

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

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

**(740) 927-0410**

**BOARD MEETING MINUTES**

**May 31, 2016**

**1. OPENING**

The May 31, 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. Kretzmann, Mr. Meade and Mr. Carlisle were present at roll call. Also present were CJ 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. Kretzmann, to approve the Minutes of the May 10, 2016 Audit and Finance Committee meeting, the May 10, 2016 Regular Board Meeting, and the May 21, 2016 Special Meeting. All voted aye to approve the Minutes from all meetings as presented. Motion carried.

**5. MOTION TO PAY BILLS**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the bills as presented, except the invoice from Etna Township. All voted aye. Motion carried. Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the invoice from Etna Township. Mr. Kretzmann and Mr. Meade voted aye. Mr. Carlisle abstained. Motion carried.

**6. COMMUNICATIONS**

None.

**7. PUBLIC COMMENTS**

Yianni Lagos and Aregeri Lagos re Granville Business Park: Yianni Lagos and Aregeri Lagos wished to address the board regarding the Granville Business Park, which they own. They stated that the property was split from the Longaberger parcel, and they own the front five acres, on which the Granville Business Park is situated. They requested relief on their sewer bill, because they are paying for usage for their parcel, as well as the parcel formerly occupied by Longaberger. They stated that the sewer bills are extremely high. Mr. Gilcher indicated that the district did a smoke test last year of the pipes on the Lagos's parcel and provided them with a full report. The Lagos's stated that they repaired all problems identified in the report but that the sewer bill has not decreased. They expect that there are numerous problems on the other parcel; however, they are unable to access the lines since they are not owners. There are five buildings on the Granville Business Park site. The Lagos's stated that their long term goal is to have separate meters for each parcel; however, they are unsure as to how to accomplish such a separation. Therefore, they initiated a lawsuit against the owner of the adjacent parcel in an attempt to determine whether the services can be separated and how the costs will be allocated. Mr. Gilcher presented the board with a memorandum outlining the background of the situation and the options available to the property owners and the board. The Lagos's committed to provide Ms. O'Keefe with a copy of the pleadings from the pending lawsuit. They will also work with Mr. Gilcher to obtain a smoke test and have the lines inspected by a camera in order to determine the extent of the problems in the system.

## **9. GENERAL MANAGER'S REPORT**

A. Mr. Gilcher provided brief updates for the board on several projects currently underway:

1. Water Treatment Plant: A progress meeting is anticipated to be held soon.
2. Summit Ridge: The design is complete for an elevated storage tank. Mr. Gilcher will provide the city with a copy of the plans for review and approval, and he will provide the city with a deadline to review the plans and, if not approved by the date provided, the plans will be deemed to be approved. The board asked that he give the city a reasonable amount of time to conduct the review.
3. Woodside Loop: In process.
4. Hollow Road: Surveying is still in process.
5. Taylor Road: Testing will be done soon.
6. Wastewater Plant: ECF screen is in process.
7. Brooksedge: The new control panel is complete.

8. Mink Street: Mr. Gilcher stated that there is a parcel of property which may prove useful to the district. The board directed Mr. Gilcher to approach the property owner to see if the property is available for possible purchase.

9. Amazon: The onsite water and sewer lines are complete.

10. Villas at Foor: The onsite water and sewer lines are complete and testing is done.

11. Preserve at Foor: The onsite water and sewer lines are complete and testing is done.

12. RCD Sales: Progress is being made.

13. Ellington: Contractor is beginning construction of the water main.

14. Inn at Summit Trail: The property was annexed into Reynoldsburg, but the city has told the owners it cannot provide water or sewer services. The owners approached the district to serve, and the city has granted its permission for the property to be served by the district.

B. SWL/Jefferson Contract Amendment: Mr. Gilcher stated that he received a call from Bob Stewart. The Jefferson District would like an amendment to the existing agreement to provide that SWL will guarantee an additional 250,000 GPD more water at a guaranteed flow of 100 GPM more than what is currently provided. The board indicated it wants to help Jefferson when it can and to continue to be a good neighbor, but it is not comfortable providing a guarantee. If the district has to purchase water from Fairfield County in order to maintain the guaranteed flow to Jefferson, SWL would lose a significant amount of money. In addition, continued growth in the district is likely, and the board believes they need to meet the growing demand within its boundaries. Mr. Gilcher will discuss the feelings of the board with Mr. Stewart.

C. Resolution to Increase Wages for Mr. Joshua Smith: Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to approve Resolution No. 2016-029 to increase the pay rate for Joshua Smith from \$15.36 to \$16.86 effective May 30, 2016, as a result of Mr. Smith obtaining his Class II Water License. Upon roll call vote, all voted aye. Resolution No. 2016-029 was approved.

D. Resolution to Increase Wages for Mr. Sawyer Hill: Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to approve Resolution No. 2016-030 to increase the pay rate for Sawyer Hill from \$15.36 to \$16.86 effective May 30, 2016, as a result of Mr. Hill obtaining his Class II Water License. Upon roll call vote, all voted aye. Resolution No. 2016-030 was approved.

E. Draft 2017 Budget, CIP Report, and Projections: Ms. Killen handed out drafts of the 2017 budget, CIP Report, and Projections for the board's review. She stated that the board does not need to take action until the end of June.

F. Audit Update: Ms. Killen reported that four auditors came to the district office one day last week. They are completing the audit at their offices. She indicated that she was told there were no cash issues, and that the inn-house processes looked good. Nothing will be known for certain until the final report and management letter are received.

**10. OFFICE MANAGER'S REPORT**

Ms. Loomis stated that she will be bidding earlier than last year for health insurance benefits for the employees. She stated that this is the district's last opportunity to be grand mothered in the current benefit program and that the program must be approved by the board before October 1, 2016.

**11. ATTORNEY'S REPORT**

Ms. O'Keefe stated that she had completed the Attorney's Opinion Letter for the ODOT financing of the Hollow Road and State Route 310 Extension Project.

**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 and employee matters. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. The board went into executive session at 2:12 pm.

Mr. Carlisle made a Motion for the board to come out of executive session. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. The board came out of executive session at 2:40 pm.

**13. ADDITIONAL PUBLIC COMMENTS**

None.

**14. TRUSTEE COMMENTS**

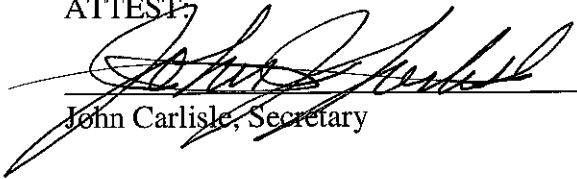
None.

15. **ADJOURNMENT**

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

The meeting was adjourned at 2: 43 pm.

ATTEST:



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John Carlisle, Secretary