

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

**BOARD MEETING MINUTES
FEBRUARY 28, 2017**

1. OPENING

The February 28, 2017 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 1:00p.m. The Pledge of Allegiance was led by Mr. Fox. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Kathy Killen, and those members of the public who signed the February 28, 2017 sign-in sheet.

2. ADOPTION OF AGENDA

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

3. APPROVAL OF MINUTES

Mr. Fox made a motion, second by Mr. Kretzmann to approve the minutes of the Board meeting of February 14, 2017. Vote, all aye. Motion carried.

Mr. Fox made a motion, second by Mr. Kretzmann to approve the minutes of the Special Board meeting of February 16, 2017. Vote, all aye. Motion carried.

4. PAYMENT OF BILLS

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

5. COMMUNICATIONS

There were no communications items to report at this time.

6. PUBLIC COMMENTS

Mr. O'Neill stated that he appreciated the Board's time. He stated that he and Mr. Rosato develop smaller type buildings, buildings that are less than 100,000 square feet. He stated that it is their intent and desire to continue to build these types of buildings. Mr. O'Neill stated that he and Mr. Rosato were attending the meeting to talk about the District's fee structure of the tap charges for the smaller type buildings and to see if the Board had the willingness to review the rate structure. Mr. O'Neill

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stated that he is here to see if there is a way to structure these fees for small type structures differently. Mr. Carlisle stated that at the last meeting the Board asked the General Manager, Mr. Conkel, to put a rate structure comparison together of surrounding areas. Mr. O'Neill asked for clarification of the surrounding areas. Mr. Conkel clarified this information for Mr. O'Neill. Mr. Fox stated that he is open to having Mr. O'Neill and Mr. Rosato working with Mr. Conkel and placing that in a report for the Board to review. Mr. Fox stated that the District has debt that they are responsible for and would have to take that into consideration as well when discussing and reviewing the rate structure. Mr. Rosato stated that he thought the most productive discussion would be regarding the fire tap cost. Mr. Rosato stated that there is probably a lot of discussion that needs to be done and that he and Mr. O'Neill would like to have that discussion. Mr. Kretzmann stated that the Board is inclined to review the rate structure and is open to discussion. He stated that if Mr. Conkel thinks it's a proposal worth making a recommendation to the Board, then he is willing to review that. Mr. O'Neill stated that they would be happy to share with the Board their costs from other building projects as well. Mr. Carlisle stated that if both Mr. O'Neill and Mr. Rosato will work with Mr. Conkel, then the Board will review it.

7. GENERAL MANAGER'S REPORT

ALBERS & ALBERS PRESENTATION:

Mr. Albers passed out a handout from his firm, Albers & Albers; that provides some background and qualifications. Mr. Albers stated that the primary thing his firm does is represent regional districts. He stated that he formed the SWLCWSD back in 1989 and does a lot of work for other local governments as well. Mr. Albers stated that there is not a whole lot in water and sewer that they haven't done. He stated that he does a lot of presentations for a lot of entities in the world of water and sewer. Mr. Albers stated that the one thing that he would love to be able to do for the District if he was chosen as the District's legal counsel is to obtain USDA financing. He stated that the benefit of USDA is huge and would protect the service area of the District. Mr. Kretzmann asked if Mr. Albers represented any bordering Districts surrounding the SWLCWSD and how would Mr. Albers handle that. Mr. Albers stated if there was a conflict issue, he would have to recuse himself. Mr. Kretzmann asked who his biggest entity that he represents was. Mr. Albers stated that he does work for Dayton, Cincinnati, etc. Mr. Fox stated that one of the reasons he wanted to discuss having different attorneys is because it makes more sense to have some diversity on representation. Mr. Fox stated that he would like more information on the USDA financing and will sit down with Mr. Conkel regarding that. Mr. Carlisle asked how long it typically takes to obtain USDA financing. Mr. Albers said it takes approximately 1 – 2 years and that it is a process. Mr. Albers stated that the USDA likes the bigger applications. Mr. Albers stated, however, that any quantity gives the

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service area protection. Mr. Conkel asked for clarification for a project that the District has for a particular area, does it give you protection for the entire District area and not just the particular project area. Mr. Albers stated that the District would be protected in the entire service area. Mr. Carlisle stated that he feels its grown apparent that the District needs to protect themselves, but stated that it may cost more now to get it done, but the insurance policy the District would receive is invaluable. Mr. Kretzmann asked Mr. Albers if the District would get him or his staff. Mr. Albers stated that the District would get him. Mr. Albers stated that he uses his staff for some work, but he would be the one attending meetings, etc. Mr. Kretzmann asked about his fee schedule. Mr. Albers stated he discussed his fees with Mr. Conkel and that if he was considered as general counsel he would match the fees the District currently pays for a year and then discuss an upward adjustment after the first year if everyone was content with his services. However, if the Board hires him as special counsel, then he would probably not offer the matching fees as his fees are normally higher. Mr. Kretzmann asked how big his staff is. Mr. Albers stated that he has 5 total in staff.

WSRLA RENOMINATION (SUMMIT RD W/C):

Mr. Conkel stated that the project has ran over the deadline and needs renominated. Mr. Conkel explained the process.

Mr. Kretzmann made a motion, second by Mr. Fox, to approve the WSRLA renomination of the Summit Rd W/C project. Vote, all aye. Motion carried.

ADVERTISEMENT OF WTP AND SUMMIT WATER STORAGE TANK:

Mr. Conkel stated that he will put these projects out to bid on March 15, 2017 and will hold a pre-bid meeting a couple of weeks later. He stated they will open bids on April 19, 2017 and the loan should be issued a month or so later after the award date. He stated that the District will hold a pre-construction meeting in the first half of June 2017. He stated construction should start June 21, 2017 and would be finalized around October 2018. Mr. Conkel stated that he will get the Board a schedule for their records.

MANHOLE REPLACEMENT – REFUGEE AND SR310:

Mr. Conkel stated that he is concerned about the structural integrity of this manhole and would like to replace it. He stated that he has received 2 quotes to replace it, both quotes being under \$20,000.00. Mr. Kretzmann asked if this was budgeted. Mr. Conkel replied yes.

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PATASKALA/AGREEMENTS:

Mr. Conkel stated that he met with the City of Pataskala yesterday. He gave the Board two sheets that represent the District's numbers. Mr. Conkel stated that his impression was that the City of Pataskala was concerned that the District would make a lot of money by doing the route behind Beechwood Trails. He stated at some point the District will have to go around Hollow Road. Mr. Conkel stated that he has a meeting on March 13, 2017 to discuss further with the City of Pataskala.

EAST WELL FIELD UPDATE:

Mr. Conkel stated that the gentleman he's been talking with regarding the property the District is attempting to lease from is not sure he will do this as he's talking to someone that may want to farm his property. Mr. Conkel stated that he's going to sit down some time with him next week to see if he has made a decision.

8. OFFICE MANAGER'S REPORT

Mrs. Killen presented a resolution for the Board's consideration and approval:

RESOLUTION:

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

R 2017-015 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-015 WAS APPROVED.

9. ATTORNEY'S REPORT

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

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10. EXECUTIVE SESSION

Mr. Carlisle made a motion, second by Mr. Fox to go into Executive Session at 1:52 p.m. to discuss personnel and legal.

Carlisle.....yes
Kretzmann....yes
Fox.....yes

MOTION CARRIED.

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

Carlisle.....yes
Kretzmann....yes
Fox.....yes

MOTION CARRIED.

RETURNED FROM EXECUTIVE SESSION AT 2:07 P.M.

Mr. Conkel presented a resolution for the Board's consideration and approval:

RESOLUTION:

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

R 2017-016 RESOLUTION TO APPROVE THE EMPLOYMENT TRANSFER AND TITLE OF JOSEPHINE CARRELLI FROM OFFICE BILLING CLERK/ADMINISTRATION ASSISTANT TO THE OFFICE MANAGER EFFECTIVE MARCH 1, 2017 WITH CONDITIONS AND COMPENSATION SET FORTH IN THE OFFER LETTER.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-016 WAS APPROVED.

11. ADDITIONAL PUBLIC COMMENTS

There were no additional public comments at this time.

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12. TRUSTEES' COMMENTS

There were no trustee's comments at this time.

13. ADJOURNMENT

Mr. Fox made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Vote, all aye. The meeting was adjourned at 2:14 p.m.

ATTEST 
LAWRENCE KRETZMANN, SECRETARY