

**MINUTES OF THE  
HARDIN COUNTY WATER DISTRICT NO. 2  
BOARD OF COMMISSIONERS' MEETING  
July 26, 2022**

The Board of Commissioners of Hardin County Water District No. 2 held a Special Meeting on July 26, 2022 at 4:00 p.m. at the New Customer Service Center, 1951 West Park Road, Elizabethtown, Kentucky, pursuant to proper notice. The Special Meeting took the place of the regular monthly meeting. A copy of the Notice of Special Meeting is attached. Present were Commissioners Mike Bell, Tim Davis, Morris L. Miller, and Cordell Tabb. Also present were Shaun Youravich, Mandy Isham, Forrest Pollock, Vaughn Williams, Brian Woosley, and Damon Talley. Also present was Andrew Harp with *The News - Enterprise*. Chairman Bell declared that a quorum was present and called the meeting to order.

**VISITORS**

There were no visitors present.

**SPECIAL RECOGNITION**

Chairman Bell announced that the District had received the prestigious Award of Excellence for its water distribution system operations at the recent Water Professionals Conference conducted by the KY/TN Section of the American Water Works Association. The Award of Excellence is granted to only one water utility in Kentucky in each size category, and a water utility can only win the award once every 10 years. The District won the Award of Excellence in 2012, which was the inaugural year for this award, and again in 2022. General Manager Youravich recognized the District's Distribution Manager, Trevor Mather, for his leadership and the efforts of the other Distribution System employees for winning this award.

## MINUTES & FINANCIAL REPORT

The Minutes of the June 21, 2022 Board meeting were reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of June was reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Miller 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. Blue Oval Project.** Vaughn Williams presented a status report on the Blue Oval Project.
- 2. Battle Training Road Pump Station.** Vaughn Williams reported that Kenvirons has obtained proposals for performing Geotechnical Exploration for the Battle Training Road Pump Station (formerly called the Highway 434 Pump Station). **(See New Business, Item 4 for Board action).**
- 3. Departmental Reports.** General Manager Youravich presented the Departmental Reports, including public outreach programs conducted by the District.
- 4. Project Reports.** Forrest Pollock presented a written status report on various small projects which the District is constructing "in house." The Commissioners commended him for providing the written report.

## OLD BUSINESS

**1. Downtown Transmission Main Material Bid.** The Commissioners reviewed the Bid Tabulation for the materials needed for Contracts 2A and 2C of the Downtown Transmission Main Project. Each item of pipe and other materials was evaluated based upon the unit price and estimated delivery date. District Staff's

recommendation for each item of material is shown on the Bid Tabulation. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to take the following actions:

- a) To accept the recommendations of District Staff;
- b) To declare the best evaluated bid for each bid item to be the lowest and best bid for that particular item of materials;
- c) To award the bid for each particular bid item to be the vendor submitting the lowest and best bid for that bid item;
- d) To authorize District Staff to order the 12-inch ductile iron pipe and other long lead-time materials needed for both Contracts A and C;
- e) To authorize District Staff to order all the remaining materials needed for Contract 2A; and
- f) To authorize General Manager Youravich or other appropriate personnel to execute the necessary documents with the vendors which submitted the winning bids.

Motion carried unanimously.

## **NEW BUSINESS**

**1. 2021 Audit Report.** The Commissioners reviewed the Audit Report for the 2021 calendar year. The Audit Report was prepared by Heartland CPAs and Advisors, PLLC. The Audit Report contains an unmodified (“clean”) opinion. Motion was made by Commissioner Davis and seconded by Commissioner Miller to accept the Audit Report. Motion carried unanimously.

**2. Tap Fee Increase.** General Manager Youravich presented an analysis showing that the District’s actual cost of purchasing and installing a 5/8” x 3/4” meter is \$1,600. He recommended that the District file a revised Tariff Sheet with the PSC increasing the Tap Fee for this size meter from \$850 to \$1,600 and increasing the Tap Fee for 1-inch and larger meters to the District’s actual cost of installing those meters. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to accept the recommendation of General Manager Youravich and to authorize General Manager Youravich to prepare and file the appropriate revised Tariff Sheet and take the other necessary steps to obtain PSC approval of the revised Tariff Sheet. Motion carried unanimously.

**3. Payment Processing Services.** General Manager Youravich explained the ongoing problems that the District and its customers continue to have with its current Third-Party Payment Processor, including the delay in customers having to mail their payments to Pittsburg, Pennsylvania. District Staff has studied this matter and are recommending that the District cancel its contract with the existing Third-Party Payment Processor and “bring” this service back “in-house.” This will save \$2,500 per month. Based upon the recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Davis to cancel the contract with the existing Third-Party Payment Processor and perform these services by utilizing District Staff. Motion carried unanimously.

**4. Geotechnical Exploration.** Vaughn Williams summarized the Proposals that Kenvirons has solicited from four (4) different firms to perform the Geotechnical Exploration of the proposed sites for the new Glendale Tank and the Battle Training Road Pump Station. Upon recommendation of Kenvirons, motion was made by Commissioner Davis and seconded by Commissioner Miller to accept the proposal of Greenbaum Associates, Inc. to perform the Geotechnical Exploration of both sites for the sum of \$13,000.00. Motion carried unanimously.

**5. Miracle Mile Road Bore Change Order.** General Manager Youravich explained the need to approve a Change Order for Scott & Ritter, which is making the road bores on the Miracle Mile Project. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve proposed Change Order No.1 with Scott & Ritter in the amount of \$8,000. Motion carried unanimously.

**6. Executive Session.** Motion was made by Commissioner Miller and seconded by Commissioner Davis to go into Executive Session, pursuant to KRS 61.810(1)(b), (c), and (f), to discuss real property acquisition and sale, pending litigation, potential litigation, and discussions which might lead to the appointment, discipline, or dismissal of an individual employee. Motion carried unanimously.

**\* \* \* EXECUTIVE SESSION DISCUSSION \* \* \***

Motion was made by Commissioner Miller 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 any of the matters discussed in Executive Session.

**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**