

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

**BOARD MEETING MINUTES  
SEPTEMBER 8, 2015**

**1. OPENING**

The September 8, 2015, Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 1:00p.m. 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 and Kathy Killen, and those members of the public who signed the September 8, 2015 sign-in sheet.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Carlisle, to approve the Agenda as presented. Vote, all aye. Motion carried. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Kretzmann made a motion, second by Mr. Carlisle to approve the minutes of the Board meeting of August 25, 2015. Mr. Carlisle asked for one clarification regarding the Dave Smith Auto agreement. Mr. Carlisle asked if the agreement was for 5 or 15 years. Mr. Rector stated that the agreement was for 5 years. Vote, all aye. Motion carried.

**4. PAYMENT OF BILLS**

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Meade seconded. Vote, all aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Rector presented to the Board a letter from Mr. Gary Carter regarding the estimated assessment for his property on 10393 Taylor Road in Etna, Ohio. Mr. Rector stated that Mr. Carter is considering combining his two parcels together to avoid having two assessments. Mr. Carlisle asked what happens if Mr. Carter decides to split the parcels back out at some point in the future. Mr. Rector stated that if this happens then Mr. Carter would have to put services in and pay tap fees, and still have the original assessment on the one parcel.

**6. PUBLIC COMMENTS**

There were no public comments at this time.

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**7. GENERAL MANAGER'S REPORT**

OPERATIONS REPORT:

**WELL #6 – LAYNE CHRISTENSEN – FINAL PAY ESTIMATE:**

Mr. Rector presented a resolution for approval.

**RESOLUTION:**

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

**R 2015-043 RESOLUTION TO APPROVE FINAL PAY ESTIMATE #6 AND  
OPWC DISBURSEMENT REQUEST (FINAL) FOR THE WELL NO. 6  
PROJECT.**

**THE ENGINEER HAS REVIEWED AND RECOMMENDS FOR APPROVAL  
FO FINAL PAY ESTIMATE #6 AND THE FINAL OPWC DISBURSEMENT  
REQUEST IN THE AMOUNT OF \$55,160.50 TO LAYNE CHRISTENSEN  
COMPANY AND;**

**UPON COMPLETION OF FINAL PUNCH LIST THE ENGINEER IS  
DIRECTED TO PROCESS FINAL CLOSEOUT DOCUMENTS WITH THE  
CONTRACTOR AND OPWC.**

Kretzmann.....yes  
Meade.....yes  
Carlisle.....yes

**MOTION CARRIED.**

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**ON-SITE SYSTEM MEETINGS:**

Mr. Rector presented the Board with a copy of an article that shows a series of meetings coming up regarding the new health department scheduling of on-site systems. Mr. Rector stated that he will be attending these meetings on behalf of the District.

Mr. Rector presented the high user report.

Mr. Rector presented the tap fee report for August 2015.

Mr. Rector presented the vehicle log for July 2015.

Mr. Rector stated that the Jardin Manor pump station was causing problems all weekend. It keeps blowing out ples. We had employees out there on site for the majority of the weekend. Mr. Rector stated that it is an electrical problem. Currently, Westerman Company is out there now working on getting it repaired.

Mr. Kretzmann asked how the District was doing with the planned generator tests required by our agreement with Enernoc. Mr. Rector stated that we actually had one last week. Mr. Rector stated that Enernoc has not requested the District to run the generators for a peak grid demand event. Mr. Rector said that the District runs the required tests and also simultaneously uses it as a test exercise for the District as well.

**8. OFFICE MANAGER'S REPORT**

Mrs. Loomis was not present at this meeting.

**9. ATTORNEY'S REPORT**

Ms. O'Keefe was not present at this meeting.

**10. EXECUTIVE SESSION**

Mr. Kretzmann made a motion, second by Mr. Carlisle to go into Executive Session at 1:18 p.m. to discuss personnel and pending litigation. Mr. Carlisle requested advisement on going into executive session without legal representation.

Kretzmann...yes  
Carlisle.....yes  
Meade.....yes

MOTION CARRIED.

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

Kretzmann...yes  
Carlisle.....yes  
Meade.....yes

MOTION CARRIED.

RETURNED FROM EXECUTIVE SESSION AT 1:26 P.M

**11. ADDITIONAL PUBLIC COMMENTS**

There were no additional public comments.

**12. TRUSTEES' COMMENTS**

Mr. Meade asked Mr. Rector if the lady that attended the meeting a month or so ago that was complaining about her assessment had ever followed up with him. Mr. Rector stated that he hadn't heard back from her. Mr. Kretzmann suggested that Mr. Rector send a closure letter reaching out to her or possibly giving her a phone call. Mr. Rector stated that he would give her a call and follow up since she had mentioned wanting to talk to him at that meeting.

Mr. Kretzmann stated that he would like Bobbie to give us advisement on whether the Board can discuss pending litigation in executive session without legal counsel present.

**13. ADJOURNMENT**

Mr. Kretzmann made a motion, second by Mr. Carlisle that the meeting would be adjourned. Vote, all aye. The meeting was adjourned at 1:30 p.m.

ATTEST:

  
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JOHN CARLISLE, SECRETARY