

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

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on December 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, Amber Pike, Shaun Youravich, Damon Talley, Mark Sneve, Vaughn Williams, and Phil Schilffarth. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

Michael “Bo” Ellison, President of Cumberland Pipeline, LLC, was present and explained his request for obtaining a 120-day extension of time on Contracts 1 and 2 of the Nolin River Watershed Wastewater Project.

MINUTES & FINANCIAL REPORT

The Minutes of the November 20, 2018 Regular 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 November was reviewed. Motion was made by Commissioner Effinger 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.** Vaughn Williams presented the engineering report for water. Mark Sneve presented the engineering report for wastewater. Phil Schilffarth presented the Architectural Report.

A. Engineering Reports – Water. Vaughn Williams gave a brief report on future proposed projects.

B. 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 70% complete. Mark Sneve discussed the need to make certain change orders to some of the contracts. **(See New Business, Items 1 through 4 for Board Action)**

C. Architectural Report. Phil Schilffarth with Brandstetter Carroll presented a status report on the 315 Ring Road Project. He stated that the project was unanimously approved by the Elizabethtown Planning Commission on December 11, 2018. His firm plans to provide the design documents to the appropriate state agency on Friday, December 21, 2018.

2. Departmental Reports. General Manager Jeffries presented the Departmental Reports. He noted that the unaccounted for water loss for November 2018 was 11.9%.

OLD BUSINESS

1. Warehouse Material Bid Award. The Commissioners reviewed the Bid Tabulation for the materials to be used by the District in 2019. Based upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Miller to reject all of the bids. Motion carried unanimously.

2. 2018 Amended Budget. Amber Pike presented the proposed Amended 2018 Budget. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to adopt the proposed Amended 2018 Budget as presented. Motion carried unanimously.

3. Wastewater Treatment Agreement. Attorney Talley informed the Commissioners that the Wastewater Treatment Agreement with Elizabethtown has been filed with the Kentucky Public Service Commission for review and approval.

NEW BUSINESS

1. Nolin Wastewater Project – Change Orders for Contracts 1 and 2. Upon recommendation of Strand Associates, motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve the proposed change orders for both Contracts 1 and 2 of the Nolin Wastewater Project, which grant Cumberland Pipeline, LLC a 120-day extension of time on both Contracts. Motion carried unanimously.

2. Nolin Wastewater Project – Change Order for Contract 1. Upon recommendation of Strand Associates and District Staff, motion was made by Commissioner Miller and seconded by Commissioner Effinger to approve the proposed Change Order, which deletes the portable generator from Contract 1 of the Nolin Wastewater Project. This Change Order will deduct \$71,922 from the contract price. Motion carried unanimously.

3. Nolin Wastewater Project – Change Order for Contract 4. Upon recommendation of Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Tabb to approve Change Order No. 2, which extends Line R1 along the east side of U.S. Highway 31W to manhole R1-07, to Contract 4 of the Nolin Wastewater Project. This Change Order reduces the contract price by \$38,814. Motion carried unanimously.

4. Nolin Wastewater Project – Alternate Lines V and P1. The Commissioners reviewed the three (3) proposals for constructing alternate sewer Lines V and P1. Upon recommendation of Strand Associates and District Staff, motion was made by Commissioner Davis and seconded by Commissioner Tabb to take the following actions concerning Alternate Lines V and P1 of the Nolin Wastewater Project: (a) to declare the proposal submitted by Norris Brothers in the amount of \$124,135 to be the lowest and best proposal for Alternate Line V; (b) to award the construction of Alternate Line V to Norris Brothers, contingent upon

obtaining the necessary easement from the Glendale Lions Club; (c) to declare the proposal submitted by Cumberland Pipeline, LLC in the amount of \$42,911 to be the lowest and best proposal for Alternate Line P1; (d) to award the construction of Alternate Line P1 to Cumberland Pipeline, LLC; and (e) to authorize Chairman Bell to execute the necessary documents with Norris Brothers and Cumberland Pipeline, LLC. Motion carried unanimously.

5. Officer Election. Motion was made by Commissioner Tabb and seconded by Commissioner Davis to elect, for a term ending on December 31, 2019, the persons shown below to the office shown opposite each person's name:

Chairman	-	Michael L. Bell
Secretary	-	Morris L. Miller
Treasurer	-	Morris L. Miller

Motion carried unanimously.

6. Proposed RD Project. General Manager Jeffries discussed the need to commence the process for soliciting Statements of Qualifications (SOQ) from qualified engineering firms for the proposed RD Project. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to authorize District Staff to advertise for engineering SOQs for the proposed RD Project. Motion carried unanimously.

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. Organizational Chart Restructuring. General Manager Jeffries announced that the retirement of Scott Clark would make it necessary to restructure the District's Organizational Chart. Motion was made by Commissioner Davis and seconded by Commissioner Miller to approve the proposed Organizational Chart restructuring, effective January 1, 2019. Motion carried unanimously.

9. Salary Adjustments. The Commissioners reviewed the proposed salary adjustments for the employees that will be assuming additional responsibilities under the new restructuring. Motion was made by Commissioner Davis and seconded by Commissioner Miller to increase the salaries of certain salaried employees as recommended by General Manager Jeffries and as noted in their personnel files. Motion carried unanimously.

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