

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT
P.O. BOX 215, ETNA, OH 43018**

**BOARD MEETING MINUTES
DECEMBER 13, 2016**

1. OPENING

The December 13, 2016, Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 1:00p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, and Kathy Killen, and those members of the public who signed the December 13, 2016 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Fox made a motion, second by Mr. Kretzmann, to approve the Agenda as presented. Vote, all aye. Motion carried. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Carlisle made a motion, second by Mr. Kretzmann to approve the minutes of the Audit/Finance Committee meeting of November 29, 2016 and the regular Board meeting of November 29, 2016 as corrected. Mr. Carlisle stated that a correction was needed regarding the Treasurer appointment of Mr. Kretzmann during the regular Board meeting of November 29, 2016. Mr. Carlisle stated that no motion or second for the Treasurer appointment was made, only a roll call vote was made with Mr. Carlisle and Mr. Fox voting for Mr. Kretzmann and Mr. Kretzmann abstained. Vote, all aye. Motion carried.

4. PAYMENT OF BILLS

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Fox seconded. Vote, all aye. Motion carried.

5. COMMUNICATIONS

There were no communications items to report at this time.

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6. PUBLIC COMMENTS

Mr. Duffy asked about the hydrant at the corner of Broad Street and York Road. He stated that he had spoken with Mr. Rector several months ago about the hydrant running. Mr. Rector at that time told him that it was due to the hydrant being on the end of the line and therefore has to be bled out periodically. Mr. Duffy stated that he drove by the hydrant a few days ago and once again found it running. Mr. Conkel stated that the District would look into that and get back with Mr. Duffy. Mr. Duffy stated that he was curious as to why and said that it must be costly to the District. Mr. Gilcher stated that since that particular hydrant is on a dead end and has a 12" line with very minimal use, once per week per the District's protocol the hydrant gets flushed. This meets the EPA requirement standards for chlorine. Mr. Duffy asked if this is required for all hydrants on dead end lines. Mr. Gilcher stated that the same weekly protocol for the hydrant at Gale Road is used. Mr. Gilcher stated that there are approximately 15 – 20 hydrants that sit on a dead end that are flushed based on usage, some of which are flushed bi-monthly or monthly. Mr. Gilcher stated that these hydrants have smaller lines and have enough usage that doesn't require the weekly flushing protocol. Mr. Kretzmann asked if testing for chlorine determines when to flush the hydrants. Mr. Gilcher stated that is correct. Mr. Fox asked how long those lines run when they are tested like that. Mr. Gilcher stated that the hydrant would run for approximately 3 to 4 hours. Mr. Duffy stated that last year the hydrant was running for several days. Mr. Carlisle asked if there was a main break in that area last year. Mr. Gilcher stated that he was not aware of a main break in that area of Broad Street last year. Mr. Gilcher resolved Mr. Duffy's concern by stating that its not District protocol to flush hydrants for several days; that the hydrants are flushed for a half a day and then get shut back off and is strictly for the purpose of keeping the water fresh in those areas and meeting EPA requirements.

7. GENERAL MANAGER'S REPORT

DEVELOPER AGREEMENT – WATKINS GROVE HAS 2:

Mr. Conkel stated that he did not currently have the developer agreement. It was mailed to the 69 Zellers Lane by mistake and is being resent to the P.O. Box address.

Mr. Conkel stated that he would like to get addressed, possibly with the new WTP construction, why the post office will not send mail to the District's actual address of 69 Zellers Lane. Mr. Fox stated that Mr. Conkel should look into that with the main boss at the postal service.

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WWTP SCREEN EQUIPMENT BID:

Mr. Conkel stated that the WWTP screen needs replaced. Mr. Conkel would like to get that placed out for bid. Mr. Conkel would like to have the bid advertised on January 4, 2017 and January 11, 2017 and have the bid opening on February 8, 2017 at 1:00 p.m. Mr. Fox inquired about the estimated cost. Mr. Conkel stated that the estimated cost would be \$350,000 and would be done in house, paid in cash from excess funds from connection fee revenues. Mr. Conkel will present a resolution to the Board at the next Board meeting.

MISCELLANEOUS:

Mrs. Killen presented bank signature authorization forms for the Board to sign.

Mr. Conkel stated that he received a call back from the gentleman regarding the wellfield exploration. The gentleman asked Mr. Conkel to call him back after the holidays to discuss further.

Mr. Conkel stated that he has been receiving interest for developing the property at the 161 Corridor. Mr. Fox asked who that interest was coming from. Mr. Conkel stated that it was coming from the county.

Mr. Conkel stated that he had a meeting with the City of Pataskala. He stated that it went very well and there were a lot of common points. Mr. Conkel stated that he is hopeful. Mr. Fox asked if there was any engineering to be done. Mr. Conkel stated that the District is in the process now of designing a booster station to go to the northwest and will need to model going through Beechwood Trails instead of going around as planned before. Mr. Kretzmann asked how many meetings with the City of Pataskala are planned. Mr. Conkel stated that another meeting should happen within the next three days.

8. OFFICE MANAGER'S REPORT

Mrs. Loomis was not present at this meeting.

9. ATTORNEY'S REPORT

Ms. O'Keefe was not present at this meeting.

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10. EXECUTIVE SESSION

There was no need for executive session.

11. ADDITIONAL PUBLIC COMMENTS

Mr. Duffy inquired as to how the new aluminum bed Ford trucks were holding up. Mr. Gilcher stated that they were holding up very well and that the miles per gallon were a little better than some of the other vehicles in the fleet.

12. TRUSTEES' COMMENTS

Mr. Fox stated that as he was reviewing the bills to pay, he contacted Mrs. Killen regarding the refunding of vacation hours. Mr. Fox expressed his concerns for the employees regarding getting enough breaks and time away from work. Mrs. Killen explained the history and the details of the Annual Exchange policy. Mr. Fox stated that he thinks this policy should be evaluated especially since it was done in the 1990's to ensure the overall health of the District employees. Mrs. Killen stated that the policy does require that an employee have at least 120 vacation hours on the books in order to participate in this policy. She stated that anything over the 120 vacation hours is eligible for the Annual Exchange Policy.

Mr. Fox inquired about the Board meeting schedule.

Mr. Fox inquired if the District has a contract with Ms. O'Keefe. Mr. Conkel stated that the District did not. He stated that the District has a rate structure for Ms. O'Keefe. Mr. Fox stated that he would like to move forward with consideration to bid out the legal contract in the future. Mr. Carlisle stated that he had no problem with that as that was their job. The Board directed Mr. Conkel to research this process and gather the information needed to present to the Board for review.

Mr. Fox inquired about the sludge disposal. Mr. Fox suggested that Mr. Conkel and Mr. Gilcher contact the City of Pataskala to review their process of sludge removal.

Mr. Carlisle wished everyone a Happy Holidays.

Mr. Fox inquired about getting a meeting reminder on the calendar. Mr. Carlisle stated that Etna Township has a calendar of events on their website. Mr. Carlisle stated that Mrs. Loomis could call Laura to get some information regarding this. Mr. Fox stated that he believed the person that set it up at the City of Pataskala was Jessica.

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Mr. Fox wished everyone a Merry Christmas.

13. ADJOURNMENT

Mr. Kretzmann made a motion, second by Mr. Fox that the meeting would be adjourned. Vote, all aye. The meeting was adjourned at 1:36 p.m.

ATTEST:


JOHN CARLISLE, SECRETARY