

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

**BOARD MEETING MINUTES  
JULY 25, 2017**

**1. OPENING**

The July 25, 2017 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 1:00 p.m. The Pledge of Allegiance was led by Mr. Smith. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, Josephine Carrelli, Kathy Killen, Josh Smith, and those members of the public who signed the July 25, 2017 sign-in sheet.

Our featured employee this meeting is Mr. Josh Smith, Water Plant Operator.

**2. ADOPTION OF AGENDA**

Mr. Kretzmann made a motion, second by Mr. Carlisle, to approve the Agenda as presented. Upon Roll Call vote, all voted aye. Motion carried. Agenda adopted.

**3. APPROVAL OF MINUTES**

Mr. Carlisle made a motion, second by Mr. Kretzmann to approve the minutes of the Board meeting of July 11, 2017. Upon Roll Call vote, all voted aye. Motion carried.

**4. PAYMENT OF BILLS**

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Fox seconded. Upon Roll Call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Conkel received a letter from Cole, Acton, Harmon and Done regarding Springfield Spartans and requested he testify regarding an argument between two owners about separating the utilities. Mr. Conkel is to provide dates when he will be available to testify.

Mr. Conkel received a letter from Job and Family Services regarding the unemployment appeal from Mrs. Loomis. They said it was going to be a phone conference and they will be giving him the date in the near future.

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**6. PUBLIC COMMENTS**

There were no public comments at this time.

**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT NOTICE TO PROCEED:**

Mr. Conkel stated they were ready to get started as they received both variances last night with the following conditions: Look at pervious pavement on the north side of the building in the 100 ft buffer zone, work with soil and water to plant native grasses etc, work to develop bio swales and dry pond areas and consider moving the building.

**WATER TREATMENT PLANT OBSERVATION RESOLUTION:**

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

**RESOLUTION:**

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

**R 2017-037 RESOLUTION TO COMMENCE WITH THE CONSTRUCTION OF THE NEW WTP AND APPROVE CONTRACT WITH POGGEMEYER DESIGN GROUP TO PROVIDE CONSTRUCTION OBSERVATION SERVICES, NOT TO EXCEED \$245,000.00.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-037 WAS APPROVED.**

**SUMMIT TANK OBSERVATION RESOLUTION:**

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

**RESOLUTION:**

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

**R 2017-038 RESOLUTION TO COMMENCE WITH THE CONSTRUCTION OF THE SUMMIT RIDGE ELEVATED STORAGE TANK AND APPROVE CONTRACT WITH NELSON TANK ENGINEERING AND CONSULTING TO PROVIDE TANK INSPECTION SERVICES NOT TO EXCEED \$26,420.00**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-038 WAS APPROVED.**

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**OWDA PAYMENT REQUEST/C.O. SIGNATURE RESOLUTION:**

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

**RESOLUTION:**

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

**R 2017-039 RESOLUTION TO AUTHORIZE THE GENERAL MANAGER TO APPROVE THE MONTHLY PAY REQUESTS AND/OR CHANGE ORDERS FOR OWDA PAYMENTS.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-039 WAS APPROVED.**

**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli presented a copy of the water shut off list. She stated that there were 48 door tags distributed and as of today there were still 32 customers scheduled to have their water service disconnected tomorrow.

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

**RESOLUTION:**

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

**R 2017-040 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-040 WAS APPROVED.**

**MISCELLANEOUS:**

Mr. Carlisle stated that the Board wanted to meet each employee and welcomed Mr. Smith to the meeting.

Mr. Smith introduced himself, discussed his credentials and his daily operations in the District.

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**9. ATTORNEY'S REPORT**

Mr. Albers was not present at this meeting.

**10. EXECUTIVE SESSION**

There was no executive session at this meeting.

**11. TRUSTEES' COMMENTS**

Mr. Fox stated he met with Alexandria City Council and mayor and they have expressed an interest in working with the District to extend services to the 161 310 corridor. Much discussion followed.

Mr. Conkel will set up a meeting with Alexandria to discuss further.

Mr. Fox also brought up the breakfast the Board wants to provide for the employees. It will be scheduled sometime in early September once the weather cools down.

Mr. Kretzmann stated he thought the meeting he attended last night to get the variances approved to get the water plant moving forward was a good exercise.

Mr. Carlisle suggested in the future if a Board member plans to attend a meeting the entire Board should be aware of it ahead of time.

Mr. Fox asked Mrs. Carrelli if the safety meetings she attended every month were beneficial and if she thought it was worthwhile to continue attending them. She stated the meetings she has attended have been beneficial and feels like she is getting some good information out of them, and it saves the District money on the BWC premium.

**12. ADJOURNMENT**

Mr. Kretzmann made a motion, second by Mr. Carlisle that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 1:40p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

July 25, 2017

SIGN BELOW:

NAME

ADDRESS

PHONE