

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

**BOARD MEETING MINUTES
January 27, 2015**

1. OPENING

The January 27, 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 and Mr. Carlisle were present at roll call. Mr. Meade was absent. 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. Kretzmann made a Motion to adopt the Agenda. Mr. Carlisle seconded. Vote, all aye. Agenda was adopted.

3. APPROVAL OF MINUTES

Mr. Carlisle moved to approve the minutes of the January 13, 2015 meeting. Mr. Kretzmann seconded. Vote, all aye. The minutes were approved.

4. PAYMENT OF BILLS

Mr. Kretzmann made a Motion, which was seconded by Mr. Carlisle, to pay the bills as presented. Discussion: Mr. Carlisle asked for clarification of a couple of the bills. Ms. Killen and Mr. Rector explained the nature of the bills Mr. Carlisle questioned. Vote, all aye. Motion was approved.

5. COMMUNICATIONS/WRITTEN PUBLIC COMMENTS

Communication from Balestra, Harr & Scherer: A consulting letter dated January 6, 2015 outlining the terms of engagement was submitted to the board by its accounting firm, Balestra, Harr & Scherer. Mr. Carlisle moved to approve the letter and its terms. Mr. Kretzmann seconded. Vote, all aye. Motion was approved.

6. PUBLIC COMMENTS

Carl Cardi: Mr. Cardi was present at the meeting and stated that he and Mrs. Cardi have property on Palmer Road, and Mrs. Cardi owns a small business located at 14896 Palmer Road. The district placed a special assessment against the business property as a result of accumulated unpaid service charges. Mr. Cardi requested that the assessment be removed, because the service

charges accrued during a period of time the property was vacant. He stated that he and his wife are going to be turning the water on at her small business very soon. Mr. Cardi explained that when they acquired the property in October 2013 it was owned by the bank. The unpaid service charges occurred after purchase. The monthly bills were addressed to the property address on Palmer Road; however, the post office returned them to the district indicating that there was no receptacle suitable for holding mail. The bills were then returned to the district, which has them in its file. Mr. Cardi does not believe he should have to pay for services if they were not using them. The bank paid the assessments up to the time of transfer. Mr. Cardi said he and his wife had no idea they were even being billed, since they did not receive the bills. Ms. Loomis confirmed there has been no usage since October 2013. She confirmed that the property was being billed the minimum each month. She explained to Mr. Cardi that the district has a policy requiring the a property owner to fill out a shut-off request form whenever services are being discontinued, and no one ever did so for this property. She also stated that the board does not decertify assessments due to delinquencies unless an error has been made. In this case, she confirmed that there had been no error. Mr. Carlisle requested that Ms. Loomis obtain information during the meeting from the Licking County Treasurer's website about the number of tax bills Mr. and Mrs. Cardi have received since they took ownership of the property, and how many of those tax bills listed an assessment for unpaid service charges against the property.

7. GENERAL MANAGER'S REPORT

a. OWDA Resolution: Mr. Kretzmann made a Motion to approve Resolution No. 2015-009 authorizing a Cooperative Agreement with the Ohio Water Development Authority (OWDA) for a Planning Loan for the district's new Water Treatment Center and Elevated Storage Tank Project. Mr. Carlisle seconded the Motion. Mr. Rector explained that this is a standard OWDA planning loan application and that the loan funds used will roll into the construction loan for repayment purposes. Upon roll call vote, Mr. Kretzmann and Mr. Carlisle voted aye, and Mr. Meade was absent. Resolution No. 2015-009 was approved.

b. CDM Smith: Mr. Rector presented Resolution No. 2015-010 to authorize an Agreement with CDM Smith for engineering services for the Elevated Storage Tank Project and WaterCAD Modeling in an amount not to exceed \$213,270.00. Mr. Carlisle moved to approve the Resolution and Mr. Kretzmann seconded. Upon roll call vote, Mr. Carlisle and Mr. Kretzmann voted aye, and Mr. Meade was absent. Resolution No. 2015-010 was approved.

c. URS: Mr. Rector presented Resolution No. 2015-011 to authorize an Agreement with URS Corporation for engineering services for the Water Treatment Plant Project at a cost not to exceed \$600,000.00. Mr. Kretzmann moved to approve the Resolution and Mr. Carlisle seconded. Upon roll call vote, Mr. Carlisle and Mr. Kretzmann voted aye, and Mr. Meade was absent. Resolution No. 2015-011 was approved.

d. Lab certification: Mr. Rector reported that the Ohio EPA visited the district within the previous week to conduct a three year lab certification. The Ohio EPA noted no deficiencies, which means that the district's facilities met or exceeded all EPA testing standards.

e. CORD Update: Mr. Rector stated that there was a meeting of CORD last week. The CORD board approved a cooperative agreement with the Ohio Rural Water Association to share resources such as a lobbyist, with CORD being the lead agency.

f. Bolts: Mr. Rector showed the board a damaged bolt and reported that there are frequent line breaks due to bolts deteriorating in the valves. He stated that they are being replaced with stainless steel bolts as repairs and improvements are done; however, he is considering a proactive approach to methodically replace them, commencing with the Mayflower subdivision. He will have more information on this project in the near future.

g. Audit Finance Committee: Ms. Killen stated that there will be an Audit Finance Committee meeting scheduled at a time when the district's accountant can be present. The meeting will be announced as soon as it is scheduled.

8. OFFICE MANAGER'S REPORT

a. Cardi: Ms. Loomis returned to the issue raised by Mr. Cardi. She found the tax bills on the Licking County Treasurer's website and stated that the first tax bill Mr. and Mrs. Cardi would have received showed no assessment for unpaid service charges. The second tax bill did show such charges and it was paid in full. She stated that the balance now due (after the \$238.37 was paid) is \$564.30. If Mr. and Mrs. Cardi had submitted the voluntary shut-off form on a timely basis, their charges would have been \$167.30 plus late fees of \$16.80 for a total of \$184.10. Therefore, the difference between the current total and what the Cardis would have been charged had the shut-off form been submitted is \$380.20. Mr. Carlisle asked Mr. Cardi for a proposal as to what he believes he should be required to pay. Mr. Cardi asked that he be given a credit for \$380.20 and that he be required to pay only \$167.30. Mr. Kretzmann stated that the board will take his request under advisement, but that the board would not make a decision at this meeting. Mr. Carlisle asked Ms. Loomis to investigate how similar situations have been handled by the district in the past.

b. Resolution to Certify Unpaid Charges to the Auditor for Collection: Mr. Carlisle made a Motion to approve Resolution No. 2015-012 to certify unpaid charges to the auditor for collection. Mr. Kretzmann seconded the Motion. Upon roll call vote, Mr. Carlisle and Mr. Kretzmann voted aye; Mr. Meade was absent. Resolution No. 2015-012 was approved.

b. Issues from Last Meeting: Ms. Loomis stated that she wanted to address questions that arose during the last meeting, since she was not present at the meeting to answer the questions at that time. She stated that the district does, in fact, have terrorism insurance coverage on its general liability policy; however, there are many exclusions, including that the

United States President has to declare that the actions against the district's facilities constituted an act of terrorism. She also reported that the district mails out 7,532 bills per month and that using services from Smart Bill allows the district to save saved .10c per bill right off the start. In addition, the district saves a significant amount of time and expense because of the many administrative difficulties the district previously experienced when doing the bills itself. She stated that she is able to negotiate very attractive rates with Smart Bill, and if the cost were to increase she would always look at other alternatives, including having the district staff handle all billing internally.

9. **ATTORNEY'S REPORT**

None.

10. **EXECUTIVE SESSION**

Mr. Kretzmann made a Motion to go into Executive Session to discuss pending litigation. Mr. Carlisle seconded the Motion. Upon roll call vote, all voted aye. The board went into Executive Session at 2:09 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 2:18 pm.

11. **ADDITIONAL PUBLIC COMMENTS**

None.

12. **TRUSTEE COMMENTS**

None.

13. **ADJOURNMENT**

Mr. Carlisle Moved to adjourn. Mr. Kretzmann seconded. Upon roll call vote, all voted aye. The meeting adjourned at 2:19 pm.

ATTEST:



John Carlisle, District Secretary