

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

**February 20, 2018**

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on February 20, 2018 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, and Vaughn Williams. Chairman Bell declared that a quorum was present and called the meeting to order.

**VISITORS**

Sonny Ashlock was present and expressed his concerns regarding a frozen meter issue at a rental property located at 111 Poplar Drive in Elizabethtown. Mr. Ashlock requested reimbursement for a plumbing bill. The Board instructed staff to investigate Mr. Ashlock's concern and report back to the Board at a later date. Mr. Ashlock exited the meeting after comments.

**MINUTES & FINANCIAL REPORT**

The Minutes of the January 16, 2018 meeting were reviewed. Motion was made by Commissioner Miller and seconded by Commissioner Davis to approve the Minutes as prepared. Motion carried unanimously.

The Financial Report for the month of January 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. Commissioner Miller briefly discussed HB 75 and asked Board Members and Staff to review.

**REPORTS**

**1. Engineering Reports.** Vaughn Williams presented the engineering report for water. Mark Sneve presented the wastewater report.

**A. Engineering Reports – Water.** Vaughn Williams presented an update on the White Mills Rehab Project. Mr. Williams reported a change in material cost for the bolts and flanges. Motion was made by Commissioner Miller and seconded by Commissioner Davis to accept the changes in pricing and to submit an Adjusting Change Order at the end of the Project. The cost of the proposed Change Order is expected to be in the \$40,000 range. Motion carried unanimously.

**B. Engineering Reports – Wastewater – Nolin River Watershed.** Mark Sneve presented a status report on the Nolin River Watershed Wastewater Project. Norris Brothers Contracting has hired Scott and Ritter as its sub-contractor for this Project. Mark also reported that culverts at the pump station entrances were not included in the original contract and would need to be installed. The estimated cost of materials for the culverts is \$7,500. Motion was made by Commissioner Miller and seconded by Commissioner Tabb to authorize the District’s crew to install the culverts for this Project. Motion carried unanimously.

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

### **OLD BUSINESS**

**1. Architectural Firm Selection.** After discussions regarding the three (3) Architectural Firm finalists, motion was made by Commissioner Davis and seconded by Commissioner Effinger to enter into negotiations with Brandstetter Carroll, Inc. for the architectural design of the 315 Ring Road Project. Voting: Commissioner Davis-aye, Commissioner Effinger-aye, Commissioner Miller-nay, Commissioner Tabb-nay, and Chairman Bell-aye. Motion carried by a vote of 3 to 2.

**2. Mowing Contract Bid Award.** Shaun Youravich reported the District received nine (9) bids from mowing contractors. Upon staff recommendation, motion was made by Commissioner Tabb and seconded by Commissioner Davis to declare the bid from Central Kentucky Turf Management to be the lowest and best evaluated bid and to award the mowing contract to Central Kentucky Turf Management. Motion carried unanimously.

**3. WTP Chemical Bid Award.** Motion was made by Commissioner Davis 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 General Manager Jeffries or other appropriate personnel to execute the necessary documents with the vendors which submitted the winning bids.

Motion carried unanimously.

**4. Eastview Tank Update.** Staff reported on the progress of the Eastview Tank Project.

## **NEW BUSINESS**

**1. ID Theft Prevention Program Review.** Scott Clark reported that there were no known identity theft incidents or sensitive data breaches during 2017. 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.

**2. Elizabethtown Relocation Project.** Motion was made by Commissioner Davis and seconded by Commissioner Tabb to enter into a Keep Cost Agreement with the City of Elizabethtown for the Ring Road & Pear Orchard Relocation Project. Motion carried unanimously.

**3. 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 Tabb and seconded by Commissioner Davis to return to open session. Motion carried unanimously. Chairman Bell announced that it would be necessary to take action concerning some of the matters discussed in Executive Session.

**4. Job Description of the General Manager.** Motion was made by Commissioner Davis and seconded by Commissioner Effinger to adopt the Job Description of the General Manager. Motion carried unanimously.

**5. Travel Policy.** Motion was made by Commissioner Tabb and seconded by Commissioner Miller to adopt the Travel Policy. Motion carried unanimously.

**6. Receipts and Disbursement Policy.** Motion was made by Commissioner Effinger and seconded by Commissioner Tabb to adopt the Receipts and Disbursement policy. Motion carried unanimously.

**ADJOURNMENT**

There being no further business to come before the meeting, motion was made by Commissioner Davis and seconded by Commissioner Effinger 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**