

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

**BOARD MEETING MINUTES  
April 30, 2019**

**1. OPENING**

The April 30, 2019 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Fox at 3:00 p.m. The pledge of allegiance was led by Mr. Conkel. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Kathy Killen, and Josephine Carrelli.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Fox, to approve the Agenda as presented. Upon Roll Call vote, all voted aye. Motion carried. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Kretzmann made a motion, second by Mr. Fox to approve the minutes of the Board meeting of April 9, 2019. Upon Roll Call vote, all voted aye. Motion carried.

**4. PAYMENT OF BILLS**

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Fox seconded. Upon Roll Call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

There were no communications to report.

**6. PUBLIC COMMENTS**

There were no public comments at this time.

**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT CONSTRUCTION UPDATE:**

Mr. Conkel stated they are still working on communication problems and have been for the last few weeks. They are having issues merging the old system into the new one. He stated he hopes to have the plant started up next week but that depends on what they get accomplished in the next couple of days.

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Mr. Fox asked if these were normal delays. Mr. Conkel explained it is taking a little longer than a normal start up but the issue is trying to merge the old with the new and they have brought in IT experts to get it figured out.

**SUMMIT TANK CONSTRUCTION UPDATE:**

Mr. Conkel stated he just got a schedule for the contractor to complete the work they have left.

**SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated the contractor should be starting the punch out work next week. He has received input from City of Pataskala on certain things they wanted to be done.

**REFUGEE ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated he sent out a letter stating the punch list work was not adequate. They have 7 days to complete it. They are currently scheduled to do work but if it not acceptable he will proceed with terminating the contract.

**FORD F-150 TRUCK PURCHASE-CONSTRUCTION-RESOLUTION:**

Mr. Conkel presented a resolution for the Board's consideration and approval:

Mr. Fox was asking about the necessity of the trucks. Mr. Gilcher stated both trucks would need extensive repairs costing a lot of money to fix. Jefferson Water and Sewer is interested in purchasing the old F-550 crane truck from the District.

**RESOLUTION:**

Mr. Carlisle made a motion, second by Mr. Kretzmann.

**R 2019-014 RESOLUTION**

- 1. RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2019 FORD F-150 TRUCK FOR THE CONSTRUCTION DEPARTMENT IN THE AMOUNT OF \$29,863.50 FROM COUGHLIN FORD OF PATASKALA.**
- 2. TO AUTHORIZE THE GENERAL MANAGER TO SELL ON GOVDEALS.COM THE DISTRICT'S 2004 CHEVROLET TRAILBLAZER WHICH HAS PASSED ITS USEFUL LIFE EXPECTANCY.**

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**THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-014 WAS APPROVED.

**FORD F-550 TRUCK PURCHASE-COLLECTIONS-RESOLUTION:**

Mr. Conkel presented a resolution for the Board's consideration and approval:

**RESOLUTION:**

Mr. Carlisle made a motion, second by Mr. Kretzmann.

**R 2019-015**

- 1. RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2019 FORD F-550 CAB & CHASSIS TRUCK FOR THE COLLECTIONS DEPARTMENT IN THE AMOUNT OF \$46,964.50 FROM COUGHLIN FORD OF PATASKALA.**

**THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-015 WAS APPROVED.

**OWDA-SIGNATURE NEEDED:**

Mrs. Killen stated the treasurer needed to sign the OWDA notice of loan repayment.  
Mr. Kretzmann signed the required forms.

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**WTP WORK SCHEDULE:**

Mr. Conkel stated he was working on getting the handbook updated to reflect those changes and would have a resolution at the next meeting for the change.

**RO CONCENTRATE LINE-RESOLUTION:**

Mr. Conkel stated he checked references for American Boring Inc and recommends we go into a contract with them.

Mr. Conkel presented a resolution for the Board's consideration and approval:

**RESOLUTION:**

Mr. Fox made a motion, second by Mr. Carlisle.

**R 2019-016 RESOLUTION**

1. **WHEREAS THE DISTRICT IS IN NEED OF INSTALLING THE RO CONCENTRATE LINE INSTALLATION, AND**
2. **WHEREAS THE GENERAL MANAGER SOLICITED BIDS FROM CONTRACTING COMPANIES AND THE DISTRICT RECEIVED BIDS FROM AMERICAN BORING INC. IN THE AMOUNT OF \$825,693.72, TRIBUTE CONTRACTING AND CONSULTING, INC AT \$896,380.00, AND ROCK RIVER CONSTRUCTION LTD \$923,571.00 THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO A CONTRACT WITH AMERICAN BORING INC. TO COMPLETE THE PROPOSED PROJECT FOR THE CONCENTRATE LINE AND APPURTENANCES, AND**
3. **THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR AMERICAN BORING INC. TO PROVIDE THE RO CONCENTRATE LINE INSTALLATION IN AN AMOUNT NOT TO EXCEED \$825,693.72 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE AWARD ATTACHED HERETO AND THE NOTICE TO PROCEED, AND**
4. **THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES**

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**AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-016 WAS APPROVED.**

**WTP OPERATOR POSITION:**

Mr. Conkel stated they have received about 10 resumes but none have the experience required so we are still waiting on more applicants and will keep the Board updated on the process. Mr. Carlisle asked for a copy of the final posting. Mr. Conkel will get the board a copy.

**WELLFIELD DEVELOPMENT:**

Mr. Conkel stated the boring is supposed to start at the National Trails site on May 13. He said he is waiting on the flood plain report to be done for the Alexandria site To get the approval from the Ohio EPA. He received the flood plain information the county had. It was sent to the engineer and he will determine if he needs any additional information. Mr. Conkel stated it would take about 3 months for the approval.

**C-MAX:**

Mr. Conkel stated C-Max did out together a recruiting process. There are also 2 forms that are required to be completed for new hires that we have not been doing and will start to do now.

**BOARD MEETING SCHEDULE:**

Mr. Carlisle asked if it was possible to move the audit finance meeting and board meeting scheduled for May 14, 2019 to May 13, 2019 at the same times.

Mr. Carlisle made a motion to change the audit finance meeting from May 14, 2019 at 2:00pm to May 13, 2019 at 2:00pm and move the board meeting from May 14, 2019 3:00pm to May 13, 2019 3:00pm, second by Mr. Fox.

Upon roll call vote, all voted aye. Motion carried.

Mr. Fox stated he would be on vacation May 28, 2019 and asked if the meeting could be changed from May 28, 2019 to May 21, 2019.

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Mr. Carlisle made a motion to change the May 28, 2019 board meeting to May 21, 2019 second by Mr. Fox. Upon roll call vote, all voted aye. Motion carried.

**REFUGEE ROAD LIONS CLUB PROPERTY DISCUSSION:**

Mr. Conkel stated the Lions Club wanted a 1" tap for their property. We showed it was a 3/4" tap. They wanted to increase the size. The new tap was put in and the old tap needed to be abandoned. Mr. Fox stated they were upset about having to pay to abandon the old tap. Mr. Conkel stated they suggested that they dig up the old tap first but they did not. When they dug up the old tap it was discovered it was actually a 1" tap when our records showed it was a 3/4" tap. Mr. Gilcher stated the contractor was aware the old tap would need to be abandoned before the new tap had been installed. The property owner said they were not aware the old one would need to be abandoned until the new one was installed. There was a lot of discussion that followed. Mr. Conkel will review the construction records and set up a meeting with all involved parties to figure out a resolution.

**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli presented a resolution for the Board's consideration and approval:

**RESOLUTION:**

Mr. Fox made a motion, second by Mr. Kretzmann.

**R 2019-017 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-017 WAS APPROVED.**

Mrs. Carrelli presented a copy of the water shut off list. 42 door tags were left 04/29/19 and there are still 28 customers on the list to be shut off on Wednesday May 1, 2019.

**9. ATTORNEY'S REPORT**

Mr. Albers was not present.

**10. EXECUTIVE SESSION**

Mr. Carlisle moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G) (8), for the purpose of considering confidential information related to negotiations with The City of Pataskala respecting their request for economic

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development assistance and the information is directly related to a request for economic development assistance that is to be provided or administered under Ohio Revised Code Chapter 715, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

The Board hereby determines that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

Seconded by Mr. Fox

Kretzmann.....yes

Carlisle.....yes

Fox.....yes

MOTION CARRIED.

Entered executive session at 4:00pm

Mr. Carlisle made a motion, second by Mr. Kretzmann to return from Executive Session.

Kretzmann.....yes

Carlisle.....yes

Fox.....yes

Motion Carried.

Returned from Executive Session at 4:27 P.M.

**11. TRUSTEES' COMMENTS**

There were no trustee comments.

**12. ADJOURNMENT**

Mr. Carlisle made a motion, second by Mr. Fox that the meeting would be adjourned.

Upon Roll Call vote, all voted aye.

The meeting was adjourned at 4:29 p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY

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REGULAR BOARD MEETING

April 30, 2019

SIGN BELOW:

NAME

ADDRESS

PHONE