

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

**June 16, 2020**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on June 16, 2020 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, and Vaughn Williams. Damon Talley attended via conference call. Chairman Bell declared that a quorum was present and called the meeting to order.

**VISITORS**

There were no visitors.

**MINUTES & FINANCIAL REPORT**

The Minutes of the May 19, 2020 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 May 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 Report – Water.** Vaughn Williams with Kenvirons presented a status report for the City Springs Raw Water Intake Project and the Downtown Tank Project. The contractor for the City Springs Raw Water Intake Project has moved onsite and will soon commence excavation for the intake. The geotechnical field work for the Downtown Tank site was performed in late May. It appears that the proposed site

will be satisfactory. A detailed report will be prepared before the next Board meeting.

- 2. Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.

## **OLD BUSINESS**

- 1. Pear Orchard Access Road.** Damon Talley reported that the attorney for Bluegrass Cellular has prepared a draft Easement whereby Bluegrass Cellular will be granted permission to use the new access road from Pear Orchard Road to the Bluegrass Cellular antennae site and will be responsible for paying its portion of the road maintenance expenses. Both parties are still negotiating the detailed terms of the Easement.

- 2. Nolin River Wastewater Grant Update.** Amber Pike presented a detailed summary of the Nolin River Watershed Wastewater Project expenditures to date, anticipated expenditures, and the remaining Grant funds.

- 3. Glendale Alternate Sewer Lines.** The Commissioners reviewed numerous alternate sewer lines that are under consideration for construction with the remaining Sewer Grant funds. Chairman Bell recused himself from this discussion and subsequent deliberations. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to authorize District Staff to obtain the necessary engineering services to design alternate Line “W” as a gravity sewer line. Motion carried unanimously.

- 4. COVID-19 Update.** Shaun Youravich and Amber Pike updated the Commissioners on the changes they have implemented to protect the health and safety of the District’s employees and customers during the COVID-19 pandemic. The lobby of the Customer Service Center was re-opened to the public on June 8, 2020.

## **NEW BUSINESS**

- 1. Resolution Authorizing Filing of PSC Application.** Damon Talley presented proposed Resolution No. 2020-06-01 authorizing the Chairman to apply to the PSC for a Certificate of Public Convenience and necessity to construct a new

Customer Service and Operations Facility. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to adopt Resolution No. 2020-06-01. Motion carried unanimously.

**2. Surplus Vehicles.** Upon recommendation of District Staff, motion was made by Commissioner Davis and seconded by Commissioner Effinger to take the following actions: (a) to declare the four (4) vehicles listed in Shaun Youravich's memo dated June 16, 2020 as surplus vehicles; and (b) to solicit sealed bids for the purchase of these surplus vehicles. Motion carried unanimously.

**3. Jenkins-Essex Pay Request.** The Commissioners reviewed the initial Pay Request from Jenkins-Essex for design services for the proposed Customer Service and Operations Facility Project. The invoice amount is \$34,389.15. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to authorize payment of the invoice. Motion carried unanimously.

**4. Discharge Permit.** Vaughn Williams and General Manager Youravich explained the need for the District to apply for a Discharge Permit from the Kentucky Division of Water as part of the City Springs Raw Water Intake Project. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to authorize Kenvirons to prepare and file an application for the Discharge Permit. Motion carried unanimously.

**5. On Call Compensation.** General Manager Youravich explained the District's existing "On Call" and "Back-Up" compensation policy, which has not been changed for over 13 years. He recommended that persons who perform "On Call" and "Back-Up" services be compensated at the rate of \$20 per day for Monday through Friday and \$50 per day for weekends and holidays. Motion was made by Commissioner Effinger and seconded by Commissioner Tabb to accept the recommendation of General Manager Youravich. The increased compensation will become effective with the first pay period in July. Motion carried unanimously.

**6. Executive Session.** Motion was made by Commissioner Davis 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 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 concerning some of the matters discussed in Executive Session.

**7. Organizational Chart.** The Commissioners reviewed the revised Organizational Chart prepared by General Manager Youravich. Motion was made by Commissioner Miller and seconded by Commissioner Davis to accept the revised Organizational Chart as presented. Motion carried unanimously.

**8. Promotion.** Upon recommendation of General Manager Youravich, motion was made by Commissioner Tabb and seconded by Commissioner Davis to accept General Manager Youravich's recommendation and to promote Forrest Pollock from E-1 to E-2. Motion carried unanimously.

**9. 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 \$0.42 per hour for all hourly employees; (b) to make a 3% merit matrix adjustment for full-time, hourly employees; (c) to increase the salaries of the salaried employees as recommended by General Manager Youravich; (d) to increase the salary of the General Manager as noted in his personnel file; 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 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**