

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
September 18, 2018**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on September 18, 2018 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, Amber Pike, Shaun Youravich, Damon Talley, Mark Sneve, and Mike Carroll. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

No Visitors were present.

SPECIAL RECOGNITION

Chairman Bell recognized Oscar Page, who obtained his Wastewater Collection System Operator Certification on September 6, 2018. He is the first District employee to obtain this certification.

MINUTES & FINANCIAL REPORT

The Minutes of the August 21, 2018 Board Meeting were reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Davis to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of August was reviewed. Motion was made by Commissioner Miller 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.** General Manager Jeffries presented the engineering report for water. Mark Sneve presented the engineering report for wastewater. Mike Carroll presented the Architectural Report.
 - A. **Engineering Reports – Water.** General Manager Jeffries reported that the White Mills WTP Rehab Project has been substantially completed. The RD Bond Closing will occur on September 21, 2018.
 - B. **Engineering Reports – Wastewater – Nolin River Watershed.** Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. The Contractors have made great progress during the past month. All contractors have performed at least 41% of their work and Contract 4 is 61% complete. Mark Sneve reviewed several proposals to install Alternate Sewer Lines F, I, and J. **(See Old Business, Item 1 for Board Action)**
 - C. **Architectural Report.** Mike Carroll with Brandstetter Carroll presented a status report on the 315 Ring Road Project. He presented a proposed flow chart time line for the Project.
2. **Departmental Reports.** General Manager Jeffries presented the Departmental Reports.

OLD BUSINESS

1. **Nolin Wastewater Projects - Alternates.** The Commissioners reviewed the three (3) proposals received for constructing the revised alternate sewer lines F, I, and J for the Nolin Wastewater Project. Upon recommendation by Strand Associates, motion was made by Commissioner Effinger and seconded by Commissioner Davis to take the following actions: (a) to declare the proposal submitted by Twin States Utilities & Excavation, Inc. (Twin States) in the amount of \$581,936.00 to be the lowest and best evaluated proposal; (b) to accept the proposal submitted by Twin States; (c) to award the construction of alternate sewer lines F, I, and J to Twin States; and (d) to authorize Chairman Bell to execute the necessary documents with Twin States. Motion carried unanimously.

2. Bat Habitat Mitigation. Upon recommendation by Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Davis to authorize the payment of \$1,066.40 to the Imperiled Bat Conservation Fund as a supplemental payment to mitigate the loss of bat habitat on the Crain Property. Motion carried unanimously.

NEW BUSINESS

1. Surplus Vehicles. Upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Miller to take the following actions: (a) to declare the three (3) vehicles listed in Shaun Youravich's memo dated September 14, 2018 as surplus vehicles; and (b) to solicit sealed bids for the purchase of the surplus vehicles. Motion carried unanimously.

2. Job Descriptions Update. General Manager Jeffries presented a draft of updated job descriptions for discussion only. The Commissioners will review the proposed job descriptions and will be prepared to take action at the October Board Meeting.

3. North-South Connector Material Bid. Upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to authorize District Staff to advertise for materials for the remaining section of the North-South Connector Project. Motion carried unanimously.

4. Janitorial Services Bid Request. Upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Davis to authorize District Staff to advertise for bids for performing janitorial services at the current Customer Service Center at 360 Ring Road. Motion carried unanimously.

5. Tank Maintenance Bid Request. Upon recommendation of District Staff, motion was made by Commissioner Davis and seconded by Commissioner

Effinger to engage the services of Wet or Dry Tank Inspection to prepare the bid specifications for maintenance work to be performed on the Pear Orchard and Sonora Water Storage Tanks and to advertise for bids for performing the maintenance work. Motion carried unanimously.

6. 2019 TPA Services. Commissioner Davis, in his capacity as Chairman of the Insurance Committee, recommended that the District seek a new Third Party Administrator (TPA) for 2019. By consensus, the Board authorized Commissioner Davis to negotiate with prospective TPA firms for providing TPA services for 2019 and to make a recommendation to the Board.

7. HR Compliance Services RFP. Upon recommendation of District Staff, motion was made by Commissioner Miller and seconded by Commissioner Tabb to solicit proposals from professional HR Compliance firms for reviewing the District's revised Employee Handbook and making recommended changes. Motion carried unanimously.

8. Travel Requests. The Commissioners reviewed the travel requests submitted by District Staff. In particular, four (4) employees will need to travel to Tyler, Texas for two (2) days of training and three (3) employees will need to travel to Chicago, Illinois for training. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve these travel requests. Motion carried unanimously.

9. Executive Session. Motion was made by Commissioner Miller and seconded by Commissioner Davis 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 Miller and seconded by Commissioner Davis to return to open session. Motion carried unanimously. Chairman Bell

announced that it would not be necessary to take any action concerning the matters discussed in Executive Session.

ADJOURNMENT

There being no further business to come before the meeting, motion was made by Commissioner Davis 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