

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

**P.O. BOX 215, ETNA, OH 43018**

**(740) 927-0410**

**BOARD MEETING MINUTES**

**April 26, 2016**

**1. OPENING**

The April 26, 2016 meeting of the Board of Trustees of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 1:00 pm. Mr. Kretzmann, Mr. Meade and Mr. Carlisle were present at roll call. The Pledge of Allegiance was led by Mr. Kretzmann. Also present were Don Rector, Rhonda Loomis and Bobbie O'Keefe.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a Motion to approve the Agenda; Mr. Meade seconded. Vote, all aye. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Meade made a Motion, seconded by Mr. Kretzmann, to approve the Minutes of the April 12, 2016 meeting. All voted aye. Motion carried.

**4. MOTION TO PAY BILLS**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the bills as presented. All voted aye. Motion carried.

**5. COMMUNICATIONS**

The board acknowledged receipt of a copy of a letter to Rhonda Loomis from Fred Ashbaugh dated April 18, 2016. Ms. Loomis stated she thought Mr. Ashbaugh might attend today's board meeting.

**6. PUBLIC COMMENTS**

None.

## **7. GENERAL MANAGER'S REPORT**

a. Ellington Village Section 3-2: Mr. Rector reported that Timberstone Development LLC c/o Westport Homes, LLC, for Ellington Village Section 3-2 (33 lots), had executed the district's standard developer's agreement for construction of additional lots. Mr. Rector stated that the developer will be using a new contractor with this portion of the development, and Mr. Rector will be having a short meeting with the contractor to make sure all of the district's rules and regulations are understood and followed. Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to approve Resolution No. 2016-020 to approve the Development Agreement with Timberstone Development LLC c/o Westport Homes, LLC, for the Ellington Village Section 3-2 (33 lots) Development. Upon roll call vote, all voted aye. Resolution No. 2016-020 was approved.

b. Project Summaries: Mr. Kretzmann asked Mr. Rector when the project summaries would be done so that the board will know the status of district initiatives when Mr. Rector leaves. Mr. Rector indicated he is working on them and will have them done soon.

c. Mr. Rector's Resignation: Mr. Rector distributed a copy of his resignation letter to the board and Ms. Loomis will make it a part of the record.

d. Promotion of Jeffrey Wagner: Mr. Lonnie Maynard will be retiring on May 6, 2016 and Mr. Rector notified the board that his replacement needed to be officially confirmed before the board meets again. Mr. Carlisle made a Motion, which was seconded by Mr. Carlisle, to approve Resolution No. 2016-021 which provides that Jeffrey Wagner will be promoted to Construction Supervisor effective May 7, 2016 at a pay rate of \$27.23 per hour to replace Lonnie Maynard. Upon roll call vote, all voted aye. Resolution No. 2016-021 was approved.

## **8. OFFICE MANAGER'S REPORT**

a. Resolution to Certify Delinquent Accounts to Licking County Auditor: Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to approve Resolution No. 2016-022 authorizing the certification of delinquent accounts to the Licking County Auditor for collection. Upon roll call vote, all voted aye. Resolution No. 2016-022 was approved.

b. Shut-Off List for 4/27/16: Ms. Loomis stated that the shut-off list for 4/27/16 was included in the board packet for today's meeting.

**9. ATTORNEY'S REPORT**

Ms. O'Keefe reported that the joint request for certification of the arbiters' decision in the litigation with Pataskala had been submitted by agreement to the Licking County Court, and that the judge approved the certification without holding a hearing.

Ms. O'Keefe requested an Executive Session to discuss pending and imminent litigation with the City of Pataskala and to discuss personnel matters.

**10. EXECUTIVE SESSION**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to go into Executive Session to discuss pending and imminent litigation with the City of Pataskala and personnel matters. Upon roll call vote, all voted aye. The board went into Executive Session at 1:15 pm.

Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to come out of Executive Session. Upon roll call vote, all voted aye. The Executive Session concluded at 2:07 pm.

Following Executive Session, Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to approve the General Manager's Job Description and Job Responsibilities as changed, and to authorize the law firm of Carlile Patchen & Murphy LLP to place a job posting/notice in the usual media, including print and/or electronic, with input from Mr. Rector regarding the media where qualified candidates would most likely find the posting, and to authorize Carlile Patchen & Murphy LLP to pay the associated expense out of its trust account, to be reimbursed by the district when it receives its invoice. Upon voice vote, all voted aye. The Motion was approved.

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to accept the resignation of Don Rector as General Manager of the district. Upon voice vote, Mr. Meade and Mr. Carlisle voted aye, and Mr. Kretzmann voted nay. The Motion was approved.

**11. ADDITIONAL PUBLIC COMMENTS**

None.

**12. TRUSTEE COMMENTS**

Mr. Meade stated that he had enjoyed working with Mr. Rector and that he hated to see Mr. Rector leave; however, he knows Mr. Rector will be available to help whenever needed. He asked Mr. Rector about his final date at the office, and Mr. Rector replied that Friday, April 29, 2016 would be his last day in the office, but that May 27, 2016 was his last "official" day, as he

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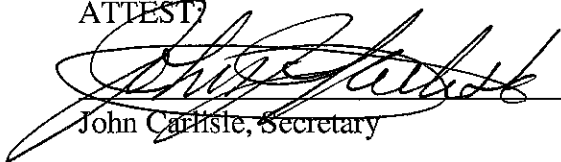
would be using his accumulated vacation time until then. He also stated that he is willing to help as necessary during that time.

Mr. Kretzmann asked about management of the water and sewer functions until Mr. Rector's replacement is hired. Mr. Rector reported that C.J. Gilcher has been fully updated on all management issues relative to the water and sewer facilities, including supervision of all staff and consultants. Mr. Rector also indicated that Mr. Gilcher would be working with Strand Engineering on the facilities that are being planned to serve the Fannin/Deagle properties as well as other projects.

Mr. Carlisle thanked Mr. Rector for his many years of service.

Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to adjourn the meeting. The meeting was adjourned at 2:16 pm.

ATTEST



John Carlisle, Secretary