

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

December 16, 2025

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on December 16, 2025 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, and Vaughn Williams. 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 November 18, 2025 Board meeting were reviewed. Motion was made by Commissioner Feeser and seconded by Commissioner Tabb to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of November was reviewed. Motion was made by Commissioner Woosley and seconded by Commissioner Davis 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 presented a status report on various projects.
2. **Departmental Reports.** General Manager Youravich presented the Departmental Reports.

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

OLD BUSINESS

1. **Backfill & Thrust Block Materials Bid Award.** The Commissioners reviewed the Bid Tabulation for the materials to be used by the District in 2026 for backfill and thrust block materials to be used in waterline construction. Based upon recommendation of District Staff, motion was made by Commissioner Tabb and seconded by Commissioner Davis to take the following actions:

- a) To declare the lowest bid submitted on each of the bid items to be the lowest and best bid for that particular item of material;
- b) To award the bid for each of the items to the vendor submitting the lowest bid for that item; and
- c) 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. **2026 Budget Approval.** General Manager Youravich and Finance Manager Isham presented the proposed 2026 Operating Budget and the proposed 2026 Capital Budget for consideration by the Commissioners. They highlighted the minor revisions and updates which were made to the draft Budget that was presented at the November Board meeting. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to adopt both the 2026 Operating Budget and the 2026 Capital Budget as presented. Motion carried unanimously.

NEW BUSINESS

1. **Network Vulnerability Report.** The Commissioners reviewed the 2025 Network Vulnerability Report prepared by Axiom Solutions following its November 17, 2025 scan of the District’s computer systems and the follow-up scan performed on December 2, 2025. No action is needed by the District at this time.

2. Maintenance & Customer Service Job Descriptions. General Manager Youravich presented one (1) new job description for a Maintenance Technician I position and numerous other revised job descriptions for the Maintenance and Customer Service Departments for consideration by the Board. Motion was made by Commissioner Davis and seconded by Commissioner Feeser to approve the new Maintenance I Job Description and to approve all the revised Job Descriptions as prepared. Motion carried unanimously.

3. White Mills WTP Rehab – Design-Build Qualifications. General Manager Youravich informed the Commissioners that Jenkins Essex Construction, Inc. was the only Design-Build firm which submitted qualifications in response to the District’s Solicitation of Qualifications for the White Mills WTP Rehab Project. Motion was made by Commissioner Tabb and seconded by Commissioner Woosley to authorize General Manager Youravich to negotiate the terms of the proposed Design-Build Agreement with Jenkins Essex Construction, Inc. for the White Mills WTP Rehab Project, subject to review and approval by the Board at the January 20, 2026 Board meeting. Motion carried unanimously.

4. Wage & Benefit Study Proposal. General Manager Youravich and attorney Talley reviewed the December 10, 2025 proposal from Hanna Resource Group (“HRG”) to perform a Wage and Benefit Study for the District. Motion was made by Commissioner Feeser and seconded by Commissioner Woosley to accept the HRG Proposal and to authorize General Manager Youravich to execute the Acceptance of the Proposal document submitted by HRG. Motion carried unanimously.

5. Sewer Division O & M Agreement. Attorney Talley reviewed the provisions of the proposed Operating and Maintenance Agreement (the “O & M Agreement”) whereby the District’s Water Division employees would continue to operate the District’s Sewer Division. He highlighted the differences between the current O & M Agreement and the proposed O & M Agreement. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to approve the proposed O & M Agreement as presented; to authorize Chairman Bell to execute the O & M Agreement on behalf of the Sewer Division; and to authorize Treasurer Woosley to execute the O & M Agreement on behalf of the Water Division. Motion carried unanimously.

6. Investment Policy Adoption. Attorney Talley reviewed the changes which he made to the prior version of the Investment Policy based upon input from the Commissioners and District Management Staff. Motion was made by Commissioner Davis and seconded by Commissioner Woosley to adopt the Investment Policy. Motion carried unanimously.

7. Officer Election. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to elect, for a term ending on December 31, 2026, the persons shown below to the office shown opposite each person's name:

Chairman - Michael L. Bell
Secretary - Brian Woosley
Treasurer - Brian Woosley

Motion carried unanimously.

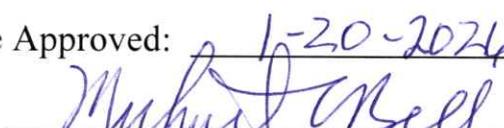
ADJOURNMENT

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

HARDIN COUNTY WATER DISTRICT NO. 2

BY: 

Brian S. Woosley, Secretary

Date Approved: 1-20-2026
BY: 

Michael L. Bell, Chairman