

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING**

April 16, 2019

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on April 16, 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 Mike Carroll. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

No visitors were present.

SPECIAL RECOGNITION

Rebecca Howard, who is one of the District's Customer Service Representatives, was recognized as the District Employee of the Quarter. Chairman Bell and the other Commissioners expressed their appreciation to Rebecca for her five (5) years of service to the District.

MINUTES & FINANCIAL REPORT

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

The Financial Report for the month of March was reviewed. Motion was made by Commissioner Miller and seconded by Commissioner Tabb 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. Mike Carroll 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 65% of their contracts and Contract 4 is over 91% complete. Mark Sneve recommended that the District approve certain change orders to Contract 1. **(See New Business, Item 1 for Board Action)**
2. **Architectural Report.** Mike Carroll with Brandstetter Carroll presented a status report on the 315 Ring Road Project. The Bid Opening for the Project will be held on May 2, 2019 at 2:00 pm.
3. **Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.

OLD BUSINESS

1. **Downtown Water Storage Tank Site Update.** Chairman Bell and Operations Manager Youravich presented a status report on the discussions with the City of Elizabethtown concerning the recommended site for the proposed Downtown Water Storage Tank.
2. **Engineering Agreement.** Vaughn Williams presented a proposed Agreement for Engineering Services for the proposed Rural Development (RD) Project. Attorney Talley stated that he needs to review the Agreement before the District takes any action. By consensus, the Board instructed District Staff to explore whether the proposed RD Project should include other capital projects which have a higher priority than the Battle Training Road Pump Station.
3. **Software Bid Award.** Upon recommendation of District Staff, motion was made by Commissioner Davis and seconded by Commissioner Tabb to authorize the purchase of the Asset Management Software from Elements XS and the Esri Mapping & GIS Software from Esri, pending approval of the contract language by AXIOM. Motion carried unanimously.

4. Pear Orchard Tank & Sonora Tank Rehab Bid Award. The Commissioners reviewed the Bid Tabulations for the Pear Orchard Tank and Sonora Tank Painting and Repair Project. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to take the following actions:

- a) To declare the bid submitted by Sam Estes Painting, Inc. in the amount of \$135,620.00 to overcoat the exterior of the Pear Orchard Tank to be the lowest and best bid for the Pear Orchard Tank Painting and Repair Project (Pear Orchard Tank Project);
- b) To award the bid for the Pear Orchard Tank Project to Sam Estes Painting, Inc.;
- c) To declare the bid submitted by Sam Estes Painting, Inc. in the amount of \$215,582.00 to overcoat the interior and exterior of the Sonora Tank to be the lowest and best bid for the Sonora Tank Painting and Repair Project (Sonora Tank Project);
- d) To award the bid for the Sonora Tank Project to Sam Estes Painting, Inc.;
and
- e) To authorize Operations Manager Youravich to execute the necessary documents with Sam Estes Painting, Inc. to facilitate the performance of the Pear Orchard Tank Project and the Sonora Tank Project.

Motion carried unanimously. The Sonora Tank Project will be performed in 2019 and the Pear Orchard Tank Project will be performed in 2020.

5. Revenue Requirements. Amber Pike presented a Free Cash Flow Forecast for the next few years based upon the completion of several capital projects included in the District's current Capital Projects Plan. She also discussed the increased revenue that will be required to be generated from water rates if these projects are financed from the District's reserve funds.

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 drop manhole for Sewer Line P and moves the location of the transformer pad at one of the Industrial Park Pump Stations. Motion carried unanimously.

2. North - South Connector Material Bid Authorization. Upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Miller to authorize District Staff to advertise for the necessary materials to complete the North - South Connector Project. Motion carried unanimously.

3. Technology Hardware. Shaun Youravich discussed the need to upgrade the District's technology hardware (see Memo dated April 16, 2019 for details). Motion was made by Commissioner Tabb and seconded by Commissioner Davis to authorize the purchase of the computers, tablets, and miscellaneous items of hardware as itemized in the Memo. Motion carried unanimously. The Trimble T10 Tablets will be purchased from Precision Products by utilizing the State Master Bid Contract (MA-758-0700002276-1).

4. White Mills Pump Motor Purchase. The Commissioners reviewed the two (2) proposals submitted for the new motor needed for the Eastview high service at the White Mills WTP. Upon recommendation of District Staff, motion was made by Commissioner Davis and seconded by Commissioner Tabb to take the following actions: (a) to declare the proposal submitted by Endesol in the amount of \$7,994.00 to be the lowest and best proposal for the motor; (b) to authorize the purchase of the motor from Endesol; and (c) to authorize District Staff to execute the necessary documents to purchase the motor. Motion carried unanimously.

5. HR and Payroll Proposal. Upon recommendation of Amber Pike, motion was made by Commissioner Davis and seconded by Commissioner Effinger to accept the proposal from Paycor to perform payroll processing and other services previously performed by ADP. Motion carried unanimously.

6. Lock Box Services. Upon recommendation of Amber Pike, motion was made by Commissioner Miller and seconded by Commissioner Tabb to accept the proposal from WesBanco to perform Lock Box services previously performed by Republic Bank. Motion carried unanimously.

7. Executive Session. Motion was made by Commissioner Davis and seconded by Commissioner Effinger 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 Davis and seconded by Commissioner Effinger 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 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