

**Hardin County Water District No. 1  
Minutes of Regular Meeting  
of the Board of Commissioners**

**April 24, 2018**

Chairman William Gossett called the meeting to order at 11:30 A.M. with Commissioners John Tindall, Jim Shelton, and Howard Williams in attendance. Staff present included Jim Bruce, General Manager; Stephen Hogan, Incoming General Manager; Brett Pyles, Fort Knox (FK) Systems Director; Justin Metz, County Systems Manager; Daniel Clifford, Engineering Manager; Scott Schmuck, Finance & Accounting Manager; Chris Gohman, Pirtle Spring Water Treatment Plant Supervisor; Pat Flanagan, HR Specialist; Tim Osborne, County Distribution Supervisor; Bobbi Reed, Meter Reader; Daniel Linder, Water Quality Specialist; Charles Altendorf, GIS/Planning Specialist; Andrea Palmer, Executive Assistant; and David Wilson, Attorney. Lunch was provided for the Board and staff.

Commissioner Williams provided an invocation and asked everyone to keep Secretary Hockman in mind as he underwent a medical procedure. Chairman Gossett then opened the floor for public comment. There were no public comments offered and the floor was closed.

Chairman Gossett noted that there were new employees present. Mr. Osborne introduced Ms. Bobbi Reed as the new Meter Reader for the County Distribution system and briefly described her background. The Board welcomed her and she and Mr. Osborne left the meeting at this time.

Mr. Gohman then introduced Mr. Daniel Linder as the new Water Quality Specialist at Pirtle Spring Water Treatment Plant. He provided details about Mr. Linder's experience with Water Quality and Distribution and commended him on his work so far. The Board welcomed him and he and Mr. Gohman left the meeting at this time.

Mr. Clifford introduced Mr. Charles Altendorf as the new GIS/Planning Specialist for the District and gave a brief educational and work background description. The Board welcomed him and he left the meeting at this time.

Chairman Gossett asked for a motion to accept the minutes presented. Commissioner Williams made a motion to accept the minutes from the March 27<sup>th</sup> regular meeting. The motion was seconded by Commissioner Shelton and the motion passed. Commissioner Williams made a motion to accept the minutes from the April 4<sup>th</sup> special meeting. The motion was seconded by Commissioner Shelton and the motion passed. Mr. Bruce said that due to his upcoming vacation time before his retirement that Mr. Hogan would be preparing the Board packets going forward. He said that he estimated he had prepared about 360 packets in his tenure. Mr. Bruce also thanked Ms. Palmer and his staff for all their assistance and expertise over the years in writing and preparing items for the packets.

Mr. Schmuck presented the Treasurer's report and pointed out highlights for each fund. He answered questions regarding District investments and potential revenue streams before Commissioner Williams made a motion to accept the Treasurer's report. The motion was seconded by Commissioner Shelton and passed.

**Board Monitoring Reports:** Mr. Bruce presented the General Manager's Report and added that West Point had officially begun buying all of their water from the District as of April 11<sup>th</sup>. Mr. Metz answered Board questions regarding the Chloramine conversion in the West Point system as well as the potential for failure in the West Point storage tank.

Mr. Bruce noted that Mr. Hogan and Mr. Schmuck had met with the Rural Development (RD) staff and asked them to update the Board. Mr. Hogan briefed the Board, stating that RD staff seemed receptive to the District's county expansion plan and that the next logical step would be to secure Engineering Services for the project. After brief discussion, the consensus was that staff would acquire Engineering quotes and return to the Board.

Mr. Metz presented the Operations Report and offered to answer any questions. Commissioner Shelton asked if there were any issues that the Board should be aware of and Mr. Metz answered that all is well.

Mr. Clifford presented the Engineering Manager's Report and provided an update on the MCWD project. There was a brief discussion regarding projects at Radcliff Sewer and Fort Knox Water.

**Consent Agenda:** Commissioner Shelton asked questions about the kitchen remodel, which staff answered. Treasurer Tindall made a motion to approve the consent agenda as presented. Commissioner Shelton seconded the motion and motion passed. (Approve 2018 Budget Capital items 28 and 32 to be purchased at the revised quote amounts from the lowest cost vendors, to be charged to both the Ft. Knox Water and Sanitary Sewer funds, in an amount not to exceed \$8,800 / Approve a kitchen update project, including appliances and a fire suppression system, for the Ft. Knox Wastewater Treatment Plant for an amount not to exceed \$13,500 / Authorize notice and termination of the contract with MMN Consulting, LLC / Authorize the General Manager to execute the Letter of Intent between the City of Radcliff and the District which sets the broad terms

Continued

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by which the City would transfer a parcel within the Millpond Business Center where the District could construct a new water storage tank).

**Paid Time Off (PTO) Policy - Continued:** Mr. Bruce presented the item and addressed questions that were raised at the previous meeting and reviewed estimated costs. Discussion ensued regarding the effective date. Mr. Bruce noted that he believes this policy is important and crucial to District recruiting. Commissioner Williams made a motion to approve a new Personal Time Off policy as proposed by staff, with changes as directed by the Board, with an effective date of July 1, 2018 or sooner if possible, which policy would replace both the current Vacation and Sick Leave policies, and also update any other sections or language in the Personnel Policy Manual as needed to be consistent with the new policy. Commissioner Shelton seconded the motion and motion passed.

**Insurance Procurement Consultant Request:** Mr. Bruce presented the item and gave a brief history. Treasurer Tindall made a motion to authorize staff and legal counsel to finalize a professional services agreement with Commercial Insurance Consultants to provide consulting services to develop a Request for Proposals, assist in reviewing proposals received and provide a recommendation to the Board with a written report. Commissioner Williams seconded the motion and motion passed.

**HCWD2 North / South Transmission Main Project Discussion:** Mr. Bruce presented the item offered to answer any Board questions. There were none and no action was taken.

**Ft. Knox Water Tank Siting Approval Update:** Mr. Bruce presented the item and gave details about an upcoming meeting. There was extensive discussion regarding the issues that seem to be causing the delay. No action was taken.

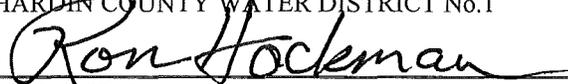
**Adjourn:** Being no further business before the Board, Treasurer Tindall made a motion to adjourn at 1:10 P.M. Motion was seconded by Commissioner Williams and motion passed.

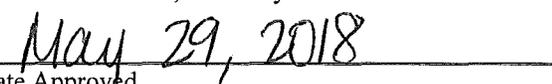
(Minutes submitted by Andrea Palmer, Executive Assistant)

#### **APPROVAL OF MINUTES**

I hereby certify that the foregoing minutes were duly approved by the Board of Commissioners of the Hardin County Water District No. 1 at a meeting held on the date shown below:

HARDIN COUNTY WATER DISTRICT No.1

  
Mr. Ron Hockman, Secretary

  
Date Approved