

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

**BOARD MEETING MINUTES
JULY 30, 2020**

1. OPENING

The July 30, 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. Gilcher added an item to the agenda to be discussed under General Manager Report.

Mr. Kretzmann made a motion, second by Mr. Platte, 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 July 9, 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 13, 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

There were no communications to report.

6. PUBLIC COMMENTS

Mr. Jim Duffy submitted a comment via email for public comments.

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Mr. Platte read the email with his comments for the record.

Mr. Duffy stated he agreed with the video conferencing and written emails as a method of communicating with the District during the Covid-19 situation. He stated that he strongly urges the Board to offer the GM position to Mr. CJ Gilcher. He stated that Mr. Gilcher has performed well in the position as acting GM for some time and appears to be performing exceptionally well as he stated he has noticed in past Board meetings and at the end of 2019 when Mr. Gilcher worked during his periods of time off. He also stated that Mr. Gilcher should stand out in the deliberations to hire a GM since he has been performing the job duties for an extended period of time and the Board knows his capabilities.

7. GENERAL MANAGER'S REPORT

COVID 19 UPDATE:

Mr. Gilcher stated that between the last board meeting and today's meeting, Licking County changed from orange to red on the alert system for Covid which now mandates wearing masks inside of any buildings or any other time social distancing cannot be done. All employees are wearing masks and following that mandate. He stated the buildings are still closed to the public to limit exposure but we are fully staffed at this time.

Mr. Platte asked how we were doing on supplies. Mr. Gilcher stated we have plenty of masks, sanitizer and cleaner at this time.

WELLFIELD EXPLORATION UPDATE:

Mr. Gilcher stated some test drilling has started just east of the Water Treatment Facility. He stated they are currently down about 220 feet in the first hole. This will continue for the next week and he will report the findings to the Board.

JEFFERSON WATER & SEWER DISTRICT EMERGENCY POTABLE WATER AGREEMENT UPDATE:

Mr. Gilcher stated the agreement has been signed by all entities and is now in place for the next 90 days as it was a 90 day agreement.

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FINANCIAL AUDIT UPDATE:

Mr. Gilcher stated the auditors requested an extension through August 31 that was granted by the state so we hope to be starting the audit soon.

RESOLUTION TO APPROVE USE & HOOKUP-310 INVESTMENTS LTD:

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

RESOLUTION:

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

R 2020-063

WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH 310 INVESTMENTS, LTD., INC FOR THE 310 INVESTMENTS, LTD. – TRACTS 1 THROUGH 8 PROJECT ON JANUARY 9, 2020; AND

WHEREAS: 310 INVESTMENTS, LTD. HAS COMPLETED THE REQUIRED SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND

THE BOARD OF TRUSTEES APPROVES THE SANITARY SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN 310 INVESTMENTS, LTD. – TRACTS 1 THROUGH 8; AND

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. 2020-063 WAS APPROVED.

RESOLUTION TO APPROVE USE & HOOKUP-SUMMIT RIDGE ESTATES SECTION 3A:

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

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RESOLUTION:

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

R 2020-064

WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH SUMMIT RIDGE ESTATES, INC FOR THE SUMMIT RIDGE ESTATES SECTION 3A PROJECT NOVEMBER 27, 2018; AND

WHEREAS: SUMMIT RIDGE ESTATES HAS COMPLETED THE REQUIRED SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND

THE BOARD OF TRUSTEES APPROVES THE SANITARY SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN SUMMIT RIDGE ESTATES SECTION 3A; AND

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. 2020-064 WAS APPROVED.

RESOLUTION TO APPROVE EASEMENT-LYND FRUIT FARM INC:

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

RESOLUTION:

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

R 2020-065

WHEREAS: the District deems that an easement for water mainline installation purposes is necessary for the Hollow Road Phase 2 Project; and

THEREFORE: the Board of Trustees hereby authorizes the General Manager to pay a sum of one (1), one (1) inch commercial water tap and capacity fee to Lynd Fruit Farm, Inc. for said easement on Parcel No. 066-318438-00.003; and

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

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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. 2020-065 WAS APPROVED.

SOUTHGATE DISCUSSION:

Mr. Gilcher stated he received a phone call from Mr. Albers regarding the Southgate Corporations deferred assessments that are now due. There is around \$24,000 due in deferred assessments from the parent parcel. Mr. Gilcher stated that Mr. Albers relayed to him that Southgate may not be able to pay the amount due and may want to give up a 14 acre parcel in exchange for the money due. Mr. Gilcher stated the property is a wetland and he does not know what, if any value there would be on the property. Mr. Gilcher stated he would not recommend approving the property in lieu of money, unless a study is done to determine if there is any value for the property.

Mr. Hagy made a motion, second by Mr. Kretzmann to reject the offer of land in lieu of payment. Upon roll call vote, all voted yes. Motion carried.

8. OFFICE MANAGER'S REPORT

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

RESOLUTION:

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

R 2020-066

RESOLUTION TO CERTIFY DELINQUENTS TO LICKING COUNTY AUDITOR

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. 2020-066 WAS APPROVED.

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Mrs. Carrelli presented a copy of the current water shut off list. She stated 129 tags were left on Monday. Shut offs will resume in August. The tags left on Monday explain that shut offs will be resuming and account needs to be brought current, or payment arrangements need to be made to avoid disconnect in August.

Mrs. Carrelli also stated one employee in the office will be retiring after the first of the year. She stated she would be doing a job posting to try and get someone hired in the next month to begin training.

9. MISCELLANEOUS

Mr. Gilcher stated he received a resolution from Mr. Albers to be passed related to the Montrose Group. This was approved by motion in early June.

RESOLUTION:

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

R 2020-067

BE IT RESOLVED by the Board of Trustees as follows:

1. That the Board hereby approves and ratifies the Engagement Letter with The Montrose Group, LLC, which Engagement Letter was previously approved on June 11, 2020 by Motion of the Board of Trustees.
2. That the Board authorizes Larry Kretzmann, Board President, to execute the Engagement Letter on behalf of the District.
3. It is found and determined that all formal actions of this Board concerning and relating to the passage of this ordinance were passed in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-067
WAS APPROVED.**

10. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

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11. EXECUTIVE SESSION

There was no executive session at this meeting.

12. TRUSTEES' COMMENTS

Mr. Platte asked Mr. Gilcher what the process was to obtain right of way permits with various local entities. Mr. Gilcher stated that the District does pull right of way permits as a courtesy. He stated the City of Pataskala used to charge the District \$10.00 but has not for some time. Harrison Township has never charged a fee. Etna Township charges \$50.00 for each permit. The District issues a check to Etna Township for a large sum to be put on the account for the purpose of right of way permits. The last time this was done was in 2017. During some review, it was determined the District is technically in the negative for \$150.00 to Etna Township. Mr. Gilcher also stated that we recently found out that as a 6119 water district, we are not required to pull right of way permits.

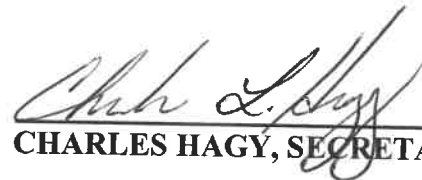
Mr. Platte made a motion, second by Mr. Kretzmann, to continue to pull right of way permits as a courtesy to the entity but no longer pay any fees for those permits as we are not required by law to pull them.
Upon roll call vote, all voted aye. Motion carried.

Mr. Platte also stated he a follow up discussion with Jersey Township and they are still interested in moving forward and asked Mr. Gilcher to follow up with them.

13. ADJOURNMENT

Mr. Hagy 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 4:34 p.m.

ATTEST:


CHARLES HAGY, SECRETARY

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

July 30, 2020 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

**SWLCWSD
OFFICE REPORT
07/30/20**

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	\$120,666.00	\$0.00	\$723,980.13
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$279,937.38	\$150,738.00	\$0.00	\$581,413.38
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$630,077.54	\$271,404.00	\$0.00	\$1,305,393.51

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 07/29/20	As of 07/28/19
	\$15,797,780.82	\$14,417,878.34
*Does not allow for future expenses		
Loan Payment Due 01/01/21	\$3,200,000.00	\$3,200,000.00
Balance Available	\$12,597,780.82	\$11,217,878.34