

# **Martin County Sanitation District**

**387 E. Main St.**

**Phone (606) 298-3885    Inez, Kentucky 41224**

**Regular Meeting, Tuesday, 24 February 2026 – Immediately Following Martin  
County Water District’s Meeting  
Martin County Government Center (2<sup>nd</sup> Floor)**

- 1) Call the meeting to order
- 2) Review and Consideration to Approve Minutes
- 3) Review and Consideration of Financial Reports
  - A. Review and Consideration to Approve Treasurer’s Report
  - B. Review and Consideration to Approve Other Financials
- 4) Review and Consideration to Approve Bills
- 5) Legal
  - A. Any Issues for Discussion with Board Attorney
    - i. Chairman update the board on easement agreements for Davella Road project
- 6) Operations
  - A. Alliance Operations Report
  - B. DMR
- 7) Capital Projects Report
  - A. Project Updates – Chairman Update Board
  - B. CIP List Updates – Chairman Update Board
- 8) Other Old Business
  - A. AWR Update the Board on the FEMA and KY Emergency Management Funding Status Along with Schedule to Complete Repairs
  - B. FEMA Disaster Update – Consider a Motion for AWR to withdraw from Project 959338 Emergency Protective Measures - Lift Station Pumps (This was actual costs for the rentals from the IGA Lift Station and insurance paid us in full for all invoices and labor related to this project, therefore, we are made whole by insurance and do not need this project anymore)

Notice is hereby given that, subject to a motion duly made and adopted, the Board of Directors may hold an Executive Session subject to the laws of Kentucky.

- C. AWR Update Board on Insurance Claims and Status of Payment
- D. AWR Discuss Operator Licensing Status and Succession Planning Timeline

9) Other New Business

- A. Chairman update the board on Fahe TA work to identify funding sources for MCSD CIP projects
- B. Consider Motion to approve Chairman work with BSADD and Prime AE to complete RD grant application for Inez Phase I project options B and C funding
- C. Consider Motion to approve expenditure to remove all sludges from Inez drying beds before ball season starts to mitigate odor issues
- D. Board to Review AWR Internal Control Policy
- E. Motion for Board to Approve Accepting Check, Cashier Check, or Money Order Only (No Cash) for Tap Installation in Accordance with AWR Internal Control Policy

10) Consider Motion to Convene into Closed Executive Session

11) Consider Motion to Close Executive Session

12) Guest Speakers – 5 Minute Maximum

13) Motion to Adjourn

**Martin County Sanitation District  
Regular Meeting of the Board of Directors  
January 27, 2025, Meeting Minutes**

**Presiding:** Tim Thoma

**Present:** Directors: Colby Kirk, Nina McCoy, John Hensley, Vernon Robinson  
Staff: Dustin Haley (Attorney), Erica Bogenpohl, Colby May (LM)

**Guests:**

The Regular Meeting of the Martin County Sanitation District was held on January 27, 2026, at the Martin County Government Center, at 42 East Main St (2<sup>nd</sup> Floor), Inez, Kentucky 41224. Mr. Thoma called the meeting to order at 9:16 p.m.

**Mr. Thoma called for review of the December 16, 2025 Special Board Minutes**

- Mrs. McCoy motioned to approve December 16, 2025 minutes
- Mr. Hensley seconded
- All ayes
- Motion carried

**Mr. Thoma requested discussion of the review and consideration of the Financial Reports**

- Mrs. Bogenpohl detailed each report as submitted
  
- Mr. Kirk motioned to approve the Treasurer's report as submitted
- Mr. Hensley seconded
- All ayes
- Motion carried
  
- Mrs. Bogenpohl presented Other Financials
- Mrs. McCoy motioned to approve Other Financials
- Mr. Hensley seconded
- All ayes
- Motion carried

**Mr. Thoma called for review and consideration to Approve Bills**

- Mrs. Bogenpohl presented Bills
- Mr. Robinson motioned to approve the List of Bills
- Mr. Hensley seconded the motion
- All ayes
- Motion carried

### **Mr. Thoma asked if there were any legal issues to discuss**

- Chairman Updated the Board on the Status of Draft Easement Agreement for Davella Road Project New Lift Station – this project will require 4-6 easements, budget modification request was sent to Martin County Fiscal Court and BSADD to include additional easements
- Legal Review and Findings for Insurance Policy Versus Claims and Payments
- Legal Review and Recommended Approach for No Easement Agreements with Rate Payers

### **Mr. Thoma called for review of the Operations Report**

- Mr. May presented the Operations Report

### **Mr. Thoma called for review of the DMR**

- Mr. May presented the DMR

### **Mr. Thoma called for review of Capital Project Report**

- Mr. Thoma presented the Capital Project Report- Chairman was sent the Davella Road Design Package, expected to be in the field late July 2026
- Sanitation Master Plan- does a great job of pulling together infrastructure, existing and condition of infrastructure, capital improvement list and scoring, and a timeline for projects to be funded and completed

### **Mr. Thoma inquired if there was any Other Old Business to discuss**

- AWR update Board on the FEMA and KY Emergency Management Funding Status Along with Schedule to Complete Repairs- Colby May updated Board on FEMA/KY Emergency Management status
- AWR Update Board on Insurance Claims and Status of Payment- Erica Bogenpohl gave Board update, Riverside Duplex Lift Station was below the deductible, therefore insurance did not pay that but FEMA did; Grinder Pumps County Wide is being submitted to Professional Liability Coverage Company but FEMA has paid out on this
- AWR Provides Board Members Cut Sheets for Grinder Pumps for Discussion and Determination of Preferred Pump for the District- Mr. May provided Board with cut sheets for grinder pumps and discussed the difference between E1 and Aqua pumps, E1 comes with a 5-year warranty, Aqua has 1-year warranty
- Discussion to Select Which Grinder to Order was Tabled by the Board

**Mr. Thoma inquired if there was any Other New Business to discuss**

- Consider Motion to Approve Utility Board By-Law Revisions
- Mr. Robinson made the motion
- Mr. Hensley seconded the motion
- All ayes
- Motion carried

**Executive Session not required.**

**Mr. Thoma inquired if there were any guest requesting to speak.**

**Mr. Thoma requested a motion to adjourn.**

- Mrs. McCoy motioned to adjourn at 10:10 p.m.
- Mr. Hensley seconded
- All ayes
- Motion carried

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Timothy Thoma, Chairman

\_\_\_\_\_  
Helen Proctor, District Clerk

## Martin County Sanitation District

### Balance Sheets

January 31, 2026

	1/31/26	1/31/25
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Checking Account - Operations	\$ 71,187.97	\$ 28,252.18
Security Deposits	11,295.00	11,250.00
Debt Service Surcharge Fund	8,022.93	1,000.00
<b>Total Cash</b>	<b>90,505.90</b>	<b>40,502.18</b>
Accounts Receivable	154,932.80	126,998.98
Allowance for Doubtful Accounts	(9,041.57)	(6,274.95)
Unbilled Accounts Receivable	57,862.00	26,567.00
Prepaid Expenses	13,801.33	11,812.41
<b>Total Current Assets</b>	<b>308,060.46</b>	<b>199,605.62</b>
<b>PROPERTY, PLANT, &amp; EQUIPMENT</b>		
Land	93,080.85	93,080.85
Sewer & Collection System	16,459,045.75	16,330,131.32
Buildings	363,275.00	363,275.00
Equipment & Furniture	430,154.93	430,154.93
Vehicles	50,452.07	50,452.07
Construction Work in Progress	102,710.50	27,500.00
Less: Accumulated Depreciation	(9,524,285.36)	(9,052,603.87)
<b>Net Property, Plant, &amp; Equipment</b>	<b>7,974,433.74</b>	<b>8,241,990.30</b>
<b>RESTRICTED CASH</b>		
Sinking Fund - RD	96,110.05	14,416.07
Depreciation Fund	490.00	490.00
Disaster Relief Fund	621,794.42	-
<b>Total Restricted Cash</b>	<b>718,394.47</b>	<b>14,906.07</b>
 <b>Total Assets</b>	 <b>\$ 9,000,888.67</b>	 <b>\$ 8,456,501.99</b>

## Martin County Sanitation District

### Balance Sheets

January 31, 2026

	1/31/26	1/31/25
<b>LIABILITIES AND DISTRICT'S EQUITY</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 576,175.93	\$ 384,139.65
Long Term Debt-Current	44,000.00	43,000.00
Accrued Interest Payable	3,323.20	3,344.33
Customer Deposits	10,890.00	10,665.00
<b>Total Current Liabilities</b>	<b>634,389.13</b>	<b>441,148.98</b>
<b>LONG-TERM DEBT</b>		
Bonds Payable - 2011	354,000.00	364,980.00
Bonds Payable - 2014	1,312,000.00	1,343,369.91
Less Current Portion of L-Term Debt	(44,000.00)	(43,000.00)
<b>Total Long-Term Debt</b>	<b>1,622,000.00</b>	<b>1,665,349.91</b>
<b>Total Liabilities</b>	<b>2,256,389.13</b>	<b>2,106,498.89</b>
<b>DISTRICT'S EQUITY</b>		
Contributed Capital - Government Grants	8,387,874.20	8,387,874.20
Contributed Capital	4,425,526.15	4,425,526.15
Retained Earnings (Deficit)	(6,025,714.75)	(6,440,478.09)
YTD Net Income	(43,186.06)	(22,919.16)
<b>Total District's Equity</b>	<b>6,744,499.54</b>	<b>6,350,003.10</b>
<b>Total Liabilities and District's Equity</b>	<b>\$ 9,000,888.67</b>	<b>\$ 8,456,501.99</b>

**Martin County Sanitation District**  
**Statements of Revenues and Expenses**  
**Fiscal Year Jan 01 to Dec 31**  
**For the Month(s) Ending**  
**Actual vs Budget vs Prior Year**

	YTD			
	January, 2026			
	Actual	Budget	P/Yr	Annual Budget
<b>Operating Revenues</b>				
Sewer Charges - Residential	\$ 37,411	\$ 37,570	\$ 44,553	\$ 450,840
Sewer Charges - Commercial	29,977	37,570	32,844	450,832
Late Charge Fees	2,199	2,587	2,689	31,000
Reconnect/Meter Sets/Other Fees	2,330	2,424	2,350	29,000
Debt Service Surcharge	4,248	4,337	4,280	52,000
<b>Total Operating Revenues</b>	<b>76,166</b>	<b>84,488</b>	<b>86,716</b>	<b>1,013,672</b>
<b>Operating Expenses</b>				
Management & Operations Contract	54,305	54,305	52,512	651,660
Utilities	8,744	6,674	7,079	80,000
Insurance	1,958	3,337	2,942	40,000
Repairs & Maintenance	9,185	6,250	3,760	75,000
Outside Services	-	167	-	2,000
Legal Expenses	794	208	175	2,500
Accounting/Audit	-	-	-	10,000
Bad Debts	167	167	167	2,000
Dues	42	25	42	300
Miscellaneous Expenses	1,500	250	-	3,000
Customer Deposit Interest Expense	41	49	32	500
<b>Total Operating Expenses</b>	<b>76,735</b>	<b>71,432</b>	<b>66,708</b>	<b>866,960</b>
<b>Net Income B/4 Other Income (Expenses)</b>	<b>(569)</b>	<b>13,056</b>	<b>20,008</b>	<b>146,712</b>
<b>Other Income (Expenses)</b>				
Capital Contributions	-	-	-	3,792,625
Interest Income	25	-	1	-
Interest Expense	(3,308)	(3,500)	(3,344)	(42,000)
Depreciation	(39,333)	(20,188)	(39,583)	(242,223)
<b>Total Other Income (Expenses)</b>	<b>(42,617)</b>	<b>(23,688)</b>	<b>(42,927)</b>	<b>3,508,402</b>
<b>Net Income (Loss)</b>	<b>\$ (43,186)</b>	<b>\$ (10,632)</b>	<b>\$ (22,919)</b>	<b>\$ 3,655,114</b>

**Martin County Sanitation District  
Inez, KY**

**Treasury Report**

<b>Billing Charges For the Month of:</b>	<b>Jan-26</b>		
Sewer Revenue - Residential		\$	37,411.44
Sewer Revenue - Commercial			29,976.95
Sewer Revenue-Debt Service Surcharge			4,248.16
Late Charges			2,199.19
Returned Check			-
Connection Fees			-
Other Miscellaneous Fees			2,330.00
Deposits Applied			(270.00)
Refund Checks Paid			-
Interest on Customer Deposits			(40.79)
<b>Total Billing Charges</b>		<b>\$</b>	<b>75,854.95</b>
			<b>4,383,150</b>
<b>Gallons Billed</b>			<b>858</b>
<b>Customers Billed</b>			<b>858</b>

<b>Accounts Receivable</b>	<b>Jan-26</b>		
Beginning Balance			92,243.76
Billing Charges			75,854.95
Bad Debt (Write Offs) Recoveries			-
Accounts Receivable Collections			(81,283.40)
<b>End of Month Accounts Receivable</b>			<b>86,815.31</b>

<b>Operations Account</b>			
Beginning Balance		\$	81,867.90
Deposits			
Accounts Receivable Collections			81,283.40
Accounts Receivable Collections - Due from MCW			(14,909.43)
Interest			3.75
Total Deposits			66,377.72
Disbursements:			
Checks Written			(56,493.60)
Transfers to Other District Accounts			(11,854.40)
Utilities			(8,209.65)
DLG SPGE Annual Registration			(500.00)
<b>End of Month Balance</b>		<b>\$</b>	<b>71,187.97</b>

Cash Receipts Collected To Date in:	<b>Mar-26</b>		70,464.27
Bills Submitted for Payment in:	<b>Mar-26</b>	3A-4	(160,054.77)
<b>Available Balance</b>			<b>(18,402.53)</b>

**Martin County Sanitation District, Inez KY**  
**Treasury Report**  
**Summary of Cash & Investments**  
**January 31, 2026**

<b>Bank Account</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Interest Earned, Net of Fees</b>	<b>Payments</b>	<b>Ending Balance</b>
Operations Account	\$ 81,867.90	\$ 66,373.97	\$ 3.75	\$ (77,057.65)	\$ 71,187.97
Debt Service Surcharge	\$ 3,602.59	\$ 4,420.34	\$ -	\$ -	\$ 8,022.93
Security Deposits	\$ 11,070.00	\$ 225.00	\$ -	\$ -	\$ 11,295.00
Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Unrestricted Cash</b>	<b>\$ 96,540.49</b>	<b>\$ 71,019.31</b>	<b>\$ 3.75</b>	<b>\$ (77,057.65)</b>	<b>\$ 90,505.90</b>
<b>Restricted Cash</b>					
Sinking Fund	\$ 88,960.05	\$ 7,150.00	\$ -	\$ -	\$ 96,110.05
Depreciation Reserve	\$ 490.00	\$ -	\$ -	\$ -	\$ 490.00
Disaster Relief	\$ 621,773.30	\$ -	\$ 21.12	\$ -	\$ 621,794.42
<b>Total Restricted Cash</b>	<b>\$ 711,223.35</b>	<b>\$ 7,150.00</b>	<b>\$ 21.12</b>	<b>\$ -</b>	<b>\$ 718,394.47</b>
<b>Total Cash &amp; Investments</b>	<b>\$ 807,763.84</b>	<b>\$ 78,169.31</b>	<b>\$ 24.87</b>	<b>\$ (77,057.65)</b>	<b>\$ 808,900.37</b>

**Martin County Sanitation District  
BANK RECONCILIATION  
Operations**

**Period Ended:** 31-Jan-26

**G/L #**

BANK BALANCE:	\$127,681.57
ADD: DEPOSITS IN TRANSIT	
LESS: OUTSTANDING CHECKS	(\$56,493.60)
<b>BALANCE:</b>	<u>\$71,187.97</u>

**OUTSTANDING CHECKS DETAIL:**

CHK DATE	CHK#	CHK DETAIL	AMNT
1/28/2026	14240	Alliance Water Resources	\$56,493.60
<b>TOTAL:</b>			\$56,493.60

BOOK BALANCE BEGINNING OF MONTH: \$81,867.90

**Receipts:**

Deposits	\$66,373.97
Transfers from EFT	
Transfers from Rev	
Transfer from SF	
Service fees	
Transfers from Sanitation Disaster Relief to MCS Opts KIA Inez/Tug Valley WWTP	
Interest on account	\$3.75

\$66,377.72

**DISBURSEMENTS:**

Accounts Payable	\$56,493.60
Transfer to RD (Sinking Fund)	\$7,150.00
Transfer to DSS	\$4,420.34
Debit AEP	\$6,204.90
Debit Big Sandy RECC	\$2,004.75
Transfer to Security Deposits	\$225.00
Transfer to MCW Ops	\$59.06
Transfer to Sanitation Disaster Relief Fund- IWWTP DLG SPGE Annual Registration	\$500.00

\$77,057.65

BOOK BALANCE END OF MONTH: \$71,187.97

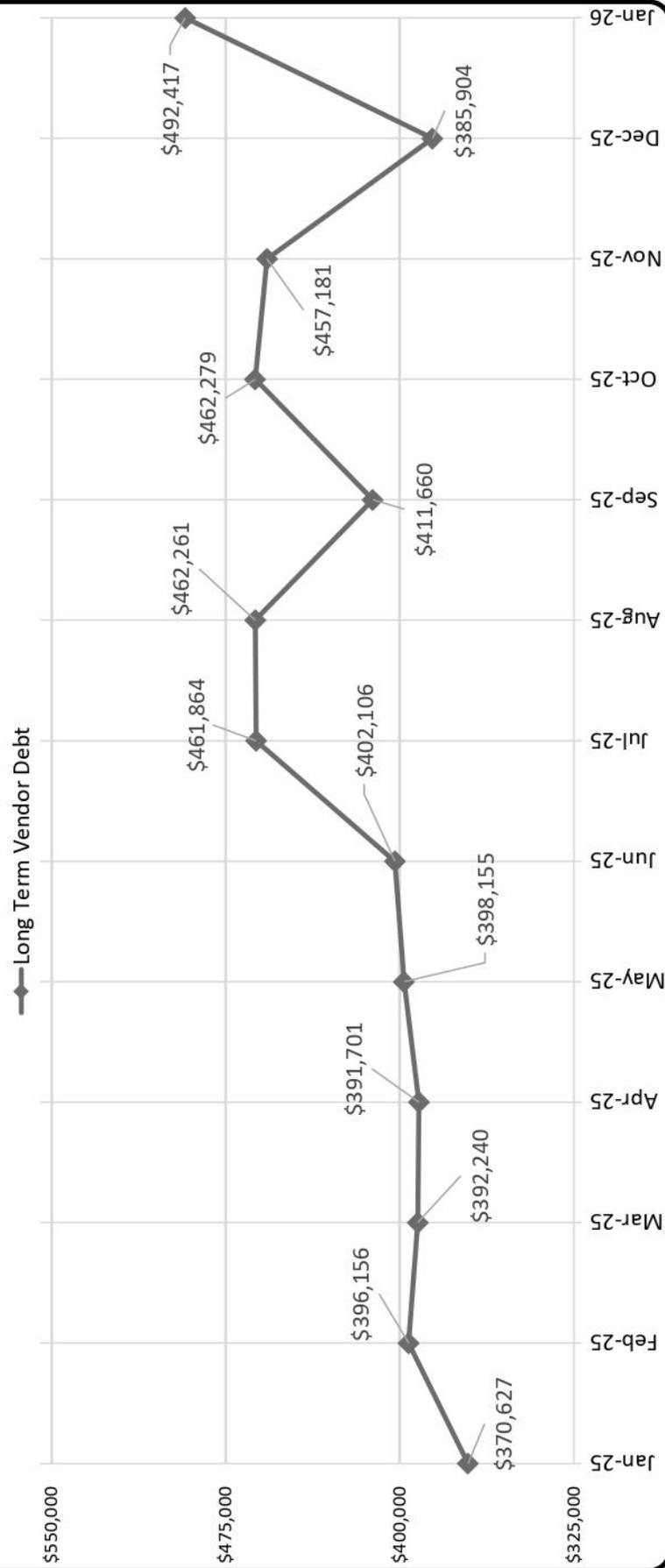
**VARIANCE \$ -**

**Martin County Sanitation District  
Billing Summary**

<b>Date</b>	<b>Revenue</b>	<b>YTD Total</b>	<b>Gallons (000'S)</b>	<b>No of Customers</b>	<b>Payments Received</b>
Jan-26	72,918	72,918	4,383	858	81,283
Dec-25	69,020	908,362	4,091	864	75,735
Nov-25	73,105	839,342	4,373	869	78,326
Oct-25	76,431	766,237	4,579	863	80,406
Sep-25	78,149	689,806	4,745	860	98,508
Aug-25	75,082	611,657	4,490	867	75,917
Jul-25	81,964	536,575	4,999	874	74,806
Jun-25	81,999	454,611	5,016	876	85,193
May-25	74,670	372,612	4,457	871	78,890
Apr-25	79,478	297,942	4,792	876	100,966
Mar-25	62,032	218,464	3,520	871	66,063
Feb-25	74,048	156,431	4,323	870	67,772
Jan-25	82,384	82,384	4,997	874	71,216

# Martin County Sanitation District

## Outstanding Vendor Debt



**Martin County Sanitation District**

**Accounts Payable**

**1/31/2026**

<b>Current List of Bills</b>	\$ 8,268.71
Balance per Aging report	558,519.48
Paid to MCW Ops (AEP)	(59.06)
Accrued Kinkead & Stilz Invoice	793.80
Accrued United Rentals Invoice	7,641.00
Accrued Monthly Insurance	1,012.00
<b>Total Accounts Payable</b>	<b><u><u>\$ 576,175.93</u></u></b>

**List of Accruals**

<b>Vendor</b>	<b>Total Invoice Amt</b>	<b>G/L Number</b>	<b>Amt per G/L Code</b>
AEP	6,263.96	6020	6,263.96
Big Sandy RECC	2,004.75	6020	2,004.75
			<u>8,268.71</u>

(Summary, aged as of January 31, 2026)  
 Aged by due date.

No.	Name	Balance Due	Aged Overdue Amounts			
			Current	Up To 30 Days	31 - 60 Days	Over 60 Days
V00001	MCWD 08-0118-00	Phone: (606) 298-3885	Contact:			
	Total Amount Due	2,857.68	267.13 9.35%	267.13 9.35%	267.13 9.35%	2,056.29 71.96%
V00003	MCWD 10-0689-00	Phone: 606-298-3885	Contact:			
	Total Amount Due	3,236.60	267.13 8.25%	267.13 8.25%	0.00 0.00%	2,702.34 83.49%
V00005	ALLIANCE WATER RESOURCES INC	Phone:	Contact:			
	Total Amount Due	218,597.12	54,305.00 24.84%	0.00 0.00%	52,512.00 24.02%	111,780.12 51.14%
V00006	EVANS HARDWARE	Phone:	Contact:			
	Total Amount Due	19,553.15	0.00 0.00%	0.00 0.00%	0.00 0.00%	19,553.15 100.00%
V00007	HOWELL'S RECYCLING &	Phone: 6062987810	Contact:			
	Total Amount Due	6,050.00	0.00 0.00%	0.00 0.00%	0.00 0.00%	6,050.00 100.00%
V00008	LINDA SUMPTER, CPA	Phone:	Contact:			
	Total Amount Due	30,405.40	0.00 0.00%	0.00 0.00%	0.00 0.00%	30,405.40 100.00%
V00009	UNITED RENTALS	Phone:	Contact:			
	Total Amount Due	14,279.00	1,544.00 10.81%	2,547.00 17.84%	5,094.00 35.67%	5,094.00 35.67%
V00010	ZIP ZONE EXPRESS	Phone:	Contact:			
	Total Amount Due	50,760.47	0.00 0.00%	0.00 0.00%	0.00 0.00%	50,760.47 100.00%
V00012	USDA RURAL DEVELOPMENT	Phone:	Contact:			
	Total Amount Due	78,360.98	78,360.98 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%
V00013	AMERICAN BANKERS INSURANCE	Phone:	Contact:			
	Total Amount Due	13,343.00	13,343.00 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%
V00018	WASCON	Phone: 931-823-1388	Contact:			

(Summary, aged as of January 31, 2026)

No.	Name	Balance Due	Aged Overdue Amounts			
			Current	Up To 30 Days	31 - 60 Days	Over 60 Days
	Total Amount Due	81,668.00	81,668.00 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%
V00020	FLETCHER ENTERPRISES KY, LLC	Phone: 606-298-0111	Contact:			
	Total Amount Due	75.00	0.00 0.00%	0.00 0.00%	0.00 0.00%	75.00 100.00%
V00023	PRIME AE GROUP, INC	Phone:	Contact:			
	Total Amount Due	33,910.50	2,762.50 8.15%	31,148.00 91.85%	0.00 0.00%	0.00 0.00%
V00024	CAPITAL EQUIPMENT SALES (US	Phone:	Contact:			
	Total Amount Due	2,382.23	0.00 0.00%	2,382.23 100.00%	0.00 0.00%	0.00 0.00%
V00039	FEDERATION OF APPALACHIAN	Phone: 859-228-2191	Contact:			
	Total Amount Due	1,500.00	1,500.00 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%
V00041	KINKEAD & STILZ	Phone: 8592962300	Contact:			
	Total Amount Due	1,540.35	793.80 51.53%	0.00 0.00%	746.55 48.47%	0.00 0.00%
	Report Total Amount Due (USD)	558,519.48	234,811.54 42.04%	36,611.49 6.56%	58,619.68 10.50%	228,476.77 40.91%

**Martin County Sanitation District, Inez KY**  
**List of Bills for Consideration**  
**24-Feb-26**

	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
<b>Operations Account</b>			
1	AEP	Electric (10 bills) Estimated	6,263.96
2	Big Sandy RECC	Electric (1 bill) Estimated	2,004.75
3	Debt Service Surcharge	Estimated (actual collected will be paid)	3,599.42
4	MCWD 10	Water (January)	267.13
5	MCWD 8	Water (January)	267.13
6	Alliance Water Resources	February 2026 O&M services	54,305.00
7	Eagle Resources & Equipment	Boom Truck/ pulled sewage pump for inspection	800.00
8	Kinkead & Stiliz	Legal Fees 12-1-25 to 12-31-25	793.80
9	FAHE	INV826809-01 01-30-26	1,500.00
10	Prime AE	IWWTP Odor Study INV250870-01	3,000.00
11	Wascon	Extreme E1 Pump Retrofits INV84482 *FEMA	81,668.00
12	United Rentals	Pump 10-9-25 INV254017493-001 *FEMA	2,547.00
13	United Rentals	Pump 11-2-25 INV254017493-003 *FEMA	2,547.00
14	United Rentals	Pump 11-30-25 INV254017493-004 *FEMA	2,547.00
15	United Rentals	Pump Parts 1-14-26 INV254017493-006 *FEMA	300.00
16	United Rentals	Generator for Winter Storm	1,244.00
	<b>TOTAL</b>		<b>163,654.19</b>
<b>Revenue Account</b>			
		Monthly funding for RD	<b>Transfer Amount</b>
1	USDA MCS Sinking Fund	loan payments (bi-annually 1-1 & 7-1) (INV 01-01-2026 \$78,360.98)	<u>7,150.00</u>
	<b>TOTAL</b>		<b>7,150.00</b>
	<b>TOTAL Revenue</b>		<u><b>170,804.19</b></u>
<b>Past Due Accounts not in DSS</b>			
1	Howell's Recycling		<u>6,050.00</u>
	<b>TOTAL</b>		<b>6,050.00</b>

<b>DSS Account (Current Payment Plan)</b>			8/31/2025
1	Zip Zone	Fuel	50,760.47
2	Evans Hardware	Parts and supplies	19,553.15
3	Alliance Water Resources	Management	220,785.72
<b>TOTAL</b>			<b>291,099.34</b>

<b>DSS Account - To be paid after current payment plan is paid off</b>			
1	MCWD 8	Water service	2,590.55
2	MCWD 10	Water service	2,969.47
3	Linda Sumpter CPA	Accounting fees	30,405.40
<b>TOTAL</b>			<b>35,965.42</b>

**Total Past Due Accounts** **333,114.76**

**Security Deposit Account**

None this meeting

**TOTAL** **0.00**

## Martin County Sanitation District

February 2026

### OUR MISSION

*We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.*

**Alliance Water Resources, Inc.**

**206 S. Keene St.  
Columbia, MO  
65201**

**(573) 874-8080**

### Administrative

Gathering potential new customer list and preparing letters to mail out for the Davella Sewer Line Extension Project

### Wastewater Treatment

Michael Oiler passed Wastewater Treatment Class II exam

Dustin Workman completed Sacramento State class and passed exam

Ran new signal wiring in conduit and programmed acid feed pump to run on automatic based on effluent flow at Inez

Influent and Effluent flow meters calibrated at both plants

### Collections

Replaced 11 new grinders from the FEMA reimbursement

Saltwell L/S – Pulled pump to inspect. Upper bearing is starting to go out. Working with vendor to get a temporary loaner pump before bearing goes out

IGA, Quail Hillw, Saltwell, & Davis Br. – Pumped empty, sprayed down, all debris removed, inspected pumps, checked floats, flushed, & added fog treatment

FEMA – Pulled Locust ct. spare pump and sent with vendor to build custom rail assembly and to match new pumps to existing. (IGA & Locust Ct.)

Installed new Lead/Lag floats in Locust Ct.

Cleaned and cleared lateral blockage in town behind subway building



## Martin County Sanitation District

### Tug Valley Wastewater Plant Operation December 2025

Parameter	Plant Effluent	NPDES Limit
Oxygen, Dissolved (DO)	7.28	2.0 MIN
BOD (mg/l)	22.0	45.0 (Max Weekly Avg)
Total Suspended Solids (mg/l)	7.0	45.0 (Max Weekly Avg)
pH	7.39	6.0-9.0 (Daily Max)
Nitrogen, Total (As N)	16.19	N/A (Daily Max)
Nitrogen, Ammonia Total (As N)	0.802	20.0 (Month Avg)
Phosphorus (total as P)	4.4	N/A (Daily Max)
Monthly Avg Flow (MGD)	0.030	.260MGD
Maximum Daily Flow (MGD)	0.041	.260MGD
E. Coli	4 Pass	240

### Inez Wastewater Plant Operation December 2025

Parameter	Plant Effluent	NPDES Limit
Oxygen, Dissolved (DO)	7.27	7.0 MIN
BOD (mg/l)	77.0	15.0 (Max Weekly Avg)
Total Suspended Solids (mg/l)	34.0	45.0 (Max Weekly Avg)
pH	6.82	6.0-9.0 (Daily Max)
Nitrogen, Total (As N)	47.01	N/A (Daily Maximum)
Nitrogen, Ammonia Total (As N)	37.92	7.0 (Monthly Avg)
Monthly Avg Flow (MGD)	0.096	.260MGD
Maximum Daily Flow (MGD)	0.109	.260MGD
E. Coli	8 Pass	240



## Martin County Sanitation District

### Work Orders/Service Calls Summary

Maintenance Work Orders	14
Blockages	0
Complaints/Investigates	11
Grease Trap Inspections	0
Sanitary Sewer Overflows (SSO)	0
Grinder Pump Failures	0
Grinder Pump Replacements	4



## Martin County Sanitation District

### Repair Expenses Ending December 2025

<b>Expended</b>	<b>Actual YTD</b>	<b>Annual Budget</b>	<b>% Budget / Line Item</b>
Bldg. & Grounds Maintenance	\$1,241	\$3,000	41 %
Vehicle Maintenance	\$14,842	\$5,500	270 %
Wastewater Plant Maintenance	\$17,922	\$6,000	299 %
Collection System Maintenance	\$13,750	\$24,000	57 %
Lift Station Maintenance	\$2,368	\$15,000	16 %
Street Maintenance	\$0	\$1,500	0 %
<b>Totals</b>	<b>\$50,123</b>	<b>\$55,000</b>	<b>91 %</b>

### Chemical Expenses Ending December 2025

<b>Expended</b>	<b>Actual YTD</b>	<b>Annual Budget</b>	<b>% Budget / Line Item</b>
Chemicals Other - Wastewater	\$25,557	\$25,000	102 %
<b>Totals</b>	<b>\$25,557</b>	<b>\$25,000</b>	<b>102 %</b>



## Martin County Sanitation District

### Monthly Transaction Notes:

#### 1) **Building & Grounds Maintenance**

- a. Amazon: \$38.46 – Air Filters for wall mounted heaters

Total Activities: \$38.46

#### 2) **Vehicle Maintenance**

- a. Evans Hardware: \$14.09 – Antifreeze for sewer pump truck
- b. Capital Tire: \$1,337.24 – Tires, balance, & labor for 2017 Ram 2500
- c. Evans Hardware: \$41.28 – Hydraulic oil for excavator
- d. Capital Tire: \$1,274.76 – Tires, balance, & labor for 2018 Silverado 1500
- e. Hutch Chrysler: \$1,274.76 – Front bumper for sewer pump truck

Total Activities: \$3,809.29

#### 3) **Wastewater Plant Maintenance**

- a. USA Bluebook: \$1,842.60 – Raven lab centrifuge
- b. Evans Hardware: \$143.48 – Transfer pump and fittings
- c. AMG HVAC: \$1,465.00 – Installed new split heating/cooling PTAC unit at Inez and replaced emergency disconnect switch on 4 heater units in garage
- d. Amazon: \$385.06 – Aerators for wwtp
- e. Amazon: \$52.96 – Storage bins for wwtp
- f. USA Bluebook: \$1,650.41 – Suction hoses, Debris basket, lab equipment replacement parts, & fog treatment
- g. R&J Supply: \$44.67 – Electrical parts
- h. Evans Hardware: \$143.88 – Parts for decanter repair at tug valley wwtp

Total Activities: \$5,728.06

#### 4) **Collection System Maintenance**

- a. Evans Hardware: \$9.53 – PVC parts for repair
- b. Evans Hardware: \$11.32 – PVC parts for repair
- c. Amazon: \$14.41 – Jetter nozzle
- d. Evans Hardware: \$9.00 – PVC parts for repair
- e. Evans Hardware: \$12.17 – PVC parts for repair
- f. R&J Supply: \$31.76 – Marking flags
- g. Evans Hardware: \$18.00 – PVC parts for repair
- h. Evans Hardware: \$57.20 – Electrical parts for Eone repair

Total Activities: \$163.39



## **Martin County Sanitation District**

### **5) Lift Station Maintenance**

- a. Evans Hardware: \$39.21 – Electrical parts for lift station
- b. Evans Hardware: \$5.29 – Electrical parts for lift station
- c. Lowes: \$246.84 – Concrete / Mortar for lift station basin repair
- d. High Tide Tech: \$477.00 – Service for Locust Ct.
- e. High Tide Tech: \$477.00 – Service for Riverside
- f. Evans Hardware: \$15.89 – Parts for lift station

Total Activities: \$1,261.23

### **6) Street maintenance**

- a. \$0.00

### **7) Chemicals Other- Wastewater**

- a. \$0.00

# DMR Copy of Record

Form Approved OMB No. 2040-0004 expires on 07/31/2026

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business cell phone number or non-business email address), confidential business information (CBI), or if you intend to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(a), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information because efforts to protect the information are not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to contact the [HFDDES eReporting Help Desk](#) for further guidance. Please note that EPA may contact you after you submit this report for more information.

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2040-0004). Responses to this collection of information are mandatory in accordance with this permit and EPA NPDES regulations 40 CFR 122.41(i)(4)(v). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information are estimated to average 2 hours per fulfillment. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

<b>Permit #:</b> KY0107905	<b>Permittee:</b> Tug Valley Sewer Auth WWTP	<b>Facility:</b> TUG VALLEY SEWER AUTH WWTP	
<b>Major:</b> No	385 E Main St Ste 140 Inez, KY 41224	<b>Facility Location:</b> KY 202 WARFIELD, KY 41267	
<b>Permitted Feature:</b> 001 External Outfall	<b>Discharge:</b> 001-1 Domestic Wastewater from a Publicly Owned Treatment Works		
<b>Report Dates &amp; Status</b>	<b>DMR Due Date:</b> 01/28/26	<b>Status:</b> NetDMR Validated	
<b>Monitoring Period:</b> From 12/01/25 to 12/31/25		<b>Telephone:</b> 606-548-4018	
<b>Considerations for Form Completion</b>			
<b>Principal Executive Officer</b>	<b>Title:</b> Regional Operations Manager		
<b>First Name:</b> Colby			
<b>Last Name:</b> May			
<b>No Data Indicator (NODI)</b>			
<b>Form NODI:</b> -			

Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading		Quality or Concentration			Units	# of Ex.	Frequency of Analysis	Sample Type
					Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3				
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	>=	7.28	2.0 INST MIN		19 - mg/L	0107 - Weekly	GR - Grab	
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	<=	5.1	50.04 MO AVG	20.4	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	-	Sample Permit Req. Value NODI	<=	5.5	75.06 DAILY MX	312.8	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	
00400	pH	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	>=	7.28	6.0 MINIMUM	7.39	12 - SU	0107 - Weekly	GR - Grab	
00530	Solids, total suspended	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	<=	0.9	50.04 MO AVG	3.6	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	
00530	Solids, total suspended	G - Raw Sewage Influent	0	-	Sample Permit Req. Value NODI	<=	1.75	75.06 MX WK AV	1819.0	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI				12.27	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	
00600	Nitrogen, total [as N]	G - Raw Sewage Influent	0	-	Sample Permit Req. Value NODI				98.364	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	<=	0.2	33.36 MO AVG	1.27	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI				2.508	19 - mg/L	0107 - Weekly	24 - 24 Hour Composite	





Code	Parameter Name	Monitoring Location	Field	Type	Description	Acknowledge
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent				
			Value NODI = 0.096 Sample Permit Req. = 0.09 Req Mon MO AVG = Req Mon DAILY MX 03 - MGD			
51040	E. coli	1 - Effluent Gross				
			Value NODI = 5.0 Sample Permit Req. = 130.0 Req Mon MO AVG = 75.0 Req Mon DAILY MX 03 - MGD = 240.0 7 DA GEO = 13 - #/100mL 13 - #/100mL			9999 - Continuous 9999 - Continuous 0107 - Weekly 0107 - Weekly GR - Grab GR - Grab
X 80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross				
			Value NODI = 61.649 Sample Permit Req. = 32.5 Req Mon MO AVG = 61.649 Req Mon DAILY MX 26 - lbid = 32.5 DAILY MX 26 - lbid = 10.0 MO AVG = 77.0 15.0 MX WK AV = 19 - mg/L 19 - mg/L			0107 - Weekly 0107 - Weekly 24 - 24 Hour Composite 0107 - Weekly 0107 - Weekly 24 - 24 Hour Composite
80082	BOD, carbonaceous [5 day, 20 C]	G - Raw Sewage Influent				
			Value NODI = 105.2 Sample Permit Req. = 123.0 Req Mon MO AVG = 105.2 Req Mon MO AVG = 123.0 Req Mon MX WK AV 19 - mg/L			0107 - Weekly 0107 - Weekly 24 - 24 Hour Composite 0107 - Weekly 0107 - Weekly 24 - 24 Hour Composite
X 81010	BOD, 5-day, percent removal	1 - Effluent Gross				
			Value NODI = 0.0 Sample Permit Req. = 85.0 Req Mon MO AVG = 0.0 Req Mon MO AVG = 85.0			0130 - Monthly 0130 - Monthly CA - Calculated CA - Calculated
81011	Solids, suspended percent removal	K - Percent Removal				
			Value NODI = 90.0 Sample Permit Req. = 85.0 Req Mon MO AVG = 90.0 Req Mon MO AVG = 85.0			0130 - Monthly 0130 - Monthly CA - Calculated CA - Calculated

**Submission Note**

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

**Edit Check Errors**

Code	Parameter Name	Monitoring Location	Field	Type	Description	Acknowledge
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
81010	BOD, 5-day, percent removal	1 - Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes

**Comments**

**Attachments**

No attachments.

**Report Last Saved By**

Inez STP

User:

Name:

E-Mail:

Date/Time:

**Report Last Signed By**

User:

Name:

E-Mail:

Date/Time:

CMAY@ALLIANCEWATER.COM  
Colby May  
cmay@alliancewater.com  
2026-01-28 16:07 (Time Zone: -05:00)

CMAY@ALLIANCEWATER.COM  
Colby May  
cmay@alliancewater.com  
2026-01-28 16:08 (Time Zone: -05:00)









Funded

Project Name	PNum	Project Cost	Application	Project Description
Debt Service	SX21159021	\$ 2,321,684	KY Wwaters	To pay off existing debt and mitigate the need to raise rates on an already high rate for one of the poorest counties in the Commonwealth.
County Wide Lift Station Replacement	SX21159020	\$ 8,344,813	KY Wwaters	Project will address all lift stations in the Inez area of the County. Saltwell lift station added to this project and removed from WRIS.
Inez Wastewater System Improvement Project	SX21159013	\$ 8,664,100	KY Wwaters	Phase II Inez treatment plant was constructed in 1989 with a upgrade in 2011. Currently the plant is unable to meet permit due to it being beyond its useful life. The upgrade would cover the plant from gray water treatment to municipal waste water treatment plant.
Trucks/Equipment (Sewer)	SX21159022	\$ 535,000	KY Wwaters	This would allow the district to purchase a new pump trailer/jetter combo unit and a new camera system to perform line inspections. It also includes the replacement of a few pickup trucks which are past their service life.
Black Log Gravity Line Replacements	SX21159023	\$ 2,063,100	KY Wwaters	Roughly 6000 feet of gravity main that doesn't flow correctly - camera shows clips in main
Downtown Sewer Line Replacement	SX211590XX	\$ 1,500,000	Not in WRIS; Value Estimated	Pipe and Labor assumes project done in conjunction of water main replacement (WX21159027)
Coldwater Sewer Project	SX211590XX	\$ 500,000	Not in WRIS; Value Estimated	Replace roughly 1000 feet of sewer main
Tug Valley Treatment Plant Upgrade	SX21159014	\$ 1,540,513	In WRIS; Value Estimated	This scope of work would be used to upgrade the Tug Valley treatment plant including adding additional valving and piping to allow a septic receiving station to be added. It would also include the demo of the old package plant in the Dempsey project and address collection system lift station upgrades. (Project Profile needs updated to include chemical feed and Scada interaction)
Martin County Wastewater System Master Plan	SX21159018	\$ 260,000	HUD	This would be a compressive look at the entire wastewater infrastructure and provide existing condition evaluation and provide ten year capital projects plan for the future.
Sanitary Extension Davella Road to KY HWY 3	SX21159018	\$ 2,847,000	HUD	This also includes funding for master plan
Inez Wastewater Rehab	SX21159017	\$ 685,625	EEC/KIA	This work will be phase 1 to get plant in compliance in preparation for phase II listed above.

Total Capital Needed \$ 29,261,835  
 Total Already Funded \$ 3,792,625  
 Funds Needed \$ 25,469,210

February Flood		Project Title	Project Type	Status	Actual Spent	Still Needed	Total	Best Available Cost	FEMA Cost Share (75%)	KYEMA Cost Share (12.5%)	Insurance	FEMA+KYEMA+ Insurance	Δ
825903		Tug Valley WWTP	Estimated Costs (Equip + Equip Needed)	Payments Received	\$15,421.27	\$18,533.33	\$33,974.60	\$34,367.40	\$25,775.55	\$4,295.93	\$32,801.56	\$62,873.04	\$28,898.44
825904		Inez WWTP	Estimated Costs (Equip + Equip Needed)	Payments Received	\$6,094.00	\$6,094.00	\$12,188.00	\$25,344.87	\$19,008.65	\$3,168.11	\$12,188.00	\$34,364.76	\$22,176.76
825906		IGA Lift Station	Estimated Costs (Equip + Equip Needed)	Payments Received	\$17,635.01	\$67,835.00	\$85,470.01	\$42,000.00	\$31,500.00	\$5,250.00	\$61,402.50	\$98,152.50	\$12,682.49
825908		Locus Court Lift Station	Estimated Costs (Equip + Equip Needed)	Payments Received	\$0.00	\$38,917.50	\$38,917.50	\$45,775.93	\$34,331.95	\$5,721.99	\$35,701.25	\$75,755.19	\$36,837.69
825910		Riverside Lift Station	Estimated Costs (Equip + Equip Needed)	Payments Received	\$7,720.11	\$8,163.65	\$15,883.76	\$45,775.93	\$34,331.95	\$5,721.99	\$15,440.22	\$55,494.16	\$39,610.40
825911		Dempsey Lift Station	Estimated Costs (Equip + Equip Needed)	Payments Received	\$16,968.61	\$17,545.61	\$34,514.22	\$73,032.99	\$54,774.74	\$9,129.12	\$23,850.00	\$87,753.87	\$59,239.65
925914		Riverside Duplex Lift Station	Estimated Costs (Equip + Equip Needed)	Payment Received	\$0.00	\$13,009.39	\$13,009.39	\$15,711.82	\$11,783.87	\$1,963.98	Information Submitted	\$13,747.84	\$747.45
949598		Grimder Pumps County Wide	Estimated Costs (Equip + Equip Needed)	Payment Received	\$14,287.13	\$157,500.00	\$171,787.13	\$320,800.00	\$240,600.00	\$40,100.00	Information Submitted	\$280,700.00	\$108,912.87
959338		Cat B Emergency Protective Measures	Actual Costs (Labor, Equip, Material)	Pending Withdrawal	\$30,076.45	\$0.00	\$30,076.45	\$30,076.45	\$22,557.34	\$3,759.56	\$30,076.45	\$56,393.34	\$26,316.89
					\$108,202.58	\$327,598.48	\$435,812.06	\$632,885.39	\$474,664.04	\$79,110.67	\$211,459.98	\$765,234.70	\$329,422.64

Legend  
 Estimated  
 Expected

Owe to UR \$5,607 after credits are applied

**Tug Valley WWTP - #825903**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 29,899.64	Money deposited into Account Sanitation FEMA Disaster Account (FEMA)	
11/26/2025	\$ 32,801.56	Money deposited into Account Sanitation FEMA Disaster Account (CINCINNATI INSURANCE)	
12/15/2025	\$ (15,421.27)	Transfer into Sanitation OPS account for invoices	
	\$ (9,536.37)	Purchase (1) 5 HP Plant Drain Pump + Cable 50 Ft + Flange (Ordered) P.O. 825903	Buchanan INV #VA003153; Buchanan INV #VA003135
	\$ (6,204.62)	Purchase (1) 7.5 HP Post-EQ Pump (Ordered) P.O. 825903	Buchanan Quote #VAQ01855
		Obtaining Quote	Buchanan Quote #VAQ01858; INV #VA004146
	\$ (29,899.64)	Fund Transfer back to FEMA from CINCINNATI INSURANCE Funds	

Remaining Funds \$ **1,639.30**

Equipment Purchasing & Installation Schedule		
Equipment	Lead Time	Estimated Completion
(1) 7.5 HP Pump	8-10 Weeks	Friday, May 29, 2026
(1) 5 HP Pump	6-8 Weeks	Friday, May 29, 2026
(1) Cables 50 ft	6-8 Weeks	Friday, May 29, 2026
(1) Flange	6-8 Weeks	Friday, May 29, 2026
(1) Control Box	Obtaining Quote	Friday, May 29, 2026

**Inez WWTP - #825904**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 22,050.04	Money deposited into Account Sanitation Fema Disaster Account (FEMA)	
11/26/2025	\$ 12,188.00	Money deposited into Account Sanitation Fema Disaster Account (CINCINATTI INSURANCE)	
12/15/2025	\$ (6,094.00)	Transfer into Sanitation OPS account for invoices	Buchanan pump invoice # VA003151
	\$ (6,762.42)	Purchase (1) 7.5 HP Influent LS Pump	Buchanan pump Quote #VAQ01856
	\$ (1,469.95)	Purchase (1) Chemical Pump	USA Bluebook Quote
		Obtaining Quote	
	\$ (12,188.00)	Fund Transfer back to FEMA from CINCINATTI INSURANCE Funds	

Remaining Funds \$ **7,723.67**

Equipment Purchasing & Installation Schedule			
Equipment	Lead Time	Work to be completed by AWR or outside services	Estimated Completion
(1) 7.5 HP Pump	4-6 Weeks	AWR	Friday, May 29, 2026
(1) Chemical Pump	2 Weeks	AWR	Friday, May 29, 2026
(1) 11.3 HP Pump	4-6 Weeks	AWR	Friday, May 29, 2026

**IGA Lift Station - #825906**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 36,540.00	Money deposited into Account Sanitation Fema Disaster Account (FEMA)	
11/26/2025	\$ 61,402.50	Money deposited into Account Sanitation Fema Disaster Account (CINCINATTI INSURANCE)	
12/15/2025	\$ (23,035.01)	Transfer into Sanitation OPS account for invoices	USBPT #2016337-00A
	\$ Obtaining Quote	Purchase (1) 40 HP Chopper Pump + Custom Rail Assembly	
	\$ (800.00)	Crane Truck to install pump	
	\$ (9,245.00)	Purchase (1) Control Panel	Buchanan Quote #VAQ01862
	\$ (3,780.00)	Installation of Control Panel (Labor)	Buchanan Quote #VAQ01865
	\$ (35,540.00)	Fund Transfer back to FEMA from CINCINATTI INSURANCE Funds	

Remaining Funds \$ **25,542.49**

Equipment Purchasing & Installation Schedule			
Equipment	Lead Time	Work to be completed by AWR or outside services	Estimated Completion
(1) 40 HP Pump	Obtaining Quote	AWR	N/A until we obtain pump quote
(1) Control Panel	2-4 Weeks	Obtaining quotes for purchase & install from USBPT & Buchanan	N/A until we obtain pump quote
Installation CP	2-4 Weeks	Obtaining quotes for purchase & install from USBPT & Buchanan	N/A until we obtain pump quote

**Locust Court - #825908**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 39,825.06	Money deposited into Account Sanitation Fema Disaster Account (FEMA)	
11/26/2025	\$ 35,701.25	Money deposited into Account Sanitation Fema Disaster Account (CINCINATTI INSURANCE)	
	Obtaining Quote	Purchase (1) 40 HP Chopper Pump + Custom Rail Assembly	
	\$ (800.00)	Crane Truck to install pump	
	\$ (9,245.00)	Purchase (1) Control Panel	Buchanan Quote #VAQ01862
	\$ (3,780.00)	Installation of Control Panel (Labor)	Buchanan Quote #VAQ01865
	\$ (35,701.25)	Fund Transfer back to FEMA from CINCINATTI INSURANCE Funds	

Remaining Funds \$ **26,000.06**

Equipment Purchasing & Installation Schedule		
Equipment	Lead Time	Estimated Completion
(1) 40 HP Pump	Obtaining Quote	N/A until we obtain pump quote
(1) Control Panel	2-4 Weeks	N/A until we obtain pump quote
Installation CP	2-4 Weeks	N/A until we obtain pump quote

**Riverside LS - #825910**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 39,825.06	Money deposited into Account Sanitation Fema Disaster Account (FEMA)	
11/26/2025	\$ 15,440.22	Money deposited into Account Sanitation Fema Disaster Account (CINCINATTI INSURANCE)	
12/15/2025	\$ (7,720.11)	Transfer into Sanitation OPS account for invoices	Wascon Invoice #80218
	\$ (7,720.11)	Purchase (1) 15 HP Pump (Ordered)	Wascon Quote #24-2647
	\$ (800.00)	Crane truck to install pump	
	\$ (8,019.26)	Purchase (1) Hightide Scada Unit	Wascon Quote #26-0212
		Purchase (1) Check Valve	
	\$ (15,440.22)	Fund Transfer back to FEMA from CINCINATTI INSURANCE Funds	

Remaining Funds \$ **15,565.58**

Equipment Purchasing & Installation Schedule			
Equipment	Lead Time	Work to be completed by AWR or outside services	Estimated Completion
(1) 15 HP Pump	2 Weeks	AWR	Friday, May 29, 2026
(1) Check Valve	Obtaining Quote	AWR	Friday, May 29, 2026
(1) Hightide Scada	6 Weeks	Wascon	Friday, May 29, 2026

**Dempsey LS - #825911**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 63,538.71	Money deposited into Account Sanitation Fema Disaster Account (FEMA)	
11/26/2025	\$ 23,850.00	Money deposited into Account Sanitation Fema Disaster Account (CINCINATTI INSURANCE)	
12/15/2025	\$ (16,968.61)	Transfer into Sanitation OPS account for invoices	Buchanan INV #VA0033339 ; Buchanan INV #VA003337
	\$ (14,890.72)	Purchase (2) 7.5 HP Chopper Pump	Buchanan Quote # VAQ001853
	\$ (1,219.46)	Purchase (2) Pump Flange	Buchanan Quote # VAQ001854
	\$ (7,023.80)	Purchase (1) Control Panel	Buchanan Quote # VAQ01861
	\$ (3,780.00)	Installation of Control Panel (Labor)	Buchanan Quote #VAQ01865
	\$ (8,019.26)	Purchase (1) Hightide Scada Unit	Wascon Quote #26-0212
	Obtaining Quote	Purchase & Installation trash catch basket	
	\$ (23,850.00)	Fund Transfer back to FEMA from CINCINATTI INSURANCE Funds	

Remaining Funds \$ **11,636.86**

Equipment Purchasing & Installation Schedule			
Equipment	Lead Time	Work to be completed by AWR or outside services	Estimated Completion
(2) 7.5 HP Pump	6-8 Weeks	AWR	Friday, May 29, 2026
(2) Pump Flange	6-8 Weeks	AWR	Friday, May 29, 2026
(2) Cables - 50 Ft	6-8 Weeks	AWR	Friday, May 29, 2026
(1) Hightide Scada	6 Weeks	Wascon	Friday, May 29, 2026
(1) Control Panel	2-4 Weeks	Outside Service (Buchanan or USBPT) Awaiting quotes from both	Friday, May 29, 2026
(1) CP Install	2-4 Weeks	Outside Service (Buchanan or USBPT) Awaiting quotes from both	Friday, May 29, 2026
Trash Catch Basin	Obtaining Quote	Outside Service - Awaiting quotes	Friday, May 29, 2026

**Riverside Duplex LS - #925914**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 13,669.11	Money deposited into Account Sanitation Fema Disaster Account (FEMA)	
	\$ (9,046.10)	Purchase Duplex Station - Order placed 12/1/2025	Wascon Quote # MC112625-1

Remaining Funds \$ 4,623.01

Equipment Purchasing & Installation Schedule		
Equipment	Lead Time	Estimated Completion
Eone Duplex Station	2-3 Weeks AWR	Thursday, April 30, 2026

**Grinder Pumps County Wide - #949598**

Date / Approval Date	Debit/Credit Activities	Notes	Reference #
11/25/2025		Approval to make repairs within allotted budget	November 25 Board Meeting
11/26/2025	\$ 279,096.00	Money deposited into Account Sanation Fema Disaster Account (FEMA)	
12/15/2025	\$ (14,871.13)	Transfer into Sanitation OPS account for invoices	
	\$ (153,127.50)	Purchase (75) Grinder Pump Retro Kits (Pump, Cable, & Control Panel) Order Placed 12/1/25	Wascon Quote #MC112625
		Recommend Purchase of (20) 30x60 Complete Eone Station = \$85,398.60	Wascon Quote #21026 - \$4,269.93 per station
		Recommend Purchase of (12) Grinder Pump Retro Kits = \$24,500.40	Wascon Quote #MC112625

Remaining Funds \$ 111,097.37

Equipment Purchasing & Installation Schedule			
Equipment	Estimated Delivery	Work to be completed by AWR or outside services	Estimated Completion
(40) Eone Grinders	Delivered 1/16/2026	AWR	Thursday, April 30, 2026
(35) Eone Grinders	Friday, February 20, 2026	AWR	Thursday, April 30, 2026

## **Purpose**

The purpose of this procedure is to ensure that Alliance Water Resources staff follow standardized processes for handling payments collected at client facilities. These procedures apply to all Alliance Water Resources offices that process payments on behalf of clients.

## **Method**

This document outlines the procedures for processing client payments with a focus on segregation of duties or increased transparency in our fiscal duties to maintain internal control and reduce risk.

## **Recommendations for Board Consideration**

1. Operational bank accounts must be separated: one for receiving customer cash and check payments, and another for electronic payments (e.g. credit cards, third-party processors).
2. Connections fees cannot be paid in cash.

## **Procedures – One-Person Office**

1. The Alliance employee will collect customer payments and must post them to the billing software no later than the next business day.
  - Cash payments must be identified as “cash.”
  - Checks, money orders, etc. must include the check or money order number in the billing software posting.
2. A different Alliance employee MUST review the bank deposit receipt and compare it to the payment posting report from the billing software.
  - For example, if the Office Manager (OM) receives and posts payments, the OM may also prepare the bank deposit.
  - The Local Manager (LM) or a designee must then compare the bank deposit receipt to the billing software report total.
3. The OM will log the deposit into the Cash Receipts/Check Register (Excel worksheet) that details all deposits for the month.
4. The OM must submit the Cash Receipts/Check Register to the AWR Corporate Accountant monthly, in Excel format, with other required monthly reports.
5. All connection (tap) fees must have a service order entered into the billing system. If a District provides both water and sewer services, separate service orders will be created for each water tap fee and each sewer tap fee installed.

**Alliance Water Resources, Inc.**  
**Internal Control at Client Offices**

6. Effective January 1, 2026, the OM must take five consecutive business days of vacation annually. During this time, a temporary employee or an AWR staff member from another location will perform the OM's duties.
7. A detailed report of all billing software adjustments must be submitted to the LM monthly.
  - The LM must review and sign the report, noting the date of review.
  - The LM should look for unusual or frequent adjustments that may indicate consistent errors or irregularities.
8. A detailed report of all water/sewer connection fees (tap fees) must be submitted to the LM monthly (Monthly Transaction Report).
  - The LM must compare this report to the operations report, i.e. service order reports, to verify accuracy.
9. LM must notify the Accountant of any non-customer receipts (e.g. asset sales, capital credits, scrap proceeds). They must verify these amounts appear on the Treasury Report and are accurately reflected in the income statement, or consult the Accountant for clarification on their posting.

**Procedures – More Than One Person in the Office**

1. The Alliance employee will collect customer payments and must post them to the billing software no later than the next business day.
  - Cash payments must be identified as “cash.”
  - Checks, money orders, etc. must include the check or money order number in the billing software posting.
2. A different Alliance employee MUST review the bank deposit receipt and compare it to the payment posting report from the billing software.
  - For example, if office staff receives and posts payments, the OM or another employee must prepare the bank deposit.
  - The OM or a designee must then compare the bank deposit receipt to the billing software report total.
3. The OM will log the deposit into the Cash Receipts/Check Register (Excel worksheet) that details all deposits for the month.
4. The OM must submit the Cash Receipts/Check Register to the AWR Corporate Accountant monthly, in Excel format, with other required monthly reports.
5. All connection (tap) fees must have a service order entered into the billing system. If a District provides both water and sewer services, separate service orders will be created for each water tap fee and each sewer tap fee installed.

Alliance Water Resources, Inc.  
Internal Control at Client Offices

6. Effective January 1, 2026, the OM must rotate staff responsibilities so that employees perform each other's duties for at least one billing cycle (typically one month) annually.
  - The OM should also personally complete at least one billing annually.
  - This ensures cross-training and prevents any single employee from having exclusive control over a process.
  
7. A detailed report of all billing software adjustments must be submitted to the LM monthly.
  - The LM must review and sign the report, noting the date of review.
  - The LM should look for unusual or frequent adjustments that may indicate consistent errors or irregularities.
  
8. A detailed report of all water/sewer connection fees (tap fees) must be submitted to the LM monthly (Monthly Transaction Report).
  - The LM must compare this report to the operations report to verify accuracy, i.e. service order reports.
  
9. LM must notify the Accountant of any non-customer receipts (e.g. asset sales, capital credits, scrap proceeds). They must verify these amounts appear on the Treasury Report and are accurately reflected in the income statement, or consult the Accountant for clarification on their posting.

**Related Documents**

Deposit Receipt or Report from the Bank  
Billing software payment posting report  
Cash Receipts/Check Register MS Excel worksheet  
Billing software adjustments report  
Billing software water/sewer connection fees posting report

**Procedure Modification Authorization**

These procedures may be modified by the Director of Finance. Any requests to change these procedures should be forwarded to the Director of Finance.

**Date of Issuance**

Originally issued on November 1, 2025.

**Dates of Revisions**

None