

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
February 19, 2019**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on February 19, 2019 at 4:00 p.m. at the Reesor Customer Service Center, 360 Ring Road, Elizabethtown, Kentucky. Present were Commissioners Mike Bell, Tim Davis, John Effinger, Morris L. Miller, and Cordell Tabb. Also present were Amber Pike, Shaun Youravich, Mark Sneve, Vaughn Williams, and Phil Schilffarth. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

Joe Finley and Chris Adams of Twin States Utilities Inc. addressed the Board to supplement their written request for additional compensation for the road bore under U.S. Highway 31-W. Twin States is performing Contract 4 of the Nolin Wastewater Project and has made a formal request for a change order because of unsuitable foundation material at the bore pit site.

MINUTES & FINANCIAL REPORT

The Minutes of the January 15, 2019 Regular Meeting were reviewed. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of January was reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Davis to accept the Financial Report as presented and to authorize payment of the bills that are due and payable at this time. Motion carried unanimously. The Commissioners also reviewed the status of the District's various investment accounts and the long-term debt payment requirements.

REPORTS

1. **Engineering Reports.** Mark Sneve presented the engineering report for wastewater. Phil Schilffarth presented the Architectural Report.
 - A. **Engineering Reports – Wastewater – Nolin River Watershed.** Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. All contractors have performed at least 55% of their work and Contract 4 is over 88% complete.
 - B. **Architectural Report.** Phil Schilffarth with Brandstetter Carroll presented a status report on the 315 Ring Road Project. The plans have been approved by the Kentucky Division of Plumbing. He anticipates that the Project will be ready to bid by March 29, 2019, if all permits have been obtained. **(See Old Business, Item 7 for Board Action)**
2. **Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.

OLD BUSINESS

1. **Engineering SOQ.** Shaun Youravich reported that three (3) engineering firms have submitted Statements of Qualifications (SOQ) for Engineering Services for the proposed Rural Development Project. Copies of the SOQ submitted by each firm were distributed to the Board members for their review. Chairman Bell announced that the Board would discuss this matter at its March Board meeting.
2. **WTP Chemical Bid Award.** The Commissioners reviewed the Chemical Bid Tabulation prepared by District Staff. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to take the following actions:
 - a) To declare that the bids submitted by Shannon Chemical Corporation for bid items 1 and 2 failed to meet the specifications and to reject Shannon Chemical Corporation's bids for bid items 1 and 2;

- b) To declare the lowest bid submitted on each bid item to be the lowest and best bid for that particular chemical;
- c) To award the bid for each particular chemical to the vendor submitting the lowest bid for that chemical; and
- d) To authorize Shaun Youravich or other appropriate personnel to execute the necessary documents with the vendors which submitted the winning bids.

Motion carried unanimously.

3. Portable Generator Bid Authorization. Upon recommendation of District Staff, motion was made by Miller and seconded by Davis to authorize District Staff to advertise for bids for a 300 KW portable generator. Motion carried unanimously.

4. Downtown Water Storage Tank Site Update. The Commissioners reviewed various sites for the proposed Downtown Water Storage Tank. No action was taken.

5. Software Bid Authorization. Following a lengthy presentation by Shaun Youravich and Amber Pike concerning the need for the District to replace its billing software, to replace its mapping software, and to purchase asset management software, motion was made by Commissioner Davis and seconded by Commissioner Effinger to authorize District Staff to prepare bid specifications and advertise for the requested software. Motion carried unanimously.

6. Website Design. Upon recommendation of District Staff, motion was made by Commissioner Davis and seconded by Commissioner Tabb to accept the proposal submitted by The Marketing Squad to design a new website for the District. Motion carried unanimously.

7. 315 Ring Road Project. Upon recommendation of Damon Talley, motion was made by Commissioner Davis and seconded by Commissioner Tabb to adopt Resolution No. 2019-02-01. This Resolution authorizes District Staff to advertise for construction bids for the 315 Ring Road Project at the appropriate time and authorizes Chairman Bell to apply to the PSC for a CPCN to construct the 315 Ring Road Project. Motion carried unanimously.

NEW BUSINESS

1. SCADA Bid Authorization. Upon recommendation of Shaun Youravich, motion was made by Commissioner Miller and seconded by Commissioner Effinger to authorize District Staff to advertise for bids for SCADA remote units for the City Springs WTP and other specified locations. Motion carried unanimously.

2. Pear Orchard and Sonora Tank Rehab Bid Authorization. Upon recommendation of Shaun Youravich, motion was made by Commissioner Miller and seconded by Commissioner Effinger to authorize District Staff to advertise for bids for the proposed Pear Orchard Tank and Sonora Tank Rehabilitation Projects. Motion carried unanimously.

3. Fleet Vehicles Bid Authorization. Upon recommendation of Shaun Youravich, motion was made by Commissioner Miller and seconded by Commissioner Effinger to authorize District Staff to advertise for bids for replacing Fleet Vehicle Unit #5 and Unit #39 as shown on the current Fleet Vehicle Inventory dated February 13, 2019. Motion carried unanimously.

4. Pasture Lease. Shaun Youravich reported that the current lease on the pastureland adjacent to the White Mills WTP has expired. He recommended that the District decline to renew the lease with the current tenant and forgo leasing the pastureland. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to accept the recommendation of Shaun Youravich and forgo leasing the pastureland. Motion carried unanimously.

5. Gaither Spring Pump Station. Upon recommendation of Shaun Youravich, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to authorize District Staff to move forward with the modifications and upgrades based on the three separate quotes for the Gaither Spring Pump Station. Each quote was below \$20,000 and for a different part of the project. Motion carried unanimously.

6. Langley Family Foundation Scholarships. Chairman Bell announced that the Langley Family Foundation has informed the District that it will maintain the 2018 funding level of \$30,000 for the Langley Family Foundation Scholarships in 2019. By combining previously unused funds with the 2019 funds, the District will be able to award 31 scholarships valued at \$1,000 each for the 2019-2020 academic year.

7. Executive Session. Motion was made by Commissioner Effinger and seconded by Commissioner Miller to go into Executive Session to discuss real property acquisition and sale, potential litigation, and personnel matters involving one or more specific employees. Motion carried unanimously.

*** * * EXECUTIVE SESSION DISCUSSION * * ***

Motion was made by Commissioner Tabb and seconded by Commissioner Miller to return to open session. Motion carried unanimously. Chairman Bell announced that it would be necessary to take action concerning some of the matters discussed in Executive Session.

8. Resolution No. 2019-02-02. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to adopt Resolution No. 2019-02-02. Motion carried unanimously.

ADJOURNMENT

There being no further business to come before the meeting, motion was made by Commissioner Miller and seconded by Commissioner Davis to adjourn the meeting. Motion carried unanimously.

HARDIN COUNTY WATER DISTRICT NO. 2

BY: _____
Morris L. Miller, Secretary

Date Approved: _____

BY: _____
Michael L. Bell, Chairman

RESOLUTION NO. 2019-02-01

RESOLUTION OF HARDIN COUNTY WATER DISTRICT NO. 2 AUTHORIZING DISTRICT STAFF TO ADVERTISE FOR CONSTRUCTION BIDS FOR THE 315 RING ROAD PROJECT AND AUTHORIZING DISTRICT CHAIRMAN TO APPLY TO THE KENTUCKY PUBLIC SERVICE COMMISSION FOR A CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY TO CONSTRUCT THE PROJECT

WHEREAS, Hardin County Water District No. 2 (the “District”) engaged the services of the architectural and engineering firm, Brandstetter Carroll, Inc. (the “Brandstetter Carroll”), to design the 315 Ring Road Project (the “Project”) and to assist the District in obtaining the necessary permits to construct the Project;

WHEREAS, Brandstetter Carroll has completed its design of the Project and will soon complete all plans, specifications, and contract documents required to advertise the Project for construction bids;

WHEREAS, the District, with the assistance of Brandstetter Carroll, has now obtained all the necessary construction permits and approvals to construct the Project, except for a certificate of public convenience and necessity (the “CPCN”) from the Kentucky Public Service Commission (the “PSC”); and

WHEREAS, KRS 278.020(1) prohibits a utility from commencing the construction of any plant or facility to provide utility service to the public until that utility has obtained a CPCN from the PSC.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HARDIN COUNTY WATER DISTRICT NO. 2 AS FOLLOWS:

Section 1. The facts, recitals, and statements contained in the foregoing preamble of this Resolution are true and correct and are hereby affirmed and incorporated as a part of this Resolution.

Section 2. The Chairman is authorized and directed to take any and all actions reasonably necessary to prepare, execute, and submit an application to the PSC for a CPCN to construct the Project.

Section 3. The Board of Commissioners hereby authorizes District Staff to advertise the Project for construction bids in accordance with KRS Chapter 424. District Staff shall coordinate the timing of the construction bid advertisement and bid opening date with the PSC's review of the District's Application for a CPCN so that the construction bids will not expire before PSC grants the CPCN to construct the Project.

Section 4. This Resolution shall take effect upon its adoption.

ADOPTED BY THE COMMISSION OF HARDIN COUNTY WATER DISTRICT NO. 2 at a meeting held on February 19, 2019, signed by the Chairman, and attested by the Secretary.

HARDIN COUNTY WATER DISTRICT NO. 2

By: _____
Michael L. Bell, Chairman

ATTEST:

Morris L. Miller, Secretary

CERTIFICATION

I, Secretary of the Hardin County Water District No. 2 (the “District”), do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Commission of the District at a meeting properly held on February 19, 2019, signed by the Chairman of the Commission, and attested by me as Secretary. The Resolution is now in full force and effect.

WITNESS my hand this 19th day of February, 2019.

Morris L. Miller, Secretary