

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
February 20, 2024**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on February 20, 2024 at 11:00 a.m. at the Customer Service Center, 1951 West Park Road, Elizabethtown, Kentucky. Present were Commissioners Mike Bell, Tim Davis, Daniel Feeser, Cordell Tabb, and Brian S. Woosley. Also present were Shaun Youravich, Mandy Isham, Forrest Pollock, Damon Talley, Vaughn Williams, and Connor Wilkerson with *The News-Enterprise*. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

There were no visitors present.

MINUTES & FINANCIAL REPORT

The Minutes of the January 16, 2024 Board meeting were reviewed. Motion was made by Commissioner Tabb and seconded by Commissioner Feeser to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of January was reviewed. Motion was made by Commissioner Davis 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.** Vaughn Williams and Forrest Pollock presented a status report on the Blue Oval Project and other projects.
- 2. Departmental Reports.** General Manager Youravich presented the Departmental Reports, including public outreach programs conducted by the District.

3. **Project Reports.** Forrest Pollock presented a written status report on various projects which the District is constructing “in house.”

OLD BUSINESS

1. **PSC Rate Case.** Damon Talley presented a status report on the General Rate Adjustment case pending before the PSC. The District’s Post-Hearing Brief was filed on February 16, 2024. Mr. Talley expects the PSC to render a decision by April 1, 2024.

NEW BUSINESS

1. **WTP Chemical Bid Award.** Commissioners reviewed the Chemical Bid Tabulation prepared by the District Staff. Based upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Woosley to take the following actions:

- a) To declare that the bids submitted by Water Solutions Unlimited for bid items 1 and 2 did not meet the specifications and to reject the bids submitted by this vendor for these two (2) items;
- b) To declare the lowest bid submitted on each bid item to be the lowest and best bid for that particular chemical;
- c) To award the bid for each particular chemical to the vendor submitting the lowest bid for that chemical; and
- d) 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.

2. **ID Theft Prevention Program Review.** The Commissioners reviewed the District Staff’s written report dated February 13, 2024, which states that there were no known identity theft incidents or sensitive data breaches during 2023. 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. In addition, the District plans to schedule a Cybersecurity Awareness training course during 2024.

3. Request to Surplus Trucks. 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 2011 Ford F-150 truck with standard cab and the 2013 Ford F-150 truck with extended cab as surplus; and (b) to authorize District Staff to sell these surplus trucks in a commercially prudent manner. Motion carried unanimously.

4. Uniform Purchase. General Manager Youravich informed the Commissioners that it is time to replace the uniform shirts and outer wear for the District employees. The Commissioners reviewed the price quotations from various vendors for each item. Motion was made by Commissioner Davis and seconded by Commissioner Feeser to accept the District Staff's recommendation and to authorize the purchase of the uniform shirts and outer wear from the designated vendors. The approximate cost will be \$17,100. Motion carried unanimously.

5. Employee Evaluation Process. General Manager Youravich explained the District's existing Employee Evaluation process and the need to customize the standard evaluation form for each department. The Commissioners reviewed the proposed evaluation form for the T& D Department as an example. In addition, the Commissioners reviewed the proposed revision to Policy 004.2 (Performance Evaluations) contained in the Employee Handbook. Motion was made by Commissioner Woosley and seconded by Commissioner Feeser to approve the proposed changes and to adopt the revised Policy 004.2 as presented. Motion carried unanimously.

6. PSC Inspection Report. General Manager Youravich informed the Commissioners that the PSC performed its periodic inspection of the District on January 24, 2024. He discussed the findings contained in the PSC Inspection Report dated February 12, 2024. The only deficiency noted was that the District had an unaccounted-for water loss of 15.19% during 2023. No Board action is necessary.

ADJOURNMENT

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

HARDIN COUNTY WATER DISTRICT NO. 2

BY: _____
Brian S. Woosley, Secretary

Date Approved: _____

BY: _____
Michael L. Bell, Chairman