

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT**

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

**(740) 927-0410**

**BOARD MEETING MINUTES**

**June 14, 2016**

**1. OPENING**

The June 14, 2016 meeting of the Board of Trustees of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 1:00 pm. Mr. Kretzmann, Mr. Meade and Mr. Carlisle were present at roll call. The Pledge of Allegiance was led by Mr. Kretzmann. Also present were C.J. Gilcher, Kathy Killen, Rhonda Loomis and Bobbie O'Keefe.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Mr. Carlisle made a Motion, seconded by Mr. Meade, to approve the Minutes of the May 31, 2016 regular meeting. All voted aye. Motion carried. Mr. Carlisle made a Motion to table the approval of the June 13, 2016 special board meeting minutes until everyone had a chance to review them. Mr. Meade seconded the Motion. All voted aye. Motion carried.

**4. MOTION TO PAY BILLS**

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the bills as presented. All voted aye. Motion carried.

**5. COMMUNICATIONS**

None.

**6. PUBLIC COMMENTS**

None.

June 14, 2016

Page 1 of 4

## **7. GENERAL MANAGER'S REPORT**

a. WTP/WWTP Monthly Data – April 2016: Mr. Gilcher reported that the monthly reports showed nothing unusual at the water treatment plant and the waste water treatment plant. He indicated that everything was status quo.

b. WWTP OEPA Compliance Inspection: Mr. Gilcher stated that the report from the OEPA compliance inspection indicated the waste water treatment plan is in compliance with all OEPA requirements. He indicated that the waste water plant is inspected annually while the water treatment plant is inspected every three years.

c. Treatment Plant Operator Magazine Article – Josh Holton: Mr. Gilcher advised the board that Josh Holton was featured in the June 2016 issue of the Treatment Plant Operator Magazine, which is a national magazine. The article was very positive about Mr. Holton. It was suggested by Mr. Carlisle that the article be sent to the local news media.

d. Resolution to Hire Construction Inspector: Mr. Gilcher presented Resolution No. 2016-032 to hire Kendall W. Lemmon II for the Construction Inspector position at \$18.50 per hour pending successful background check and pre-employment drug screening. Mr. Carlisle made a Motion to Approve Resolution No. 2016-032, and Mr. Kretzmann seconded. Upon roll call vote, all voted aye. Resolution No. 2016-032 was passed.

e. Emergency Water for Jefferson Water and Sewer District: Mr. Gilcher informed the board that Jefferson Water and Sewer District was off-line and no longer obtaining emergency water from the Southwest Licking District's water system. Mr. Gilcher reported that the Jefferson District had problems fulfilling its customer's demands for water over the weekend and that the Southwest Licking District provided emergency water to fill two of Jefferson's water towers. Mr. Gilcher further stated that the water drawn by Jefferson did not have an impact on the Southwest Licking District's ability to fulfill the water needs of its own customers. Mr. Carlisle asked if Southwest Licking had a plan in the event of a drought. Mr. Gilcher stated that all public water systems are required to have a drought management plan, which must be reviewed and updated annually. Southwest Licking is compliant with this requirement. Mr. Kretzmann asked when the new water plant would be finished and operational. Mr. Gilcher responded that the PTI for the new plant will be submitted to the OEPA this week and that the new plant would begin to be phased into operation by the spring of 2018. He stated that connection of the district's wells must be phased in, which would take approximately 1-2 weeks. Mr. Meade asked Mr. Gilcher if the plans for the State Route 310/Hollow Road water project had been sent to Pataskala. Mr. Gilcher stated that they had been sent, and that he had given Pataskala until July 7, 2016 to respond. He indicated he received a call from Pataskala informing the district that it would need to obtain a permit to dismantle the existing water tower, which was not anticipated to be a problem.

June 14, 2016

Page 2 of 4

**8. OFFICE MANAGER'S REPORT**

A. Resolution to Approve District Budget for FY 2017: Ms. Killen presented Resolution No. 2016-033 to approve the Southwest Licking Community Water and Sewer District Budget for Fiscal Year 2017 as presented. Mr. Carlisle made a Motion to Approve Resolution No. 2016-033; Mr. Kretzmann seconded. Upon roll call vote, all voted aye. Resolution No. 2016-033 was adopted.

B. Ms. Killen stated that the monthly office report was included in the board's meeting packet.

C. Ms. Loomis indicated she had no agenda items for the meeting.

**9. ATTORNEY'S REPORT**

Ms. O'Keefe presented the Independent Contractor Agreement with Don Rector to the board for approval. Mr. Rector has already signed the agreement. Mr. Kretzmann made a Motion, which was seconded by Mr. Carlisle, to adopt Resolution No. 2016-034 to approve the Independent Contractor Agreement with Don Rector at the hourly rate of \$105.00, and to authorize Larry Kretzmann as President to execute the same. Upon roll call vote, all voted aye. Resolution No. 2016-034 was approved.

**10. EXECUTIVE SESSION**

None.

**11. ADDITIONAL PUBLIC COMMENTS**

None.

**12. TRUSTEE COMMENTS**

Mr. Meade stated that he told BJ King and the President of Pataskala Council that Mr. Lee Conkel had been hired as General Manager. Mr. Meade will ask Mr. Conkel to attend a Pataskala City Council meeting with him. Mr. Meade also congratulated Mr. Holton on the Treatment Plant Operator Magazine article.

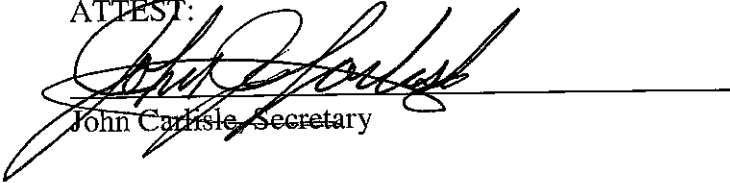
Mr. Carlisle stated that Mr. Conkel would be accompanying him to an upcoming Etna Township meeting.

Mr. Kretzmann stated that he would invite Mr. Conkel to a Harrison Township meeting very soon. He also thanked the staff for working hard to keep things running smoothly without a General Manager.

**13. ADJOURNMENT**

Mr. Carlisle made a Motion, which was seconded by Mr. Kretzmann, to adjourn the meeting. The meeting was adjourned at 1:22 pm.

ATTEST:



John Carlisle, Secretary