

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

(740) 927-0410

BOARD MEETING MINUTES

December 27, 2016

1. OPENING

The December 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, and Mr. Fox were present at roll call. Mr. Carlisle was absent. Also present were Leo Conkel, and Rhonda Loomis. No members of the public were present.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a Motion to approve the Agenda; Mr. Fox seconded. Vote, all aye. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Kretzmann made a Motion to approve the Minutes of the December 13, 2016 meeting. Mr. Fox seconded. Vote, all aye. The Minutes were approved.

4. PAYMENT OF BILLS

Mr. Kretzmann made a Motion, which was seconded by Mr. Fox, to pay the bills as presented. Upon call for the vote, all aye. Motion was approved.

5. COMMUNICATIONS

None.

6. PUBLIC COMMENTS

None.

7. GENERAL MANAGER'S REPORT

a. Development Agreement Watkins Grove Phase 2: Mr. Conkel reported that he had received the agreement back from the developer signed and it is now ready for Board approval and signatures. It is for 45 single family equivalent units, water and sewer taps and a check for \$62,550.00 for the water and sewer capacity fees for Phase 2. Motion by Mr.

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Kretzmann to approve Resolution 2016-062, seconded by Mr. Fox to accept the fully executed agreement. Vote taken, all aye.

b. Ellington Village Phase 3-2: Mr. Conkel presented Resolution 2016-063 to approve use and hookup for water and sewer in Ellington Village Phase 3-2. Mr. Kretzmann made the motion to accept Resolution 2016-063, Mr. Fox seconded. Vote taken, all aye.

c. Pataskala Update: Mr. Conkel indicated that he is meeting January 6, 2017 with the City's representatives, Nathan Coey, BJ King to finalize discussions for Pataskala Council and leaders to review as well as the District. He expects to have a final document by the second meeting in January. Mr. Conkel met with Pataskala's Zoning official to discuss having a checklist in place to ensure Pataskala is always aware of development inquiries. Mr. Fox asked if the District works with the County the same way, and Mr. Conkel indicated yes, he works with Brad Mercer. Mr. Fox expressed his support as the City has not been included in discussions prior to Mr. Conkel. Mr. Conkel states it will be part of the District's requirement before a permit is issued, that Pataskala has seen and signed off on development issues. He believes a two year warranty period, as the District requires, will give both entities time to ensure infrastructure is in correctly. Mr. Kretzmann asked if this was an agreement, Mr. Conkel stated it will be new a procedure for developers to follow.

d. Solicitor Update: Mr. Conkel discussed Ms. O'Keefe's email which outlines the proper procedure for obtaining "bids" for the solicitor for the District. Ms. O'Keefe pointed out ORC 307.86 et seq as the guideline for political subdivisions to engage the services of legal council. Ms. O'Keefe explained in her email the need for a request for qualifications as one would do when selecting an engineer or other professional services. Mr. Conkel printed and distributed ORC 307.86 for the Board to review, making note of the under \$50,000 statement in the first paragraph of ORC 307.86. Mr. Conkel recommended that the District keep the status quo in light of Pataskala and the legal issues. Mr. Fox stated no determination has been made and he appreciated the time to review the ORC presented. Mr. Kretzmann asked for Ms. O'Keefe to be at the meeting in January when Mr. Conkel is to present the Pataskala / District procedures for future development. Mr. Kretzmann acknowledged Ms. O'Keefe had been keeping these dates and times open and she indicated in her email this would no longer be the case. Ms. O'Keefe will need contacted to come to a meeting. Ms. O'Keefe will be receiving a copy of the Pataskala/District discussion for review per Mr. Kretzmann and Mr. Conkel. Mr. Fox suggested a teleconference as they do in Pataskala.

8. OFFICE MANAGER'S REPORT:

a. Resolution to Certify Delinquent Accounts to the LCA: Ms. Loomis presented Resolution 2016-064 to certify delinquent customer accounts to the Licking County Auditor. Discussion held as to contacting Pataskala when water is shut off, in particular East Avenue today by Mr. Fox. Mr. Fox believes Pataskala would need to know if a property in their city has no water as a health and safety issue. Ms. Loomis explained that the District historically turns it in to the health department. Mr. Fox suggested to Mr. Conkel that it may need to be made part of the new procedures being discussed with Pataskala. Mr. Kretzmann made the motion, seconded by Mr. Fox. Vote taken, all aye.

b. Shutoffs for December: the District does not shutoff in December as it occurs during the Christmas season. The District will do two in January. Tags go out on Thursday, December 29th with actual shutoff being Wednesday, January 4th. The regular January shutoff will also occur the last week of the month.

c. Reminder of the Board's Organizational meeting on January 10, 2017. Ms. Loomis will send the Outlook reminder as requested.

9. ATTORNEY'S REPORT

None.

10. EXECUTIVE SESSION

None.

11. ADDITIONAL PUBLIC COMMENTS

None.

12. TRUSTEE COMMENTS

a. Mr. Fox: States he is encouraged by the ongoing discussions between Mr. Conkel and Pataskala leaders. Discussion on equipment issues for both entities. Wished everyone a Happy New Year.

b. Mr. Kretzmann: Wished everyone a Happy New Year.

13. ADJOURNMENT

Mr. Fox made a Motion, which was seconded by Mr. Kretzmann to adjourn. The meeting was adjourned at 1:26 pm.

ATTEST:


_____, Board Secretary