

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

**BOARD MEETING MINUTES  
October 9, 2018**

**1. OPENING**

The October 9, 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, CJ Gilcher, John Albers and those members of the public who signed the October 9, 2018 sign-in sheet.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Mr. Kretzmann made a motion, second by Mr. Fox to approve the minutes of the Board meeting of September 25, 2018. Upon Roll Call vote, all voted aye. Motion carried.

**4. PAYMENT OF BILLS**

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

**5. COMMUNICATIONS**

There were no communications at this time.

**6. PUBLIC COMMENTS**

There were no public comments at this time.

**7. GENERAL MANAGER'S REPORT**

**WATER TREATMENT PLANT CONSTRUCTION UPDATE:**

Mr. Conkel stated they filled the pressure filters with support gravel. They continue with the piping inside. He stated that the rooms are starting to take shape. Mr.

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Conkel stated that he took Mr. Carlisle for a tour last Wednesday and issued an invitation to take a tour to Mr. Kretzmann and Mr. Fox.

**SUMMIT TANK CONSTRUCTION UPDATE:**

Mr. Conkel stated that the interior room for valving and controls are 50% complete.

**SUMMIT ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated they are almost up to Cable Road along Summit Road.

**REFUFEE ROAD WATER LINE CONSTRUCTION UPDATE:**

Mr. Conkel stated they are making their tie-ins on the East and West end. Mr. Carlisle stated that he and Mr. Conkel addressed some items regarding this project. Mr. Conkel stated that the agreement put together by Mr. Albers was discussed regarding Mr. Chad Jones.

**BRIAN SPENCE HIRE - RESOLUTION:**

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

**RESOLUTION:**

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

**R 2018-051 RESOLUTION TO HIRE BRIAN SPENCE FOR THE FULL TIME WATER TREATMENT OPERATOR POSITION AT \$20.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-051 WAS APPROVED.**

**WATER 360 ASSET MANAGEMENT - RESOLUTION:**

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

**RESOLUTION:**

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

**R 2018-052 WHEREAS THE OHIO EPA REQUIRES AN ASSET MANAGEMENT PROGRAM BE COMPLETED FOR THE WATER DISTRIBUTION SYSTEM AND WATER TREATMENT CENTER, AND**

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**WHEREAS THE GENERAL MANAGER HAS INTERVIEWED CANDIDATES AND RECOMMENDS THAT THE DISTRICT ENTER INTO AN ASSET MANAGEMENT PROGRAM CONTRACT WITH WATER 360 TO PROVIDE THE ASSET MANAGEMENT PROGRAM FOR THE WATER DISTRIBUTION SYSTEM AND NEW WATER TREATMENT CENTER,**

**THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR WATER 360 TO PROVIDE THE ASSET MANAGEMENT PROGRAM FOR THE WATER DISTRIBUTION SYSTEM AND NEW WATER TREATMENT CENTER AT AN AMOUNT NOT TO EXCEED \$20,450 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-052 WAS APPROVED.**

**LICKING HEIGHTS SCHOOLS AGREEMENT - RESOLUTION:**

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

Mr. Carlisle made a motion, second by Mr. Kretzmann to include the language referring to the Licking Heights Local School District's Resolution #10-18-175 to be included in the Southwest Licking Community Water and Sewer District's resolution #2018-053. The revised copy of the Resolution #2018-053 will be provided to the Board of Trustees for signature at the next meeting.

Upon Roll Call vote, all voted aye. Motion carried

**RESOLUTION:**

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

**R 2018-053 RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH THE LICKING HEIGHTS LOCAL SCHOOLS FOR THE NEW HIGH SCHOOL PROJECT AT CABLE AND SUMMIT ROADS, REFER TO LICKING HEIGHTS LOCAL SCHOOL DISTRICT RESOLUTION #10-18-175, COPY OF AGREEMENT ATTACHED.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-053 WAS APPROVED.**

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**RO CONCENTRATE LINE REBID:**

Mr. Conkel stated that the RO Concentrate line will be rebid on October 30<sup>th</sup>.

**AECOM START-UP SERVICES - RESOLUTION:**

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

**RESOLUTION:**

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

**R 2018-054 WHEREAS THE CONSTRUCTION OF THE WATER TREATMENT CENTER IS NEARING COMPLETION AND WILL REQUIRE START-UP SERVICES,**

**WHEREAS THE GENERAL MANAGER HAS INTERVIEWED CANDIDATES AND RECOMMENDS THAT THE DISTRICT ENTER INTO A START-UP CONTRACT WITH AECOM TO PROVIDE THE START-UP SERVICES FOR THE NEW WATER TREATMENT CENTER, AND**

**THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR AECOM TO PROVIDE START-UP SERVICES AT AN AMOUNT NOT TO EXCEED \$25,000 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2018-054 WAS APPROVED.**

**RATE STUDY UPDATE:**

Mr. Conkel stated that he hoped to have an actual copy of the rate study update; however he does not yet have one at this time.

**VILLAGE OF ALEXANDRIA:**

Mr. Fox inquired about the wellfield. Mr. Conkel reported that negotiations are ongoing.

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**8. OFFICE MANAGER'S REPORT**

Mrs. Killen presented the Board with Resolution #2018-050 for signature as it was passed at the prior Board meeting.

**9. ATTORNEY'S REPORT**

Mr. Albers referred the Board of Trustees to copies of the memo that he sent to Mr. Conkel that included an attachment, referred to as attachment 1, that was prepared by Kim Shearer regarding Ag Deferred assessments along with a couple of attachments that Mr. Alber's office prepared. Mr. Albers stated several months ago he met with the Board after Mr. Conkel and Mrs. Shearer found that the Licking County Auditor was failing to retain deferred assessments on the tax list and duplicate in a number of cases. He stated that the District stands to lose a lot of money in the future if this continues. Mr. Albers stated that he made the recommendation to the Board to embark on the Affidavit of Fact project. He stated that a filing of the Affidavit of Fact would be filed for each parcel. He stated that this accomplishes that no matter what the Auditor does with the parcel; the Affidavit of Fact will exist for all time and will stay with the property for all time. He stated that when the property is transferred and sold, it would be triggered for the title of insurance. He stated that the Affidavit of Fact will remain of record for all time unless it has been withdrawn.

Much discussion followed.

Mr. Carlisle made a motion, second by Mr. Fox to direct Mr. Albers to file the Affidavits of Fact on the properties that have Ag deferred assessments and that Mr. Conkel will sign on behalf of the District in regards to any forms that are necessary that Mr. Albers may need for recordation. A resolution will be presented at the next Board meeting for approval.

Upon Roll Call vote, all voted aye. Motion carried

**10. EXECUTIVE SESSION**

There was no executive session at this time.

**11. TRUSTEES' COMMENTS**

Mr. Fox inquired if the District has a master meter policy. Mr. Conkel stated that he will check to see if the District has a formal policy in place.

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Mr. Kretzmann stated that he would like for Mr. Conkel to check in with the Prosecutors office regarding if they are going to change the way properties are handled. Mr. Albers put a letter together in regards to this.

**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 4:04 p.m.

ATTEST:   
LAWRENCE KRETZMANN, SECRETARY

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REGULAR BOARD MEETING

October 9, 2018

SIGN BELOW:

NAME

ADDRESS

PHONE

NO  
VISITORS