

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT
P.O. BOX 215, ETNA, OH 43018
(740) 927-0410**

**BOARD MEETING MINUTES
August 25, 2015**

1. OPENING

The August 25, 2015 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. Mr. Kretzmann led the Pledge of Allegiance. Also present were Mr. Don Rector, Ms. Rhonda Loomis, Ms. Kathy Killen and Ms. Bobbie O'Keefe.

2. ADOPTION OF AGENDA

Mr. Carlisle made a Motion to adopt the Agenda. Mr. Kretzmann seconded. Vote, all aye. The Agenda was adopted.

3. APPROVAL OF MINUTES

Mr. Carlisle moved to approve the minutes of the August 11, 2015 meeting as modified. Mr. Meade seconded. Upon call for the vote, Mr. Carlisle and Mr. Kretzmann voted aye, and Mr. Meade abstained. The minutes were approved.

4. PAYMENT OF BILLS

Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to pay the bills as presented. Vote, all aye. The Motion to pay the bills was approved.

5. COMMUNICATIONS/WRITTEN PUBLIC COMMENTS

None.

6. PUBLIC COMMENTS

None.

7. GENERAL MANAGER'S REPORT

a. Budget Report: Mr. Rector requested that Kathy Killen provide the budget report for the first half of 2015. Ms. Killen distributed to the board the expense report for the period ending June 30, 2015. She indicated that the district was under budget overall in the amount of \$101,373.22. She stated that there are a few line items that are over budget, and those items

were indicated on her report. The major items are repairs and maintenance and attorney's fees. Mr. Rector stated that there were unforeseen circumstances in the systems creating additional maintenance costs. For example, there were significant inflow and infiltration (I&I) issues that needed to be addressed that were unanticipated when the budget was prepared. This item in the budget is completely depleted, and Mr. Rector stated that staff will be reviewing ways to either reappropriate funds or move money from other items in order to take care of ongoing concerns and to keep the I&I program moving forward. Mr. Kretzmann asked about the salaries and wages item, which is under budget. Mr. Rector stated that the unspent sum shown on the report is due to not hiring interns in 2015 and not hiring a temporary half-time staff person during the summer. He further stated that when the new construction inspector is hired, those funds will be utilized. Ms. Killen then discussed the overage for legal fees. This is due to the pending arbitration with Pataskala. To date, the district has spent \$58,452 on the arbitration. Mr. Carlisle asked about the overage on health insurance, specifically the VSP expense. Ms. Loomis indicated that VSP stands for vision coverage, which is now required to be paid in its entirety up front instead of monthly. This item will, therefore, even out over the rest of the year. She also indicated that the Affordable Care Act fees are higher than budgeted, because it is not possible to predict what those fees will be at the time the budget is generated. She reported to the board that the renewal date for the health insurance program is December 1, and that she will be bidding out the package in the near future in order to comply with that deadline.

b. Dave Smith Auto – Cohen Family Partners LTD Tap Fees: Mr. Rector discussed with the board a letter and tap fee calculation in the board packet which were sent to the property owner. He indicated that this issue has arisen because Mr. Cohen's Screen Machine business built a building five years ago to lease to Smith Auto. Mr. Cohen stated at the time that the building was temporary and that the business would only be there for five years. Based on that representation, and a resolution adopted by the board at that time, the district's standard tap fee was waived for a period of five years. The building and the business remain at the site, and Mr. Rector states that it is now time for the tap fee to be paid. He is sending the letter and tap fee calculation to Mr. Cohen.

c. Insurance Claim Update: Mr. Rector indicated that the insurance claim for the power surge has been approved and that there is a \$1,000.00 deductible the district must pay. All repairs are complete. The surge was a result of a drunk driver (who has no insurance) hitting the electric pole that supplies power to the plant and building. The insurance company will subrogate the claim and will attempt to obtain restitution for all costs associated with the repairs, including the district's deductible. The claim will not count against the district's premium since it was not the district's fault.

d. LC Auditor Check for 2nd Half: The district received the check from the Licking County Auditor for the assessments collected for the second half of 2014. The amount of the

check is \$651,400.71. Mr. Rector told the board that the office report reflects the amount received and shows that the district's finances are improving.

e. Road Closing: Mr. Rector reported that the road closing on York Road was done over a period of two days. There were no problems getting through that area in those two days and no additional work will have to be done that would cause the road to be closed again.

f. New Well: Mr. Rector stated that the new well is 100 percent operational, and it was placed in service on Monday, August 24. The project will be closed out very soon.

g. OPWC Loan Application: Mr. Rector indicated that the OPWC loan application is being prepared for the new screening on the waste water plant.

h. Taylor Road Water and Sewer Project: Mr. Rector said that the letters of estimated assessments were sent by certified mail yesterday to the benefitted property owners. Mr. Carlisle asked about the property that was annexed and whether those owners would receive a letter as well. Mr. Rector replied that this property will be included in the project, but that the mailing of the letters was delayed because the parcel number was changed when that property was annexed.

8. OFFICE MANAGER'S REPORT

a. Resolution to Certify Delinquents to the LC Auditor: Ms. Loomis presented a resolution to certify delinquent accounts to the Licking County Auditor for collection. The board reviewed the list and Mr. Kretzmann asked about accounts in the name of "Current Resident." Ms. Loomis replied that "Current Resident" is an identification that can be used, which the county auditor will accept, when the name or address of the owner is not known. Mr. Kretzmann made a Motion, which was seconded by Mr. Meade, to adopt Resolution No. 2015-042 to certify delinquent accounts to the Licking County Auditor for collection. Upon roll call vote, all voted aye. Resolution No. 2015-042 was approved.

b. Shut-Off List: Ms. Loomis stated that the shut-off list was included in the board's packet and that 63 shut-off warning tags were delivered. She stated that one person on the list has a medical issue and, as a result, will receive a 30-day deferral. She explained that this is a one-time deferral only.

c. Ellington Village: Ms. Loomis reported to the board that Ellington Village had another water leak and that its usage showed that 659,900 gallons flowed through the meter last month, when the average usage is 44,000 gallons per month. The district contacted the manager of the condo association and informed him of the likelihood of the leak. After inspecting the property, it was discovered that someone hit a hydrant or a valve, and water was freely flowing into an adjacent field, probably for many days. The association provided the district with the necessary repair documentation and requested an abatement of the sewer charges for the month.

Without the adjustment, the bill for services amounted to \$11,967.00. Mr. Rector recommended that the sewer portion of their bill be adjusted downward by \$6,249.22. This is standard district practice. Mr. Carlisle made a Motion, which was seconded by Mr. Meade, to adjust the sewer portion of the bill for Ellington Village downward by \$6,249.22. Upon call for the vote, all voted aye. The Motion was approved.

d. Josh Holton: Ms. Loomis circulated a copy of the business section of the Newark Advocate, which included an announcement of the Operator of the Year Award being given to Josh Holton.

9. **ATTORNEY'S REPORT**

None.

10. **EXECUTIVE SESSION**

Mr. Kretzmann made a Motion to go into Executive Session to discuss pending litigation with Pataskala. Mr. Meade seconded the Motion. Upon roll call vote, all voted aye. The board went into Executive Session at 1:40 pm.

Mr. Kretzmann made a Motion to come out of Executive Session. Mr. Carlisle seconded the Motion. Upon roll call vote, all voted aye. The board came out of Executive Session at 1:58 pm.

11. **ADDITIONAL PUBLIC COMMENTS**

None.

12. **TRUSTEE COMMENTS**

a. Mr. Carlisle stated that Vineyard Church signed the appraisal, which means the Taylor Road Project can go forward. Requests for bids will be published soon. He indicated that the contract for the road work would probably be signed in February and the project completed by November 1, 2016. In addition, Mr. Carlisle reported that everything looks good for the Route 310 bridge project. Mr. Rector stated that he had been working with ODOT representative Jason Lutz on this project, and that Mr. Lutz has been extremely helpful and accommodating.

b. Mr. Kretzmann indicated to Mr. Meade that the district board and staff were sorry to hear of his wife's brother's death and they wish to pass along their sympathies.

13. **ADJOURNMENT**

Mr. Kretzmann made a Motion to adjourn. Mr. Meade seconded. All voted aye. The meeting adjourned at 2:03 pm.

ATTEST:



John Carlisle, District Secretary