

1. South Water & Wastewater Plants – Influent/Effluent Lines and River Intake:
   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.

   HWU met with Wauford to review the 50% plans for the new Raw Water Intake design on October 6th. We have narrowed the new STWP Raw Water Intake to two locations, the first location being the Sebree Boat Ramp and the second location underneath the Highway 56 bridge between Sebree and Beech Grove. Wauford started taking Soil Boring Samples during the week of October 12th-16th for both prospective RWI locations. Temporary Easements have been signed in order to perform the Soil Borings.

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 (No Changes)**

   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. The $509,000 Grant from Delta Regional Authority was approved in September. With total project cost being $1,384,000, this reduces HWU’s portion to $875,000. We expect to advertise for bids in January of 2021, have a bid opening in February with bid award at the February Board Meeting.

4. **South Water Treatment Plant Backwash Pump System (No Change)**

   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. The decision was made to award the contract to United Systems. 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 executed an agreement and ordered the first 480 meters for this project. These meters arrived on site in August and are being stored in the new storage building next to the SOC location. 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. The Water Meter Installation Kickoff Meeting took place on Thursday, September 17th. Installation of the new meters began on October 5th with one crew cleaning out the valve pits and notifying customers and the second crew installing meters and entering the data in Cityworks. As of October 13th, there have been approximately 125 meters installed.

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. The Field Crews finished work on the project during the first part of October. Our Distribution System Operator had a successful pressure test of the new section of piping and is in the process of disinfecting the lines.
7. **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. Work began on this project during the week of September 14\(^{th}\)-18\(^{th}\). The Contractor has been sandblasting the interior and exterior of the tank, installing handrails and making repairs to the structure. The 4-Star Logo has been approved by the Henderson Economic Development group. We are expected to be completed with this project on or before December 21, 2020.

8. **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 22\(^{nd}\) from KDOW. Permit Instructions were also sent as a part of the project approval from KDOW.
B. Wastewater Projects

9. 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.

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. completed potholing the existing utilities, which lead to changes in which sections were to be directional drilled. Portions of the directional drilling would have been required to be so deep that it wouldn’t be practical to do all the sections we had hoped. Those sections are now being installed via open-cut method.

Construction began on the Myrene Drive FM project on Wednesday, September 9th. Deig Bros. has completed the open-cut installation of pipe down Myrene Drive, Sunset Drive, Barker Drive, and Jamestown Drive. They have completed the Directional Bore down a section of Jamestown Drive as well as a section on an easement between Jamestown and Johnson Drive. Deig is currently installing pipe on Johnson drive via open-cut method. We passed the pressure test for the pipe from Jamestown Drive to the Myrene Drive Pump Station. Work is progressing well and is on schedule. During the week of October 19th, Deig Bros. will mobilize a 2nd crew to start with Asphalt Base (4”) installation along Myrene Drive, Sunset Lane & Barker Road.

C. Stormwater and Separation Projects

10. Countryview Subdivision Stormwater Project: (No Change)
Phase one of this project was completed during the calendar year 2019, including paving.

The preliminary plans for the next phase have been submitted by Qk4 Engineering. HWU staff have reviewed these plans and submitted comments back to Qk4 Engineering. Our plan is to design in this FY and bid in the spring of 2021 with construction beginning at the end of the 2020-2021 Fiscal Year.
11. 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.

12. 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 KDOW. 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

13. Solar Power Project at NWWTP (No Change)
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, and they have prepared 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. GCC Engineers submitted the Preliminary Design information with estimated payback during the first week of September. We’re in the process of reviewing the preliminary design information and determining the feasibility of the project.

14. Install Backup Generators at Critical HWU locations
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. The Advertisement for bids for this project was posted on August 26th. Sealed bids were received on Wednesday, September 16th. This project was the subject of an Action Report during the September Board Meeting. We’re working with the low bidder to get additional information needed before formal award under the grant requirements.
HUMAN RESOURCES
HWU Human Resources Summary: October 19, 2020

Staffing Levels:

1. Water Treatment Operator I [1 SWTP position]: will begin new search
2. Collection System Operator [1 position]: employee transferred on October 5
3. Locator/Geospatial Technician [1 position]: applications forwarded to department, waiting on direction
4. Project Engineer [1 position]: summer intern being vetted for position
5. Administrative Assistant [1 position]: employee promotion effective October 19
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 9/30/2020):

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<tr>
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Incident Rates

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<tr>
<td>DART Incident Rate</td>
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<td>DAFW Rate</td>
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<tr>
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</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:

- Annual open enrollment will occur October 12 – October 21. All HWU employees must complete the re-enrollment process for benefit continuation in 2021. HWU board member appointments are reserved for immediately prior to the October 19 board meeting.
- One HWU employee has tested positive for COVID-19. HIPAA regulations do not allow the sharing of the employee’s name or other details.
- For the period of March 23 – September 30, 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 5,325 hours at a total of $104,399.68.

Upcoming City-wide Events:

- All HWU staff have completed the online drug & alcohol awareness training.
SAFETY AND TRAINING
A. Introduction:

Upon beginning this position on the 8th of September, I have been busy visiting the employees on the jobsite and at the facilities. I have been given free reign to visit any and all locations and to inspect any and all things of interest. I have been involved with meetings employees and Supervisors about the job tasks they perform; visiting work sites of the Utility’s contractors; monitoring work duties during some larger events such as the Vine Street Project, Myrene Drive Project, and 4-Star Water Tower Project.

B. Safety Inspections:

1. Administration Building
   • Walked through using the safety audit as a guide to see what the auditor noted as an issue and to see what is needed to correct said issue

2. Systems Operation Center (SOC):
   • Walked through using the safety audit as a guide to see what the auditor has noted as an issue and to see what is needed to correct said issue

3. North Water Plant:
   • Had multiple discussion with the Treatment Manager about issues at this and other plant. Have scheduled a more in-depth visit to look at what has been accomplished and what other steps need to be taken

4. North Wastewater Treatment Plant:
   • Conversed with the Chief Plant Operator about the audit report and some of the issues that were noted for his site. Was welcomed to come back whenever desired. Have set up time for a more in-depth visit.

5. South Wastewater Treatment Plant
   • Walked through the plant with the Plant Chief and discussed the issues listed in the safety consultant’s audit for the facility. Discussed some corrective measures that were already taken, and others measures that are still needed.
6. South Water Treatment Plant:
   - Walked through the plant grounds with the Plant Chief and discussed the issues listed in the safety consultant’s audit for the facility. Discussed some corrective measures that were already taken, and others measures that are still needed.

7. Water Distribution/ Collection System:
   - Visited a variety of job sites to view if the employees were working safely, using tools and equipment properly, and wearing any required personal protective equipment.

C. Comprehensive Safety Audits:

   No comprehensive safety audits of the Utilities facilities were performed this month, as I am working off of the safety audit provided by the Safety Consultant that was hired by HWU.

D. Recordable Injuries:

   There was one recordable injury in September. A Utility System Worker I injured himself while using a jackhammer. There was no lost time from the injury the employee was on modified duty.

E. Training:

   Safety training has been established using the *KnowB4* platform. This platform is an online service where training can be assigned to all HWU personnel. Those with access to computers can complete the training anytime during the month that it is assigned. Those without computer access will attend small group meetings (adhering to CDC guidelines). The first HWU-wide safety training assigned for October was bloodborne pathogens. The topic for November will be driver’s training, while December’s will be hazardous communications.

   This platform monitors progress of the training, with notifications sent to supervisory personnel if it has not been started or completed. Once all personnel have completed the training, the documentation is stored on the site servers as well as City servers. Live training will be limited to topics that cannot be done on a computer, until the CDC guidelines are lifted.

   In-person team meetings have been held at the worksite concerning personal protection equipment and other work practices.
GENERAL MANAGER’S REPORT
Regulatory Issues

Nothing to report.

Residential Water Meter Replacement

The Field Operations report should have some info on this project this month, but I wanted to talk a little here about some bigger picture aspects of it. Based on our work the first week of installation, it appears we can do about 100 meters in a week. With 10,500 residential meters in our system, that works out to 105 weeks. We’re committing two crews to this, one to clean/adjust/repair pits ahead of the changeout crew, and one to do the actual meter install. That’s a big commitment, half of our field workforce, and we can’t do that continuously for 105 weeks.

What we’re likely to do is work on this for about 20 weeks a year, spreading the work over 5 years. Besides being more manageable from a workload perspective, a 5-year installation schedule means that, in 15 to 20 years when these meters have to be replaced, they won’t all come due at the same time, spreading that future expenditure over a more manageable timeframe.

The meters we’re purchasing come with a 20-year accuracy guarantee, but there’s a caveat. If they fail in the first 10 years, we get full replacement, just send in the old meter and they send us a new one. After that, the cost is pro-rated, where we would pay 20% for a replacement in the 11th year, up to 90% replacement cost in the 20th year. End-points, the radio portion of the equipment in the pit, come with full replacement through the 15th year, 25% credit from 15 to 20, and finally the fixed data collection units in the system, which are fairly pricey, have a full 20 year warranty. I would expect us to be looking at a residential meter replacement program again in the years 2036 to 2038.

Lots of utilities that do these projects hire a contractor to come in and do the whole schmear at once. Those contractors hire temporary employees, and they’ve gotten mixed results with that. Our method here, using our own employees to do all the installation work, saves money, but also allows us to have much more control over the process. I feel a lot better with our guys out there on the front lines, dealing with our customers one-on-one, and looking for things that a contractor wouldn’t.

For instance, we found a water leak on a service line in the first week of work, not something that an untrained temp would even know to look/listen for. We’re also getting highly accurate information on read-outs of the old meters, and have experienced people putting the eye to every meter.

This is a big commitment of time and resources, and it’s something we should have started a long time ago. Can’t tell you how happy I am to see it finally taking shape. Many thanks go to the cleanout crew, the installation crew, and especially the Kevins, Roberts and Sturgill, who have shepherded this process. We have a simple but effective workflow set up in Cityworks to document each installation with photos and meter card information. Several others are double-checking information, closing work orders and doing quality control work. And IT and Automation are about to be immersed in the data collection side of the AMI system.

It’s very much what Bruce used to call “all hands on deck”.
**Personnel**

*Deniese Jones* has been promoted to the *Administrative Assistant* (Patty Brown) position at the Administration Building, and I’m glad we’ve made that permanent.

*Bobby Hewgley* has been promoted to the *Collection System Operator* position, from his former position as Crew Leader. He’ll be taking on duties related to the Pretreatment Program, the combined sewer overflows and related reporting, and other duties in the wastewater collection system. This is a complement to the rearrangement of duties that we implemented on the water side a few years ago. We now have more definite lines of authority, and responsibility, for key aspects of our systems.

**Systems Operation Center**

The project to replace our *SOC* buildings at a new location is moving ahead. We have had some initial meetings with *Tim Skinner* to talk about general plans, and Tim has toured the new building. Still on track to take possession no later than mid-December. We chose *Arnold Consulting Engineering Services (ACES)* from Bowling Green to do the civil/site design, and *Branson Surveys* has completed the topographic and boundary survey of the new site.

We should have initial plans for the build-out of the buildings for you to see at this meeting. After we get everything we want on an initial plan, Tim will be doing some costing, to see where we are and if we need to adjust our expectations.
BUSINESS

- Action Report # 2020-29 – Beechwood Storm Sewer Project
- Action Report # 2020-30 – Hach Service Contract Renewals
- Action Report # 2020-31 – Valve Exerciser Equipment and Truck
Henderson Water Utility
Action Report # 2020 - 29

To: Henderson Water & Sewer Commission
From: Tom Williams, P.E., General Manager
Subject: Beechwood Drive Storm Sewer Project
Project #: 22.1802.xxxx
Date: 19 October 2020

Project Background:

- **Brookwood** subdivision is on Green River Road, just off Hwy 60 East. The subdivision was constructed in the early 1990’s.
- Staff has been contacted about a drainage problem in the back yards of 887, 893 and 897 Beechwood Drive, caused by uncontained flow from a cross-drain pipe on Green River Road. This pipe drains an area of about 5 acres, and the flow has eroded a channel and undermined fences in the backyards of these homes.
- We propose to install a pipe and inlets, conducting this water into an existing pipe downstream.
- This project has been on our **Stormwater Project Prioritization list** since 2013 but received a low score and was put off while other projects were completed. Recent rains have increased the damage and brought it forward as more of a priority.
- This project will require the dedication of drainage easements from the three homeowners.

Legal/Budget/Financial Considerations:

- Funds for this work will be taken from **Miscellaneous Stormwater Projects** line in the Capital Budget, where we have $ 100,000 set aside for small projects such as this.

<table>
<thead>
<tr>
<th>Spending to date on this project</th>
<th>$ 0</th>
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<tbody>
<tr>
<td><strong>Estimated scope of work using HWU forces</strong></td>
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</table>

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

Recommendations & Approvals:

- Staff recommends allocation of funds from the Miscellaneous Stormwater Projects line, with construction performed by one of our crews.
- Board approval authorizes all work necessary to complete the scope of work for this project, including issuance of any additional bids, purchase orders, engineering services, change orders, easement acquisition, or other authorizations required to complete the work without unnecessary delays.

Respectfully Submitted for Approval:

___________________________
Tom Williams, P.E.
General Manager

BOARD ACTION – 19 October 2020

PASSED: _______  FAILED: _______  TABLED: _______  DATE: _______
Henderson Water Utility

Action Report # 2020 - 30

To: Henderson Water & Sewer Commission
From: Josh Thompson, Treatment Manager
Subject: Annual Renewal of Service Contracts – Hach Company
Date: 19 October 2020

Background:
• Henderson Water Utility has invested many thousands of dollars for the special instrumentation used at our water treatment facilities. Hach is the product brand which is predominant for these items. This is because of the higher quality of their product as well as our standardization around one make of equipment.
• Annual calibration and maintenance of this equipment is required to maintain the accuracy of the equipment, the warranty, as well as reducing the cost of emergency repairs to the equipment.
• Hach does not recognize or authorize any other service organization to perform repairs or re-calibrations on this equipment. Unauthorized repairs may result in voiding the instrument warranty. These service contracts have been renewed annually in this same manner for several years.
• The total cost of these contracts is $53,465.46 (NWTP: $25,550.54; NWWTP: $4,664.10; SWTP: $21,108.50; and SWWTP: $2,142.32). This is an increase of 2.43% ($1,430.82) from last year. This increase is due to an annual increase for service and the inclusion of new equipment.

Budget Considerations:
• The costs of these service contracts are within the approved FY 2020-2021 budget amounts. We bring this to you annually, because it is over $20,000.
• The cost of any repair parts is included in the facility’s equipment repair budgets.

Policy and Legal Considerations:
• The services listed have been determined to be a single or sole source purchase as outlined in Section 45A.380 of the Kentucky Revised Statutes.
• This procurement is in accordance with KRS 45A.365 of the Model Procurement Code.

Recommendation:
• Staff recommends awarding the service contracts for instrumentation calibrations to Hach Company. Copies of the proposed contracts are available upon request.

__________________________ _____________________________
Kevin Roberts Tom Williams, P.E.
Director of Operations General Manager

Commission Action – 18 November 2019
Henderson Water Utility

PASSED:_____________    FAILED:_____________    TABLED:_____________
To: Henderson Water Utility Commission
From: Kevin Roberts, Director of Operations
Subject: Purchase of Valve Exercising Equipment and Truck
Date: 19 October 2020

Background:

- There are approximately 3,700 valves in our water distribution system. These valves are what direct and isolate water. Many of them have been in the ground for as long as the water line and have probably not been turned since then.
- Having a valve exercising program is critical to maintaining a working, predictable, and reliable distribution system. There is simply no way of knowing if a valve is going to open or close when needed if they are not routinely exercised and documented.
- It is in times of emergency that having this knowledge is most critical. When trying to shut water off, particularly during an emergency to make a repair, a valve that has not been consistently exercised may not fully seat. In many cases, it will not turn at all but will break either open or closed. This leads to impacts on a larger area.
- In a system where there is not a valve exercise program, it’s not just the valve that is needed to be closed that will fail, but several of the other valves that would be relied on as backups.
- In order to efficiently run a program, having the right equipment is necessary. While we have several individual components, they are old, outdated, and manually intensive.
- This program will be a permanent part of our operations, with a crew being dedicated to seeing it done on a regular schedule. We can use information in Cityworks to identify valves that need to be turned, replaced, or removed.

Budget Considerations:

- We previewed a demo unit (trailer mounted skid system) for a month and found that it worked very well. However, after visiting another utility that uses a truck-mounted system, we believe that it would be the best for us. It has a smaller footprint and is more easily maneuvered.
- The total cost of this equipment will include the purchase of a new Ford F-550 flatbed (to support the full-load weight of the equipment) and a skid-mounted valve exercising package that will be mounted on the truck bed.
- Cost of this equipment is within the approved FY 2020-21 capital budget and is part of our unidentified projects/purchases.
- The cost of a F-550 on our State Contract is approximately $64,855, before having safety strobe lighting installed. The cost of a skid-mounted valve exercise system (diesel package) is approximately $84,000 (freight and installation included)
If approved, we will proceed with purchase of a F-550 from the State Purchasing Contract and solicit bids on the skid-mounted valve exercise system and installation.

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<td>Ford F-550 Flat Bed on State Contract</td>
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<tr>
<td>Skid-Mounted Valve Exercise Package (WACHS LX Diesel or equivalent)</td>
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<tr>
<td>5% Contingency</td>
<td>$ 7,425</td>
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<td>TOTAL</td>
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Policy and Legal Considerations:

- The State of Kentucky solicits competitive sealed bids for vehicles and those bids include cooperative language which allows municipalities to purchase from the resulting Master Agreement (bid award) at the same price. The Master Agreement for the F-550 purchase is MA-758-1800000180.
- We will solicit bids for the equipment and bring that award request to the Board at a future meeting (December or January).
- This procurement is in accordance with KRS 45A.365 of the Model Procurement Code.

Recommendation:

- Staff recommends the purchase of a Valve Exercise System & Truck at a cost not to exceed $155,925.00.

__________________________ _____________________________
Kevin Roberts            Tom Williams, P.E.
Director of Operations   General Manager

Commission Action – 19 October 2020

PASSED:_______________  FAILED:_______________  TABLED:_______________
EXECUTIVE SESSION

- None Requested