

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

**BOARD MEETING MINUTES
JANUARY 31, 2017**

1. OPENING

The January 31, 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, Rhonda Loomis, and Kathy Killen, and those members of the public who signed the January 31, 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. Fox made a motion, second by Mr. Kretzmann to approve the minutes of the Board organizational meeting of January 10, 2017. Vote, all aye. Motion carried.

4. PAYMENT OF BILLS

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Carlisle 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 four resolutions for the Board's consideration and approval:

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69 Zellers Lane Pataskala, Ohio 43062
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RESOLUTION:

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

**R 2017-007 RESOLUTION TO APPROVE BILL OF SALE FOR THE
SANITARY SEWER FACILITIES IN CUMBERLAND CROSSING SECTION
4.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-007 WAS
APPROVED.**

RESOLUTION:

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

**R 2017-008 RESOLUTION TO APPROVE BILL OF SALE FOR THE WATER
LINE FACILITIES IN CUMBERLAND CROSSING SECTION 4.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-008 WAS
APPROVED.**

RESOLUTION:

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

**R 2017-009 RESOLUTION TO APPROVE BILL OF SALE FOR THE
SANITARY SEWER FACILITIES IN ELLINGTON VILLAGE SECTION 3,
PART 1.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-009 WAS
APPROVED.**

RESOLUTION:

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

**R 2017-010 RESOLUTION TO APPROVE BILL OF SALE FOR THE WATER
LINE FACILITIES IN ELLINGTON VILLAGE SECTION 3, PART 1.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-010 WAS
APPROVED.**

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MISCELLANEOUS:

Mr. Conkel stated that the District has a need for a second water treatment plant operator. He stated that he is trying to get a second water treatment plant operator online and ready to go when the construction of the new water treatment plant begins. He stated that he is looking for a Class II water operator with a pay range of \$17.00 to \$23.00 per hour based on qualifications. Mr. Fox asked when the new water treatment plant would be built. Mr. Conkel stated that the plan is to bid in March and start construction the first of May and that the build would take approximately 18 months. Mr. Kretzmann asked when Mr. Conkel planned to hire the second water treatment plant operator. Mr. Conkel stated that it would be approximately 2 – 3 months from now. Mr. Conkel stated that the District would advertise for about 4 weeks. Mr. Kretzmann asked if the second water treatment plant operator is needed for the current plant. Mr. Conkel stated, yes, the District is stretched employee wise as far as it can get. Mr. Carlisle asked who the current water plant operator is and what their currently salary is. Mr. Conkel stated that the current water plant operator is Chad Sims and his current salary is approximately \$27.00 per hour. Mr. Conkel stated that he is and will remain the lead operator. Mr. Gilcher stated that he is a Class III Water operator.

Mr. Fox made a motion, second by Mr. Kretzmann, to approve the Water Treatment Plant Operator job posting as presented. Vote, all aye. Motion carried.

Mr. Conkel stated that the District has a need for a Collection System Operator, someone with a Class I Wastewater Operator license or the ability to attain one. Mr. Carlisle asked what it meant to have a Class I license or the ability to attain one. Mr. Conkel stated that if the person hired is an existing operator, they may have a Class I license currently. If they do not, the person hired would have the ability to be trained and take the test to obtain a Class I license.

Mr. Kretzmann made a motion, second by Mr. Fox, to approve the Collection System Operator job posting as presented. Vote, all aye. Motion carried

8. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

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R 2017-011 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-011 WAS APPROVED.

Mr. Carlisle asked if the justification for the shut-off fee was ever done. Mrs. Loomis stated yes and will send a copy to each of the Board members.

Mrs. Loomis presented the Board with the engagement letter from Balestra, Harr & Scherer Consulting for accounting services for the District's CPA. Mr. Kretzmann asked Mrs. Killen if she thought Mr. Rennick from Balestra, Harr & Scherer Consulting was doing a good job. Mrs. Killen stated that, yes; every auditor that she's worked with has a lot of respect for Mr. Rennick. Mr. Carlisle stated that under the circumstances with the accommodation letter the District received from the Auditor, State of Ohio, as Mr. Rennick oversees the financial status of the District that he is doing a good job. Mr. Fox made a motion, second by Mr. Kretzmann, to approve the engagement letter from Balestra, Harr & Scherer Consulting as presented. Vote, all aye. Motion carried.

Mrs. Loomis passed out an updated phone listing and organizational chart to the Board.

9. ATTORNEY'S REPORT

Ms. O'Keefe stated that she had nothing for regular session.

10. EXECUTIVE SESSION

Mr. Carlisle made a motion, second by Mr. Kretzmann to go into Executive Session at 1:15 p.m. to discuss personnel.

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

MOTION CARRIED.

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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 1:58 P.M.

Mr. Carlisle made a motion, second by Mr. Kretzmann to go into Executive Session at 1:58 p.m. to discuss contracts.

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

MOTION CARRIED.

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

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

MOTION CARRIED.

RETURNED FROM EXECUTIVE SESSION AT 2:13 P.M.

11. ADDITIONAL PUBLIC COMMENTS

Ms. Beem stated that she would like to thank Mr. Carlisle for the professionalism he has shown regarding the issue she has had with this public entity. She stated that she hopes she can count on the Board to do what is right, what is just, and have the Board's commitment to do the proper thing. Mr. Carlisle thanked her for her comments.

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12. TRUSTEES' COMMENTS

Mr. Fox stated that he was contacted by the Mayor of Alexandria again. He stated that the Mayor wanted to attend this meeting, so he directed it to Mr. Conkel. Mr. Conkel suggested meeting with the Mayor in the near future. Mr. Fox stated that the mayor would like to sit down and have discussions with the Board as the Village of Alexandria is interested in the District providing water and sewer in the future to the Village.

13. ADJOURNMENT

Mr. Kretzmann made a motion, second by Mr. Fox that the meeting would be adjourned. Vote, all aye. The meeting was adjourned at 2:16 p.m.

ATTEST: 

LAWRENCE KRETZMANN, SECRETARY