

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

**BOARD MEETING MINUTES
JANUARY 8, 2019**

1. OPENING

The January 8, 2019 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 3:00p.m. The Pledge of Allegiance was led by Mr. Fox. Mr. Fox, 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 January 8, 2019 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Carlisle made a motion, second by Mr. Fox, to approve the Agenda as presented. Upon roll call vote, all aye. Motion carried. Agenda adopted.

3. ELECTION OF OFFICERS

Mrs. Killen declared that all offices of the Southwest Licking Community Water and Sewer District were vacant pursuant to the District's By-Laws and that nominations for the President, Vice-President, Secretary, and Treasurer of the Board for the 2019 calendar year were necessary at this time.

Mrs. Killen asked for a nomination for President. Mr. Carlisle moved to nominate and elect Mr. Fox for President. Mr. Fox seconded the Motion.

Upon roll call vote, Mr. Fox voted aye, and Mr. Carlisle voted aye.

Mrs. Killen asked for a nomination for Vice-President. Mr. Fox moved to nominate and elect Mr. Carlisle for Vice-President. Mr. Carlisle seconded the Motion.

Upon roll call vote, Mr. Fox voted aye, and Mr. Carlisle voted aye.

Mrs. Killen asked for a nomination for Secretary. Mr. Carlisle moved to nominate and elect Mr. Kretzmann for Secretary. Mr. Fox seconded the Motion.

Upon roll call vote, Mr. Fox voted aye, and Mr. Carlisle voted aye.

Mrs. Killen asked for a nomination for Treasurer. Mr. Carlisle moved to nominate and elect Mr. Kretzmann for Treasurer. Mr. Fox seconded the Motion.

Upon roll call vote, Mr. Fox voted aye, and Mr. Carlisle voted aye.

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4. APPROVAL OF MINUTES

Mr. Carlisle made a motion, second by Mr. Fox to approve the minutes of the Board meeting of December 27, 2018. Upon roll call vote, all voted aye. Motion carried.

5. PAYMENT OF BILLS

Mr. Carlisle moved to approve payment of the bills as presented. Mr. Fox seconded. Upon roll call vote, all aye. Motion carried.

6. COMMUNICATIONS

Mr. Conkel stated we received a draft notice from the state auditor's office stating there were no findings of significance and we should get a formal letter soon. He also stated the formal review was waived.

7. PUBLIC COMMENTS

There were no public comments at this time.

8. MEETING SCHEDULE FOR 2019

Mr. Carlisle made a motion, which was seconded by Mr. Fox, that the December 31st meeting would be changed to December 27th at 3:00pm.

Mr. Carlisle made a motion, which was seconded by Mr. Fox, that the meeting schedule for 2019 will be the 2nd Tuesday and the last Tuesday of each month at 3:00 p.m., with the exception of the last meeting in December being changed from December 31st to December 27th at 3:00 p.m. Upon roll call vote, all voted aye. The motion was approved.

9. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Conkel stated they continue to work on the interior piping and the admin office. They also got the 16" water line tied in this week. They will be doing numerous equipment startups over the next month.

SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Conkel stated the tank should be filled in the next week.

SUMMIT ROAD W/L UPDATE:

Mr. Conkel stated they are scheduled to start the pressure testing this week with the Bac-T testing to follow and a letter will be going out regarding voluntary assessments.

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REFUGEE ROAD W/L UPDATE:

Mr. Conkel stated they got the last vault in at SR 40 and Watkins Rd and will be starting the clean-up process now.

WELL DRILLING UPDATE:

Mr. Conkel stated the bid is scheduled to open 1/23/19 at 11am.

RO CONCENTRATE LINE:

Mr. Conkel stated John Albers suggestion was to re-bid one more time and change the wording from lowest and most responsible bidder to lowest and best bidder and everything will be changed to that wording from this point on.

APPROPRIATION RESOLUTIONS:

Mrs. Killen presented two resolutions for the Board's consideration and approval:

RESOLUTION:

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

R 2019-001 RESOLUTION TO APPROVE AND PROVIDE FOR THE CURRENT EXPENSE AND OTHER EXPENDITURES OF THE BOARD FOR FISCAL YEAR ENDING DECEMBER 31, 2019, AND THAT THE FOLLOWING SUMS BE AND THE SAME ARE HEREBY SET ASIDE AND APPROPRIATED FOR THE SEVERAL PURPOSES FOR WHICH EXPENDITURES ARE TO BE MADE FOR AND DURING SAID FISCAL YEAR, AS FOLLOWS, AND THERE BE APPROPRIATED FROM THE ENTERPRISE FUND FOR THE FOLLOWING EXPENSES:

OPERATING	\$ 1,967,197.61
COLLECTIONS	\$ 875,315.43
CONSTRUCTION	\$ 354,943.91
ADMINISTRATIVE	\$ 973,953.38
DEBT PAYMENT	\$ 7,888,256.00
CAPITAL EXPENSE	\$ 300,000.00

TOTAL APPROPRIATIONS \$12,359,666.33

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-001 WAS APPROVED.

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RESOLUTION:

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

R 2019-002 RESOLUTION TO APPROPRIATE \$3,900,000.00 FOR DEPRECIATION EXPENSE FOR THE FISCAL YEAR 2019 AND IN ACCORDANCE WITH THE AUDITOR'S RECOMMENDATION FOR COMPLIANCE WITH ANNUAL DEPRECIATION.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-002 WAS APPROVED.

10. OFFICE MANAGER'S REPORT

Mrs. Carrelli stated she attended a Licking County Safety meeting today and the topic was medical marijuana in a drug free workplace. She stated we do have a drug free workplace policy but we may need to amend it to include our policy on medical marijuana.

Mr. Carlisle stated we should check with legal counsel regarding the policy.

11. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

12. EXECUTIVE SESSION

There was no need for executive session.

13. TRUSTEES' COMMENTS

Mr. Carlisle stated he has been in contact with Mr. Albers regarding the applicants for the billing clerk position. Mr. Albers recommended the resumes and job posting be sent to an outside company for an independent review. They will then provide the Board with an independent review.

Mr. Carlisle also stated he has asked for a copy of the employee handbook and has not received it and would like them for all Board members and legal counsel. Mrs. Carrelli will get them together and will be available at the next meeting.

MISC:

Mr. Conkel stated we got the fiber optic cable installed at the office and the firewalls were outdated so it required an emergency approval to update the firewalls.

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14. 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 3:16 p.m.

ATTEST: 

LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

January 8, 2019

SIGN BELOW:

NAME

ADDRESS

PHONE