

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

**P.O. BOX 215, ETNA, OH 43018**

**(740) 927-0410**

**BOARD MEETING MINUTES**

**January 12, 2016**

**1. OPENING**

The January 12, 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. Meade, Mr. Kretzmann and Mr. Carlisle were present at roll call. Also present were Don Rector, Kathy Killen, and Bobbie O'Keefe.

**2. ADOPTION OF AGENDA**

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

**3. ELECTION OF OFFICERS**

The Clerk, Bobbie O'Keefe, 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 2016 calendar year were necessary at this time.

The Clerk asked for a nomination for President. Mr. Meade moved to nominate and elect Mr. Kretzmann for President. Mr. Carlisle seconded the Motion. Upon call of the roll, each board member voted aye. Resolution No. 2016-001 to nominate and elect Mr. Kretzmann as President was approved.

The Clerk asked for a nomination for Vice-President. Mr. Kretzmann moved to nominate and elect Mr. Meade for Vice-President. Mr. Carlisle seconded the Motion. Upon call of the roll, each board member voted aye. Resolution No. 2016-002 to nominate and elect Mr. Meade as Vice-President was approved.

The Clerk asked for a nomination for Secretary. Mr. Kretzmann moved to nominate and elect Mr. Carlisle for Secretary. Mr. Meade seconded the Motion. Upon call of the roll, each board member voted aye. Resolution No. 2016-003 to nominate and elect Mr. Carlisle as Secretary was approved.

The Clerk asked for a nomination for Treasurer. Mr. Kretzmann moved to nominate and elect Mr. Meade for Treasurer. Mr. Carlisle seconded the Motion. Upon call of the roll, each board member voted aye. Resolution No. 2016-004 to nominate and elect Mr. Meade as Treasurer was approved.

**4. APPROVAL OF MINUTES**

Mr. Carlisle made a Motion, seconded by Mr. Kretzmann, to approve the Minutes of the December 29, 2015 Minutes after correction of a typo on the second page, Section A, to change "he" to "the" where it was written that "Mr. Rector indicated 'he' increase should be ..." All voted aye. Motion carried.

**5. MOTION TO PAY BILLS**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the bills as presented. All voted aye. Motion carried.

**6. COMMUNICATIONS**

Mr. Rector reported that an interview for a feature article in *Treatment Plant Operator* magazine about the district's waste water plant was postponed for today due to the weather. The interview will be rescheduled, and the writer will be coming to the plant soon to tour the facility, talk with staff, and take pictures.

**7. PUBLIC COMMENTS**

Mr. Duffy: Mr. Duffy was present and asked whether it was common for a hydrant to be drained over a long period of time. Mr. Duffy added that this past fall he saw more than one fire hydrant close to the Amish Oak Furniture store on Broad Street with a hose connected to a hydrant draining water over a period of several days. Mr. Rector stated that this is not uncommon especially at this location since it is at a dead end low point of a pressure zone. He also stated that one of the valves or joints may have been broken and the draining was necessary to make the necessary repair.

**8. MEETING SCHEDULE FOR 2016**

Mr. Meade made a Motion, which was seconded by Mr. Kretzmann, that the meeting schedule for 2016 shall remain the same as for 2015, except that the September 13, 2016 meeting shall be changed to an evening meeting on September 15, 2016 at 6:00 pm, with all meetings to be held at the same location in the water plant conference room. All voted aye. The Motion was approved.

9. **GENERAL MANAGER’S REPORT**

A. Appropriations: Kathy Killen discussed the appropriations and budgeting process and presented two resolutions for the board’s consideration and approval:

1. Mr. Carlisle made a Motion which was seconded by Mr. Kretzmann to approve Resolution No. 2016-005 to provide for the current expenses and other expenditures of the board for fiscal year ending December 31, 2016, 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 that there be appropriated from the Enterprise Fund for the following expenses:

• Operating	\$ 1,562,041.24
• Collections	\$ 564,357.19
• Construction	\$ 309,891.57
• Administrative	\$ 926,788.90
• Debt Payment	\$ 7,000,000.00
• Capital Expense	\$ 275,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>\$10,638,078.90</b>

Mr. Rector and Ms. Killen reported that the appropriations were reduced a bit as a result of smaller projects being planned to be financed out of cash as opposed to other methods of funding. Upon roll call vote, all voted aye. Resolution No. 2016-005 was approved.

2. Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to adopt Resolution No. 2016-006, to appropriate \$3,900,000.00 for depreciation expense for the fiscal year 2016 in accordance with the auditor’s recommendation for compliance with annual depreciation. Upon roll call vote, all voted aye. Resolution No. 2016-006 was approved.

B. State Route 310/I 70 Bridge Water and Sewer Relocation Project: Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to adopt Resolution No. 2016-007, to authorize the President of the Southwest Licking Community Water and Sewer District to sign the State Infrastructure Bank application from the Ohio Department of Transportation for the State Route 310/I70 Bridge Water and Sewer Utility Relocation Project. Upon roll call vote, all voted aye. Resolution No. 2016-007 was approved.

C. Top User’s Report: Mr. Rector addressed the Top User’s Report in the board’s packet. He indicated that usage at Willowbrook dropped significantly, and he sent staff out to

work on the meter to make sure all water flow was being accurately measured. He also stated that Ellington Village had some large leaks. He indicated that multi-residential properties with master meters take longer to register water leaks, but the district informs these and all users of the potential for leaks as soon as the report indicates higher than typical usage.

D. Water Plant Improvement Project: Mr. Rector showed the board the first architectural drawings for the new water plant. He indicated that the building must be laid out for a flow of 5 MGD even though the actual usage will be only 3 MGD. He stated that the new building will house offices for the operators as well as a small break room. This will create more space in the main office, which will allow a break room to be created in the main office as well. Mr. Kretzmann asked about the utilities at the new building, and Mr. Rector responded that the district is discussing the placement of all utility lines required to serve the new facility. Mr. Meade asked whether there was a potential for the new building to use solar, wind or other alternative energy sources and to obtain grants if the district pursues those options. Mr. Rector replied that there are no grant funds available for such purposes, but that the district will be investigating a lower interest rate loan through the EPA when the next round is opened in March. He indicated that he will have to weigh the additional time and expense involved in the loan application process required by the EPA for its loans as opposed to other lending sources which require less time to prepare the application.

**10. OFFICE MANAGER'S REPORT**

At LC Chamber Safety Meeting

**11. ATTORNEY'S REPORT**

Ms. O'Keefe indicated she had no report for this meeting, other than to discuss pending litigation in Executive Session.

**12. EXECUTIVE SESSION**

Mr. Carlisle made a Motion for the board to go into executive session pursuant to Ohio Rev. Code sec. 121.22 to discuss pending litigation. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. The board went into executive session at 1:40 pm.

Mr. Carlisle made a Motion for the board to come out of executive session. Mr. Kretzmann seconded the Motion. Upon roll call vote, all voted aye. The board came out of executive session at 2:04 pm.

**13. ADDITIONAL PUBLIC COMMENTS**

None.

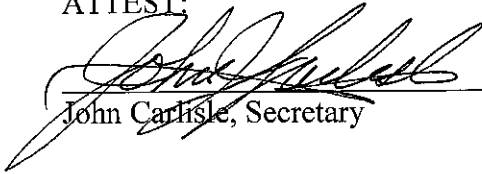
14. **TRUSTEE COMMENTS**

None.

Mr. Meade moved to adjourn, and Mr. Carlisle seconded the Motion.

The meeting was adjourned at 2: 06 pm.

ATTEST:



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John Carlisle, Secretary