

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
November 20, 2018**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on November 20, 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.

SPECIAL RECOGNITION

Chairman Bell recognized Scott Clark, who will be retiring on November 30, 2018 after having worked over 28 years for the District. The District has scheduled a special Retirement Ceremony in his honor on November 30, 2018. All of the Commissioners joined Chairman Bell in expressing their appreciation to Scott for his outstanding and dedicated service to the District for nearly three (3) decades. They wished him well in his new endeavor. Mr. Clark graciously accepted their thanks.

MINUTES & FINANCIAL REPORT

The Minutes of the October 16, 2018 Regular Meeting and the Minutes of the October 30, 2018 Special Meeting were reviewed. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve both sets of Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of October 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 provided additional information concerning one (1) of the sites under consideration for the proposed downtown water tank.
 - 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 and Contract 4 is over 70% complete. Mark Sneve discussed the need to make certain change orders to some of the contracts. **(See New Business, Items 1 through 4 for Board Action)**
 - C. Architectural Report.** Phil Schilffarth with Brandstetter Carroll presented a status report on the 315 Ring Road Project. He stated that the project is scheduled for consideration by the Elizabethtown Planning Commission on December 11, 2018. He also discussed whether the Commissioners desired to have a permanent generator or a portable generator for the new Office Building. He will provide additional cost information to the District about this topic.
- 2. Departmental Reports.** General Manager Jeffries presented the Departmental Reports.

OLD BUSINESS

- 1. Job Descriptions.** General Manager Jeffries briefly summarized the updated company-wide Job Descriptions, which was first presented to the Commissioners at the September 18, 2018 meeting. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve the

proposed Job Description, effective January 1, 2019. Motion carried unanimously.

2. Property and Casualty Insurance. The Commissioners reviewed the insurance Bid Tabulation for General Liability, Automobile, Property, Casualty, Directors & Officers Liability, and miscellaneous insurance coverages. Upon recommendation by the Insurance Committee, motion was made by Commissioner Davis and seconded by Commissioner Tabb to declare the bid submitted by Philadelphia Indemnity Insurance Company through the firm of Curneal & Hignite Insurance, Inc. in the amount of \$88,327.00 to be the lowest and best evaluated bid and to accept the bid. Motion carried unanimously. The new policy will be for a one (1) year term commencing on January 1, 2019 and expiring on December 31, 2019.

3. Workers' Comp. Insurance. The Commissioners reviewed the insurance Bid Tabulation for Workers' Compensation Insurance. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to declare the bid submitted by Kentucky Employers Mutual Insurance (KEMI) through the firm of Curneal & Hignite Insurance, Inc. to be the best evaluated bid and to accept the bid. Motion carried unanimously. The new policy will become effective on January 1, 2019 and will expire on December 31, 2019.

4. I-65 Relocation Material Bid. The Commissioners reviewed the Bid Tabulation for the 8-inch diameter PVC pipe necessary to perform the I-65 & Kentucky Highway 222 Interchange Water Line Relocation Project. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to take the following actions: (a) to declare the bid submitted by Core and Main in the amount of \$33,904.00 to be the lowest and best bid; (b) to accept the bid submitted by Core and Main; (c) and to authorize District Staff to execute the necessary documents to purchase the pipe from Core and Main. Motion carried unanimously.

5. Sale of Surplus Vehicles. The Commissioners reviewed the Bid Tabulation for the sale of the three (3) surplus vehicles which were declared surplus at the September 18, 2018 Board Meeting. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to take the following actions: (a) to declare the highest bid submitted for each vehicle to be the best bid for that particular vehicle; (b) to accept the highest and best bid for each vehicle;

(c) to sell the surplus vehicles to the highest bidders; and (d) to authorize District Staff to execute the necessary documents to transfer the titles. Motion carried unanimously.

6. Wastewater Treatment Agreement. Attorney Talley summarized the revisions that had been made to the previous draft Wastewater Treatment Agreement with Elizabethtown. He also reviewed the provisions of Resolution 2018-11-01, which approves the Wastewater Treatment Agreement and authorizes Chairman Bell to execute the Agreement for and on behalf of the District. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to adopt Resolution No. 2018-11-01. Motion carried unanimously.

NEW BUSINESS

1. Nolin Wastewater Project – Change Orders for Contract 1. Upon recommendation of Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Tabb to take the following actions concerning Contract 1 of the Nolin Wastewater Project: (a) to approve Change Order No. 2, which corrects the Pump Station No. 1 vault design and revises Strand's compensation to offset this additional expense; and (b) to approve Change Order No. 3, which grants a time extension of 60 days. Motion carried unanimously.

2. Nolin Wastewater Project – Change Order for Contract 4. Upon recommendation of Strand Associates, motion was made by Commissioner Davis and seconded by Commissioner Miller to approve Change Order No. 1, which makes changes to the motel manhole, to Contract 4 of the Nolin Wastewater Project. This Change Order will add \$1,000.00 to the contract price. Motion carried unanimously.

3. Nolin Wastewater Project – Line R1. Upon recommendation of Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Effinger to take the following actions concerning Line R1 of Contract 4 of the Nolin Wastewater Project: (a) to authorize Strand Associates to perform additional engineering design work for Line R1 along U.S. Highway 31W; (b) to authorize Strand Associates to submit these plans to DOW for approval; and

(c) to authorize Strand Associates to obtain a cost proposal for both options from the contractor. Motion carried unanimously.

4. Nolin Wastewater Project – Alternate Line V. Upon recommendation of Strand Associates, motion was made by Commissioner Davis and seconded by Commissioner Effinger to take the following actions concerning Alternate Line V of the Nolin Wastewater Project: (a) to authorize Strand Associates to perform additional engineering design work; (b) to authorize Strand Associates to submit these plans to DOW for approval; and (c) to authorize Strand Associates to obtain cost proposals from the contractors. Motion carried unanimously.

5. Warehouse Material Bid Authorization. Upon recommendation of Shaun Youravich, motion was made by Commissioner Effinger and seconded by Commissioner Tabb to authorize District Staff to advertise for Bids for materials to be used by the District in 2019. Motion carried unanimously.

6. NAA Run Out Services Proposal. Upon recommendation of the Insurance Committee, this matter will be postponed until the December Board meeting.

7. 2019 Budget. General Manager Jeffries presented the proposed 2019 Operating and Capital Budgets. Motion was made by Commissioner Effinger and seconded by Commissioner Tabb to adopt the proposed 2019 Operating and Capital Budgets as presented. Motion carried unanimously.

8. IT Technician. With the imminent retirement of Scott Clark, General Manager Jeffries stressed the need to proceed with filling the newly created IT Technician position immediately rather than waiting until after January 1, 2019. Motion was made by Commissioner Effinger and seconded by Commissioner Tabb to authorize General Manager Jeffries to proceed immediately with trying to fill the IT Technician position. Motion carried unanimously.

9. 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 Effinger 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