

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING**

April 21, 2020

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on April 21, 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, and Shaun Youravich. Mark Sneve, Damon Talley, and Vaughn Williams attended via conference call. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

There were no visitors.

MINUTES & FINANCIAL REPORT

The Minutes of the March 17, 2020 Board meeting were reviewed. Motion was made by Commissioner Effinger and seconded by Commissioner Tabb to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of March 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. Engineering Reports.** Vaughn Williams presented the engineering report for water. Mark Sneve presented the engineering report for wastewater.

A. Engineering Report – Wastewater. Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. Strand

Associates has recommended making the final payment of \$25,000.00 on both Contracts 3 and 4 (**See New Business, Items 1 & 2 for Board Action**).

2. **Engineering Reports – Water.** Vaughn Williams with Kenvirons presented a status report for the City Springs Raw Water Intake Project (**See New Business, Items 3 & 4 for Board Action**).
3. **Departmental Reports.** Shaun Youravich and Amber Pike presented the Departmental Reports.

OLD BUSINESS

1. **Design-Build Services.** Chairman Bell and Damon Talley reported on the status of the formal Design-Build Agreement with Jenkins-Essex. Damon Talley presented a summary of the Design-Build Agreement with Jenkins-Essex. Motion was made by Commissioner Davis and seconded by Commissioner Miller to approve the Design-Build Agreement with Jenkins-Essex and to authorize Chairman Bell to execute the Agreement. Motion carried unanimously.

2. **Sale of Surplus Equipment.** Upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to take the following actions: (a) to declare the bid submitted by Donald Blake Settle in the amount of \$22,200 for the District's 2008 Case 580M Backhoe to be the highest and best bid; (b) to accept the bid of Donald Blake Settle; and (c) to authorize District Staff to execute the necessary Bill of Sale or other transfer documents. Motion carried unanimously.

NEW BUSINESS

1. **Nolin Wastewater Project – Contracts 3 & 4.** Upon recommendation of Strand Associates and District Staff, motion was made by Commissioner Davis and seconded by Commissioner Tabb to authorize final payment to the contractors which performed Contracts 3 and 4 of the Nolin Wastewater Project. The final payment amount on each contract is \$25,000. Motion carried unanimously.

2. Strand Agreement Amendment. Mark Sneve of Strand Associates presented a detailed analysis of the additional time and expenses incurred by Strand Associates because of the extraordinary time it took the contractors to complete the Nolin Wastewater Project. His firm is requesting an amendment to the Engineering Agreement which increases the amount to be paid to Strand Associates by \$69,587.65. Motion was made by Commissioner Davis and seconded by Commissioner Miller to make a Final Amendment to the Strand Engineering Agreement by increasing the amount to be paid to Strand Associates by \$69,587.65 and to authorize Chairman Bell to execute the Final Amendment. Motion carried unanimously.

3. Geotechnical Exploration. The Commissioners reviewed the three (3) proposals submitted for performing the Geotechnical Exploration for the Downtown Tank Project. Upon recommendations of Kenvirons, motion was made by Commissioner Miller and seconded by Commissioner Effinger to take the following actions: (a) to declare the proposal submitted by Greenbaum Associates in the amount of \$5,700 to be the lowest and best proposal; (b) to accept the proposal of Greenbaum Associates; and (c) to authorize District Staff to execute the necessary documents to authorize Greenbaum Associates to perform the necessary Geotechnical Exploration services for the Downtown Tank Project. Motion carried unanimously.

4. Kenvirons' Invoice. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve and authorize payment of Kenvirons' Invoice No. 20200313 in the amount of \$104,795.00 for engineering services performed to date on the City Springs Raw Water Intake Rehab Project. Motion carried unanimously.

5. Cash Flow Projection. Amber Pike presented a cash flow projection based upon the anticipated start dates of the capital Projects scheduled to be undertaken by the District over the next few years.

6. Video Teleconference Resolution. The Commissioners reviewed proposed Resolution No. 2020-04-01, which reaffirms the District's regular meeting schedule and authorizes future meetings to be conducted via video teleconference. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to adopt Resolution No. 2020-04-01. Motion carried unanimously.

7. COVID-19 Response Plan. Shaun Youravich and Amber Pike summarized the changes they have already made to protect the District's employees and customers because of the COVID-19 pandemic. Amber Pike proposed that the Administration Department be divided into two (2) different

teams. Commencing on Monday, April 27, 2020 Team One will work in the office and Team Two will work from home. Thereafter, the Teams will alternate working in the office and from home. Motion was made by Commissioner Miller and seconded by Commissioner Tabb to accept the recommendation of Amber Pike and to implement the proposed work plan for the Administration Department, subject to management's discretion. Motion carried unanimously.

8. 315 Ring Road Plan Review. The Commissioners reviewed the latest plans for the 315 Ring Road Project. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the proposed plans for the 315 Ring Road Project, subject to any minor revisions which might be made by the Building Committee. Motion carried unanimously.

9. Langley Family Foundation Scholarships. Chairman Bell provided an update on the Langley Family Foundation Scholarship Program and presented the Scholarship Committee's Report. He noted that 61 Applications were received. Motion was made by Commissioner Miller and seconded by Commissioner Tabb to accept the Scholarship Committee's Report and to award 30 scholarships in the amount of \$1,000 each to the persons recommended by the Scholarship Committee. Motion carried unanimously.

10. Executive Session. Motion was made by Commissioner Effinger and seconded by Commissioner Miller 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 Miller 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.

11. Surplus Real Property Declaration. Motion was made by Commissioner Effinger and seconded by Commissioner Miller to take the following actions: (a) to declare the former Remington Building located at 315 Ring Road and the adjoining parcel of real estate containing approximately 10 acres as surplus real property; and (b) to authorize Chairman Bell to list the surplus property with Gold Star Realty for \$1,800,000. Commissioner Tabb reminded the

other Commissioners that he does not have any ownership interest in Gold Star Realty. Motion carried unanimously, with Commissioner Tabb abstaining.

12. General Manager. Motion was made by Commissioner Effinger and seconded by Commissioner Miller to promote Shaun Youravich to the position of General Manager, effective immediately. Motion carried unanimously.

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