

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

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

**(740) 927-0410**

**BOARD MEETING MINUTES**

**August 30, 2016**

**1. OPENING**

The August 30, 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. Carlisle made a Motion to approve the Minutes of the August 9, 2016 meeting. Mr. Kretzmann 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. Signature of Cost Sharing Agreement for the Emergency Booster Station at the Preserve at Haaf Farms: Mr. Conkel distributed for signature the Agreement for the Cost

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Sharing of the Emergency Booster Station at the Preserve at Haaf Farms. The cost sharing arrangement had been approved at the last meeting. Ms. Loomis circulated for signature Resolution No. 2016-043, which is the resolution that approved the cost sharing agreement.

b. Resolution for Water Use and Hook Up at the Preserve at Haaf Farms: Mr. Conkel presented Resolution Number 2016-044 for the board to approve the infrastructure at the Preserve at Haaf Farms for water use and hook up. Mr. Carlisle made a Motion to approve Resolution No. 2016-044, and Mr. Kretzmann seconded. Upon roll call vote, all voted aye. Resolution No. 2016-044 was approved.

c. Resolution to Amend Resolution No. 2015-007 and the District's Deposit, Fee and Charge Schedule: Mr. Carlisle made a Motion, which was seconded by Mr. Meade, to approve Resolution No. 2016-045, which will modify the District's Deposit Fee and Charge Schedule and correct an error in the 12-inch fire fee from 35 percent to 40 percent of the domestic fee, per the District's Rules and Regulations. Mr. Carlisle asked how the error in the fee schedule occurred. Mr. Conkel and Ms. Loomis stated that it was just a calculation error, but that no customers had requested a 12-inch fire line since Resolution No. 2015-007 had been approved by the board; therefore, the lower fee amount has never been applied and the corrected fee will be applicable from today's date forward. At the close of discussion and upon roll call vote, all voted aye. Resolution No. 2016-045 was approved.

d. WPCLF for Deeds Road Lift Station Replacement: Mr. Conkel requested authorization to apply to the WPCLF for a \$300,000 loan to replace the Deeds Road Lift Station, which would be done in 2017. Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to authorize Mr. Conkel to make the application. Upon Motion vote, all voted aye. The Motion was approved.

e. WPCLF for Apple Blossom Lift Station Rehabilitation: Mr. Conkel requested authorization to apply to the WPCLF for a \$400,000 loan to rehab the Apple Blossom Lift Station, which would be done in 2017. Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to authorize Mr. Conkel to make the application. Upon Motion vote, all voted aye. The Motion was approved.

f. Licking County Auditor Check for 2<sup>nd</sup> Half of 2015 Update: Mr. Conkel stated that the district had received the check for the 2<sup>nd</sup> half of 2015 assessment collections in the amount of \$626,773.05. He further stated that \$100,000 of the funds received were from delinquent water and sewer service charges for the 2<sup>nd</sup> half of 2015.

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

a. Resolution to Certify Delinquent Accounts: Ms. Loomis presented Resolution Number 2016-046 to Certify Delinquent Accounts to the Licking County Auditor. Mr.

Kretzmann made a Motion, which was seconded by Mr. Meade, to approve Resolution No. 2016-046. Upon roll call vote, all voted aye. Resolution No. 2016-046 was approved.

b. Shut Off List: Ms. Loomis distributed the current shut-off list and stated that shut-offs would occur on August 31, 2016.

c. Signature for Resolution No. 2016-043: This item was addressed under General Manager's Report.

d. Records Commission Meeting: Ms. Loomis requested that a meeting of the District Records Commission be scheduled so that the district can begin the process of removing and destroying certain district documents. The process is that the commission is supposed to meet and identify the documents that the commission members believe can be destroyed. A list of those documents is prepared and submitted to the Ohio Historical Society. The district can destroy only those documents approved by the OHS. As president of the board, Mr. Kretzmann is Chairperson of the District Records Commission and can set the meetings. Mr. Kretzmann set the next meeting of the commission for September 27, 2016, at 12:00 pm, at the district's offices.

e. Next meeting: Ms. Loomis reminded the board that the next regular board meeting is scheduled for September 15, 2016 at 6:00 pm.

#### **9. ATTORNEY'S REPORT**

Developer's Agreements: Ms. O'Keefe suggested that an internal audit be done of the district's developer's agreements to assure that all paperwork was properly executed. Ms. Loomis indicated that this project was already in progress.

#### **10. EXECUTIVE SESSION:**

Mr. Kretzmann made a Motion to go into executive session to discuss personnel matters. Mr. Meade seconded. Upon roll call vote, all board members voted aye. The Board went into executive session at 1:27 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 1:48 pm.

#### **11. ADDITIONAL PUBLIC COMMENTS:**

None.

#### **12. TRUSTEE COMMENTS**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, that CJ Gilcher receive an increase in compensation to \$35.00 per hour, effective beginning the start of the next

pay period. Upon call for the vote, all voted aye. The Motion was approved. Mr. Carlisle thanked Mr. Gilcher for stepping up and filling in as General Manager when Mr. Rector left. Mr. Carlisle stated that Mr. Waller with Etna Township has been very complimentary of Mr. Gilcher as well. Mr. Carlisle also thanked Ms. Loomis for pitching in to help during the absence of a general manager. Mr. Kretzmann told Mr. Gilcher that the new general manager thinks very highly of Mr. Gilcher by recommending such a raise, and Mr. Gilcher must have impressed Mr. Conkel very much in the short time Mr. Conkel has been with the district. Mr. Kretzmann thanked Mr. Gilcher and Ms. Loomis as well. Mr. Meade stated that he appreciates how quickly Mr. Gilcher gets back to him with answers to questions.

**13. ADJOURNMENT**

Mr. Carlisle made a Motion, which was seconded by Mr. Meade to adjourn. The meeting was adjourned at 1:54 pm.

ATTEST

  
John Carlisle, Board Secretary