

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
June 21, 2022**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly Meeting on June 21, 2022 at 4:00 p.m. at the New Customer Service Center, 1951 West Park Road, Elizabethtown, Kentucky. Present were Commissioners Mike Bell, Tim Davis, John Effinger, Morris L. Miller, and Cordell Tabb. Also present were Shaun Youravich, Mandy Isham, Forrest Pollock, Vaughn Williams, and Damon Talley. Also present was Andrew Harp with *The News - Enterprise*. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

A representative of Dirt Works Unlimited, LLC was present to observe what action, if any, the District was going to take concerning the Bids that were submitted on June 16, 2022 for the Downtown Transmission Project. The representative did not wish to address the Board.

SPECIAL RECOGNITION

Chairman Bell recognized Jessica Garner, a Customer Accounts Specialist, for recently preparing a 35-page booklet entitled "Frequently Asked Questions." This booklet asks and answers questions that are frequently asked by the District's customers and many of its newer employees. It is proving to be a valuable tool for educating the District's customers and its newer employees about the operations of the District. General Manager Youravich informed the Board that no one assigned this task to Ms. Garner. She saw a need for the booklet, and she prepared it. The Commissioners commended Ms. Garner for the quality of the booklet and her initiative in preparing it.

MINUTES & FINANCIAL REPORT

The Minutes of the May 17, 2022 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 May was reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger 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. Blue Oval Project.** Vaughn Williams presented a status report on the Blue Oval Project.
- 2. Highway 434 Pump Station.** Vaughn Williams reported that Kenvirons has gained access to the site for the new Highway 434 Pump Station. Core drilling will now be scheduled.
- 3. Departmental Reports.** General Manager Youravich presented the Departmental Reports, including public outreach programs conducted by the District.
- 4. Project Reports.** Forrest Pollock presented a written status report on various small projects which the District is constructing "in house." The Commissioners commended him for providing the written report.

OLD BUSINESS

1. Downtown Transmission Main Project. The Commissioners reviewed the Bid Tabulation prepared by Kenvirons for Contracts 2A, 2B, and 2C for the Downtown Transmission Main Project. Both Kenvirons and General Manager Youravich recommended that the District reject all the bids that were submitted for Contract 2A and Contract 2C because they far exceed both the Project Budget and the Engineer's Estimate. Both Kenvirons and General Manager Youravich recommended that the District accept the lowest bid submitted for

Contract 2B. Motion was then made by Commissioner Effinger and seconded by Commissioner Miller to take the following actions:

- a) To reject all bids submitted for Contract 2A and Contract 2C;
- b) To declare the bid submitted by Schroeder Construction Company for Contract 2B in the amount of \$1,890,190 to be the lowest and best bid for Contract 2B;
- c) To award Contract 2B to Schroeder Construction Company; and
- d) To authorize Chairman Bell to execute the Notice of Award, the Contract, the Notice to Proceed, and any and all other documents concerning Contract 2B.

Motion carried unanimously.

NEW BUSINESS

1. KU Easement Request. General Manager Youravich presented the request of Kentucky Utilities (KU) to acquire an Option for a Deed of Easement to enable KU to construct a transmission line across a portion of the District's Rose Run Pump Station property. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the terms of the Option Agreement and the Deed of Easement and to authorize Chairman Bell to execute these documents for and on behalf of the District. Motion carried unanimously.

2. Grant Assistance Agreement. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve the Resolution accepting the grant in the amount of \$1,762,000 from KIA for the Downtown Tank Project, approving the Grant Assistance Agreement with KIA, and authorizing Chairman Bell to execute the Grant Assistance Agreement. Motion carried unanimously.

3. Advertising for Pipe. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to authorize District Staff to advertise for the pipe and other materials that will be needed to construct the portions of the Downtown Transmission Main Project that will be constructed by the District. Motion carried unanimously.

4. Rescheduling July Board Meeting. Chairman Bell announced that it would be necessary to reschedule the July Board meeting because General Manager

Youravich and some members of the Management Staff will be attending the Water Professionals Conference on July 19, which is the regular meeting date. By consensus, the July meeting will be rescheduled from July 19 to July 26, 2022 at 4:00 pm EDT. A Special Meeting Notice will be timely prepared prior to the Special Meeting on July 26.

5. Executive Session. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to go into Executive Session, pursuant to KRS 61.810(1)(b), (c), and (f), to discuss real property acquisition and sale, pending litigation, potential litigation, and discussions which might lead to the appointment, discipline, or dismissal of an individual employee. Motion carried unanimously.

*** * * EXECUTIVE SESSION DISCUSSION * * ***

Motion was made by Commissioner Davis and seconded by Commissioner Tabb to return to open session. Motion carried unanimously. Chairman Bell announced that it would be necessary to take action concerning one of the matters discussed in Executive Session.

6. Communications Coordinator. General Manager Youravich explained the need to change the Job Title of Executive Administrator to Communications Coordinator and to make this position a Grade 5 position. Motion was made by Commissioner Tabb and seconded by Commissioner Davis to accept General Manager Youravich's recommendation and change the Job Title of Executive Administrator to Communications Coordinator and make this a Grade 5 position. Motion carried unanimously.

7. WTP Maintenance Technician I. General manager Youravich explained the need to remove the requirement that a person must have a college degree to be eligible to hold the position of WTP Maintenance Technician I. Motion was made by Commissioner Effinger and seconded by Commissioner Miller to accept General Manager Youravich's recommendation and remove the requirement that a person must have a college degree to hold the position of WTP Maintenance Technician I. Motion carried unanimously.

8. 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 \$1.40 per hour for all full-time employees; (b) to make a 3% merit matrix adjustment for full-time employees; (c) to increase the salary of the General Manager as noted in his personnel file; and (d) 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 Davis and seconded by Commissioner Miller 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