

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

**BOARD MEETING MINUTES
JULY 9, 2020**

1. OPENING

The July 9, 2020 Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00p.m. Mr. Kretzmann, Mr. Platte and Mr. Hagy were present at roll call. Also present were Josephine Carrelli and CJ Gilcher. The meeting was live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a motion, second by Mr. Hagy, 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. Hagy to approve the minutes of the Regular Board Meeting of June 25, 2020 as presented. Upon roll call vote, all voted aye. Motion Carried.

Mr. Kretzmann made a motion, second by Mr. Hagy to approve the minutes of the Special Board Meeting of July 7, 2020 as presented. 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. Platte seconded. Upon roll call vote, all aye. Motion carried.

5. COMMUNICATIONS

Mr. Gilcher stated there was an email sent by a customer asking to have a public comment read during the meeting. Mr. Platte read the comment from Deb Moore. Ms. Moore wrote, she wanted it to be known that Mr. Carlisle has filed a civil court case, noting the entire Board is named in the case. She requested the Board provide updates on the dollar amounts the Board must use to defend themselves, even after Mr. Carlisle “likely violated R.C. 2921.42 (A)(1) by knowingly using his authority as a board member to secure his employment under this contract.”

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6. GENERAL MANAGER'S REPORT

COVID 19 UPDATE:

Mr. Gilcher stated that full staff returned this week along with two new employees that were hired during the shutdown. He stated it was good to have everyone back and they are able to complete some projects that were on hold. Mr. Gilcher also stated there was still concerns with allowing public back into the office building. He stated he would recommend to the Board that the office remain closed to the public at this time and we will continue to monitor the situation. We have had no complaints about the office being closed and customers are utilizing the drop box and online services to make payments and that process has been working fine. The Board had no objections to keeping the office closed to the public at this time while we are still trying to navigate the Covid-19 health crisis.

JEFFERSON WATER AND SEWER DISTRICT EMERGENCY POTABLE WATER AGREEMENT:

Mr. Gilcher stated the Board requested one word be changed in the contract presented at the meeting on Tuesday. The revision was sent to both entities and Mr. Gilcher stated he did not receive any comments back on the change. He stated he would recommend the Board sign the revised agreement. He will then get the agreement to Fairfield County and Jefferson Water and Sewer District for their approvals.

Mr. Gilcher also stated that the meters were read today and between June 9 and July 9, Jefferson Water and Sewer District used 5.7 million gallons of water from the District.

RESOLUTION TO APPROVE AGREEMENT WITH ADR & ASSOCIATES, LTD SR161 WATERLINE EXTENSION:

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

RESOLUTION:

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

R 2020-062

WHEREAS: the Southwest Licking Community Water and Sewer District has determined the need to construct the SR161 Waterline Extension Project to service future

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customers with a high quality dependable supply of drinking water and;

WHEREAS: the General Manager recommends that the District enter into an engineering agreement with ADR & Associates, LTD. to provide waterline design services as described in the scope of services, and

THEREFORE: the Board of Trustees approves the contract with ADR & Associates, LTD. in an amount not to exceed \$176,500.00 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. 2020-062 WAS APPROVED.

7. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to report.

8. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

9. EXECUTIVE SESSION

There was no executive session at this meeting.

10. TRUSTEES' COMMENTS

Mr. Platte stated he informed at the Board at the last meeting that the attorney representing the District in the case filed by Mr. John Carlisle, may be requesting a G3 executive session at this meeting. He stated they were not prepared to do that at this meeting but would like to meet on Monday for a special meeting if possible.

Mr. Platte made a motion, second by Mr. Hagy, to schedule a special meeting for Monday July 13, 2020 at 4:00 pm with two items on the agenda. One G3 executive

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session for conferences with an attorney the other item would be to discuss and take any action related to the complaint filed by Mr. Carlisle.

Upon roll call vote all voted aye. Motion carried. Special Meeting is scheduled.

Mr. Platte asked Mr. Gilcher to look into options to allow the public come in to make any public comments in a safe way, if requested. Mr. Gilcher stated he did know the City of Pataskala was allowing one person in to the meeting room for a public comment and then leave directly after they are done.

Discussion followed on how to make that work. The lobby is not big enough for overflow so customers would have to wait outside and wait for their turn to make a comment. Mr. Kretzmann recommended we put a notice on the website letting them know they can submit any questions or comments before the meeting and they can be addressed. Mr. Platte asked to have something written up and run it by Mr. Albers. Mr. Hagy suggested contacting the health department for any suggestions they would have.

11. ADJOURNMENT

Mr. Platte 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 4:19 p.m.

ATTEST:



CHARLES HAGY, SECRETARY

**SWLCWSD
OFFICE REPORT
07/09/20**

1) Connection Fees Collected

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$875,871.45	\$1,475,649.52	\$253,173.97	\$350,140.16	\$51,714.00	\$0.00	\$655,028.13
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$279,937.38	\$64,602.00	\$0.00	\$495,277.38
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$630,077.54	\$116,316.00	\$0.00	\$1,150,305.51

2) Billing Charges

	2018	2019	1st Qtr 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$2,688,381.03	\$2,723,072.58	\$648,839.33	\$694,813.17	\$0.00	\$0.00	\$1,343,652.50
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$1,561,567.15	\$0.00	\$0.00	\$3,050,695.83
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$2,256,380.32	\$0.00	\$0.00	\$4,394,348.33

3) Capacity Fees

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$40,310.00	\$99,555.30	\$66,165.00	\$25,020.00	\$0.00	\$0.00	\$91,185.00
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$25,020.00	\$0.00	\$0.00	\$102,165.00
Total	\$113,980.00	\$209,535.60	\$143,310.00	\$50,040.00	\$0.00	\$0.00	\$193,350.00

4) Assessment Revenue

	2018	2019	2020	Total 2020
1st Half	\$744,583.96	\$695,562.52	\$472,378.86	\$472,378.86
2nd Half	\$655,144.64	\$547,574.19	\$0.00	\$0.00
Total	\$1,399,728.60	\$1,243,136.71	\$472,378.86	\$472,378.86

Cash in Bank	As of 07/08/20	As of 07/07/19
	\$15,311,443.46	\$14,116,235.67
*Does not allow for future expenses		
Loan Payment Due 01/01/21	\$3,200,000.00	\$3,200,000.00
Balance Available	\$12,111,443.46	\$10,916,235.67

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BOARD MEETING

July 9, 2020 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE