

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

(740) 927-0410

BOARD MEETING MINUTES

June 28, 2016

1. OPENING

The June 28, 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. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Meade and Mr. Carlisle were present at roll call. Also present were Leo Conkel, CJ Gilcher, Kathy Killen, Rhonda Loomis and Bobbie O'Keefe.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a Motion to approve the Agenda with the addition of "Audit Report" under the Office Manager's Report; Mr. Meade seconded. Vote, all aye. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Carlisle made a Motion, seconded by Mr. Kretzmann, to approve the Minutes of the June 13, 2016 Regular Board Meeting and the June 14, 2016 Special Board Meeting. All voted aye to approve the Minutes from both meetings as presented. 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

None.

6. PUBLIC COMMENTS

None.

7. GENERAL MANAGER'S REPORT

A. Pulte Homes Development Agreement: Mr. Conkel presented a resolution to adopt the development agreement with Pulte Homes, Inc. for Cumberland Crossing Section 6 (35 lots). Mr. Kretzmann made a Motion to adopt Resolution No. 2016-035 to approve the development agreement with Pulte Homes for the Cumberland Crossing Section 6 development of 35 lots. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. Resolution No. 2016-035 was approved.

B. National Road Main Line Break: Mr. Gilcher reported that there was another main line break on National Road between York Rd. and Route 158, causing the Flying J, Denny's Restaurant and the wastewater plant to be temporarily closed. Mr. Gilcher stated that this is the second time the water line has broken in two weeks and the Flying J and Denny's did complain. He indicated that the line was constructed in 2004 and 2005 when the waste water plant was built. The incidents were reported on the district's website and to the OEPA as required.

C. Permit Report: Mr. Gilcher stated that the Permit Report was in the board's packet, and Mr. Kretzmann requested that year-to-date totals be added to the report.

D. Mr. Conkel: Mr. Conkel stated that he is getting on his feet and reviewing the systems and documents relative to the district's operations. He stated that he will be more informed by the time of the next meeting.

8. OFFICE MANAGER'S REPORT

A. Resolution to Certify Delinquents to the LCA: Ms. Loomis presented Resolution No. 2016-036 to certify delinquent accounts to the Licking County Auditor for collection. Mr. Kretzmann made a motion to approve Resolution No. 2016-036 and Mr. Meade seconded. Upon roll call vote, all voted aye. Resolution No. 2016-036 was approved.

B. Shut-off List: Ms. Loomis stated that the shut-off list is in the board's packet. She indicated that 40 tags were hung yesterday to notify residents of the imminent shut-off. Mr. Meade asked about the shut-off fee, and Ms. Loomis responded that customers will not have to pay the shut-off fee if they pay the service charges before the shut-off occurs. Mr. Kretzmann questioned whether the Shamrock Hotel had been checked to make sure the service was disconnected. Ms. Loomis and Mr. Gilcher stated that the connection point is routinely checked, but the property owner does not allow anyone from the district to inspect the property for a well or other impermissible source of water. Mr. Carlisle reported that the property is now tied up in a probate battle. Etna Township has completed the process for requiring the property owner to

clean up the property and since he has not done so the township has contracted to have the property cleaned up. Mr. Gilcher stated that there are I & I problems at the property but the district has been unable to investigate. The board indicated the district staff should investigate at the same time the township is cleaning up the property, because the township will have many law enforcement personnel on site during clean up.

C. Resolution 2016-34: Ms. Loomis circulated Resolution No. 2016-034, which was approved at the last meeting, for signature.

D. Audit Report: Ms. Killen stated that the lead auditor sent her the draft audit report shortly before the board meeting. She distributed copies of the report but had not had time to thoroughly review it. She stated that the auditors are anxious to conclude the audit and requested that the board sign two documents. The first was the Management Representation letter, which the necessary officers then signed. The second document is the Communications Acknowledgement letter, which Ms. Killen reviewed with the board and the necessary officers then signed. Ms. Killen also stated that the audit was very good, and that there were no issues found. Ms. Killen asked if the board wanted to have an exit meeting with the auditors, and the board stated that it did not because no issues were found.

9. ATTORNEY'S REPORT

Ms. O'Keefe stated that she had nothing to report in open session, but that she had a matter to discuss with the board regarding imminent litigation in Executive Session.

10. EXECUTIVE SESSION

Mr. Kretzmann made a Motion for the board to go into executive session pursuant to Ohio Rev. Code sec. 121.22 to discuss imminent litigation. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. The board went into executive session at 1:30 pm.

Mr. Kretzmann made a Motion for the board to come out of executive session. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. The board came out of executive session at 2:00 pm.

11. ADDITIONAL PUBLIC COMMENTS

None.

12. TRUSTEE COMMENTS

Each board member invited Mr. Conkel to the meetings of their appointing authorities and provided him with the schedule of meetings.

13. ADJOURNMENT

Mr. Carlisle moved to adjourn, and Mr. Kretzmann seconded the Motion.

The meeting was adjourned at 2: 03 pm.

ATTEST:



John Carlisle, Secretary