

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

**BOARD MEETING MINUTES
July 10, 2018**

1. OPENING

The July 10, 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 Mr. Carlisle. 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 10, 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. Carlisle made a motion, second by Mr. Fox to approve the minutes of the Board meeting of June 26, 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 to report at this meeting.

6. PUBLIC COMMENTS

Mr. Steven Cohen was present to follow up on his request for a reduction in connection fees for the expansion of Screen Machine. Mr. Conkel stated there was no agreement that any future tap fees would be reduced. He also stated developers pay for extensions of lines to be able to serve their area frequently and they do not in return get free taps. Mr. Cohen asked if anybody has ever received a reduction in connection fees for paying to extend lines. Mr. Conkel said he cannot say if it has ever happened but in the time he has been here it has not. It is normal standard business procedure. Mr. Cohen accepted that response.

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Mr. Cohen also asked why SWL put the water lines in on the north side of the road to serve businesses on the south side. He said he is now required to put another hydrant on the South side of the road by the Fire Department. Mr. Fox explained that was the requirement of the Fire Department, not SWL. He suggested he ask the Fire Board for consideration. Mr. Cohen said he has no issue with installing them on the South side and again asked why they were installed that way to begin with. Mr. Fox said it could have been a right of way issue that made it easier for the District to do it that way but they have no way of knowing why it happened that way as it was years ago. Mr. Cohen asked to think about that issue for future line installations. Mr. Carlisle stated we would be as there are many factors that have to be taken into consideration but codes and requirements are also ever changing.

Mr. Jim Duffy was present and asked about a CAUV issue he read about in past meeting minutes. He wanted to know if the issue was ever resolved. Mr. Carlisle explained that the customer never disputed the charges but just asked for more time to pay. She requested 15 years and the Board passed a resolution to allow her to have 20 years to pay the assessment. Mr. Duffy asked who was responsible to notify the District if a property comes out of a deferred assessment situation. Mr. Conkel explained the County should notify us but some things have slipped through the cracks so we will be checking the properties ourselves on a regular basis to make sure nothing else gets missed. Mr. Fox suggested we check with the City of Pataskala to help keep our records updated as they would be notified of any lot splits or sales as well.

7. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Conkel stated they poured the bottom of the basin at the NW corner. The water level finally went down enough to pour the concrete. They are digging the generator pad behind the building and getting the chemical feed tanks and some painting done in the chemical feed rooms. The admin building is up and they will be working on the roof soon.

SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Conkel stated the contractors are back and working on interior piping and an interior valve room will be constructed in the next few weeks.

STANTEC NPDES/ANTI-DEG RESOLUTION:

Mr. Conkel stated the next step for the SR 161 corridor WWTP study is to complete a NPDES anti-deg application. This will allow us to move forward with the property

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purchase and the construction of the waste water treatment plant when that time comes.

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

RESOLUTION:

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

R 2018-038

WHEREAS: the Southwest Licking Community Water and Sewer District has completed the State Route 161 Corridor WWTP Feasibility Study 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 Stantec Consulting Services, Inc. as they are the firm who has worked on the State Route 161 Corridor WWTP Feasibility Study project and is the most qualified firm, and;

WHEREAS: the General Manager recommends that the District enter into an engineering agreement with Stantec Consulting Services, Inc. to provide engineering services as described in the scope of services, and;

THEREFORE: the Board of Trustees approves the contract with Stantec Consulting Services, Inc. in an amount not to exceed \$10,000.00 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. 2018-038 WAS APPROVED.

ETNA PARK 70, LLC DEVELOPER AGREEMENT RESOLUTION:

Mr. Conkel stated this is for improvements being made on SR 310. There is a public improvement portion of the project so a development agreement is needed. This resolution has been tabled until the next meeting because the resolution was not completed.

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SOURCE WATER PROTECTION PLAN APPROVAL-RESOLUTION:

Mr. Conkel stated this was completed by Mr. Gilcher based on a model the EPA provided and was able to review Pataskala's agreement. This is the way we have to notify the public about our wellfield.

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

RESOLUTION:

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.

Mr. Fox would like to review the document before he votes on it. Mr. Conkel stated he would get the Board a copy of it and will table this item until the next meeting.

COUGHLIN DRAFT:

Mr. Conkel stated he got the draft back from Connie Klema but has not had a chance to review it as he was on vacation last week.

YOCUM PROPERTY ASSESSMENT:

Mr. Conkel stated this was sent out yesterday 7/9/18 so hopefully it will be executed by the next Board meeting.

COMMERCIAL MULTI- TAPS:

Mr. Conkel stated he spoke with John Albers about some changes to it and will be updating the rules and regulations so he will have it ready at the next Board meeting.

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WELL FIELD EXPLORATIONS:

Mr. Conkel stated he is waiting on prices for the drilling of the well on the property across from National Trails. He is also waiting to hear back from the attorney representing the property owner from Alexandria.

HOLLOW RD WATER LINE:

Mr. Conkel stated the survey is complete for phase 2 and will be reviewing the water line layout in the next couple of weeks. He stated we acquired all of the easements we need for phase 1 so it should go out to bid in the next 60 days or so.

LICKING HEIGHTS HIGH SCHOOL EASEMENT:

Mr. Conkel stated he is working on some negotiations with them on some cost sharing on oversizing the 8" line to a 12" line to serve more area.

MISCELLANEOUS:

Mr. Conkel stated there is a meeting scheduled next week for Project Oriole.

Kathy presented Resolution 036 that was passed at the last meeting for signatures. There was a typo on the original one that needed to be corrected.

R 2018-036

1. WHEREAS THE DESIGN IS COMPLETE AND THE DISTRICT IS READY TO COMMENCE WITH THE CONSTRUCTION OF THE SUMMIT ROAD AND CABLE ROAD WATER LINE IMPROVEMENT AS WELL AS THE REFUGEE ROAD WATER LINE IMPROVEMENT WHICH WILL REQUIRE CONSTRUCTION OBSERVATION SERVICES, AND
2. WHEREAS THE GENERAL MANAGER HAS INTERVIEWED CANDIDATES AND RECEIVED RATES OF \$60 / HOUR FROM HULL & ASSOCIATES, INC.; \$65/HOUR FROM PRIME ENGINEERING AND \$66/HR FROM ADR AND ASSOCIATES; THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO A CONSTRUCTION OBSERVATION SERVICES CONTRACT WITH HULL & ASSOCIATES TO PROVIDE THESE SERVICES FOR THE SUMMIT RD AND REFUGEE RD WATER LINE IMPROVEMENTS, AND
3. THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR HULL & ASSOCIATES, INC. TO PROVIDE CONSTRUCTION OBSERVATION SERVICES AT THE HOURLY RATE OF \$60.00 PER HOUR IN AN AMOUNT NOT TO EXCEED \$78,000.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO.

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4. **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.**

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to present at this meeting.

9. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

10. EXECUTIVE SESSION

Mr. Carlisle moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G) (8), for the purpose of considering confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statement of an applicant for economic development assistance and the information is directly related to a request for economic development assistance that is to be provided or administered under Ohio Revised Code Chapter 715, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project and
The Board hereby determines that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project

Seconded by Mr. Fox

Kretzmann.....yes
Fox.....yes
Carlisle.....yes

MOTION CARRIED.

Entered executive session at 3:29pm

Mr. Carlisle made a motion, second by Mr. Fox to return from Executive Session.

Kretzmann.....yes

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Fox.....yes
Carlisle.....yes

Motion Carried.

Returned from Executive Session at 3:55 P.M.

11. TRUSTEES' COMMENTS

There were no trustee comments at this meeting.

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 3:56p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY

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REGULAR BOARD MEETING

July 10, 2018

SIGN BELOW:

NAME

ADDRESS

PHONE

Steven Cohen

10501 Columbus Parkway,
Etna

614-226-5071

Jim Duffy

27 Daisy Dr

614 562 7730