

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
October 16, 2018**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on October 16, 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, and Phil Schilffarth. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

No Visitors were present.

MINUTES & FINANCIAL REPORT

The Minutes of the September 18, 2018 Regular Meeting and the Minutes of the September 27, 2018 Special Meeting were reviewed. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to approve both sets of Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of September was reviewed. Motion was made by Commissioner Miller 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. Engineering Reports.** Vaughn Williams presented the engineering report for water. Mark Sneve presented the engineering report for wastewater. Phil Schilffarth presented the Architectural Report.

A. Engineering Reports – Water. Vaughn Williams reported that the RD Bond Closing took place on September 21, 2018 as scheduled. The District is still holding \$5,000 in retainage on one of the contracts.

B. Engineering Reports – Wastewater – Nolin River Watershed. Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. All contractors have performed at least 50% of their work. Mark Sneve discussed the need to perform additional engineering design work for two (2) possible change orders.

C. Architectural Report. Phil Schilffarth with Brandstetter Carroll presented a status report on the 315 Ring Road Project. He presented a revised flow chart time line for the Project. He also discussed the HVAC system that his firm has recommended. Following questions from the Commissioners, he agreed to provide more information regarding alternate HVAC systems.

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

OLD BUSINESS

1. Job Descriptions Update. Chairman Bell reminded the Commissioners to review the proposed job descriptions and be prepared to take action at the November Board Meeting.

2. Health Care Plan Update. Commissioner Davis and Amber Pike updated the Commissioners on recent developments with the District's health care plan, including the Third Party Administrator (TPA) change, which will become effective on January 1, 2019.

3. Janitorial Services. The Commissioners reviewed the Janitorial Services Bid Tabulation. Upon recommendation of District Staff, motion was made by Commissioner Davis and seconded by Commissioner Tabb to take the following actions: (a) to declare the bid submitted by Guardian Cleaners to be the

best evaluated bid; (b) to award the Janitorial Services contract to Guardian Cleaners; and (c) to authorize District Staff to execute the necessary documents to secure the services of Guardian Cleaners. Motion carried unanimously.

NEW BUSINESS

1. Initial Sewer Rates. Attorney Talley explained the need for the District to establish initial rates for providing wastewater collection services. General Manager Jeffries reviewed the projected annual revenues and expenses for the Sewer Division. Next, Attorney Talley reviewed the provisions of proposed Resolution No. 2018-10-01. Upon recommendation of District Staff and Attorney Talley, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to adopt Resolution No. 2018-10-01, which establishes initial wastewater rates and authorizes Chairman Bell to file the Tariff Sheet setting forth these rates with the PSC. Motion carried unanimously.

2. Control Authority Agreement. Upon recommendation of District Staff, motion was made by Commissioner Miller and seconded by Commissioner Effinger to approve the proposed Control Authority Agreement between Elizabethtown and the District and to authorize Chairman Bell to execute the Agreement for and on behalf of the District. Motion carried unanimously.

3. Wastewater Treatment Agreement. Attorney Talley summarized the major provisions of the draft Wastewater Treatment Agreement. Chairman Bell stressed the importance of reviewing the draft Wastewater Treatment Agreement and being prepared to take action on it at the November Board meeting.

4. Executive Session. Motion was made by Commissioner Miller and seconded by Commissioner Davis 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 Effinger and seconded by Commissioner Tabb to return to open session. Motion carried unanimously. Chairman Bell announced that it would not be necessary to take any action concerning the matters discussed in Executive Session.

ADJOURNMENT

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

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' SPECIAL CALLED MEETING
October 30, 2018**

The Board of Commissioners of Hardin County Water District No. 2 held a special called board meeting on October 30, 2018 at 3:00 p.m. at the Reesor Customer Service Center, 360 Ring Road, Elizabethtown, Kentucky pursuant to proper notice. A copy of the Notice of Special Meeting is attached. Present were Commissioners Mike Bell, Tim Davis, Morris L. Miller, John Effinger, and Cordell Tabb. Also present was General Manager James R. Jeffries. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

The Chairman recognized members of the press, WQXE Radio and the News Enterprise, and welcomed them to the meeting.

1. Glendale Sewer Project General Manager Jeffries briefed the Board on several pending change orders. Specific areas include: Gravity Line R at 31W, Gravity Line V on 222 downtown Glendale, Parshall Flume design change for Elizabethtown, Industrial Station #1 Vault, and request for contract extension for Contract 1 (Pump Stations). The Board will review each of the change order requests individually as presented by Strand at the next Board Meeting.

2. Elizabethtown Occupational Tax Chairman Bell briefed the Board on the history of the District regarding the application and payment of the Elizabethtown Occupational Tax. By consensus of the Board, this tax will be applied to all employees based on the location of their assignment effective January 1, 2019.

3. 315 Ring Road Project The Board reviewed the HVAC options that were presented for consideration for the 315 Ring Road Project. Commission Davis moved and Commissioner Tabb seconded to direct Brandstetter Carroll to proceed with Option B, the Geothermal System, at an estimated cost of \$1,018,710. Motion carried unanimously.

4. I65 Glendale Water Line Relocation Commissioner Miller moved and Commissioner Davis seconded to authorize the staff to advertise for pipe for the water line relocation project on behalf of the Kentucky Department of

Transportation located and the I65 interchange in Glendale. Motion carried unanimously.

5. Executive Session. Motion was made by Commissioner Miller and seconded by Commissioner Davis 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 Effinger and seconded by Commissioner Tabb to return to open session. Motion carried unanimously. Chairman Bell announced that it would not be necessary to take any action concerning the matters discussed in Executive Session.

ADJOURNMENT

There being no further business to come before the meeting, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to adjourn the meeting. Motion carried unanimously.

HARDIN COUNTY WATER DISTRICT NO. 2

BY: _____
Mo Miller, Secretary

Date Approved: _____

BY: _____
Michael L. Bell, Chairman