

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

**BOARD MEETING MINUTES
September 10, 2020**

1. OPENING

The September 10, 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, Josh Holton and CJ Gilcher. Mr. Albers was available on the virtual feed. The meeting was live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Platte 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. Hagy made a motion, second by Mr. Kretzmann to approve the minutes of the Regular Board Meeting of August 27, 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. Hagy seconded. Upon roll call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

Mr. Gilcher stated Tom Frederick, representing St. Albans Township, sent a red lined copy of the MOU that was sent to them for approval, for the 161/St Rt 310 service territory. He wanted to the Board to review it and to have a discussion when ready to do so. Mr. Kretzmann stated it would be addressed in Trustee Comments.

Mr. Josh Holton, representing SEOWA, presented Mr. Kretzmann with a Public Service Award for his commitment to the protection and improvement of a water system. Mr. Kretzmann thanked him and said he appreciated the recognition. He stated it would not be possible without the District Staff and thanked them.

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6. GENERAL MANAGER'S REPORT

RESOLUTION TO APPROVE PAY INCREASE FOR JOSH HUNT:

Mr. Gilcher stated the license exam was discussed at the last meeting. The employee handbook did not reflect the extra \$1.50 per hour that comes with that as it has always been done individually by resolution.

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

RESOLUTION:

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

R 2020-074

- 1. A RESOLUTION TO INCREASE PAY RATE TO \$23.50 PER HOUR FOR JOSHUA HUNT BASED ON SUCCESSFUL COMPLETION OF THE OHIO EPA WATER TREATMENT CLASS II OPERATIONS EXAM. THE PAY INCREASE SHALL BE RETROACTIVE BEGINNING AUGUST 24, 2020.**
- 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.**

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2020-074 WAS APPROVED.

RESOLUTION TO APPROVE OPERATOR LICENSE EXAM PAY INCREASE:

Mr. Gilcher stated this resolution will approve the pay increase from this point on for any employee who increases a level in classification.

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

RESOLUTION:

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

R 2020-075

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1. **RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE GENERAL MANAGER TO ADOPT THE FOLLOWING:
ANY EMPLOYEE WHO SUCESSFULLY PASSES AND PROVIDES PROOF OF OHIO ENVIRONMENTAL PROTECTION AGENCY PROFESSIONAL WATER SUPPLY OPERATOR OR PROFESSIONAL WASTEWATER TREATMENT OPERATOR EXAM REGARDLESS OF THE CLASS, SHALL RECEIVE AN ADDITIONAL \$1.50 PER HOUR PER CLASSIFICATION LEVEL INCREASE; PROVIDED THAT THE LICENSE IS WITHIN THE EMPLOYEES JOB DEPARTMENT CLASSIFICATION.**
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. 2020-075 WAS APPROVED.

RESOLUTION TO AMEND DISTRICT EMPLOYEE HANDBOOK:

Mr. Gilcher stated this will just add the pay increase for the class level to the handbook.

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

RESOLUTION:

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

R 2020-076

**RESOLUTION TO ACCEPT THE CHANGES TO THE DISTRICT'S
EMPLOYEE HANDBOOK AS PRESENTED (ATTACHED SUMMARY)**

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. 2020-076 WAS APPROVED.

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RESOLUTION TO APPROVE ENGINEERING AGREEMENT WITH BENNETT & WILLIAMS ENVIRONMENTAL CONSULTANTS, INC.

Mr. Gilcher stated this is for updates to the GIS system. This will enable them to do some asset management and gets maps updated. This will also make it easier for the inspectors in the field to access information electronically instead of having to return to the office to look at a paper map.

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

**RESOLUTION:
R 2020-077**

Mr. Platte made a motion, second by Mr. Hagy, pending final legal review.

WHEREAS: the Southwest Licking Community Water and Sewer District has determined the need to update its' current Geographic Information System (GIS) to service existing and future customers with a high quality dependable supply of drinking water and sanitary sewer service; and

WHEREAS: the General Manager recommends that the District enter into an engineering agreement with Bennett & Williams Environmental Consultants, Inc. to provide the GIS updates as described in the scope of services; and

THEREFORE: the Board of Trustees approves the engineering agreement with Bennett & Williams Environmental Consultants, Inc. in an amount not to exceed \$43,500.00 and hereby authorizes the President of the Board of Trustees to sign the agreement 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. 2020-077 WAS APPROVED PENDING LEGAL REVIEW.

ELLINGTON VILLAGE SECTION 5-10 LIFT STATION AND SECTION 5, PARTS 1 & 2 USE AND HOOKUP DISCUSSION:

Mr. Gilcher stated the development agreement for these projects was approved in

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June 2019. He stated he received an email from the development person, Terry Andrews, requesting that the Board grant conditional approval and to authorize Mr. Gilcher as the GM be given the authority to issue water and sewer taps/approve use and hook up, without having to come back to the Board.

They do not want to wait until the next meeting to get this approved and get started. Mr. Gilcher stated they still had punch list items to complete, bonds to provide and as built to provide. Mr. Gilcher stated he would recommend that the Board stick with the Rules and Regulations in place and not give him the authority to approve use and hookup. Mr. John Albers was available via conference call and his recommendation was for the Board to not allow this but to wait until all required items have been completed.

The Board agreed with the recommendation from Mr. Gilcher and Mr. Albers and Mr. Gilcher will relay that information to Mr. Andrews.

7. 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 2020-078

***BE IT RESOLVED* by the Board of Trustees as follows:**

- 1. That the Board hereby reduced the deferred water and sewer assessments, as to the following property: Parcel #010-017154-00.000, as follows:
Project #8008, Sanitary Sewer
\$10,041.48
Project #10079, Water, \$9,362.35**
- 2. That the Board hereby authorizes Albers & Albers to record an updated affidavit of fact with the Licking County Recorder's Office indicating that the assessment has been paid in full.**
- 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. 2020-078 WAS APPROVED.

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

RESOLUTION:

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

R 2020-079

BE IT RESOLVED by the Board of Trustees as follows:

1. That the Board hereby approves the Agreement for the payoff with David M. Arthur and accepts the payment in the amount of \$376.48, and further authorizes Albers & Albers to record an updated affidavit of fact with the Licking County Recorder's office indicating that the assessment has been paid in full.
2. That the Board hereby removes that portion of the deferred water assessment, as it has been paid in full, as to the following property: Parcel #010-017418-00.003, Project 10232.
3. That the Board hereby removes that portion of the deferred sewer assessment, as it has been paid in full, as to the following property: Parcel #010-017418-00.003, Project 10231.
4. That the Board hereby authorizes Albers and Albers to record an updated affidavit of fact with the Licking County Recorder's Office indicating that the assessment has been paid in full.
5. 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. 2020-079 WAS APPROVED.

Mrs. Carrelli stated she has received 270 resumes. She will be reviewing those and scheduling interviews with the hopes of having a start date by the first of October.

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8. ATTORNEY'S REPORT

Mr. Albers provided a brief update on the affidavit of fact project and stated the District continues to collect assessments due on those deferrals.

9. TRUSTEES' COMMENTS

Mr. Platte stated there was an MOU created and reviewed by Mr. Albers to try and find a solution to get water and sewer service to the 161/310 corridor as required by the agreement that the District entered into with the County Commissioners around 10 years ago. Jersey Township has moved forward and entered into the MOU with the District. St Albans Township provided a red lined version of the MOU agreement. Mr. Platte stated after briefly reviewing the red lined version, it drastically changes what the agreement was trying to accomplish and the District would not be interested in the changes made by St. Albans Township. Mr. Platte will reach out to them to discuss.

Mr. Hagy asked Mr. Gilcher on any updates for a new sewer plant. Mr. Gilcher stated that there is a project that needs to be completed first. This is the Summit Rd force main project. The design of the waste water plant would happen as that project was happening. He stated an engineer was selected and they are working on the scope of services. He hopes to have a resolution at the next meeting to approve the engineering services for that project.

10. EXECUTIVE SESSION

There was no executive session at this meeting.

11. ADJOURNMENT

Mr. Platte made a motion, second by Mr. Hagy that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 4:37 p.m.

ATTEST:


CHARLES HAGY, SECRETARY

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P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

September 10, 2020 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

**SWLCWSD
OFFICE REPORT
09/10/20**

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	\$183,872.00	\$0.00	\$787,186.13
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$279,937.38	\$229,696.00	\$0.00	\$660,371.38
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$630,077.54	\$413,568.00	\$0.00	\$1,447,557.51

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	\$532,842.31	\$0.00	\$1,876,494.81
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$1,561,567.15	\$1,132,745.67	\$0.00	\$4,183,441.50
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$2,256,380.32	\$1,665,587.98	\$0.00	\$6,059,936.31

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	\$25,715.00	\$0.00	\$116,900.00
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$25,020.00	\$25,715.00	\$0.00	\$127,880.00
Total	\$113,980.00	\$209,535.60	\$143,310.00	\$50,040.00	\$51,430.00	\$0.00	\$244,780.00

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	\$370,687.93	\$370,687.93
Total	\$1,399,728.60	\$1,243,136.71	\$843,066.79	\$843,066.79

Cash in Bank	As of 09/09/20	As of 09/08/19
	\$16,717,074.63	\$16,462,184.21
*Does not allow for future expenses		
Loan Payment Due 01/01/21	\$3,200,000.00	\$3,200,000.00
Balance Available	\$13,517,074.63	\$13,262,184.21