

**MINUTES OF THE  
HARDIN COUNTY WATER DISTRICT NO. 2  
BOARD OF COMMISSIONERS' MEETING  
November 17, 2020**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on November 17, 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, Forrest Pollock, Shaun Youravich, Jarrod Benningfield, 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.

**SPECIAL RECOGNITION**

Beth Boone, who is the District's Accounts Receivable Supervisor, was recognized for having recently obtained a Bachelor's Degree from Indiana Wesleyan University. Chairman Bell and the other Commissioners expressed their appreciation to Beth for her furthering her education while working for the District and for her dedicated service to the District and its customers. Beth expressed her appreciation for the financial assistance she received through the District's Tuition Reimbursement Policy.

**MINUTES & FINANCIAL REPORT**

The Minutes of the October 20, 2020 Board 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 October was reviewed. Motion was made by Commissioner Effinger 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 Report – Water.** Vaughn Williams with Kenvirons presented a status report for the City Springs Raw Water Intake Project. The Project is progressing well, but the contractor is still behind schedule. He believes the contractor will still complete the contract before next summer. Alternate routes for the location of the water transmission main to connect the proposed Downtown Tank to the District's existing transmission mains near the Hardin Memorial Hospital are still being evaluated. He intends to submit the plans to DOW for approval before December 31, 2020.
- 2. Customer Service & Operations Facility Project.** Jarrod Benningfield with Jenkins-Essex stated that since PSC approval of the Project was received on October 21, 2020, Jenkins-Essex and its sub-contractors have made substantial progress on the Project. Pursuant to the terms of the Design-Build Agreement, January 21, 2022 will be the date of Substantial Completion. February 21, 2022 will be the date of Final Completion. He explained the need for Change Order No. 1 to the Design-Build Agreement because of the undercut that had to be made at the employee entrance to the site to remove the poor-quality soil. **(See Old Business, Item 2 for Board Action)**
- 3. Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.
- 4. Project Reports.** Forrest Pollock presented a status report on various small projects which the District is constructing "in house."

## **OLD BUSINESS**

- 1. Jenkins-Essex Pay Request.** Upon recommendation of General Manager Youravich, motion was made by Commissioner Miller and seconded by Commissioner Effinger to approve and authorize payment of Pay Request No. 4

submitted by Jenkins-Essex in the amount of \$144,175.46 for the proposed Customer Service and Operations Facility Project. Motion carried unanimously.

**2. Change Order - Customer Service & Operations Facility Project.**

Upon recommendation of General Manager Youravich, motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve Change Order No. 1 in the amount of \$2,947.95 to the Design-Build Agreement with Jenkins-Essex. Motion carried unanimously.

**3. T-Mobile Lease Extension Agreement.** Chairman Bell informed the Commissioners of the meeting that General Manager Youravich and he have scheduled with Mayor Gregory and other Elizabethtown officials on November 19, 2020 concerning the T-Mobile Lease Extension Request and a pump station that is owned by Elizabethtown. This pump station can be utilized by the District to facilitate the Downtown Tank Project. Chairman Bell will report on this matter at the December Board meeting.

**4. Sale of Surplus Truck.** The Commissioners reviewed the Bid Tabulation for the bids submitted for the truck, which was declared surplus at the October 20, 2020 Board meeting. Upon recommendation of General Manager Youravich, motion was made by Commissioner Tabb and seconded by Commissioner Miller to take the following actions: (a) to declare the bid submitted by Kerry Gusler in the amount of \$22,001.00 for the 2015 Dodge Ram 5500 truck to be the highest and best bid for the truck; (b) to sell the truck to Kerry Gusler; and (c) to authorize General Manager Youravich, or his designee, to execute the necessary documents to transfer the title. Motion carried unanimously.

## **NEW BUSINESS**

**1. Warehouse Material Bid Authorization.** Motion was made by Commissioner Davis and seconded by Commissioner Miller to authorize District Staff to advertise for Bids for materials to be used by the District in 2021. Motion carried unanimously.

**2. Request to Bid Rineyville Tank Rehab.** Upon recommendation of General Manager Youravich, motion was made by Commissioner Miller and seconded by Commissioner Tabb to take the following actions with respect to the proposed Rineyville Tank Rehab Project (the "Project"): (a) to engage the services of Wet or Dry Tank Inspection (Jay L. Hoffman) to prepare the Bid

Specifications and Contract Documents for the Project; and (b) to authorize District Staff to advertise the Project for bids once the Bid Specs and Contract Documents have been prepared. Motion carried unanimously.

**3. 2021 Budget.** General Manager Youravich and Finance & Administration Manager Pike presented the proposed 2021 Operating Budget and the proposed 2021 Capital Budget for consideration by the Commissioners. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to adopt both the 2021 Operating Budget and the 2021 Capital Budget as presented. Motion carried unanimously.

**4. Property and Casualty Insurance.** Upon recommendation of the Insurance Committee, motion was made by Commissioner Davis and seconded by Commissioner Tabb to renew the District's General Liability, Automobile, Property, Casualty, Directors & Officers Liability and miscellaneous coverages through the firm of Curneal & Hignite Insurance, Inc. The renewal policy will be for a one-year term commencing on January 1, 2021 and expiring on December 31, 2021. Motion carried unanimously.

**5. 2021 Health Plan.** Commissioner Davis, as Chairman of the Insurance Committee, presented a summary of the expenditures to date and the expected expenditures for the balance of the calendar year. The District's Insurance Plan is performing extremely well and considerably under Budget. Upon recommendation of the Insurance Committee, motion was made by Commissioner Davis and seconded by Commissioner Tabb to maintain the current contribution amounts by the District's employees for calendar year 2021. Motion carried unanimously.

**6. Executive Session.** Motion was made by Commissioner Miller and seconded by Commissioner Tabb to go into Executive Session to discuss real property acquisition and sale, pending litigation, 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 Tabb to return to open session. Motion carried unanimously. Chairman Bell announced that it would not be necessary to take action concerning any of the matters discussed in Executive Session.

**7. Exemplary Employees.** General Manager Youravich praised the exemplary efforts of District employees during the past year, including those who assumed more responsibilities following the retirement of Glenna Warren; those who were responsible for the conversion of the District’s billing system to a new software provider; all employees who worked from home because of COVID-19; and all employees who “juggled” work life with assuming more responsibilities for educating their children or grandchildren because of Non-Traditional Instruction (NTI) Programs. Chairman Bell and the other Commissioners echoed the comments of General Manager Youravich and expressed their appreciation for the extraordinary efforts of the District’s employees.

**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**