

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
February 18, 2020**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on February 18, 2020 at 4:00 p.m. at the Reesor Customer Service Center, 360 Ring Road, Elizabethtown, Kentucky. Present were Commissioners Mike Bell, John Effinger, Morris L. Miller, and Cordell Tabb. Also present were Amber Pike, Shaun Youravich, Damon Talley, Mark Sneve, and Vaughn Williams. 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 January 21, 2020 Board meeting were reviewed. Motion was made by Commissioner Miller and seconded by Commissioner Tabb to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of January 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.
 - A. Engineering Report – Wastewater.** Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. Contracts

1 and 2 are completed. Contract 3 (Downtown area) was substantially completed on January 2, 2020. Contract 4 was substantially completed on January 16, 2020. He recommended making the final payments to the contractors on Contracts 1 and 2 and reducing the retainage amount on Contracts 3 and 4. **(See New Business, Items 1 and 2 for Board Actions)**

2. **Engineering Reports – Water.** Vaughn Williams with Kenvirons reported that construction bids for the proposed City Springs Raw Water Intake Project will be opened on March 17, 2020.
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 Contract with Jenkins-Essex. Chairman Bell also reported that District Staff was reviewing the preliminary set of drawings for the New Customer Service Center.

2. **ADP Update.** Amber Pike reported that ADP has now provided the correct payroll withholding and reporting information for the first six (6) months of 2019. The employees should receive their corrected W-2 forms by February 21, 2020.

3. **Mowing Services Award.** The Commissioners reviewed the Bid Tabulation for mowing services. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to declare the bid of Grassmaster Lawn and Landscaping in the amount of \$945.00 for mowing all 27 sites to be the lowest and best bid and to award the mowing contract to Grassmaster Lawn and Landscaping. Motion carried unanimously.

4. **Restoration Services Award.** The Commissioners reviewed the Bid Tabulation for performing yard and other land restoration services. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to declare the bid of Forrest Cooper in the total estimated contract amount of \$37,975.00 to be the lowest and best bid and to award the restoration services contract to Forrest Cooper. Motion carried unanimously.

5. WTP Chemical Bid Award. The Commissioners reviewed the Chemical Bid Tabulation prepared by District Staff. Shaun Youravich estimated that the total annual overall increase in the District's chemical expenses will be approximately \$8,000.00 based upon the bids that were received. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to take the following actions:

- a) To declare the lowest bid submitted on each bid item to be the lowest and best bid for that particular chemical;
- b) To award the bid for each particular chemical to the vendor submitting the lowest bid for that chemical; and
- c) To authorize Shaun Youravich or other appropriate personnel to execute the necessary documents with the vendors which submitted the winning bids.

Motion carried unanimously.

6. Downtown Tank Project. Shaun Youravich and Damon Talley reported on the positive discussions with the Superintendent of the Elizabethtown Board of Education. Damon Talley presented a written proposal to construct a water storage tank on the Elizabethtown High School Campus on one (1) of three (3) alternate sites (the "Proposal"). Following review of the Proposal, motion was made by Commissioner Tabb and seconded by Commissioner Miller to take the following actions: (a) to approve the Proposal; (b) to authorize Chairman Bell to execute the Proposal on behalf of the District; and (c) to authorize Chairman Bell and District Staff to present the Proposal to the Elizabethtown Board of Education. Motion carried unanimously.

NEW BUSINESS

1. Nolin Wastewater Project – Contracts 1 & 2. Upon recommendation of Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Effinger to authorize final payment to the contractors pursuant to the terms of Contracts 1 and 2 of the Nolin Wastewater Project. Motion carried unanimously.

2. Nolin Wastewater Project – Contracts 3 & 4. Upon recommendation of Strand Associates, motion was made by Commissioner Miller and seconded by Commissioner Effinger to reduce the retainage amount to \$25,000.00 on both Contracts 3 and 4 of the Nolin Wastewater Project. Motion carried unanimously.

3. Employee Uniform Contract Award. The Commissioners reviewed the Bid Tabulation for providing uniforms to the District’s employees for a three (3) year term. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger to declare the bid of Cintas in the annual amount of \$12,156.56 to be the lowest and best bid and to award the uniform laundry services contract to Cintas. Motion carried unanimously. It was noted that the District will purchase the non-laundered items from various vendors because of cost savings.

4. White Mills WTP Exterior Rehab Project. Upon recommendation of District Staff, motion was made by Commissioner Miller and seconded by Commissioner Tabb to authorize the preparation of bid specifications for painting the exterior of the White Mills WTP and to advertise the White Mills WTP Exterior Rehab Project for bids. Motion carried unanimously.

5. Valley Creek Tank Interior Rehab Project. Upon recommendation of District Staff, motion was made by Commissioner Effinger and seconded by Commissioner Miller to authorize the preparation of bid specifications for painting the interior of the Valley Creek Water Storage Tank and to advertise this Project for bids. Motion carried unanimously.

6. Blue Beacon’s Request. Upon recommendation of District Staff and Attorney Talley, motion was made by Commissioner Miller and seconded by Commissioner Effinger to grant the request of Blue Beacon on a temporary basis while District Staff is investigating the installation of a flowmeter to measure the volume of wastewater discharged by Blue Beacon into the District’s wastewater collection system. Motion carried unanimously.

7. ID Theft Prevention Program Review. Amber Pike reported that there were no known identity theft incidents or sensitive data breaches during 2019. District Staff has conducted its annual review of the District’s Identity Theft Prevention Program and recommends that no changes be made to the Program. District Staff also noted that having the Program in place has assisted the District in collecting debts owed from prior accounts and has deterred the use of falsified lease documents by applicants for service. By consensus, the Commissioners accepted Staff’s recommendation and the Program will not be revised at this time.

8. Lakeshore Drive Water Line Extension. Upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Miller to authorize the proposed Lakeshore Drive Water Line Extension Project with the understanding that five (5) potential customers could be served by this Project. Motion carried unanimously.

9. Employee Testing Reimbursement. Chairman Bell reminded the Commissioners of the District's Employee Tuition and Professional Enhancement Reimbursement Policy. Currently, the District has an employee with a Bachelor's Degree in Accounting. She desires to become a Certified Public Accountant. The total cost for application fees, examination fees, and the preparation course is approximately \$3,000.00. Motion was made by Commissioner Effinger and seconded by Commissioner Miller to reimburse the employee pursuant to the District's policy and to authorize Chairman Bell to execute the usual and customary Employee Reimbursement Agreement. Motion carried unanimously.

10. Annual Fiscal Court Presentation. Shaun Youravich and Amber Pike made a PowerPoint presentation concerning the District's 2019 accomplishments. They plan to make a similar presentation to the Hardin Fiscal Court on February 25, 2020.

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