

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

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on March 19, 2019 at 4:00 p.m. at the Reesor Customer Service Center, 360 Ring Road, Elizabethtown, Kentucky. Present were Commissioners Mike Bell, 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**

No visitors were present.

**MINUTES & FINANCIAL REPORT**

The Minutes of the February 19, 2019 Regular Meeting were reviewed. Motion was made by Commissioner Miller and seconded by Commissioner Tabb to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of February was reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger 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 58% of their work and Contract 4 is over 90% complete. Mark Sneve recommended that the District approve certain change orders to some of the contracts. **(See New Business, Items 1 and 2 for Board Action)**

2. **Architectural Report.** Phil Schilffarth with Brandstetter Carroll presented a status report on the 315 Ring Road Project. The Kentucky Transportation Cabinet has granted the necessary Encroachment Permit. He anticipates that the Project will be ready to bid by April 2, 2019.
3. **Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.

## **OLD BUSINESS**

1. **Engineering SOQ.** Shaun Youravich reported that the Engineering Evaluation Committee has ranked the three (3) engineering firms that submitted Statements of Qualifications (SOQ) for Engineering Services for the proposed Rural Development (RD) Project. The Committee recommends that Kenvirons, Inc. be selected as the best qualified engineering firm for the proposed RD Project. Motion was made by Tabb and seconded by Miller to take the following actions: (a) to declare Kenvirons, Inc. to be the best qualified engineering firm for the proposed RD Project; and (b) to enter into contract negotiations with Kenvirons, Inc. to provide engineering design services for the proposed RD Project. Motion carried unanimously.

2. **Purchase of Fleet Vehicles.** Shaun Youravich reported that Swope Toyota submitted the only bid for replacing the two (2) fleet vehicles. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to take the following actions:

- a) To reject the bid submitted by Swope Toyota in the amount of \$65,000 for two (2) Tacoma Trucks because the bid price exceeds the budgeted amount;
- b) To authorize the purchase of two (2) new Colorado Trucks from Tim Short Chevrolet by utilizing the State Master Bid Contract (MA-758-1800000185) at a total cost of \$56,230; and

- c) To authorize Shaun Youravich or other appropriate personnel to execute the necessary documents to purchase the two (2) vehicles.

Motion carried unanimously.

**3. Portable Generator Bid Award.** Upon recommendation of District Staff, motion was made by Effinger and seconded by Miller to take the following actions: (a) to declare the bid submitted by Wayne Power Systems in the amount of \$119,392 to be the lowest and best bid for the 300 KW portable generator; (b) to authorize the purchase of the portable generator from Wayne Power Systems; and (c) to authorize Shaun Youravich or other appropriate personnel to execute the necessary documents to purchase the portable generator. Motion carried unanimously.

**4. SCADA Bid Award.** Upon recommendation of District Staff, motion was made by Miller and seconded by Tabb to take the following actions: (a) to declare the bid submitted by Micro-Comm in the amount of \$107,396 to be the lowest and best bid for the remote SCADA units; (b) to authorize the purchase of the remote SCADA units from Micro-Comm; and (c) to authorize Shaun Youravich or other appropriate personnel to execute the necessary documents to purchase the remote SCADA units. Motion carried unanimously.

**5. Downtown Water Storage Tank Site Update.** The Commissioners reviewed a new site for the proposed Downtown Water Storage Tank. The new site is on land owned by the City of Elizabethtown. No action was taken.

**6. Software Bid Award.** The Commissioners reviewed the Bid Tabs for the various software packages. Upon recommendation of District Staff, motion was made by Commissioner Effinger and seconded by Commissioner Miller to take the following actions: (a) ) to declare the bid submitted by Elements XS in the amount of \$85,900 plus an annual license fee of \$17,500 for unlimited users for the Asset Management Software to be the lowest and best bid for the Asset Management Software; (b) to authorize the purchase of the Asset Management Software from Elements XS; (c) to declare the bid submitted by Muni-Link in the amount of \$32,000 plus annual subscription fees of \$77,800 for unlimited users for the Utility Billing Software to be the lowest and best bid for the Utility Billing Software (d) to authorize the purchase of the Utility Billing Software from Muni-Link; (e) to authorize District Staff to obtain additional information from the low bidder for the Esri Mapping & GIS Software to enable the Board to make a more informed decision on whether to purchase this software; and (f) to authorize Shaun Youravich, Amber Pike, or other appropriate personnel to execute the

necessary documents to purchase the software approved by this motion. Motion carried unanimously.

**7. Twin States Utilities, Inc.** The Commissioners reviewed the very comprehensive letter from Strand Associates dated March 11, 2019 concerning the request of Twin States Utilities, Inc. (Twin States) for additional compensation for the road bore because of unsuitable foundation material. Based upon the letter from Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Tabb to decline payment of any additional compensation to Twin States. Motion carried unanimously.

## **NEW BUSINESS**

**1. Nolin Wastewater Project – Change Order for Contract 1.** Upon recommendation of Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Effinger to approve the proposed Change Order for Contract 1 of the Nolin Wastewater Project. This Change Order modifies the generator connections at the Industrial Park Pump Stations. Motion carried unanimously.

**2. Nolin Wastewater Project – Change Order for Contract 2.** Upon recommendation of Strand Associates, motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the proposed Change Order for Contract 2 of the Nolin Wastewater Project. This Change Order modifies the design for the Parshall Flume and adds additional features requested by the City of Elizabethtown. Elizabethtown has agreed to reimburse the District for 50% of this additional expense. Motion carried unanimously.

**3. Sewer Rules and Regulations.** Attorney Talley reviewed the proposed Sewer Rules and Regulations. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the proposed Sewer Rules and Regulations and to authorize Chairman Bell to submit the Sewer Rules and Regulations to the PSC for review and approval. Motion carried unanimously.

**4. ID Theft Prevention Program Review.** Amber Pike reported that there were no known identity theft incidents or sensitive data breaches during 2018. District Staff has conducted its annual review of the District's Identity Theft Prevention Program and recommends that no changes be made to the Program. District Staff also noted that having the Program in place has assisted the District in collecting debts owed from prior accounts and has deterred the use of falsified lease documents by applicants for service. By consensus, the Commissioners accepted Staff's recommendation and the Program will not be revised at this time.

**5. 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 not be necessary to take action concerning any of the matters discussed in Executive Session.

**ADJOURNMENT**

There being no further business to come before the meeting, motion was made by Commissioner Tabb and seconded by Commissioner Effinger 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**