

OPERATING AND MANAGEMENT PLAN

January 2025

I. Description of System:

The East Logan Water District (ELWD) was established in 1976 by Kentucky Revised Statute Chapter 74. The ELWD is a Class II distribution system (serving population >1,500 but <15,000) providing rural water service for approximately 3,408 Logan County area customers with a serviceable population of 9,167. The distribution system is comprised of the following:

<u>Area</u>	<u>Water Lines</u>	<u>Storage & Other</u>
Auburn North	≈ 96 miles	Cemetery Road (200K gallons) Duncan Chapel PS
Auburn South	≈ 26 ¼ miles	
Beechland	≈ 35 ¾ miles	Beechland (320K gallons)
Chandlers	≈ 75 ¼ miles	Chandlers PS
Dennis	≈ 10 ½ miles	Dennis (220K gallons)
Franklin Road	≈ 32 miles	

ELWD's water source is through wholesale water purchase at a current rate of \$3.36/1000 gallons from the Logan-Todd Regional Water Commission (LTRWC) with the primary source of water being pumped from the Cumberland River to the LTRWC water treatment plant (WTP) at Guthrie, Kentucky with three supplemental ground wells (Well #1, Well #2, and Well #3).

The District also has emergency connections to the water systems of: 1) Auburn, City of; 2) Butler County Water System, Inc.; 3) Russellville, City of; and 4) Warren Co Water District. All these interconnections have master meters at the point of interconnection and serve as emergency back-up supply of water in case Logan-Todd Regional Water Commission ever has a failure.

II. Physical Make-up of System:

The East Logan Water District serves portions of eastern Logan County (primarily within Census Tract 9601) and one customer within Simpson County. The sum of the District's water distribution system components is as follows:

- ~approximately 25,812 linear feet of 12" PVC water line;
- ~approximately 44,346 linear feet of 10" PVC water line;
- ~approximately 37,620 linear feet of 8" PVC water line;
- ~approximately 21,275 linear feet of 8" water line (unknown pipe material);
- ~approximately 25,998 linear feet of 6" PVC water line;
- ~approximately 421,919 linear feet of 6" water line (unknown pipe material);
- ~approximately 28,223 linear feet of 4" PVC water line;
- ~approximately 534,599 linear feet of 4" water line (unknown pipe material);
- ~approximately 32,040 linear feet of 3" PVC water line;
- ~approximately 285,331 linear feet of 3" water line (unknown pipe material);
- ~approximately 531 linear feet of 2" water line (unknown pipe material);

- three (3) water storage tanks;
- two (2) booster pump stations; and
- total customer base to date of 3,335 comprised of 48 commercial and some 3,285 residential.

Service Area	Water Storage Tanks				
	ID	Capacity	Type	Constructed	Inspected
Auburn North	Cemetery Rd	200,000 G	Glass-Lined Standpipe	1999	2023
Auburn South					
*Beechland	Beechland	320,000 G	Glass-Lined Standpipe	2003	2023
Chandlers					
Dennis	Dennis	220,000 G	Glass-Lined Standpipe	1988	2023
Franklin Road					

*tank offline

Please note: *The 'Unknown' water line materials installed in the 1960s are most likely cast iron (galvanized steel) or ductile iron pipe.*

III. Management:

Three (3) commissioners appointed by the Logan County Fiscal Court upon receiving recommendations of appointees by the County Judge/Executive. The Commissioners are responsible for all Fiscal decisions including capital improvement decisions delegating some decision-making power to a General Manager. The commissioners obtain professional services, as needed, from legal counsel, certified public accountant, and an engineer.

The mailing and physical address of the District is 333 South Franklin Street, Russellville, Kentucky 42276; telephone number 270.717.0991. The daily operation and management of the system is the responsibility of the General Manager, and the three licensed operators (one being the Field Manager). The General Manager reports to the Commissioners each month during the board meeting while all other positions report directly to the GM.

Management will analyze the adequacy of revenue and the reasonableness of operation and maintenance expenses periodically and make the appropriate adjustments. Efforts will be made by the District to make an application with the Public Service Commission (PSC) for the appropriate adjustments immediately as needed rather than deferring until such time that a major adjustment of rates, etc. is required. PSC has the final decision in all proposed rate increases. During new project(s) development, USDA-Rural Development will assist the District and its engineer with the establishment of rates to secure and maintain an adequate operating budget.

IV. Operation:

The East Logan Water District is operated as follows:

- A. The General Manager directs and ensures all technical, managerial, and financial (TMF) duties are addressed as required by KRS and KAR governed through the Kentucky Division of Water (DOW) and Public Service Commission (PSC). There are three licensed operators with all necessary certifications as required by federal, state, and local laws and regulations in charge of all operations that are responsible for the daily operations such as the installation of water meters for new customers; repair and maintenance of water lines; reading of meters; and service disconnects of delinquent accounts and reconnects, etc. In direct responsible charge of the distribution system and the distribution staff is the Field Manager. The Field Manager is a licensed Class III Distribution Operator directing the other Class II Operators, one full-time Field Worker, and one Co-op Field Worker. As the maintenance employees meet their required minimum on-the-job training, the GM encourages staff to become licensed operators to meet DOW's staffing and succession plan recommendations. The District will cover the costs of staff to obtain CEUs to maintain licenses and testing expenses for new potential operators.
- B. The General Manager supervises the Utility Clerk. Duties are shared for the billing and receipts of customer usage, handling complaints, making purchases, and expenditures, etc. The General Manager is also responsible for the coordination of all financial management including that of the annual and monthly financial submissions required by PSC, USDA-Rural Development, and Department for Local Government.
- C. Water meters are read by the 30th of each month and bills are mailed no later than the 10th of the month. Payments are due by the 20th and a 10% late fee penalty is added thereafter.
- D. The District will maintain at all times user rates at levels that will generate sufficient revenues for payment of operating and maintenance expenses (includes any increase in wholesale water purchase/treatment costs), debt service, and the USDA-RD required reserve account and short-lived asset account(s).

V. Maintenance:

The Field Manager, with the assistance of the other licensed operators and field crew, is responsible for the proper maintenance of the system. The District completes most maintenance. The District owns five (5) utility trucks, a backhoe, a mini-excavator, pneumatic boring mole, dump trailer, two (2) air compressors and maintains a small amount of repair material and meters on hand for regular maintenance and for emergencies. Most often, the East Logan Water District bids and contracts with private contractors for the construction and laying of new water mains. If repair, materials, equipment, etc. are required by outside vendors, a minimum of three (3) quotes will be obtained to insure cost effectiveness. The Commissioners will have final approval of any extraordinary expenditures.

The District maintains records for monitoring unaccounted loss of water. "Unaccounted for" water should be maintained at a level no greater than current standards, presently 15%. A meter replacement program has been established to change out 10% of meters or 303 meters each year or meet the industry standard of "every ten years".

VI. Compliance with Federal, State, and Local Laws:

The East Logan Water District, herein, certifies the water system will be operated in compliance with any and all federal, state, and local laws, ordinances, and codes.

VII. Audits and Reports:

The East Logan Water District maintains an audit agreement with a qualified individual/firm to secure an annual audit of the water system in accordance with the USDA-FmHA Booklet for Performing Audits of FmHA borrowers and grantees per FmHA Instruction 1942-A. The District will provide required management reports to include annual budgets, quarterly reports, audits, and annual reports presently required by Rural Development and other reports that may be required by various federal or state agencies now or in the future.

VIII. Miscellaneous:

The East Logan Water District will maintain all required insurance coverages including liability and real property insurance, workmen's compensation, position fidelity bond coverage, and any other special insurance that might be applicable.

The operating and management plan contained herein has been established and accepted by the Commissioners this 30th day of January 2024.

Harris Dockins, Chairman

Loyd Houchens, Secretary

Document Reference Notes

Resources include:

- http://dep.gateway.ky.gov/DWW/JSP/WaterSystemDetail.jsp?tinwsys_is_number=1232&tinwsys_st_code=KY&wsnumber=KY0710951
- KIA WRIS System Data Report KY0710951 (East Logan Water District) dated 04/18/2023
- KIA WRIS Asset Inventory Report KY0710951 (East Logan Water District)
- U.S. Census Bureau QuickFacts. Population estimates, July 1, 2022 (V2022)

Population Notes – U.S. Census American Community Survey 2018-2022 Estimates:

Logan County Total population: 27,877 persons; ELWD: 2.56 persons/HH x 10,850HH = 27,776
Per DOW Standards (401 KAR 8:200 effective 01/01/2016): 2.69 persons x 3408 meters = 9,167 persons