

Q1 2015 Bonus Objectives

- 1) Pump SN#, model, etc. for all Lift Stations and Spare Pumps. Implement system to track pumps as they are removed and installed. Should include retirements and new pump acquisitions. System should be in place and all employees should be trained with regard to the tracking system. This includes training ALL field personnel and the applicable Administrative personnel.

The system should be in place and the training completed by April 7TH. By Dec 31, 2015 the database should have a complete accounting of every pump owned by KWRU and includes all pumps in the wet wells and all spare pumps.

- 2) Assisting with the morning meeting. In the beginning attend the meeting frequently to insure that the meeting is being used effectively and is being taken seriously. This would be a good time to throw in some suggestions or ask some leading questions to get feedback that everyone can see is useful. Do everything you can to involve all employees (PA). Once the meeting is up and running and seems effective, back off and make once a week drop-ins on the meeting. Safety is to be scheduled weekly and records shall be kept for review at end of quarter for bonus review. Safety shall continue weekly until year end, again year-end, bonus contingent on record review at end of the year showing weekly meetings, topic of meeting, signatures by attendees, etc. We have safety binders that have a tail gate talk on almost every topic you can use these and it is perfectly fine to repeat them as our staff has enough turn over that it will be new to most of the staff.
- 3) Make sure the programs are set up in the binders. Monitor that they are being done as per the schedule (weekly, quarterly, and annually). Review the Binders and provide guidance and training for employees should any such training deficiency be deemed necessary. Provide an assessment for management with regard to any PM that is not being done as intended or as frequently as it should be.
 - a) Binder for Lift Station PM
 - b) Binder for Line Cleaning
 - c) Binder for Back Yard Survey
 - d) Binder for WWTP Preventative Maintenance
 - e) Binder for exercise division valves Quarterly
 - f) Binder for vacuum pit and buffer tank annuals
 - g) Inspection program

Q2 2015 Bonus Objectives

- 1) Roy's unit count. Make a site visit and quantify if units have been converted into simplex, duplex, triplex, quadplex, 5-plex, or 6 unit multifamily.
- 2) City KW Transfer Facility—finish contract docs, ERC calculations, etc. Work with General Contractor to establish a flow based off of the lift station calculations as submitted in the DEP permit application. Resolve the ERC sheet and send to the customer for review.
- 3) Safe Harbour Marina—WEC study, review the water meter readings, review the water meters that service the Hogfish bar and Grill restaurant, the live aboard slips, the non-live aboard slips, the houseboats, the commercial businesses, the Hidden Supper Club Private Bar/Restaurant for private parties/special events, and all other uses of the property.
- 4) P.M. Lift Station—work with John Welsh on proper procedures and documentation. Do the first few as an example so he can have a demonstration and a document of properly conducted PM's. You can then watch him do the next several and provide guidance, direction, and further training. I would try to use different lift stations.
- 5) Blower #2. – Evaluate the problem with the blower. Check all warranties and come up with the best solution to solve the problem.
- 6) Yoman – Engage with distributor/manufacturer's representative to see what options there are for the Yoman sewerage pump.
- 7) Blower alarm set up: Research everything involved with regard to setting up an alarm on the Gardner Denver (Lampson) Blowers. Engage Jeff Kirk

Q3 2015 Bonus Objectives

- 1) Point of contact for .849 MGD expansion for all bidders and their subs.
- 2) Procure bids for the expansion by late November.
- 3) Coordinate all correspondence and field visits with KWRU management and the Utility Engineer.
- 4) COTS – Research capacity and water use.
- 5) Lincoln Gardens leaking laterals – Prepare letters for those property owners who have broken laterals. Check TV reports and if field verification is necessary please administer the work orders and provide the necessary follow through.

Q4 2015 Bonus Objectives

- 1) Finalize Pump inventory list (includes pumps in all lift stations and pumps in inventory)
- 2) Populate a list of retired equipment
- 3) Surge Pump Goulds (480 VAC 3Φ) - please research Goulds vs Barnes as the specifications by the O&M Manual is different when comparing the original plant install to the upgrade install.
- 4) Quarterly Lift Station Maintenance (look at my notes from my last inspection) and at my general notes focus duct seal, IR, and some copper looks oxidized so this needs to be stripped and re-landed. The duct seal and the oxidation are related. The bottom of the panels are not to have debris of any kind please remove any such debris. Also the panels should be wiped down if necessary (I noted a few).
- 5) There are 2 electrically skilled associates on staff. In the past, this has always been done by one person. Split up the lift stations and assign half to each, but have the records by employee for accountability. Explain that they are to work independently after the training is completed. You should go check at least one, randomly, from each electrician. I would pick one that had a few

notes affiliated with it. In not done correctly find out why the work was not done properly and take corrective action to insure the substandard work is not repeated in the future.

- 6) Yoman pump (continue to work toward a solution) 25 hp
- 7) Drying Bed sand replacement (find the proper grade of silica and arrange transportation). Plan the project.
- 8) Safety Meetings for December (you are to conduct a safety meeting and make sure the others get done)

Q1 2016 Bonus Objectives

- 1) Draft an outline of new on call policy along with financial impact using historical projections and current staff and salary levels. For financial impact, utilize K.B. and Jami as necessary.
- 2) Draft operator training use materials online or elsewhere—do not reinvent the wheel. There is quite a bit of training material in use already but you will find that it needs consolidation and updating.

Q2 2016 Bonus Objectives

- 1) Vacuum vessel of the AIRVAC system.
 - a) Work on the tank evaluation, engage Weiler Engineering to assist in preparing options to repair or replace the tank.
 - b) Research the various materials used by AIRVAC in the tanks and find out what they recommend in the buried tank applications.
 - c) Discuss a plan to put a bid package out complete with specifications, coatings, etc.
 - d) Put a schedule together, as the plan comes into focus the dates can get tighter.
- 2) Supervise the administrative staff with the PSC required Notice for the Rate Case. Make sure that the notices are prepared ahead of the deadline.

Q3 2016 Bonus Objectives

- 1) Create a development plan for Glenn Miller. Goals should be DEP Permit, DMR preparation, laboratory procedures, documentation, etc.
 - a) Work with Glenn, by ordering supplies with Glenn. Show him the vendors, the catalogues and websites to find supplies, distributors, etc. Similarly if equipment requires repair or calibration.
 - b) The plan should include short term goals, with goal dates, and then the tracking should happen. By tracking management can intervene if there is lack of focus on the tasks that are important.
 - c) Longer term goals should be set with dates as well. These should be reviewed less often with the employee but you as manager should be looking at this on a regular basis. Customer Service.

- 2) Assist management with monitoring that customers are being helped by the second ring in a courteous and professional manner.

Q4 2016 Bonus Objectives

- 1) Assume the lead on the Vacuum Tank Replacement Project
- 2) Perform the Contract Administration for new connections CVS and Rusty Anchor. Perform the site visits and act as liaison to the engineers and contractors.
- 3) Review all calibration (flow meter, etc.) and make sure all calibrations that are due are scheduled with outside contractors or are completed in house. This is to be your assignment until all calibrations are completed. Please make a list of calibration dates, intervals, and other notes.

Q1 2017 Bonus Objectives

- 1) Prepare an outline of the SCADA training document that will become a Q2/Q3 Objective in final format.
- 2) Hire mechanic to fill opening left by Travis
- 3) Make an employment offer to a Lead Operator
- 4) Send notes from your last meeting with Rich, and continue to send brief updates to me after each meeting in a timely fashion.
- 5) Get 3 quotations for a Lull machine.
- 6) Schedule the rebuild of 4 KWRU owned Busch pumps and resolve shipping problem.
- 7) Prepare all retirements ready for fiscal year ended Dec 31, 2016. Include a spreadsheet and the backup for original purchase price or replacement cost for each item on the retirement list. If the Utility didn't replace an item for example got rid of a vacuum truck and didn't replace it, you must price out the same vacuum truck (or as close as possible) and have a hardcopy backup of the price quote. You should probably consult Kaitlin and please delegate to Jami as necessary.

Q2 2017 Bonus Objectives for Greg Wright

- 1) Lull—expand the search for more vendors. Try to find a used one, in very good condition, at an attractive price. The goal is to present 3 options to the Board of Directors.
- 2) Confined space training. Research who provides training and inventory the current equipment (i.e. gas detector, calibration gas, tripod, winch, harnesses, etc.). Replace any equipment that is no longer safe.
- 3) List all spare parts as it relates to new blowers, mixers, SCADA, PLC, breakers, interface, probes, electrical parts, etc.
- 4) Purchase all mission critical spare parts.
- 5) Evaluate with Rich spare pumps for every lift station. Inform me of any pump not backed up at present.
- 6) Hire maintenance tech with Richard involved in every aspect of the hiring process.
- 7) Meet with Jami once a week and copy me the assignments you give her. Begin this week of 5/8/17 then 5/15/17, 5/22/17 and forward.
- 8) Review with Jami the pump list.