

**MINUTES OF THE
HARDIN COUNTY WATER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
February 21, 2017**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on February 21, 2017 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 General Manager James R. Jeffries, Scott Clark, Amber Pike, Shaun Youravich, Mark Sneve, Damon Talley, and Vaughn Williams. Chairman Bell declared that a quorum was present and called the meeting to order.

VISITORS

No visitors were present.

MINUTES & FINANCIAL REPORT

The Minutes of the January 17, 2017 meeting were reviewed. Motion was made by Commissioner Davis 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 wastewater report.

A. Engineering Reports – Water – LWC Connection. Vaughn Williams reported that the LWC Connection Project is progressing smoothly. The entire transmission main has been installed. The five (5) additional air release valves have been installed. The Miller Pump Station is almost complete. The start-up date has been re-scheduled for March 6, 2017, contingent upon coordinating this date with LWC.

B. Engineering Reports – Wastewater – Nolin River Watershed. Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. The Kentucky DOT is requiring the District to submit a revised Application for an Encroachment Permit because of the new Glendale I-65 Interchange.

2. Departmental Reports. General Manager Jeffries presented the Departmental Reports.

OLD BUSINESS

1. WTP Chemical Bid Award. Motion was made by Commissioner Tabb and seconded by Commissioner Effinger 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 General Manager Jeffries or other appropriate personnel to execute the necessary documents with the vendors which submitted the winning bids.

Motion carried unanimously.

2. Facilities Assessment. The Commissioners reviewed the proposed Facilities Assessment Scope of Services prepared by GRW. Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the

Scope of Services and to authorize General Manager Jeffries to execute a Task Order with GRW to perform the Facilities Assessment. Motion carried unanimously.

NEW BUSINESS

1. Surplus Vehicle. Upon recommendation of District Staff, motion was made by Commissioner Effinger and seconded by Commissioner Miller to take the following actions: (a) to declare the 1990 Chevrolet Kodiak 70 Semi-truck (tractor) as a surplus vehicle; and (b) to solicit sealed bids for the purchase of the surplus vehicle. Motion carried unanimously.

2. Mowing Contract Bid Authorization. Shaun Youravich reported that the current mowing contractor is unwilling to perform the mowing services at his 2016 price schedule. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to authorize District Staff to advertise for bids for mowing services. Motion carried unanimously.

3. Property Restoration Contract Extension. Shaun Youravich reported that the District's current property restoration contractor is willing to maintain his 2016 price schedule for 2017. Upon recommendation by District Staff, motion was made by Commissioner Davis and seconded by Commissioner Tabb to extend the property restoration contract for one (1) additional year and to authorize District Staff to execute the necessary documents. Motion carried unanimously.

4. ID Theft Prevention Program Review. Scott Clark reported that there were no known identity theft incidents or sensitive data breaches during 2016. 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.

5. Executive Session. Motion was made by Commissioner Davis and seconded by Commissioner Miller to go into Executive Session to discuss real property acquisitions, pending litigation, 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 Davis to return to open session. Motion carried unanimously. Chairman Bell announced that it would be necessary to take action at this time concerning some of the matters discussed during the Executive Session.

6. Organizational Chart. General Manager Jeffries discussed the need to revise the District's Organizational Chart and proposed certain staffing changes. Motion was made by Commissioner Davis and seconded by Commissioner Miller to take the following actions: (a) to accept the General Manager's recommendations for revising the District's Organizational Chart; (b) to make the effective date April 3, 2017; and (c) to authorize the General Manager to take the necessary steps to implement the staffing changes. Motion carried unanimously.

ADJOURNMENT

There being no further business to come before the meeting, motion was made by Commissioner Miller and seconded by Commissioner Tabb 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