

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

**June 18, 2019**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on June 18, 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, Damon Talley, Mark Sneve, Vaughn Williams, and Brian Woosley. 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 May 21, 2019 Regular Meeting were reviewed. Motion was made by Commissioner Miller and seconded by Commissioner Effinger to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of May was reviewed. Motion was made by Commissioner Tabb 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.

- A. Engineering Report – Wastewater.** Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. All contractors have performed at least 70% of their contracts and Contract 2 is over 96% complete.
  - B. Engineering Reports – Water.** Vaughn Williams with Kenviron presented a status report on the proposed City Springs Raw Water Rehab Project. He stated that the plans for the Project will be ready to submit to DOW by the June Board meeting.
- 2. Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.

## **OLD BUSINESS**

- 1. Handbook Review.** Motion was made by Commissioner Davis and seconded by Commissioner Miller to adopt the draft version of the District's revised Employee Handbook without any changes. Motion carried unanimously. Chairman Bell then instructed Amber Pike to obtain a proposal from HR Affiliates for advising the District of relevant changes in federal and state employment laws and keeping the Employee Handbook updated.
- 2. Eastview Tank Property.** Shaun Youravich updated the Board on the status of the acquisition of the new site for the future replacement of the Eastview Water Storage Tank. Motion was made by Commissioner Tabb and seconded by Commissioner Davis to accept the sales price proposed by the property owners and to authorize the purchase of this site as soon as the plat has been approved by Planning and Zoning. Motion carried unanimously.
- 3. Surplus Trucks.** The Commissioners reviewed the Bid Tabulation for the bids submitted for the two (2) surplus trucks, which were declared surplus at the May 21, 2019 Board meeting. Upon recommendation of Shaun Youravich, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to take the following actions: (a) to declare the bid submitted by Charles Stinson in the amount of \$6,575.00 for the 2012 Toyota Tacoma truck to be the highest and best bid for that truck; (b) to sell the 2012 Toyota Tacoma truck to Charles Stinson for his bid amount; (c) to declare the bid submitted by Fred Dewitt in the amount of \$2,575.00 for the 2008 Ford F-150 truck to be the highest and best bid for that truck; (d) to sell the 2008 Ford F-150 truck to Fred Dewitt for his bid amount; and

(e) to authorize Operations Manager Youravich, or his designee, to execute the necessary documents to transfer the titles. Motion carried unanimously.

**4. 315 Ring Road Development Plan.** The Commissioners brainstormed on various options for developing the 315 Ring Road Property in a more cost effective manner. No action was taken.

**5. Sewer Rates.** Attorney Talley reported that the PSC has approved the initial Sewer Rates as submitted by the District. The Sewer Rules and Regulations are still under review. He expects a decision by the PSC on or before July 1, 2019.

## **NEW BUSINESS**

**1. 2018 Audit.** Brian Woosley of Stiles, Carter & Associates, PSC, the accounting firm which prepared the District's Audit, presented the Audit Report for the 2018 calendar year. The Audit Report contains an unmodified ("clean") opinion. Since the Commissioners did not have an opportunity to review the Audit Report in advance of the meeting, no action was taken concerning acceptance of the Audit Report. The Commissioners will take appropriate action at the July Board meeting.

**2. Leak Adjustment Review.** Amber Pike reviewed the District's existing Leak Adjustment policy contained in its Tariff on file with the PSC. Several options were discussed for revising or eliminating the Leak Adjustment policy. By consensus, the Commissioners instructed Amber Pike to prepare a draft revised policy for review by the Board at the July meeting.

**3. Executive Session.** Motion was made by Commissioner Effinger and seconded by Commissioner Tabb to go into Executive Session to discuss real property acquisitions, 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 Effinger 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.

**4. 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 \$0.40 per hour for all hourly employees; (b) to make a 4% merit matrix adjustment for full-time, hourly employees; (c) to increase the salaries of the salaried employees as recommended by Shaun Youravich and Amber Pike; (d) to increase the salary of Shaun Youravich and Amber Pike as noted in their personnel files; and (e) to make all adjustments effective with the first pay period in July.

**ADJOURNMENT**

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