

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

**BOARD MEETING MINUTES
July 30 2019**

1. OPENING

The July 30, 2019 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Fox at 3:00 p.m. The pledge of allegiance was led by Mr. Gilcher. Mr. Fox, and Mr. Carlisle were present at roll call. Also present were CJ Gilcher, Kathy Killen, Josephine Carrelli, Jeff Wagner and those members of the public who signed the July 30, 2019 sign in sheet.

Mr. Carlisle made a motion, second by Mr. Fox to excuse Mr. Kretzmann from the meeting.

Upon Roll Call vote, all voted aye. Motion carried.

2. ADOPTION OF AGENDA

Mr. Carlisle 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. Fox made a motion, second by Mr. Carlisle to approve the minutes of the regular Board meeting of July 9, 2019. 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. Carlisle seconded.

Upon Roll Call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

Mrs. Killen stated we received an email from Wichert regarding the \$5,000 deductible. Wichert has agreed to waive the deductible.

6. PUBLIC COMMENTS

Connie Klema was present on behalf of Westport Homes to state their position on the difference in slopes. Their position is since the pipe is pvc and not concrete the flow would be faster because the pipe would be slippery. She stated Phase 1 had a similar

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issue and Mr. Conkel signed off on that and did not have a problem with it. Their position is our regulations do not include a concrete pipe this size so the pvc pipe should be sufficient. She said they would be willing to camera the lines and provide a maintenance bond and if there were any issues they would fix them. Mr. Fox asked Mr. Gilcher about Phase 1 being approved with a similar problem. Mr. Gilcher stated he believes that was an oversight and something was just missed, not approved.

Todd Cunningham with EMH&T was present to explain their position and a lot of discussion followed regarding the flows and type of pipes used.

Jim Watkins was present and spoke to explain his set of plans and his expert opinion is it will not be a problem.

7. GENERAL MANAGER'S REPORT

BROADMOORE COMMONS PHASE 2 ONSITE/OFFSITE SANITARY SEWER DISCUSSION:

Mr. Gilcher gave an overview of the issue with Westport Homes and the discrepancy in the slopes that do not meet our specifications. After another survey was completed, the slope still did not meet specifications. They had another survey completed and still found 2 slopes that were not to specifications. Mr. Gilcher said he requested them have another firm do the survey due to the difference in the numbers. Watcon engineering firm completed the survey and found 2 different runs not within the slope specifications. Mr. Gilcher stated per the District rules and regulations, this does not meet the specifications and said we have not received any set of as builts that had all runs meeting specifications.

Much discussion followed.

Mr. Carlisle stated he felt if Westport was willing to put up the maintenance bond for a ten year period he would be willing to approve that, but made it clear we are not setting a precedent but only doing what the District can to help Westport Homes. Mr. Carlisle said the only reason he is ok with this is because of the additional survey completed by Watcon but still has questions as to the difference in all of the numbers. He feels if they were made to dig it up and do it again it will not be as good as it was the first time and will never get any better and he would hate to disturb it.

Mr. Wagner stated there is no way to determine if they will have problems in the future and as long as the District is protected is all that matters.

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Mr. Albers will draft an agreement based on all that was discussed and will coordinate with Connie Klema.

Mrs. Klema asked if they could start digging basements now. Mr. Carlisle stated they could not start until it was approved by the board. Mr. Fox and Mr. Carlisle stated they would have a special meeting to discuss this once the agreement is ready so they do not have to wait until the next regularly scheduled meeting.

Mr. Fox told Mrs. Klema he would call her once he received the agreement from Mr. Albers and will get the meeting scheduled as soon as possible. He explained they do need a 24 hour notice to have the meeting but is willing to attempt to schedule it for Thursday August 1, 2019.

Jim Duffy was present and stated he measures the total dissolved solids in his water and has noticed it has gone down with the new WTP plant. He also asked about the DE charge and the rates. He feels the DE should be removed.

Mr. Fox stated we just had a rate study completed and the board will be reviewing that to determine what needs to happen with the rates in the future.

Mr. Carlisle stated the rates have not been raised in 8 years when at one time they were raised every year. With the cost of everything increasing it is very likely the rates will be increasing in the near future. He does not like automatic rate increases and feels the rates should be raised to what they need to be at one time and not every year.

Once the rate study is reviewed by all board members a decision will be made regarding the rates and the billing structure.

Mr. Duffy stated he saw a water hauler on a hydrant in Etna and wanted to know if they were authorized to be there. Mrs. Killen stated this particular company does not have a hydrant meter and thanked Mr. Duffy for letting us know.

There was also some discussion regarding a central bulk water filling station to avoid the need for hydrant meters.

Mr. Duffy asked about having a tour of the new water plant. Mr. Carlisle and Mr. Fox told him we would be having an open house once the contractors are finished. Mr. Gilcher told him to call the office and he would be happy to take him through the new plant.

WATER TREATMENT PLANT CONSTRUCTION UPDATE:

Mr. Gilcher stated they continue to work on the demolition of the old facility and getting the road base in for the tie in for the road from the new building to the old

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building and hopefully start paving soon. All traffic will be coming from York Rd instead of Zellers Lane once the paving is complete.

SUMMIT TANK CONSTRUCTION UPDATE:

Mr. Gilcher stated they were down to as builts and manuals. Mr. Fox stated Mr. Albers may have to look into this in the next 2 weeks if it is not complete.

REFUGEE ROAD WATER LINE UPDATE:

Mr. Gilcher stated there are 1 to 2 items left on the punch list but are very close to getting it wrapped up.

SUMMIT RIDGE ESTATES-SECTION 3A-DEVELOPMENT AGREEMENT RESOLUTION:

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

RESOLUTION:

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

R 2019-039 RESOLUTION

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH SUMMIT RIDGE ESTATES, FOR SUMMIT RIDGE ESTATES PHASE 3A PROJECT;**
2. 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. 2019-039 WAS APPROVED.

SIB LOAN AMENDMENT FOR ODOT PROJECT 1-70 AND SR 310:

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Mr. Gilcher stated he received an email from ODOT to amend the loan agreement to change the project completion and final disbursement dates and needs a signature on the agreement.

Mr. Fox asked Mr. Albers if he has reviewed it, he has not.

This item will be tabled until the next meeting so Mr. Albers has a chance to review and obtain additional information.

SNIDER PROPERTY DISCUSSION:

Mr. Gilcher stated he and Mr. Carlisle met with the property owners regarding the upgrade of a pump station. They are requesting to put in 20 lots on the property with the agreement some money would be split between the District and the developer to upgrade the station. Mr. Carlisle stated they discussed the district funding 1/3 and the developer funding 1/3 with the Broyles property contributing 1/3 of the cost as well. Mr. Albers will review the agreement provided and draft the development agreement to include and address what needs to be included.

Mr. Gilcher stated they are asking for a serviceability letter for the 20 lots. Mr. Albers said it would be ok for Mr. Gilcher to send the letter stating use of the existing lift station would be sufficient for the 20 lots requested.

NATIONAL TRAIL WELLFIELD UPDATE:

Mr. Gilcher stated the well screen is installed and they are developing the well right now and hope to test next week.

WATER/SANITARY RATE STUDY:

Mr. Gilcher stated he provided the board with the rate study that Mr. Conkel had been working on. The board will review it.

OPERATIONS WAGE RATE STUDY:

Mr. Gilcher stated it was found in interviewing the water operator candidates the starting pay scale is on the low end. He put together a graph showing our starting rate of pay compared to other entities and the District is low. Mr. Fox would like Mr. Kretzmann to be present to discuss the pay scales.

RESOLUTION TO HIRE JOSHUA HUNT:

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

RESOLUTION:

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

R 2019-040 RESOLUTION

1. RESOLUTION TO HIRE JOSHUA L. HUNT FOR THE FULL TIME WATER TREATMENT PLANT OPERATOR POSITION AT \$19.50 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING. RATE OF PAY WILL INCREASE FROM \$19.50 PER HOUR TO \$20.00 PER HOUR UPON COMPLETION OF CLASS I WATER OPERATOR CERTIFICATION LICENSING.

2. That 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 stated he thinks we need to move forward on the review of the pay scale as soon as possible.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-040 WAS APPROVED.

RESOLUTION TO AMEND CONSTRUCTION MATERIAL SPECIFICATIONS:

Mr. Gilcher stated we currently do not have specifications for a lift station and he and Mr. Conkel have come up with the additions.

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

- 1. WHEREAS THE DISTRICT HAS AMENDED THE GENERAL NOTES AND CONSTRUCTION AND MATERIAL SPECIFICATIONS TO BETTER MEET THE NEEDS OF THE DISTRICT, AND**
- 2. WHEREAS THE TRUSTEES HAVE REVIEWED AND APPROVED THE CHANGES TO THE GENERAL NOTES AND CONSTRUCTION AND MATERIAL SPECIFICATIONS, AND**

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3. **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.**

This item has been tabled until the next meeting to give everyone a chance to review.

70 EAST LOGISTICS CENTER, LLC DEVELOPMENT AGREEMENT RESOLUTION:

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

RESOLUTION:

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

R 2019-041 RESOLUTION

1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH 70 EAST LOGISTICS CENTER, LLC. FOR THE ETNA NORTH PROJECT;

2. **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. 2019-041 WAS APPROVED.

RESOLUTION TO AMEND ENGINEERING CONTRACT WITH STRAND & ASSOCIATES FOR HOLLOW RD PROJECT:

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

RESOLUTION:

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

R 2019-042 RESOLUTION

WHEREAS: The General Manger recommends that the District amend the engineering agreement with Strand Associates, Inc. for the Hollow Road Waterline Project approved on May 10, 2016 for the amount not to exceed \$141,000.00 by resolution 2016-027 to provide engineering services as described in the scope of services, and

THEREFORE: the board of Trustees approves the amended contract with Strand Associates, Inc. in an amount not to exceed \$174,700 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. 2019-042 WAS APPROVED.

WTP CONCENTRATE FORCE MAIN PROJECT:

Mr. Gilcher stated he is working with Mr. Albers to obtain easements for this project.

NEW LIFE TABERNACLE CHURCH:

Mr. Gilcher stated he met with the EPA and the owners of the church. They are being forced to connect by the EPA. They do not want to do the voluntary assessment because they do not pay taxes and wanted to know if the District would offer them a payment plan instead of it being assessed to the taxes.

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Mr. Gilcher will speak with them to determine exactly what they want to do and Mr. Albers will draft the agreement.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli presented a resolution for the Board's consideration and approval:

RESOLUTION:

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

R 2019-043 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2019-043 WAS APPROVED.

Mrs. Carrelli stated 41 door tags were left 7/29/19 and 27 customers remain on the list to be shut off Wednesday 7/31/19.

Mrs. Carrelli presented a letter for SWL Youth Football Association, drafted by Mr. Albers for Mr. Fox to sign regarding the \$1,380 credit towards their bill. Mrs. Carrelli will mail the signed letter and make sure the credit gets applied.

Mrs. Carrelli stated she provided some evaluation suggestions from C-Max in the folders for the board to review and be discussed with the handbook changes at the next meeting.

Mrs. Carrelli also stated she provided them with some information from Mr. Jim Organ with Burnham and Flowers regarding the health insurance renewal and some significant savings available to the District.

9. ATTORNEY'S REPORT

Mr. John Albers was present to discuss some deferred ag assessments and the status of those. He is waiting to hear back from one owner but has relayed the position of the board is the assessment is due.

Mr. Albers stated another issue has come up with the Dalgarn property and the assessment being due. The entire assessment due is over \$60,000. Mr. Albers asked the board if they would willing to make an exception in some cases where the owner never connected in the past, to allow them to pay the tap fee plus interest they would have paid at the time and leave the remaining amount deferred. This would be a specific case by case exception. Mr. Carlisle and Mr. Fox did not have a problem with that as the deferred amount would eventually be collected. This exception would not

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be in place for the first property discussed and would be only affect those who never connected. He will draft something for the board to review.

10. EXECUTIVE SESSION

Mr. Fox moved to adjourn into executive session pursuant to Ohio Revised Code 121.22 (G) (2), To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest..

Seconded by Mr. Carlisle

Kretzmann.....absent

Carlisle.....yes

Fox.....yes

MOTION CARRIED.

Entered executive session at 4:41 P.M.

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

Kretzmann.....absent

Carlisle.....yes

Fox.....yes

Motion Carried.

Returned from Executive Session at 4:51 P.M.

11. TRUSTEES' COMMENTS

Mr. Fox stated they have not received a lot of applications for the General Manager position and the ones they have received the board does not feel are qualified to interview. Mr. Fox wanted to let the employees know they are still working on it.

12. ADJOURNMENT

Mr. Carlisle made a motion, second by Mr. Fox that the meeting would be adjourned. Upon Roll Call vote, all voted aye.

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The meeting was adjourned at 4:52 p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY

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REGULAR BOARD MEETING

July 30, 2019

SIGN BELOW:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
TODD CUNNINGHAM	5500 NEW ACREANT ROAD Columbus, OH 43054	614, 775-4350
CONNIE J KLEMA	PO BOX 991 Pataskala	614 374 8488
Kyle Shrews	5700 New Albany Rd Columbus OH 43054	614-775-4443
Jim Watkins	83 Shull Ave. Gahanna, Oh.	614-778-3043
TERRELL ALDORUS WESTPORT	507 EXECUTIVE CAMPUS DR. WESTERVILLE 43082	614.365.0066
Jim Duffy	27 DAISY DR ETNA	
DUSTIN BEHLEN	19545 ANKNEY TOWN RD. FREDERICTON OH 43019	740-627-0929
Jack Martino Westport Homes,	507 EXECUTIVE CAMPUS DR. SUITE 100 WESTERVILLE OH 43082	614-881-8545
SCOTT DOUGLAS	BROADMORE COMMONS PHASE 2	614-218-6677
William Douglas	" " "	614 446-1231
Virginia Hill	Berea PO BOX 178 Breckin OH 43004	614.327.6076