

**MINUTES OF THE  
HARDIN COUNTY WATER DISTRICT NO. 2  
BOARD OF COMMISSIONERS' MEETING  
June 20, 2017**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on June 20, 2017 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 General Manager James R. Jeffries, Scott Clark, Kelli Lee, Shaun Youravich, Damon Talley, Gerald Wuetcher, Vaughn Williams, and Brian Woosley. Chairman Bell declared that a quorum was present and called the meeting to order.

**VISITORS**

Scott Turner, representing the local Habitat for Humanity, made a presentation concerning the work his organization is doing in the Haycraft neighborhood of Elizabethtown.

**MINUTES & FINANCIAL REPORT**

The Minutes of the May 16, 2017 meeting were reviewed. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of May 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.

**REPORTS**

- 1. Engineering Reports.** Vaughn Williams presented the engineering report for water. Damon Talley and Gerald Wuetcher presented the wastewater report.

**A. Engineering Reports – Water – LWC Connection.** Vaughn Williams reported that the LWC Connection Project has been substantially completed and placed into service. He also presented a status report on the other improvements that will be constructed with RD funds.

**B. Engineering Reports – Wastewater – Nolin River Watershed.** Damon Talley and Gerald Wuetcher presented a status report on the Nolin River Watershed Wastewater Project.

**2. Departmental Reports.** General Manager Jeffries presented the Departmental Reports.

## **OLD BUSINESS**

**1. Miller Pump Station Dedication.** Chairman Bell commended District Staff for their efforts in making the Miller Pump Station Dedication a highly successful event. He then read a letter from Carlos Miller expressing his deep gratitude and appreciation for the District’s decision to name the new pump station the “Carlos Miller Pump Station.” Chairman Bell then directed that Carlos Miller’s letter be attached to these Minutes. See attached letter.

**2. Wellness Program.** Commissioner Davis reported that 100% of the District’s employees voluntarily participated in the initial screening for the Wellness Program. The next screening, which will establish the baseline for each employee, will be conducted in October 2017. The next step will be for District Staff to compile a booklet outlining the District’s Wellness Plan. The Wellness Plan Booklet will then be made available to each employee and Commissioner.

**3. Easement Policy.** The Commissioners reviewed the draft Easement Acquisition Policy. Following discussion, Chairman Bell instructed General Manager Jeffries to revise the draft Policy by incorporating the various comments and suggestions made by the Commissioners. The Commissioners will review the revised Easement Acquisition Policy at a future meeting.

## NEW BUSINESS

**1. 2016 Audit.** Brian Woosley of Stiles, Carter & Associates, PSC, the accounting firm which prepared the District's Audit, presented the Audit Report for the 2016 calendar year. The Audit Report contains an unmodified ("clean") opinion. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to accept the 2016 Audit Report. Motion carried unanimously.

**2. City Springs Building Upgrade.** Upon recommendation of Shaun Youravich, motion was made by Commissioner Davis and seconded by Commissioner Tabb to take the following actions concerning the City Springs WTP Building: (a) to accept the proposal from Air Care, Inc. to furnish and install four (4) zone mini-split heat pump systems for the sum of \$14,200.00; and (b) to authorize the purchase of additional heaters for the sum of \$4,000.00. The heaters will be installed by District Staff. Motion carried unanimously.

**3. Leak Detection.** Shaun Youravich summarized the efforts of District Staff to locate and eliminate water leaks within the Inner Circle of the District's distribution system since acquiring this system from Elizabethtown. He proposed a pilot project whereby the District will engage the services of a professional leak detection company to undertake a leak survey of approximately 27 miles of the 100 miles of water lines within the Inner Circle. He presented a proposal from Utility Services Associates to perform the pilot project for the sum of \$6,775.92. Upon recommendation of Shaun Youravich, motion was made by Commissioner Davis and seconded by Commissioner Miller to accept the proposal from Utility Services Associates and to authorize District Staff to execute the necessary documents to commence the pilot project. Motion carried unanimously.

**4. Surplus Equipment.** Upon recommendation of District Staff, motion was made by Commissioner Effinger and seconded by Commissioner Tabb to take the following actions: (a) to declare the 2004 Case 590M Backhoe with attached Allied hydraulic rock hammer as surplus equipment; and (b) to solicit sealed bids for the surplus Backhoe. Motion carried unanimously.

**5. Freeman Lake WTP Lease.** General Manager Jeffries informed the Commissioners that the District will no longer need to lease Elizabethtown's Freeman Lake WTP since the LWC Connection Project has been completed. The Lease contains a Termination Clause, but requires a 60-day advance notice to

Elizabethtown. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to authorize General Manager Jeffries to notify the appropriate Elizabethtown officials that the District plans to terminate the Lease, pursuant to the Lease provisions, and to instruct District Staff to coordinate their Lease termination activities with Elizabethtown to ensure a smooth transition. Motion carried unanimously.

**6. Group Life Insurance.** Motion was made by Commissioner Miller and seconded by Commissioner Tabb to revise the District's Group Life Insurance Plan to make it more competitive with other area employers. Motion carried unanimously.

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

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

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

**8. Wage Adjustments.** Upon joint motion duly made, seconded and unanimously adopted, the Commissioners decided to take the following actions: (a) to make a COLA adjustment of \$0.39 per hour for all hourly employees; (b) to make a 4% merit matrix adjustment for full-time, hourly employees; (c) to authorize an additional 1% to be applied at the Manager's discretion for the water treatment plant employees; (d) to increase the salaries of the salaried employees as recommended by General Manager Jeffries; (e) to increase the salary of General Manager Jeffries as noted in his personnel file; and (f) to make all adjustments effective with the first pay period in July. Motion carried unanimously.

**ADJOURNMENT**

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