

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT
P.O. BOX 215, ETNA, OH 43018
(740) 927-0410**

**BOARD MEETING MINUTES
February 24, 2015**

1. OPENING

The February 24, 2015 meeting of the Board of Trustees of the Southwest Licking Community Water and Sewer District was called to order by Mr. Meade at 1:00 pm. Mr. Meade and Mr. Carlisle were present at roll call. Mr. Kretzmann was absent. Ms. Loomis led the Pledge of Allegiance. Also present were Mr. Don Rector, Ms. Rhonda Loomis and Ms. Bobbie O'Keefe.

2. ADOPTION OF AGENDA

Mr. Carlisle made a Motion to modify the Agenda to discuss the billing dispute raised by Mr. Cardi at the January 27, 2015 board meeting. Mr. Meade seconded Mr. Carlisle's Motion to modify the Agenda. Vote, all aye. The Agenda was modified to add a discussion of the Cardi billing dispute at the end of the General Manager's report. Mr. Carlisle made a Motion to adopt the Agenda as modified. Mr. Meade seconded. Vote, all aye. The modified Agenda was adopted.

3. APPROVAL OF MINUTES

Mr. Carlisle moved to approve the minutes of the January 27, 2015 meeting. Mr. Meade seconded. Vote, all aye. The minutes were approved.

Mr. Carlisle moved to approve the minutes of the February 10, 2015 meeting, noting that there was a typo that needed to be corrected. On page 5 "embarquing" should be changed to "embarking." Mr. Meade seconded. Vote, all aye. The minutes were approved with the correction.

4. PAYMENT OF BILLS

Mr. Carlisle made a Motion, which was seconded by Mr. Meade, to pay the bills as presented. Mr. Carlisle asked to see the bills being presented at the meeting that were not included in the list that was previously emailed to the board. Mr. Rector provided those to the board for review. Vote, all aye. The Motion to pay the bills was approved.

5. COMMUNICATIONS/WRITTEN PUBLIC COMMENTS

None.

6. PUBLIC COMMENTS

Ms. Loomis indicated that the owner of Megan Kennels wanted to come to the meeting to contest her sanitary sewer bills, but she decided to wait until a future meeting. Ms. Loomis indicated that the property has Pataskala water, with sanitary sewer being provided by the district. The district bills the property according to its commercial service charge schedule, and Megan Kennels believes its building should be billed as a residential property, because it is used primarily as a residence. Ms. Loomis told the board that she checked the county auditor's website, which lists the property as commercial. In addition, the average monthly water usage for this building is much higher than the average residential usage would be, indicating that the water use at the property is comparable to commercial use and not residential. In addition, the business owner complained about the district meter reader coming inside her building to read the meter, because it upsets the dogs. Ms. Loomis reported that she has attempted to obtain the water meter readings from Pataskala; however, Pataskala refuses to provide readings on a monthly basis. Pataskala indicated it would provide readings only on a bimonthly basis, which would require the district to estimate the usage for the intervening month, or bill those customers who have Pataskala water and district sewer on a bimonthly basis. Currently, the district's billing system is not programmed to prepare and send bills on a bimonthly basis or to do estimates. Mr. Carlisle suggested that the property owners who are similarly affected be given the option of having estimates done or to be billed on a bimonthly basis, assuming the appropriate programs can be developed and incorporated into the district's current billing system. He also suggested that the individual property owner be responsible for giving the district the meter readings. Mr. Rector and Ms. Loomis stated it is a possibility.

7. GENERAL MANAGER'S REPORT

a. Well 6 Project Update: Mr. Rector reported that the weather has prevented any work being done on this well, even though the screen is at the site. As soon as the weather clears, work can begin.

b. STEMfest at the Works: Mr. Rector stated that he and his staff attended this event, as they do every year. They erect a display that allows a hands-on exercise with water filtration. Children are able to create their own filters, and then pour water through the filter to see what the filter catches. The water supplied by the district has raw iron in it, which is easily caught by the filters. The exhibit usually attracts many participants of all ages.

c. Resolutions for Truck Purchases: Mr. Rector discussed the need for two new trucks to be purchased, which was a budgeted expense for this year and was discussed extensively at the February 10 board meeting. He indicated that the Ford F150 would be adequate for the district's needs, but that next year a larger truck with trailering capabilities should be purchased. Mr. Meade made a Motion to approve Resolution No. 2015-015 to authorize the purchase of a 2015 Ford F-150 standard cab in the amount of \$22,671.50 for the

Water Department from Coughlin Ford of Johnstown, Ohio. Mr. Carlisle seconded the Motion. Upon roll call vote, Mr. Meade and Mr. Carlisle voted aye, with Mr. Kretzmann being absent. Resolution No. 2015-015 was approved. Mr. Carlisle made a Motion to approve Resolution No. 2015-016 to authorize the purchase of a 2015 Ford F-150 extended cab in the amount of \$26,768.50 for the Operations Division from Coughlin Ford of Johnstown, Ohio. Mr. Meade seconded the Motion. Upon roll call vote, Mr. Meade and Mr. Carlisle voted aye, with Mr. Kretzmann being absent. Resolution No. 2015-016 was approved.

d. Miscellaneous Project Updates:

i. Office Report re Financials: The office report was included in the board's packet. Mr. Rector stated that tap fees were received for the Yorkshire development being done by Ryan Homes. Mr. Rector reported that once the weather breaks, more building will likely occur, including new construction planned in the Ellington and Cumberland projects.

ii. Prologis: Mr. Rector stated that the next phase of Prologis construction is moving forward, and he has been working with Prologis contractors on their plan submittals. The contractors want to move quickly once the weather breaks.

e. Mr. Cardi's Delinquent Charges: Ms. Loomis stated that Mr. Cardi did not fill out the service application or the form requesting a voluntary shut-off, which would have allowed the district to charge the property only the debt elimination fee. According to office staff, he indicated he did not have time to do so after the meeting he attended on January 27, 2015. Ms. Loomis stated that his bill remains unpaid and is included on this month's delinquent account certification list. Mr. Carlisle and Ms. Loomis reiterated that Mr. Cardi clearly knew the district could not consider an abatement of any of the delinquent charges unless he followed the proper procedure. He has not contacted the district since appearing at the meeting in January. Mr. Rector stated that there is no precedent setting history of the district removing delinquent assessments or construction assessments unless there was a clear error on the district's part or the owner paid the assessment in full. Mr. Carlisle stated that the auditor's print out reviewed with Mr. Cardi during the meeting clearly showed the delinquent assessment appeared on previous tax bills and was paid in full. Therefore, Mr. Carlisle, Mr. Kretzmann and the staff concluded that Mr. Cardi was on notice of the existence of those charges. Mr. Carlisle asked whether the board needed to take action to reject Mr. Cardi's request for an abatement of the delinquent user charges on his tax bill. Mr. Meade stated that no formal action was necessary since Mr. Cardi had not come back to the district or to the board meeting. Mr. Meade added that if Mr. Cardi does so, any request he wants to present at that time will be addressed.

8. OFFICE MANAGER'S REPORT

a. Resolution to Certify Delinquent Charges to Auditor: Ms. Loomis presented the list of current delinquent accounts to be certified to the auditor for collection. Mr. Carlisle made a Motion to approve Resolution 2015-017 to certify the list of delinquent accounts to the Licking

February 24, 2015

Page 3 of 4

County Auditor for collection. Mr. Meade seconded the Motion. Upon roll call vote, Mr. Carlisle and Mr. Meade voted aye, with Mr. Kretzmann being absent. Resolution No. 2015-017 was approved.

b. Shut off list: Ms. Loomis indicated that the shut off list is in the board's packet, but that some of those who receive notices will pay before service is terminated.

9. **ATTORNEY'S REPORT**

None.

10. **EXECUTIVE SESSION**

Mr. Carlisle made a Motion to go into Executive Session to discuss pending litigation. Mr. Meade seconded the Motion. Upon roll call vote, Mr. Meade and Mr. Carlisle voted aye, with Mr. Kretzmann being absent. The board went into Executive Session at 1:44 pm.

Mr. Carlisle made a Motion to come out of Executive Session. Mr. Meade seconded the Motion. Upon roll call vote, Mr. Meade and Mr. Carlisle voted aye, with Mr. Kretzmann being absent. The board came out of Executive Session at 2:03 pm.

11. **ADDITIONAL PUBLIC COMMENTS**

None.

2. **TRUSTEE COMMENTS**

Mr. Meade: Mr. Meade expressed his appreciation to the employees who have been working so hard these last few weeks to keep the system running in the bad weather.

13. **ADJOURNMENT**

Mr. Carlisle made a Motion to adjourn. Mr. Meade seconded. Upon roll call vote, all voted aye. The meeting adjourned at 2:04 pm.

ATTEST:



John Carlisle, District Secretary