

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

**BOARD MEETING MINUTES  
March 10, 2015**

**1. OPENING**

The March 10, 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. Meade were present at roll call. Mr. Carlisle was absent. Mr. Kretzmann led the Pledge of Allegiance. Also present were Mr. Don Rector, Ms. Rhonda Loomis and Ms. Bobbie O'Keefe.

**2. ADOPTION OF AGENDA**

Mr. Rector indicated he needed to add a topic to his General Manager's Report. The topic was the "Operator of Record Notification Form." Mr. Kretzmann moved to approve the agenda with that addition. Mr. Meade seconded. Vote, all aye. The modified Agenda was adopted.

**3. APPROVAL OF MINUTES**

Mr. Meade moved to approve the minutes of the February 24, 2015 meeting with no changes. Mr. Kretzmann seconded. Vote, all aye. The minutes were approved.

**4. PAYMENT OF BILLS**

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Meade seconded. Vote, all aye. The Motion to pay the bills was approved.

**5. COMMUNICATIONS/WRITTEN PUBLIC COMMENTS**

"Flags over Pataskala": Mr. Rector distributed a letter regarding "Flags over Pataskala" to the district board. Mr. Rector and the board agreed that the district fully supports this valuable program, but that the district cannot afford to make financial contributions.

**6. PUBLIC COMMENTS**

Mr. Duffy: Mr. Duffy stated that he thinks terrorist coverage is unnecessary and suggested that the district drop it. He indicated he doubted there would ever be a terrorist attack in Pataskala, Ohio, and because the President has to declare that a terrorist act had actually occurred before benefits could be paid, he doubted the premium cost is worth it. Ms. O'Keefe indicated that it is her understanding terrorist coverage is now mandatory for all public utilities

and governmental entities. Mr. Duffy stated that he would agree that coverage needs to be purchased if it is mandatory.

## 7. GENERAL MANAGER'S REPORT

a. Operator Record Forms: Mr. Rector addressed the "Operator of Record Notification Form." The form is required and it needs to be updated due to staff changes in the district. All employees who are required to sign the form are being added to it, and those who no longer need to be identified are being deleted. Mr. Kretzmann made a Motion to approve the revised "Operator of Record Notification Form." Mr. Meade seconded. Vote, all aye. The Motion was approved.

b. Deposit, Fee and Charge Schedule: Mr. Rector and the staff are making recommendations for changes to the district's deposit, fee and charge schedule. A summary of the proposed changes has been distributed to the board in its board packet. Mr. Rector stated that no major changes are being made. The change that might have the biggest impact is the debt elimination charge as it is applied to master metered communities. This may have an impact on bigger users that have larger master meters. Other changes include adding language regarding backflow prevention policies that are being implemented as well as replacement meters now being offered that have built in backflow protection devices. The cost of those meters has increased, which may result in home owners not buying the new meters. Mr. Rector also indicated that there is a fee being proposed for people whose freeze plates become frozen because the plates are not adequately protected. This results in district staff having to make multiple calls to the same residences, often after hours, even though the district has informed the homeowner of the steps to protect the equipment. Mr. Rector stated that it is expensive for the district to make multiple trips due to this problem; therefore, he is recommending that the district charge a fee to these properties, with the first trip being free. All subsequent trips to the same property would result in the fee being imposed. He hopes this will act as a deterrent and will motivate people to do what is necessary to protect the equipment.

c. Salt Bids: Mr. Rector reported that he is having a problem obtaining salt. The current provider obtains salt from a mine that partially collapsed. The current supplier has been able to provide the district with salt until now, but recently sent a notice to the district that it is out of salt. Mr. Rector contacted many other salt suppliers, which were unable to accommodate the district's needs. Mr. Rector worked out an arrangement with Fairfield County to obtain salt on a temporary, emergency basis. Mr. Rector rebid the salt contract and the only bidder so far is Cargill. Bids are to be opened next Friday, March 20, 2015. Mr. Rector does not anticipate any bidders other than Cargill. Because of the emergent nature of the district's salt needs, Mr. Rector requested that the district board approve Resolution No. 2015-018, authorizing Mr. Rector to open bids and award and execute the salt contract to the successful, responsive bidder. Mr. Kretzmann made a Motion to approve Resolution No. 2015-018; Mr. Meade seconded. Upon

roll call vote, Mr. Kretzmann and Mr. Meade voted aye, with Mr. Carlisle being absent. Resolution No. 2015-018 was approved.

d. Resolution for Use and Hook-Up Ellington Village Section 3, Part 1: Mr. Rector indicated that the final plats have been approved and he has received the necessary bonds from the developer. The development is ready to go, with lots available to be sold. Mr. Rector presented Resolution No. 2015-019 to approve the water and sanitary sewer facilities for use and hook-up. Mr. Meade made a Motion to approve Resolution No. 2015-019; Mr. Kretzmann seconded the Motion. Upon roll call vote, Mr. Kretzmann and Mr. Meade voted aye, with Mr. Carlisle being absent. Resolution No. 2015-019 was approved.

e. Employee Evaluations: Mr. Rector stated that all employee evaluations are complete and available for the board to review, sign and comment, if they would like. He also stated that he and Ms. Loomis have discussed revising the evaluation form, because it has been in use for more than 10 years.

## **8. OFFICE MANAGER'S REPORT**

Temporary Worker: Ms. Loomis indicated that she is moving forward with hiring a temporary office worker for nine months because Josephine will be gone for maternity leave soon. This will allow the temporary worker to be trained by Josephine, and also to fill in when front office staff are on vacation. Ms. Loomis stated that this is a budgeted expense.

## **9. ATTORNEY'S REPORT**

None.

## **10. EXECUTIVE SESSION**

Mr. Meade made a Motion to go into Executive Session to discuss pending litigation. Mr. Kretzmann seconded the Motion. Upon roll call vote, Mr. Meade and Mr. Kretzmann voted aye, with Mr. Carlisle being absent. The board went into Executive Session at 1:30 pm.

Mr. Kretzmann made a Motion to come out of Executive Session. Mr. Meade seconded the Motion. Upon roll call vote, Mr. Meade and Mr. Kretzmann voted aye, with Mr. Carlisle being absent. The board came out of Executive Session at 1:59 pm.

## **11. ADDITIONAL PUBLIC COMMENTS**

None.


## **2. TRUSTEE COMMENTS**

Mr. Meade: Mr. Meade stated that he will be attending the Pataskala Utility Committee at 9:00 am.

13. ADJOURNMENT

Mr. Meade made a Motion to adjourn. Mr. Kretzmann seconded. Upon roll call vote, all voted aye. The meeting adjourned at 2:01 pm.

ATTEST:

  
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John Carlisle, District Secretary