

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

The Board of Commissioners of Hardin County Water District No. 2 held its regular monthly meeting on November 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, Damon Talley, Mark Sneve, and Vaughn Williams. Also present were Joe Henry and Brittany Goodwin of GRW Engineers. 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 October 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 October was reviewed. Motion was made by Commissioner Miller and seconded by Commissioner Effinger 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.

**REPORTS**

- 1. Engineering Reports.** Vaughn Williams and Shaun Youravich presented the engineering report for water. Mark Sneve and Damon Talley presented the engineering report for wastewater.

**A. Engineering Reports – Water.** Vaughn Williams presented an update on the status of the White Mills WTP Rehab Project. The Notice to Proceed was issued on November 20, 2017. The estimated completion date is April 4, 2018. Shaun Youravich presented status reports on various water projects, including the success District Staff has had locating leaks using the new Leak Detection Equipment recently purchased by the District.

**B. Engineering Reports – Wastewater – Nolin River Watershed.** Mark Sneve and Damon Talley presented a status report on the Nolin River Watershed Wastewater Project. Damon Talley reported that the PSC issued an Order on November 1, 2017 approving the proposed Nolin Wastewater Project. Mark Sneve announced that the Pre-construction meeting with all the contractors is scheduled for December 11, 2017. Mark Sneve also presented an Amended Agreement to Strand’s existing Engineering Agreement (**see Old Business Item 2 for Board Action**).

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

## **OLD BUSINESS**

**1. 2030 Water Source Project.** Joe Henry and Brittany Goodwin of GRW Engineers presented the draft Final Report for the 2030 Water Source Project. Chairman Bell directed that the draft Final Report be filed for reference and further study by District Staff and the Commissioners.

**2. Strand Amended Agreement.** The Commissioners reviewed the proposed Amendment to the Engineering Agreement dated April 22, 2011 between the District and Strand Associates, Inc. (Strand). Motion was made by Commissioner Tabb and seconded by Commissioner Miller to approve the proposed Amendment to the Engineering Agreement with Strand and to authorize Chairman Bell to execute the Amended Agreement. Motion carried unanimously.

**3. Architectural Services.** General Manager Jeffries outlined the process for selecting an architect to design the proposed renovation to the office building located at 315 Ring Road. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to authorize District Staff to prepare a Request for Qualifications (RFQ) for Architectural Services and advertise it as required by law. Motion carried unanimously.

**4. Property and Casualty Insurance.** The Commissioners reviewed the insurance bid tabulations for General Liability, Automobile, Property, Casualty, Directors & Officers Liability, and miscellaneous insurance coverages. Upon recommendation by the Insurance Committee, motion was made by Commissioner Davis and seconded by Commissioner Tabb to declare the bid submitted by Cincinnati Insurance through the firm of Curneal & Hignite Insurance, Inc. in the amount of \$114,465.00 to be the best evaluated bid and to accept the bid. Motion carried unanimously. The new policy will be for a one (1) year term commencing on January 1, 2018 and expiring on December 31, 2018.

**5. Workers' Comp. Insurance.** The Commissioners reviewed the insurance bid tabulations for Workers' Compensation Insurance. Motion was made by Commissioner Davis and seconded by Commissioner Tabb to declare the bid submitted by Kentucky Employers Mutual Insurance (KEMI) through the firm of Curneal & Hignite Insurance, Inc. in the amount of \$28,772.00 to be the best evaluated bid and to accept the bid. Motion carried unanimously. The new policy will become effective on January 1, 2018 and will expire on December 31, 2018.

**6. Nolin Wastewater Project Alternates.** The Commissioners reviewed the list of 11 Alternate Lines for the Nolin Wastewater Project and the tentative ranking made by District Staff. The Commissioners directed District Staff to consider additional criteria and re-evaluate the Alternate Lines. The Commissioners will consider this matter at its December meeting.

## **NEW BUSINESS**

**1. 2018 Budget.** General Manager Jeffries presented the proposed 2018 Operating and Capital Budgets. Motion was made by Commissioner Davis and seconded by Commissioner Effinger to adopt the proposed 2018 Operating and Capital Budgets as presented. Motion carried unanimously.

**2. Healthcare Plan Modification and Renewal.** Commissioner Davis, as Chairman of the Insurance Committee, recommended that the District modify

and renew its current Healthcare Plan for the District employees as set forth in the 2018 Healthcare Plan Booklet. Motion was made by Commissioner Davis and seconded by Commissioner Miller to take the following actions: (a) to accept the recommendation of the Insurance Committee; (b) to modify the District's Healthcare Plan as set forth in the 2018 Healthcare Plan Booklet; and (c) to renew the Administration Agreement with North America Administrators, L.P. Motion carried unanimously.

**3. Flexible Benefit Plan.** Upon recommendation of the Insurance Committee, motion was made by Commissioner Davis and seconded by Commissioner Miller to renew the Flexible Benefit Plan with North America Administrators, L.P. serving as the Administrator and to approve the Administrative Service Agreement with North America Administrators, L.P. Motion carried unanimously.

**4. Warehouse Material Bid Authorization.** Upon recommendation of Scott Clark, motion was made by Commissioner Tabb and seconded by Commissioner Effinger to authorize District Staff to advertise for Bids for materials to be used by the District in 2018. Motion carried unanimously.

**5. New Positions.** Chairman Bell noted that the 2018 Operating Budget includes three (3) new positions: Account Services Supervisor; Accounts Receivable & Collection Supervisor; and Inventory Clerk. Motion was made by Commissioner Miller and seconded by Commissioner Davis to create the three (3) new positions and to approve the respective Job Descriptions for each position as contained in the 2018 Budget Booklet. Motion carried unanimously.

**6. Executive Session.** Motion was made by Commissioner Miller and seconded by Commissioner Effinger 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 Tabb to return to open session. Motion carried unanimously. Chairman Bell announced that it would not be necessary to take action at this time concerning any of the matters discussed during the Executive Session.

**ADJOURNMENT**

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