

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT
P.O. BOX 215, ETNA, OH 43018
(740) 927-0410**

**BOARD MEETING MINUTES
May 26, 2015**

1. OPENING

The May 26, 2015 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. Carlisle and Mr. Meade were present at roll call. Mr. Kretzmann led the Pledge of Allegiance. Also present were Mr. Don Rector, Ms. Rhonda Loomis and Ms. Bobbie O'Keefe.

2. ADOPTION OF AGENDA

Mr. Kretzmann moved to approve the agenda. Mr. Meade seconded. Vote, all aye. The agenda was adopted.

3. APPROVAL OF MINUTES

Mr. Carlisle moved to approve the minutes of the May 12, 2015 Audit Finance Committee meeting and the May 12, 2015 Board meeting, with one change: The word on page 3, under Mr. Carlisle's comments, 4th line should be changed from "requires" to "requests". Mr. Meade seconded. All voted aye. The minutes of the Audit Finance Committee meeting for May 12, 2015 were approved and the minutes of the Board meeting for May 12, 2015 were approved as corrected.

4. PAYMENT OF BILLS

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Meade seconded. Vote, all aye. The motion to pay the bills was approved.

5. COMMUNICATIONS

None.

6. PUBLIC COMMENTS

None.

7. GENERAL MANAGER'S REPORT

a. Resolution Well No. 6: Mr. Rector presented a Resolution to Approve Pay Estimate No. 4 and OPWC Disbursement Request No. 4 for the Drinking Water Well No. 6

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Project in the amount of \$62,527.85 to Layne Christensen Company. Mr. Kretzmann moved to approve Resolution No. 2015-029 as presented. Mr. Meade seconded. Upon roll call vote, all board members voted aye. Resolution No. 2015-029 was approved.

b. ECF – Headworks Scope of Services: Mr. Rector discussed the Influent Screen Project, for which the district applied for OPWC funds last year. The application was not approved, and Mr. Rector stated he thought it was because the design had not been completed at the time of application and the project scope was too large. Mr. Rector informed the board that he would like to try again for OPWC funding this year. He will be reapplying for funds with complete design plans and a scaled back project scope. One major change in the project from last year to this year is that the district will do a cover over the headworks instead of a completely enclosed building. He wanted to inform the board that he will be asking the engineering firms which submitted statements of qualifications for the water plant project to submit estimates based on the new scope for services. The design and plans will be paid for with cash, which will constitute the local share of the project as required by the OPWC.

c. Prologis Tank Waterline Loop – Bidding: Mr. Rector stated that the offsite work from the Prologis tank to the end of Cumberland Crossing has been done, and that the waterline loop needs to be completed. Mr. Rector completed the design of the loop and anticipates the project will cost approximately \$30,000 to \$40,000. He reported that the easements are in place, and that the project was included in this year's budget. Bids will be received soon.

d. Rental Property: Mr. Rector advised the board that the tenants in the house next to the district administrative building have abandoned the property. He stated that they left the house damaged and with rents still due. He indicated that the house will have to be torn down within the next year to make way for the new water plant. The board asked Mr. Rector to secure the property and house so that no one could enter and to begin looking into options to tear it down. The board concurred that it would be better to tear the house down sooner rather than later.

e. Hydrant/Meter Situation: Mr. Rector stated that the calls and complaints continue to be received from residents concerned about the use of hydrants by bulk haulers. He reported that a short article will soon appear in the Pataskala Standard informing the public that licensed water haulers are allowed to connect to certain hydrants in the district if the hauler has an approved meter from the district and pays for the water used. He believes the district will need to educate the public on what to look for when a hauler is connected to a hydrant, such as a meter. Signs will soon be posted on approved hydrants that will state: "Fill By Permit Only". This will allow the public to know whether the hydrant is an approved connection point.

f. Office Report: Mr. Rector distributed this month's Office Report in the board packets.

8. OFFICE MANAGER'S REPORT

a. Resolution to Certify Delinquent Charges to the LCA: Ms. Loomis presented this month's shut-off list to the board along with Resolution No. 2015-030 to Certify Delinquent Charges to the Licking County Auditor for collection. Mr. Meade made a Motion, which was seconded by Mr. Kretzmann, to approve Resolution No. 2015-030. Upon roll call vote, all voted aye. Resolution No. 2015-030 was approved.

b. PNB (Park National Bank) Kirkersville: Ms. Loomis reported that PNB in Kirkersville is closing. That is the district's public depository bank. Ms. Loomis stated that the district will transfer all of its banking business to the Pataskala PNB. She also indicated that there is a district safe deposit box at the Kirkersville branch, which two signatories will have to open to see what is inside. Mr. Meade suggested that she review the bank statements to see if the district has been charged for the safe deposit box.

9. ATTORNEY'S REPORT

None.

10. EXECUTIVE SESSION

Mr. Kretzmann made a Motion to go into Executive Session to discuss pending litigation. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. The board went into Executive Session at 1:29 pm.

Mr. Carlisle made a Motion 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 1:55 pm.

11. ADDITIONAL PUBLIC COMMENTS

None.

12. TRUSTEE COMMENTS

a. Mr. Carlisle: Mr. Carlisle asked what the district is paying in electric charges. He stated that the township is now paying less than what it was paying before after looking at the rates offered by different electric companies. He gave Mr. Rector a spreadsheet of electric prices offered by various providers to the township. The township chose Capital Energy because it was the lowest price. Mr. Rector stated that he would look into the rates the district is currently being charged to make a comparison.

b. Mr. Meade: Mr. Meade stated that the Pataskala council discussed the use of the district's hydrant at its last meeting. Council members stated that they were pleased with the prompt follow up provided by the district to the public's questions. Mr. Carlisle suggested that a list of approved haulers be made available to the public with the hauler's vehicle license numbers, because some of the approved haulers do not have business information painted on their trucks.

13. **ADJOURNMENT**

Mr. Carlisle made a Motion to adjourn. Mr. Meade seconded. Upon roll call vote, all voted aye. The meeting adjourned at 2:00 pm.

ATTEST:



John Carlisle, District Secretary