

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

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

**(740) 927-0410**

**BOARD MEETING MINUTES**

**May 10, 2016**

**1. OPENING**

The May 10, 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. Mr. Kretzmann, Mr. Meade and Mr. Carlisle were present at roll call. The Pledge of Allegiance was led by Mr. Kretzmann. Also present were C.J. Gilcher, Kathy Killen, Rhonda Loomis and Bobbie O'Keefe.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Mr. Carlisle made a Motion, seconded by Mr. Meade, to approve the Minutes of the April 26, 2016 meeting. All voted aye. Motion carried.

**4. 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.

**5. COMMUNICATIONS**

None.

**6. PUBLIC COMMENTS**

Ms. Loomis indicated that Aregeri Lagos with Springfield Spartans, LLC, was going to come to the meeting, but he called and requested to speak with the board on May 31, 2016.

## 7. GENERAL MANAGER'S REPORT

a. Resolution to Accept 2015 Financial Statement as Presented: Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to adopt Resolution No. 2016-023 to accept the 2015 Financial Statement as presented. Upon roll call vote, all voted aye. Resolution No. 2016-023 was approved.

b. Resolution to Award Public Depository Contract: Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to adopt Resolution No. 2016-024 to award the bid for Public Depository of District funds for a period of five years, commencing on June 9, 2016 through June 8, 2021, to Park National Bank. Upon roll call vote, all voted aye. Resolution No. 2016-024 was approved.

c. Resolution to Execute Public Depository Contract: Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to adopt Resolution No. 2016-025 to authorize the execution and signature of the Public Depository Agreement as presented with Park National Bank. Upon roll call vote, all voted aye. Resolution No. 2016-025 was approved.

d. Resolution to Approve Engineering Agreement with ADR & Associates, LTD, to provide engineering services for the Refugee and Summit Waterline Improvements Project: Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to adopt Resolution No. 2016-026 to approve the agreement with ADR & Associates, LLC, for engineering of the Refugee and Summit Road Waterline Improvements Project and to authorize the President of the Board of Trustees to sign the agreement as presented. Upon roll call vote, all voted aye. Resolution No. 2016-026 was approved.

e. Resolution to Approve Engineering Agreement with Strand Associates, Inc., to provide engineering services for the Hollow Road Waterline Improvements Project: Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to adopt Resolution No. 2016-027 to approve the agreement with Strand Associates, Inc., for engineering of the Hollow Road Waterline Improvements Project and to authorize the President of the Board of Trustees to sign the agreement as presented. Upon roll call vote, all voted aye. Resolution No. 2016-027 was approved.

f. Lead Sampling: Mr. Gilcher reported that local school districts had contacted the office to request that lead sampling be done. He stated that the district and the schools are working cooperatively to sample water, including Liberty Christian School. Mr. Gilcher indicated that 33 samples were taken and no detectable lead levels were found. He further reported that the EPA requires water systems to test for lead every 3 years, and this just happened to be the district's reporting year. The schools paid for the testing. Mr. Meade

May 10, 2016

Page 2 of 4

thanked the staff for taking care of the testing, as many communities are more concerned at this time about the presence of lead in the water.

g. Operations End of Year Reports: Mr. Gilcher told the board that the Operations End of Year Reports are in the board packets. Photos were also taken and shown to the board. The reports with the photos will be added to the district's website.

h. Wastewater Internship: Mr. Gilcher discussed the annual wastewater internship program where a student at Zane State is sent to the district for the summer to learn about plant operations. The intern sent to the district this year is Chad Bay. Mr. Gilcher also stated that the intern is covered by the district's insurance policy.

i. Tap Permit Report: Mr. Gilcher told the board that the monthly Tap Permit Report is in the board's packet.

## **8. OFFICE MANAGER'S REPORT**

Shamrock: Ms. Loomis stated that the Shamrock site will be fined for tampering. The property owner took the meter head off of the meter for the house at the back of the property. Someone called in a tip to the district that this was occurring. As soon as the district was notified, operations staff investigated and found the illegal connection. Although it is not possible to know exactly how long the meter head had been off of the meter, to date, the total fine is \$800 for theft of water at \$400 per day. The county sheriff was called about the theft and tampering.

## **9. ATTORNEY'S REPORT**

Ms. O'Keefe requested an Executive Session to discuss pending and imminent litigation with the City of Pataskala and to discuss personnel matters.

## **10. EXECUTIVE SESSION**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to go into Executive Session to discuss pending and imminent litigation with the City of Pataskala and personnel matters. Upon roll call vote, all voted aye. The board went into Executive Session at 1:36 pm.

Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to come out of Executive Session. Upon roll call vote, all voted aye. The Executive Session concluded at 1:45 pm.

Following Executive Session, Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to schedule a special meeting for May 17, 2016, at 11:00 am, for the purpose of

discussing personnel matters in Executive Session. Upon voice vote, all voted aye. The Motion was approved.

**11. ADDITIONAL PUBLIC COMMENTS**

None.

**12. TRUSTEE COMMENTS**

Mr. Meade stated that he had been contacted by BJ King with the City of Pataskala about an entry in the minutes of the April 16, 2016 minutes. Mr. King wanted to correct what he believed to be an incorrect statement in the minutes about the Scotland Ridge development. The minutes reflect that Mr. Rector said he believed the city had been contacted by the developer of Scotland Ridge to obtain services, and that the city told the developer the city could not provide services. Mr. King told Mr. Meade that no one has contacted him from Scotland Ridge about utility services.

Mr. Carlisle stated that Chad and his crew did a nice job on the 12-inch water line break on Columbus Road.


Mr. Carlisle informed the board on behalf of Etna Township that the township's water and sewer bill comes between township meetings and, therefore, the township always incurs a late charge. He asked if anything could be done to obtain a bill sooner so that it could be paid before a late charge is imposed. Ms. Loomis stated that the office could fax a bill to the township if the clerk would contact the district prior to the meeting at which payment of the bill could be approved. Mr. Carlisle stated he would have the township clerk take care of that.

Mr. Carlisle stated that the bill from the township for the work on the water main would be sent to Mr. Gilcher soon.

Mr. Kretzmann advised Mr. Gilcher that he should make decisions based on his comfort level, and that since Mr. Rector is now gone the board is his boss until the general manager's position is filled. If Mr. Gilcher has questions, he should contact the board. Mr. Kretzmann asked that Mr. Gilcher keep the information flowing to the board. Mr. Kretzmann advised Ms. Loomis that she should do the same, and that the board is her temporary boss as well.

Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to adjourn the meeting. The meeting was adjourned at 1:54 pm.

ATTEST:

  
\_\_\_\_\_  
John Carlisle, Secretary