

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

**BOARD MEETING MINUTES
February 26, 2019**

1. OPENING

The February 26, 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, Kathy Killen, Josephine Carrelli, CJ Gilcher, and those members of the public who signed the February 26, 2019 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a motion, second by Mr. Carlisle, 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. Carlisle to approve the minutes of the Board meeting of February 12, 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

Mr. Conkel stated the OWDA loan 3760 has been closed out. This was \$40,000/year for 15 years.

Mrs. Carrelli stated the District received a dividend check from Selective Insurance from the 2015-2016 policy period. There were two checks totaling \$1,558.30 from a fire endorsement on the policy.

6. PUBLIC COMMENTS

Jen Kelley with CMAX Advisors attended to present the Board with an overview of what their company does and how it can help the District. Much discussion followed regarding what the District could benefit from and what they currently need. Mr.

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Conkel will be speaking with her to determine exactly what we need and will get a quote for those services.

7. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Conkel stated they are continuing to program the equipment, pressure filters and RO skid testing, scada programming and wells 5 & 6 wiring. They hope to be ready to start the 30 day run period in the next 2 weeks.

Mr. Fox asked about security at the buildings. Mr. Conkel stated all buildings are secure with cameras and alarms. Gale Rd has a gate that get closed and locked daily.

SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Conkel stated the tank is now in service and the additional million gallons has really helped out the last week.

SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Conkel stated we have had about 20 people out of a potential 120 sign the voluntary assessment. The entire project besides the cleanup should be complete in the next 2 weeks.

REFUGEE ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Conkel stated this is completed except for cleanup.

KARR WELL FIELD:

Mr. Conkel stated there was a proposal from Eagon and Associates being Reviewed for the test drilling. The drilling should start in the next month.

ALEXANDRIA WELL FIELD:

Mr. Conkel stated they were working on the site approval. It will have to be brought to the planning commission to put the wells in a flood plain.

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RO CONCENTRATE LINE:

Mr. Conkel stated this bids next month and there are currently two contractors holding plans.

NEW WTP SCHEDULE:

Mr. Conkel stated the new plant will need to be manned on the weekends. This is going to cause a change in the work schedule for the water department. The 4 water operators would rotate a weekend shift. Paul, the District accountant has been contacted regarding the change and has provided some suggestions. The work week would also need to change from Sunday-Saturday to Saturday-Sunday. The water operator working the weekend would only work 6 hours on Saturday and Sunday but be paid for 8 as a little incentive for having to work the weekend shift. This will save on over time. Much discussion followed regarding the current schedule and what will change. Mr. Conkel passed out a copy of the proposed schedule to the Board members for review. Mr. Fox asked Kathy to figure out a dollar amount for the worst case scenario with the new schedule. Mr. Conkel stated he would like to get the new schedule approved by the Board in the next month.

CRANE TRUCK:

Mr. Conkel stated we are scheduled to purchase a crane truck this year. Jefferson Water and Sewer District is interested in purchasing the old truck. Mr. Fox asked Mr. Conkel to speak to Mr. Albers about placing a value on the old truck to be sold.

RATE STUDY:

Mr. Conkel stated he sent some final edits over on Monday and should have something to send to the board before the next meeting.

8. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

R 2019-007 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

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UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-007 WAS APPROVED.

Mrs. Carrelli presented a copy of the water shut off list. 34 door tags were left 2/25/19 and there are still 25 customers on the list to be shut off on Wednesday February 27, 2019.

9. ATTORNEY'S REPORT

Mr. Albers was not present.

10. EXECUTIVE SESSION

There was no executive session.

11. TRUSTEES' COMMENTS

Mr. Kretzmann brought up the attorney bill including phone calls with the attorney and he thought it would be best for all members to be a part of any discussion with the attorney. Mr. Carlisle and Mr. Fox both said they believe the board members should be able to contact legal counsel if they feel it is necessary. Mr. Kretzmann agrees they have the right to do so but thinks more discretion should be used.

12. ADJOURNMENT

Mr. Carlisle made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Upon Roll Call vote, all voted aye.
The meeting was adjourned at 4:04 p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY