

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
July 16, 2019**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on July 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, Damon Talley, Mark Sneve, and Vaughn Williams. 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 requested that the District rescind the \$110,000 multi-contract discount. Cumberland was the low bidder on Contracts 1 and 2 of the Nolin River Water Shed Wastewater Project (See New Business, Item 1 for discussion of this topic).

MINUTES & FINANCIAL REPORT

The Minutes of the June 18, 2019 Board meeting were reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of June was reviewed. Motion was made by Commissioner Davis 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.** 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. He estimates that the pump stations should be ready to commence “start-up” operations by mid to late August, 2019. Once the pump stations are operable, the other contractors can finish their remaining work.
- B. Engineering Reports – Water.** Vaughn Williams with Kenvirons presented a status report on the proposed City Springs Raw Water Rehab Project. He also discussed the proposed Downtown Water Storage Tank Project.
- 2. Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.

OLD BUSINESS

- 1. 2018 Audit.** The Audit Report for the 2018 calendar year was presented at the June 18, 2019 Board meeting. The Audit Report contains an unmodified (“clean”) opinion. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to accept the 2018 Audit Report. Motion carried unanimously.
- 2. HR Monitoring Services.** Amber Pike reported that HR Affiliates has agreed to advise the District of relevant changes in federal and state employment laws without charge. If the District needs HR Affiliates to modify the Employee Handbook or provide other Human Resources support, it will charge an hourly rate of \$125.
- 3. Leak Adjustment Review.** Amber Pike provided a demonstration of the Leak Adjustment Calculator that she developed since the June Board meeting. The calculator will enable customers to determine whether they will achieve a savings of at least \$50 if they request a leak adjustment. Providing this screening mechanism should greatly reduce the number of customers that request a leak adjustment. Motion was made by Commissioner Effinger and seconded by Commissioner Davis to approve the use of the proposed Leak Adjustment Calculator and to authorize District Staff to revise the District’s current Leak Adjustment policy contained in its Tariff. Motion carried unanimously. Once the

Leak Adjustment Tariff has been revised, it will be submitted to the PSC for review and approval.

4. Engineering SOQ. Shaun Youravich reported that the District received two (2) Statements of Qualifications (SOQ) for Engineering Services for the proposed Rural Development Project. He reported that the Engineering Evaluation Committee has ranked the two (2) engineering firms that submitted SOQ's. The Committee recommends that Kenvirons, Inc. be selected as the best qualified engineering firm for the proposed RD Project. Motion was made by Tabb and seconded by Davis to take the following actions: (a) to declare Kenvirons, Inc. to be the best qualified engineering firm for the proposed RD Project; and (b) to enter into contract negotiations with Kenvirons, Inc. to provide engineering design services for the proposed RD Project. Motion carried unanimously.

5. Pay & Grade Scale Revision. The Commissioners reviewed the proposed revisions to the Pay & Grade Scale Schedule and proposed revisions to certain Job Descriptions. Motion was made by Commissioner Miller and seconded by Commissioner Tabb to approve the proposed revisions with one change: the words "or GED" will be added to any Job Description which requires a High School Degree. Motion carried unanimously.

NEW BUSINESS

1. Cumberland Pipeline. The Commissioners discussed the request of Cumberland Pipeline, LLC for the District to rescind the \$110,000 multi-contract discount. Chairman Bell asked if any Commissioner wanted to make a motion to grant the requested relief. No Commissioner made a motion. Therefore, no relief will be granted to Cumberland Pipeline, LLC.

2. 315 Ring Road Development Plan. The Commissioners discussed various options for developing the 315 Ring Road Property in a more cost effective manner. One option includes selling the existing office building and constructing a new two (2) story office building near the rear of the property. No action was taken.

ADJOURNMENT

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