

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

**BOARD MEETING MINUTES
July 31, 2018**

1. OPENING

The July 31, 2018 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 3:00 p.m. The pledge of allegiance was led by Mrs. Killen. Mr. Kretzmann, Mr. Fox and Mr. Carlisle were present at roll call. Also present were Lee Conkel, Kathy Killen, Josephine Carrelli, and those members of the public who signed the July 31, 2018 sign-in sheet.

2. ADOPTION OF AGENDA

Mr. Carlisle made a motion, second by Mr. Kretzmann, 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 10, 2018. 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

There were no communications to report at this meeting.

6. PUBLIC COMMENTS

There were no public comments.

7. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Conkel stated they continue with the block on the outside. They have continued work on the roof and with the equipment inside.

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SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Conkel stated they continue to work on the interior piping and have the floor poured on the inside.

STATE AUDITOR ENGAGEMENT LETTER:

Mrs. Killen explained the audit is due to start in August. The president needs to sign the engagement letter. The reports should be completed and to the board by 8/31/18.

SOURCE WATER PROTECTION PLAN RESOLUTION:

Mr. Conkel stated this is something that can be edited if needed. This is a requirement by the Ohio EPA.

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

RESOLUTION:

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

R 2018-039

WHEREAS: the Southwest Licking Community Water and Sewer District has completed the Source Water Protection Plan, which has been tentatively approved by the Ohio Environmental Protection Agency and;

WHEREAS: a requirement of the Ohio Environmental Protection Agency is for the Board of Trustees to approve and adopt the Source Water Protection Plan, and;

WHEREAS: the General Manager recommends that the Board of Trustees to approve and adopt the Source Water Protection Plan, and;

THEREFORE: the Board of Trustees approves and adopts the Source Water Protection Plan, attached hereto.

THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-039 WAS APPROVED.

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ETNA PARK 70, LLC DEVELOPER AGREEMENT-RESOLUTION:

Mr. Conkel stated this is for the improvements on SR 310 and does not go back into the park.

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

RESOLUTION:

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

R 2018-040 RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH ETNA PARK 70, LLC FOR THE SR 310 IMPROVEMENT PROJECT.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-040 WAS APPROVED.

PRIME A/E NPDES/ANTI-DEG APPLICATIONS-RESOLUTION:

Mr. Conkel stated this is for the Western Plant to be ready to move forward with design and eventually construction of a waste water treatment plant on the West side.

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

RESOLUTION:

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

R 2018-041 RESOLUTION

WHEREAS: the Southwest Licking Community Water and Sewer District has completed the 208 Facilities Plan for the western WWTP and now needs to proceed with the NPDES and Anti-Degradation Applications to be able to look for and obtain a buildable site for the improvement and;

WHEREAS: the District has negotiated and accepted a proposal from PRIME A/E Group, Inc. as they are the firm who has worked on the 208 Facilities Plan for the

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western WWTP project and is the most qualified firm, and;

WHEREAS: the General Manager recommends that the District enter into an engineering agreement with PRIME A/E Group, Inc. to provide engineering services as described in the scope of services, and;

THEREFORE: the Board of Trustees approves the contract with PRIME A/E Group, Inc. in an amount not to exceed \$13,445.00 and hereby authorizes the President of the Board of Trustees to sign the contract attached hereto.

THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-041 WAS APPROVED.

KIRKERSVILLE BPA-WATER SOURCE:

Mr. Conkel stated he is attending a Kirkersville Board of Public Affairs meeting tonight. They have expressed an interest in getting water to the village and he will be discussing their needs and wants and will go from there.

SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Conkel stated they have about 1,500 feet of water line in so far and the project is going very well. The contractors have been notified of Pelotonia coming through this weekend and will make sure they get everything cleaned up.

REFUFEE ROAD WATER LINE CONSTRUCTION UPDATE:

Mr. Conkel stated they have started construction. They will be putting service lines in initially and will be ready to start the water line in the next week. Estimated completion of 90 days from 7/16/18.

RO CONCENTRATE LINE BIDDING:

Mr. Conkel stated this is out to bid and should open those next week.

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IPRV INSTALLATION BIDDING:

Mr. Conkel stated this is for the individual pressure relief valves required due to increased pressure from new WTP. There are around 200 homes affected with an estimated total cost of \$200,000 that is paid for by the District.

MISC:

Mr. Conkel stated that CJ is currently looking at a filter that has water coming out from under the insulation to figure out what the problem is and get it taken care of.

8. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

R 2018-042 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-042 WAS APPROVED.

Mrs. Carrelli presented a copy of the water shut off list. 12 accounts were shut off for non-payment on Wednesday July 25, 2018. 8 of those remain off.

9. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

10. EXECUTIVE SESSION

There was no executive session.

11. TRUSTEES' COMMENTS

There were no trustee comments at this meeting.

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12. ADJOURNMENT

Mr. Fox made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 3:19p.m.

ATTEST:


LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

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REGULAR BOARD MEETING

July 31, 2018

SIGN BELOW:

NAME

ADDRESS

PHONE