

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

**BOARD MEETING MINUTES  
FEBRUARY 14, 2017**

**1. OPENING**

The February 14, 2017 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 1:00p.m. The Pledge of Allegiance was led by Mr. Carlisle. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Kathy Killen, and those members of the public who signed the February 14, 2017 sign-in sheet.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Fox, to approve the Agenda as presented. Vote, all 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 January 31, 2017. Vote, all aye. Motion carried.

**4. PAYMENT OF BILLS**

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Fox seconded. Vote, all aye. Motion carried.

**5. COMMUNICATIONS**

There were no communications items to report at this time.

**6. PUBLIC COMMENTS**

There were no public comments at this time.

**7. GENERAL MANAGER'S REPORT**

Mr. Conkel presented three resolutions for the Board's consideration and approval:

Mr. Conkel stated that the District had three trucks in the budget approved for 2017. He stated that it typically takes approximately 2 to 3 months to get the new trucks in. Mr. Carlisle stated that when he received the agenda, he was a little thrown off

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guard by the request for purchasing three trucks. Mr. Carlisle stated that Mr. Rector, the District's prior General Manager, had recommended purchasing two trucks per year for the next five years. Mr. Carlisle stated that the District hadn't purchased trucks in a long time, so there were several trucks in disrepair and was a need for adding new fleet. Mr. Gilcher stated that the District only plans to purchase one truck in 2018. Mr. Gilcher stated that the reason he would like to purchase three trucks this year is because the District hired a new construction employee who is currently driving the plow truck and because the District will also be hiring two new employees in 2017. Mr. Carlisle stated that if Mr. Gilcher only plans on purchasing one truck in 2018, then he is fine with the three truck purchases for this year as the trucks are budgeted for 2017. Mr. Fox asked about the condition of the vehicles the District is trading in now. Mr. Gilcher stated that there will be no trade in vehicles, just the new purchases. Mr. Gilcher stated that the District has already gotten rid of the majority of trucks that were in disrepair. Mr. Gilcher stated that the District currently has two spares, but one that is not roadworthy. Mr. Carlisle stated that he didn't want to put any of the employees or the public in harm's way and would not like to see that particular vehicle on the road. Mr. Fox requested a copy of the report showing the data of the existing vehicle fleet of the District. Mr. Carlisle requested that Mr. Conkel send a copy to all of the Board members.

**RESOLUTION:**

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

**R 2017-012 RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2017 FORD F-150 EXT. CAB TRUCK FOR THE CONSTRUCTION DEPARTMENT IN THE AMOUNT OF \$27,982.50 FROM COUGHLIN FORD OF JOHNSTOWN, OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-012 WAS APPROVED.**

**RESOLUTION:**

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

**R 2017-013 RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2017 FORD F-150 REGULAR CAB TRUCK FOR THE COLLECTIONS DEPARTMENT IN THE AMOUNT OF \$27,248.50 FROM COUGHLIN FORD OF JOHNSTOWN, OHIO.**

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**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-013 WAS APPROVED.**

**RESOLUTION:**

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

**R 2017-014 RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2017 FORD F-150 REGULAR CAB TRUCK FOR THE WATER DEPARTMENT IN THE AMOUNT OF \$27,248.50 FROM COUGHLIN FORD OF JOHNSTOWN, OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-014 WAS APPROVED.**

**MISCELLANEOUS:**

Mr. Conkel stated that the District is in the process of updating the handbook and will have ready for the Board's review in the next month or so.

Mr. Conkel presented the Board with a letter from the Southgate Corporation stating that the District rates are too high. He stated that he did a comparison for the original Best Lighting building verses the Cost Less building. The original domestic tap size has a 3/4" and the original fire meter was 6" in size. He ran a comparison for the new request and found there was an increase of 38% over twelve years which is about 3% per year. He stated that the bulk of that increase is due to the increased tap sizes and stated that we are not really a lot higher than we were 12 years ago. Mr. Conkel stated that the District is comparable with to Fairfield County and the City of Pataskala, but are not comparable to the City of Reynoldsburg who buys their water from the City of Columbus, and are not comparable to the City of Columbus. Mr. Fox stated that when he first got appointed to the SWLCWSD Board that he was contacted by Senator Hottinger. Mr. Fox stated that the concern Senator Hottinger and one of the Licking County Commissioners that he was given was that the District's fee structure was high enough that it would be a detriment to continued growth in Western Licking county. Mr. Fox stated that they have a real concern when it comes to some of these businesses having the ability to hook up. Mr. Fox stated that that was just communication that he had received and would prefer that someone look into that. Mr. Conkel stated that he would put together a comparison. Mr. Carlisle stated that the water rates were an issue four or five years ago, but as the District kept their rates the same and other entities have increased, now it's become an even playing field. Mr. Carlisle stated that the District has stayed stable for the last five years and have been no increases, and have discussed in the past possibly

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reducing the tap fees, slightly, not drastically. Mr. Carlisle stated that if the District is comparative reducing the tap fees, he doesn't feel that the District is slowing down growth. Mr. Fox asked how the District compared to the City of Newark, City of Heath, Village of Hebron, etc. Mr. Conkel stated that the City of Newark is lower and that it's an older system as well. Mr. Fox stated that he feels it's important that the District stay competitive with other entities. Mr. Conkel stated that he will update the fee structure comparison. Mr. Carlisle stated that he is not aware of anything that Etna Township has lost to Newark. He stated that when Etna Township loses anything, it's usually to Madison County or Lockbourne. Mr. Carlisle stated that anything that has come out to the District area is because of the developer. Mr. Fox stated that Senator Hottinger is telling him that the reason development is not coming to the District area is because of the District's tap fees. Mr. Carlisle stated that he disagreed 100%. Mr. Carlisle stated that the District's fee structure is not that far behind. Mr. Kretzmann stated that the District has something built in place and can finance the tap fees. Mr. Carlisle stated that nobody from the JED or JEDZ Board has come to the District Board to receive assistance with financing. Mr. Kretzmann stated that the Board is always willing to work with them, will not just slash the rates because that's what they want. Mr. Fox stated that he would still like to see a fee structure comparison. Mr. Fox asked if anyone has ever approached the Board from the Licking County regarding the District's fee structure. Both, Mr. Carlisle and Mr. Kretzmann stated no, not in their tenure on the Board. Mr. Conkel will update the fee structure and provide for the Board for review.

Mr. Conkel stated that the District has submitted a clarification on what can be developed on a property that the District is looking at regarding the well field.

**8. OFFICE MANAGER'S REPORT**

Mrs. Loomis was not present at this meeting.

Mr. Fox asked if Mrs. Loomis attended the Licking County Safety meeting once a month. Mr. Carlisle stated that Mrs. Loomis has to attend so many per year in order for the District to obtain the BWC reduction. Mr. Carlisle stated that she is required to attend ten meetings per year to receive the BWC reduction. Mr. Kretzmann asked if it was required that Mrs. Loomis attend or can anyone from the District attend. Mr. Gilcher clarified that somebody from the District had to attend. Mr. Fox inquired about the amount of time that was spent per meeting. Mr. Carlisle stated that a couple of hours were the approximate time frame.

Mr. Conkel stated that he did talk to a couple of different Districts about solicitors and how they handle the entire process. Mr. Conkel stated that 50 -75% of them utilize a local attorney, paying close to \$200 per hour. Mr. Conkel spoke to Albers

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and Albers who is the solicitor for the Jefferson Water & Sewer District. He stated that Albers and Albers have helped in setting up a lot of Districts. Mr. Conkel stated that if the District could get a specialized attorney for less than \$200 per hour and that are specialized in water and wastewater, he feels the District would be better off. Mr. Conkel's recommendation would be to bring Albers and Albers and Carlile Patchen & Murphy to interview with the Board. The Board directed Mr. Conkel to place these interviews on the regular Board meeting agenda for a future meeting. Albers and Albers will be scheduled from 1:00 p.m. – 1:20 p.m. and Carlile Patchen Murphy will be scheduled from 1:44 to 2:05 p.m.

**9. ATTORNEY'S REPORT**

Ms. O'Keefe was not present at this meeting.

**10. EXECUTIVE SESSION**

Mr. Carlisle made a motion, second by Mr. Kretzmann to go into Executive Session at 1:42 p.m. to discuss personnel and the Pataskala Agreement.

Carlisle.....yes  
Kretzmann....yes  
Fox.....yes

MOTION CARRIED.

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

Carlisle.....yes  
Kretzmann....yes  
Fox.....yes

MOTION CARRIED.

RETURNED FROM EXECUTIVE SESSION AT 3:23 P.M.

**11. ADDITIONAL PUBLIC COMMENTS**

There were no additional public comments at this time.

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**12. TRUSTEES' COMMENTS**

Mr. Fox made a motion, second by Mr. Carlisle to direct Mr. Conkel to terminate Mrs. Loomis immediately. Mr. Fox stated that after the most recent event that occurred in which the Board received additional information, he no longer has confidence in Mrs. Loomis ability to protect the employees and the District. Mr. Kretzmann stated that he disagreed with the procedure and that line of business with the District and wanted to go on record saying so. Vote, Mr. Carlisle and Mr. Fox aye; Mr. Kretzmann voted no.

Mr. Carlisle directed Mr. Conkel to take care of the exit interview of Mrs. Loomis. Mr. Conkel stated that he will call Mr. Pratt to get proper procedure.

Mr. Fox stated that he was recently contacted by Al Coughlin specifically relating to the District providing water at the 161 corridor. Mr. Fox stated that he spoke to Lester Lent specifically about obtaining water on the way to the 161 Corridor. Mr. Conkel stated that he would try to get something together in the next couple of weeks to get everyone together to discuss this further. Mr. Fox stated that he would contact Senator Hottinger to see if he has any interest with this as well. Mr. Carlisle stated that if a venue is needed, the Etna Township Hall is always available if needed and if so, just to let him know so that he can reserve it.

**13. ADJOURNMENT**

Mr. Fox made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Vote, all aye. The meeting was adjourned at 3:28 p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY