

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

(740) 927-0410

BOARD MEETING MINUTES

September 27, 2016

1. OPENING

The September 27, 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, Rhonda Loomis and Bobbie O'Keefe. No members of the public were present.

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. Kretzmann made a Motion to approve the Minutes of the September 15, 2016 meeting. Mr. Meade seconded. Upon call for the vote, all voted aye. The Minutes were approved.

4. PAYMENT OF BILLS

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the bills as presented. Vote, all aye. Motion was approved.

5. COMMUNICATIONS

None.

6. PUBLIC COMMENTS

None.

7. GENERAL MANAGER'S REPORT

a. OPWC Application: Mr. Conkel presented Resolution No. 2016-047 authorizing Larry Kretzmann, President of the Board, to prepare and submit an application to participate in

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the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program and to execute local contracts as required for the Hollow Road Water Line Project. Mr. Carlisle moved to approve Resolution No. 2016-047 and Mr. Kretzmann seconded. Upon roll call vote, all voted aye. Resolution No. 2016-046 was approved.

b. CAD Work Contracting: Mr. Conkel discussed hiring a CAD operator on a contract basis to assist with district communications as needed. The individual's rate is \$30 per hour. The district typically works with Willis for small projects that require an engineer's stamp, and the work the CAD operator would be doing does not require an engineer's stamp.

c. OPEA Submittal – WWTP Screen: Mr. Conkel stated that the plans for the WWTP screen project were completed and ready for review by the OEPA. He asked if the board needed to approve before he submitted the plans to the OEPA. Ms. O'Keefe and board members stated that was not necessary.

d. Typical District Drawings: Mr. Conkel distributed typical drawings prepared by an engineer for the district, and he asked whether the drawings were owned by the engineer or the district. Ms. O'Keefe stated that every engineering agreement she has done for the district provides that all drawings, plans, specifications, etc., belong to the district once completed, not the engineer. She stated that some engineering firms have been unhappy with this, but that it was a required provision in all of the agreements. Mr. Conkel will be making some modifications where necessary in drawings completed by engineers with whom the district has contracted.

e. Potable Fire Tap Fees: Mr. Conkel presented a spreadsheet comparison of potable fire tap fees of neighboring entities. He stated that the district's fees are high and possibly discouraging to business development in the tap sizes of four inches, six inches and eight inches. He indicated that Reynoldsburg is the highest at 50 percent of the tap fee. He showed what the fees would be at 25 percent, 30 percent and 40 percent of the district's tap fee. The board asked that he look into how much the district would be losing if those percentages were used as opposed to what the district is currently collecting. Mr. Conkel stated that this does not apply to fire tap fees for taps in excess of eight inches.

f. Sale of Real Estate: Mr. Conkel indicated that he had a matter to discuss in Executive Session regarding the sale of district real estate. Mr. Kretzmann made a Motion to go into Executive Session, and then asked the board whether the Executive Session should occur at this time or wait until later in the agenda. The board stated that the Executive Session would be better held at the time indicated on the agenda. Mr. Kretzmann then withdrew his Motion.

8. OFFICE MANAGER'S REPORT:

a. Resolution to Certify Delinquent Accounts to the Auditor for Collection: Ms. Loomis presented Resolution No. 2016-048 authorizing the certification of unpaid accounts to

the Licking County Auditor for collection. Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to approve Resolution No. 2016-048 to certify the delinquent accounts to the Licking County Auditor for collection. Upon roll call vote, all voted aye. Resolution No. 2016-048 was approved.

b. Resolution to Reduce Deferred Sewer and Water Assessment: Ms. Loomis presented Resolution No. 2016-049 to reduce the agriculturally deferred sanitary sewer and water assessments on parcel no. 025-067866-00.000 at 7491 Blacks Road, due to payments received by the Licking County Auditor from tax year 2008 to tax year 2010 when the parcel was temporarily removed from its designation as an agricultural district. Mr. Carlisle made a Motion to approve Resolution No. 2016-049, and Mr. Meade seconded. Upon roll call vote, all voted aye. Resolution No. 2016-049 was approved.

c. Shut-Off List: Ms. Loomis circulated the shut-off list for this cycle.

9. ATTORNEY'S REPORT

None.

10. EXECUTIVE SESSION:

Mr. Kretzmann made a Motion to go into executive session to discuss real estate matters, and Mr. Carlisle seconded. Upon roll call vote, all board members voted aye. The Board went into executive session at 1:37 pm.

Mr. Kretzmann made a Motion to come out of executive session. Mr. Meade seconded. Upon roll call vote, all board members voted aye. The board came out of executive session at 1:42 pm.

11. ADDITIONAL PUBLIC COMMENTS:

None.

12. TRUSTEE COMMENTS


Mr. Meade: Mr. Meade stated that he went to the last Pataskala City Council meeting and a couple of the council members had questions about issues relative to the district. Mr. Meade brought the questions to Mr. Conkel, who answered them in an email which was forwarded to council. The first question dealt with whether the Licking Heights School District was still receiving recoupments from connections to the main line constructed to serve its new schools. The answer was that the recoupment period was limited to 10 years and that time has passed. The second question was whether the properties along Summit, Woodside and Cable would be assessed for the line being installed. The answer to that question is no, because the funding source will not allow assessments.

There was further discussion that the OEPA would be investigating the on-site septic systems of properties along Christy Lee, Helen and Woodside Roads. Ms. O'Keefe stated that this may have been initiated by the county health department, although the OEPA has the legal authority to initiate the investigations itself.

13. ADJOURNMENT

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade to adjourn. The meeting was adjourned at 1:42 pm.

ATTEST:



John Carlisle, Board Secretary