

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
May 15, 2018**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on May 18, 2018 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 General Manager James R. Jeffries, Scott Clark, Amber Pike, Shaun Youravich, Damon Talley, Mark Sneve, Vaughn Williams, Michael Carroll, and Philip Schilffarth. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

Stephen McBride, Vice-President of Kentucky Concealed Carry Coalition, was present and addressed his organization's concerns concerning the District's current "Weapons Prohibited" on District property policy.

SPECIAL RECOGNITION

Chairman Bell recognized Pat Chapman for having received his Associate Degree in Industrial Maintenance and Industrial Electricity while working full time for the District.

MINUTES & FINANCIAL REPORT

The Minutes of the April 17, 2018 meeting were reviewed. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of April was reviewed. Motion was made by Commissioner Miller 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. Michael Carroll and Philip Schilffarth presented the Architectural Report.

A. Engineering Reports – Water. Vaughn Williams presented an update on the status of the White Mills WTP Rehab Project. He reported that the painting contractor is approximately 85% complete with its work. He recommended that the Horizon Brothers Painting contract be extended by 35 days and that the Pace Contracting contract be extended by 80 days. **(See Old Business, Item 1 for Board Action).**

B. Engineering Reports – Wastewater – Nolin River Watershed. Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. The Project is progressing smoothly at this time. He recommended a change order for Contract 1 for upgrading the size of the electrical service at two (2) of the pump stations. He also recommended a change order on Contract 4 because an additional road bore will be necessary. **(See Old Business, Items 2 and 3 for Board Action).**

C. Architectural Report. Michael Carroll and Philip Schilffarth with Brandstetter Carroll presented a status report on the 315 Ring Road Project. Representatives of Brandstetter Carroll met with District Staff on April 25, 2018.

2. **Departmental Reports.** General Manager Jeffries presented the Departmental Reports.

OLD BUSINESS

1. **White Mills WTP Rehab Project.** Upon recommendation of Vaughn Williams, motion was made by Commissioner Davis and seconded by Commissioner Effinger to extend the completion time for Horizon Brothers

Painting by 35 days and for Pace Contracting by 80 days for the White Mills WTP Rehab Project. Motion carried unanimously.

2. Nolin Wastewater Project – Change Order – Contract 1. Upon recommendation of Mark Sneve, motion was made by Commissioner Davis and seconded by Commissioner Effinger to approve the proposed Change Order on Contract 1 for the Nolin Wastewater Project in the amount of \$20,555.80. The contractor will upsize the electrical service capacity on the Rose Run Pump Station and Industrial Park Pump Station No. 2 to provide for future needs. Motion carried unanimously.

3. Nolin Wastewater Project – Change Order – Contract 4. Upon recommendation of Mark Sneve, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to approve the proposed Change Order on Contract 4 for the Nolin Wastewater Project in the amount of \$7,500 because the contractor will need to perform an additional road bore because underground storage tanks were discovered. Motion carried unanimously.

4. Billing Services. The Commissioners reviewed the Bid Tab for Billing Statement Processing (Billing Services). Scott Clark reported that 14 firms submitted bids in response to the District's RFP for Billing Services (See Scott Clark's memo and Bid Tab dated May 9, 2018). He noted that one (1) vendor's proposal, Level One, did not comply with the Bid Specifications. Motion was made by Commissioner Effinger and seconded by Commissioner Tabb to take the following actions:

- a) To reject the bid submitted by Level One because its bid did not meet the specifications;
- b) To declare the bid submitted by Arista in the amount of \$0.475 per bill to be the lowest and best evaluated bid for Billing Services;
- c) To award the contract for Billing Services to Arista; and
- d) To authorize General Manager Jeffries or other appropriate personnel to execute the necessary documents with Arista.

Motion carried unanimously.

5. Capital Projects. General Manager Jeffries presented a list of potential Capital Projects that are eligible for funding by Rural Development. The Commissioners will review the list of Capital Projects. This topic will be revisited at a future Board meeting.

6. Langley Family Foundation Scholarships. Chairman Bell provided an update on the Langley Family Foundation Scholarship application process.

NEW BUSINESS

1. LWC Rate Increase. General Manager Jeffries presented information concerning the financial impact of Louisville Water Company's (LWC) proposed rate increase of \$0.05 per 1,000 gallons, which will become effective on July 1, 2018. Since the District purchases only a limited amount of water from LWC, the impact on the District is less than \$0.01 per 1,000 gallons. By consensus, the Commissioners decided to forego filing a Purchased Water Adjustment to "pass through" the increase to its customers.

2. T-Mobile Lease. General Manager Jeffries presented a proposal from T-Mobile to extend the term of, and make other modifications to, the Lease which permits T-Mobile to maintain a cellular antenna atop the North Miles Water Storage Tank. By consensus, the Commissioners decided that no action was necessary because the Lease is still valid.

3. Employee Policy 006. The Commissioners reviewed the District's current Employee Policy 006 concerning Work Rules and Termination of Personnel. They also reviewed certain statutes, which prevent certain governmental agencies, including the District, from prohibiting persons with a valid "concealed carry" license from possessing firearms on District property. Upon advice of counsel, motion was made by Commissioner Davis and seconded by Commissioner Tabb to amend Employee Policy 006 by deleting provision 2D-20 (Transportation or possession of firearms) and Item No. 19 in the District's Table of Guidelines for Disciplinary Action. Motion carried unanimously.

4. 2017 Wage Market Survey. General Manager Jeffries presented, for discussion purposes only, a very comprehensive 2017 Wage Survey Report. The Report, which is in draft form, compares the pay scale range of each of the District's job positions with several benchmarks. Action will be taken at a future Board meeting.

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

ADJOURNMENT

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