

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

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

**(740) 927-0410**

**BOARD MEETING MINUTES**

**December 29, 2015**

**1. OPENING**

Mr. Kretzmann called the December 29, 2015 meeting of the Board of Trustees of the Southwest Licking Community Water and Sewer District to order at 1:00 pm. Mr. Kretzmann, Mr. Carlisle and Mr. Meade were present at roll call. Also present were Don Rector, Kathy Killen and Rhonda Loomis.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Mr. Carlisle made a Motion to approve the Board Meeting Minutes from December 8, 2015. Mr. Kretzmann seconded the Motion. Vote, all aye. Minutes of the meeting approved.

**4. PAYMENT OF BILLS**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the bills as presented. Vote, all aye. Motion was approved.

**5. COMMUNICATIONS/WRITTEN PUBLIC COMMENTS**

None

**6. PUBLIC COMMENTS**

Mark Schaff came in late however wished to congratulate and express appreciation to John Carlisle and Don Rector for their cooperative work on the wellhead protection program and the Etna aquifer. Mr. Rector advised that the District's well 6 now in operation requires the program to be modified, increasing the one and five year well head protection radius.

**7. GENERAL MANAGER'S REPORT**

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a. Resolution to Approve Health Benefit Insurance as presented: Mr. Rector presented a resolution to accept the proposal for Health, Life, Vision and Dental Insurance from Burnham and Flowers, Sean Sprouse representative. Mr. Rector indicated the increase was 2.83% vs 2.75% originally quoted. Ms. Loomis reported the total savings from vision/dental/life was \$953.04 annually. Mr. Carlisle motioned to accept the resolution with a correction to the wording, either Sean Sprouse or Burnham Flowers as Agent of Record, subsequently changed to Burnham Flowers. Mr. Kretzmann made the request that this process start earlier in 2016 and seconded the motion to approve Resolution 2015-057. Upon roll call vote, all voted aye. Resolution No. 2015-057 was approved.

b. Resolution to Authorize President to sign legislation: Mr. Rector discussed the legislation enacted by the District earlier in the year with ODOT and the Taylor Road project. The project is ready to go to bid, funded 50/50 between ODOT and the District. The District must advance the money, as ODOT does not accept OPWC funding. The District can determine to pay for it, pursue a loan later and look at the assessment of the project. Ms. Killen explained the assessment process of financing the project and that interest rates charged to the District are charged to the customer. Mr. Carlisle explained many have been paid for right of way and they would have money for the project assessment. Ms. Killen stated that if they pay within 30-60 days of assessment, in the past there was a 2% discount. Mr. Rector presented a resolution in the District's format, and explained that signatures are needed in triplicate on ODOT's legislation. Mr. Carlisle made a motion to approve Resolution No. 2015-058 and Mr. Kretzmann seconded the motion. Upon roll call vote, all voted aye. Resolution No. 2015-058 was approved.

c. Resolution to approve the Development Agreement with Prologis (Amazon site) development: Mr. Rector presented Resolution No. 2015-059 for the Prologis 6 development, the new Amazon site. Mr. Rector reports the District has received the tap fees as well. Motion to approve by Mr. Carlisle, seconded by Mr. Kretzmann. Upon roll call vote, all voted aye. Resolution No. 2015-059 was approved.

d. Resolution to approve salary increases for employees: Mr. Rector presented Resolution No. 2015-060 revising the proposed wage increase from 2% per employee to 50 cents per hour per employee. It still equals 2%. Mr. Rector stated it gives entry-level employees a boost and softens the higher end. Mr. Kretzmann made a motion to approve the resolution, Mr. Carlisle seconded. Discussion on the pros and cons. Upon roll call, all voted aye. Resolution No. 2015-060 was approved.

e. Copy of the Fairfield County Interconnect Agreement: Mr. Rector stated we now have two interconnects available with Fairfield County and he will go back to Jefferson and modify the agreement with them.

f. Resolution to approve an amendment to the budget: Mr. Rector presented the resolution that amends the budget Resolution 2015-005 to provide for the current expenses. Ms. Killen stated that the capital expense account needs modified to re-appropriate for the ODOT project (Taylor Road). The District will receive that money back. Operating expenses for the Water Plant and Wastewater Plants are higher than projected with bills still coming in to close out the quarter and year-end. The District cannot be over per our auditors. She expects most vendors to have submitted by the end of January, some later. In the Collections department the I/I inspections have increased costs. The Administration had large increases in legal fees and the line item needs increased to meet the expense. Legal fees for the arbitration have not been turned in. Mr. Kretzmann made the motion, Mr. Meade seconded. Upon roll call, all voted aye. Resolution No. 2015-061 to adjust the budget was approved.

g. Mr. Rector presented the office report. Tap fees are looking at approximately 1.44 million this year. Mr. Rector states he has not seen that in nine years. Amazon helped with that this year.

h. Project Updates: Mr. Rector reported new phases of construction at Foor Farms, Ellington Village, Homestead of the Borders ~ Greens Landing (between Summit and Taylor).

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

a. Resolution to approve certification of delinquents: Resolution 2015-062 to certify delinquents to the Licking County Auditor. Motion by Mr. Kretzmann, seconded by Meade. Upon roll call, all voted aye. Resolution 2015-062 was approved.

b. Reminder of Organizational meeting on January 12, 2016 at 1 pm. Mr. Kretzmann asked for a copy of last year's minutes.

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

Did not attend.

#### **10. EXECUTIVE SESSION**

None.

#### **11. ADDITIONAL PUBLIC COMMENTS**

None.

#### **12. TRUSTEE COMMENTS**

a. Carlisle: Happy New Year.

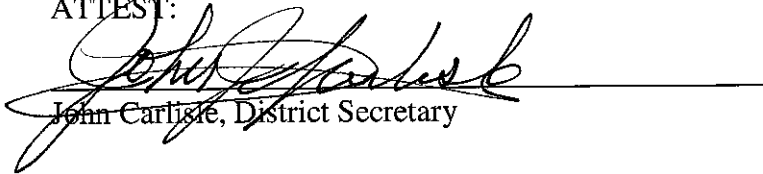
b. Meade: Mr. Meade asked if there was anything that needed to be done in regards to the Board's raise. Mr. Carlisle stated that Mr. Kretzmann voted last year for a 5% across the board raise and nothing needed to be done. Mr. Kretzmann stated that was passed by prior boards in 2005. Mr. Kretzmann stated the board could amend it, or adjust it.

c. Kretzmann: Mr. Kretzmann asked if there were any other comments, seeing none ask for a motion to adjourn.

**14. ADJOURNMENT.**

Mr. Carlisle made a Motion to adjourn and Mr. Kretzmann seconded. The meeting was adjourned at 1:45 pm.

ATTEST:

  
John Carlisle, District Secretary