

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

**BOARD MEETING MINUTES
SEPTEMBER 26, 2017**

1. OPENING

The September 26, 2017 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Carlisle at 1:00 p.m. The Pledge of Allegiance was led by Mr. Holman. Mr. Fox, Mr. Kretzmann, and Mr. Carlisle were present at roll call. Also present were Lee Conkel, CJ Gilcher, Kathy Killen, Josephine Carrelli, Jason Holman, and those members of the public who signed the September 26, 2017 sign-in sheet.

Our featured employee this meeting is Mr. Jason Holman, Water Department Operator.

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. Kretzmann made a motion, second by Mr. Fox to approve the minutes of the Board meeting of September 12, 2017. Upon Roll Call vote, all voted aye. Motion carried.

4. PAYMENT OF BILLS

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Fox seconded. Upon Roll Call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

There were no communications to report at this meeting.

6. PUBLIC COMMENTS

There were no public comments at this time.

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Phone (740)927-0410 Fax (740)927-4700

7. GENERAL MANAGER'S REPORT

WATER TREATMENT PLANT CONSTRUCTION REPORT:

Mr. Conkel stated that they have poured the clearwell sump where the pumps will go. They have the rebar about 50% in the clearwell and are supposed to pour that on Thursday 9/28. They are also digging the detention tank. There will be a pictorial report on the website by the next Board meeting.

SUMMIT RIDGE TANK REPORT:

Mr. Conkel stated that the foundation is poured, the ring is up to ground level and they are starting to place rebar so they can start pouring the concrete for the pedestal. There will be a pictorial report on this progress on the website as well.

BEECHWOOD TRAILS BILLING ANALYSIS:

Mr. Conkel stated that he sent the information to the Board members and asked if anyone had any questions. The average based on the 5 months we ran is a revenue loss of 7%-15% per month, (\$6,000/month) Mr. Fox thinks we should move forward and charge based on usage but would like Mr. Conkel to run it by legal council before any decision is made. Mr. Carlisle would like some more information on what this will look like for a year and how we will make that up in the budget. Mr. Conkel has a meeting with Mr. Albers 9/27 and will get his thoughts on the issue and will run the numbers for an entire year to get some more accurate figures over a year. He will have this information to report at the next meeting.

ASSESSMENT TRAINING:

Mr. Conkel stated there seems to be some rule changes in how some agricultural assessments are being handled. He has a meeting with Mr. Albers 9/27/17 to go over these and make sure our procedures are following the current rules.

ADDITIONAL GROUNDWATER STATUS:

Mr. Conkel stated that he and CJ have a meeting with a gentleman on Monday at 8:00am to try and get some additional groundwater.

SUMMIT/CABLE WATER LINE STATUS:

Mr. Conkel stated that the environmental report has 21 days to clear and can go out to bid after that. It will definitely be under construction by the first of the year.

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WELL #1 CLEANING:

Mr. Conkel stated that well #1 is currently being cleaned. This is standard cleaning to get rid of the Iron Related Bacteria that builds up. Well cleaning is on a 4-5 year cycle. This particular well seems to need cleaned every 2 ½-3 years as it is the oldest well in the district. This should be completed in the next week.

MISCELLANEOUS:

Mr. Conkel informed the Board that the final phone conference with Job and Family Services will be Thursday 9/28 at 5:30pm and the State Personnel Board of Review hearing is October 30.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli presented a copy of the water shut off list. She stated that there were 44 door tags distributed and as of today there were still 29 customers scheduled to have their water service disconnected tomorrow.

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

RESOLUTION:

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

R 2017-054 RESOLUTION TO CERTIFY DELINQUENT CUSTOMER ACCOUNTS TO THE LICKING COUNTY AUDITOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2017-045 WAS APPROVED.

Mrs. Carrelli stated she attended a cybersecurity training session last week that was presented by the State Auditor. Cybercrimes are on the rise and we should be prepared in case we were to be hacked. She will be speaking to our IT person to get an action plan into place so we know what we should do in the event of a cyber-attack.

MISCELLANEOUS:

Mr. Carlisle stated that the Board wanted to meet each employee and welcomed Mr. Holman to the meeting.

Mr. Homan introduced himself and discussed his daily operations in the District.

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9. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

10. EXECUTIVE SESSION

There was no executive session at this meeting.

11. TRUSTEES' COMMENTS

Mr. Carlisle said he thought the breakfast provided by the Board on Friday 9/22 went very well and he enjoyed meeting everyone.

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 1:27p.m.

ATTEST: 
LAWRENCE KRETZMANN, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

September 26, 2017

SIGN BELOW:

NAME

ADDRESS

PHONE

none